

**THE PARISH CHURCH
OF
ST PETER & ST PAUL
RUSTINGTON**



ANNUAL MEETING
TUESDAY 13th OCTOBER 2020

Registered Charity No 1133812

Opening Hymn:

1 Lord, for the years your love has kept and guided,
urged and inspired us, cheered us on our way,
sought us and saved us, pardoned and provided:
Lord of the years, we bring our thanks today.

2 Lord, for that word, the word of life which fires us,
speaks to our hearts and sets our souls ablaze,
teaches and trains, rebukes us and inspires us:
Lord of the word, receive Your people's praise.

3 Lord, for our world when we disown and doubt him,
loveless in strength, and comfortless in pain,
hungry and helpless, lost indeed without him:
Lord of the world, we pray that Christ may reign.

4 Lord for ourselves; in living power remake us -
self on the cross and Christ upon the throne,
past put behind us, for the future take us:
Lord of our lives, to live for Christ alone.

Reading:

Philippians 4:4-9

4 Rejoice in the Lord always; again I will say, Rejoice. 5 Let your gentleness be known to everyone. The Lord is near. 6 Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. 7 And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus. 8 Finally, beloved, whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. 9 Keep on doing the things that you have learned and received and heard and seen in me, and the God of peace will be with you.

Prayer:

Lord God, we thank you for bringing us together and for the privilege of being able to serve you in your church. We praise you for all the good things you have blessed us with over the last year and for giving us one another.

Please help us to recognise and honour your gifts- in ourselves and our brothers and sisters; give us the grace to allow each one to individually blossom; and show us how to use them to complement each other, so that we may grow ever closer to what you need us to be as a Christian Community in Rustington.

As we meet tonight, and in the coming year, we pray that your spirit may move freely among us, guiding us with the mind of Christ, so that the practicalities of finance, fabric and any other concerns are underpinned by your will and dealt with in peace, truth and above all, love. We ask this in the name of your Son, our Saviour, Jesus Christ. **Amen**

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FOREWORD BY THE CHURCHWARDENS

The Parish entered the new year of 2019 still in vacancy, but spirits remained high and prayerful that it wouldn't be too long before we had a new parish priest.

In the spring, following an advertising campaign 4 people were shortlisted by Bishop Martin and interviewed by us and Canon Mark Standen as acting Archdeacon. Unfortunately it was not successful.....although a disappointment at the time we remained convinced that God would send the right person to us.

During the continuing vacancy, virtually all planned services were covered and planned with a great deal of help from all, particularly from the retired clergy and parish administrators. Our thanks go out to them. It was encouraging to see that the number of worshippers at each service remained constant and we continued to welcome new people to the parish.

Luke Irwin-Capel was appointed as the new Archdeacon of Chichester in the spring. He came and celebrated Parish Eucharist here shortly after his appointment, to meet us all and to understand the Parish's needs. He continued to be a great deal of help and support to us during the vacancy and subsequent appointment.

Routine maintenance and required checks were carried out in the church including repairs to the boiler which has had ongoing issues. The glass doors continue to be an issue, at times, due to scraping the floor. The emergency lights have been checked and a regime for testing has been set out following the re positioning of the test switches. The organ has been regularly maintained and tuned and additions made to the registration at the request of and financed by the team of Organists.

The alarm system and AV system have been serviced as needed and a new health and safety officer was appointed at the end of the year.

The churchyard has been kept in a good condition thanks to the garden contractor we have been using since last year.

The cottage attached to the hall was finally fully renovated and has been occupied since April. It is currently let on an annual rental agreement.

In August we were delighted, along with Archdeacon Luke, to interview a prospective new Vicar who was then offered the post and accepted. We really felt that our prayers had been answered and that God had sent the right person to us. Huge relief and excitement were expressed by all. The vicarage needed substantial work, repairs, decorating a new kitchen and carpets in most rooms and this work was eventually finished at the end of November. Rev. Natalie Loveless moved into the vicarage at the end of November and was instituted and installed at a wonderful service on 16th December. Our Christmas services were a real celebration and very well attended. We extend our personal welcome to Natalie and hope she has a long and happy time here at St Peter and St. Paul Church.

We would like to take this opportunity to thank everyone, individuals and groups, who have helped throughout the year in so many ways to ensure the church and its activities have flourished. These include retired clergy, sacristan team, servers, J squad leaders, readers, flower arrangers, sidesmen, churchwardens' group, choir, finance team, cleaners, welcome team, organists, parish administrators and PCC Secretary.

Finally, we would like to express our personal gratitude for all the support and friendship we have received from the church family over the past year.

Carrie McLeod and Jackie Gordon

**THE PARISH CHURCH OF ST PETER & ST PAUL
RUSTINGTON**

Registered Charity No. 1133812

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL**

For the year ended 31 December 2019

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PCC (Trustees) Annual Report
Treasurer's Report
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Structure, Governance and Management

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year, the following served as members of the Parochial Church Council:

Incumbent:	The Revd Natalie Loveless In Vacancy from August 2018	Ex-officio (<i>Chair</i>) (<i>From December 2019</i>)
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Wardens:	Carrie McLeod Jackie Gordon	<i>vice Chair</i>
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Representatives of the Deanery Synod:	Sue Gardener Liz Henderson Carrie McLeod Glyn Mathias
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Elected Members:	Jenny Everett Bill Dodd Lisa Rogers-Davies Melanie Gowans Ann Mathias Dot Mitcham Pam Brooks Pamela Jones Lesley Payne Katie Newman Geoff Gibb Steve Newman Jan Peacock Henry Bott	Resigned Resigned Resigned Until APCM 2019 Until APCM 2019 Until APCM 2018 Re-elected APCM 2019 From APCM 2019 From APCM 2019 From APCM 2019
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Treasurer:	Glyn Mathias
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Appointed Officer Hon Secretary to PCC:	Jean Bulley
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Aims and Purposes

The primary objective of St Peter and St Paul's 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 has the responsibility of co-operating with the incumbent, the Reverend Natalie Loveless, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Objectives and Activities

Our Vision/Mission statement: Working together in God's Love for his Kingdom.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. We hope to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of St Peter and St Paul, Rustington.

Achievements and Performance

Attendances have been maintained in 2019 and the average weekly attendance during October was 184 which is down compared with 190 in 2018.

There are 195 parishioners on the Church Electoral roll following a complete revision in 2019, this is down from 227 the previous year.

There were 3 weddings and 13 funerals. Baptisms were down from 17 in 2018 to 7 in 2019.

Review of the year

The full PCC met 7 times during the year. The average attendance at meetings was 11.

Committees and Groups met between meetings and reports were received by the full PCC and discussed where necessary. More detailed reports can be found under the reports section.

Our Safeguarding Officer undertook the annual review and update of our Safeguarding of Children and Vulnerable Adults Policies which were accepted by the PCC in November. Any changes to Diocesan requirements are passed onto the PCC.

Health & Safety matters are reported by the appointed members of the congregation to the Churchwardens and PCC as necessary.

A GDPR (General Data Protection Regulation) representative ensures we are compliant with new legislations.

The Cottage was renovated and is rented out on a yearly lease.

We received a grant of £750, from the Parish Council, towards the upkeep of the churchyard.

We have been advised that all groups and committees that meet should have a first aider present. After contacting all the groups 16 people were set to take a first aid course in Jan 2020.

A sidesman training session was held in July with 25 people attending.

Public Benefit

The church family welcome visitors from within and outside the church boundary. It is our pleasure to warmly welcome anyone from all walks of life who feel they would like to join in the life of St Peter and St Paul Rustington.

We continue to fund our Family Support Worker for one day a week to provide support to many in our parish and she visits Noah's Ark on a regular basis.

All Age Eucharist services have continued to flourish and children from the Youth Groups and J Squad often take part in the service.

Rustington Community Primary School were welcomed as they held their annual carol services once again in the church.

As part of Churches Together in Rustington members of our church took part in the Walk of Witness and Lent groups.

At Harvest time our flower arranging team decorated the church with flowers and produce donated by the church family. After the Harvest Festival services, the produce was donated to, and gratefully received by, Turning Tides, a local homeless charity.

The Remembrance Sunday Service was attended by the Parish Chairman and Deputy, local councillors and representatives from the Scouts and Guides.

A faithful team of people 'church sit' to enable the church to be open to passing visitors or anyone in the local community wanting a quiet space.

Noah's Ark, an adult and toddler group, is a long-established form of outreach. It meets weekly in term times and offers friendship and support for families and carers who attend with the children.

The PCC continues to support Messy Church, which meets in the church hall and provides an opportunity for families to meet together for craft activities, worship and a shared meal. It is a successful venture, well attended and enjoyed by everyone who attends.

'WAFFLE' - Women About Fellowship, Fun, Laughter and Entertainment is a group that aims to demonstrate the love of God to women in Rustington and surrounding areas in a fun, inclusive and life-enhancing way.

Mens Fellowship club; although this is a Christian Society the emphasis is on social discussion and friendship. All faiths, concerns, cares or humanity are very welcomed.

Our clergy officiated at funerals here in church and also at Worthing Crematorium providing support to the wider community in bereavement.

The residents of four local care homes are offered Holy Communion Services monthly and people within the parish who are infirm or unable to attend church services are taken Holy Communion often weekly.

Our three chosen missions – Burundi (Alison & Paul Guinness), the Chichester Diocesan Association for Family Support Work and Friends of the Mombasa Children have been supported in their fund-raising events.

Financial Review

The Statement of Financial Activities (SOFA) Shows that the Total Income from Unrestricted Funds was £112,070 and the Expenditure of Unrestricted Funds was £122,144 giving a deficit of £10,074. This equates to £840 per month. The Unrestricted Funds also include income from investments amounting to £18,635 and without this income our deficit would have been £28,709 (a shortfall of £2,390 each month). The deficit between our income and expenditure continues to be a major cause of concern as we have a high dependence on investment income to meet our running costs. The PCC needs to address the issue of increasing our voluntary giving to enable us to meet our day to day expenses from voluntary giving and fees.

The largest expenditure of the PCC is the sum of £71,883 to the Diocese to cover our Parish Ministry Contribution (PMC). We paid an additional £1,581 to assist other parishes to cover their PMC costs. Our total payment was £73,464 an increase of £2,674.

Our voluntary income (see note 2(a) for further details) from envelopes, standing orders, PGS and plate collections together with recoverable income tax was £76,718 compared with £81,314 in 2018. This is a decrease of approx. £4,600.

During the year, our voluntary income (including tax recovered) from envelopes, Standing Orders and PGS has decreased but giving via collections has increased by £1,000.

Sundry donations have also decreased by £2,500.

The accounts are monitored by the Finance Group who report to the PCC.

Reserves Policy

It is PCC policy to endeavour to maintain a balance in the reserve account equal to approximately two months unrestricted expenditure as a contingency against unforeseen situations.

