

# Draft for Annual meetings – just finance section awaiting IE sign off

## St Stephen's Ealing

<p>THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, CASTLE HILL, EALING ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2022</p>
---

### Administrative information

St Stephen's Church is situated on the corner of St Stephen's Road and the Avenue, West Ealing. It is part of the Diocese of London within the Church of England. The correspondence address is:  
St Stephen's Church, St Stephen's Road, West Ealing, London W13 8HB.

The Parochial Church Council (PCC) is registered with the Charity Commission (No. 1133772).

#### ***PCC members who have served in the period 1 January 2022 until 31 December 2022:***

<i>Incumbent</i>	The Revd Steve Newbold (Chair)	
<i>Curate</i>	The Revd Ruth Robinson	from 3 July 2022
<i>Licensed Lay Minister</i>	Enid Barron	to 20 Nov 2022
<i>Churchwardens</i>	Caroline Jamieson (Vice Chair to 15 May)	to 15 May 2022
	Mary Ann Auckland (Vice Chair from 15 May)	
	Ann Toley	from 15 May 2022
<i>Representatives on the Deanery Synod:</i>	Liz Cooper	
	David Gillingham	
	Linda Rivans	
<i>Elected members:</i>	Jessica Ely	to 15 May 2022
	Qin Li	to 15 May 2022
	Alice Zhang	
	John Anniss	
	James Morrow	
	Rob Yates	to 26 Sep 2022
	Sue Charlton	
	Jon Yarrall	
	Janet Sehgal	from 15 May 2022
	Xiaoe Li	from 15 May 2022
	Jen Whadcoat (also Safeguarding Officer)	from 15 May 2022
<i>Secretary (co-opted)</i>	Jane Maffett	
<i>Treasurer (co-opted)</i>	Sanjay Joshi	

*And the following who is not a member  
of the PCC*

*Associate Vicar* Caroline Newbold

## Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC also appoints Trustees to the St Luke's Hall trust, a separate charity with the stated aim of managing the assets of the Trust '*for use for the religious and other charitable purposes of the Church of England in the Ecclesiastical Parish of St Stephen, Ealing.*' The Vicar is an ex-officio Trustee.

The Vicar is also, ex-officio, a Trustee of the Gurnell Grove Community Trust, active in the parish.

## Objectives and activities

The PCC has the responsibility of co-operating with the Vicar in promoting in the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical. Our Vision Statement is:

*Community growing in the love of Jesus*

The PCC has maintenance responsibilities for the Church buildings which include the hall and a cottage for residential use. The PCC also owns and maintains a separate house at 26 Drayton Gardens, currently occupied by our curate.

## General statistics

### Church membership

The Electoral Roll saw a small decrease of seven people so that on 31 December 2022 there were 191 people on the Roll. Of these 51% were resident in the parish and 49% were not, 62% were female and 38% were male.

### Occasional offices

There were three thanksgivings, four baptisms and three confirmations. There were two marriages at Church and the clergy conducted the funerals of ten parishioners (four of the services were at St Stephen's).

## Review of the year

The Annual Parochial Church Meeting (at which three new PCC members were elected) and the Annual Meeting of Parishioners (at which two churchwardens were elected) were held on Sunday 15 May 2022 in accordance with the Church Representation Rules and The Churchwardens Measure. The full PCC met seven times during 2022 with an average level of attendance of 75% of members. The year started with national concern about the Covid Omicron variant. By the end of February, the remaining Covid restrictions were lifted and life slowly began to return to normality although it took until the autumn until people started to return to Church in numbers that were closer to those pre-pandemic.

During the spring we again ran Alpha online and had eight guests but as Covid restrictions relaxed we were able to meet in person for our Holy Spirit Day and for an end of course party. In the autumn, for the first time since 2019, we were able to hold an in-person Alpha course. Eight guests undertook the course although two mostly watched the videos at home. By the end of the course one guest had made a renewed commitment to Christ and two have become regular members of a mid-week Connect Group.

Mid-week Connect Groups continued, initially online but as the year progressed most returned to in-person meetings.

Our Pastoral Care Team, Connect Group Leaders and the Leadership Team continued to support church members through a variety of means, and increasingly through in-person visits.

