

Minutes of a Rushen PCC meeting held in St Catherine's Church Hall Tuesday 21st November 2023 at 7.00pm

Present: Rev. Joe Heaton (Chairman), Margaret Verschueren, Stephen Curtis, Lesley Scott, Robert Gregg, Sylvia Wightman, Peter Hayhurst, Gerald Callister, Annie Curtis, Wendy Heaton and David Bowman.

1. Welcome and Prayers:

The chairman welcomed everyone to the meeting and then presided over the first part of Evening Worship.

2 Apologies for Absence:

Heather Daykin, Eileen Thornley, Claire Jones, Janice Withey, Gilly Fraser, Harry Dawson, Grace Hibbert, and Michael Porter.

3 Minutes of the previous meeting, and matters arising therefrom

Two corrections were made. The first being connected with the Christmas Day service which had been quoted as being at 10pm, and the second in connection with the date of the previous meeting which was not stated. The secretary said the these would be corrected. There were no other matters arising. *Annie Curtis proposed and Gerald Callister seconded that the minutes of the meeting held on 4th October 2023 were a true record. There was unanimous approval.*

4 Reports from Sub Committees (and matters arising therefrom)

Finance Committee:

The treasurer referred to his report and stated that he would update this rather than go through it in detail. (See Appendix 1)

- An insurance payment had been received from the burial authority.
- The Ladies Working Party accounts have now been updated.
- The electricity invoice presented to Tiddlywinks Nursery has not been paid but it is anticipated that it will.
- The legacy payment of £10,098 from the estate of Marjorie Shepherd, to benefit St Catherine's Church, has now been received and credited to the Vicar and Warden's account.
- The Finance Committee recommended that seven charities each receive the sum of £500 as part of our charitable giving. It was hoped that the PCC would approve them. *Stephen Curtis proposed and Lesley Scott seconded that the PCC pay £500 to: Isle Listen, Sight Matters, S.U.M.T., Port St Mary Beach Mission, Southern Food Bank, Beach Buddies and Tear Fund. The vote taken was unanimous.*
- A question was raised to explain what was meant by the the updated summary of the legacy funds. This was presented by the chairman at the finance committee meeting and refers to creating an understanding of what happens to legacy money when it is received. The terms of all legacies are different. What is proposed is to produce a schematic diagram to show where the money has come from, where it is currently sitting, where it is going to be spent, and the current position. This is hoped to be presented at the PCC meeting in January.

Worship Committee:

The chairman referred to the report that had been circulated. (See Appendix 2)

- He explained that the Christmas services had been listed and verified by the committee. These followed the usual pattern with one exception which was that the Port St Mary Commissioners have requested a Christmas Carol service be held in St Mary's Church on 12th December. This will follow the same format as the St Catherine's Commissioners Carol Service.
- A question was raised regarding refreshments. The chairman explained that these would be served at the back of the church and that we would not be involved in any way.

Social Committee:

Gerald Callister referred to the report which had been circulated. (See Appendix 3)

- He mentioned the Quiz Evening as being very successful with a final total of £335 being raised.

Mission & Outreach Committee:

The chairman referred to the report which had been circulated. (See Appendix 4)

- Annie Curtis mentioned leaflets detailing information about our outreach were already presented in the entrance to the hall. These are available for people to pick up and read about current activities.

Building Committee:

Peter Hayhurst referred to his report and to any updates that have taken place since it was written.

(See Appendix 5)

- At St Mary's the electrician has completed work on the power meter which is now functioning correctly.
- Also at St Mary's it has been decided to seed the grass rather than re-turf it. If in the Spring this has not been successful it may be that we will re-turf it then.
- Also at St Mary's the rear gate has now been fitted.
- The chairman referred to the tower at Kirk Christ and when work was to be started. Gerald Callister stated that the builder had been away and that he was hoping to commence the work this week. To date nothing has been done.
- He also referred to the serious damp on the outer vestry wall of St Catherine's Church. Gerald Callister said that this was in hand but the contractors have had problems with staff illness. The chairman asked that when the contractors do come would they also look at the west end of the church where gaps have seen to have appeared in the stone slabs. Whilst at present there is no evidence of damp it would be better to prevent any problems from occurring in the future.

