



ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
Parochial Church Council
of the
Parish of Burpham
St Luke's with the
Church of the Holy Spirit

**For the year ended
31 December 2017**

Registered Charity number: 1128817

Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended **31 December 2017**

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Reports from church groups are available in the April 2018 edition of Burpham Times and via the church website www.burphamchurch.org.uk.

Report and Accounts for the Parochial Church Council of **The Parish of Burpham St Luke's with the Church of the Holy Spirit** For the year ended **31 December 2017**

Aim and purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Rev James Levasier and the Associate Minister Rev Joanna Levasier, who jointly share the role of vicar, in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached Church Centre. These church buildings and the people that congregate in them are collectively known as Burpham Church. Burpham Church has a vision to be "creating a people and place of prayer, care and sharing the Gospel."

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at the churches, participate in other church activities and to become part of the local community. To this end the PCC adopts a range of different worship styles in services and holds services on Thursdays and Saturdays as well as various different times on Sundays. The PCC makes suggestions on how services can involve the many groups that live within the parish. The services and worship put faith into practice through prayer and scripture, preaching, music and sacrament.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

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

To facilitate this work the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit and the Church Centre.

Review of the year's activities

Worship, prayer, discipleship and evangelism

The PCC is keen to offer a range of services and faith development activities during the week and over the course of the year, which our community finds both beneficial and spiritually fulfilling. The regular Sunday services include a quiet 8.00 am communion service without music at St Luke's, parish communion using Common Worship and hymns at 9.15 am at CHS and a more informal and contemporary style of service with a music group at 10.45 am, also at CHS. A full programme of activities for children and young people runs at, and in parallel with, the 10.45 am service.

A communion service is held in CHS at 10 am every Thursday and is followed by the long established Thursday Drop-in group meeting in the church centre which provides an important time of regular fellowship for older residents of the parish. This service has strengthened and now regularly includes some younger church members who are free on Thursday mornings.

The 8am St Luke's congregation has been consistent through the year, but mourns the death of one of the longest standing members. The 9.15 am service again remains constant and has appreciated the regular musical support of Roger Smith from Emmanuel, John Steynor at Christ Church and Julia Muggleton from our own congregation. The 10.45 am service has more volatility in attendance numbers but also continues to welcome new individuals and families of all ages into

the fellowship.

A Messy Church service has run mostly monthly on a Saturday afternoon with craft activities in the church centre followed by all age worship time in church for parents and children, before all returning to the church centre for a shared meal. It continues to prove popular with families, providing an accessible route into church and faith, with the fireworks event and Christingle service being most popular. The monthly Sunday evening “Deeper” services are very informal and provide extended periods of time for praise, for Bible teaching, for corporate prayer and for prayer for individuals. On other Sunday evenings throughout the year, a prayer meeting was held to pray for the people and activities of the church and the parish.

Many people from across the congregations are members of one of a number of Growth Groups which meet weekly for Bible study, fellowship and prayer, usually following themes that tie in to the Sunday sermon series. During the Autumn term many of these groups came together to do a 10-week DVD & discussion course held centrally in the church, “Introducing the Bible”, from St Paul’s Theological Centre. This course was a joint venture between Burpham, Christ Church Guildford, St John’s Stoke and St Peter’s Shared church and welcomed approximately 70 people across the churches. This 4-church partnership was seen as valuable and to be repeated with future joint events.

At the 2017 APCM it was confirmed that there were 133 names on the Electoral Roll for the parish, a net increase of 9 over the previous year’s number of 124. The average weekly Sunday attendance, counted during October, was 86 adults/ 14 under16s (2016 - 83 adults / 15 U16s). The attendance numbers increase significantly for major festivals with 179 people present at services on Easter Day (2016– 151), 2 well attended carol services at St Luke’s (17th Dec. 99 adults/ 17 U16s. 22nd Dec. 105 adults /28 U16s) and 358 attending services on Christmas Eve or Christmas Day (2016– 365). The Remembrance Sunday service at St Luke’s was also well attended with 89 adults / 66 U16s.

As well as our regular services, we enable our community to celebrate and engage with God at significant life milestones. We provide thanksgivings and baptisms for those celebrating the start of life, weddings for those who wish to make their marriage vows before God and funerals for those grieving the loss of a loved one. During 2017 we have celebrated 1 child thanksgiving (2016–5) 2 child baptisms (2016–7) and 1 adult baptism. We have celebrated 2 weddings (2016–5), held 2 funerals in our church (2016–5) and conducted 11 funeral services at a crematorium (2016–9).