From time to time the PCC received restricted legacies for expenditure on particular purposes as defined by the donor. We aim to expend such money as soon as possible after receiving the legacy depending on the objectives specified by the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for the expenditure occurs.

The PCC has investment funds for the Reserve Account with the CBF Church of England Fund, managed by CCLA Investment Management Limited.

Approved by the Parochial Church Council on Tuesday 9th June 2020 (via zoom) and signed on its behalf

N. Loveless

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Rev Natalie Loveless - Chair

PAROCHIAL CHURCH COUNCIL OF RUSTINGTON

Treasurer/Finance Officer's Report for the year ended 31 December 2019

Introduction

The Finance Officer, Alan Bohm, has produced our Financial Statements in the format required by the Diocese, complying with the Church Accounting Regulations 2006 and the current 2015 Statement of Recommended Practice, Accounting and reporting by Charities SORP (FRS 102).

The Parochial Church Council (PCC) is a fully registered Charity under Registration Number 1133812. The members of the PCC are the Trustees of the Charity.

The PCC accounts comprise:

- An independent examiner's report – prepared by Mel Gowans
- The Statement of Financial Activities (SOFA)
- The Balance Sheet
- The Statement of Cash Flows
- Notes to the Financial Statements
- Notes (note 2) relating to incoming resources
- Notes (note 3) relating to resources expended
- Notes (notes 4, 5 & 6) relating to staff costs, fixed assets and investments
- Notes (notes 7, 8, 9 & 10) covering an analysis of net assets, debtors, creditors and a statement of funds
- An explanation of the nature and purposes of the PCC's various funds and the bank accounts in which they are held
- An explanation of the calculation of charitable giving

Note 2

Our voluntary income (see note 2(a) for further details) from envelopes, standing orders, PGS and plate collections together with recoverable income tax was £76,718 compared with £81,314 in 2018. This is a decrease of approx. £4,600.

During the year, our voluntary income (including tax recovered) from envelopes, standing orders and PGS has decreased but giving via collections has increased by £1,000.

Unfortunately, sundry donations have decreased by £2,500.

The PGS remains our preferred method of regular giving, being centrally administered on our behalf and relieving some of the administrative burden of Gift Aid claims.

We were fortunate to receive a restricted grant of £750 from Rustington Parish Council towards the upkeep of the churchyard. But this year we did not receive any legacies.

Note 3

Compared with 2018 (see note 3(c) for further details) our overall expenditure decreased by some £3,500.

Changes in our expenditure included paying for work in the vicarage £6,800 but not paying the one-off contribution towards the purchase of the new printer £3,800 and reducing our charitable contributions £4,400. Part way through the year we made our final agreed payment to FSW reducing our 2019 expenditure by £1,300

The main expenditure under church activities was our Diocesan Contribution of £73,464 which was paid in full.

Summary

I would like to say a very sincere thank you to all who have given to the church this year.

Our ability to meet our running costs and to fund our many works and outreach to the Parish very much depends on the generosity of you all. Unfortunately, our income from voluntary giving does not match our expenditure.

There is work that needs to be done to tackle our underlying deficit. We are fortunate in having additional income in the form of investment income and the rent from Henry Avenue; and usually, but not this year, legacies. These sources, however, are not assured and cannot be permanently relied upon to help us meet the shortfall. Additionally, since 1984, the cost of all repairs to the church building has been met by the Humphrey Bequest.

It will, I am sure, prove a challenging opportunity for our new Vicar to lead us in our quest to match income to expenditure. If any of you feel able to increase your giving, however small an amount, it will help in the task.

Finally, as some of you will know, I only took over the role of Treasurer at the beginning of January from Lisa, who fortunately has stayed on the team still doing much of the work she did before as Treasurer. I want to give a big thank you to all who have helped me in my role as Treasurer. To Lisa who, as Finance Administrator, still does so much work in keeping the books and paying the bills. To Alan Bohm, as Finance Officer, for all the many hours he has spent in preparing our accounts. To Michelle Dyne, as Freewill Offering Recorder, who claims the many thousands of pounds we receive from HMRC in Gift Aid. To Katie Newman, who banks our money. To John Hawkins, who manages our payroll and does endless battle with utility companies. To Carrie McLeod and Jackie Gordon our Church Wardens. To Christine Roberts, who makes sense of our Finance Group meetings and produces excellent notes of our meetings. Not forgetting the helpful Bob Bulley in the Church office. It has been an interesting but difficult year trying to understand how the financial system works. I look forward to 2020 when I hope we can improve our reporting of the church's financial position to the PCC and church family.

Glyn Mathias

Hon Treasurer

PCC of Rustington



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: The PCC of the Ecclesiastical Parish of St Peter & St Paul Rustington

On accounts for the year ended

31st December 2019

Charity no (if any)

1133812

Set out on pages

8-21

(remember to include the page number of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: [Signature]

Date: 10/09/20

Name: MELANIE ALISON GAWANS

Relevant professional qualification(s) or body (if any):

Address: 41 Tideway, Littlehampton, BN17 6PP.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
Incoming resources						
<i>Voluntary income</i>	2a	79,218	750	165	80,133	93,742
<i>Legacies</i>	2a					1,000
<i>Activities for generating funds</i>	2b	3,387			3,387	4,130
<i>Income from investments</i>	2c	18,635		5,890	24,525	24,975
<i>Church activities</i>	2d	10,830			10,830	10,547
<i>Other incoming resources</i>	2e					
Total incoming resources		112,070	750	6,055	118,875	134,394
Resources expended						
<i>Costs of generating voluntary income</i>	3a	50			50	
<i>Fund-raising trading costs</i>	3b					
<i>Church activities</i>	3c	118,092		6,792	124,884	124,924
<i>Charitable giving</i>		3,987	350		4,337	7,324
<i>Governance Costs</i>	3d	15			15	463
Total resources expended		122,144	350	6,792	129,286	132,711
Net incoming/outgoing resources before transfers		-10,074	400	-737	-10,411	1,683
<i>Gross transfers in</i>	5a	41,995			41,995	16,416
<i>Gross transfers out</i>		-40,776	-1,210		-41,986	-16,416
Net incoming/outgoing resources before other recognised gains/losses		-8,855	-810	-737	-10,402	1,683
<i>Gains/losses on revaluation of fixed assets and investments</i>	6b	29,234		25,641	54,875	-9,664
<i>Gains/losses on disposal investment assets</i>						
Net movement in funds		20,379	-810	24,904	44,473	-7,981
Total funds brought forward at 01 January 2019		376,283	19,039	232,372	627,694	635,675
Total funds carried forward on 31 December 2019		396,662	18,229	257,276	672,167	627,694

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

BALANCE SHEET at 31 DECEMBER 2019

	Notes	2019	2018
		£	£
Fixed assets			
Tangible fixed assets	6a	69,250	69,250
Investment fixed assets	6b	388,639	319,090
Total fixed assets		<u>457,889</u>	<u>388,340</u>
Current assets			
Cash at bank and in hand	7b	102,110	106,145
Short term deposits	7b	111,841	140,638
Debtors	8	1,781	1,224
		<u>215,732</u>	<u>248,007</u>
Creditors: amounts falling due within one year	9	<u>-1,454</u>	<u>-8,653</u>
Net current assets		214,278	239,354
Total assets less current liabilities		<u>672,167</u>	<u>627,694</u>
Creditors: amounts falling due after one year	9		
NET ASSETS	7a	<u><u>672,167</u></u>	<u><u>627,694</u></u>
Funds			
Unrestricted funds	10	396,662	376,283
Restricted funds	10	18,229	19,039
Endowment funds	10	257,276	232,372
		<u><u>672,167</u></u>	<u><u>627,694</u></u>

Approved by the Parochial Church Council on 9th June 2020 and signed on its behalf.

N. Loveless

Rev. Natalie Loveless
Chairman

Alan D. Bohm

Alan Bohm
Finance Officer

The accompanying notes form a part of these financial statements.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL , RUSTINGTON

CASHFLOW STATEMENT

For the year ended 31 December 2019

	2019	2018	
	£	£	
Net cash outflow from operating activities below	-42,683	-29,228	
Returns on investment and servicing of finance	24,525	24,975	
Dividends & deposit interest			
Capital expenditure and financial investment			
Payments to acquire :			
tangible fixed assets			
investments			
Receipt from sale of :			
tangible fixed assets			
investments	-14,674	-11,967	
Net cash inflow/outflow from capital expenditure and financial investment	<u>-32,832</u>	<u>-16,220</u>	
Net cash inflow /outflow before financing			
Financing			
Loans received			
Loan repayments			
Net cash inflow/(outflow) from financing			
Increase/Decrease in cash and cash equivalents			
Cash inflow/outflow from financing			
Change in net funds arising from cash flows			
Non cash adjustments			
Net funds brought forward			
Net Cash Flow	<u>-32,832</u>	<u>-16,220</u>	
Analysis of changes in net funds (debt)			
	<u>2019</u>	<u>2018</u>	<u>Cash</u>
<u>Cash equivalents</u>			
Short term deposits	111,840	140,638	-28,798
Cash	<u>102,111</u>	<u>106,145</u>	<u>-4,034</u>
	<u>213,951</u>	<u>246,783</u>	<u>-32,832</u>
Net cashflow from operating activities			
Total incoming resources	118,875	134,394	
Total resources expended	<u>129,286</u>	<u>132,711</u>	
	-10,411	1,683	
Investment income	-24,525	-24,975	
Decrease/increase in debtors	-557	302	
Increase/decrease in creditors	-7,190	-6,238	
Net cash in/out from operating activities	<u>-42,683</u>	<u>-29,228</u>	

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

a Accounting convention

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current 2015 Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments 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 affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) 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 the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Where services are provided free and are quantifiable they are recognised at fair value.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation on 31 December.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019**

d Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Moveable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted as an inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Audio visual equipment	30% straight line
Office equipment	20% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
a <i>Voluntary income</i>					
Charities Aid Foundation					
Planned Giving - Envelope Giving	10,243			10,243	11,184
Planned Giving - Standing Orders	1,854			1,854	2,411
Planned Giving - Parish Giving Scheme	43,741			43,741	46,514
Collections at all services	7,534			7,534	6,521
Collections - Missions					289
Votive Candles	352			352	422
Sponsored Newsheet	245			245	335
Wall Safe Donations	66			66	288
Sundry donations	957		165	1,122	3,619
Special Donations					157
Other donations	302			302	
Income tax recoverable	3,862			3,862	4,355
Income tax recoverable - PGS	9,484			9,484	10,329
Grants		750		750	6,600
Messy Church	125			125	257
Noahs Ark	453			453	461
	79,218	750	165	80,133	93,742
Legacies					1,000
Total	79,218	750	165	80,133	94,742
b <i>Activities for generating funds</i>					
Fund Raising Events	3,387			3,387	4,130
	3,387			3,387	4,130
c <i>Investment income</i>					
Dividends	6,494		5,780	12,274	12,888
Bank Interest	81		110	191	97
Rental 23 Henry Avenue	12,060			12,060	11,990
	18,635		5,890	24,525	24,975
d <i>Income from Church Activities</i>					
Fees from weddings, funerals etc	3,727			3,727	3,103
Coffee Break	2,130			2,130	2,229
Coffee Income - Sunday	1,045			1,045	945
Mens Fellowship	250			250	100
Friendship Lunches	3,065			3,065	3,013
Copier/Printer	143			143	677
Allotment Income					
Waffle	470			470	480
	10,830			10,830	10,547
e <i>Other incoming resources</i>					
Other Resources					
Total incoming resources	112,070	750	6,055	118,875	134,394

