

The Cobham and Stoke D'Abernon United Benefice Surrey



St Andrew's Church



St Mary's

Parish Profiles and Statement of Needs

July 2017



www.standrewscobham.org.uk



St Mary's Church
Stoke D'Abernon

www.stmarysstokedabernon.org.uk

Introductory Message

We are a loving and diverse benefice, serving different sections of our community by providing a wide choice of worship and ministry between the two churches.

The following information is an overview of the two distinct parishes which make up the benefice and we hope that, after reading this document, it will enable you to consider seriously whether God is guiding you to lead us in the nurture and development of our ministries.

*Michael Flaxman & Fiona Lascelles
Churchwardens, St Andrew's*

*Ray Blues & Andrew Stribley
Churchwardens, St Mary's*

July 2017

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Overview of the Benefice

The United Benefice of Cobham and Stoke D'Abernon was formally brought into being on the 1st August 2004

The two parishes, St Andrew's, Cobham and St Mary's, Stoke D'Abernon are part of one community. Both are ancient parishes and, whilst the benefice is now united, both parishes have retained their separate identities. They are highly complementary with differing styles of worship and ranges of parish activities. They retain independent PCCs, Churchwardens, Church Patrons and parish finances. Each parish effectively retains a 'parish priest', the Rector for St Andrew's and the Associate Minister for St Mary's.

The Rector is responsible for both churches with a primary focus on the mission and ministry of St Andrew's. The Benefice has functioned in this way since inception and it is our intention this would continue with the Associate Minister, known locally as the Associate Rector, chairing the St Mary's PCC, and taking a majority of services there, while working alongside the Rector in the United Benefice.

Each church draws its membership from across both Cobham and Stoke D'Abernon as well as from surrounding towns.

Benefice Ministry Team

The clergy of the parishes work together in a Ministry Team. The team comprises the Rector, the Associate Rector and one Non-stipendary Minister at St Andrew's. There is also a Reader who works across the United Benefice and a Children and Youth Minister working at St Andrew's. An Assistant Curate has just completed his training and has taken up his first post as Vicar elsewhere in the Diocese and an Ordinand for Ordained Local Ministry is in training at St Andrew's. A Retired Priest with Permission to Officiate is also part of the team. Both parishes have Occasional Preachers.

The Ministry Team and others meet for Morning and Evening Prayer on Tuesdays and Wednesdays in St Andrew's, and on Thursdays, together with ecumenical colleagues, in St Mary's. A staff meeting is currently held after Morning Prayer on Wednesday.

Areas of Joint Working

In the past thirteen years both churches have evolved to see benefits arising from being part of a combined benefice. There are a number of areas of shared working and exchanges of experiences and initiatives.

Marriage preparation days are held across the benefice. There is a Bishop's order to regard the benefice as one under the church marriage rules, so that a couple with the necessary links to a parish to get married in that church may, if they so wish, be married in the other.

There is a benefice education group which arranges several courses a year. Informal prayer meetings are also advertised across the benefice. In most months there is 'Spiritual Cinema' in Cobham, where a film is shown followed by discussion of the moral, social or ethical issues raised. A weekend retreat is usually held in June for members of both churches and pilgrimages are arranged across the benefice.

"Together" magazine publishes articles and news from both parishes.

Benefice Ministry Team and Churchward-



Revd Godfrey Hilliard
Associate Minister
(Special responsibility St Mary's)



Revd Charleen Hollington
Associate Minister (non stipendiary)
(Special responsibility St Andrew's)



Esther Holley
Children & Youth Minister
St Andrew's



Revd Peter Vickers
Retired Priest with
Permission to officiate



Moni Babatunde
Ordinand for Ordained Local Ministry
St Andrew's



Hugh Bryant
Licensed Lay Minister
(Reader)



Michael Flaxman
Churchwarden
St Andrew's



Fiona Lascelles
Churchwarden
St Andrew's



Ray Blues
Churchwarden
St Mary's



Andrew Stribley
Churchwarden
St Mary's

Cobham and Stoke D'Abernon

The parishes of Cobham and Stoke D'Abernon are in the Leatherhead Deanery and are located in the Borough of Elmbridge in the County of Surrey. It is a highly desirable area due to its proximity to a good rail link to central London, a road network which includes the M25 giving easy access to other parts of the country and Heathrow and Gatwick airports.

The combined population of the two parishes is approximately 12,000.

The area is known for its high quality, varied environment, characterised by its rural nature. A mix of housing, large detached and semi-detached houses dominate, although apartments, especially for the over 55's, are becoming more common. There are private estates, and housing managed by Trusts. It has some of the most expensive properties in the country, but there is also an area of social deprivation, with residents relying on the weekly Cobham Area Food Bank.

Cobham is, of course, the main hub, with the centre providing mixed uses, mainly retail, cafés, restaurants, a public house, offices, a large Waitrose, banks, financial services and a large number of estate agents. Within the village centre there is a Catholic Church, a Methodist Church, the Village Hall, a Community (Day) Centre for the elderly and other need groups, a library and community hub, a residential home for the elderly with dementia, a nursing home and a large sheltered housing unit where communion has been provided in the past by our church ministry team. The Cobham branch of the Royal British Legion has its premises adjacent to the main car park. There is also a monthly Farmers' Market, and a large number of small non-retail businesses. A striking feature is the large number of residential properties in the centre, making for easy access on foot to the facilities of the village.

Close to the centre, approximately one hundred metres from the High Street, is St Andrew's Parish Church, while St Mary's is located close to Stoke D'Abernon village and Parkside School.

There is Cobham Health Centre and a Diagnostic Centre, serving the population of Cobham and Stoke D'Abernon. Acute hospitals which serve the area are located in Guildford, Chertsey, Carshalton and Epsom - approximate distances of between 5 to 12 miles away.

The United Reformed Church is located on Stoke Road close to the two parish boundaries. It is active in the community with a full-time Minister. It serves as the venue for the popular monthly Messy Church in which St Andrew's takes a lead role.

Cobham & Stoke D'Abernon railway station, which is approximately one mile from Cobham centre is located in the village of Stoke D'Abernon, which also has a small parade of shops. It is a very busy station for commuters, with a direct line to London Waterloo and south to Guildford and beyond.

The two parishes have two Residents' Associations, four Conservation Areas, with Church Street, Riverhill and Mill Road having several statutory and locally listed buildings. St Andrew's takes an active part in the Cobham Conservation & Heritage Trust.



The River Mole is an important feature running through the centre of Cobham and, together with the Cobham Mill on its bank, provides a popular leisure area adjacent to the shopping centre.

There are several open spaces including sports fields (Chelsea Football Club have their training facilities here). There are a number of recreation grounds, together with a community garden, allotment sites, and also the Cobham Football Club. Painshill is close by. Open countryside is easily accessible from the area.

This is a brief introduction to our community. The church has an input, but with still many opportunities to have a greater involvement in more activities to strengthen its voice and participation.



Schools

St Andrew's has close links with St Andrew's C of E Primary School where the Rector is an ex officio member of the governing body. Our former incumbent and the head teacher worked together closely in developing the school, and our ministry team take assemblies and assist in Prayer Club. The foundation **governors appointed by St Andrew's** have a very positive impact, and the students play a **significant part in our children's activities and choir**, including some of our family services. The school has recently joined a Multi Academy Trust led by the nearby C of E Secondary School.

The Headteacher and one of the Deputy Heads will be retiring this summer.

There are three other schools in the benefice: Parkside, the International Community School and the Cobham Free School.

A significant proportion of children in the general area go to private schools and there are several of these surrounding the benefice.

Cobham & Stoke D'Abernon Area



St Andrew's Parish

Vision 2018



TO KNOW, GLORIFY & MAKE CHRIST KNOWN

- Bring a broader & larger congregation to Christ
- Nurture, feed & serve our congregation & community
- Apply our faith to our everyday lives



TO KNOW, GLORIFY & MAKE CHRIST KNOWN

As a local church we seek to transform our worshipping community into a loving family of God's people who joyfully follow Jesus Christ in every part of our lives both individually and corporately. We aspire to capture something of the nature and spirit of the early church in areas such as an understanding of the Bible, generosity of spirit and giving, inclusivity, obedience and humility, authentic relationships and prayerful living, and we are looking for a new rector who will lead and help us to continue to grow in these areas.

In 2013, to make our vision a reality, we identified the following four priorities:

1. Development of Discipleship helping us to apply our faith to our everyday lives
2. To welcome and nurture more our congregation
3. **Growth in our children's and Christian youth ministry**
4. Reinforcement of our presence and outreach in the community

Each year since we have set more detailed annual goals with relevant working groups to achieve these priorities and we believe that we have made significant progress in all areas except in some aspects of "Welcome" where we have struggled for a consistent approach.

