



# St Gabriel's Church

**Reports for the**  
**Annual Parochial Church Meeting**  
**For Year Ending 31 December 2020**

**Meeting to be held in Church following the 10.30 am service on Sunday 25 April 2021.**

**Annual Report for the year ended 31 December 2020**

## ADMINISTRATIVE INFORMATION

St Gabriel's Church is situated in the City of Sunderland. It is part of the Diocese of Durham, within the Church of England. The Parochial Church Council (PCC) is a corporate body which operates under the Parochial Church Council Powers Measure. The PCC is a registered charity as its gross annual income exceeds £100,000.

PCC Members serving at the end of 2020 are:

Incumbent:	(In vacancy)
Warden: (ex-officio)	Lilian Clark (Lay Chair)
Deanery Synod: (ex-officio)	Lilian Clark, Janet Fielding
Licensed & Authorised: (membership of PCC as agreed by APCM)	Lilian Clark (Reader), Lisa Clark (Pastoral Minister), Revd Pouya Heidari (Curate)
Readers with Permission to Officiate:	Prof. Malcolm Hooper, Christine Rodgers
Elected members:	Ray Bell, John Donald, Cuth Earl (Safeguarding), Helen Ford, Linda Gowans (Secretary), Jenni Little (Safeguarding Deputy), Joanne MacDonald, Peter MacLellan, Joanna Rodgers, Marian Scott, John Wolfe

## STRUCTURE, GOVERNANCE & MANAGEMENT

The method of appointment and election of PCC members is set out in the Church Representation Rules 2020 (Church House Publishing). All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## AIMS & PURPOSES

St Gabriel's PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of the church in the ecclesiastical parish; pastoral, evangelistic, spiritual, social and ecumenical. It also has maintenance responsibilities for the church building and all the buildings on the church estate, including the hall complex, Stier House and Institute.

## **OBJECTIVES & ACTIVITIES**

The PCC is committed to enabling our whole church community to be as open and welcoming as possible. The PCC maintains an overview of worship, so that we can offer a range of worship which is accessible to those who live in our parish whatever their background. Our services and worship aim to help us all put our faith into practice through prayer and scripture, music and sacrament.

In particular, we have agreed that our priorities are to be a Welcoming church through our vision logo of Welcome: Worship, Encouraging, Learning, Caring for our Community, Open to the Holy Spirit, Moving into Mission and Equipping Disciples.

Due to the Covid-19 Pandemic we were in lockdown and had to rethink how we did church, and we have followed all the Covid-19 guidelines in the times the church was open for services.

In our planning and activities, we keep in mind the Charity Commission's guidance on public benefit and in particular, the supplementary guidance for the advancement of religion.

## **ACHIEVEMENTS & PERFORMANCE**

Please see the written reports appended to this document, which contain much of the information about our achievements and performance.

Normal services and other activities continued until in March we went into lockdown and churches were closed, but like so many others we had suddenly to adjust to the new situation of how we do church.

A twice-weekly reflection by our Incumbent and Curate was started on Facebook and YouTube, with a link to the latter in a weekly email newsletter compiled by our Administrator. In addition, with special consideration for those without online access, an active telephone ministry has been created to help meet the spiritual, emotional and mental health needs of our parishioners, with each PCC member keeping in touch with a group of people; the frequency is according to individual preferences of the people being contacted.

During the period when we could open again, systems were set up to enable people to attend church in person or on Zoom. When we went into lockdown for a second time the Zoom services continued and at a later date dial-in facilities followed.

The twice-weekly reflection after the Incumbent left became weekly, and some members of the congregation took up the challenge to deliver a four minute reflection on their choice: these have been greatly appreciated.

A monthly Bible study meeting via Zoom was set up by Joanne MacDonald and is well attended and enthusiastically followed.

The Prayer group also now meets on a Thursday evening via Zoom.

Approval for the setting up of an Animal-Friendly Church group was given.

Our social activities such as coffee mornings had to stop, but Geoff and Jo Carr have hosted Quiz evenings via Zoom and these have proved very popular.