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

3 Resources expended	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2019	TOTAL FUNDS 2018
	£	£	£	£	£
a <i>Costs of generating voluntary income</i>					
Cost of Fundraising	50			50	
	<u>50</u>			<u>50</u>	
b <i>Fund-raising trading costs</i>					
c <i>Church Activities</i>					
Missionary and charitable giving:					
Charitable giving	2,256			2,256	6,190
Charitable Contribution over PMC*	1,581			1,581	1,134
Missions	150	350		500	1,439
	<u>3,987</u>	<u>350</u>		<u>4,337</u>	<u>8,763</u>
Ministry costs:					
Diocesan Parish Ministry Costs*	71,883			71,883	69,656
Diocesan & Deanery Support					
Assistant Clergy					
Vicarage expenses (inc Tel) & V Tel					2,428
Clergy expenses	195			195	246
Mission & Evangelism					
Family Support Worker	6,667			6,667	8,000
Young People Expenses/CYW	712			712	644
Mens Fellowship	55			55	100
Messy Church	638			638	1,387
Noahs Ark	412			412	412
Waffle	431			431	315
Salaries: Organists & Music Leader	3,737			3,737	3,445
Parish Admin & Assistant	9,356			9,356	9,185
Church running expenses					
Electricity	1,208			1,208	863
Gas	2,285			2,285	2,086
Water Rates	184			184	176
Insurance, maintenance, laundry etc,	5,769			5,769	1,595
Support	2,280			2,280	2,049
Office expenses	919			919	1,799
Contribution for New Printer					3,800
Fees Paid					
Church maintenance/Other Maintenance					
Organ (incl. insurance)	380			380	292
PCC Contribution to Reordering					
Upkeep of services					
Wine,wafers & candles	1,073			1,073	959
Music Expenses/Materials	948			948	660
Flowers for Church Expenses					696
Upkeep of churchyard	1,177			1,177	1,701
Upkeep of rented property: 23 Henry Avenue	716			716	2,812
Cost of Rental - 23 Henry Avenue (Fees)	2,005			2,005	1,473
Major repairs to Vicarage			6,792	6,792	330
Reordering Account Expenditure	668			668	2,562
Allotment	44			44	69
Coffee Break & Sunday Coffee expenses	987			987	949
Friendship Lunches	3,243			3,243	2,676
Bank charges	120			120	120
Church Hall					
	<u>122,079</u>	<u>350</u>	<u>6,792</u>	<u>129,221</u>	<u>132,248</u>
d <i>Governance costs</i>					
Support	15			15	463
	<u>15</u>			<u>15</u>	<u>463</u>
Total resources expended	<u>122,144</u>	<u>350</u>	<u>6,792</u>	<u>129,286</u>	<u>132,711</u>

*The Charitable Contribution over Parish Ministry Costs (£1,581) plus the Diocesan Parish Ministry Costs (£71,883) make up the total Diocesan Parish Contribution (£73,464).

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

	2019	2018
	£	£
4 Staff Costs	<u>13,093</u>	<u>12,630</u>

a Wages and salaries

During the year the PCC employed a Parish Administrator, an Assistant Parish Administrator, various organists & a music leader, all part-time.

b Payments/Reimbursements to PCC members & Family Members

C McLeod £366.92, D Mitcham £33.37, G & A Mathias £431.86, G & P Jones £1282, K Newman £127.04, E Jones £6.80, P & P Brooks £707.20, S Gardener £64.63.

5a Analysis of transfers between funds

	Transfers In £	Transfers Out £
General Fund	22,174	-10,247
Designated Fund	19,821	
Phillipa Senst Restricted		-30,529
Endowment		-1,210
Total	<u>41,995</u>	<u>-41,986</u>

6 Fixed Assets

a Tangible fixed assets

	Freehold land and buildings £	TOTAL £
Cost		
At 1 January 2019	69,250	69,250
Additions		
Disposals		
Revaluation		
At 31 December 2019	<u>69,250</u>	<u>69,250</u>
Depreciation		
At 1 January 2019		
Provided in the year		
Disposals		
At 31 December 2019		
Net book amount at 31 December 2019	<u>69,250</u>	<u>69,250</u>

The Freehold land and Buildings comprise 23 Henry Avenue, Rustington. This property is let on a tenancy arrangement until the 23rd August 2020 at £12,420 per annum. The value is shown at its historic cost in 1988.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

6 Fixed Assets (continued)

b Investment fixed assets	Bal. b/fwd 01/01/2019 £	New Investmts £	Gains/losses £	Bal. c/fwd 31/12/2019 £
Unrestricted:				
Loan for Cottage Refurbishment	11,967	14,674		26,641
Reserve Fund	50,784		6,774	57,558
Endowed:				
Brown (Fabric) Fund	15,908		2,776	18,684
Burial Ground Trust Fund	128,603		20,251	148,854
Chancel Trust (Fabric) Fund	12,208		2,284	14,492
Everett/Scott Fund	1,712		320	2,032
Endowment (Unnamed) Fund	489		10	499
CBF Equity Fund (P Senst)	47,079		10,761	57,840
CBF Global Eq. Fund (P Senst)	50,340		11,699	62,039
Total	319,090	14,674	54,875	388,639

7a Analysis of Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds <u>2019</u> £
Fixed assets for church use	69,250			69,250
Investment fixed assets	204,078		184,561	388,639
Current assets	124,788	18,229	72,715	215,732
Current Liabilities	1,454			1,454
Long term liabilities				
Total	396,662	18,229	257,276	672,167

b Analysis of Current Assets

Debtors	1,781			1,781
Current A/c	1,089	18,229		19,318
Multiple funds	9,312			9,312
Reserve A/c	21,614			21,614
Burial Ground Trust A/c			33,809	33,809
Fabric A/c			18,057	18,057
Chancel Trust (Fabric) A/c			20,814	20,814
CBF Deposit Fund (P Senst)	91,027			91,027
Total	124,823	18,229	72,680	215,732

In 2013 the PCC agreed to divide the Philippa Senst bequest, to minimise risk until it was spent, as decided by the PCC. The PCC agreed to invest in two CBF Funds [see 6b **Investment Fixed Assets**] and two deposit accounts [see 7b **Analysis of Current Assets - CBF Deposit Fund**].

8 Debtors

	2019 £	2018 £
HMRC - Income tax recoverable	723	1,004
Income Receivable	1,058	220
	1,781	1,224

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

9 Creditors: amounts falling due within one year	2019	2018
	£	£
Accruals - HMRC (PAYE)		378
Electricity	205	250
Family Support Worker		833
Gas		692
Charitable Giving	1,229	6,190
Sundry	20	310
Total	1,454	8,653

10 Statement of funds

	Bal b/fwd 1 Jan 2019	Income	Expenditure	Transfers, other gains and losses	Bal c/fwd 31 Dec 2019
	£	£	£	£	£
Unrestricted Funds					
General fund	86,006	106,143	106,177	-15,305	70,667
Designated Fund	8,901	5,927	15,967	6,312	5,173
Reserve Fund	63,502			15,564	79,066
Bequest - P Senst	217,874			23,882	241,756
	376,283	112,070	122,144	30,453	396,662
Restricted Funds					
Restricted Fund	19,039	750	350	-1,210	18,229
	19,039	750	350	-1,210	18,229
Endowment Funds					
Burial Ground Fund	164,572	4,666	6,792	20,254	182,700
Fabric Fund	33,208	757		2,775	36,740
Chancel Trust Fund	32,391	631		2,283	35,305
Everett/Scott Fund	1,712			319	2,031
Unnamed	489			11	500
	232,372	6,054	6,792	25,642	257,276
Total funds	627,694	118,874	129,286	54,885	672,167

The above table shows the total value of all the funds held by the PCC and the balance c/fwd total for each fund includes both capital and income.

The Healey and Merchandise funds are included in Restricted fund.

11 Related parties and transactions

A loan was made to the Church Hall Trustees (V&C) for the refurbishment of the Cottage (see note 6b) to be repaid from future rents receivable.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

12 Contingent Liabilities

There are no known contingencies

13 Contractual Liabilities

There are no known contractual liabilities

A contract to fund the Family Support Worker until August 2019 existed and this was honoured.

The charity is now funded by special collections and money from Missions.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

Funds

The figures shown in **Note 7b Analysis of Current Assets** show the amounts available to the PCC under the headings of **Unrestricted, Restricted** and **Endowed**.

The following explains the nature of the various funds, the purposes for which they may be expended and the bank accounts in which they are held.

Funds/Bank Accounts

The **General Fund**, held in a **Current Account**, is **Unrestricted**. The General Fund is used to receive and pay everyday income and expenditure.

The **Reserve Fund** is held in the **Reserve Account** and is **Unrestricted**. This fund was set up in 1988 with an initial investment of £25,000 in the Central Board of Finance Church of England Investment Fund and Fixed Interest Securities (CBF).

The fund receives quarterly dividend income from the capital sum invested. The PCC wishes, as far as possible, to retain the capital investment of the fund and to spend only its income.

Multiple Funds Account:

This account contains designated and restricted funds for various church activities/groups and projects. Further detail:

Designated Funds

Waffle, Allotment, Men's Fellowship, Friendship Lunches, Noah's Ark, Office Machinery, Organ Maintenance and P Senst Bequest.

Should these funds not be needed for their original purpose they can be re-designated by the PCC.

Restricted Funds

Messy Church, *Healey Fund (choir), Choir Furniture, Ecclesiastical Vessels and Merchandise.

Being amounts donated/raised for a specific purpose these funds are Restricted and cannot be re-designated to another use.

*(**Healey** – holds donations made in 1983 in memory of Mr T A Healey who had been organist for more than 50 years. The fund may be used at the discretion of the PCC for any purpose connected with the choir.)

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

Funds (continued)

The following funds are **Endowment Funds**. The capital sums are held by the Diocese as Custodian Trustee and may only be used in exceptional circumstances and with their permission. The income from these investments can be used but is restricted according to the terms of each respective fund.

