

## **Minutes of St Marks Leadership Team meeting held on 28/11/07**

The meeting commenced with a prayer by Rev C Royden

Present – Rev C Royden, Rev J Crossley, L Parry, M Cooper, D Shephard, A Williams, L Farthing, M Stewart, I Farthing.

Apologies- Rev S Cappleman

### **Matters arising from the minutes of the last meeting.**

Hire Charges – 50p per session increase has now been implemented by W Rider.

Altar Frontals – M Prior has agreed to be responsible for the frontals ensuring these are put on and removed after each appropriate services- our thanks to MP in this respect.

Christmas Cards – There has been an excellent response to the high quality cards produced by Charlie, which will help with raising funds.

Commemoration Service – The service went very well and it was nice to see such large numbers of people attending. Thanks to M Stubbs and all the Pastoral/Telecare team who help throughout the year.

Centre Management - Survey has been undertaken with all user groups to ensure they are satisfied with the provision at St Mark's and to ask for feedback where they believe we can improve- The responses received are in the office can all Leadership Team please arrange to review these.

Coffee Shop – Is going well and it has been agreed to continue to run this throughout 2008 with a review again at the end of the summer.

Car Park – The Area around the flag poles was in need of general improvement and it was agreed to continue with this work as and when time permits.

Carols in the Car Park – it was agreed to introduce some small white lights to the tree by the chapel this year with a view to arranging a “sponsor a light” for Christmas 2008.

Homes for the Elderly – Wendy Waters has agreed to be the Deanery representative on the body looking at the provision of ministry in this important area. We are grateful to Wendy for agreeing to take on this responsibility.

Farmers Market – Charlie has applied to the Borough Council for permission to have 4/5 stalls for a farmers market on a Sunday afternoon in the Car Park, potentially to coincide with the Coffee Shop hours.

## **Music provision at St Mark's**

### Worship

Clive Simmons attended the meeting to discuss and review the provision of music at St Marks. It was felt generally that we catered for a range of styles of music within our worship and services and that we had no major need to change our current provision.

The number of times particular Hymns appear in the services was discussed and it was decided to keep a log of the Hymns sung in order to ensure that we cater for all musical tastes and make sure that we also introduce/sing newer style hymns on a regular basis. J Crossley agreed to approach Caroline Morris at Putnoe with a view to her compiling a list of hymns sung over the last 3 years and create a database, which can be used when hymns are being chosen each week.

It was decided that the period of quiet before the Sunday Service when no musical accompaniment was played was not working. It was agreed that with immediate effect when the Ministers enter church they would now announce a short period of silence to allow people to gather their thoughts/pray/contemplate ahead to the service.

Clive agreed he would look at some new music as a variation for the Gloria during Communion Services.

### The Organ

Clive advised that we do need to consider looking to replace the present organ in the not too distant future and it was agreed to set up an Organ Fund and to make the congregation aware that we are starting this fund raising activity.

### Organists

Mike Puttock would be joining St Marks as a regular organist and we are very grateful to Mike for agreeing to do this.

Clive was thanked by the Leadership Team for his invaluable contribution to the provision and management of the music at St Mark's.

## **Finance Report**

Reserve balance £30,000

Current Account £9,900

Ian Farthing reported on the finances of the Church and Pre School both of which are operating to budget with the following exceptions: –

Income from hire is above budget expectations, which is a credit to W Rider and also to the availability of additional rooms in the WREN building.

Expenditure costs for the site are above budget expectations as a result of the additional replacement costs following the theft of the Church lawnmower and also the cost for the replacement of the lights in the Car Park as the old damaged units were beyond repair.

Keen Shay Keens are in the stages of concluding the consolidation and full audit of the church accounts for the y/e 2007.

J Crossley advised that Putnoe Heights would like to request assistance with the 3<sup>rd</sup> party funding requirements for the new kitchen of £5,500 and this was agreed.

Gift Aid – J Williams is in the process of putting together the latest Gift Aid refund request – amount to be advised idc.

### **Issues from Committees**

Church Council – Nothing to report

Partnership Council – No recent meeting, nothing to report

Community Forum – Separate minutes have been produced and distributed. There is a need for some temporary lights in the hall for Pre School pending the new refurbishment.

Deanery – L Parry attended the last meeting on 8<sup>th</sup> November with nothing to report.

Circuit- D Shephard reported that at the last meeting a list had been produced of all churches within the circuit who had given money to Missions and St Marks did not appear. Putnoe Heights had given £630. A discussion followed and it was agreed to give the sum of £300 for Methodist Fund for World Mission and £100 to the Ministers retirement fund (BEH District Auxiliary Fund). I Farthing to arrange for these sums to be sent.

### **Church & Church Groups**

Worship Issues – No further items/issues discussed.

Junior Church – Going well and thanks to J Swaby in this respect.

Pre School – No issues, thanks to Helen and team for their continued hard work.

Storybox – Continuing to go well helpers are at a premium so any assistance from new volunteers would be very welcome.

TNT – Numbers are decreasing and J Crossley advised we would need to keep this under review going forward.

Chat & Play – Lots of new people attending from the new estate in Brickhill and going well under the direction of E Strangwick.

Pastoral Group – See notes re Commemoration service.

Social Events – “Songs from the Shows” evening went well, thanks to all who helped and attended.

Vision For Action – nothing to report.

### **Christmas**

L Parry will collate list and coordinate the readers for Carols by Candlelight.

Carols in the Car Park – All who can help are very welcome.

### **Items from Ministers**

S Cappleman had asked for the subject of the Lent Course to be minuted this is to be on the subject of the Prophets.

### **Any other Business**

Lettings on Sunday – L Parry to ensure that the Sunday services are put in the diary so that in the event of us wishing to take a booking we are aware of any services planned.

Weekly Rota - Discussion followed and it was agreed that it is up to the Leadership Team member on duty to check with readers etc ahead of the service and assistance will/should not be sought/provided by the office staff in this respect.

Office on Sunday – Leadership Team need to ensure that the office is not used ahead of the service by anyone other than members of the Leadership Team Note to go in Partnership News to this effect.

**Date and time of next meeting 5/2/08 at Avrils – L Parry to arrange for D Coppenhall to attend at beginning of the meeting to provide update on the Crèche.**

There being no further business the meeting closed with the Grace