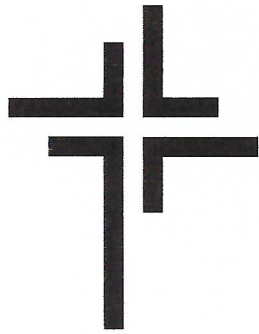


**DIOCESE OF CHELMSFORD**



**ST. LUKE'S  
CHURCH**  
LOVE • GROW • SERVE

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**ANNUAL PAROCHIAL CHURCH MEETING,  
PARISH OF ST. LUKE,  
MOULSHAM LODGE & TILE KILN**

**SUNDAY 20<sup>TH</sup> SEPTEMBER 2020**  
**(Deferred from 19<sup>th</sup> April 2020 due to  
Covid-19)**

***AGENDA, MINUTES AND REPORTS***

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**ST LUKE'S ANNUAL PAROCHIAL CHURCH MEETING WILL BE HELD AT  
ST. LUKE'S CHURCH, MOULSHAM LODGE,  
ON SUNDAY 20<sup>TH</sup> SEPTEMBER 2020  
FOLLOWING THE MORNING SERVICE  
(Deferred from 19<sup>th</sup> April 2020 due to Covid-19)**

**Helen Field – PCC Secretary**

Any other Business must be notified to the PCC Secretary  
at least three days prior to the meeting.

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**AGENDA**

**Opening prayer by the Chairman, followed by apologies for absence.**

**ANNUAL VESTRY MEETING**

1. Minutes of the Annual Vestry Meeting held on 28<sup>th</sup> April 2019
2. Election of Churchwardens

**ANNUAL CHURCH MEETING**

1. Minutes of the Annual Church Meeting held on 28<sup>th</sup> April 2019
2. Matters arising from the Minutes
3. Vicar's Report
4. Churchwarden's Report
5. Report on the Church Electoral Roll
6. Annual Report of the Parochial Church Council
7. Independently examined PCC Accounts
8. Report on the proceedings of Deanery Synod
9. Membership of the PCC including process of election
10. Elections:
  - Election of Representatives to Deanery Synod
  - Election of Representatives to the PCC
  - Appointment of Deputy Churchwardens
  - Appointment of Lynchpins
11. Appointment of Sidesmen
12. Appointment of Independent Examiner
13. Reports on Church Activities/Organisations
14. Any Other Business
15. Chairman's closing remarks
16. Prayer and close





FOR CONSIDERATION AND APPROVAL AT THE  
ANNUAL PAROCHIAL CHURCH MEETING

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING**

**HELD IN ST. LUKE'S CHURCH ON**

**SUNDAY 28<sup>TH</sup> APRIL 2019 AT 12.00 NOON**

**(The Meeting was preceded by the 10.00 a.m. 4<sup>th</sup> Sunday service)**

**Chair: Revd Gemma Fraser**

28 Parishioners were present.

Revd Gemma Fraser welcomed everyone and opened the meeting with prayer.

Apologies were received from: Mary Hoare, Dave Thomas, Sharon Thomas

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**ANNUAL VESTRY MEETING**

Revd Gemma Fraser explained the Annual Vestry Meeting is for the purpose of electing our Churchwardens.

**1. Minutes of the Annual Vestry Meeting for 2018**

The Minutes of the Annual Vestry Meeting held on 22<sup>nd</sup> April 2018 were signed by Revd Gemma Fraser as a correct record.

**2. Election of Churchwardens**

The following nominations were received:

**Lucy Bubb**                Proposed by Sally Harris  
                                      Seconded by Peter Harris

**Richard Field**            Proposed by Peter Harris  
                                      Seconded by David Millward

All present were in favour of the above nominations; Richard and Lucy were therefore elected as Churchwardens.

Revd Gemma expressed her very grateful thanks to Richard and Lucy for all they have done and continue to do as Churchwardens.

# ANNUAL CHURCH MEETING

## **1. Minutes of the Annual Parochial Church Meeting for 2018**

The Minutes of the Annual Parochial Church Meeting held on 22nd April 2018 were signed by Revd Gemma Fraser as a correct record.

## **2. Matters Arising from the Minutes**

There were no matters arising from the Minutes.

## **3. Vicar's Report**

See report in APCM booklet.

Further to a comment from a parishioner that they did not realise the funding for the bid we applied for last year had been from a national fund rather than from the Chelmsford Diocese, Gemma explained the Diocese applied for a pot of money from the Church Commissioners for development bids including ours. She said we had received a lot of support from the Diocese for our bid, particularly from Joel Gowen, now the Chief Executive of the Diocese, and Archdeacon Elizabeth. However, the process was new to everyone involved and they were very disappointed we did not receive funding. Gemma informed the meeting that six other bids, which were all for much smaller amounts, had been successful in the Chelmsford Diocese.

It was also asked if we would have become a 'daughter' church to St. John's if we had been successful in our bid. Gemma explained the PCC had agreed to explore the possibility of St. Luke's and St. John's becoming one parish if we were successful in the bid as this would have meant we would be working much closer together.

Richard Field added that this option is not being considered now due to failing to win the bid but that both churches are now looking ahead and will be going through the 'Healthy Churches' development process to plan the way forward. He said this had been a difficult time but it has created a momentum to take us forward into the future.

## **4. Churchwardens' Report**

See report in APCM booklet.

### **Fabric**

Richard Field said he has a very long list of outstanding jobs and it would be very easy to focus on what has not been done but we have achieved a great deal in the last year and a lot for which we should be thankful to God. However, there is still a lot to do including some big projects:

- Quotes for the ramp have come in higher than expected so discussions will take place about the specifications for this.
- Fire protection issues are still being looked at including replacing the lobby doors.
- Repairs to the car park wall are still outstanding – this will be a long process.



- We are still considering installation of new toilets and kitchen area – although not necessarily building an extension as the legacy money has gone down considerably due to the building issues over the last couple of years.

Richard said we are indebted to Joan Church, Joan Kay and others for their legacies and donations which have enabled us to carry out the necessary building improvements such as rewiring. He thanked members of the Project Planning Group – Dave Thomas, Mike Tadman, Gemma Fraser and Dave Facer – who have helped take these projects forward.

A query about replacing the carpet in the Sanctuary was raised. Richard said we had started the process by obtaining some specifications and quotes but had put this on hold while we were still considering an extension as it would have been included in this project. However, we will consider this again. Precautions are in place to reduce the danger of tripping or falling as it is in such poor condition.

The issue of our poor sound system was raised. Again, this will be looked at when we look at reordering/extending the building but a new sound system will be very costly. Richard said he is looking at a legacies policy for St. Luke's and applying for grants for some of our projects.

### **Worship**

Lucy Bubb said we have had some fantastic joint services here at St. Luke's, at St. John's and across the MMU. These will continue to feature this year. We are very fortunate to have a number of Authorised Local Preachers (ALPs) who have attended courses and had training and lead our 2<sup>nd</sup> and 4<sup>th</sup> Sunday services. Lucy said all the worship leaders would appreciate feedback from everyone.

Some parishioners were not happy with Holy Week services this year. Some missed the Maundy Thursday service, which normally includes stripping the altar, and a meditative service on Good Friday afternoon. Another said she did not like the Easter Day service, feeling it was aimed more at young people, although others said how much they enjoyed this service. The Dawn Service was greatly enjoyed by all who attended.

Lucy stated the altar was stripped after the Wednesday morning service and the walk of witness took place on Good Friday. Gemma added that there were services across the MMU during Holy Week. St. John's held an Agape meal on Maundy Thursday (St. Luke's had hosted this last year) and there was a traditional Maundy Thursday service at St. Michael's Galleywood. There were also meditations held through the week, two of which were at St. Luke's, although these were poorly attended. She added that we do not have enough clergy to do all the services at both churches.

Gemma said the Maundy Thursday service will be at St. Luke's in 2020 and we can review how this is done. Renewal of baptism vows was included in the Dawn Service this year but

could be put back into the main Easter Service next year. Gemma will also look at offering an additional lay led, Good Friday meditative service so that both St Luke's and St John's have local services that day.

It is also hoped the uniformed groups will hold a few parade services this year.

Lucy asked for people to talk to the churchwardens or the worship team before an event or special service if they felt strongly about what was planned or felt that something was missing.

A request was made to bring healing back into some services in a relaxed way – this had been done at a service led by Sandy Southee at her request and was appreciated. Gemma said this could definitely be done.

A question was raised about other MMUs in the Diocese and a comment was made that St. Michael's Galleywood seem to be on the fringe of our MMU. Gemma said St. Michael's has been in vacancy but since the arrival of David Cattle they are becoming more involved. She said it is Diocesan policy that parishes are in a MMU and that most now are.

## **5. Report on Church Electoral Roll**

See report in APCM booklet.

Mike Tadman, Electoral Roll Officer, explained this year there was a complete review of the Electoral Roll – this is required to be undertaken every six years. He said the main reasons for the reduction to 51 are removal of the names of people who do not live in the parish and do not worship here any longer; a couple who have moved away and six people who did not renew after being sent a form.

Mike said this reduction in number on the Electoral Roll will not affect the number of PCC members we can elect.

Gemma thanked Mike and Janette Tadman for their work as present and past Electoral Roll Officer.

## **6. Annual Report of the Parochial Church Council**

See report in APCM booklet. Helen informed the meeting that since writing the report there had been another extraordinary meeting of the PCC held in April 2019 to approve the audited accounts.