There were several staffing changes during the year. We were joined by our new curate Ruth Robinson who was ordained in July. In August Gordon Nunn, our long serving Centre Manager left us after over 20 years of faithful service. We were able to recruit Jack Cahill who joined us at the end of November. We continued to have a vacancy for a Youth Leader but Caroline Newbold continued to assume responsibility for this work and led attempts to try to recruit a replacement. We also advertised our vacant post of Worship Pastor on three occasions but despite several applications were not able to make an appointment.

Throughout the year, we continued to livestream our 10.30am Sunday morning service and although numbers watching dropped as restrictions eased, there remained a core group joining in live and a much larger number watching later in the day.

A large part of our local mission is actively to support The Grove Missional Community (*The Grove*) working on the Gurnell Grove Estate in the Parish. This is overseen by a separate charitable trust (Gurnell Grove Community Trust). As well as direct giving by the PCC, an increasing number of people have been involved in the launch of a weekly Sunday afternoon service and while this is a great blessing it has also stretched our existing resources. Mark Tate (leader of The Grove) continues to serve as a member of the St Stephen's Leadership Team.

The PCC continues to be grateful to the St Luke's Hall trust for their ongoing and generous financial support.

Much of the work of the PCC is conducted in its formal subcommittee structure. The four subcommittees or teams continued: Finance, Buildings, Mission and the Children and Youth Teams.

Key activities are described in the individual reports below.

#### Leadership Team

The Leadership Team met regularly to support the Vicar in the day-to-day management of Church life. Most of its time was spent focusing on issues of discipleship, outreach in the local community and resourcing the Church for future growth. The Leadership Team shares with the Vicar in pastoral responsibility for the Church and regularly discusses and responds to individual situations.

#### Finance Team

The Finance Team – comprising the Vicar, Treasurer, a Churchwarden, Giving Coordinator, and two other PCC nominees – and the Standing Committee oversaw the financial position throughout the year. Their work included review and discussion of the annual accounts, the 2022 forecast versus actual results, and levels of planned giving income. The latter was particularly important during the pandemic when we expected – and saw – drops in giving and hall rental income. We continued to manage budgets carefully, in order to monitor more closely the Church's finances and plan for the future. More detailed information is given below.

#### Buildings Team

At the beginning of 2022 we had the deteriorating cupola removed from the Church roof and the area surrounding it was repaired and made weatherproof. In August we had a Fire Inspection and we are addressing the issues this raised. In November we held a 'Sleeves up Saturday' when volunteers helped clean inside and outside the Church building, for example clearing gutters, repainting damaged areas. Many people came and tackled the long list of tasks with enthusiasm. In December our new Premises Manager, Jack Cahill, arrived, following the retirement of Gordon Nunn, and has taken over much of the routine cleaning and maintenance.

The PCC considered and agreed a plan for the new entrance for the Church, considerably enhancing the impact and access from the street and enabling a much-improved entrance area inside the Church building. The scheme will be generously funded by the St Luke's Hall trust. However, the scheme will need the removal of the immature oak tree near the current entrance, and this requires a Section 106 order before planning permission could be granted. By the end of the year this issue was still in progress. The work needed to make the car park area safe will proceed when planning permission has been granted so, to optimise efficiency, the two projects can proceed together with a partial start to the entrance works for planning purposes while we monitor the currently volatile costs of building work.

#### Mission Team

The Team managed St Stephen's relationship with the wider world at local, national and international levels aiming to increase awareness and understanding of issues as well as providing practical and financial help. The Team maintained links with our six core Mission Partners. The policy of the PCC is to give 10% of our regular giving to Christian mission charities and most of this was divided between these six partners. Additional monies were raised by events and special appeals for other specific causes. Programmes of social action were led by members of this Team and involved people from St Stephen's. The Ealing Churches Winter Night Shelter arranged for 10 homeless to stay in a local hotel due to the ongoing pandemic, but we were still able to support them with weekly meals. The Church is also actively engaged with the Ealing Churches Soup Kitchen. £1,712 was raised during Lent for the London Diocesan Appeal for raising awareness of mental health and wellbeing for adults and young people. 78 boxed Easter eggs were donated to the Marylebone Project for Homeless Women. Christian Aid Week fundraising included a successful outdoor Fair, a Concert, delivery-only distribution of envelopes, a sponsored 300,000 step walk and a Sunday service featuring the work of Christian Aid.