The PCC is eager to help all members of the community ask questions and explore their faith; and one Alpha and one Christianity Explored course took place during the year to help facilitate this.

Vision 2017

The PCC agreed a vision to focus our church’s energy on 3 areas, one per year, and then restarting the cycle after 3 years. The 3 areas are Prayer, Care and Share to help us connect with Burpham Community. 2017 was the year of focus on care with an emphasis on training and encouraging the congregation in new ways of supporting each other and the wider parish community.

Deanery

Two lay members of the PCC sit on the Guildford Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church. The representatives on the Synod report back to the PCC meetings on significant discussions at the synod meetings.

Youth and Children’s Work

The PCC places a high importance on its youth and children’s work with activities for different age groups held throughout the week. The youth and children’s ministry is led by Tom Tame whom the PCC has employed on a full-time basis as a full time Youth and Children’s Minister since September 2014. In September 2017, Tom began a 3 year part time Youth and Theology degree course, at St Mellitus College, continuing his youth and children’s work at Burpham Church, but

reducing to 4 days a week, to allow time for lectures and study. The addition of Daniel Knight to the staff team as a youth intern, in September 2017 has been a great blessing and allowed the youth and children's ministry to continue to flourish across all areas.

Many activities are organised and run by the Church, but in addition Brownies and Guides meet weekly in the Church Centre and the Guides add a welcome extra dimension when they parade at Sunday services and attend some of the special celebration services during the year.

Livewire is now held at CHS rather than Burpham School, and children from other schools now attend. The two Download groups on Wednesday evenings became focused into a single group in September to reflect the best use of resources, and strong relationships are continuing to grow in this group. TNT (for year 8-9) on Thursday has also strengthened in numbers, and moved during the year to meet in the Barnabas room. A new Youth Group Fuse, has been set up on a Sunday evening for years 6-7 and is starting to develop its identity and membership, led by Marcelle Falconer, Darlene McCarley and Tom Tame.

Fourteen young people, accompanied by six adults from the church, attended Spring Harvest in spring 2017, which helped them explore and develop their faith at a personal level as well as experience in a large Christian celebration event. Tom Tame and 3 of the young people then went on to serve as children's leaders at New Wine in July 2017, an event which hugely encouraged and strengthened their faith. They all hope to return in 2018. We repeated our October joint youth weekend away in partnership with Christ Church Guildford. Around 30 young people attended of whom 7 were from Burpham and from across the youth groups. Feedback was very positive, and a good relationship with Christ Church youth and leaders is continuing to build.

The now well-established Holiday Club for children, from reception to school year 6, was run for the fourth consecutive year in February half term of 2017, with record numbers of 87 signing up for "Way out West"! A number of young people from years 7 and above were involved as leaders which they found challenging and enjoyable as well as rewarding.

Sunday Club continues to develop, with Jane Agg now generously volunteering her time in organizing the team and material. This has resulted in a significant enhancement to the teaching and development of faith in our children on Sunday mornings, although it is noticeable that many families struggle to attend Sunday worship every week.

Tom continues to mentor the young people in line with a new policy approved by the PCC, to oversee the development of the youth work structure, lead several weekly youth Bible study groups, and work in George Abbot secondary school offering behaviour support; a strong and constructive relationship has been established between the staff and Tom. The PCC is grateful for the time and hard work many volunteers put into running all of the groups throughout the week to support the Youth Minister.

The vicars have regular involvement with educational organisations that meet in the parish, not only the Burpham Preschool that uses the Church centre, but also the Tom Thumb (now Peter Rabbit) and Christopher Robin nurseries that use premises elsewhere in the parish. Jo Levasier and Tom Tame have led assemblies at Burpham Primary School and welcomed the school community on visits to St Luke's and to Christmas services at CHS.

During 2017, the committee of Burpham Preschool approached the vicars to explore the church taking on responsibility of the Preschool (up till now an independent parent-led committee structure). After careful deliberation the PCC supported this move, and in July 5 members of the church took on the key roles in this committee, (Chair Rev Joanna Levasier, Secretary Lisa Scott, Treasurer Peter Smith, Committee members Allan Wells, Sarah Stothard) appointing Grace Luke as the new Preschool Manager. The Preschool is still a separate legal entity and during 2017-2018 the present committee will be exploring with the PCC future management options and structures.

The extremely popular Caterpillar Café continued to meet on Friday mornings throughout school

term times providing a much-needed weekly forum for parents, carers and toddlers with as many as 50 toddlers attending on some weeks. The support team that runs this has grown and developed under the inspiring and capable leadership of Pauline Mitchell.