5 Report from Family/Youth Worker:

The chairman referred to the report from the family/youth worker. He had requested a brief bulleted document of the work that she is involved with. (See Appendix 6)

- Natalie is hoping to hold an evening session in January entitled 'Faithful Futures' for those interested or to get involved in family and youth work.
- The activities she has introduced are innovative and attractive to young people. She is holding a Laser Quest with another group in Onchan at her next meeting
- The Mission and Outreach group is promoting Natalie's endeavours. She is to be commended for her hard work.
- A question was raised about giving Natalie extra hours for the many activities she has introduced. The chairman referred to the Employment Committee which is due to meet before the end of the year to discuss Natalie's progress and recommend any contractual changes. Should there be any suggested they will be brought to the next PCC meeting.
- A question was raised as to whether Natalie is allowed to take any holiday entitlement from this year into 2024. Some discussion followed which resulted in ensuring that the matter would be aired at the same time as of any extra hours being granted, although the opinion of the meeting was that she could.

6 PCC Away Day:

The chairman referred to the Away Day held on 14th October 2023 and to the discussions and activities throughout the day.

- The day revolved around where we are going as a parish. The attendees were split into small groups to think of questions that we might put to our congregations in the form of a survey and as such ascertain their perceptions.
- This resulted in ten questions being devised from the group responses.
- The questions were circulated at the beginning of the meeting. This was a draft document and not the final survey and comprised of questions the PCC would like to ask.
- It is anticipated that the survey is likely be distributed to members of the four congregations between the Christmas period and sometime in January.
- The survey could be collected in paper form from the back of each church, or as a preferred alternative, from the parish website.
- A question was raised about one of the questions that had been typed in italics. The chairman felt that as this was a draft document which when finalised will be clearer.

7 Proposal for the Re-ordering of St Catherine's Church:

The chairman had hoped to communicate this as a power point presentation to the LCC meeting after the morning service at St Catherine's Church on the 5th November. Unfortunately on that occasion it failed. However a comprehensive plan of the re-ordering was circulated with the agenda and that an additional

element had been added to it namely to put a window in the porch by using the disused doorway on the east side of the porch. Details of the presentation can be found in Appendix 7.

Following the presentation the Chairman asked if there were any questions.

- Lesley Scott asked about the reaction when this was presented at the St Catherine's LCC meeting. The chairman said that it had all been positive and that any questions raised were about clarification of aspects of the plan itself.
- The chairman referred to the organ's removal, which had been suggested by a PCC member on an earlier occasion. He confirmed that this was not going to happen, even though it would open up more space in the church if it were to materialise. It could be looked at later.
- The chairman referred to the modification of the vicar's desk in some way, an idea raised previously. This was now not going to happen.
- A question was asked about the lighting which had not yet been considered. The chairman responded by stating that the chandeliers will be removed as some would impede vision of the TV screen. Uplighters and downlighters are to be installed and these are marked on the plan. The lighting in the chancel and sanctuary would be replaced with LED lights.
- A question was raised about the positioning of TV screens in the nave to accommodate those sitting at the back of church being able to see the words of hymns etc. The chairman responded by saying that this had been considered by an expert who felt that the one large TV screen would be adequate.
- The chairman referred to some choir frontals which were used by St Catherine's in the past. These were in storage and could be brought back into use so that they could be placed in front of the chairs on the front row.
- The chairman suggested that he meet again with St Catherine's congregation to discuss the colours of the chairs and the carpets.
- It is hoped that the complete package will be finalised before the Christmas period so that it can be discussed at the January DAC meeting.
- A question was raised about worship during the re-ordering process and whether this had been given any thought. The chairman responded by stating that the hall would be used for services and that this would be included in the faculty application. Bookings for the hire of the hall on Sundays before 2.30pm will cease around Easter time, or before if the work is due to commence.
- The chairman stated that he has put in an application for a temporary re-ordering. This would be valid for 24 months. This included the moving of the communion table into the chancel, to install the TV screen, to put the choir frontals back into the church, to place the lectern in front of the chancel steps and to remove one of the handrails leading from the nave into the chancel.
- *David Bowman proposed and Margaret Verschueren seconded that the PCC approve the plans for the forthcoming re-ordering of St Catherine's Church, and the temporary faculty application to the DAC which includes the moving of the communion table into the chancel, the installation of a TV screen in the nave, the re-introduction of choir frontals back into the church, the lectern being moved to the front of the chancel steps and the removal of one of the handrails which leads up the chancel steps. **The vote taken was eleven members for the proposal and one abstention. The proposal was carried.***
- *Gerald Callister proposed and Wendy Heaton seconded that another LCC meeting should be held with St Catherine's congregation to finalise the colour of the upholstery on the chairs, and the colour of the carpets during the re-ordering of St Catherine's Church. **The vote taken was unanimous.***