Nine Hampers of Christmas goods were assembled by Connect Groups and delivered to individuals and families living in the Borough and engaging with Christians against Poverty. A weekly collection of food throughout the year was given to Ealing Foodbank with further donations of food and money at Harvest. Our Christmas Fair was successful with £3,905 being raised for the Grove Missional Community. The Mission Team was able to return to Traidcraft sales most months in 2022, offering sales of goods and Christmas cards.

#### Children and Youth Teams

These Teams seek to ensure that the needs of children, young people and their families are met within the life of the Church and that the Church vision is enacted. The Leadership Team ensures that our activities are in line with the 'children' element of our

Safeguarding Policy and that we follow the best practice processes of the Diocese and Church of England (including the identification of a 'Children's Champion').

Children's activities continue to be focused on four strands: our junior Church (known as JAM); Youth group; Shining Stars midweek toddler group; and children's activities at outreach events.

**JAM (Jesus and Me)** 2022 has been exciting as all Covid restrictions were finally removed. The new resources we chose to implement last year have proven to be very useful and information and allow more flexible and tailored sessions. We regularly have 20 plus children attending our groups. Children continue to participate in church services with reading, and our children have led two full services with more to come in 2023.

**Our youth** We are currently in contact with 18 young people in the 11-18 age group, from 13 families. The Youth Leader post was advertised twice during the year; in June we had several applications and called a promising candidate to interview but were unable to appoint. In September we were unable to shortlist and so we have decided not to advertise again for the time being. Caroline Newbold continues to cover the post in the meantime and is ably assisted by the Youth Team. Youth sessions take place fortnightly during the 10:30 service and there are monthly socials. Some of our young people are now involved in the new service at The Grove and youth meetings are always in competition with family events, sporting fixtures and schoolwork but we persevere because it's so important to encourage and inspire our young people as they grow into their own personal faith in Jesus and play their part in the life of the church.

**Shining Stars** (a Tuesday morning Christian group led by members of our staff and congregation for toddlers and their parents/carers). Each session begins with free-play and the children have a variety of toys, rides-ons or craft to entertain them. Fresh tea and coffee is provided for the adults as well as biscuits for all. This gives adults a time to relax and chat with each other as well as the team. A Bible Story and action songs finish the session and this ensures a strong Christian focus. Parents and carers are regularly invited to events or services at church and the team prays weekly for those who attend. Shining Stars continues to be a very popular toddler group with many commenting how friendly the team is and how clean and tidy the toys and venue are.

**Other events** We were once again able to run events for children from the church as well as in the community this year. We welcomed 19 children and their parents/carers to a Light Party in October. The numbers were lower this year but this may have been because at least three other churches in the area were also running similar events. We held a Carols, Nativity and Christingle service again this year with almost 200 people in attendance.

### Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We have also adopted the Diocesan safeguarding policy, and continue to review, and where necessary strengthen, our processes to ensure the safeguarding of vulnerable people (children, young people and vulnerable adults) whilst at the same time trying to avoid too much bureaucracy in our various ministries. Key to all decisions is the assessment of risk and the core adherence to our policy.

### Outreach

Outreach and mission is integral to all aspects of Church life throughout the year. After two extraordinary years our usual community events that we lead or participate in started up again: we participated in prayer stalls at both Party in the Park and Light up the Lane. We have not yet re-established our Community Fete in Cleveland Park, last run five years ago, as we are rebuilding our core church base from which we draw volunteers. Outreach also includes the streaming of services, promoted on social media, enabling a wider audience to join with us from home and from overseas.

Our Friday afternoon drop-in café aimed at the over 60s was revived and much welcomed.

### Deanery Synod

The Ealing Deanery and its Synod met four times during the year. The first meeting was online and the subsequent ones in-person with an online option. In January the focus was on Compassionate Communities, part of the Diocese of London's Vision for 2030. The Synod heard talks from representatives from Ealing Churches Winter Night Shelter Project, Christians Against Poverty and Besom. In the July meeting Deanery Mission bids from 14 churches were announced and the Synod voted to grant money to all. At the September meeting the focus was again on Compassionate Communities and representatives from Ealing Soup Kitchen, Ealing Foodbank & South Ealing Community Food Cupboard gave interesting talks about their work. In November the main item on the agenda was Transforming Mission: What place now for the Church in 21st Century London? The Revd Mark Poulson (Leader of Transforming Southall & Hounslow Mission Area) gave an informative and interesting talk about this in relation to Ealing.