The **Burial Ground Trust Fund** receives income from a capital investment in the Central Board of Finance of £38,138 being one half of the proceeds of the sale of the "New" Burial Ground in Worthing Road, in 1984. The income may be used for expenditure on the buildings of the church, the church hall and the vicarage but not for general expenditure.

The **Fabric Fund** receives dividend income from a capital investment with the Central Board of Finance. The income may only be used for the maintenance and repair of the church fabric.

The following are further investments over which the PCC has limited control. The funds are held by the Diocese on behalf of the PCC and may be used only on application to the Diocese.

The **Chancel Trust Fund** is an investment of 756.00 CBF Investment Fund (Income) Shares. The accumulated income is restricted to expenditure on the fabric (but not the fittings) of the chancel.

The **Everett/Scott Fund** is an investment of 106.00 CBF Investment Fund (Income) Shares whose value is recorded as an endowment fund.

The **Unnamed Endowment Fund** is an investment of 305.00 CBF Fixed Interest Security (Income) Shares whose value is recorded as an endowment fund.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2019

Charitable Giving

Charitable Giving includes (i) payments made to the Diocese which exceeds our Parish Ministry Costs (PMC) and (ii) home and overseas missions and charities.

This was previously referred to as the Tithe but following much discussion within the PCC, input from the Diocese and discussions with other churches, changes were proposed by the Finance Group. The PCC, at their meeting in November 2018, agreed to change the name to Charitable Giving and make changes to the methodology of calculation and the recipients, now to include the Diocese.

The Charitable Giving is now being calculated with reference to the total income from the Parish Giving Scheme (PGS), Standing Orders and the regular giving received in the Yellow Envelopes.

The main recipients will now be, as before, the three charities (which are agreed between the Missions Committee and the PCC) with the addition of the Diocese. The monies for the three charities will be given to the Missions Committee to arrange distribution along with other monies raised by them (approx. £3,120 in 2019)

Calculation of Charitable Giving

In 2019 the total income (including Gift Aid) from PGS, Standing Orders and Yellow Envelopes was:		£60,417
Charitable Giving (if calculated @ 10%)	£6,042	
Less Charitable Giving to Diocese	£1,581	
<u>Charitable Giving to Missions</u>	<u>£4,461</u>	
Less money paid already to Missions	£3,000	
Balance to Missions Committee		<u>£1,461</u>

Note: This year the Charitable Giving payment made to Diocese was greater than to each mission. However, last year it was less.

Parochial Church Council of St Peter & St Paul Parish Church, Rustington

Church Hall Account

For the year ended 31 December 2019

		<u>2019 (£)</u>	<u>2018 (£)</u>
Monies Received	Lettings	17,723.00	17,344.50
	Donations	2,380.40	50.00
	Interest on Deposit Account	24.01	11.25
	Hall curtains (Refund)		784.02
	Total Monies Received	<u>20,127.41</u>	<u>18,189.77</u>
Expenditure			
Maintenance/Repairs	General Buildings	3,866.95	2,316.35
	Hall Redecoration		4,050.00
	Hall Curtains		1,416.54
	Fire Extinguishers & Alarms	386.65	435.52
	Boiler Service/Heating Repairs	459.60	282.00
	Sundry Repairs	245.70	433.87
		4,958.90	<u>8,934.28</u>
Administration	Stationery & Postage	0.00	4.47
	Heating & Lighting	2,913.47	2,029.63
	Water Charges	838.45	1,034.81
	Insurance	988.04	953.58
	Music Licence	416.26	386.64
	Cleaning & Waste Disposal	5,631.64	3,895.43
		10,787.86	<u>8,304.56</u>
	New Cooker & Installation	5,028.70	
	New Windows (Deposit)	1,800.00	
Cottage Administration	Insurance, utilities, council tax, minor works etc.	1,233.21	2,293.91
Total Expenditure For Year		<u>23,808.67</u>	<u>19,532.75</u>
Net Surplus or Loss For Year		-3,681.26	-1,342.98
Balances Brought Forward at 01/01/2019		<u>19,602.83</u>	<u>20,945.81</u>
Balances Carried Forward at 31/12/2019		<u>15,921.57</u>	<u>19,602.83</u>
Represented by:	NatWest Bank Deposit Account	11,181.11	12,157.10
	NatWest Bank Current Account	4,696.39	7,394.26
	Cash	44.07	51.47
		<u>15,921.57</u>	<u>19,602.83</u>

Prepared by: Whalley

Verified by: J. Howarth

Capacity: HALL ADMINISTRATION

Capacity: EX ICC TREASURER

Date: 31/2 2020

The parish Church of St Peter and St Paul

Friendship Lunches

Statement of Accounts Year End 31st December 2019

	Receipts		Payments
Contributions	3,001.50	Expenses	2,240.70
Donations	14.00	Donation towards new cooker	1,000.00
Christmas Lunch	47.41		
Monies in hand			
Balance as at 1st January		Balance as at 31st December	
Bank	1011.11	Bank	833.32
Cash	50.00	Cash	50.00
	4,124.02		4,124.02

Prepared by *J. E. Stickens*

Date *1st February 2020*

Examined by *J. Hawkins*

Date *1st February 2020*

I haven't seen any bank statements which would enable me to cross-check the credits to the bank account. However, having calculated the revised bank balance month by month from the known position at the beginning of the year to Lisa's confirmation of the balance at the end of the year, I am satisfied that all credits are fully accounted for.

J. Hawkins

'SEASIGHT' - THE MAGAZINE OF ST PETER & ST PAUL, RUSTINGTON

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
USUAL INCOMING RESOURCES			
<i>Sales of Magazines and donations</i>		1,155.63	998.00
<i>Advertising Income</i>		689.00	925.00
<i>Private work</i>			10.00
TOTAL OF USUAL INCOMING RESOURCES		<u>1,844.63</u>	<u>1,933.00</u>
USUAL RESOURCES EXPENDED			
<i>Paper and card etc.</i>		104.58	113.78
<i>Staples</i>		87.84	104.54
<i>Rubber Bands</i>		4.07	
<i>Per copy cost plus Quarterly charge</i>	1	705.11	2,291.93
<i>Annual Administration Fee</i>	1	54.00	54.00
<i>Purchase of cards (and postage in 2019)</i>		10.32	2.97
TOTAL OF USUAL RESOURCES EXPENDED		<u>965.92</u>	<u>2,567.22</u>
NET INCREASE/DECREASE (-) from above		878.71	-634.22
ADDITIONAL INCOMING RESOURCES			
DONATION FROM PCC TOWARDS PRINTER	2	3,800.00	
TRANSFER OF MONEY FROM V&C ACCOUNT	3	6,500.00	
TOTAL OF ALL INCOMING RESOURCES		<u>11,178.71</u>	
ADDITIONAL EXPENDITURE			
PURCHASE OF NEW PRINTER	2	8,243.70	
NET OVERALL INCREASE IN FUNDS		<u>2,935.01</u>	
BALANCE B/FWD 1 JANUARY		1,665.69	2,299.91
BALANCE C/FWD 31 DECEMBER		<u>4,600.70</u>	<u>1665.69</u>

Notes

- 1 It was agreed that Seasight and the PCC will each be responsible for their own usage of the machine and pay their own copy charges. The cost of per copy charges for PCC usage was approx. £182 but the PCC were not invoiced for this cost. Seasight pay all the other costs (eg Admin fees, Carriage and Staples). Again this year a donation to the PCC towards copy costs was not made as the total cost was met by Seasight.
- 2 However, a new replacement printer/copier was purchased and a contribution of £3,800 was received from the PCC.
- 3 The V & C held money on behalf of Seasight as a separate Equipment Replacement Fund.

Prepared by: 
Glyn Mathias
Capacity: Treasurer

Verified by:  Date: 06/03/2020
Mrs Dorothy Mitcham
Capacity: Ex-Churchwarden

Parish Church of St Peter and St Paul Rustington
 Vicar and Churchwardens General Account
 Receipts and Payments Account for the year ending 31 December 2019

	Notes	2019 £	2018 £
Receipts			
Church Hall Cottage		6,724.84	-
National Westminster Bank plc Interest		96.77	63.47
Legacies/Donations		15.00	27.60
Total Receipts		6,836.61	91.07
Payments			
Church/Hall and Grounds		14.99	-
Church Hall Cottage		4,617.38	23,130.50
Social/Gifts		172.04	561.40
Electric piano		-	1,560.00
Seasight	2	-	6,500.00
Total Payments		4,804.41	31,751.90
Excess of Receipts over Payments		2,032.20	(31,660.83)
Balance as at 1 January 2019		48,752.97	80,413.80
Balance as at 31 December 2019	1	50,785.17	48,752.97
Year end funds are represented by			
National Westminster Bank plc	Current Account	250.00	250.00
	Business Reserve Account	50,535.17	48,502.97
		50,785.17	48,752.97

Notes to the Vicar and Churchwardens Account

The funds as at 31.12.19 as shown above include:

1. Legacy to be used for Chancel furniture in the reordered church	22,000.00	22,000.00
2. Funds held for Seasight Magazine future equipment purchases	-	-
	<u>22,000.00</u>	<u>22,000.00</u>

Prepared by D. M. MITCHELL
 Capacity Vicar
 Date 10th January 2020
 Signed D. M. Mitchell

Verified by M. Maswams
 Capacity Independent Examiner
 Date 24th March 2020
 Signed M. Maswams

Freewill Offering

At the start of 2019 we had a total of 21 people who donated via Yellow Envelopes (Freewill Offering), this dropped to 19 by the end of the year.

We also had a total of 4 people who donated via Standing Order, which dropped to 3 and a total of 80 people who donated via the PGS scheme at the start of the year, which decreased to 74 by the end of 2019.

Please note that this report does not include the donations given via the Parish Giving Scheme (PGS), or other donations which were not eligible for Gift Aid.

The total amount of money donated via Standing Order, Yellow Envelopes and Pink envelopes for 2019 was £11032.35 which is £1536.90 less than 2018

This is broken down as follows:

Yellow Envelopes: £4497.03 (£1283.52 less than 2018)

Pink Envelopes: £4682.27 (£108.43 less than 2018)

Standing Orders: £1854.00 (£144 less than 2018)

The total amount of tax efficient giving was £8027.77 for the year which was £680 less than 2018

The total amount on non-tax efficient giving was £3005.53 for the year which was £855.74 less than 2018

In addition to this I was able to claim £2178.46 tax on the plate collections and small donations; this was £394.57 more than last year.

The overall amount of tax claimed for 2019 was £4191.24, this includes plate collections, yellow and pink envelopes, annual donations and standing orders, this is £164.01 less than last year.