Questions were raised about the installation of the television and the use of sound from it and also how it is to be fitted. After some discussion these were answered satisfactorily and the matters presented resolved.

- *Annie Curtis and Stephen Curtis proposed that the PCC purchase a Television so that it can be used during services to portray the words of hymns on Sunday's and at other Occasional services, and to advertise the work of the parish throughout the week. **The vote taken was unanimous.***

8 Forthcoming Building Work:

The chairman referred to work needed to be undertaken to replace the skylights at Kirk Christ. The present situation is that those fitted in the 1940's have reached a state of disrepair and that they need to be reinstated. They will be replaced with UPVC skylights which will open to improve ventilation. A faculty has been submitted for the replacement of the windows and to improve the lighting at Kirk Christ with the installation of uplighters. These would be situated evenly spaced on each side of the nave. The DAC have rejected the application for uplighters as its members required more information. This will be re-submitted to the DAC in January. The request for the UPVC windows has not been rejected but needs to be formally minuted by the PCC.

*The chairman proposed that the PCC approve the application for the installation of two UPVC skylights to replace those in situ at Kirk Christ. **There was unanimous approval.***

9 Safeguarding Matters:

The chairman announced the appointment of Rhiannon Manning as Parish Administrator. Part of this role involves her being the Parish Safeguarding Officer. Her hours at present are 9.30am to 4.30pm on Tuesdays and Fridays. She will be taking an hour off for lunch on both days. She is contracted to work for 12 hours per week. At some time we may have to consider purchasing a laptop for her use.

10 Correspondence:

A letter had been received from the Ladies Working Party (LWP) in connection with the installation of handrails at St Mary's Church so that parishioners with mobility issues will feel safer when going up the steps from the nave to the chancel, and of course travelling the other way. In addition they will assist members of the LWP should they wish to use the toilet in the vestry at its meetings. Pictures of possible handrails were displayed. The LWP will fund the purchase. Some discussion followed which resulted in the following proposal:

- *Lesley Scott proposed and Peter Hayhurst seconded that the PCC purchase handrails to assist parishioners, and members of the Ladies Working Party with mobility issues, to access the toilet situated in the vestry. **The vote taken was unanimous.***
- The chairman agreed to apply for a faculty for this work to commence when it is approved.

11 Any other business:

Peter Hayhurst referred to a charity entitled 'Eco Church' the aim of which is to encourage churches to go green. It requests parishes to register and then to complete a questionnaire centred around how they are progressing in reaching the target of being totally eco-friendly. Peter suggested that we register each church in the parish individually. After the questionnaire's have been completed they are sent to the charity which then awards bronze, silver or gold stars, depending on the progress made. The chairman asked Peter Hayhurst if he was willing to complete the questionnaire for each church. Peter replied by saying that it was unlikely that we would be able to find one person for each church and that he was willing to co-ordinate the project himself.