In October 2016, following the Bishop of Guildford's initiative 'Transforming Church, Transforming Lives', the PCC identified three of its goals we felt God leading us to prioritise, focus on and develop. They are:

Goal 1: Making disciples - for every parish and chaplaincy to develop an appropriate plan for making prayerful, confident disciples in daily life

Goal 2: Increasing believers - together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship.

Goal 4: Developing lay ministers - together to increase the number of leaders of all ages, who are called, trained and deployed in the church and wider community

We did not want to lose sight of Goal 3: "Growing youth and children's ministry", but due to the success of placing this ourselves as a priority in 2016 and prior years, it was not felt necessary to include it as a specific focus for 2017. We also decided to look again at our 'Welcome strategies'.

At an inspiring and thoughtful day in March led by a diocesan facilitator, we considered our needs and prayerful hope for the next stage in our church family's journey. We were blessed by an overwhelming sense of unity and agreement as to our main desire which was to develop each person's faith in order to enable us, as a church body, to reach out to friends, neighbours and our whole community so that we can share God's love with all.

St Andrew's: Church Services

The tradition of worship at St Andrew's might be considered as being central, 'middle of the road', which has broadened its appeal in recent years. The style of worship generally used is a mixture of formal liturgy with less formal additions from time to time.

On Sundays we have a said service of Holy Communion at 8am and the first Sunday of the month the service follows the 1662 Book of Common Prayer. There is a small but dedicated group of parishioners who attend this service, who normally number no more than ten.

The main Sunday service, which is held at 10am, is Parish Communion each week except for the first Sunday in the month which is usually an informal Family Service. The Eucharist is usually celebrated at the main (high) altar. However, approximately once a month, a portable nave altar is used which is positioned immediately in front of the Chancel screen. The format is a Parish Communion using Common Worship.

The services are printed in booklets, both regular and large print versions, as well as being projected on the screen. They vary in detail according to the liturgical seasons. The screen was installed above the pulpit some years ago to facilitate an informal evening service which no longer takes place. We now use it to encourage a reduction in the use of paper and many feel it improves participation. The liturgy is partly said and partly sung according to the type of service.

Communion is distributed from both the main altar and the altar in the side (War Memorial) chapel. The president, choir and chalice assistant robe for Communion services. Lessons and intercessions are usually led by members of the congregation.

When the nave altar is used, the president

robes, but not the assistants. Communion is distributed in front of the altar and communicants remain standing to receive it.

Average Weekly Attendance at Services is 167 (169 in 2015) Usual Sunday Attendance is 115 adults (112 in 2015) and 25 children (20 in 2015). Worship at 10am services is led by our choir who are sometimes supported by a small worship band.

The monthly 10am Family Service has become increasingly attractive to young families and is of an informal nature. It is usually led by a member of the clergy or our Children and Youth Minister. There is little liturgical content to the Family Service.

Attendance numbers at the Family Service are similar to our 10am Parish Communion Service.

In addition to the Sunday services, Morning Prayer and Evening Prayer are said on two days a week. A service of Holy Communion is held in the War Memorial Chapel on Fridays at 10.30am and, once a month, is followed by a lunch club in Church Gate House, our Parish Hall.

After Parish Communion and Family Services, coffee and fellowship are enjoyed in Church Gate House, provided by a dedicated team of volunteers.

Messy Church is held monthly at the United Reformed Church under the auspices of **Churches Together**. **St Andrew's plays an active role in this service.**

The number of Baptisms, Weddings and Funerals is as follows:

	2016	2015
Baptisms	21	46
Marriages	10	11
Funerals	40	28

St Andrew's: Parish Team

In addition to the Ministry Team, there are two Licensed Occasional Preachers at St Andrew's, **together with a group of five** Pastoral Assistants. A sixth Pastoral Assistant is currently in training and will be licensed later this year. The Pastoral Assistants also help the clergy in visiting and administering the sacraments. There is also a Healing Ministry team made up of clergy and laity. Two members of this team are usually available each Sunday for prayer and counselling in a designated area at the rear of the church, and those seeking this ministry are invited to make their way there as they return from receiving communion.

The parish employs a Communications and Administration Manager 30 hours per week, who works from the office in Church Gate House. The parish also normally employs a Director of Music but this position is vacant at the moment.

St Andrew's has a Safeguarding Officer for Children and Vulnerable Adults and operates under the Diocesan Safeguarding Policy confirmed annually by the PCC.

Our Patron is Dominic Combe who lives locally.



Communications

Website : www.standrewscobham.org.uk

The website is kept well up to date with current and future information for church members and visitors including the sermon which is uploaded weekly. The intention is that in due course the website should enable people to see when the hall is available for both public and Church use.

We have both Facebook and Twitter accounts which are updated regularly and for which we monitor their impact. On Fridays we email all **our contacts with details of what's on at the weekend.**

Together Magazine

"Together" is a magazine for both parishes with a wide range of articles as well as news. It is free but church members are invited to donate to it, and it is partly funded by advertisements.

Last year it came 14th out of 600 entries in the National Parish Magazine Awards.



St Andrew's: Children and Youth Ministry

Our vision for youth work has been closely linked with our belief that as well as adults, young people need to be nurtured and equipped from as early an age as possible. We have thus aligned our work in this ministry to the overall vision of the church, *"To Know, Glorify and make Christ Known"*. This has led to an evolution of our work with children and young people, especially from January 2015 under the leadership of our Children and Youth Minister. We now have activities provided for young people from 0-18 years, with age appropriate groupings, teachings and activities. We have trained approximately twenty parents and volunteers to teach and supervise these different groups. These groups include Kids Church (with various sub-groups), DiscipleSHIP, Baby Talk, SAY it's Sunday and 14+ Youth Group.

Kids' Church:

This meets at 10am on Sunday (except for the first Sunday when we have a Family Service). The Bible teaching is made fun and appropriate to each age group. The children explore who Jesus is and what it means to live for Him through activities such as Bible reading, crafts, drama, games, discussion, playing with friends, and praying together. The groups then come together for a time sharing, singing and praying. At the end, we all join our families and worship together in the main Church.



We currently have 57 children registered with us at Kids' Church, with a weekly attendance of between 15-25.

DiscipleSHIP group:

This group for secondary school aged children, take various roles to help in the Family service. This is in addition to other activities such as Lent groups and summer camps.

SAY it's Sunday:

Our Sunday youth group meets from 6-8pm. It is a Christian Youth Group open to young people aged 11 to 14 years. The majority of attendees are local; they do not normally attend church, and have no previous church experience. Our focuses are to ensure we have good-quality time of *fun*, eat *food* and snack together, and to have a time of discussion on a *faith* based topic. Each year we go to a local activity centre for a weekend for adventure, muddy challenges and Bible teaching. Last year we took 34 young people! We are successfully training up young leaders to help at SIS.

14+:

"14 Plus" is our community youth group for young people aged 14 to 18, run in partnership with Elmbridge Youth Services on Wednesday evenings. Started in January 2016, it provides a space in the community for the local young people to hang out, cook up some food, play games, watch films, get creative and also develop new skills, such as cooking meals and writing a CV. There are currently 38 young people on our register.

Funding and Grants:

We have a team of dedicated volunteers who meet regularly to organise fundraising events, and apply for grants for our Youth Work.

Schools work:

We work in close collaboration with our local St Andrew's Primary School. The Ministry Team takes a weekly act of collective worship,

our Children and Youth Minister takes an active part in leading the Prayer Club, and the school is invited to play a major role in our Family Service once a term.

Baby Talk:

This is a weekly baby group open to all the community. Parents, grandparents and carers are invited to bring their toddlers and babies for a play and chat.

Our Vision:

Our vision is always to be Christ centred. Families, children and young people are the cornerstones of our church and we would seek to see them deepen their relationship with Jesus.

We would love this ministry to expand both within the church and outside church settings. This growth should continue what we presently do, or otherwise as led by the Holy Spirit and the new Rector. Although we are presently well staffed and resourced, our vision is that as this ministry grows, we would seek to employ a **part-time Children's Worker**, therefore enabling more time and resources to be invested in both the children and youth ministries.



St Andrew's: Music Ministry

Our music is very important to the church family, bringing worship to life and deepening the spiritual experience of our services.

For many years St Andrew's has been well known for a high standard of music and has enjoyed music from a wide range of styles. Congregational participation ranges from traditional hymns through to modern worship songs, while our choir performs music ranging from plainsong and psalms through to modern contemporary and classical. Our music and its variety are a vital part of our worship

We currently have a vacancy for the Director of Music (DoM) - our Assistant DoM has stepped up as Acting DoM, supported by a long-standing member of the choir who chooses the music for each service and leads the junior choir. We have a small team of locum organists. We strongly believe that it is important that the Rector and DoM should work well together, and therefore we do not plan to appoint a new DoM until the new Rector is in post.