We have also ensured that we have fulfilled our responsibilities as stewards of the buildings in our care. During the lockdown period our hall rentals to community and charity support groups have increased, and are now reaching more people than ever before. Once lockdown has ended we will be able to resume building on other links in the community, including the local school.

The Institute provides recreational facilities for people in the local area, such as chess, billiards, snooker and table tennis. Unfortunately due to lockdown these facilities have ceased temporarily but will resume when possible.

St Gabriel's continues on a journey of becoming an outward looking, open and encouraging place to be. We look forward to the end of lockdown and taking the next step on that journey.

## **FINANCIAL REVIEW**

Total receipts in unrestricted funds were £61,557.01. Restricted donations of £8,100.51 were also received, of which £1,612.11 was allocated to our ongoing appeal for a new heating system for the church. £5,000 was given by an anonymous donor towards the running costs of the church and £300 was donated by another parishioner to be put towards renovation of the lower flat Stier House. We still hold £1,000 in restricted funds for the renovation of the toilet in the church building and hope to complete this project in 2021.

Planned giving through standing orders, Parish Giving Scheme and envelopes has decreased by 27% - a trend which is concerning and will be considered by the PCC. The pandemic, with the consequent national and local lockdowns, has naturally had financial implications for the charity. Many organisations who rent the church hall have been unable to attend, which has meant letting income was reduced by 67%. Giving through the open plate was reduced by 73%. Fundraising events have also had to be put on hold.

St Gabriel's total income, including tax recovered, has reduced by 37%.

There were no large capital expenses during 2020, apart from the final instalment to pay for the church's new sound system (£569.40). Repair costs were also limited – an annual total of only £275.68. A parishioner kindly repaired the storeroom window at cost price after a break-in at the Church Hall, and the church boilers had to be fixed during the latter part of the year. Building maintenance was also low with only essential work being undertaken. An external organisation volunteered to redecorate parts of the Church Hall building, with St Gabriel's only having to purchase materials.

Our contribution to Parish Share unfortunately fell £34,949 short of our pledge. In order to maintain a reserve and protect the financial wellbeing of the charity the trustees could only issue £12,000 to the diocese in this difficult year. Tithed giving to external charities totalling £4,000 was fulfilled, meaning The Leprosy Mission, Oasis Aquila, Tearfund, Wearside Youth For Christ, Durham Lesotho Link, The Children's Society, Christian Missionary Society (our mission partners Hugh and Debbie Skeil) and The Bible Society were all able to benefit.

Total expenditure shows a 51% decrease from 2019. Revenue exceeded expenditure by £9,232.28 in 2020.

At the year end, the total amount of funds held in the general account was **£46,372.66**

This comprises:	Unrestricted funds	<b>£6,046.79</b>
	Restricted funds	<b>£40,325.87</b>

## **RESERVES POLICY**

It is PCC policy to maintain a balance (if possible) on unrestricted funds that equates to two months' unrestricted payments. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of £6,046.79 held in unrestricted funds at the end of 2020 did not match this target.

When possible, we will seek to invest funds in the CBF Church of England Deposit Fund.

<b>ST GABRIEL'S, BISHOPWEARMOUTH</b>
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**MEETING OF PARISHIONERS****To be held in Church following the 10.30 am service on Sunday 25 April 2021**

1. Apologies for absence
2. Minutes of the meeting held on 11 October 2020
3. Matters arising
4. Election of Churchwardens

**ANNUAL PAROCHIAL CHURCH MEETING****To be held in Church following the Meeting of Parishioners**

1. Apologies for absence
2. Minutes of the meeting held on 11 October 2020
3. Matters arising
4. Election of Deanery Synod representatives (3)
5. Election of parochial representatives of the laity to the PCC (12)  
(NB minimum age for PCC membership is 16)
6. Appointment of independent examiner
7. Report on the Electoral Roll
8. Report on Freewill Giving Envelopes
9. To consider the Churchwarden's Report
10. To consider and, if thought fit, to approve the accounts for 2020
11. To consider the annual report of the proceedings of the PCC and activities of the parish generally
12. To consider the report on the fabric, goods and ornaments of the church  
(Churchwarden's Report)
13. To consider the report of the Buildings Committee
14. To consider the report of the Pastoral Minister
15. To consider the report on the proceedings of the Deanery Synod
16. To consider the report of the Parish Safeguarding Officer
17. Questions relating to any published reports
18. Any other business, of which notice has been given to the Chair or Secretary prior to the start of the APCM

