


PCC Secretaries & Parish Administrators Conference


Thursday 25 February 2021



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APCMs and Parishioners Meetings


The Ven Alastair Cutting, the Archdeacon of Lewisham & Greenwich



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Bishop's Instrument

- Allowed a delay of the 2020 APCM
- Initially until October 2020, then until May 2021
- There will be no further extension
- Both the 2020 and 2021 APCMs need to be completed by 31 May 2021

09 February 2021

THE DIOCESE OF SOUTHWARK
PARISH AND DEANERY MEETINGS (ELECTRONIC PARTICIPATION) AND ADMISSION OF CHURCHWARDENS INSTRUMENT 2021


The Bishop of Southwark, in exercise of the powers conferred on him by Section 10 of the Churchwardens Measure 2001 and Rule 78 of the Church Representation Rules, makes the following provision:

Application

1. The provision made by this Instrument applies to each parish in the Diocese of Southwark; it applies with necessary modifications to the parish of Southwark St Saviour with All Hallows.
2. My Instrument of 9 September 2020¹ remains in effect insofar as it regulates meetings for the year 2020 or the admission of Churchwardens for that year.

Interpretation


3. In this instrument:
 - a. "meeting of parishioners" means the meeting required to be held by Section 5 of the Churchwardens Measure 2001 for the purpose of choosing Churchwardens;
 - b. "APCM" means the Annual Parochial Church Meeting required to be held by rule A11 of the Church Representation Rules;
 - c. "convenor" means the minister of the parish or, if the minister is absent or incapacitated, the person(s) required to convene the meeting of



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APCM's & Parishioner's Meetings


- 2020 and 2021 meetings can even be held on the same day need to be handled and minuted separately



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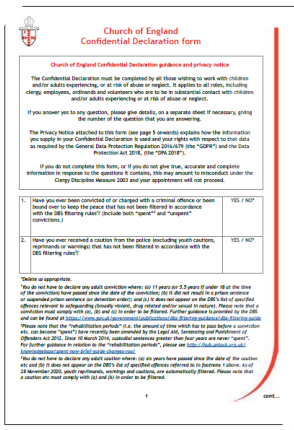
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Amongst the preliminaries,

- remember that A Safe Church expects PCC members to have completed a Confidential Declaration Form in advance of standing for office



The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, volunteers and others who are to be in substantial contact with children and/or adults experiencing, or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5) summarises how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).


If you do not complete this form, or if you do not give true, accurate and complete information to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure (CDM) and your appointment will end.

1. Have you ever been convicted of or charged with a criminal offence or been found over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (include both "spent" and "unspent")	YES / NO*
2. Have you ever received a caution from the police (including youth cautions, conditional or warning) that has not been filtered in accordance with the DBS filtering rules?	YES / NO*

*Note on convictions: You are not liable to declare any adult conviction where: (i) it is more than 5 years (or under 18 at the time of the conviction) from the date of the conviction; (ii) it did not result in a prison sentence or suspended prison sentence (or probation order) and it does not appear on the DBS list of specified offences relevant to safeguarding; (iii) it is a spent conviction under the Rehabilitation Act 1973 and you are not on the Police National Database; (iv) it is a spent conviction that arose with you, but did not involve an offence punishable by the DBS list of specified offences; (v) it is a conviction for a minor offence under the Rehabilitation Act 1973, but has not been reported by the Local Act, Licensing and Publication of Children Act 2017; (vi) it is a conviction for a minor offence under the Rehabilitation Act 1973, but has not been reported by the Local Act, Licensing and Publication of Children Act 2017. Please note that the "Rehabilitation period" is the number of years which has to pass before a conviction for a minor offence is eligible for the "rehabilitation period", please see <https://www.gov.uk/guidance/what-are-the-rehabilitation-periods-for-minor-offences>.

Note: You will not be liable to declare any adult conviction where: (i) it is more than 5 years from the date of the conviction and it does not appear on the DBS list of specified offences relevant to safeguarding; (ii) it is a spent conviction under the Rehabilitation Act 1973, but has not been reported by the Local Act, Licensing and Publication of Children Act 2017; (iii) it is a conviction for a minor offence under the Rehabilitation Act 1973, but has not been reported by the Local Act, Licensing and Publication of Children Act 2017. Please note that the "Rehabilitation period" is the number of years which has to pass before a conviction for a minor offence is eligible for the "rehabilitation period", please see <https://www.gov.uk/guidance/what-are-the-rehabilitation-periods-for-minor-offences>.


1 cont...



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Online & Mixed Mode APCM meetings


- Meetings for businesses and charities may take place in person, with the appropriate Covid-19 precautions
- For those not yet ready to hold meetings in person, the meetings may take place online
- Some parishes may plan to hold their meetings in mixed mode, both in person and online
- Think through the technicalities of voting etc.