Our services are accompanied by an excellent 3-manual digital organ and a grand piano. We have an up-to-date sound system with radio mics, both handheld and lapel. Our robed choir sings at the main 10am service each Sunday, and our Music Group joins where it is appropriate to do so. The choir is unrobed during our Nave Altar services and our Family Worship. We sing parts of the Communion service, including **the Gloria, Sanctus/Benedictus and Lord's Prayer**, to a wonderful setting composed by our former DoM; this is accompanied by piano, with support from the Music Group. The congregation really enjoy joining in with the sung responses.

The key musical services in the year are our Good Friday Devotional Concert, Remembrance Sunday, and the Service of Nine Lessons and Carols at Christmas, when we are joined by pupils of the Yehudi

Menuhin School and other guest musicians.

On request we provide a choir for weddings and funerals.

We also have a small junior choir, which joins the main choir at Family Services. We also **welcome St Andrew's Primary School** when they join in occasionally with our Family Service. We want to strengthen this link more in the future.



As St Andrew's moves into the next chapter of its life, we would like the new Rector to actively encourage and support our music as part of the worship, and the wider life, of the church. Not least, we would welcome the Rector to actively encourage more people to join both the junior and senior choirs, as well as the Music Group.



Parish Organisation

Electoral Roll

Electoral Roll numbers have been steadily growing :

2013	...	246
2014	...	254
2015	...	265
2016	...	263

PCC Meetings and Committees

PCC normally meets nine times a year (every month except the month of the APCM, August and December). Attendance varies, but averages around 75% of its members.

It works largely through its 12 Committees. Each Committee reports once a year so that its work can be considered by the Council and any issue relating to the following year discussed.

The accounts are considered at the half year and agreed at the full year with briefer reports after the first and third quarters.

This leaves time at Council meetings for discussion of the main or wider issues.

Parish Policies

For Baptism, Marriage and Funerals, please refer to Appendix B.

St Andrew's: Community Engagement & Outward Giving

The church family actively supports and engages in local organisations such as Christians Against Poverty (CAP), Cobham Area Foodbank, Cobham Conservation & Heritage Trust, Prison Fellowship (to be developed), as well as projects further afield, **including Garden Route Children's Trust in South Africa, Operation Mobilisation in Nepal, and Kosovo Link.** The Faith and Social Action Committee help us target our support where it will be most effective.

St Andrew's historically tithes 10% of its Voluntary Income to Outward Giving, and in addition to the commitments to some of the larger projects mentioned above, smaller amounts are approved each year by the PCC to help a number of other local, national and international causes.



St Andrew's: Parish Activities

Bellringers

We have a peal of eight bells. The number of regular ringers has gone down, in particular after the illness and death earlier this year of the Tower Captain, and since then they have not been able to ring every Sunday. An **'Introduction to Campanology'** session is being planned to bring in new ringers.

The bellringers are a separate body which has its own charitable status.



Fellowship and Social Committee

Members of the Fellowship and Social Committee provide food and drink on around twelve occasions a year, including, breakfast on Easter morning, the summer barbecue, morning coffee, lunch and afternoon tea on Heritage Day, and tea after the Time to Remember service on the afternoon of the first Sunday in November.



Friday Lunch

Once a month, after the 10.30 am Holy Communion, lunch is provided for lonely and bereaved older people. About 30–40 people attend each time, by no means all church members. The pastoral assistants take part as it provides an opportunity for them to meet people who may need their support.

Christmas Lunch

For the last three years we have provided lunch on Christmas Day, with support from Waitrose and the food bank, for anyone in the area who would otherwise be on their own. Over 40 people came last year. This year a similar invitation was extended to tea on Holy Saturday.



Men's Curry Night

A recent introduction is an evening several times a year when men can get together after work to talk, hold a quiz, play a game or hear a talk. A similar concept may be introduced for women.

Mothers' Union

The Mothers' Union meets monthly. The meetings are introduced by a short devotion led by one of the clergy and provide a valuable occasion for mainly older women to meet. A recent introduction is an afternoon tea held every other month for anyone in the community.

Spiritual Cinema

Every month we show a film which is followed by a discussion in groups. The films raise ethical but not necessarily religious issues. People attend from a number of local churches and local residents.

Small Groups

After a gap of many years, we have recently introduced small groups. One of the sermons given in the previous month forms the basis of a study guide with questions for discussion and **'apps'** which set out ways in which the ideas which have been discussed can be applied in daily life. There are five groups which meet once or twice a month. Most of the groups are quite full and we would like to start more.

Alpha Courses

Since restarting Alpha courses in 2013 after a long absence, we have run four successful courses, although this year's has been postponed due to the vacancy. Many attendees have subsequently joined small groups at St Andrew's.

EcoCongregation

St Andrew's became an EcoCongregation in 2012 and the award was extended last year for another three years. We attempt to make the environment, and our awareness of it, one of our central themes across our lives at all ages. The most visible sign of this work are the trees which we have planted at the edges of our field. We shall need to decide in due course when to apply to be an EcoChurch.



Ecumenical Links

There are also in Cobham a Roman Catholic Church, a Methodist Church, a United Reformed Church and a Community Church. The local Churches Together also includes St Andrew's, Oxshott, and the Cobham and Oxshott cells of Esher Green Baptist Church.

Churches Together runs Lent groups every other year - there are benefice groups in the alternate years - and in some years it organises events for the Week of Prayer for Christian Unity. It also arranges a silent witness just off the High Street on Good Friday, and carol singing in the High Street during *Cobham at Christmas*. It also organises a monthly Messy Church at

the United Reformed Church and founded Cobham Area Foodbank which is now an independent charity.

Relationships with the other churches are good, but need strengthening.

Other Activities

Members of the church family also take part in a wide range of other activities, including weekly church cleaning, flowers, sacristy, churchyard clean-ups, Church Watch and generally helping to maintain the assets and fabric of the church.



St Andrew's: Bricks & Mortar



St Andrew's is a Grade 1 listed church. It retains its twelfth century tower and Norman doorway. It has been added to over the years, in particular by the addition of the two aisles in Victorian times.

It is in good repair: all the urgent work required by the 2013 quinquennial inspection has been done. The roof was renewed some ten years ago.

A fine Makin electronic organ was installed in 2007, and the space which was taken up by the old organ now provides an additional worship space for informal services.

The lighting is new. We have been encouraging the use of the screen rather than paper service books and sheets, but the screen is not visible throughout the church for larger congregations.

The pews are of Victorian pine wood and of no particular historic significance.

The village war memorial is in a chapel east of the north aisle. The annual Remembrance Sunday service is therefore held in the church and is well attended.

The churchyard was closed over a century ago and is largely maintained by the Borough Council. There is a Garden of Remembrance for the interment of ashes and a small Chapel of Peace. There is a cemetery in the benefice, a crematorium some 4 miles away, and a natural burial ground about 10 miles away.

There is an adjacent car park and large field which we use for occasional events.

Church Gate House, opposite the south door of the church, was badly damaged by floods in 2013. It has been totally renovated and contains a hall, welcome area, lounge, pastoral room, and office which are well used. A flat above the hall was renovated last year and is now let on a private tenancy which, along with the hall, is an important source of income for the church.



The Vicarage

The purpose built vicarage is a two storey detached four bedroom house at the end of a quiet cul-de-sac about three minutes walk from the church and village. It was built during the late 1970s. It is brick under a tiled roof, and its walls and roof are fully insulated. There is gas central heating and double glazing throughout.

The ground floor comprises a study, lounge with fireplace, dining room (both of which open onto the garden) and an eat-in kitchen. There is also a cloakroom with WC.

On the first floor, in addition to the bedrooms, there is a full bathroom and WC and an additional shower room.

There is a good size garden and attached garage.

Before occupancy, the diocese will inspect the house with the newly appointed incumbent and undertake any necessary repairs. The parish will arrange and pay for any necessary decoration.



St Andrew's: Finance

Audited Accounts 2016 attached as Appendix C

In 2016, Unrestricted Income for St Andrew's was £186,062 (2015 - £184,456) which, after deducting expenditures of £246,005 (2015 - £215,602) resulted in a deficiency of £59,943 (2015 - £31,146).

Up until 2013 the parish had generally operated at approximately break-even for normal expenses – capital projects were financed either by fund-raising or legacies from former parishioners.

In 2013, when the PCC approved the vision taking us up to 2018, it took into account that to achieve the vision goals we would need to invest, and a conscious decision, given the Reserves we had, was made to support a Training Curate for four years and to employ a part time Children & Youth Minister, which would cost approximately £35,000 per annum during that period. The PCC had hoped to increase Planned Giving to eventually cover the cost, but this has proved to be challenging.

While 2016 shows a loss of £59,943, there are some mitigating aspects which should be noted.