The Church Buildings

CHS and its church centre are used every day and most evenings for church and community events. The lobby area has become an increasingly popular area for informal, impromptu chats as well as providing a warm and comfortable space for those waiting to collect family members or friends from activities.

During 2017 we were able to refurbish the church centre kitchen, installing a new dishwasher and associated works. During August, a team of volunteers from the church also redecorated and refurbished the hall and front foyer areas, which has been greatly appreciated by the church family, the Burpham Preschool and other centre users,

The Parish Office, located in the church centre at CHS, is open every weekday morning during school term and provides a personal welcome and interface to visitors to the church as well as performing administrative functions. After the employment of Marcelle Falconer we are pleased to be able to have the office open until 4pm on Wednesday, Thursday and Fridays.

Pastoral care

Some members of the parish are unable to attend church due to temporary or long term sickness or age. The Curate, Jasmine Runnacles, plays a large part in assisting James and Jo Levasier to visit these people either at home or in hospital and to celebrate communion with them when appropriate.

During 2017, Gill Steeden and Grace Luke, completed the Diocesan Pastoral Assistant course and were authorised at the Cathedral in July. The Pastoral Assistants team at Burpham now comprises Barbie Howarth and Gill Steeden (who have a particular interest in supporting older members of the congregations) Grace Luke (heading up the Care Action Team), Joy Peart who has stepped down from focussing on baptism for a more general role and Marcelle Falconer (office support and children and youth). We also welcomed Pauline Mitchell and Liz Rutherford onto the visiting team and are exploring expanding this team wider in 2018.

Local and International Mission

The PCC has established a Mission Action Team and has committed to passing on 10% of its voluntary income to support mission and other charitable causes. In 2014 the PCC adopted Friends International, Christians Against Poverty (CAP), and Interserve (supporting especially the work of the Flemings in India) as its principal long term local, national and international mission partners. In addition to continuing with these partners, the PCC elected to add Happy Child and Guildford Street Angels as there are strong links through the active involvement of members of the congregation. Following the success of earlier CAP Money courses, the CAP Money coaches in the congregation, ran three further courses during 2017 to help local people learn how to budget better and control their finances.

Special Community Event

The annual Free and For Nothing community event, when the church provides a day of free activities and entertainment for members of the community of all ages in Sutherland Memorial Park, to illustrate God's generosity and grace to us, took place in August and was enjoyed by an estimated over 1000 people. The event was held on a Sunday again and incorporated three live creative Christian presentations.

Staff Team

In August 2017 the PCC employed Marcelle Falconer as Parish Administrator working 3 days a week in the office and church centre. Marcelle has been able to spend time addressing vital issues

in the building maintenance and office support as well as taking on the regular church centre cleaning. In September, Daniel Knight was welcomed as a youth intern, working part time in the church office and volunteering in youth ministry during the academic year 2017-18. His enthusiasm and energy has been welcomed by the team. We have also continued to value the ministry of Darlene McCarley, a retired minister from the Methodist church and are undertaking to have her ordination recognised by the Bishop.

In February 2017 Pippa Ford, first year stipendiary curate, decided that for personal reasons she needed to relocate to a different church to complete her training and we are pleased to see that she has settled well at All Saints Church, Onslow Village.

At the end of 2017 the central staff team comprised the vicars, James & Jo Levasier, non stipendiary curate, Jasmine Runnacles, youth and children's minister, Tom Tame, church manager, Lisa Scott, parish administrator, Marcelle Falconer and parish assistant, Dan Knight. The PCC would like to record its gratitude for the enormous generosity of time and talent provided by each individual member of this team.

Prayer

Corporate and individual prayer remain central to determining the direction of the church. They are the foundation of all activities and support our vision for the church to reach our community with God's love and the gospel in 2017 and beyond. Prayer is part of every service. A small group prays before the 10.45 am service at CHS and the Tuesday morning prayer group continues to be well attended. A regular Sunday evening prayer meeting has started. A confidential prayer chain of 40 people prays for current personal and church situations and prayer is encouraged in individuals' everyday lives. New this year was an overtly Christian tent at Free and For Nothing where hand massage led to prayer for individuals and this was followed by "Serenity", a ladies' evening of both pampering and spirituality. Prayer strategies for the church continue to be developed through the Prayer Action Team (PAT).