This brings the overall total of money received for 2019 to £15224.54 which is £1699.96 less than last year. Please note that this figure does not include the overall total of the plate collections, only the tax claimed.

I would like to thank all those who gave regularly by envelope and Standing Order during 2019, your contributions are greatly appreciated to help maintain the running of the church as well as 10% of your donation going to the churches 3 chosen charities, which are Family Support Worker, Alison Guinness and The Friends of Mombasa Children, this means that if you gave £100 during 2019 then £90 went to the church and £10 went to the charities.

If you are a regular giver and a taxpayer and have not completed a gift aid donation form, please consider doing so as this enables us to claim an extra £0.25p for every £1 donated at no extra cost to you.

If you give regularly by putting money into the collection plate and are a tax payer, please consider using a Gift Aid (Pink) envelope, or contact me for details on the Freewill offering scheme (Yellow Envelopes), or the Parish Giving Scheme, all of which will allow us to claim that all important £0.25 for every £1 donated.

I would also like to thank Ann Mathias for assisting me with the counting throughout 2019.

Michelle Dyne Freewill Offering Recorder

Safeguarding

As a Church which is pleased to be seen as friendly and welcoming, it is essential that we, at St Peter and St Paul, endeavour to provide a safe, secure environment for both children and adults to worship, take part in organised activities and raise questions and concerns without fear – in other words, a Healthy Church.

It is a fact that a Church with a rigorous Safeguarding provision is less likely to attract those who might wish to exploit vulnerable groups.

Although there are members of the Church Family with particular responsibility for the establishment and maintenance of this environment, it is the duty of **all** of us to be vigilant in identifying and reporting instances of unsafe practice.

The PCC follows the House of Bishops' guidance on Safeguarding Children and Vulnerable Adults and complies with the Safeguarding and Clergy Discipline Measure 2016. A copy of this guidance can be seen in the Parish Office, along with the Safeguarding Policies adopted by the PCC. The latter are also available through our Church website.

Disclosure and Barring Service (DBS): We have ensured that all who work with children and adults have the appropriate DBS certification in place including, where necessary, checks of the lists of those barred from associating with vulnerable groups.

Currently, 36 members of our church family hold Enhanced Disclosure Certificates for work with Children and/or Adults.

As certificates are valid for 5 years, 4 will need to be renewed in the coming year.

Training: Safeguarding training is mandatory for those holding DBS certificates and, in the future, will be part of the induction process before any voluntary or staff post can be taken up.

Over the year, we have attempted to provide training at the appropriate level and around 75% of those holding a DBS certificate have achieved this. It is imperative that the remainder undertake this training as soon as possible via the Diocesan website. We cannot justify a situation in which some people working with vulnerable groups lack exposure to even basic Diocesan safeguarding training.

We are very much clearing up a backlog in our training provision, and the lack of priority which some are giving to this is taking up resources which could be put to use more effectively in developing our future safeguarding programme and making it even more secure.

Incidentally, it is recommended that the **C0 (Foundation) level** of training is useful for **all** as it raises awareness of the need for safeguarding strategies. A number of Church Family members have completed this training module and we hope to bring this resource to the attention of many more.

Simple Quality Protects (SQP): Level 1 of this Diocesan programme provides a framework for 4 aspects of Church life:

- **Safer Activities** – security for children and adults undertaking organised activities.
- **Safer Practice** – guidance and strategies for those working with children and adults.
- **Safer Structures** – adopting and implementing Safeguarding Policies and Frameworks.
- **Safer People** – following safer recruitment processes for all relevant posts, staff and volunteer.

We have made significant strides in this provision and have the majority of the requirements in place. We must now maintain this progress and ensure that the strategies are used fully in all areas of our Church Life. I would like to thank all who have helped towards this over the year.

Keith Henderson

Deanery Synod

Deanery Synods this year have been open to all and not just those voted onto Synod as Deanery Representatives.

On 3rd June 2019, Deanery Synod was held at St Mary's Church, Felpham

Reports from Diocesan Synod and General Synod were presented.

John Stirland spoke about the Finance Meeting that had been convened by the Deanery Finance Group on May 21st 2019 to set the context for future decisions about Parish Contributions.

The address by Dr Martin Warner, Bishop of Chichester, focused on growth in the Diocese and what each parish had selected as its most important development during 2015 to 2020. He asked us to reflect on the five years of following the Diocesan Vision referred to as *To Know, Love, Follow Jesus* and to consider the next quinquennial 2020 to 2025. Each parish was asked to feedback a few details of what it had been most encouraged by and to describe how this had developed and contributed to the Diocesan Vision over the last five years. The feedback was very varied.

On 20th November 2019, Deanery Synod was held St Mary's Walberton.

A presentation was given by Ven. Luke Irvine Capel on 'What do you want your Church to become?'. He talked about the transition from the Year of Mercy, The Year of The Bible, The Year of Prayer and The Year of Vocation to the next five years, 2020 - 2025, when the focus will be on 'The 4 Mores':

- **More open** to all ages so that our communities can be served well
- **More converted** in the ways that we know, love, and follow Jesus
- **More generous** as a sign of being more catholic (all-embracing) so the generosity of God fills His church
- **More apostolic** so that we can be better sent out to proclaim and to live the Good News

John Stirland, gave an update on financial pledges that had been received from parishes and explained the next steps in preparing application for Church House for 2020. A report on Diocesan Synod 161119 was shared.

As this year's report shows, there have been additional meetings during the year attended by clergy, PCC treasurers and Churchwardens to discuss the changes in our Deanery as we prepared for the submission of our detailed Parish Share Document. *Liz Henderson*

Diocesan Synod

Report from Diocesan Synod 18th May 2019

In a powerful address, Bishop Martin spoke about Setting God's People Free....reflecting that like his chickens in their state of the art coop, he sometimes wondered if God's people wanted to be set free or if they were more comfortable staying in. He focused his address on Time, Boredom and Inclusion. He urged the people of God not to misuse 'ticking time' with unnecessary bureaucracy but to turn from such activities towards 'sacred time that gives us the chance to see something of God's profundity and eternity.' He continued by stating that there is a danger when we realise how urgent evangelism is to turn away and 'fiddle with structures' that allow us to avoid seeking interactions between the Christian faith and the life outside church. He left us with a focus on inclusion and exclusion asking: who is included and who is excluded? He stated powerfully that he was worried about the voices of children being excluded and urged us to become more imaginative, open, rich in faith so that we could let the Spirit release gifts that proclaimed our faith.

The overview of Accounts for 2018 showed that finances were 93.9% on budget with over 81% contributed through Parish Share.

There were other presentations about: May Camp and Pastoral Care and Counselling

The next stage of Diocesan Strategy – Bishop Richard Jackson shared statistics that showed on the average October Sunday that was used to collect statistics in 2018 there were 25,666 adults in our churches and 3,200 children below 16. All our church plants are growing but at the current rate of decline there will be no children in churches by 2031. Messy Church adds nearly 50% to the

child numbers but these represent fringe people who have not yet become committed core families. He asked **How do we reach and retain children?** and suggested four areas to develop.

- **More open** - we want to see the Church as a family of all ages
- **More Holy** - we want to see more people converted to Jesus
- **More generous** - where parishes contribute joyfully to sustain ministry in deprived areas
- **More engaged** - we long to see churches whose reputation in the community is one of bringing blessing and transformation to people and to the place they live in. He urged churches *'not to circle their wagons'*.

Growing Faith - The Archdeacon of Horsham presented the Vision set out in the Paper from the House of Bishops: Growing Faith: Churches, Schools and Households. Growing Faith envisions children, young people and households coming to faith, growing in discipleship and contributing confidently to the Kingdom of God through the community of faith. It is about how the whole Church is equipped to think intergenerationally. It brings together work in education, evangelism and discipleship, ministry, renewal and reform and Setting God's People free.

Synod said farewell and thanks to the Diocesan Registrar - Matthew Chinery, to the Bishop's P.A. Margaret Gibson and an early farewell from Synod to Bishop Mark of Horsham.

Report from Diocesan Synod 16th November 2019

Synod began with a Service of the Word led by Bishop Richard Jackson. His address focused on Paul's letter to the Ephesians 3. 4. 14 -19. He then developed the Vision for Growth 2020 - 2025 focused on The Four Mores (see above)

Bishop Martin led an item entitled - Brexit - What wisdom can the Church bring to finding ways to recover or sustain social cohesion in the communities we serve, and to meet practical needs, during this period of unprecedented upheaval.

Colin Perkins gave an overview of Safeguarding 2012 - 2019 reflecting on the Independent Inquiry on Child Sexual Abuse. He offered a very powerful final statement: *In the future, safeguarding as a church should arise more from our mission than our past. Our safeguarding should be about the work of churches to reach and help broken people rather than people whom we have broken.*

Synod ended by saying farewell to Bishop Richard as this was his last Synod in Chichester Diocese before moving to become Bishop of Hereford.

Liz Henderson

Audio Visual Team

We attempt to create and display the liturgies, hymns, scriptures and sermons on screens and the sound easier to understand to help the congregation concentrate on the services. Helping, not hindering, adding what is the now accepted Audio visual help we expect in our normal day to day communications. Our dynamic friendly team try to ensure you see, hear and enjoy and join in the service.

We encourage preachers and presidents of the church to use our services without being intrusive to the spirituality that is the primary reason of our services. We provide large print copies of the hymns in the foyer of the church when the screens are being displayed.

It is complex and not perfect. We are always looking for new helpers, you don't have to be master IT specialists, just willing to be conscientious and careful. We are always open to suggestions, let us know if you don't get sight of the screens.

This year we are certified for DBS training of young and vulnerable people and offer first aid. We have to restrict the ages using the system from 16 years of age for health and safety reasons. We will be offering a questionnaire this year to ensure we have your needs foremost. *Bill Dodd*

Church Allotment and Cutting Garden

Looking back over the last 7 years, I don't think that any of us would have envisaged the success, or the dedicated and enthusiastic following, that our "Lottie" would enjoy. We have been successful in saving a great deal of money for the Church that no longer has to rely on costly wholesale imports from abroad, and we are able to supply instead freshly cut blooms in season that cannot normally be purchased in a florist shop, and with no air miles involved at all.

By mid May 2019 we were pulling fresh rhubarb (our best and most eagerly awaited seller), and we also planted new Lavenders, Hollyhocks, Delphiniums, Dahlias and Chrysanthemums. By July it was very hot and the rains during the week of 15 July were very welcome. The Parish Council had started to install a new mains water trough at the end of the Church Lottie during the summer but as the ground was baked so hard this work was not operational until the end of the year, by which time it was raining! It is now a wonderful facility for us to have. Thank you to Rustington Parish Council.