Gemma thanked Mike Thomas, Treasurer, and the Finance Committee for all the work they have done over the year to look after our finances. She also thanked Helen Field, PCC Secretary, for her work, particularly in preparing the booklet for the APCM.

Gemma thanked all those who share the leadership of St. Luke's with her. She thanked the Standing Committee who have taken on a lot of responsibility this year to free up the PCC.



She also thanked all who have served on PCC and Deanery Synod and those who have kept us up to date with new policies, e.g. GDPR and safeguarding.

She thanked all who have helped in any way – including serving on rotas and facilitating our worship here. She thanked Hilary Selwood who served as Pastoral Assistant until earlier this year and all those who informally take on pastoral care.

She thanked those who have helped maintain the building which has been a big challenge. She thanked those who clean and make it beautiful and those who look after the hall bookings. She also thanked those who work behind the scenes – she said we have a lot of “magic fairies” in St. Luke’s.

Finally, she apologised if she has missed anyone but is very grateful to everyone who helps in any way.

## **7. Audited PCC Accounts**

On coloured sheets in booklet.

Mike Thomas gave a summary of the accounts, making the following comments:

- Planned giving has been more than was budgeted for; also more Gift Aid received.
- We received a sum of £2000 from Archdeacon Elizabeth towards our legal costs for the Scout Hut Lease.
- There has been a lot of church fabric expenses.
- £69000 is left in legacy fund at 31<sup>st</sup> December 2018
- We continue to put 5% of income from hall bookings into the Fabric Fund.
- We raised a lot of money for six charities during the year, although the actual amount given is higher as cheques are sent directly to the charity and are not shown in the accounts.
- Mike concluded by saying he remains optimistic about this year even though a deficit budget has been set.

Gemma thanked Mike Thomas for all his work as Treasurer.

## **8. Report on the Proceedings of Deanery Synod**

See report in APCM booklet.

Elaine Law informed the meeting she has copies of the Minutes of Deanery Synod meetings if anyone would like to read them.

Gemma thanked Elaine and Dawn Thomas for acting as our Deanery Synod representatives.

## **9. Elections**

### **i) Election of Representatives to the PCC**

Gemma thanked all those who are stepping down from the PCC – Brenda Hudson, Sue Davies, Louise Whitehead, Helen Field (all served for three years) and Mary

Marshall, Maxine Buck and Val Bliss who do not wish to continue as PCC members this year. The following nominations have been received:

<b>Nominee</b>	<b>Proposed by</b>	<b>Seconded by</b>
Michael Tadman	Lucy Bubb	Richard Field
Chris Fawcett	Lucy Bubb	Richard Field
Hilary Few	Helen Field	Mike Tadman
Jane Chambers	Helen Field	Sue Davies
David Millward	Sally Harris	Helen Field

All present were in favour of the above nominations; they are therefore all duly elected to serve as members of the PCC. Gemma thanked them for standing and promised “we will have lots of fun!”

Helen Field will be co-opted onto the PCC at the next PCC meeting to continue as PCC Secretary.

**ii) Election of Representatives to Deanery Synod**

The following nominations were received:

<b>Nominee</b>	<b>Proposed by</b>	<b>Seconded by</b>
Elaine Law	Lucy Bubb	Richard Field
Dawn Thomas	Hilary Selwood	Sue Davies

All present were in favour of the above nominations; Elaine and Dawn are therefore duly elected to serve as our Deanery Synod Representatives.

**iii) Appointment of Deputy Churchwardens**

Mike Tadman has agreed to continue as Deputy Churchwarden and Sue Davies has agreed to be a Deputy Churchwarden. These appointments are made by the PCC; they will therefore be appointed at the next PCC meeting. Sue will also need to be co-opted onto the PCC as she has served three years and not able to stand for election this year.

**iv) Appointment of Lynchpins**

Gemma explained Lynchpins are St. Luke’s representatives for the MMU and are appointed rather than elected. This will be on the Agenda for the next PCC meeting.

**10. Membership of PCC/Process of Election**

PCC and Standing Committee have recently had discussions regarding our process of election to PCC. For some years St. Luke’s has adopted a local decision that everyone is elected for a one-year term, serving a maximum of three years following which they are



required to take a minimum on- year break. We are proposing to change this at this APCM, to take effect next April 2020.

Gemma therefore proposed that:

- PCC members will be elected for a period of three years and may, subject to re-election, serve two such periods consecutively, after which they become ineligible for one year.
- Only new members or those wishing to apply for a second three-year term on PCC, need to complete the nomination process.

All present were in favour of this proposal.

### **11. Appointment of Sidespersons**

Lucy Bubb stressed the importance of this ministry, providing a warm and friendly welcome to all visitors. If anyone would like to take on this role they would be very welcome. The following are currently acting as Sidespersons:

Maxine Buck	Helen Field
Jane Chambers	Janette Tadman
Sue Davies	Dawn Thomas
Chris Fawcett	Louise Whitehead
Hilary Few	

### **12. Appointment of Independent Examiner**

Mike Thomas, Treasurer, reported that Tony Weatherley is happy to continue as our Independent Examiner.

### **13. Reports on Church Activities/Organisations**

There were no questions on the reports in the booklet.

### **Social Media**

Lucy Bubb updated the meeting. She said she and Mike Tadman have taken on the management of St. Luke's website and this is updated every week. The newsletter is added weekly. Since writing her report, our Facebook page now has 115 likes and in the last month our posts have reached 1300 people – this does not mean they will all come through our doors but they are receiving information about what is going on at St. Luke's. Our Facebook page is reaching people all over this country and overseas including Myanmar.

A request was made asking if the newsletter could include items about what our clergy are involved in such as school events, local funerals, etc. which would enable the congregation to pray for them. Gemma said we would have to be careful about safeguarding issues and said her administrative workload is already considerable but she would be happy to mention these items in our notices during her services.

Members of the hymn choosing team said they would be happy to receive feedback about their choices (Anna Wood, Rita Roscoe, Gemma Fraser). Gemma said they try to fit the hymns to the theme of the service and to use a mix of modern and traditional.

Rita Roscoe was thanked for her work booking organists and for playing herself when she is unable to book anyone else.

Gemma thanked everyone who serves on any of our rotas.

#### **14. Any Other Business**

Lucy expressed thanks to Gemma for everything she does for St. Luke's. We are in a good place for Gemma to lead us in the next year and she puts in a lot of work here, at St. John's and across the MMU. A round of applause for Gemma followed.

#### **15. Chair's Closing Remarks**

Gemma said she is grateful the APCM comes around at Easter time as it is important to remember what is at the heart of our faith. We have had a lot of building issues and had to spend a lot of our Legacy Fund on items such as rewiring. The bid also caused a lot of uncertainty, but we have also had a sense of new life and Easter joy. We had a wonderful celebration at our Patronal Festival, celebrating with people past and present, our Authorised Local Preachers have been approved, our Christmas services were well supported and enjoyed and our Halloween outreach was very successful, during which we spoke to over 100 people.

Gemma said we are like the disciples in the upper room; waiting to see where He is taking us. Some may feel trepidation about what the future holds and some of us may feel like doubting Thomas but He is the God of the risen life and we have to keep Jesus at the centre and encounter Him. We need to be ready to leave the room and be disciples gathered together and to go out into the world; we need to take risks. Every APCM is a new start – we should take inspiration from the disciples.

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The Meeting closed with prayer at 12.10 pm  
A Shared Light Lunch followed

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## ST. LUKE'S CHURCH, MOULSHAM

### ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 30<sup>TH</sup> APRIL 2020\*

**\*EXTENDED TO SEPTEMBER 2020 DUE TO CORONAVIRUS OUTBREAK**

**Address:** Gloucester Avenue  
Chelmsford  
Essex  
CM2 9DT

**Correspondence address:** As above  
Email: [enquiries@stlukemoulsham.co.uk](mailto:enquiries@stlukemoulsham.co.uk)

**Diocese:** Chelmsford

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission.

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

PCC members who have served from April 2019 until the date of this report are:

Incumbent:	Revd Gemma Fraser	Chairman
Curate:	Revd Suzanne McAllister	From July 2019
Churchwardens:	Lucy Bubb Richard Field	Vice Chairman Vice Chairman
Representatives on Deanery Synod:	Elaine Law Dawn Thomas	
Lay Representatives	Jane Chambers Sue Davies *Chris Fawcett	Deputy Churchwarden Resigned from PCC in December
2019	Hilary Few Helen Field David Millward Mike Tadman	Treasurer from January 2020 Secretary Deputy Churchwarden from June 2020 Deputy Churchwarden

## **PCC REVIEW**

The PCC met formally on 10 occasions in the year. In addition, one extraordinary meeting was held in April 2019.

The Finance Committee met regularly throughout the year, reporting back to the PCC for discussion and approval if necessary. Our Deanery Synod representatives and Lynchpins also reported back to PCC. Standing Committee met prior to each PCC meeting to agree the draft minutes and agenda and to discuss matters and make decisions prior to full PCC approval. From March 2020 to date, Standing Committee has met online via Zoom due to lockdown restrictions.

Throughout the year the PCC has discussed and dealt with the many matters concerning the day to day running of St. Luke's and future plans. The congregation are reminded that the Minutes of each meeting are displayed on the 'Rotas' noticeboard once they have been approved and signed at the subsequent meeting.