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Churchwardens


- We are aware of the additional pressures for wardens over this last year
- Thanks to those who have served, and who may be encouraged to stand
- Archdeacons are unlikely to be able to hold the large Visitation Services with the Admission of Wardens this year
- This will likely take place through either the Minister, Area Dean or the Archdeacon



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Additional information, including many of the forms set out for financial and safeguarding governance, can be found on the [Parish Resources website](#).


Online Date tool for APCM

Annual Parochial Church Meetings (APCMs)

Annual Parochial Church Meetings have detailed timings for electoral roll revisions. An easy-to-use planner is available to help you in determining when different aspects have to take place depending on the date of your APCM.

Do you have problems working out when all the deadlines for Electoral Roll revision, notices for meetings etc fall?


Meet the new APCM date calculator tool, accessible via the APCM page of the new webiste



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APCM Timetable

Annual Parochial Church Meeting Timetable Calculator for a year in which an existing Electoral Roll is being revised


Enter APCM date

Revision of roll notice posted by must be at least 14 days before revision starts and not later than

Notice of APCM posted on or by the OUTSIDE of the church door notice must be in place for **two** Sundays before APCM


Complete revised roll and post on or by the church door by but not before

New roll remains posted for at least 14 days. During this period errors & omissions may be corrected (but not new names added if no form had been completed before posting). Additional names may not be added until after the APCM

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Any Questions?


You can always contact Charlie

Charles.Hudson-Beddows@southwark.Anglican.org

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HR: Employment in Parishes & Wellbeing

David Loft, Director of HR

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Employment in Parishes

- Introduction
 - Who am I?
 - What do I do?

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Employment in Parishes

- Employment in times of COVID-19
 - Coronavirus Job Retention Scheme
 - Furlough
 - Extended to end of April 2021
 - Budget next week - further extension, or not?
 - Extension of Carry Forward of annual leave
 - Updated Working Time Regulations allow for up to 4 weeks untaken annual leave to be carried forward for coronavirus related reasons and taken over the next two years.

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Employment in Parishes

- Employment in times of COVID-19
 - Statutory Sick Pay
 - Temporary change
 - Eligibility from first day of sickness for coronavirus related reasons
 - No 3 day waiting period
 - Common Issues
 - Employment Status
 - Employed v Self-Employed
 - Rights to furlough and claim government support
 - No £1,000 job retention bonus
 - Reducing Hours - Variations to contracts
 - Redundancy

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Employment in Parishes

- Brexit
 - Rights to Work in the UK
 - Settled Status for existing EU citizens
 - Pre-employment checks
 - <https://www.gov.uk/check-job-applicant-right-to-work>
- Safer Recruitment
 - Posts working with children and vulnerable adults
 - New guidance from the national church in the pipeline
 - Good practice advice and templates
- Statement of terms and conditions
 - Right from day 1 for all employees and workers
 - New Website - guidance and templates

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Staff Health and Well-Being

- Well-Being - 'Mind'
 - [Five ways to wellbeing](#)
 - Connect
 - Be active
 - Take notice
 - Learn
 - Give
 - [A Wellness Action Plan](#)
 - [Tips for getting through COVID-19](#)

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Staff Health and Well-Being


- Employee Assistance Programmes
 - Advice and information on a variety of issues
 - Counselling support
 - Cost per person per year
 - Parishes can sign up for their employees
 - More information to follow



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Any finally....


- Any questions?
 - Email; david.loft@southwark.anglican.org
 - Through the new website
- Thank you



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Accounts & Finance and the Parish Support Fund


Anthony Demby, Director of Finance and Gabby Parikh, Head of Giving



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Finance

We are here to provide guidance and support to treasurers and parish officers on rules governing Church of England parishes as well as on parish finance matters generally.


- Accounts
 - PCCs approve the accounts and then they can be filed
 - APCMs adopt the accounts
 - Please check that we have been sent a copy of the accounts
 - Queries - please contact Janet.Boyce@southwark.anglican.org



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 **Finance**

- Password management - please keep copies!
- Charity return
 - PCC secretary should ensure the list of trustees is up-to-date
- Parish fee returns are made monthly to Heather.Cassidy@southwark.anglican.org
- Parish pledge - please don't cancel your direct debit. Banks don't like restarting the same one. Please contact us - we can adjust it/suspend it - call or email John.Jackson@southwark.anglican.org

Other queries: Anthony.Demby@southwark.Anglican.org

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 **The Parish Support Fund**


Thank you for your pledges which help resource....