## ***Electoral Roll***

The total number on the Electoral Roll is 133, made up of:

Resident Men	20
Resident Women	45
Non-Resident Men	22
Non-Resident Women	<u>46</u>
	133

*Linda Gowans*  
*Electoral Roll Officer*

## ***Freewill Giving Envelopes***

Last year, having only recently taken over the scheme, I remarked that regular giving was essential for St Gabriel's to be able to budget throughout the year. Little did I know what was in store for the country and St Gabriel's with the onset of the pandemic.

The lockdown and closures during the year have led to a dramatic fall in church income and it is only the regular giving by the faithful few that have enabled the Finance team to keep our heads above the water.

Sadly, during the year, we have lost members of the congregation through death, moves from the area and to other parishes, and this has reduced the numbers to the following.

Usage now stands at:  
Gift aided – 26 people  
Non gift aided – 18 people

As we know, the key to this method is to use EVERY ENVELOPE and bring them as often as you can. During the past year this has been extremely difficult with many members not able to attend church at all due to shielding, and I am therefore really grateful to everyone who has responded by getting their envelopes to me either in person or via friends who were able to attend or by asking me to pick them up when the rules allowed.

Some members use the Parish Giving Scheme and some still have a standing order set up to the church account. Whichever method you use Joanna and I are so grateful for your contributions and look forward to the days when the Sunday Offerings can again be counted.

As a church the lack of the normal Festival services has impacted greatly on our usual income. It is important we increase our income so that we can move forward. Hopefully many organisations who pay to use our facilities will be able to return which will help. However, we need to boost our own numbers both in the congregation and those who are able to give on a regular basis. It is not possible or right that we ask for greater and greater contributions.

Please pray that the Lord will show us the way ahead so that we can continue our witness. If anyone wants further information please do not hesitate to contact me by email on [peter.mac@totalise.co.uk](mailto:peter.mac@totalise.co.uk) .

*Peter MacLellan*  
*Freewill Envelope Scheme Secretary.*

## ***Churchwarden's Report to the APCM – March 2021***

Where do I begin in writing this report to the APCM? As you all know, since the last report we are still in the midst of the pandemic, although the darkness is beginning to lift and there is light coming.

We had to close our doors to church on government instruction on the 22nd March and were closed to the public until the 19th July. During the first lockdown due to guidelines no PCC meetings were able to be held and all business was therefore carried out via email.

Libby left us in July and her final service was as we opened up again after the lockdown, when things were very different coming into church. Libby, Pouya and the Churchwardens had been into church and got everything prepared for opening up. We had markers on the floor for social distancing, and pews were roped off and spots placed where people could sit in the pews. Areas of the church were also roped off and a one-way system was introduced. On entering church hand sanitizing was encouraged and mask wearing, names were also recorded for track and trace (with person's permission). Unfortunately due to circumstances with the vacancy we were only able to offer one service on a Sunday at 10.30am.

We complied with all the Covid-19 advice from the Diocese and although church was closed from March to July, certain vulnerable groups were allowed to meet using the Church Hall; again Covid-19 guidelines were used and a one-way system in and out of the hall. Each group is responsible for their own sanitizing; this has worked well and groups are grateful for allowing them to continue to meet in difficult times.

After Libby left we went into vacancy and at the PCC meeting on the 29th September 2020 David Tolhurst, the Area Dean, chaired the meeting and stated that during the time of the vacancy all authority passes to the churchwardens, while the responsibility for cure of souls, formerly held by Libby Wilkinson, now passes to David Tolhurst. This meeting was a first as we had some members of PCC attend via Zoom.