The following is a summary of the major discussions held and decisions made by the PCC during the year:

### **Deanery Synod Matters**

Elaine Law and Dawn Thomas, as representatives for St. Luke's at Deanery Synod meetings, have reported back to the PCC throughout the year. The Minutes of their meetings have been circulated to PCC members and displayed on the noticeboard with the PCC Minutes.

### **Safeguarding**

Sue Davies and Helen Field are Safeguarding Officers for St. Luke's. Safeguarding is a standing item on every PCC Agenda to ensure any issues can be raised and discussed as a matter of urgency. St. Luke's Safeguarding Policy is reviewed annually.

### **Data Protection (GDPR)**

The General Data Protection Regulation (GDPR) came into effect in May 2018, replacing the Data Protection Act 1998. St. Luke's Data Privacy Notice is reviewed annually.

### **Project Planning Group**

Please refer to this item in Churchwardens' Report - Fabric

### **Scout Hut Lease**

Please refer to this item in Churchwarden's Report – Fabric

## **Proposals and Decisions Agreed at PCC Meetings:**

### **April 2019 (Extraordinary meeting)**

- The PCC agreed to co-opt Sue Davies and Helen Field as members of the PCC, enabling them to fulfil the roles of Deputy Churchwarden and PCC Secretary respectively.



## May 2019

- Agreed to trial change of format to PCC meetings, alternating business meetings and vision and strategy meetings (these will include essential business items but these will be kept to a minimum).
- The following appointments were made:  
Chair of PCC – Revd Gemma Fraser  
Vice Chair of PCC – Lucy Bubb and Richard Field  
PCC Treasurer – Mike Thomas (not a member of PCC). Mike will step down as Treasurer at the end of December 2019; Hilary Few has agreed to take over this role from January 2020.  
Deputy Churchwarden – Mike Tadman  
Lynchpins – Sue Davies and David Millward  
Members of Standing Committee – Revd Gemma Fraser, Lucy Bubb, Richard Field, Mike Tadman, Sue Davies and Helen Field.
- Agreed designs for new branding and logo for St. Luke's.
- Agreed to replace the outer lobby doors with white power-coated aluminium doors and frame.

## June 2019

- First 'Vision and Strategy' meeting. Reflected on Healthy Churches session with the congregation. As a result, we agreed we would look at setting up home groups.
- Development/Improvement of Church Buildings –  
Agreed we ask the architect to draw up specifications and plans for installation of kitchen and toilets accessible from the main church.  
Agreed to ask the architect for specifications and price for a landscaped earth ramp.

## July 2019

- Suzanne McAllister welcomed to the PCC.
- Agreed to accept Legacy Policy for St. Luke's.
- Subject to completion of fire evacuation training, agreed to accept the Fire Policy for St. Luke's. It will be reviewed annually.
- Agreed to donate our Harvest giving to the charity 'Support Dogs' .
- MMU Parish Share – PCC agreed to the principle of moving to a two-stage process to agree allocation of parish share. We also agreed the preferred formula to be used to calculate the share.
- Agreed increases in hall lettings and hiring charges..

## September 2019

- Parish Share - Agreed to pay our 2020 share allocation of £38238, and committed to contributing an additional £1000 to reflect our desire to be generous within the MMU sd well as our financial constraints.
- Agreed bank signatories should be updated – Hilary Few and Sue Davies to replace Mike Thomas and Dave Thomas. Richard Field to stay as a signatory.
- Agreed to give permission to spend up to £530+VAT for planning advice from Chelmsford City Council.
- Vision and Strategy – identified three priorities: developing prayer and worship life, setting up home groups, using St. Luke's as a community hub.

## October 2019

- Agreed to appoint David Whymark to undertake our next Quinquennial, due in 2022, and to appoint him as our architect for three projects – ramp access to church, car park wall and internal reorganisation.

- Agreed our preferred contractor to replace the lobby doors, subject to references and agreement regarding door furniture, with a spending limit.
- Christmas giving agreed.

### **November 2019**

- Vision and Strategy – discussed environmental stewardship. Dawn Thomas has completed an initial survey from online organisation 'A Rocha'. Nanette Wright and Linda Percival from St. John's gave us a briefing on the steps they have taken to achieve Bronze status. Discussed how St. Luke's can take this forward.

### **December 2019**

- Chris Fawcett stepped down as a member of the PCC.
- As detailed in a display in church of our proposed projects, prior to submitting the Faculty to the Diocese for DAC approval, PCC agreed the following plans: ramp, wall and car park, new lobby doors including branding, new lettering on outside of building. Replacement of the wooden cross on the large hall was agreed with one member against the proposal and one abstention.
- Agreed the recommendation from the Finance Committee that PCC accept the deficit budget set for 2020.
- Agreed to accept the updated Risk Assessments.
- Reviewed the Christmas Tree Festival.
- Discussed changes to practice at Holy Communion.

### **January 2020**

- Agreed that replacement of the wooden cross on the large hall should be taken out of the Faculty application with one member of PCC voting against the proposal.
- Agreed to include replacement the outside noticeboards at a cost of up of £1500 in the Faculty application.
- Agreed that, in addition to the three contractors identified by the architect David Whymark to repair the car park wall, Richard will invite a local contractor to also submit a tender.
- Hilary Few was appointed as our new Treasurer.
- Scout Hut lease – PCC gave approval for this to be completed subject to final checks by Churchwardens.
- Vision and strategy – agreed to add Pastoral Care as a priority.
- Discussed plans for future services and events in 2020 based on:  
UP – loving God: worship/spiritual growth/prayer/Bible study  
IN - loving each other: pastoral care/serving/accountability/hospitality/social events  
OUT – loving our community/world: sharing the Gospel/serving the community/environmental care/meeting needs/partnerships
- Agreed to support 'Baby Basics' during Lent and Easter.

### **February 2020**

- Agreed to increase in spending on new noticeboard to £1700.
- Agreed to purchase the noticeboard from the 'Church Noticeboard Company' without going out to further tender.
- Agreed Data Privacy Notice – annual review.
- Agreed Parish Safeguarding Statement - annual review. Signed at the meeting by Revd Gemma Fraser, Richard Field and Lucy Bubb.



**PCC Meeting in March 2020 and APCM in April 2020 were cancelled due to the coronavirus outbreak and subsequent lockdown. The following PCC meetings were held online via Zoom and decisions made were subsequently agreed in writing via email:**

### **May 2020**

- Agreed to commence operation of the Parish Giving Scheme.
- Agreed to continue to pay the cleaner in full and review the situation at the end of August 2020.
- Agreed to adopt the 'Stressed' scenario regarding our financial situation and to inform the Diocese there will be a shortfall of £10,000 on our 2020 Parish Share.
- All members of PCC agreed to accept the Examined Annual Accounts – agreement was received by email.

### **June 2020**

- Agreed the appointment of David Millward as Deputy Churchwarden.
- Agreed to accept the Risk Assessment for Private Prayer and Funerals.
- Agreed to accept the Equal Opportunities Policy. This will be regularly reviewed and annually updated.

### **July 2020**

- Agreed to no increase in hall lettings fees for this year due to impact of coronavirus on our hall users.
- Agreed the cleaner's pay is increased to £8.72 per hour, backdated to April 2020. This will now be reviewed by PCC in May each year.
- Agreed to accept the Risk Assessment for Opening Church for Public Worship.
- Agreed to adopt the policy and procedures and terms and conditions of hall lettings.

### **August 2020**

- Agreed to pay for the return of the existing copier at the end of the notice period and buy a new Toshiba copier through the Parish Buying Scheme (Option 3).
- Reviewed our electricity and gas contract and agreed to sign up to the Energy Basket as the appropriate and best value deal for St. Luke's.

**Helen Field  
Secretary to the PCC**

## **FINANCIAL REVIEW**

During 2019, general fund receipts totalled £61,116 and general fund payments totalled £61,998, giving a net deficit of £882 compared to a £2,053 deficit in 2018.

However it should be noted that included in the reported expenditure for 2019 includes a transfer of £1,392 to the Fabric fund to allow for future expenses in the maintenance of the Church and its Halls in 2020. This amount was calculated as 5% of income received from Hall Lettings in 2019.

Congregational giving and Income tax recovered from Gift Aid has continued to be a substantial source of income to St Luke's, totalling £28,344 for 2019. Although this total is a decrease of £921 on the previous year, it is worth noting that in 2018, St Luke's received £2,000 from the Archdeacon towards incurred Legal costs. This £2,000 formed part of the Congregational

giving total for 2018 so if we were to omit this, Congregational giving has in fact increased by over £1,000 from 2018. Planned Giving has increased from last year which has also increased the total of Income Tax recovered on Gift Aid.

The other main source of income is from our hall lettings, £27,866 (increase of £1,905 from 2018). Both of these sources combined, fully fund our parish share which is the amount we have to pay towards clergy stipends and other central costs.

In 2019, St Luke's paid its full parish share of £41,111.

St Luke's has continued to support other charities and organisations through a number of appeals, of which £1,055 was collected throughout the year across 6 Charities. As at the end of December 2019, all monies had been paid over to these Charities.