Firstly, after a long below-market tenancy, £40,599 of that figure was invested in the flat above our hall and offices, to refurbish for public rental. During the flat vacancy and refurbishment we received no rent for 8

months. It now brings in a significantly higher rent than was previously obtained. Secondly, the Children and Youth team has been successful in obtaining grants and fundraising to offset some costs of the Youth work, which has allowed us to increase the Children and Youth Minister post to full-time given its growth and success. Thirdly, our training curacy finished in May 2017, so we will no longer have the associated housing costs and expenses of £25,000 pa and plus should have a full year of higher flat rental (only 4 months in 2016). We expect to be at or close to break-even for 2017. We foresee no significant refurbishment or repair costs except for re-decoration of the Vicarage.

During the past four years our Total Giving (excluding Grants and Legacies) has been quite static, growing only 5%, partly due to the challenge of replacing four large donors who left the parish. 2016 Total Giving did increase to £137,495 including Gift Aid tax recovery (2015 - £126,304).

Recent capital projects such as new church lighting, refurbishing and reorganising our hall and offices over and above flood insurance proceeds have all been financed by generous legacies rather than from our reserves.

Increasing the amount and breadth of giving remains an important goal.

We are blessed with significant Unrestricted Investment Reserves amounting to £335,461 at the end of 2016.



We give thanks and praise at **St Andrew's for:**

- † A diverse and inclusive church family with a strong sense of love, acceptance and warmth that really welcomes newcomers from all different backgrounds and nationalities
- † The growth of our children and youth work, and of relationships with families, also resulting in many more younger parents attending services
- † The good tradition and variety of our music
- † The vocations discerned for both the ordained ministry and lay leadership roles
- † Our spiritual enrichment, especially with the development of small groups
- † Our outward-looking links, both local and international, as well as our integration with the community
- † Our clergy, staff and pastoral teams
- † The blessings of beautiful premises fit for purpose - church, hall, office, garden and parking
- † Significant financial reserves and other resources



Challenges for the future

We are looking for an incumbent who will help us to:

- † Grow in confidence in our faith, and nurture the discipleship of current and new members as individuals, in groups, and in the church family as a whole
- † Recognise how each of us, in our own way, can fulfil our calling as disciples of Christ to bring others to faith
- † Continue to develop our engagement with, and our outreach into, the community
- † Reach out to the unchurched, through programmes such as Alpha
- † Explore the patterns of worship for a broad church, seeking to attract not only committed Christians but also those exploring their faith, where we have been less successful, while retaining and enriching the current church family
- † Continue the growth of our children and youth work and, through a range of ministries, extend it to wider groups of young people
- † Develop our strategy for welcoming, integrating and nurturing newcomers of all ages and backgrounds
- † Develop and use our gifts and talents, including vocations for the ordained, lay leadership, and music ministries
- † Create a culture of enhancing our internal and external communications
- † Actively **engage with, maintain, and further develop our links with St Andrew's School**
- † Operate in a financially sustainable way

Statement of Needs

We are seeking an incumbent who:

- † Is an effective communicator, preacher and teacher, both within church and in wider society
- † Listens to God and has a rich prayer-centred life
- † Will build on our existing foundations but also, through innovation and previous experience, help us to discover new ways of ministry and mission
- † Is clear and confident about what he or she believes and who respects a diversity of theological thought and worship styles
- † Will actively support the development of our children and youth work, with a willingness and eagerness to engage with our church school
- † Shows an interest and desire to strengthen and grow our music ministry, while maintaining its wide variety and inclusiveness
- † Will be a strong team leader, ready to inspire us, work with us and share the responsibility of ministry and leadership
- † Brings love, passion, humour and approachability to the role

St Mary's Parish

Profile



Worship at St Mary's

Long standing members of the St Mary's congregation have much valued this beautiful and historic church as a setting for what they regard as 'traditional' forms of worship. Hence St Mary's retains a number of regular services based on the Book of Common Prayer, including Evensong every Sunday and Matins once a month. Theologically, St Mary's follows the liberal strand of the Anglo-Catholic tradition which welcomes women as priests and bishops. Worship, based both on Common Worship and the BCP, is traditional in character.

The 8am Holy Communion service each Sunday uses Common Worship Order One (Traditional Language); the main morning service on the first Sunday of the month is Sung Eucharist using CW Order One (Traditional language). However, in seeking new members of the congregation who may be unfamiliar with BCP language and forms of service, we have established that the main morning service on all other Sundays is in contemporary language: this generally takes the form of a Parish Eucharist using Common Worship Order One; but on one Sunday a month we hold a Family Service with liturgy prepared by the Associate Minister (known locally as the Associate Rector) and his team; this too is focused on the Eucharist. A morning Eucharist is held on red letter saints' days. The traditional services, such as Matins and Evensong, have remained popular with older members, and there is some evidence of growth in attendance, especially at Evensong, where in addition to the normal sung service every Sunday, a full cathedral-style Choral Evensong is held once a month, at which our paid Choral Scholars sing together with our boys' and girls' voices. We have benefited from grant aid, to support the employment of choral scholars, from the Ouseley Trust. Newcomers have tended to appear at Parish Eucharist services, and the Family Service has suited families with very young children, and real growth is now becoming apparent. There have been 14 baptisms, 4 weddings and services of blessing and 21 funerals in 2016.

Ministry

We are situated within the grounds of Parkside School, an independent preparatory school with whose governors, staff and parents we have an excellent relationship. There are parts of Stoke D'Abernon which are less well off and we, of course, open our doors to all, so the profile of the congregation could change; but it is fair to say that it has not done so noticeably in recent years, and so pastoral work in the community needs to cover a wider spectrum. Typically the population is ageing with many widowed people who may be asset-rich (in terms of property) but income-poor; at the other end of the scale we are close neighbours to the Chelsea Football Club training ground.



Community

The location of St Mary's is such that nearly everyone travels to church by car. Two other Anglican churches (St Andrew's, Cobham and St Andrew's, Oxshott) are also within easy driving distance, so it cannot be assumed that members of the local parish community who wish to attend church naturally gravitate to St Mary's. In fact, a large majority of our regular congregation lives outside the parish. The choice of St Mary's over other churches is therefore likely to be based on the attractions of the forms of worship which are held and the involvement and commitment of the existing congregation in welcoming newcomers, as well as the beauty and special nature of the church building itself. The latter gives us one particular advantage in that St Mary's is much in demand for weddings and baptisms; with the new licensing arrangements, many of those who have sought marriage in St Mary's have subsequently become established members of the congregation.

Our continued challenge, if St Mary's is to thrive, is to increase the size of the congregation and, in particular, to attract younger members. There is nothing new in this: it has been our major priority since at least the establishment of the Benefice. Efforts have included a greater emphasis on outreach, contributing to youth work in the community, setting up mother and toddler groups and house study groups. We believe that bolstering the connections between **St Mary's and the wider community, whether** within or outside the parish boundaries, will be a key element in moving us forward. To this end, a large, well-appointed Church Hall has recently been built and opened, and is starting to realise our goal of generating sufficient income to grow our mission outreach into the wider local community.

The location of the church itself is not immediately obvious to people passing **through Stoke D'Abernon, though we have** made efforts to signpost it and publicise its existence. The new hall provides modern facilities and encourages many more church social events. It offers a space to local organisations in sympathy with the mission of the church, thereby becoming the local focus for such groups. With ample car parking space, the hall includes the parish office and a foyer area which can be used as a café in the morning, encouraging parents from Parkside to drop in. It therefore provides the church **with a 'shop-window'.**



Background

St Mary's is standing at a door of opportunity.

Over the past few years we have worked to establish a reputation in the village as a place where people of all ages and backgrounds are welcome. We are working to embed an understanding of ourselves as the parish church serving the needs of the whole village and offering ourselves in service to the local community.

We have made the transition from BCP worship to a **'mixed economy' of modern and** traditional worship. We have a Eucharistic tradition using traditional and contemporary liturgies and value good music. We enjoy beautifully crafted liturgy and have grown in an appreciation of variation, innovation and spontaneity in our Parish Eucharist and Family Worship.

A Holy Place

The church at Stoke D'Abernon has been a place of worship for 1300 years. It is a small but very beautiful building which attracts a good number of visitors in the summer months.

In a section on St Mary's in his book "England's Thousand Best Churches", Simon Jenkins comments, *"Here on the banks of the River Mole, Surrey seems to collapse in a mess of motorways and suburban sprawl ... but an enclave of manor house and churchyard clings to the river bank, an oasis of civility."* Those who are new to the congregation and those who have been coming for many years comment about the special, peaceful and prayerful atmosphere in the church.



The church was begun by the Saxons in the 7th Century but most of the Nave and the Chancel is Norman work of the 13th Century. The Norbury chapel is early Tudor; and the west end of the Nave, the Tower and the Transept are Victorian. There is seating for 168 people in pews, and for over 200 with the use of chairs.