Financial review

Unrestricted planned giving through standing orders, envelope pledges and loose collections at services totalled £100,531 for the year including associated tax recoverable through GiftAid. This is lower than the previous year, reflecting a mix of changes in membership of the congregation and personal financial circumstances. Additional donations helped support the finances and overall there was a surplus of income over expenditure for the year of £24,099 although there was a deficit of £5,998 on the unrestricted fund. The surplus enabled the loan repayment commitments in the year of £19,250 to be met.

The Parish Share contribution to the Diocese of Guildford, to fund clergy stipends, pensions and housing along with central resources and initiatives, remains the largest single item of regular expenditure by the church. In 2017 it amounted to £69,102, a 4% increase year on the 2016 assessment of £66,444 which in turn was 4% higher than the previous year. The sum that the churches in the diocese have to find is shared between the churches according to a formula that is based on a combination of the direct costs of ministry and the numbers attending services during the month of October. Any resulting annual increase for an individual parish is capped at 4%.

The PCC established a policy in 2014 to pass on 10% of voluntary gifts received to support the wider mission of the church, locally, nationally and internationally. As a result £12,309 has been allocated to mission partners during the year.

Reserves policy

The PCC considered its Reserves Policy in October 2014 and approved a policy of holding the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in accessible cash reserves. This equates to approximately £25,000 which is held in an instant access investment account with the CCLA Church of England Deposit Fund.

Volunteers

The PCC would like to thank all the volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes all ensuring some very mundane but essential tasks are accomplished every week.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curate ex officio, the two Churchwardens, two Deanery Synod representatives and nine members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and stand for election to the PCC. At the 2014 Annual Parochial Church Meeting (APCM) approval was given to increase the maximum number of elected lay representative spaces on the PCC from 9 to 12. This had effect from the 2015 APCM although it is not currently the intention to immediately fill all the additional capacity created.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC properly represents all services and all age bands. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year with the exception of August and December when no PCC meeting was held. The average level of attendance was 12 members (2016 – 14).

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council. The membership of the Standing Committee during the year was James Levasier and Joanna Levasier (Vicars), Mike Pocock (Churchwarden) Di Boyden (Churchwarden) Martin Jones (Treasurer) and Rex Thorpe (PCC Secretary). No urgent issues or actions arose during the year which required the Standing Committee to meet.

The PCC has approved the establishment and terms of reference of a Prayer Action Team, Care Action Team and a Finance Initiative Team. These committees are responsible to the PCC and report back to it with recommendations for approval as necessary.

Administrative information

The Parish of Burpham is situated to the north east of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

PCC members who have served at any time from 1 January 2017 until the date of this report are set out in the table on the next page.

PCC Membership

Ex officio members:

Rev James Levasier	Vicar	
Rev Joanna Levasier	Associate Minister	
Rev Jasmine Runnacles	Curate	
Rev Pippa Ford	Curate	From July 2016 – Feb 2017

Churchwardens:

Mike Pocock	Vice Chair	From April 2015
Di Boyden		From April 2015

Deanery Synod Reps:

Jackie White		From April 2015 – April 2017
Rex Thorpe	PCC Secretary	From April 2017 - 2020

Elected Members:

	Elected term (or earlier resignation date)
Daniel Knight	April 2015 - July 2017 (resigned for employment)
Martin Luke	April 2015 - 2018
Lewis Williams	April 2015 – 2018
Martin Jones	April 2015 - 2018
Ruth Boughton	April 2016 – 2018 (resigned March 2018)
Darlene McCarley	April 2016 - 2019
Barbie Howarth	April 2016 – 2019
Jean Davy	April 2017 - 2020
Alan Whicheloe	April 2017 - 2020

Invited to attend

Lisa Scott	Centre Manager
Ann Wigmore	Safeguarding

Approved by the PCC on 3 April 2018 and signed on its behalf by:

Rev James Levasier
PCC Chair

DRAFT Independent Examiner's Report to the members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit

I report on the accounts for the year ended 31 December 2017 which are set out on pages 9 to 17.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

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

Not yet completed and signed

Alastair J Michie, FCIBS, FCIS

14 Marlyns Close,
Guildford, Surrey, GU4 7LR

April

2018

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2017

1 Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention.

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

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes, and details of the funds held are included in the accounts.

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when the rental is due.

Income from investments

Dividends are recognised when due and payable; interest entitlements are recognised as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2017

1 Accounting policies (continued)

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Investments

Investments are valued at market value on 31 December.

Current assets

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

Short term deposits include cash held on deposit either with the CCLA Church of England Funds or at a recognised UK bank or financial institution.