This is another year we have reported a deficit and as a result the General Fund has decreased from £3,525 in 2018 to £2,643 as at December 2019. The Fabric Fund has a balance of £3,400 as at the end of December 2019 and it was agreed by PCC and the Finance Committee to continue to transfer 5% of Hall Lettings received each month into the Fabric Fund to allow for any future maintenance expenses without impacting the General Fund. In 2019, the Fabric Fund incurred £3,000 of costs which were for the installation of a new Fire Alarm system. The PCC has set a deficit budget for 2020 of £7,368 and is taking a cautious view about future giving.

Interest received on the Church of England Deposit Fund amounted to £501 in 2019. This amount has been transferred to our Legacy Fund. The balance of the Legacy Funds as at December 2019 was £69,623.

The PCC has continued to be supported throughout the year by the Finance Committee; Lucy Bubb, Dave Chambers, who is also the Giving Officer, Richard Field and Mike Thomas. Mike Thomas stepped down as Treasurer at the end of 2019. Hilary Few has taken on the role of Treasurer as from January 2020. The Committee meets on a regular basis to discuss the financial situation of St Luke's.

### **Reserves Policy**

It is PCC policy to maintain a balance in the Current Account where possible, (which equates to at least approximately one months' parish share payment). This was achieved throughout the year.

The Fabric fund is retained to meet the cost of maintaining and improving the fabric of the church building and halls. At the end of 2019 there is a balance of £3,400.

It was our policy to invest funds with the Church of England Deposit fund. As at 31<sup>st</sup> December 2019, the balance of the Deposit Fund was £67,122.

My thanks as always goes to the Finance Committee and the team of Sunday counters. The Finance Committee would also like to thank Richard and Helen Field for the duty of banking the money each week.

**Mike Thomas**  
**Treasurer (to December 2019)**



## **Financial Update**

The Covid-19 pandemic had a huge impact on our income. We immediately lost a whole term's lettings income which was over £10,000. We advised the Diocese of our situation and they reduced our Parish Share payments in line with our loss of income. We will seek to repay as much of the shortfall as possible.

Thanks to the response to Rev. Gemma's appeal we received nearly £2000 in donations from the congregation and many changed from envelope giving to standing order which makes it easier to plan for the future.

We have recently joined the Parish Giving Scheme which will ease the burden of collecting Gift Aid from our regular giving, as this is done by the scheme. The Finance Committee will be telling you all about this later in the year and we hope you will sign up. Dave Chambers has already signed up to test the enrolment procedure and reported that it was very easy to do. Additional expenditure has been incurred in order to set up online worship which has been so wonderful for us during this difficult time when we have been unable to meet.

This has been a very challenging year to take on the Treasurer's role. Thankfully I have great support from Mike Thomas, my predecessor, and the Finance Committee.

**Hilary Few**  
**Treasurer (from January 2020)**





# **ST. LUKE'S CHURCH**

**Moulsham Lodge & Tile Kiln**

Gloucester Avenue,  
Moulsham Lodge,  
Chelmsford,  
Essex.

**FINANCIAL STATEMENTS**  
**OF THE**  
**PAROCHIAL CHURCH COUNCIL**

**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2019**

# **ST. LUKE'S CHURCH**

**Moulsham Lodge & Tile Kiln**

Financial Statements  
of the  
Parochial Church Council

For the year ended 31st December 2019

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# **ST. LUKE'S CHURCH**

## **Moulsham Lodge & Tile Kiln**

### Financial Statements of the Parochial Church Council

For the year ended 31st December 2019

#### **Vicar**

Revd Gemma Fraser  
The Vicarage  
Vicarage Road  
Old Moulsham  
Chelmsford  
CM2 9PH

#### **Associate Priest (from 4<sup>th</sup> July 2013)**

Revd Stephanie Gillingham  
The Rectory  
3 Canuden Road  
Widford  
Chelmsford  
CM2 2SU

#### **Churchwarden:**

Richard Field  
76 Vicarage Road  
Great Baddow  
Chelmsford  
Essex

Lucy Bubb  
4 Magnolia Close  
Chelmsford  
Essex  
CM2 9HU

#### **Bank:**

Barclays Bank Plc.  
2, High Street  
Chelmsford

#### **Treasurer:**

Michael Thomas  
40 Heath Drive  
Chelmsford

#### **Independent**

#### **Examiner:**

Tony Weatherley  
8 Osprey Way  
Chelmsford

# ST. LUKE'S CHURCH

## Moulsham Lodge & Tile Kiln

### Financial Statements of the Parochial Church Council

For the year ended 31st December 2019

### Independent Examiner's Report to the PCC of St. Luke's, (Moulsham Lodge & Tile Kiln)

I report on the accounts of the charity for the year ended 31/12/19 which are set out on pages 3 to 6.

#### Respective responsibilities of the PCC and the examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and I do not express an opinion on the accounts.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts, which accord with these accounting recordshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 

Dated MARCH 17, 2020

Anthony Weatherley  
8 Osprey Way, Chelmsford



# **ST. LUKE'S CHURCH**

## **Moulsham Lodge & Tile Kiln**

### **Notes to the Financial Statements** **Year ended 31st December 2019**

#### **1. Accounting Policies**

##### **Basis of Preparation of the Financial Statements**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

##### **Funds**

General Funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for particular purposes by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrecoverably paid.

##### **Statement of Assets and Liabilities**

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Fixtures, fittings and equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £500.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Creditors for goods and services where the supply has been received and invoiced by 31<sup>st</sup> December 2019
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31st December 2019.
- Charitable giving committed by the PCC but not paid over at 31st December 2019





General Fund (Unrestricted) Fund Incoming Resources and Resources Used	2019	2018
<b>Receipts</b>		
Incoming resources from generated funds	£	£
<i>Voluntary Income</i>		
Planned giving (direct debit)	17,642	16,551
General collections (plate)	767	865
Weekly giving	3,268	3,774
Edward bear	208	214
Income tax recovered	5,752	5,326
Archdeacons Contribution (Legal Fees)	0	2,000
General donations	707	535
<i>Total Voluntary Income</i>	<u>28,344</u>	<u>29,265</u>
<i>Activities for generating funds</i>		
Hall lettings	27,866	25,961
Cooperative card	53	45
<i>Total Activities for generating funds</i>	<u>27,919</u>	<u>26,006</u>
<i>Investment Income</i>		
Interest on investments	0	436
<i>Total Investment income</i>	<u>0</u>	<u>436</u>
Incoming resources from charitable activities		
Coffee -Saturday	179	191
Coffee - Sunday	211	203
Magazines and bible reading notes	41	80
Assigned fees	4,311	1,236
Living light	70	110
Miscellaneous	41	55
<i>Total incoming resources from charitable activities</i>	<u>4,853</u>	<u>1,875</u>
<b>Total Receipts</b>	<u><u>61,116</u></u>	<u><u>57,582</u></u>
<b>Payments</b>		
Cost of generating funds		
Charitable activities		
Parish share	41,111	41,111
Church insurance	587	585
Church heat and light	564	512
Church maintenance	1,290	1,032
Worship	1,074	1,125
Organist fees	1,620	1,830
Clergy expenses	524	603
Clergy office	288	212
Mission	373	435
Children's work	251	208
Church management and administration	2,165	2,023
Communications (website)	155	131
Gifts	100	0
Coffee	120	129
Assigned fees	3,021	618
Subscriptions	158	93
Flowers	82	134
Bible reading fellowship notes	0	34
Halls insurance	392	390
Halls water	762	890
Halls heat and light	2,256	2,049
Halls maintenance	307	559
Halls cleaning	2,089	1,939
Halls - commerical bins	703	732
Legal Fees	0	689
Bank Charges	422	0
Miscellaneous	192	276
<i>Total Charitable activities</i>	<u>60,606</u>	<u>58,339</u>
Tfr to Fabric Fund	1,392	1,296
Payments	61,998	59,635
Surplus/Deficit	<u>-882</u>	<u>-2,053</u>
<b>Total Payments</b>	<u><u>61,998</u></u>	<u><u>59,635</u></u>
Final Surplus/Deficit for the Year	<u><u>-882</u></u>	<u><u>-2,053</u></u>

St Luke's Church  
Moulsham Lodge and Tile Kiln  
Financial Statements for the year ended 31st December 2019

	2019	2018
<b>General Fund</b>		
Surplus (Deficit) for the year	-882	-2,053
Balance B/F	3,525	5,578
Balance C/F	<u>2,643</u>	<u>3,525</u>
	2019	2018
<b>Legacy's (J Church &amp; J Kay) &amp; A Hazelhurst Donation</b>	£	£
Bank accounts @ 1st January	69,122	114,122
Receipts	501	0
Payments	0	-45,000
Bank accounts @ 31st December	<u>69,623</u>	<u>69,122</u>
	2019	2018
<b>Fabric Fund</b>	£	£
Bank accounts @ 1st January	7,629	467
Tfr from General Funds	1,392	1,296
Receipts	1,841	5,054
Gift Aid	0	1,000
Payments	-7,462	-45,188
Tfr from J Church Legacy	0	45,000
Bank accounts @ 31st December	<u>3,400</u>	<u>7,629</u>
	2019	2018
<b>Garden Fund</b>	£	£
Bank accounts @ 1st January	0	0
Receipts	188	0
Gift Aid	0	0
Payments	0	0
Bank accounts @ 31st December	<u>188</u>	<u>0</u>
	2019	2018
<b>Childrens Baptism Bibles</b>	£	£
Bank accounts @ 1st January	0	0
Receipts	50	0
Gift Aid	0	0
Payments	-30	0
Bank accounts @ 31st December	<u>20</u>	<u>0</u>
	2019	2018
<b>Edward Bear</b>	£	£
Bank accounts @ 1st January	37	37
Receipts	0	0
Gift Aid	0	0
Payments	0	0
Bank accounts @ 31st December	<u>37</u>	<u>37</u>
	2019	2018
<b>Special Collections (See Note 1)</b>	£	£
Bank accounts @ 1st January	62	12
Receipts	1,055	1,196
Gift Aid	21	75
Payments	-1,138	-1,221
Bank accounts @ 31st December	<u>0</u>	<u>62</u>