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 **Parish Support Fund**

PCC secretaries and parish administrators play a pivotal role

Each parish makes a pledge and the Parish Support Fund (PSF) resources the mission and ministry across the Diocese


In 2021 the PSF pack will be sent digitally to PCC secretaries (and Incumbents) at the beginning of July

- Please ensure that discussion of the pledge is an agenda item for discussion at a PCC during July - September.
- Submission date will be by mid-September please
- Pledge is submitted online by you/incumbent/treasurer - you decide!
- Any issues please contact us/Archdeacon or log a delay online

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 **Encouraging Giving**

Here to help encourage giving and make that process as easy as possible!

NEW for 2021! The Parish Giving Scheme (PGS) is an established professional planned giving scheme for churches with a gift aid service

- Direct debit scheme, cost is free to all parishes
- Parishes have to agree to adopt the PGS, then register




Online giving - can people give to your parish online?

- Ideal for these digital times, on-line services and fundraising


Contactless giving - safe and secure, opportunity for visitors, "Try Before You Buy" scheme

Can we help you? Gabby.Parikh@southwark.anglican.org or Clare.Lucas@southwark.anglican.org

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Parish Statistics


Jackie Pontin, Deputy Diocesan Secretary



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Parish Statistics


- Annual collection of mission statistics, finance etc
- National Church reports
- Understand trends in our Diocese and the Church of England
- 2020 - an unusual year
- Lots to celebrate!



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2019-2020

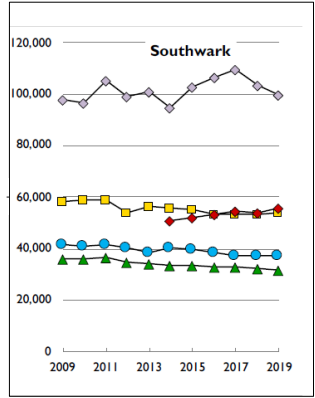

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Parish statistics - trends


- *Statistics for Mission 2019 report*

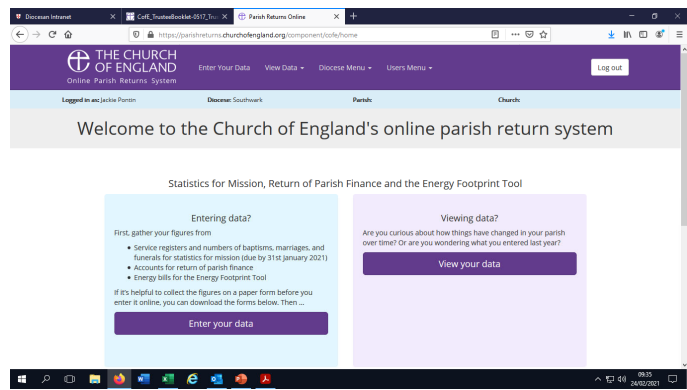

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Parish Returns website

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2019-2020

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Finance, Mission and Energy Footprint

2020 Return of Parish Finance

	N	%
New Subscribers	357	99%
Subscribers	4	1%
Verbal	1	0%
Total	362	

2020 Statistics For Mission Return

	N	%
New Subscribers	203	56%
Subscribers	159	44%
Verbal	0	0%
Total	362	

Energy Footprint Tool 2020

	N	%
New Subscribers	362	100%
Subscribers	0	0%
Verbal	0	0%
Total	362	

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Parish information - dashboards

Attendance Summary

	2014	2015	2016	2017	2018	2019	2020
Worshippers	1020	1020	1020	1020	1020	1020	1020
Worshippers - Home	200	200	200	200	200	200	200
Worshippers - Church	820	820	820	820	820	820	820
Worshippers - Online	100	100	100	100	100	100	100

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Parish Information

- This year - wider focus - celebration - services from home
- Stories - tell us!
- Mission statistics by end of March
- Finance statistics by end of May
- <https://parishreturns.churchofengland.org/>
- Any questions to data@southwark.anglican.org

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STATISTICS

ONES THE CHURCH COLLECTS

HOW MANY PEOPLE TURN UP ON A SUNDAY MORNING →

HOW MANY BAPTISMS, WEDDINGS AND FUNERALS TAKE PLACE →

NUMBERS AT MAJOR FESTIVALS →

ONES THE CHURCH DOESN'T COLLECT


CUPS OF TEA SERVED →

PERCENTAGE PARTICIPATION IN ACTION SONGS →

ALL OF THE MANY DIFFERENT WAYS YOU CONNECT WITH THE COMMUNITY: SCHOOLS WORK, PASTORAL VISITS, CHILDREN'S ACTIVITIES, CHRISTMAS FAIRS, AND MUCH MORE →


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Diocesan Website

The Revd Canon Will Cookson, Dean of Fresh Expressions



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COMPLINE

Thursday in Lent


25 February 2021



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PREPARATION


The Lord almighty grant us a quiet night and a perfect end.
Amen.
Our help is in the name of the Lord
who made heaven and earth.