12 Confidentiality

No items of a confidential nature were discussed.

The meeting closed at 9.10pm with the conclusion of the Evening Prayer Service led by the chairman at 7pm.

Signed: _____

Rev. Joe Heaton

16th January 2024

Financial Report – November 2023

The Finance Committee met on 3rd November.

Accounts for the ten months to 31st October 2023 show an ordinary loss of £11,329. Collections and planned giving continue to be lower than expected, but the use of giving stations has increased. A £1,061.41 insurance contribution is due from Rushen Burial Ground Authority and a further fee for administration.

The October accounts do not include Ladies Working Party transactions since May, which mainly comprise £700 raised and donated to Crossroads Young Carers.

Rent payments from Tiddlywinks Nursery were up to date and an electricity invoice was now due.

The reordering project at St Mary's was now completed at a total cost of £121,400.

A legacy of £10,098 from the estate of Marjorie Shephard for the benefit of St Catherine's Church was expected to be paid into the Vicar & Wardens account shortly.

The PCC has registered for the Guaranteed Green Tariff, but no evidence of this appears on the latest bills.

The bank balance at the end of October was £50,509. £50,000 has been liquidated from the PCC's investment.

A new colour copier has been purchased at a rental cost of £116.08 per month.

A 2024 budget would be prepared for the January PCC, to include estimated expenditure on St Catherine's refurbishment and further repairs at Kirk Christ.

The Treasurer also agreed to provide an updated summary of the legacy funds.

The following charitable donations were recommended by the Committee for approval by the PCC:

Isle Listen	£500
Sight Matters	£500
Scripture Union Ministries Trust	£500
Port St Mary Beach Mission	£500
Southern Food Bank	£500
Beach Buddies	£500
Tear Fund	£500

Appendix 2

Report from the Worship Committee

The Worship Committee met on the 7 November at 11am at Rushen Vicarage.

Present: Rev. Joe Heaton, Mike Porter, Jan Withey, Wendy Heaton

Forthcoming Services

The Worship Committee looked at the forthcoming services in the Parish for Advent and Christmas. These are:

Advent

3 rd December	4pm	Christingle Service (St. Catherine's Church)
5 th December	7pm	Mothers' Union Advent Carol Service (St. Catherine's)
12 th December	7.30pm	PSM Commissioner's Carol Service (St. Mary's Church)
13 th December	7.30pm	Carols, Candles & Cake (St. Peter's Church)
17 th December	6.30pm	Parish Carol Service (Kirk Christ)
21 st December	7pm	Commissioner's Carol Service (St. Catherine's Church)

Christmas Eve

24 th December	11am	Joint Service (Kirk Christ)
24 th December	4pm	Crib Service (St. Mary's Church)
24 th December	7.30pm	Holy Communion (St. Peter's Church)
24 th December	11.30pm	Midnight Communion (St. Catherine's Church)

Christmas Day

25 th December	10am	Joint Service (Kirk Christ)
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1st Sunday after Christmas

31 st December	11am	Joint Service (Kirk Christ)
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Appendix 3

Social Committee Report

Soup Inn

We have been continuing to hold the monthly Soup Inn this autumn on the first Thursday of each month. Attendance at September and October were very mediocre, but thankfully for November we had nearly 30 customers. For whatever reason this happened we are very grateful, as a successful venture makes everyone's efforts worthwhile. The committee thank all who contribute donations of soup and desserts, and the many helpers who lend a hand on the morning.

Parish Quiz Night

Another of those successful evening has been arranged, and we are looking forward to 17th November and to David Bowman's quizzing. Several tables have already been booked but there is still space left. Contact Gerry for details.

We will be meeting on 8th November to finalise plans.

Appendix 4

Mission and Outreach Committee Report

The Mission and Outreach Committee met on November 10th.