St Luke's Church  
Moulsham Lodge and Tile Kiln  
Financial Statements for the year ended 31st December 2019

**Monetary Assets**

	General Fund	Fabric Fund	Edward Bear	Garden Fund	Children's Baptism Bibles	A Hazelhurst Donation	J Kay Legacy	Special Collections	J Church Legacy	Total
	£	£					£	£		£
Bank Current Account	22	3,400	37	188	20	5,000	0	0	122	8,789
C.B.F Deposit Fund	2,621					0	4,000		60,501	67,122
<b>Total Cash</b>	<b>2,643</b>	<b>3,400</b>	<b>37</b>	<b>188</b>	<b>20</b>	<b>5,000</b>	<b>4,000</b>	<b>0</b>	<b>60,623</b>	<b>75,911</b>

**Liabilities**

Creditors for goods and services prior to 31st December 2019

Charitable Giving	£	
		0
		0

Approved by the Parochial Church Council on

and signed on its behalf by:

(Chairman)

(Member)

**Note 1. Special Collections**

	Balance Brought fwd	2019 Receipts Inc Gift Aid	2019 Payment	Balance Carried fwd
	£	£	£	£
Childrens Society	0	133	133	0
Crisis	50	438	488	0
Kids Inspire	0	130	130	0
Support Dogs	0	83	83	0
Harry Mara	12	0	12	0
Little Haven	0	78	78	0
Christian Aid	0	214	214	0
	<b>62</b>	<b>1076</b>	<b>1138</b>	<b>0</b>



## PRIEST IN CHARGE'S REPORT

It feels difficult to reflect as far back as 2019 when 2020 has been a year in which life has been completely transformed. Perhaps looking back and reminding ourselves of where we were before the upheaval will steady us and give us confidence for the coming months as we begin to plan for the future.

2019 started in a rather uncertain way, we had just been informed that the bid was unsuccessful, and we made the decision not to reapply, preferring a more organic approach. We committed to keeping the vision that we had discerned though and 'Love, Grow, Serve' became our vision statement.

We had celebrated where we had been (culminating in our Patronal Festival Celebrations in October 2018), we knew where we wanted to get to with the new vision. The task then in front of us in 2019 was to plot how we got from where we had been to where we wanted to be in the future! We did this by taking an honest look at where we were as a church, identifying our strengths but also our areas of challenge. We held two consultation events, one for the PCC facilitated by Revd Andy Griffiths and one for the whole church family. We discovered that we were good at operating as a community; people care for each other, that St Luke's makes room for all; our unofficial St Luke's motto is 'All are Welcome'. We also do a few things and try to do them well, rather than taking on too much and spreading ourselves too thinly. Our areas of challenge were that we needed to create space for discerning what God wanted and that we needed to be more outward focussed.

In the last few months of 2019 we started to look at more detail at how we could live out the new vision and address some of our challenges. We did this by identifying particular actions and priorities such as Project 2020 (more on that in a moment) and creating opportunities for Bible study and prayer so that we could all grow in faith.

The day to day ministry continued throughout the year, we had one wedding; Maurice and Sandy, 4 baptisms and we took 14 funerals for people living in the parish. We continued to work with our local schools, especially Moulsham Infants, Oaklands and St Anne's Prep. We built further on services and initiatives launched in previous years; Holy Week meditations and Easter services, a third year of successful Halloween outreach. We had a Pet service with 10 dogs, a cat, a huge rabbit and a tortoise with 3 legs called Pie Crust! Helen and Chris started the Book Group within Saturday Coffee, a group that immediately attracted significant numbers of people from within St Luke's but also the wider community. Christmas was a highlight with the launch of our Christmas Tree Festival, a wonderful witness and community event.

The Ministry team grew and developed with Mike, Richard and Lucy now licenced as Authorised Local Preachers with Dave also continuing to lead. Revd Jo Jones joined us in the church family and was able to take services. In the summer of 2019 Revd Suzanne McAllister was ordained Deacon and joined us as Curate. The ministry team continued to meet and pray/study together as well as planning worship.

2019 was certainly a year of the building, Richard, the wardens and the PCC spent a huge amount of time not only repairing and restoring, getting the building up to scratch (and regulation!) but also planning for the future. Plans were settled for the access ramp, the wall and the interior reordering and discussions were had on the possibility of improving our sound system, installing internet capacity and updating equipment. I lost count of how many



faculty applications and tenders Richard was processing at any one time but we were well on our way to having things done then of course 2020 happened...

2020, what a year it has been already! The first couple of months were relatively stable; we held our Christingle service in January. We launched our new home group with good numbers at the first two sessions, our attendance at midweek Morning Prayer grew and we planned for Lent and Easter.

I don't think any of us had an inkling of what was to come at that point, it felt like many other pandemics that we had seen; Swine Flu and SARS, serious and awful but not life altering for most people. On the 23<sup>rd</sup> March the country went into lockdown, the building was shut, and we had to work out very quickly what it meant to be church in a new and horrible situation. We started worship services online, including daily prayer Monday to Friday. We created Worship at Home material for those who couldn't access online services. We set up a Pastoral Contacts system to ensure that everyone at St Luke's had someone from the church who would stay in touch with them, provide pastoral care and flag up any issues that needed the clergy or other support services to get involved. Home group continued on Zoom and Virtual Coffee after Sunday Services gave some the opportunity to catch up. We also set up the Moulsham Support Project, a partnership with Moulsham Lodge Community Trust, St John's and Tile Kiln Church to provide practical support to those who were shielding. Gemma and Suzanne have taken over 30 funerals since March, 11 of those were due to Covid-19.

We didn't get it all right, I know that we made mistakes but I am really proud of the church rose to the challenge, supported and cared for each other and reached out to the wider community in their distress. There have also been wonderful moments in a dark time; we were eventually able to take a wedding that should have happened a few days after lockdown was announced, Mike and Dawn completed their course in Christian Studies, I've heard of many chance encounters on daily walks and the community really came together. Finances proved challenging as we lost all rental income and some giving. We held a stewardship campaign and asked the church family to consider their giving and supporting St Luke's as well as opening up the option of online giving for members of the community. Thank you to those who have given generously and sacrificially. We had to reassess our spending and make some cuts.

In the summer we started to plan for a gradual reopening of the building for services and hirers. We welcomed back Little Acorns Preschool and worked with others planning a September return. We have tried to ensure safety whilst trying not to detract from the worship experience.

We head into the APCM knowing that we aren't out of the woods just yet, we hope to continue a journey towards a more 'normal' life but we are still aware of the need to protect each other and that means a different experience of church for a while.

I want to finish by thanking my Wardens and Deputy Wardens who have carried a heavy load in the past few years; a vacancy, a new Incumbent, significant building and governance work, vision setting, financial challenges and a global pandemic would be enough to test anyone. Richard, Lucy and Mike are stepping back and I am so grateful for all that they have been and done, we would not be functioning without them and we pray for them as they enter this new phase. I also want to thank the rest of the PCC, Ministry team and all those who continue to work so hard for St Luke's behind the scenes.

We are all entering a new stage and we do so praying for God's guidance, for His protection and for His blessing on us as we strive to be a blessing to others in the coming year.

**Revd Gemma Fraser**



## **REPORT ON DEANERY SYNOD**

There were 4 meetings of the Synod, in June, September, November and February.

- The speaker at the June meeting was from the Full Business Gospel Fellowship, who talked very enthusiastically about talking about his faith to strangers in all sorts of situations, such as on the train and in the supermarket queue.
- At the September meeting we had a talk from the lead hospital chaplain in the Mid Essex Hospital Trust, particularly looking for more volunteers.
- The November meeting was a service, at which Bishop John talked about mission and about the Church in Southern India where he comes from.
- In February Rev Tim Ball talked about and lead discussion of the latest version of the Deanery Plan as it is expected to be after 2025.
- 

Minutes of all the meetings are available if anyone would like more details.

There have been no more proper meetings since lock down. However, we were asked to vote on line on the proposal to combine Chelmsford North and South Deaneries and the revised deanery plan, all of which was passed.

There was a Zoom meeting on July 16th at which various people shared their experiences during lock down. These included Jackie Lee Thornton, chaplain to the university, Rev Carol Ball from South Woodham Ferrers who did a power point presentation called 'Trial and Error, but mostly Error', Emma Wylie from Boreham and Beaulieu who talked about widening the local community, and Gemma, talking about steps towards eco church.

**Elaine Law**

## **REPORT ON THE CHURCH ELECTORAL ROLL**

**See separate sheet**

## **REPORT ON THE CHURCH ELECTORAL ROLL**

The Electoral Roll is a list of those who are entitled to attend the Annual Parochial Church Meeting and take part in its proceedings. This includes voting in elections for Parochial Church Council, Churchwarden and Deanery Synod members and eligibility to be elected to these roles.