A period of silence follows

Most merciful God,
we confess to you,
before the whole company of heaven and one another,
that we have sinned in thought, word and deed
and in what we have failed to do.
Forgive us our sins,
heal us by your Spirit
and raise us to new life in Christ. Amen.

O God, make speed to save us.
O Lord, make haste to help us.


Glory to the Father and to the Son
and to the Holy Spirit;
as it was in the beginning is now
and shall be for ever. Amen.



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PSALM

Search me out, O God, and know my heart

O Lord, you have searched me out and known me;
you know my sitting down and my rising up;
you discern my thoughts from afar.

**You mark out my journeys and my resting place
and are acquainted with all my ways.**


For there is not a word on my tongue,
but you, O Lord, know it altogether.

**You encompass me behind and before
and lay your hand upon me.**

Such knowledge is too wonderful for me,
so high that I cannot attain it.

**Where can I go then from your spirit?
Or where can I flee from your presence?**


If I climb up to heaven, you are there;
if I make the grave my bed, you are there also.



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PSALM (cont.)

If I take the wings of the morning
and dwell in the uttermost parts of the sea,
Even there your hand shall lead me,
your right hand hold me fast.
If I say, 'Surely the darkness will cover me
and the light around me turn to night,'
Even darkness is no darkness with you;
the night is as clear as the day;
darkness and light to you are both alike.
For you yourself created my inmost parts;
you knit me together in my mother's womb.
I thank you, for I am fearfully and wonderfully made;
marvellous are your works, my soul knows well.
My frame was not hidden from you,
when I was made in secret
and woven in the depths of the earth.

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PSALM (cont.)

Your eyes beheld my form, as yet unfinished;
already in your book were all my members written,
**As day by day they were fashioned
when as yet there was none of them.**
How deep are your counsels to me, O God!
How great is the sum of them!
**If I count them, they are more in number than the sand,
and at the end, I am still in your presence.** *Psalm 139*
Glory to the Father and to the Son
and to the Holy Spirit;
**as it was in the beginning is now
and shall be for ever. Amen.**
Search me out, O God, and know my heart

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SCRIPTURE

Is not this the fast that I choose: to loose the bonds of injustice, to undo the thongs of the yoke, to let the oppressed go free, and to break every yoke? Is it not to share your bread with the hungry, and bring the homeless poor into your house; when you see the naked, to cover them, and not to hide yourself from your own kin?
Isaiah 58. 6, 7


After a short silence

Into your hands, O Lord, I commend my spirit.
Into your hands, O Lord, I commend my spirit.
For you have redeemed me, Lord God of truth.
I commend my spirit.
Glory to the Father and to the Son
and to the Holy Spirit.
Into your hands, O Lord, I commend my spirit.
Keep me as the apple of your eye.
Hide me under the shadow of your wings.

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GOSPEL CANTICLE

Preserve us, O Lord, while waking
and guard us while sleeping,
**that awake we may watch with Christ
and asleep we may rest in peace.**
Now, Lord, you let your servant go in peace:
your word has been fulfilled.
**My own eyes have seen the salvation
which you have prepared in the sight of every people;**
A light to reveal you to the nations
and the glory of your people Israel. *Luke 2. 29-32*
Glory to the Father and to the Son
and to the Holy Spirit;
**as it was in the beginning is now
and shall be for ever. Amen.**
Preserve us, O Lord, while waking
And guard us while sleeping,
**That awake we may watch with Christ
And asleep we may rest in peace.**

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CLOSING COLLECTS

Almighty God,
may we, by the prayer and discipline of Lent,
enter into the mystery of Christ's sufferings;
that by following in the Way,
we may come to share in the glory;
through Jesus Christ our Lord.
Amen.


Visit our homes, O Lord, we pray,
and drive far from them the snares of the enemy;
may your holy angels dwell with us and guard us in peace,
and may your blessing be always upon us;
through Jesus Christ our Lord.
Amen.

Keep watch, dear Lord,
with those who wake, or watch, or weep this night,
and give your angels charge over those who sleep.
Tend the sick, give rest to the weary,
sustain the dying, calm the suffering,
and pity the distressed;
all for your love's sake, O Christ our Redeemer.
Amen.

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THE LORD'S PRAYER


Let us pray with confidence as our Saviour taught us.

**Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come;
thy will be done;
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
For thine is the kingdom,
the power, and the glory
for ever and ever. Amen.**

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CONCLUSION

In peace we will lie down and sleep;
for you alone, Lord, make us dwell in safety.

Abide with us, Lord Jesus,
for the night is at hand and the day is now past.

As the night watch looks for the morning,
so do we look for you, O Christ.

The Lord bless us and watch over us;
The Lord make his face to shine upon us and be gracious to us;
The Lord look kindly on us and give us peace.
Amen.

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