By July we were able to provide our Church Flower Arrangers with 4 buckets of flowers every weekend together with jars of sweet peas and fresh herbs and blooms from our roses, The Pilgrim and Brother Cadfael. We hope to add The Litchfield Angel Rose in 2020. Flowers were provided for a Wedding, Retirement party and a Birthday party. Our vegetables also sold out, and included lettuce, courgettes and tomatoes, and our "pick and mix" flower sales were hugely popular. We enjoyed success in all three Flower Shows during 2019 at The Woodlands Centre and we congratulate J Squad in particular for winning prizes in the baking, vegetable and photography classes throughout the year.

Articles about our Lottie continue to be published in Seasight, thank you Bob, and photographs appear on our screen in Church, for which we thank Bill, and updates are provided for the Allotment website, and many thanks to John for this.

Although we entered the BBC Gardeners World Allotment Competition we were not chosen, but in hindsight the thought of being on the telly was rather terrifying, although J Squad would no doubt have had a terrific time.

The fruits of the Lottie would not be possible without our team - Jessica, Grace, Charlie, Jenny, Jennie, Janis, John and Graham, and, of course, our benefactors and lovely Church Family who buy from us by donation after the 9.45am service. You all give so generously and we bless you for that, and as a result we are able to continue to be self-funding.

"It is incredible to witness that from the tiniest poppy seed there can emerge such an exuberance of life and colour. Think on that, and on your own potential as a human being to make a difference to our world."
Julie Churcher

Allotment Accounts

Opening Balance at 01 January 2019. (£108.03 Cash and £81.71 Bank).	£189.74
Income 2019.	£426.25
Expenditure 2019.	£346.05
BALANCE IN HAND	£269.94
Closing Balance at 31.12.19 (£232.63 Cash and £37.31 Bank).	£269.94

Church Sitters

As the person responsible for Church Sitting I would like to thank, most sincerely, all those who regularly sit in the church. Although sometimes we do not see any visitors, other times we do see several. It is important to regularly keep the church open so that people feel they can either just sit, pray or have a look around.

The number of people who do sit has dwindled a little over the years and we are therefore always on the lookout for new sitters, who always sit in pairs. So, if you do feel you would like to sit, please let me know and I will put you in the picture. We usually sit on Mondays, Tuesdays, Thursdays, Fridays & Saturdays from 10.30 to 12.00. *John Forse*

Coffee Break

Coffee Break continues to thrive, raising over £1000 this year towards church funds. A very big “Thank You” to our loyal team working both sides of the counter. Also, to the team of “strong gentlemen” who manage the tables and chairs for us, and to Bob Bulley too, who is always there to assist if we have a problem.

We see Coffee Break as an outreach project, we have our “regulars” meeting up with their friends, the Art Group in their tea break and quite a few passers-by who seem to enjoy the friendly atmosphere found in the Hall.

The Walkers arrive each month keeping us on our toes when over 30 arrive en-masse! Wednesday morning is one of fellowship for helpers and our customers alike, long may it continue.
Jean and Maureen.

Friendship Lunches

Share with God’s people who are in need. Practise hospitality (Romans 12 v 13)

2019 saw another happy and successful year for our monthly Friendship Lunches set up for members of our Church family. Despite being without an oven for a few months, our catering team provided delicious salads and innovative hot meals with the use of slow cookers. Wonderful desserts were also produced, much to the delight of our guests. We cater for 50 people (guests and helpers), so it was quite a feat! The new oven, purchased with generous donations from our guests and other sources, was very much welcomed, and roast dinners (everyone’s favourite!), were back on the menu again!

Numbers have fluctuated a little due to illness of guests and staff, but we have welcomed five new guests this last year. They have had the opportunity of making new friends and meeting together over a meal in a relaxed, friendly atmosphere, along with all our other guests. The hall has certainly buzzed with shared conversation, lively debates and laughter, whilst everyone enjoyed freshly cooked good food. We have celebrated everyone’s birthday throughout the year with a gift of flowers from the table and presented cakes to those with ‘naughtie’ birthdays – Ann Diacon, Christine Roberts, Grace Seymour and Ann Wright.

This year we have mourned the passing of Jo Townsend, Jeremy Cunningham and Edna Collings, and have missed a number of our friends who are too poorly to attend any more, or have moved into Nursing Homes - Elizabeth Dyos, Anne Langley, Naomi Whalley, John Grimwood and Dot Woosnam. We continue to remember them all in our prayers.

We thank God for our dedicated team, whose hard work and cheerfulness, both at the lunch and behind the scenes, ensures these monthly lunches take place. We would particularly like to thank Jane & David Stickells for all their hard work since our re-start in 2014, despite illness, and especially for keeping the accounts in order. We will miss them both from the team but are delighted they will come as guests in the future.

We pray God will continue to bless all our guests and our team in the year ahead. *Ann Wright*

Team: Ann & Glyn Mathias, Julie & Graham Churcher, Christine & Roger Roberts, Joy Bohm, Janis & John Saunders, Pat & Pam Brooks, Charlie & Grace Sims, Jane & David Stickells, Carrie McLeod, Michelle Dyne, Mervyn & Ann Wright.

“Footsteps”

This year we have completed 11 walks each of between 4 and 6 miles, one person (other than me) completed 9 of these and 4 others did 8 each. We started the year with a walk along the seafront from Goring to Worthing Pier. Other walks included Findon, Kingley Vale, Eartham Woods, Angmering Park, Binsted Woods, Chichester Marina, Bramber and Slindon. Some of these are old favourites others new routes. We have included visits to local churches when routes permit. We generally take a picnic lunch which is eaten part way through the walk or at the end. The average

attendance was 11 with the highest number being 20. We were pleased to welcome quite a few new walkers towards the end of the year, some people walk with us regularly others just occasionally, all are equally welcome. Thank you to those of you who have accompanied me on the trial runs and to all who have taken part. If anyone would like to assist with planning or leading walks or if you have suggestions for future walks your help would be most welcome. *Catherine Gleadow*

Health & Safety

This report outlines the H & S position at both the church and hall as at 31st December 2019.

During the year the H & S Policy was reviewed and updated. A copy was placed on the notice board in the west vestibule for reference purposes for members of the congregation. Additionally, the Fire Risk Assessments for both the church and the hall were reviewed and updated using the format recommended by our insurers, Ecclesiastical. Additional risks in what may be described as the supplementary category eg. slips; trips; falls etc. were assessed for both internal and external spaces at both the church and hall.

Weekly in-house testing of the fire alarm and emergency lighting was carried out at the hall, supporting the professional bi-annual testing of both those systems. Servicing of the boilers and fire extinguishers, plus PAT testing of the portable electrical appliances was completed. The risk assessments for Noah's Ark, Messy Church and the Youth Group were reviewed and updated.

At the church the fire extinguishers were serviced but Pat testing of the electrical appliances remained outstanding as did the servicing of the boilers. The test switches for the emergency lighting were moved to an accessible position and the first in-house test of the system since installation was carried out. That test revealed some differences with the electrician's post-installation test. A professional test is due to be carried out during January. The lightning conductor was tested and found satisfactory.

In conclusion, I have now stood down from the post of H&S adviser. Any questions relating to H & S should be addressed to Christopher Simmance who has now assumed responsibility for H & S advice. *Frank Hutchings.*

Hall and Grounds

The bookings for the hall & south room have remained relatively steady over the past year with a few small losses and gains resulting in an overall very small increase in invoicing.

While the cottage was empty the hall account covered/paid the utility bills. Since the tenants moved in, they have been paying these bills.

In February the kitchen cooker was condemned and could no longer be used, and a new dual fuel cooker was installed in April. Much of the cost was met by kind donations from individuals, Friendship Lunches and Wednesday coffee.

During the year, final approval was received for the installation of ten new UPVC Double Glazed windows around the back of the hall. These were installed at the end of December 2019. Also, during 2019 new LED Lights were installed in the hall, south room, kitchen and corridors.

The repair to the car park around the buried soak-away is programmed for February 2020.

Other maintenance projects planned for 2020 include the redecoration of the south room, with new floor covering; new finishes to the west outhouse roof, which has come to the end of its life; repair and redecoration of the timber windows on the west and north elevations of the building and repair to the damaged lintel on the south elevation of the building. During 2020 consideration will be given to planning a maintenance programme for the roof, where work is required.

The church hall is a great asset to both the Church and its associated groups as well as the community and an ongoing maintenance programme is essential to keep it in good order.

Due to increased running and maintenance costs, the hire charges for the hall are under review to take effect during 2020. These have not been increased since the beginning of 2014.

A big thank to Jan Watson and Alison German who are doing a brilliant job of keeping the Car Park tidy and clear of leaves. We are also grateful to James Howman who has assisted with leaf clearing over the past couple of years and has now relinquished the role.

We also wish to thank Hazel Castle who continues her excellent work in looking after the cleaning of the hall. Thank you.

The benefits of having a new gardener, who is cutting the grass and tending the flower beds is much in evidence. Maintenance of other areas of the Church grounds will also be required during the coming year. *Christopher Simmance (Hall Manager), Bob Bulley, Ann Mathias, Carrie Mcleod and Jackie Gordon.*

We miss you! (Home Communions)

Can't get to church? Are you sick...had a fall.....or recovering from an operation or other treatment.... caring for someone else....?

Almost anyone may be prevented from coming to church at some point in their lives for all sorts of reasons. If this happens to you and you would like to receive Holy Communion at home, it can be arranged.

Usually a Lay Minister of Holy Communion will come and see you, bringing the Sacrament. Sometimes the Vicar will come. You do not need to do or provide anything except a chair for the visitor and perhaps a small table. If the need is on-going, the visit is usually once a month. If you would like to receive Communion at home, please get in touch with the Church Office and then you will be contacted to make a date.

We also visit the Nursing and other Care Homes in the Parish. Please keep us informed about anyone who is in a Home who would like to receive Holy Communion.

If you would be interested in helping with these Ministries, please speak to The Revd Natalie Loveless. Thank you! *Brenda Meakins*

Home Groups - Pat Brooks

A home Bible Study Group is a great way not only of hearing God speak to us but of sharing our needs and hopes within a church family. In our Friday afternoon weekly meeting we have been looking at people in the Bible who prayed, facing joys and tough situations and learning about God as they pray – on their own or together. It has encouraged us to be open and even vulnerable as we support one another and allow the Lord to minister to us. We have also celebrated 25 years of meeting weekly in our home on a Friday afternoon – an excuse for a lunch together at The Lamb!

We are not sure when the monthly Bible Study started, but we know that it was being led by Sir Robert Ewbank with his wife, Joyce, in 1978. That's 41 years of continuous meeting together! In this past year we have been looking at Paul's letter to the church in Ephesus. This has often brought to light glimpses of the way God loves us, different as we are but wanting to serve God in harmony.

When we touch God's Word, we touch a live wire. It is life giving and exhilarating. I believe that God wants to touch many more of us and stir us to serve Him. Will you be one of that number?