In 2019 a completely new Roll was produced as that year fell into the six-year pattern of requiring churches to remove their Roll and to produce a new Roll. The new Roll came into effect on 10th April 2019.

The timing of the annual revision of the Roll depends on the scheduled date of the Annual Parochial Church Meeting. For 2020, the Roll was revised later than would normally be the case due to the delayed APCM, and was carried out between 23rd August and 5th September. Following the revision, details of the Roll for 2020 are as follows:

2019 Electoral Roll: On 10th April 2019 there were 51 names on the Roll.

Names added to Roll: Five names have been added to the Roll during the year to 5th September 2020.

Names removed from Roll: Sadly, there were four names removed from the Roll following the passing of Agnes Millward, Kath Bell, Basil Law and Morice De Silva.

Changes to residency status: One person changed residency status from resident to non-resident during the year.

2020 Electoral Roll: Following the revision, on 5th September 2020 there are 52 names on the Roll, 28 resident in the parish and 24 non-resident. The names of people on the revised Roll, (but not addresses or other personal details), have been displayed in church as required by the Church Representation Rules.

**Mike Tadman – Electoral Roll Officer**



# CHURCHWARDENS' REPORT

## REPORT ON THE CHURCH FABRIC

Compared to 2018 the period covered by this report has been quieter with regards to fabric. Three developments are of note:

1. The installation of a Diocesan funded fence on the boundary between St Luke's vicarage and the Church. A small secluded area was created which has been cleared for use by Edward Bear and other Church groups. More work is needed to plant out this area and improve access for those with impaired mobility.
2. Late in 2019 the Sanctuary carpet was replaced, this greatly improving the look of the Church and eliminating a trip hazard.
3. In August 2020 broadband was installed to ensure a more secure basis for live-streaming services, and to generally improve connectivity

### Scout Hut Lease

Over the last four and a half years we have been trying to agree a new lease concerning the Scout Hut. This torturous process involved four sets of solicitors who struggled to complete this simple brief. We tried everything we could to bring this matter to a speedy conclusion, but sadly incurred total legal costs of £3,573. Thankfully, we received a £2,000 contribution towards legal costs from the Archdeacon in 2018.

This matter was regularly reviewed by the PCC and was finally resolved in August 2020.

### Project Planning Group

Members of the Project Planning Group which comprises me, Dave Thomas, Mike Tadman, David Ives, and Revd Gemma have met occasionally during the year to discuss the many projects we had in hand.

In my previous Fabric Report I stated a hope that that a ramp to the Church entrance would be built in 2019, having successfully gained the necessary approvals from the Diocese and the City Council. Unfortunately, contractor quotes far exceeded the sum we expected so the PCC decided to seek a new, more economic design. Following a visit from the Diocesan Advisory Committee (DAC) we were advised to submit a faculty for a new design along with four other projects that are known collectively as Project 2020 (Faculty One): The other projects are

- Works to make safe a leaning wall and minor improvements to our car park
- The installation of external doors to our hall lobby (in response to a report from an Independent Fire Consultant)
- Replacement of existing lettering to the front of the church
- The replacement of two existing external notice boards with a large single one.

Faculty one was approved in May 2020 and despite Covid-19, action is under way to bring about the planned works. We have received two tenders for building the ramp, remedying the wall, and improving the car park. We are awaiting a third. A new notice board has been ordered and we are in the process of arranging installation. In 2019 we appointed a contractor for the lobby doors but are now having trouble re-establishing contact with the



company. The replacement of existing lettering to the front of the Church has yet to be actioned.

Four other projects fall within Project 2020 and will be the subject of Faculty Two, which we hope to prepare later in 2020. Faculty One focussed on exterior work to St Luke's, making the car park and building entrances safer and more accessible, as well as refreshing and improving our visibility. Faculty Two will focus on a set of internal projects intended to improve facilities and extend the range of purposes to which we can put our building. These projects are the.

- Creation of additional toilets and a small kitchen for people using the body of the main church
- Installation of a folding partition between the Church and the small hall that will improve sound proofing
- Upgrading the existing audio visual system to improve sound quality and extend options for worship and other activities
- Creation of additional storage

Project 2020 is aspirational and cannot be fully funded from monies that we have put aside for this purpose. Later in 2020 we shall be applying for grants and seeking additional gifts and donations.

I would like to thank everyone who has helped over the last three and a half years to repair, maintain, and develop the fabric. Thanks are due to members of the Project Planning Group, together with, Dave Facer, Larry Walter and all those who unlock/lock the building, undertake minor maintenance, and generally look out for the building.

**Richard Field - Churchwarden**

## **REPORT ON WORSHIP AT ST. LUKE'S**

Last year, I said that we had much to give thanks for to God and that has continued, particularly during recent months! During 2019, our pattern of worship continued: weekly mid-week Morning Prayer; monthly mid-week Holy Communion; and on Sundays, Holy Communion on 1<sup>st</sup> and 3<sup>rd</sup> Sundays, and non-Eucharistic services on 2<sup>nd</sup> and 4<sup>th</sup> Sundays.

The PCC reviews church attendance each year and noted that the number of those attending our Sunday services each week decreased slightly during 2019, with differences between average attendance at Holy Communion services (36) and non-Eucharistic services (26). Revd Gemma and the worship leaders are always keen to receive your feedback both in terms of services that you have enjoyed, what has gone well and also where improvements could be made – please do continue to give feedback and, of course, pray for those leading our services that they are able to share God's word.

Throughout our Sunday services, our worship has been enhanced by our pool of organists and our music group – and not forgetting the choices of our hymn-planning group. We are fortunate to have a team to lead our non-Eucharistic services, who have grown in confidence



and faith. We were sorry that Revd Bridget Jenkinson left the team during 2019 as we all learnt a great deal about the Bible from her sermons.

It's always interesting to reflect on the past and all that we have achieved – it can be easy to think that nothing much has been happening but hopefully the following highlights will remind us how we have worshipped from January 2019 to December 2019 and then, given the Coronavirus pandemic, through to September 2020:

*January 2019:* We held our Christingle service based on a party, focusing on the 50<sup>th</sup> anniversary of The Children's Society Christingle service – we had a Christingle-shaped cake, made by Kirsty; used a contactless card-reader for the first time; and made marmalade afterwards from the oranges to raise additional funds for The Children's Society.

*February 2019:* We learnt about three charities and decided which one to support as our Lent appeal.

*March 2019:* We celebrated Fairtrade Fortnight, with tasters of Fairtrade food (including chocolate) after one of our services. We hosted one of the South West Chelmsford Churches Mission and Ministry Unit (MMU) afternoon services, which involved prayer stations based on the Jesus "I Am" statements. We kept the prayer stations during Lent so that anyone coming into church during the week could use them. The MMU afternoon services were held monthly throughout the year and offered a variety of formats, preceded by tea, cake and chat. We started Lent with an Ash Wednesday service, and a number of people took part in the weekly Lent Course based on the Church of England's "#LiveLent – Let Your Light Shine". Our Mothering Sunday service was based on the theme: "Finding hope in our nurturing world" and everyone who came to our service was given a beautiful small posy of flowers.

*April 2019:* During Holy Week there was a service of meditation each day across St Luke's and St John's. We joined St John's for a Maundy Thursday Agape Meal and on Good Friday many of us joined the Procession of Witness with Christians throughout Chelmsford. The joy of Easter Sunday found us celebrating together at a Dawn Communion service followed by breakfast (of course). The church looked beautiful, especially with the lilies given in memory of loved ones. During our All Age service we were introduced to a rather impressive 'transformation station' and created a flower prayer cross.

*May 2019:* We celebrated the work of Christian Aid, raising funds during a coffee morning, making use of a contactless card reader for the second time.

*June 2019:* For the first time we joined the National Month of Prayer for Toddler Groups – a time when we prayed especially for the children, families and carers of our Edward Bear Toddler Group. The theme of the month was the Mustard Seed parable (Matthew 13:31-32). Several of the children decorated bird shapes, which were hung on a tree and kept in church as a reminder for us. We celebrated Pentecost, known as the birthday of the church, at St John's – one of several occasions during the year when our two congregations worshipped together.

*September 2019:* A month of joyous worship, firstly we joined Sandy and Maurice for their wedding, and secondly, we welcomed Revd Suzanne as our Curate.

*October 2019:* An exciting beginning to the month when we held our Pet Blessing and Harvest Service. It was wonderful to welcome so many people and their pets and to thank God for all that He has created. During the month we celebrated our patronal festival,



celebrating St Luke. At the end of the month, we held our All Hallows' Eve outreach, sharing the love of Christ through hospitality with our community.

*November 2019:* We remembered those who have died during our All Saints and All Souls service, together with our Remembrance Sunday so wonderfully led by Revd Sandy Southee.

*December 2019:* As we entered Advent, a time of waiting for the birth of Jesus, we also held our first ever Christmas Tree Festival and welcomed many people, both young and old, into our church building. As part of the festival we held our Carol Service, using a more traditional format than the previous year. The month was busy with many services, both in church and in schools. We are grateful to Revd Jo Jones for leading our Crib Service – with baby Isaac playing the part of baby Jesus – as well as our First Communion of Christmas. Our Christmas Day All Age service was a joyous occasion.