The fabric is well cared for and the church contains many treasures. These include seven ancient memorial brasses (including the world-famous brass of Sir John D'Abernon the Elder, one of the oldest in the country), a Renaissance statue of the Madonna and Child, a Jacobean pulpit, a Crusader chest, a 17th century lectern, much fine stained glass dating from the 16th and 17th centuries and many other precious artifacts. There is also a Frobenius organ (1975) of special quality. The church was re-roofed and the organ serviced and refurbished in 1998. The small Norbury Chapel is furnished for use as a chapel of prayer and for small services.

Church Services

The usual monthly pattern of services is:

- 8am Holy Communion
(Order One Traditional Language)
- 10am 1st Sunday Sung Eucharist
(Order One Traditional Language)
- 2nd Sunday Family Worship
- 3rd Sunday Simple Parish Eucharist,
followed by BCP Matins at 11.30am
- 4th and 5th Parish Eucharist
(Order One Contemporary
language with seasonal booklets)
- 6pm Sung Evensong (BCP) or Choral
Evensong (monthly)

Music

St Mary's greatly values, and is known for, its high standard of music. Our Frobenius organ is a great feature. We have talented principal and assistant organists and can draw on a pool of locum organists; the principal organist and director of music is Prof Robert Woolley, Professor of Harpsichord, Clavichord and

Continuo Organ at the Royal College of Music. Our regular choir is small and leads the congregation at the Parish Eucharist so we have a choir of five professional choral scholars to sing at Choral Eucharist, Choral Evensong and at major festivals. We also hold occasional concerts and organ recitals in church.

Church Membership

The electoral roll is some 166 strong, of whom roughly three quarters reside outside the parish. The usual Sunday attendance is about 80 (roughly 15 at Holy Communion, 50 at the 10.00am service and 15 at Evensong). On Festivals and other special occasions, the church is often full. It is becoming from these and the Family Services that the worship we now offer is reaching new members of the community. After many years where the congregation tended to be solely of relatively more advanced years, the age profile has become younger, with newlywed couples and families with small children. Growth in numbers among the 18-40 age group has been among the highest percentages in Guildford Diocese, according to the Diocesan Local Mission Adviser.

Bells

St Mary's has a light and impressive ring of six bells which recently underwent substantial refurbishment at the Whitechapel Bell Foundry. The ring still retains one of the oldest bells in Surrey, namely the fifth bell, which was cast in c.1460 by Johanna Sturdy. An enthusiastic team of ringers perform at principal services and on special occasions.

Parish Team – Organisation

The Finance and Standing Committee work closely with the Associate Rector in planning the business of the PCC and therefore the priorities of the parish. The Committee meets once a month. It consists of the two church wardens, a former church warden (who oversaw the building of the hall), the treasurer and the PCC Secretary (who happens to be the Parish Administrator), chaired by the Associate Rector. The Administrator works five mornings a week in the parish office in the

hall, dealing with all administrative duties including taking initial enquiries for baptisms and weddings and all hall bookings. There is a sacristan who has a team working alongside her to set up for services. As well as the treasurer, there is a finance team who cover planned giving, keeping the books and collecting/banking the money.

In addition there are various lay teams. These include a fund-raising committee, chalice assistants, sides-people, intercessors, lesson readers, bell ringers, church guides, flower arrangers, magazine distributors, a Hospitality and Social Committee (which organises catering for special occasions) and, for all roads within the parish, "Parish Links", who deliver publicity throughout the parish. There are also volunteers from St Mary's who share in local community work (such as Cobham Care drivers' scheme and Cobham, Oxshott, Downside and Stoke D'Abernon youth action group, CODS).

A Vision Day was held, with the assistance of the Diocesan Local Mission Adviser, on 6th May. Four new focuses for outreach and development were identified: community outreach, work with children, work with the elderly, and better publicity. A copy of the notes from the Vision Day is attached.

Outreach

We have an attractive website and it and the parish magazine (a joint enterprise with St Andrew's, Cobham) try to maintain a high profile in the local area, for example by circulating postcards of 'highlights at St Mary's' to all households in the parish, and placing banners opposite the entrance to the garden centre opposite the church). We have held events to which we invited the local community such as the Christmas Fair. We are developing good relations with two local charities, CODS and Oasis Children's Centre. We support both projects financially and with volunteers.

Financial Position

Last year, the annual income was in the region of £200,000, of which a large proportion stemmed from regular giving with its associated tax recoveries, hall revenue and donations for the hall completion. Until last year, annual income had fallen somewhat short of expenditure, the shortfall being covered from our substantial reserves (now expended to build the hall). With advent of the new hall, the income for church and hall combined now exceeds expenditure. A degree of outward giving is also deemed important and special collections are held to support selected charities at certain times of the year. Over the last decade the policy has been continuously to maintain or raise voluntary income through regular and systematic planned giving, rather than through occasional stewardship campaigns.

The past two years has seen the building of the new hall, expending £913,023.23 in total on this. This entailed the selling of the **redundant verger's house, leasing the old hall** and land to the adjacent school, the use of our financial reserves and various fund-raising initiatives and grants. The hall is paid for, there are no debts outstanding and the running costs of both hall and church are being covered by the income and so reserves will start to building up again.



Statement of Financial Affairs for the year ended 31st December 2016

Fixed Assets

Freehold property (restricted funds)	£913,023.23
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Current Assets

Debtors and prepayments	£25,810.23
Bank Deposits and cash in hand	<u>£22,279.59</u>
Total	<u>£48,089.82</u>

Less Current Liabilities

(amounts falling due within one year Creditors)	£21,073.16
--	------------

Net Current Assets (unrestricted funds)	£27,016.66
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Total Net Assets	<u>£940,039.89</u>
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The Patron

The patron of St Mary's is King's College, Cambridge, with whom we have maintained close links over the years.



St Mary's Vision Exercise 2017



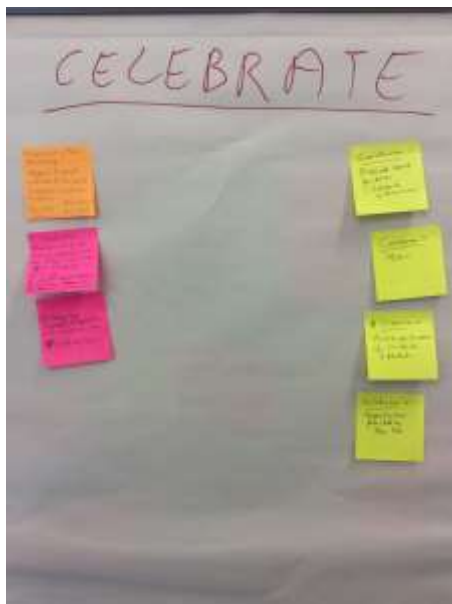
This was a day spent with Revd Prebendary Stephen Cox, Local Mission Adviser in the Diocese Parish Development and Evangelism Team, intended to develop a vision for our church's future, to discern the vocation of the church, what we are collectively called to do together. If we can discern what God is calling us to do, our church will continue to offer effective ministry and witness to the Gospel.

Our discussions went in three phases, reviewing

- things to celebrate
- things to work on, and
- how to achieve our objectives

Things to Celebrate

There was some nervousness about whether 'change', which was said to be necessary if the church was not to wither away, would involve our having to give up well-loved traditional patterns of worship. Stephen Cox was able to reassure us: it is more a question of concentration on our strengths and not being diverted.



- Uniqueness in our area in our form of worship
- Increasing numbers of worshippers - significant numbers of people
- Active participation by children and their parents in family worship
- Appeal to people both within and outside our parish
- Musical tradition, choral excellence and richness of offering
- Good facilities, especially in St Mary's Hall
- A warm welcome for newcomers
- Our situation in a prosperous area brings benefits: we have regained a secure financial foundation
- A reputation for sound preaching, coherent theology and liberal catholic churchmanship

Things to Work on

The focuses identified here were:



- Our parish (as distinct from the wider area from which many of the congregation comes) is very small
- We should try to expand the church community - both in the numbers worshipping and those 'outside' whose lives we are able to touch
- This will lead to greater community involvement and outreach beyond the church, e.g. in participating in running the foodbank and other services
- Greater size of operation will help to bring sustained financial stability
- We need to do more with and for our children: we should start a Sunday School, and we should make services more children-friendly
- Make services like Evensong more accessible to children - *Hugh has discovered the work that Revd Dr Cally Hammond, of Gonville and Caius College, Cambridge, has done to introduce Evensong to new student congregations, and is looking to introduce some of her ideas.*
See <https://www.cai.cam.ac.uk/chapel>
- Work with and for the elderly - *Godfrey has recently met Jo Cookes of the Diocesan Communities Engagement Team and discussed the Befriending Network set up by Busbridge Church. The Bishop of Guildford's Foundation (of which Hugh is a trustee) is supporting this work*
- Effective publicity - we need to communicate to others where and who we are - and what we do. We should build on our positives, in music, modern facilities etc

How to get there

Community outreach - how?