Home Groups - Sue Lynn-Allen

I **BELIEVE** in small groups! They've played a truly massive role in my own Christian life – that's why I'm so enthusiastic!

As church goes we must be very aware that we look really 'odd' – to many around us today! **Where** can we **LEARN** to communicate our faith – using 'plain language' in our deeply sceptical – and ignorant – culture of 2020? And – where can we **DISCUSS** what that tricky Biblical passage means – for us?

The small group plays a unique role in both agendas!

I currently run 4 groups. Three are in my home and one in the public lounge of Pegasus Court – opposite our church.

Times are:

Tuesday at 3.00. Wednesday at 7.30 (both weekly)
Tuesday at 10.30 – my house)
Tuesday at 10.30 – Pegasus Court) both fortnightly

Do consider joining us!

J Squad Report

J Squad continues to meet during the Parish Eucharist services on the second, fourth and fifth Sunday of the month. We provide a wide range of age-related Bible based activities, including stories, crafts, games, prayer and music, as we aim to give the children a foundation of faith in a fun and warm environment.

We continue to be blessed with the number of children attending J Squad regularly, including a number of much younger members which gives us great hope for the future of the group! We have been joined in the teaching team by Sarah Collins, who brings expertise in youth work from her previous church, and by Gill Renny who helps to make the links with families at Messy Church and Noah's Ark.

Throughout the year we have continued to review and develop the strategies we use to teach each session. We have prioritised making the link between the Gospel reading in church to the work we do with the children in the J Squad session. This has helped to encourage the interaction between the youngest members of our congregation and the rest of the church family by the sprinkling of water to remember Jesus' baptism and the collecting of 'Fishers of Men' from the congregation at the end of the service.

Our children have been involved in decorating the church for Easter, making Christingles and being involved in the All-Age Nativity at Christmas throughout the year. Although the weather has not allowed us to visit the Allotment regularly in the past year, we are keen to encourage more of this in the year ahead!

The children have all been very excited by the arrival of Rev. Natalie and are certainly encouraged by the messages she shares with them. We are all grateful to the wider church family for their support, prayers and encouragement with J Squad and their families and would ask that you can continue to pray for our J Squad team and that the work we do can reach out to more children within our parish and beyond. *Sophie Gumbrell, on behalf of the J Squad team.*

Mens Fellowship

We are a small but dynamic group of like-minded friendly men; we meet on the first Wednesday of the month. We rely on our members sharing their life experiences, encourage wellbeing and promote a Christian viewpoint.

Normally beginning at 7:30pm in the church hall, we start by having a half an hour to meet and discuss with tea, coffee and cakes. Officially called 'networking'. Just before the 'talks' there is a short prayer and group organisation notices and discussions. We are not committee run and rely on our members' ideas and needs. We are certified for catering and first aid.

There is a small £2 entrance fee and a voucher/wine raffle.

The talks and events we have had from January to December 2019 were: -

January - John Hawkins - History, architecture and events - St Peter & St Pauls Rustington Church

February - Tony Turner Talk - The ships that won the War

March - Frank Hutchings - Navigation at Sea.

April - Littlehampton RNLI Lifeboat Station - visit.

May - Pat Brooks – It's all in Translation

June - Claire Lucas - Rustington Museums old and new: Looking back at the history of the museum buildings

July - My years as a commercial pilot - Bernard Standen

August - Summer evening at the Lamb

September - Barbeque, church hall style (+ AGM)

October - Dr Rob Batho - Sussex Coast Talking News

November - Feeding the sheep and Amusing the goats - Canon Michael Weaver

December - Dudley Hooley - Operation Deadstick - D Day exploits

We are very grateful for the help given to us by the refreshment team and the cakes kindly cooked by the ladies of the members.

All are welcome, there are cards at the back of the church with the current future meetings. Please look at our website.

<https://spsp-mens-fellowship.club> Bill Dodd

Messy Church

In Summer 2019, Steph, who had been ably leading Messy Church for five years, stepped down from the role. The opportunity for me to lead this great team and congregation is a real privilege. The team are committed to creating a valuable worship experience for those who join us, and we do have a core congregation who rarely miss the service.

Congregations have varied between 30 and 50 over the months (including team) since I have been leading this group. We have continued to provide relaxed and informal fellowship for both those who attend other church groups as well as those for whom this is their one monthly church service. The team ably and enthusiastically share the themes through the activities and the conversations that we have.

Themes that we have covered over the last few months have included:

- The armour of God
- The Angel visits Mary and Advent
- The nativity story (in the church building)
- Building on firm foundations

Our excellent and hard-working kitchen team have provided a delicious and nutritious meal at each session. This social time of eating and fellowship together is a really important feature of the afternoon and an opportunity to strengthen our Christ-centred community.

In terms of development over the coming year, we need to focus on publicising the services more and in praying for and encouraging a wider age range as our families are currently very young and it be wonderful to have a wider age range represented in Messy Church.

Financially, we have stayed within our monthly budgets for the sessions and I would like to thank the wider church community for their support – monetary and in prayer, for this outreach.

It has been a great privilege to serve in Messy Church and it really is a team and community effort – a true joy to be part of. We all look forward to carrying on and developing this important witness.
Gill Renny

Mission Group

The Mission Group is grateful to the PCC for the Charitable Giving from the church's unrestricted income in 2019 – with some amendments. The 2018 giving received in 2019 was £5,467 and the giving in 2019 was £3,000 with calculations to follow in 2020. Our fundraising efforts brought in £1,107 from the Winter Warmer, £1,433 from the Mission Market and £579 from the Barn Dance. The total of £11,586 meant that each of our 3 Mission Links received £3,862. It means a lot to each one of them.

Mission Group members - Joy Bohm, Pam Brooks, Diana Farminer, John Forse, Diane Kearsey, Carol Groves and Michael Phillips

Alison and Paul Guinness in Burundi with Jeremy 3+ years and Grace 1++ years.

In common with all Mission Societies, their mission iNet gives no money to Alison and Paul. They are completely reliant on the gifts from churches and friends for all their needs. iNet is responsible for their pastoral care and expects them to write monthly prayer updates, a 6 monthly appraisal and an annual report and to attend an annual conference in the UK.

They are based in Bujumbura, the capital of Burundi and their work is in mobilising the church of Burundi for world mission. With Burundi colleagues Paul is training small groups in different churches to see how they can make 'church' relevant to those of other religions. The textbook is the Bible but there are biblical based manuals as well. Some towns in Burundi have many adherents to other religions and it is in those areas that Paul and the team are working. It is best to

learn from within the country before thinking of other countries which have similar situations. Alison is based more at home but is using her administrative skills in networking and in leading groups in prayer for world mission. She is also helping in the local theological college. An important priority is to “preserve a safe and nurturing space for our children and each other.” *Pam Brooks*

Friends of the Mombasa Children (FOMC)

Unity School opened its doors 10 years ago in September 2019, so we celebrated in the church hall with tea, scones and cakes inviting people to hear more about what we do and see various pictures and presentations. Today there are around 430 pupils at the school. In January 2020 Unity School will be having its own 10 year celebration for the pupils, staff and parents. Carol Groves, Jan Watson and Steph Spanner will be going to Unity School for two weeks in January 2020 and will be attending their 10 year celebration.

Our £5 a month challenge (cost of a coffee and a cake) has been very successful and raised our annual income by £5,800, so only a little short of our £6,000 aim.

We have urgently required new trustees, and at the time of writing this report, it is looking very positive that we have found a new Treasurer. However, we are still looking for another Trustee to make our team complete.

In June/July 2020, the Manager at Unity School Norbert Were will be coming to the UK and is invited by the schools and churches that support us locally to talk first-hand about Unity School and their partnership with FOMC

Thank you so much to all those who continue to support us; your help makes sure that these children have an education, medical care and a meal each day – something that we take for granted here. In the early days of FOMC many of the children had ulcers on their legs that did not heal, plus other medical conditions. That is now a thing of the past, and all the children are healthy and happy and love to learn. They are so excited about education. *Carol Groves*

FSW

For our local Family Support Work practitioner, Becca Carter, 2019 has been relentless. Becca's valuable contribution to supporting local vulnerable families is being recognised more and more and there has been an increase in referrals especially from local schools.

From September 2019 the funding for Becca from the Philippa Senst fund came to an end. The administrators of FSW recognising the value of the work made the decision to take over the financial backing but money was only available for one day a week as opposed to the two days the church were funding. This has had a knock-on effect because the workload has not diminished.

However, despite these setbacks the work of FSW has been maintained. Becca is a firm advocate of a community-based approach to supporting families. This approach is bearing fruit with the drop in at Establo being very well received by the parents of children with Special Educational Needs. Having a safe place to share information and support each other is vital to the health and wellbeing of these families. Likewise, the monthly After School Club based in the Church Hall is a great success with local families spending time enjoying crafts, stories and games together. It is that joyful time of togetherness that provides the foundations of healthy family life.

Another important and unfortunately expanding role for FSW is the provision of food especially in the school holidays when there is no free school meal provision. In addition, it is now emerging that there are families in Rustington, who, because of their circumstances are in need of basic household items such as bedding and clothes for children. In addition, in the summer holidays we took 4 families on the train to Chichester Cathedral for a specially organised FUN day.

The fantastic church family have been wonderfully generous with gifts of time, food and funds. Filling the Log Basket with groceries week by week and providing bedding and clothes for those most in need. Helping to raise much needed funds for our activities such as toys at Christmas and food for the Christmas party and sponsoring the Annual Amberley to Arundel walk.

We also have a wonderful team of volunteers who give up their time to help in the activities, Susan Fisher, Mo Gibb, Jenny Silver, Jan Watson and Jean Elliot. A special thank you to these lovely people. These activities cannot run without volunteers and funding.

Becca has links with our own Church led organisations such as Noah's Ark and Messy Church and we are now seeing some of the families joining in and enjoying the wonderful news of Jesus our Saviour. We are truly blessed with such a wonderful church family who pray and have a heart for the most vulnerable families in Rustington. *Diane Kearsley*

Music report

The choir have continued to be faithful in worship and regular in attendance over the year. We have tackled new music including anthems, worship songs and hymns. We are very grateful to Helen Gilmore for providing the choir with copies of the hymn book AMR which includes many contemporary worship songs as well as the best of the traditional genre. We continue to hope for the provision of more suitable choir furniture in the not too distant future.

It is with sadness that Dave Jenkins has decided, for personal reasons, that he no longer feels able to share the regular taking of choir practices but we are also fortunate that George Jones has agreed to share practices with me as well as continuing to undertake the organists rota. James Spanner, also, often attends choir practice when playing on the Sunday.

I would like to thank the choir for their support over the year and the talented team of organists who faithfully play for us. We were pleased to have a few people join us for the carol service and more pleased that Jane has now joined the choir on a permanent basis and has been made very welcome.