*January 2020:* Following feedback at the APCM held in April 2019, and from the church-wide event in June 2019, a monthly homegroup was introduced led by Revd Gemma. This was well supported, providing an opportunity to study and discuss the bible together. We held our Christingle service, with the theme "A light in the darkness", and at Candlemas everyone made their own candle from beeswax.

*February 2020:* We held our first Pancake Party on Shrove Tuesday – another opportunity to share hospitality with the families in Moulsham Lodge and Tiln Kiln.

*March 2020:* During Lent we used the Church of England resources "#LiveLent: Care for God's Creation". We also gave out a "Lent in a Bag" to everyone, including those who came to the Pancake Party. We welcomed Joelle from Baby Basics Chelmsford to one of our services, who shared her story with us; we supported Baby Basics Chelmsford for our Lent appeal. Towards the end of the month, we entered extraordinary times as the country was locked down due to the Coronavirus pandemic. On 18 March we held our first online Morning Prayer service, followed shortly by a live-streamed service for Mothering Sunday.

*April – August 2020:* Our worship took on a new form during this time. We introduced online and live-streamed Morning Prayer each weekday at 9.15am, led by a team across St Luke's and St John's, with a huge variety of service liturgy as we moved through the church season; we also introduced online Sunday services, with a mix of live and pre-recorded services, with members of the congregation providing our bible readings and intercessions. Revd Gemma and Revd Suzanne produced resources for us to use at home, particularly for those without the internet. The Church of England also introduced a phone line "Daily Hope", which included services and a hymn of the day as an alternative to online worship.

Our monthly homegroup became a monthly Zoom Group and we joined together with St John's to focus on the Easter Pilgrim course based on The Lord's Prayer. For Palm Sunday, we used photos during our online service of many of the congregation holding their palm crosses (it was fantastic that so many people had their palm crosses from previous years). For Pentecost, a goody bag was delivered to everyone in the congregation to help celebrate the birthday of the church. In July we were able to start opening our church building once a week for private prayer although very few people took this opportunity, and in August we were able to physically worship together again for the first time – an emotional occasion!

I hope this has triggered some wonderful reminders of all the worship that we have shared together over this time. We have learnt much and experienced many different and innovative ways to worship God and share His word throughout each day of our lives. A huge thank you



to Revd Gemma, Revd Suzanne, our team of worship leaders, and everyone who helps our worship each week (especially Janette, who diligently organises our rotas!).

**Lucy Bubb – Churchwarden**

## **REPORTS ON CHURCH ACTIVITIES/ORGANISATIONS**

### **EDWARD BEAR CLUB**

After many years of dedicated service Sharon Thomas retired from Edward Bear group in the summer of 2019, we are so very grateful to Sharon for her dedication and leadership.

Suzanne and I took the reins. Adrian very kindly designed a new logo for the group and we changed the setup slightly, investing in new toys and moving the group into the church. The aim was to create more space for children to roam but also so that they become familiar with the church building. Numbers were low initially but after some gentle advertising (we were reluctant to go too big and overwhelm the group still adjusting to a new set up) the numbers went up to approximately 8-10 children and their carers. We followed the church calendar, celebrating Harvest, remembrance and Christmas, we alternated between Bible Stories and popular children's favourites and introduced a related craft activity or game each week.

Edward Bear continues to be a frontline ministry to children and their families in Moulsham Lodge.

**Revd. Gemma Fraser**

### **FLOWERS AT ST. LUKE'S**

Church flowers continue to be displayed beside the altar & in the porch as appropriate, sometimes sponsored in memory of a loved one on request. This has meant that church funds have not been called upon quite so much to pay for the flowers.

The highlight of the floral year was Sandie & Maurice's Wedding on 14<sup>th</sup> September 2019 for which the two Marys did a series of golden displays both in the porch & around the church. They both enjoyed setting this up for the happy couple.

There was an extremely good response again for the Easter Lilies so a huge thank you to everyone.

The Christmas Tree in 2019 had to be positioned in the church due to the new carpet being laid just before Christmas. As usual it was used in the Hospice's Light up a Life service at the very beginning of Advent.

My thanks to Mary M and Louise who continue to help or stand in for me, especially when I was out of action due to a broken ankle last summer!!!

If anyone else would like to help with flower arranging they would be more than welcome, no previous experience required .. !!!!!

**Mary Hoare**

### **HALL BOOKINGS**

On 17th March 2020 due to Covid 19, hall hire at St Luke's was suspended. Little Acorns re-opened on 1st June to 24th July using just the Large Hall with reduced numbers.

St Luke's Halls were busy throughout the week during term times, with our regular hirers prior to March 2020.

Age UK has used our Small Hall for many years for their toe-nail cutting service. Sadly, in April 2020 during Covid 19 lockdown they made the difficult decision to close the toe-nail cutting service permanently.

Saturday Coffee was held on Saturday mornings in the Small Hall between 11:00 and 12:00. On the first Saturday of the month our local councillors held their monthly surgery during Saturday Coffee. The Book Club has been a great success meeting every 4 weeks on a Saturday starting at 11:00.

Our Large Hall bookings on Saturdays are mainly children's parties and fundraisers. Sunday hire is only for baptisms or confirmations.

Our Regular Hirers: -

Little Acorns Pre School	Monday to Friday mornings and Monday and Friday afternoons in term time.
Edward Bear Club	Wednesday afternoons in term time.
Trudi Osborne School of Dance	Various times Mondays to Thursdays in term time.
Moulsham Lodge Camera Club	Monday evenings. Breaks during summer months.
Rainbows	Monday evenings in term time.
Guides	Thursday evenings in term time.
MLCT – New City Voices	Thursday evenings in the Church.

We are planning for our halls to re-open in September for some of our regular hirers but with extra restrictions to keep everyone safe and well. We have decided to suspend single hire bookings (children's parties) until January 2021.

For hall bookings or for further details please contact Brenda on 01245 251589.

**Brenda Hudson**

## **LYNCHPINS REPORT**

Led by either Gemma, Stephanie or David the Lynchpins group is held roughly 6 times a year and all churches within the SW Chelmsford MMU are represented by 2 or 3 members of the church family. Each gathering begins with communion and the agenda includes a discussion on the joint vision, how the churches can work together, and looking at whether there is any funding available that can benefit the MMU.

Lynchpins set the venues for the Joint MMU services held on the 5<sup>th</sup> Sunday of the month and following each service a review is held on the service. Lynchpins look at any training that is available for church family and discuss services being held in each church during Christmas, Lent and Easter to be disseminated to the wider church family. Lynchpins also pray for things that are going well in each church and for concerns that each church may have.

**Sue Davies & David Millward**



## **MID-WEEK SERVICES**

We say Morning Prayer from Tuesday to Thursday across the MMU with St Luke's hosting on a Wednesday morning at 9.15am, the leadership of this is shared by a team of people. During this service we pray using either Common Worship Daily Prayer or an alternative liturgy, we read two Bible passages and then spend some time talking about them, we have a time of intercession where we pray for the needs of those close to us, our community, nation and world.

On the first Wednesday of the month there is a service of Holy Communion at 9.45am. Attendance at Communion remained steady in 2019, Morning Prayer has maintained a steady number of attendees from St Luke's and St John's.

**Revd. Gemma Fraser**

## **MISSION AND EVANGELISM**

St Luke's continues to be committed sharing the good news of Jesus with those around us in word and action. Being outward focused was identified as an area for development in the Healthy Church Review that we carried out in May/June 2019 and in our Mission Action Plan we set a priority of expanding our mission by 'Developing use of the building so that St Luke's is at the centre of the community.'

In 2019 there were several projects and events with this aim at their heart. I am very grateful to Helen Field and Chris Fawcett for the introduction of the Book Group to Saturday Coffee, it has been popular since day one and connects church and community members around a common love of reading. It models hospitality and community beautifully. Saturday Coffee itself continues to be a core part of our mission strategy; modelling service, relationship and hospitality.

The Halloween outreach built on the success of previous years, engaging with a large number of families out on the streets with the biggest volunteer team so far. We gave out treats along with a card explaining the Christian origin of Halloween and invitations to Christmas events.

The Pet Service in the autumn was a new venture for us, we had 10 dogs, a cat, a rabbit and a 3-legged tortoise! Services like this are a way of connecting people to God in an accessible way, celebrating our animal companions and encouraging a recognition of God's concern for all of creation.

The Christmas Tree festival has to be one of the highlights of 2019. It was brilliantly organised by the team and was an amazing opportunity to connect with the people of Moulsham Lodge. For three days the church was filled with beautiful trees and was a buzz of activity. We had schools, uniformed groups, local community groups and businesses, we had worship, music, activities for all ages and hospitality throughout.

Our primary evangelistic outreach can be found in the everyday lives of our church family. Projects and events are wonderful but can only do so much, instead we share Jesus with those around us by the way we conduct ourselves, by the way we serve others, by the way we offer to pray with or for people, by the way we relate life to faith. At St Luke's we are committed to listening to God and continuing to grow in our faith so that we are then equipped to share it with others.

**Revd. Gemma Fraser**

## **MUSIC AT ST. LUKE'S**

### **Organists**

Since the 2019 APCM seven organists, most of whom are not members of our congregation, have played for our regular services. As we have no resident organist, we are particularly grateful to these loyal musicians for their commitment.

We aim to notify hymn numbers and any specific requirements 2 – 3 weeks prior to a service, to allow time for rehearsal in the church if required.