We co-opted Claudia to our committee.

We had wide ranging discussions about ways of taking the Gospel message out into our communities around the parish.

We are eager to continue our support for Messy Church, SUMT and Beach Mission and Acts 29 going forward, and hope to give Hannah Elphick the opportunity to share the mission of SUMT with each church in the near future.

Appendix 5

Building Report

St Peters

- External polycarbonate glazing work completed (Chris and Steve)
- Installation of new vents completed (Chris and Steve) – Improvements being evaluated over the coming months
- Also suggest keeping inner church door and toilet door open when the church is closed to improve winter ventilation.

Kirk Christ

- Following inspection of the tower, it was found that masonry repairs and repainting were necessary. Kevin Christian (builder) and Rob Marshall (Hoist hire) booked for this work, but it has been delayed by bad weather. Expected done in November.
- Southern windows reveals repainted after problems with salt coming through the Keim paint.
- Mould cleaned from wall in Sanctuary
- Monitor water ingress through N side skylight (in certain wind directions) – Joe submitting faculty for replacement of skylights (next spring) and additional LED lighting.

St Catherine's

- Colour photocopier installed 1/11/23
- New thermostat fitted in hall to replace faulty wireless one (Chris and Steve)
- New handle fitted on kitchen door (Chris and Steve)
- Serious damp on outer vestry wall – being investigated by Guy
- Much preparatory work done preparing ideas for reordering, being presented to LCC on 5/11/23 and this PCC meeting

St Mary's

- Remaining outstanding (snagging) work on vestry power meter expected mid-November.
- Old secondary Polycarbonate glazing replaced (Chris and Steve)
- Benches re-stained (Chris and Steve)
- Jungle being cleared and lawn re-turfed over builders trenches (Josh Cowley)
- Water leak in vestry resolved (blocked filter)
- New vents fitted to provide airflow through vestry, to address humidity build-up (agree by archdeacon)
- Humidistat controlled damp chaser installed in organ, following discussions with Peter Jones. Currently maintaining the organ approx. 5% dryer than church.
- Replacement back gate constructed, to be fitted early November. (Chris and Steve)
- Concern over the uneven state of the footpath up to the steps. Getting advice / quotes to replace

Faculties/Planning

- Kirk Christ - replacement skylights and new LED lighting scheme
- St Catherine's - temporary faculty for TV screen, moving altar table and bringing back choir pew frontals.

Appendix 6

Family/Youth Worker Report

Since I last reported I have:

Youth group

- created a rhythm with the youth group
- gained enough volunteers to hopefully be more regular in the new year
- done an SUMT residential where our young people attended, and we used Mary's church for one of the sessions.
- soon we are to join with a Douglas youth group to have a large social as it is beneficial for them to meet up with other Christian young people.
- I have been ensuring our team are completing the safeguarding training while we haven't had a parish administrator

Messy church

- I have been imputing into to the planning sessions
- getting to know the volunteers
- creating resources and finding other resources for team members
- in November I am leading various parts

Families

- I have started to form solid relationships with most of the young families within our parish
- have met families within messy church

PCC away day

- I gained a greater understanding of the parish's passion and faith.
- enjoyed getting to know those who attended

Christian Union

- regularly attending and the group is growing
- 10 now attending often
- my hope is some will find their way to the youth group in the future from the strong relationships I am trying to build.