We continue to enjoy the use of the electric piano which is proving to be a good investment which adds a new dimension to the music and is extremely versatile particularly during the All Age services. We have welcomed some new members to the music group which lead the music at the less formal All Age services but again more instrumentalists as well as singers would be very welcome, I also thank them for their support and enthusiasm.

We were delighted to have our new Vicar, Natalie installed in December and she has already shared some of her musical gifts with us, I look forward to working alongside her as part of the music team.

Finally I must thank all those in the church family who have given all of us involved with the music in church support and encouragement. *Carrie McLeod*

Noah's Ark

Since November, I have been leading this great group, which has a fantastic team of helpers and is a well-established and much-loved feature of our community. We have welcomed between sixteen and thirty-five children plus their carers to the weekly two hour group.

During each session there is time to eat packed lunches together, enjoy tea, cakes and fruit. There is a session of free play followed by crafts and a communal rhyme time, which is always greatly enjoyed by the children and carers.

One big benefit over the past few months has been the addition of a downstairs storage cupboard which has eased setting up and clearing away by having ground floor access to many of our bulkier resources, we are very thankful to have this.

At Christmas we had a very successful and busy party which was hugely enjoyed by the children, carers and team. Father Christmas joined us, and each toddler was given the gift of a Bible story book, with the babies receiving a bath toy. Thank you to 'Father Christmas' for joining us and making this such a special afternoon for the children.

In terms of resources, we have an audit and deep clean of the toys regularly and the children have a high-quality okay experience each week. We have purchased a new set of lidded mugs for hot drinks which enable the adults to have a hot drink while ensuring the safety of the children.

The true highlight since taking on this group was having the baptism of a parent and a child in this group and it is a privilege to be an encourager for them on this journey.

In the coming year, we look forward to building on the great foundations of this group and of ensuring that the families feel that they are fully part of the St Peter and St Paul's community. It is a true joy to work with this group. *Gill Renny*

Parish Prayer Time

On Monday morning at 9am every week a group of about 10 people meet in church to pray. We have been doing this regularly for several years and although the actual people may have changed the meeting has happened just about every week. During 2019, of course, we were praying for the person God had chosen to be our new Vicar as well as for the Churchwardens and clergy who covered services so faithfully during the vacancy. We usually have a brief 'thought for the day', followed by a time of silence and then open prayer which includes praying the requests on the Prayer Tree. No-one has to pray out loud or lead and everyone is welcome to come to this meeting, regularly or occasionally. It is a wonderful way to start the week! Come and see! *Brenda Meakins*

Sacristans

The Sacristans team have had another busy year, preparing for Eucharist services and looking after the Sanctuary area. The team works on a rota basis, covering the three main services each week, on Wednesday and Sundays and additional celebrations throughout the year.

In the last year, we have used the services of a local business, to clean the delicate white altar cloths. These are carefully pressed, to keep them looking crease free.

As well as keeping candles trimmed and changed when necessary, we also check the altar hangings, to ensure that the correct liturgical colour is in place.

We are supported by a wonderful team who quietly go about the duty of laundering the items used at the altar; corporals, palls, lavabo towels and purificators.

These items are carefully washed by hand and then starched and ironed. Easter is a busy time, when there are more services and our use of these items increases!

If you would like to know more about what goes on behind the scenes, please speak to Claire Birkhead or Brenda Meakins.

Sacristan team: - *Claire Birkhead, Henry Bott, Jean Bulley, Kate Eckersley, Susan Fisher, Helen Hawkins, Brenda Meakins*

Seasight

The new printer delivered at the end of 2018 and used for the first time to produce the February 2019 edition has lived up to expectations in terms of the quality and speed of output. Around mid-year there was a hitch as it kept stopping and when the engineer arrived, he diagnosed out of date and corrupted software which controls the printer, which was soon fixed by installing the latest version.

The numbers printed dropped to around 230 copies per issue. The income from advertising has decreased, however, the cost of printing the magazine using the new printer has also decreased and with the increase in the cover price from 50p to 60p has allowed Seasight to remain viable.

We welcome any articles from the church family about their travels, visits to retreats or anything they think would be of interest to the rest of us.

Can we just remind contributors that any article, other than their own, being submitted for publication should be checked beforehand for copyright authorisation and that they have the necessary permission for young people in any photographs.

Thanks go to Gillian Lindsey our secretary, Glyn Mathias our treasurer, Jane Stickells for distribution and Julie Churcher our Chairman, who all freely give their time and effort and to all those involved with the monthly distribution of the magazine and sending in copy for each edition. *Jean and Bob Bulley. Joint Editors*

Social & Fundraising Group

Members: John Hawkins, Ann Mathias, Carrie McLeod, Dot Mitcham and Lesley Payne.

The main fundraising events organized during the year were the Summer and Christmas Fairs which raised over £3,500 for church funds. Thank you and well done everyone who supported these events.

Members of the group were responsible for the extra refreshments following services during the year presided over by Bishop Martin and Bishop Mark. Other occasions catered for were:- the Harvest Hymns and Pimms, the November Memorial service and the Induction of our new vicar in December.

We couldn't do any of the above without the all wonderful people who come forward on these occasions to help in so many, many ways. Thank you all. *Dot Mitcham*

WAFFLE – Women About Fun, Fellowship, Laughter and Entertainment

The year 2019 was a busy one for the ladies of Waffle. The monthly meetings were well attended, and we enjoyed a diverse selection of speakers and activities. Our year started with a talk from Carole Groves on her involvement with the Friends of Mombasa Children charity which is one of the charities supported by SPSP. We were then entertained with talks on the story of Shippams in Chichester and in April we had a demonstration of working with willow stems to make pretty baskets and a magnificent dragonfly garden ornament. Pam Weaver, a local author, took us through leaving a legacy to our children by jotting down our memories, and in June Keith Varney visited to give an enlightening talk on MAF (Mission Aviation Fellowship) Flying for Life. Our summer visits to Dale Park House at Madehurst and Sullington Manor Farm were rather overshadowed by the vagaries of the weather last summer, but a good time was had by all notwithstanding! Lady Constance Crabtree visited in September which was a hoot!! And a couple of informative talks on "The Warrior Queens" (trans-Atlantic liners) and keeping ourselves safe from scams took us up to December. The Christmas celebration was a favourite – Gingerbread House – though this time it was a gingerbread Nativity with gingerbread livestock! The evening was so lively and enjoyable with a real Christmassy vibe. All our get togethers are concluded with refreshments, tea and cake, which are always a wonderful surprise and always yummy!

Meetings are held on 2nd Wed in month at 7.30 in the Church Hall. *Jenny Everett*

Waffle Accounts

Opening Balance at 01 January 2019 (£202.76 Cash and £342.82 Bank)	£545.58
Income 2019.	£803.65
Expenditure 2019.	£781.49
BALANCE IN HAND	£567.74
Closing Balance at 31.12.19 (£185.92 Cash and £381.82 Bank).	£567.74

Welcome – Pastoral Care Group

The Welcome Group is *Jean Allison, Pam Brooks, Shirley Fisher, Jenny Forse, Rosemary McLachlan and Joan Phillips.*

We had a Welcome Evening on May 15th with 7 guests – 2 couples and 3 ladies. After the meal we saw a Power Point Presentation of "Who's who" and a quick run through of the various activities that take place throughout the year. At the end, each guest received a booklet following up the PPP and a copy of Seasight. We trust that they are increasingly feeling part of the church family. Our aim on a Sunday, as we greet people, is to help them feel 'at home' so that no-one feels anonymous – unless they want to be!

Some of the Pastoral Visitors gave out Easter and Christmas cards knocking on the doors of folk in their area who for various reasons no longer come to church. There were some good friendly conversations which was encouraging to us all. There are 30 different areas with a PV in most areas, but we see 2020 as the year of building on the foundations. *Pam Brooks*

Youth Group

Leaders: Di Geldard, Mark Geldard, Charlie and Grace Sims and Claire Birkhead.
Junior Leaders Charlie Sivyer and Dan Mitchell.

At present, we have 27 members, and 2 Junior Leaders. Most sessions, we have about 16 in attendance but over 20 when there is food on offer!

The Youth Group accommodates young people from school years 6 – 9. It meets twice per month. We have enjoyed a very wide range of sporting, creative and fun activities during the year including: games and crafts; fun drama; walk and chips; an hilarious talent show; a pizza party; building bird houses etc. (Thank you, Janet, John and Jean, for organising this.)

As part of Youth Group, Grace and Claire run reading and writing activities for a small group of children from Georgian Gardens prior to each session. They then join us for the evening's activities. This is called Youth Group Chatterbooks.

During the year, the Youth Group undertook two fundraising projects. In October, we took part in a sponsored walk from Rustington to Worthing, raising funds for both Christian Aid and Turning Tides. We raised £500. In November, we put together 32 Christmas shoeboxes for the Link Rumania appeal.

We are extremely grateful to all the other people who helped with these events.

We also would like to thank members of the Church for their very generous donations.

Youngsters have taken part from time to time in the All Age Eucharist, in the form of readings, prayers and drama. They joined with J Squad in producing a Christmas Nativity that was widely appreciated. Again, thanks to everybody who gave their support. *Di Geldard*

Commemoration of those who left us in 2019

Almighty God, we rejoice to know
That your reign extends far beyond the limits of this life.
In the mystery of what lies beyond our sight
We pray that your love may complete its work
In those whose days on earth are done;
And grant that we who serve you now in this world may at last share with them
The glories of your heavenly kingdom;
Through the love of Jesus Christ our Lord.

Amen

Closing Prayers

May the strength of God guide us.
May the power of God preserve us.
May the wisdom of God instruct us.
May the hand of God protect us.
May the way of God direct us.
May the shield of God defend us.
May the host of God guard us from the snares of evil
And the temptations of the world.
May Christ be with us.
Christ before us, Christ in us,
Christ over us.
May your salvation, O Lord, be always ours
This day and evermore. **Amen.**

All say the Lord's Prayer.

Hymn:

1. Brother, sister, let me serve you;
let me be as Christ to you;
pray that I may have the grace to
let you be my servant too.
2. We are pilgrims on a journey,
and companions on the road;
we are here to help each other
walk the mile and bear the load.
3. I will hold the Christlight for you
in the night-time of your fear;
I will hold my hand out to you,
speak the peace you long to hear.
4. I will weep when you are weeping;
when you laugh, I'll laugh with you;
I will share your joy and sorrow,
till we've seen this journey through.
5. When we sing to God in heaven,
we shall find such harmony,
born of all we've known together
of Christ's love and agony.
6. Brother, sister, let me serve you;
let me be as Christ to you;
pray that I may have the grace to
let you be my servant too.

Blessing.