The identity of the “voluntary”, or short piece played at the conclusion of worship is sometimes notified on the weekly newsletter. Applause for these voluntaries is hugely valued.

We are always anxious to recruit and encourage new organists, and would especially welcome older school students, who may appreciate the opportunity to play in public.

**Rita Roscoe**

### **Music Group**

The Music Group continued to support worship on 4<sup>th</sup> Sundays, some 2<sup>nd</sup> Sundays, and special services, that is until public services were suspended early in 2020. As soon as allowed we look forward to returning to play, hopefully later in 2020.

During 2019 we welcomed Kevin Willis to the group, which was a huge blessing as we desperately needed a melody instrument in our line-up. We remain however too few in number to lead worship.

Praise through music remains a very important part of life at St Luke's and we would like grow our numbers and encourage other people to join us. So if you can sing and/or play an instrument to any level, or know of anybody who might like to join in, please let us know!

**Richard Field**

## **OCCASIONAL OFFICES**

We had four baptisms at St Luke's in 2019, this is a big increase on previous years. One of these was a young person and one was combined with the renewal of vows service. We continued to offer joint baptism preparation sessions for families looking to have their children baptised. We ask families to come and see us on a Sunday morning (in the relevant church) to get an idea of who we are, we then provisionally book a date with them and invite them to a group baptism preparation session that we run every 3 months. This is an informal and interactive session lasting 1.5 hours over afternoon tea. We look at the journey of faith, the promises we make in baptism, important people in the child's life including Godparents and the practicalities of the baptism service. We then keep in touch with families after the baptism and send them personal invitations to events.

We had one renewal of vows and one wedding in 2019, both were really beautiful occasions.

Suzanne and I took 26 funerals in 2019 across the two churches. Sandy also took four services and Jo took one.

**Revd. Gemma Fraser**



## **PASTORAL CARE**

In 2019 we had a small Pastoral Care team with Maxine as parish visitor, plus Suzanne and I. We continue to recognise the need to develop a better system.

We have a team that work with St John's to offer a monthly Communion service in Manor Lodge Care Home. Thank you to Hilary, Maxine and Anna for their commitment to this, it is very much appreciated by the residents and staff.

Stephanie continues to support those with pastoral responsibility across the MMU, meeting with them regularly creating forum to share best practice and share encouragement and concerns.

I keep in touch with funeral families after the service has taken place, primarily on the telephone but occasionally with visiting and if appropriate refer into other avenues of support.

**Revd. Gemma Fraser**

## **SAFEGUARDING**

St Lukes is committed to ensuring that children, young people and vulnerable adults are safeguarded.

Safeguarding continues to be on the agenda for every PCC meeting. St Lukes has adopted the safeguarding policy and best practices of the Church of England as guided by The Diocese of Chelmsford, and details of our Safeguarding Policy is displayed at Church, given out to hall hirers and links to the relevant policies and contacts can be found on the St Luke's website. As a church we are compliant with the need for all required to hold a DBS and during the year the Safeguarding Officers, Wardens and Deputy Church Wardens completed the enhanced level of training.

**Sue Davies & Helen Field**

## **SATURDAY COFFEE**

Sadly, Saturday Coffee was suspended on 14th March due to Covid 19. At the time we had no idea how long we would be closed or how serious it would turn out to be. As I write this report we do not know when we will resume.

Saturday Coffee is normally Saturdays from 11 – 12noon. We set up from around 10am, so there are always drinks available for early birds.

A big Thank you to Louise and Mary, who have stepped down from the rota, and welcome to Di & Rob and Elena & Nick, who I hope are still able to join the team. We are always happy to welcome new volunteers. We are most grateful to our Saturday coffee members who help with the washing up.

During Saturday Coffee our local Councillors held their surgery on the first Saturday of the month and St Luke's Book Club met every 4 weeks, which boosted our numbers. We hope both will return when we reopen.



Lots of church members popped in, to prepare services, arrange the flowers, clean the silver, clean the church, do gardening. A hive of activity with opportunities to have coffee/tea and biscuits, a chat, fold church newsletters and at certain times help with preparation for special services like Christingle, or just sit and enjoy the fellowship and we will be again, when we are in safer times.

**Brenda Hudson**

## **SATURDAY COFFEE BOOK CLUB**

Saturday Coffee Book Club held its first meeting in February 2019 and recently celebrated its first birthday with cake and a quiz. It has grown in size from 8 members at the first meeting to 14 at the most recent.

It is a very enjoyable social occasion meeting during Saturday Coffee every four weeks when we chat, put the world to rights, discuss the book we have been reading, and enjoy the refreshments on offer. We vary the genre from month to month giving us the opportunity to try something we might not have chosen for ourselves. Books are supplied from Essex Libraries; the bigger we get, the more difficult it is to obtain enough copies of the book, so we are probably at the maximum number – if anyone else is interested, maybe it would be possible to start a second group!

Sadly, since March we have been unable to meet because of the coronavirus outbreak and subsequent lockdown. Even now social distancing and the wearing of face coverings make it impossible to get together. Let's hope the situation will continue to improve and we can meet up again in the not too distant future.

**Helen Field**

## **SCHOOLS, YOUTH AND CHILDREN**

We have 8 schools in the 2 parishes of St Luke's and St John's: Moulsham Infants, Moulsham Juniors, Moulsham High, St Anne's Preparatory, St Cedds, Mildmay Infants, Mildmay Juniors and Oaklands Infants. In 2019 we regularly engaged with Moulsham Infants, St Anne's and Oaklands with occasional visits to Mildmay (both sites) and visits to church from Moulsham Juniors.

I continue to work with Moulsham Infants as a Community Governor.

I am working with the Scouts, Cubs and Beavers. I attend the management committee meetings and have hosted regular groups in church throughout 2019 looking at faith in general, church life and a Christmas session. I spent some time with one of the cub groups after the sudden death of one of their members; Leo. We looked at grief, emotions and how we could remember Leo.

The Halloween outreach was a great success in connecting St Luke's with children and families, as was the Christmas Tree Festival. The Pet Service also attracted a number of children as did the usual Christmas Services.

**Revd. Gemma Fraser**

## **SIDESPERSIONS**

Now that we have a fire alarm system, our merry band of sidespeople have taken on the additional tasks of Fire Marshall. We invested time during the year to run a couple of fire training sessions and used the opportunity to talk through how we could improve on the important ministry of the sidesperson. One key suggestion was to introduce welcome badges for everyone taking on a role during the service – we now have some distinctive badges and lanyards designed by Adrian Baker that were introduced in October 2019.

The role of sidesperson is an important ministry, providing a warm and friendly welcome. We have nine warm and friendly sidespersons on the rota as follows:

Maxine Buck	Helen Field
Jane Chambers	Janette Tadman
Sue Davies	Dawn Thomas
Chris Fawcett	Louise Whitehead
Hilary Few	

I would like to thank all of our sidespersons for their service to St Luke's.

**Lucy Bubb**

## **SOCIAL MEDIA**

We have been so fortunate to have our Facebook page: @stlukesmoulshamlodge, and our user-friendly website, especially during the Coronavirus pandemic – all of our services and resources have been accessible through the website. Our Facebook community has grown to 253 followers and our posts have reached people all around the world – we even had someone from Myanmar (Burma) join one of our Morning Prayer services!

Our Facebook page is also a record of all that happens at St Luke's with photos, videos and posts. We have been able to share the entries in our Book of Remembrance each week as well as birthday greetings so that everyone is remembered even when we have been unable to meet physically together.

We frequently get enquiries coming through Facebook, asking about hall bookings, baptisms, and services. If you haven't looked already, please do take a look at our page and encourage friends and family to do the same!

Our website was refreshed during 2019 and is kept regularly updated – it includes key contacts and useful information such as our weekly newsletter ([www.stlukemoulsham.co.uk](http://www.stlukemoulsham.co.uk)). A huge thank you to Adrian Baker for diligently working behind the scenes on our website.

We are always keen to receive feedback on both the website and our Facebook page.

**Lucy Bubb**



## **UNIFORMED GROUPS**

### **11<sup>th</sup> CHELMSFORD (ST LUKE'S) SCOUT GROUP**

During the last 12 months, the Group has upgraded the kitchen and is currently waiting for the replacement Fire doors to the front of the Hut, delayed by onset of COVID-19.

Our Leadership team has continued to provide good programmes for the Beavers, two Cub Packs and Scout Troop. Currently we still do not have any Leaders in the Scout section and Leaders from other sections have been covering, together with two Explorer Scouts.#

Beavers attended a one-night Sleepover in May 2019.

Zulu Cubs attended one Camp

Swazi Cubs attended one Camp which the Scouts joined.

Scouts also attended a Survival camp at Riffhams where they had to build their own shelter to sleep in and cook their own meals and clear up.

Our numbers are as follows -

Beavers – 24 with a waiting list to join

Zulu Cubs – 16

Swazi Cubs – 16

Scouts – 12

Face to Face Scouting stopped mid-March and we have been running ZOOM meetings for the Beavers and two Cub Packs up to mid-July when we stopped for the Summer break.

Plans include re-decoration of the inside and outside of the Scout Hut both of which are looking very tired and in need of some TLC.

Many thanks to Gemma for her giving her time and support to all the sections during the last 12 months.

**Sherry Wright**  
**Group Scout Leader**