- Publicity and communications - **put a team together: define our 'brand': audit what's currently being done: identify effective delivery methods (social media, etc)**
- Children and Young People - find out who the children are, perhaps using Foodbank contacts, Parkside mums coming for coffee, using the projected play area: involve Emma Tomalin and Claire Smith, **to build on their work with the Brownies: form a pram club; nannies' and au pairs' coffee morning; summer clubs; fun days; sports chaplaincy and church teams; liaison with David Crouch (Reader, Oxshott, working with Cobham Rugby)**
- Work with elderly people - appoint a leader to create and run a team of volunteers; identify elderly people in the church and outside; keep up to date records
- Find out how best to communicate with the elderly, and what forms of support are most needed

Those taking part were :

Revd Preb Stephen Cox
Revd Godfrey Hilliard
Revd Folli Olokose
Hugh Bryant

Polly Zabari
Garry Young
Jon Dobinson
Debbie Dobinson
Peter Martin

Kerry Martin
Peter Trew
Peter Mathers
Ray Blues
Andrew Stribley

APPENDICES

Appendix A: Diocesan Vision
"Transforming Church, Transforming Lives"

Appendix B: Leatherhead Deanery

**Appendix C: St Andrew's Parish Policies for
Baptism, Marriage and Funerals**

Appendix D: **St Andrew's Financial Accounts 2016**

Appendix A

Diocesan Vision

“Transforming Church, Transforming Lives”



Transforming Church, Transforming Lives is the vision and mission strategy of our Diocese. It envisages individuals and church communities open to the transforming work of God's Spirit in their own lives, and so becoming agents of Christ's transformation to the world around them.

Transforming Church, Transforming Lives communicates the essence of everything we are seeking to pray and work towards across the diocese, rather than being a separate mission project. No strategy, however well intentioned, will achieve anything of any lasting value without God at the heart of it: *'Unless the Lord builds the house, we labour in vain...'* (Psalm 127:1). Prayer is therefore foundational to all that is envisaged – planting, watering, weeding and pruning, but always looking to God to give the growth.

Transforming Church, Transforming Lives is not about asking people to work harder, but to work sharper - becoming more intentional and focussed in how we pray and what we are seeking to do. At its heart lies the vision of a growing, vibrant and generous Christian movement, empowered by the Spirit and rooted in word and sacrament, which confidently proclaims and lives out the Good News of Jesus Christ across the region and beyond.

Transforming Church, Transforming Lives:

- **Sets 12 Diocesan Goals**, which together provide the framework of all our mission activities within parishes, chaplaincies, schools, the cathedral and the diocesan hub.
- **Provides Resources for parishes, schools, chaplaincies and the cathedral** as they select the goals to which they're particularly committed over the coming year: these resources to include support, training, mentoring, prayer resources and grant funding through the newly established Growth Fund.
- **Requires every parish to pray over its mission priorities and to produce an annual Parish Development Plan**, based on a selection of the goals, to be renewed and revised in each year following.

For further information: www.cofeguildford.org.uk/transforming

The 12 Diocesan Goals are as follows:

- 1 For every parish and chaplaincy to develop an appropriate strategy for making prayerful, confident disciples in daily life
- 2 Together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship, and the development of a hundred new worshipping communities by 2027
- 3 For every parish to develop a safe, attractive and spiritually-enriching children's and youth ministry, encouraging sharing of resources where appropriate
- 4 Together to increase the number of lay leaders of all ages, who are called, trained and deployed in the church and wider community
- 5 Together to grow the number of ordinands by 50% from 2020 and beyond
- 6 Together to increase the range, professionalism and spiritual fruitfulness of our partnerships with the local community, to help create a safer, stronger, fairer and more sustainable society
- 7 Together to grow the number and depth of our partnerships with Christian communities beyond our diocesan borders, in the holistic mission to which Jesus calls us
- 8 Together to improve the standards and develop the Christian distinctiveness of our church schools, wholeheartedly embracing our contribution to education across the diocese
- 9 For every parish to encourage an increasing number of worshipping Christians to commit to regular, proportional and sacrificial giving
- 10 Together to share expertise and streamline our processes so as to release fresh energy for mission
- 11 For every parish and chaplaincy to develop effective communications, promoting a church that is visible, attractive and accessible
- 12 For every parish to work towards having church buildings that are fit for purpose in supporting today's ministry and mission

Appendix B

Leatherhead Deanery

Comprising 13 parishes and ten benefices, Leatherhead Deanery is one of twelve deaneries in Guildford Diocese.

Our friendly and mutually supportive Chapter meets nine times a year. In addition to providing an opportunity for informal conversation, sharing of news, and prayer for the deanery, we also include a topic for discussion and learning.

Our Synod meets three times a year. However, in the light of the recently introduced diocesan strategy *Transforming Church, Transforming Lives* and out of a desire to seek a more effective role for the deanery, we are currently reviewing our way of **doing things, including our pattern of meeting. We anticipate that the working group's** proposals will begin to be implemented in late 2017. This is an exciting time to join Leatherhead Deanery.

Alan Jenkins, Area Dean

Appendix C

St Andrew's Parish Policies

Baptism, Marriage and Funerals

Baptism

As the parish church, we are obliged to offer baptism for any child whose parents live in or have ties with the parish. And for this reason, we have a high number of baptism candidates, most of whom are not members of our congregation and for whom we conduct baptism services on the 2nd and 4th Sundays of each month, at 12.15pm, after the main church services.

Nevertheless, it is our policy to encourage parents of baptised children to attend the next Family Service that follows the baptism ceremony as a means of emphasising that baptism involves the **joining of Christ's family**. We also offer baptism as part of the 10am service for those who are regular members of our congregation.

It is also our policy to encourage baptism of adults (new Christians) or those who have never been baptised. In conjunction with the service, our policy is to encourage the newly-baptised, after a period of preparation, to be confirmed by the Bishop at a confirmation service. Our Associate Minister, Revd. Charleen Hollington, is the initial contact for all requests for baptisms and confirmation.

Marriage

Our church is a popular venue for marriage partly because of the beauty of its setting, the wonderful atmosphere of the church and the presence of Painshill and many other reception venues available locally. However, we adhere strictly to the requirements for Qualifying Connections as required by the Church of England. The first point of contact for couples is our Assistant for Marriages, Sue Aitken.

Marriage after divorce

Occasionally, we are approached by couples to conduct a marriage where one or both of them are divorced. Whether to conduct the marriage is at the discretion of the Officiating Priest after due enquiry has been made in accordance with the regulations of the Church of England. The initial meeting for such couples is taken by the Rector.

Funerals

A fair number of funerals are conducted by the Clergy and the Local Lay Minister. Most are conducted at the local crematorium. However, some are still conducted in the church. Our policy is to respond positively to all funeral requests especially for those who lived in the parish. We have a very **cordial relationship with the local funeral directors**. Our churchyard is "closed". However, we have a Garden of Remembrance for the interment of ashes, if requested, either if we have conducted the funeral or where ashes of other family members have been previously interred.

Appendix D

St Andrew's Financial Statements 2016

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2016

Charity Number 1130717

St Andrew's Parochial Church Council

REFERENCE AND ADMINISTRATIVE DETAILS

St Andrew's Church is situated in Church Street, Cobham, Surrey and is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church Gate House, Downside Bridge Road, Cobham, KT11 3EJ.

The Parochial Church Council (PCC) is a registered charity number 1130717.

PCC members who have served from 1st January 2015 until the date of this report was approved are:

Rector:	Canon Revd Robert Jenkins	Chairman
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Associate Rector with special responsibility for Stoke D'Abernon:	Revd Godfrey Hilliard
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Assistant Curate:	Revd Folli Olokose
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Associate Minister	Revd Charleen Hollington
Licensed Lay Minister:	Hugh Bryant

Licensed Children and Youth Minister	Esther Holley
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Churchwardens:	Moni Babatunde	(to September 2016)
	Fiona Lascelles	(from September 2016)
	Michael Flaxman	Lay Vice Chairman

Representatives on the Deanery Synod:	Hugh Bryant
	Michael Elson
	Geoffrey Morris

Elected members:	Keith Baird	
	Leonard Beighton	Secretary
	Elizabeth Bradley	
	Lyndon Ferguson	
	Malcolm Graham	Treasurer

St Andrew's Parochial Church Council

Tanya Hall
Sue Kilpatrick
Daphne McFarlane
Shirley Mensah
Clive Moorman
Lindsay Sainsbury (from April 2016)
Phil Slade
Nick Tamblyn
Carrie Taylor
David Taylor
Liberty Teissedre (to April 2016)

Co-opted Moni Babatunde (since September 2016)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956.