## **Financial review** Awaiting accounts sign off by Independent Examiner.

A formal budget process was again followed during the year to assist with financial planning. Full details of the accounts are provided in the independently examined and signed-off Financial Statements.

Total receipts on ordinary unrestricted funds were £248,265, over £25,000 higher than the equivalent figure last year (adjusted for a special donation) thanks mainly to increased personal giving and also Hall rentals up £12,000 and £5,000 rent from the vacant Curate's cottage.

Within this total, Planned Giving by Church members, plus occasional general donations from both church members and visitors, and related Gift Aid totalled £200,403, 13% up on the previous year, and higher than pre-pandemic levels. In the autumn, as usual, the Church asked all donors to review and update their giving pledges, and encouraged new givers. And the ability to donate by card or on the website has been increasingly helpful.

Total unrestricted expenditure amounted to £217,779 (only slightly lower than pre-pandemic 2019, reflecting the bounce-back of activity). This provided the Christian ministry of St Stephen's Church, including the contribution to the Diocesan parish share which largely provides the stipends and other clergy overheads (including housing for the clergy). It includes the costs of two employee roles: Centre Manager and Communications Manager, and part of the Associate Vicar's role.

The St Luke's Hall trust continued with their annual donation into the St Luke's Restricted Fund (SLRF) – the expected £40,000. This Fund had expenditure of £32,317 including:

- the third instalment of a three-year grant of £7,500 pa to The Grove Missional Community.
- the costs of our Children's Worker
- the costs of our Associate Vicar, to give additional clergy support before the new curate arrived in July and to cover the youth worker vacancy for the whole year

For the whole of 2022 the Worship Minister and Youth Worker roles were both vacant leading to lower than expected salary costs in this fund so the PCC has agreed that £15,000 of the year-end balance is earmarked for the planned car park repair project.

A new restricted fund was opened for the special donations from St Luke's Hall trust for the Entrance Improvement Project.

Lent, Harvest and Christmas Appeals continued and were generously supported, and together with Christmas Fair proceeds and we made it a priority to continue to tithe 10% of regular giving to our Mission Partners. This led to the church giving over £36,000 in missionary and charitable giving to other organisations, nearly back to pre-pandemic levels.

Overall expenditure during 2022 was £293,031, 15% up from the previous year, mainly due to essential spend of £22,000 on the cottage (so the Premises manager could move in) and 26 Drayton Gardens (so the Curate could move in).

The freehold house in Drayton Gardens was rented until May then occupied by our Curate and her family – the rental costs covered almost all the cost of work needed on the house.

We continue to pay off the loan raised for our buildings project in 2018, leaving just £4,000 to be repaid over the next year, plus a loan from a congregation member of £5,000.

**Overall we report a net surplus for the year, across all accounts, of £27,137 (£27,486 unrestricted surplus and £348 deficit on restricted). Income has bounced back after the falls in 2020 and 2021 (due to the pandemic) and with well managed expenditure resulted in a surplus that will enable us once again to start 'saving' for essential building work ahead – a real blessing.**

After adding reserves brought forward at the beginning of the year, the balances carried forward at 31<sup>st</sup> December totalled £279,660 (£228,438 Unrestricted and £51,222 Restricted).

**The PCC reports that we continue to operate as an ongoing concern:**

- **We also continue to be prudent in our expenditure**
- **Our reserves position is strong, although we will need to use some of these for essential building work**
- **We continue to monitor finances closely on an ongoing basis**
- **The PCC is confident that we can continue to meet our critical commitments.**

### Reserves policy

The PCC aims to maintain a balance on free reserves of around two months' worth of average unrestricted expenditure, which is currently equivalent to £36,300 and with our general reserve at £133,662, (of which £84,329 is not designated for specific future spend) we are in excess of this. Appropriate reserves will continue to be set aside in anticipation of future spending on the Church buildings, through the Maintenance Reserve.

## **Conclusion**

2022 started with ongoing concerns about the Covid Omicron variant but ended on a much more optimistic note with our usual range of Christmas services and events. Both during periods of restrictions and when there was much more freedom we saw God at work as people came to faith, lives were changed and touched by God's love. Our aim is that in 2023 we will see new opportunities to share the good news of Jesus with our community and to enable our Vision Statement to be enacted as fully as possible.

**Steve Newbold**  
**Incumbent and Chair**  
**May 2023**