Primary school's work

- my presence in the school is being noticed
- I am becoming a recognised person
- hopefully these connections will grow stronger, and I can offer things like messy church in the school once my relationships are stronger

Other

- completed my leadership safeguarding course
- joined the ecumenical safeguarding morning which helped me think through other perspectives of safeguarding in their setting.
- writing in the parish magazine to enable the parish to know/feel involved with the ministry
- meeting people from the parish to gain understanding of how the Sunday schools/ family services work.
- doing general admin
- planning time for the things I am involved in

Natalie Heaton

Re-ordering of St Catherine's Church – Power Point Presentation

- The only works at St Catherine's Church in the past have been repairs.
- The Vision Focus Group (VFG) had been formed to look to the future of the parish, especially in the employment of a Family Youth Worker, and the future development of St Catherine's Church.
- In January of this year the findings of the VFG, in connection with the development of St Catherine's, were presented to the PCC which felt that the group had not been bold enough.
- This evening's presentation to the PCC encompasses further discussions by the VFG.
- A picture of the church in the 1940's was shown to show in comparison from another taken recently. The changes in the 80 years that have elapsed appear to be that the British Legion flags hung in the chancel on either side of the east windows, and that the Lectern was just to the left of the vicar's chair. Lighting was seen to be hanging down in the 1940's.
- The needs looked at by the VFG were to have a modern and vibrant building for the 21st century, to have much better seating in the nave, to have greater accessibility for those with incapacities, increased storage and better facilities for refreshments.
- A suggestion was raised by a member of the congregation about the carpeting of the building. This would need to be in keeping with people with dementia who would struggle if it was bold and heavily patterned.
- The main users of the church other than regular worship are Messy Church, weddings and funerals, and the secondary users are summer concerts and visits from school children.
- Thanks were given to Peter Hayhurst for producing excellent plans which were applauded by the Diocesan Architect.
- The Vision Focus Group had visited three churches, St George's and St Ninians in Douglas, and St Peter's Onchan to get a feel of how other churches have tried to modernise.
- A photograph of a chair, similar to those at the three churches visited, was shown. They each had a shelf underneath so that personal effects could be stored during a service. It is comfortable and has the facility to be joined with another chair. This would mean that the pews would be removed from St Catherine's and replaced with chairs similar to that shown.
- The heating system would change. The old Victorian cast iron pipes would be completely removed, and the heating provided by infra-red heaters. It is anticipated to install nine heaters on each side of the church and to use them on low power normally, but if it is exceptionally cold to put them on high power.
- A photograph of the carpeting at St Ninians church was shown. This comprised carpet tiles in green with a blue border to mark where the chairs will be positioned and to separate the aisle from the seating area. The border was also laid along the edges of the building. At St Catherine's the colour of the carpet/tiles will be decided later and it will be laid throughout the nave and the chancel. The sanctuary would not be carpeted. Borders would be included in a contrasting colour.
- The plans at St Catherine's show that the plinth, on to which the altar table is placed, has been moved towards the sanctuary step. This would mean that those receiving communion would stand in a semi-circle in the chancel rather than kneel at the communion rail which will be removed completely.
- Wooden steps will be placed on top of the chancel steps which are at present chipped and well worn.
- The reredos in the sanctuary would be lowered to the floor. At present it stands approximately 15 inches above it.
- The British Legion flags will stand on either side of the sanctuary.
- The plans show where a large TV screen would be positioned so that the words of hymns can be displayed, and other visuals during sermons. During the week it could also display the events held in the parish. It could also display a slideshow which could be relayed throughout the day.

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- At the west end of the church the two pews would be joined together in an 'L' shape. Cupboards for storage will be created at the west end of the church. The positioning of furniture for refreshments, at the end of services, is to be considered later. Similarly consideration will need to be given for weddings and funerals where it might mean removing the furniture altogether.
- A question was raised about a water supply similarly to that installed at St Mary's Church. The chairman suggested that this be considered after the present re-ordering has been completed.
- The porch needed consideration as first impressions count to both visitors and parishioners. It was suggested that the door from the porch to the church itself needed to be glazed similar to that at St Mary's Church. The Diocesan Architect suggested that the outer door could also be glazed. This would make the church more welcoming.
- The chairman referred to an idea he had with regard to east side of the porch where there is a false door. This leads to a stud wall. At little expense this could be opened up to allow for to arched windows to be installed. This would then throw light into the porch itself. Cupboards will be installed in the porch for storage.

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