St Andrew's is in the United Benefice of St Andrew, Cobham and St Mary, Stoke D'Abernon. The United Benefice shares a ministry team but each parish has its own PCC and church officers.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has agreed a vision statement as follows:
To Know, Glorify and Make Christ Known

St Andrews continues to seek to be a Christian community through which all can come to know and accept God's love for them and reflect that love wherever they are.

ACHIEVEMENTS AND PERFORMANCE

We continue to develop the five-year vision for the parish, Vision 2018. Church attendance remains broadly similar to 2016. Our vision priorities for 2016 were focused on Worship, Children Family & Youth, Generosity, Financial Management and Faith and Social Action. Exceptional progress was made in the Children, Family and Youth ministry as can be seen in our annual review. We also sustain strong links with the local community, in particular with our support for St Andrew's School, Oasis Family Centre, Cobham Area Foodbank and Heritage Day

St Andrew's Parochial Church Council, Cobham

.At the end of October, our rector, Canon Revd Robert Jenkins announced his retirement and that he would be leaving on 31 January 2017 and we would be entering a period of vacancy.

Revd Folli Olokose continued his ministry, taking a leadership role in developing our Youth work. His training curacy had to end by 30 June 2017 and he has succeeded in getting the vacancy at St Mary's Oatlands commencing 1st July. In 2016, Esther Holley had her hours extended to being a full time role. She has been formally licensed as our Children and Youth Minister, a role that will see her taking more responsibility with the departure of Folli.

Revd Charleen Hollington was licensed to the parish as an Associate Minister and leads on our Baptism ministry, Small Groups and the Faith and Social Action group.

Revd Peter Vickers continues his pastoral ministry particularly with the elderly and taking funerals. Moni Babatunde began training in September on the Diocese Ordained Local Ministry Programme. The work involved in this training, caused her to resign as Church Warden and Fiona Lascelles took up the role in her place.

In addition, Cathy Whitnall and David Taylor are both authorised to preach occasionally.

FINANCIAL REVIEW

Total unrestricted income was £186,062 after deducting expenditure of £246,005 a deficiency of £59,943 resulted. Most of this deficiency was caused by expenditure on the flat of £40,599.

Unrealised gain of £68,497 on investments in the unrestricted fund resulted in a balance of unrestricted reserves carried forward of £707,375.

The restricted reserves increased from £111,276 to £129,643, an increase of £18,367. Most of this was due to the increase in value of investments particularly the G Sanders Fund investments which increased in value by £17,330. It should be noted that investment values may decrease in the future. The rising of funds for Youth work has been successful.

In 2017, we have already received a restricted legacy from L M Saunders of £5,000 for maintaining the bell tower and we have been advised that we will receive an unrestricted legacy of approximately over £36,000 from the M V Gifford Will Trust.

Voluntary income excluding grants and legacies increased by £11,525 due to the introduction of collection bags during the service and a more successful planned giving campaign.

During the year, with the approval of the Finance and Administration Committee and the PCC, the sale of the Signet shares was effected and the transfer of equivalent amount from CBF Investment Fund Income shares in the Fabric fund and small part of the Schroders fund to the G Sanders was implemented.

RESERVES POLICY

The PCC has agreed to maintain sufficient reserves of not less than six months average expenditure to cover emergency situations that may arise from time to time. Our reserves are more than adequate to meet this criteria.

St Andrew's Parochial Church Council, Cobham

For the year ending 31st December 2016

		Un - restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
	Note				
INCOMING RESOURCES					
Voluntary income	2a	138727	18200	156927	167503
Activities for generating funds	2b	29524	3079	32603	31776
Income from investments	2c	6692	4445	11137	12234
Income from church activities	2d	6319	0	6319	5177
Income from other sources	2e	4800	0	4800	4800
TOTAL INCOMING RESOURCES		186062	25724	211786	221490
RESOURCES EXPENDED					
Fund raising costs	3b	3906	140	4046	6120
Church activities	3a	229623	18411	248034	255259
Support costs	3c	12476	0	12476	10610
TOTAL RESOURCES USED		246005	18551	264556	271989
Net incoming/(outgoing) resources		-59943	7173	-52770	-50499
Transfers between funds	9				
Gains and losses on investment assets	5b	68497	11197	79694	-12524
NET MOVEMENT IN FUNDS		8554	18370	26924	-63023
Balances brought forward		698821	111273	810094	873117
BALANCES CARRIED FORWARD	9	707375	129643	837018	810094

In 2017, we have already received a restricted legacy from L M Saunders of £5,000 for maintaining the bell tower.
We have been advised that we will receive an unrestricted legacy of approximately over £36,000 from the M V Gifford Will Trust.

St Andrew's Parochial Church Council, Cobham

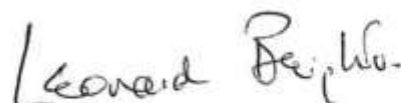
Balance Sheet
As at 31st December 2016

		Note	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
FIXED ASSETS						
Tangible Assets	assets	5a	356496	0	356496	356496
Investment assets		5b	335461	89764	425225	415934
Total fixed assets			<u>691957</u>	<u>89764</u>	<u>781721</u>	<u>772430</u>
CURRENT ASSETS						
Debtors		6	17042	565	17607	16834
Cash at bank		7	16129	40025	56154	34445
LESS CURRENT LIABILITIES		8	<u>17753</u>	<u>711</u>	<u>18464</u>	<u>13615</u>
Net current assets			<u>15418</u>	<u>39879</u>	<u>55297</u>	<u>37664</u>
NET ASSETS			<u>707375</u>	<u>129643</u>	<u>837018</u>	<u>810094</u>
FUNDS						
Unrestricted		9	707375		707375	698818
Restricted		9		129643	129643	111276
			<u>707375</u>	<u>129643</u>	<u>837018</u>	<u>810094</u>

Approved by the Parochial Church Council on the 14th April 2017
and signed on its behalf by:



Michael Flaxman
Church Warden



Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS For the year ended 31st December 2016

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities (the application of FRS 102).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor to those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when received or when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable.

All incoming resources are accounted for gross.

Unrealised gains or losses on investments are accounted for on revaluation of investments at 31st December.

Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

St Andrew's Parochial Church Council, Cobham

Fixed assets

Benefice and consecrated property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

No value is attributable to movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers these to be inalienable property.

Any expenditure during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, has been written off.

Church Gate House Centre, including the flat and the land on which it stands are valued at cost. No depreciation is charged on these properties but expenditure on maintenance or improvement is written off as incurred. These buildings are subject to an annual impairment review.

Equipment acquired for Church Gate House Centre has been depreciated, on a straight line, basis over 10 years. The piano, the computer and the projector have been fully depreciated. . Individual items of equipment costing under £1000 are written off when the asset is acquired.

Investments are valued at market value at 31st December.

Current Assets

Amounts owing to the PCC at 31st December in respect of tax, rent or other income are shown as debtors.

St Andrew's Parochial Church Council, Cobham

2 INCOMING RESOURCES

	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
2a Voluntary income				
Planned giving	74518		74518	71003
Yellow envelopes	10530		10530	12752
Income Tax recovered	23045	1931	24976	21907
Other giving (non GA/CAF etc)	2161	946	3107	1745
"Together"/'Family' donations	1757		1757	1464
Loose plate collections	17560		17560	10163
Charity/Appeal collections			0	1321
Giving through church boxes	668		668	712
One off Gift Aid gifts	8438	805	9243	9767
Grants		14518	14518	9944
Legacies	50		50	26725
	<u>138727</u>	<u>18200</u>	<u>156927</u>	<u>167503</u>
2b Activities for generating funds				
Bookstall/stationery sales	0		0	50
Magazine advertising	1763		1763	1550
Social and other events	3620		3620	7858
Church Gate House lettings	22458		22458	22318
Other funds generated?	1683	3079	4762	
	<u>29524</u>	<u>3079</u>	<u>32603</u>	<u>31776</u>
2c Income from investments				
Rent from flat	5605		5605	9900
Interest and dividends	1087	1420	2507	1506
Profit on sale of investmentS		3025	3025	828
	<u>6692</u>	<u>4445</u>	<u>11137</u>	<u>12234</u>
2d Income from church activities				
Fees for weddings, funerals	6319		6319	5177
	<u>6319</u>	<u>0</u>	<u>6319</u>	<u>5177</u>
2e Income from other sources				
Contribution to housing costs	4800		4800	4800
	<u>4800</u>	<u>0</u>	<u>4800</u>	<u>4800</u>
TOTAL INCOMING RESOURCES	<u>186062</u>	<u>25724</u>	<u>211786</u>	<u>221490</u>

