

# Minutes from Steering Committee 18th October 2015

12pm St Francis Church

## Present

Pat Brown, Elaine Jones, Pam Selley, Di Allen, Andrew, Joanne Smith, Phil Neale, Anita Manning

## Newsletter

- ✓ AD typo 28 Nov
- ✓ SS New memory verse needed to newsletter and margins need sorting
- ✓ SS to add Bible Study in regular activities list

## Worship

- ✓ AD and PS to meet another projector company Monday 21st
- ✓ AD to invite all to Worship and Mission sub-group Sat 31st Oct 10am Church Office to include Christmas Service planning and Christmas Fayre

## Rotas

- ✓ AD to email Sue Campbell with retired clergy Contact Details. She has agreed to contact retired clergy. AD to supply Rota for December and January. First third and fifth Sundays of January to be lay or retired clergy led. Second Sundays are lay led so December is covered as AD is taking fourth as a joint Parish Service on 27th

## Communication

- ✓ ALL Bible study 'not compulsory' weekly needs to be emphasised

## Website

- ✓ AD to inform Edward Huxley of Website locations eg Wed communion unclear, Confirmation Service now past unclear, STA Luncheon club no more
- ✓ AD to arrange planning meeting got Remembrance 8 Nov Joint at Sta macrame birds to hang as prayers, Ruth Fuller and Alan Baker to do 11 o'clock bit
- ✓ EJ to compile list of regular bookings for compilation on Google Calendar and Web Site to reduce enquiries and have an on-line form

## Administration

It was agreed that admin associated with occasional office (weddings baptism and funeral ) offer a key missional opportunity.

Yvonne walked out on Andrew leaving the keys on the desk. Andrew has agreed that this amounted to a resignation with immediate effect. Yvonne is on gardening leave until November when her contract expires.

- ✓ AD to write to YL to confirm
- ✓ JS to meet with AD 9.30 to work marriage returns process out, Lal Heaton is dealing with office email, Edward Huxley is updated website. Banns certificates were issued to two couples and Andrew prayed with them. Saturday morning after half term will become and gather for prayer, croissants and surgery with the vicar etc

- ✓ There is an Administration file, password protected, in the virtual Vestry with various passwords and instructions on aspects of admin like how to count copies run off in the last month.

## Finance

AM had an HSBC enquiry about STF dealings with America - this was totally confusing as no-one has awareness of any financial involvement with the US

AM received a cheque for £10 for baptism

- ✓ AD to pass to AM Evans cheque for the baptism certificate for the baptism first Sunday December
- ✓ AD offered our tea and coffee making as a facility at end of baptism about 15 expected

## Previous Minutes

Subject	<b>Steering Committee Actions</b>
From	<a href="#">Andrew Doarks</a>
To	Alison Haynes; Anita & Phil Manning; David Lane; Dianne Allen; Elaine Jones; Joanne Smith; Jon F; Nick Kirk; Pam Selley; Peter Vowles; Sara Dodd; Sheila Lilliman; Sue & Art Campbell; Sue and Art; Tony Riga; allen-kat@hotmail.com; jennyrichards1986@hotmail.com
Sent	05 October 2015 11:45

Dear DCC and other participants,

The Steering Committee met yesterday and agreed the following actions

- ✓ AD to locate and shorten the ALDI Carols shopping list.
- ✓ Chris Allen to sort out vehicle to transport the food to the Crisis Centre
- ~~✓ ALL to raise a hand if they cannot hear the lectern speaker~~
- ✓ Pam to approach STA regarding joint choir for Nov 8 Joint Remembrance / Shoe box service.
- ~~✓ AD to update newsletter with Nov 8 service~~
- ✓ ALL to attend extraordinary DCC Wednesday 21<sup>st</sup> 7.30pm in the Music Room. No agenda or preparation necessary except prayer!
- ~~✓ AD to add Bereavement service to notice sheet to take place Sunday 21<sup>st</sup> January 2016 (Candlemas)~~
- ✓ AD to set up a worship planning meeting for Bereavement, ALL Age Carols 24<sup>th</sup> Dec and Christingle 13<sup>th</sup> Dec
- ~~✓ AD to set up a planning meeting to work out what if anything to host on Saturday 7<sup>th</sup> Nov - unlikely to be fireworks but a celebration of light?~~
- ~~✓ Elaine raised the issue of the need for a proper transition handover from Yvonne. AD to approach YL to work out this in practice~~