St Andrew's Parochial Church Council, Cobham

RESOURCES EXPENDED

	Un - Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Church activities				
Grants				
Mission and relief -				
Garden Root Childrens Trust	1500		1500	0
Operation Mobilisation	1500		1500	2000
Bible Society	75		75	2075
Christians Against Poverty	1500		1500	
Christian Aid			0	2000
Leprosy Mission	75		75	75
FRRME(from Spiritual cinema club)			0	270
"Overseas Ordinand"	500		500	2000
Embrace the Middle East	940		940	
Restored			0	500
Subtotal	6090	0	6090	8920
Home Mission -				
Nazerath Way trust	1500		1500	
Messy Church	250		250	0
Bellringers' Guild	50		50	50
St. Andrews School	500		500	500
Guildford Cathedral	100		100	100
Salvation Army			0	20
Mother's Union			0	75
Churches Together	200		200	
Subtotal	2600	0	2600	745
Other charities -				
Transform Housing and supportNigel fund		2819		
Citizens Advice Bureau (Esher)	100		100	200
Elmbridge Rentstart	250		250	200
British Legion	15		15	15
N.A. People Abused in Childhood	1000		1000	
Princess Alice Hospice	41		41	40
Cobham Area Foodbank	1500		1500	2000
RASAC -Guildford(Rape/Abuse)	1000		1000	
Oasis Childcare	1000		1000	2000
Xmas Box	6		6	6
Subtotal	4912	2819	7731	4461
carried forward	13602	2819	16421	14126
Collections made or funds received on behalf of charities and then disbursed			2016	2015
Transform Housing & support(Re Nigel)			2819	
Kosevo (Roma Education Project)			1126	
DEC Ebola				666
DEC Nepal				1703
Bishop of Guildford Foundation				125
Feltonfleet School			881	816
Rev R Pittarides				1225
Total collections			4826	4535
Total giving and collections			21247	18661

St Andrew's Parochial Church Council, Cobham

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
brought forward	13602	2819	16421	14126
Church activities (cont'd)				
Parish share	82786		82786	82786
Salaries	29937	6795	36732	29796
Clergy Housing costs	24369		24369	24127
Clergy and assistant staff expenses	4744	641	5385	6967
Church running expenses	9585		9585	10039
Church maintenance & repairs	1568	1077	2645	4531
Altar, choir, services	3103		3103	2277
'Together' magazine costs	4084		4084	3647
CGH running expenses	8524		8524	9865
CGH repairs 2016	2237		2237	
CGH 2015 major repairs			0	11212
Other property upkeep	1823	615	2438	1020
Youth, SAY and Sunday school	175	5444	5619	1513
Training incl. Sunday School	2487	1020	3507	2149
Refurbishment and letting flat	40599		40599	
Church Lighting project			0	52652
Movable furnishings			0	-1448
Depreciation			0	0
	<u>229623</u>	<u>18411</u>	<u>248034</u>	<u>255259</u>
3b Fund raising costs				
Social and other events	3906	140	4046	6120
3c Support costs				
Parish Office	11053		11053	9370
Independent Examiner	588		588	1176
Bank charges	835		835	64
	<u>12476</u>	<u>0</u>	<u>12476</u>	<u>10610</u>
TOTAL RESOURCES USED	<u>246005</u>	<u>18551</u>	<u>264556</u>	<u>271989</u>
Note comparatives for 2014 to be calculated and corresponding (equal change to fees earned in 2014 figure)				
4 Salaries and Fees				
Staff costs (Net of statutory deductions)	23767	6795	30562	25665
HMRC payments *	6170		6170	4131
	<u>29937</u>	<u>6795</u>	<u>36732</u>	<u>29796</u>

Number of employees

3

4

*Employer, employee NI contributions and Income tax deducted

Payments to PCC members

Grants of £782 (£2,620 -2014) were made to the clergy from the Gerald Sanders Fund, a legacy endowed, with the church wardens as trustees, specifically for the benefit of the clergy.

Esther Holley, our Youth worker joined the PCC. Her gross remuneration was £21,000 (2014 -£12,870- part time)

In addition a total of £5,093 (2015 £8,346) was paid to 7 members(2015 -6) of the PCC as reimbursement of expenses they had incurred on behalf of the PCC.This includes to the Rector and Curates.

5 FIXED ASSETS

	Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £
5a Tangible Assets				
ACTUAL/DEEMED COST				
At 1st January 2016				
Church Gate House Centre	Nil	312734		312734
Church Gate House	Nil	43762		43762
Equipment	10%		33416	33416
Piano	10%		3405	3405
Computer	25%		453	453
Projector	25%		5915	5915
At 31st December 2016		356496	43189	399685
DEPRECIATION				
At 1st January 2016			43189	43189
Charge for year			0	0
At 31st December 2016			43189	43189
NET BOOK VALUE				
At 1st January 2016		356496	0	356496
At 31st December 2016		356496	0	356496
5b Investment Assets		Un- Restricted Funds £	Restricted Funds £	Total £
to be completed				
Market Value				
At 1st January 2016				
C of E Inv. Board 5241.63 shares			71850	71850
C of E Inv. Board 15207 shares		24339		24339
Schroder Charity Fund 35218.71 units		250249		250249
Signet Jewelers 850 shares			69496	69496
		274588	141346	415934
G Sanders fund				
Receipt from Sale of 850 Signet shares			72434	72434
less Value of at 31/12/15			-69496	-69496
Profit against 31/12/15 value			2938	2938
Fabric fund				
Sale of CCLA 67 shares Investment fund Inc			994	994
less Value of at 31/12/15			-907	-907
Profit against 31/12/15 value			87	87
PROFIT ON SLAE OF SECURITIES			3025	3025
Market Value				
At 31st December 2016				
C of E Inv. Board 5349.07 shares			80434	80434
C of E Inv. Board 15207 shares		25736		25736
Schroder Charity Fund 30305.78 units		309725		309725
Schroder Charity Fund 912.93 units			9330	9330
		335461	89764	425225
NET REVALUATION GAIN /LOSSES to 1 April 2016		11119	-6132	4987
NET REVALUATION GAIN /LOSSES				
from 1 April TO 31 Dec 2016		57378	17329	74707
TOTAL		68497	11197	79694

Transfers between funds on 1 April 2016 authorised by the Finance and Administration committee

Transfers of C of E Inv Board income shares of value to £64,810 was made to the G Sanders fund
This is a appropriate income generating investment for this fund
Also 913 Schroders charity units £ 7,624 were also transferred from unrestricted to G Sanders fund and
equivalent movement of money was made in compensation between these funds.

St Andrew's Parochial Church Council, Cobham

		2016	2015					
		£	£					
6	DEBTORS							
	Income Tax Recoverable	6426	1941					
	Other debtors	7309	8686					
	Prepayments	872	3207					
	Rent deposit	3000	3000					
		<u>17607</u>	<u>16834</u>					
7	CASH AT BANK							
	Current Account	42404	23850					
	CAF Deposit Account	0	126					
	Current Account - F & Social	1700	1549					
	Current Account - CGHC	0	90					
	Current Account - SAY	11775	7576					
	Current Account - Lunch club	180	107					
	Petty Cash & other cash	95	1147					
		<u>58154</u>	<u>34445</u>					
8	CURRENT LIABILITIES							
	CGH running expenses	948	360					
	CGH and church Utilities	738	1179					
	CGH and Church maintenance	725	1800					
	Outward Giving Grants	11720	2900					
	Others	2238	3660					
	Due to Diocese	821	2632					
	Administration	686	496					
	Independent examiner fee accrual	588	588					
		<u>18464</u>	<u>13615</u>					
9	MOVEMENT OF FUNDS							
		1st Jan 2016	Income	Expenditure	Investment Gains/(losses)	Transfers Out	Transfers In	31st Dec 2016
	Unrestricted Fund	698821	186062	246005	68497	7624	7624	707375
	Restricted G Sanders	75681	4337	781	17330	72434	72434	96567
	Restricted Music Resource	12	126					138
	Restricted Fabric Furnishing & P Joce & Flag	21861	2220	1697	-6133	64810	64810	16251
	Restricted Appeals/Prayer week	3032	1226	3945				313
	Restricted mainly Main Bk a/c Taylor/Youth camp	3686	8741	7820				4607
	Restricted Youth funds mainly SAY bank a/c (Guildford/Youthcamp Cobham Combined Charities Sherriff/Community of Surrey etc)	7001	9074	4308				11767
	Total	810094	211786	264556	79694	144868	144868	837018

G Sanders fund received transfers in of investments and transferred out equivalent amounts of "cash" to the Fabric and unrestricted fund
See also note 5b

Independent Examiner's Report

To the Parochial Church Council (PCC) of St Andrew's Cobham

I report on the accounts for the year ended 31 December 2016, which are set out on pages 1 to 13.

Respective responsibilities of the Trustees and Independent 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

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

Basis of Independent Examiner's Statement

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 accounts. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit 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
 - a) to keep accounting records in accordance with s.130 of the 2011 Act; or
 - b) to prepare accounts which accord with these accounting records have 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.

Aidan Crilly BA FCA
Wyvern House
1 Church Road
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Surrey
KT23 3PD



24 April 2017