We held the APCM finally in October and sadly accepted the resignations of Churchwarden Les Bruce and PCC Secretary Sally Bruce. Both were thanked for their service to God and St Gabriel's. So we have a vacancy for Churchwarden, Lilian Clark was re-elected for another term of office and Linda Gowans was voted in as secretary.

In early November we received notice of Proposed Suspension of Presentation for five years of the vacancy of St Gabriel's to give flexibility within the Deanery to develop its plan. This proposal went ahead and a group was formed to look into the vacancies within the Diocese and to report back to parishes concerned in the near future.

We went into second lockdown on 8th November and this greatly affected our Christmas services, although we had a Zoom Nativity from our children which was wonderful.

As I write we are presently closed having got permission from Bishop Paul to suspend services in church. This has led to Zoom services which have been received well by many and at the last one we had people join us via their phones.

Grateful thanks to Joanna Rodgers and Peter MacLellan who have done great work with our finances during this pandemic. Thanks also to John Donald and Peter MacLellan for looking after the church plant while we are closed: a lot of work behind the scenes that they do and many people may not be aware of. My thanks also to Les who has supported me with my many queries in my role of Churchwarden and thank you to all who have held me in their prayers especially during this pandemic.

Finally, thanks to each and every one of you who has contributed to keep St Gabriel's going during this pandemic. Thank you to those who have contributed to the Wednesday reflection and have phoned or sent cards to people. God honours those who work for his kingdom. So let's look forward to what God has in store for his church in the coming months.

Every blessing.

*Lilian Clark*  
*Churchwarden*

## ***Annual Report of the proceedings of the PCC and the activities of the Parish generally***

The Parochial Church Council (PCC) is the key decision-making body of a Church of England parish. It consists of clergy, churchwardens and others, including those elected by the Annual Parochial Church Meeting (APCM) of the parish.

PCC meetings are held monthly, excluding March or April (depending when the APCM is held) and August (holidays). For the first three months of 2020 meetings were held on the second Tuesday evening of each month and were chaired by the Reverend Libby Wilkinson. Due to the pandemic situation, no further meetings were held until September, business in the interim being conducted by email. Revd Wilkinson took up a new appointment as Archdeacon of Durham in July. From September onwards meetings were held in church and/or by Zoom, depending on the situation on each occasion, and have been changed to the third Tuesday of the month in order that our Area Dean, Revd David Tolhurst, can be present during the absence of an incumbent. Meetings are now chaired by Revd Tolhurst or by Lay Chair Lilian Clark, Churchwarden and Reader. In October 2020 I took over from Sally Bruce as PCC Secretary, and thank her for a smooth handover and the very efficiently kept records with which she has provided me.

The minutes of the meetings are normally displayed on the noticeboard in church after their approval at the following PCC meeting. During the time of pandemic, anyone requiring approved copies may request them by email from the PCC Secretary.

*Linda Gowans*  
*PCC Secretary*

## ***Annual Fabric Report (Churchwarden's Report)***

The Churchwardens should see that the PCC carries out its responsibilities for the care, maintenance and insurance of the fabric of the church, the goods and ornaments of the church and the fencing of the church. Churchwardens should record in a logbook all alterations, additions, removals or repairs to the church in their care.

The Terrier, Inventory and Log book are available to the PCC and are updated as and when anything is done to the church and church plant.

During our tenure in office the wardens 'by law' are the legal owners of the moveable contents of the church, which include furniture, ornaments and plate. Nothing should be brought into church without warden's consent.

The churchwardens' inspection required under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 normally carried out in November has, due to the circumstances of the Covid-19 pandemic lockdown, yet to be completed, although when church was open some inspections were carried out.

All work identified during last year's inspection has been carried out and together with additional work to all our buildings is listed below:

**Main Church and Underchurch**

1. Building insurance renewed (for the whole Church Estate, including Main Church, Underchurch, Church Hall, Cutter Suite, Men's Institute and Stier House)
2. Main boilers electrical controls, control panel, centrifugal pumps, flue extract propeller fan and motor and organ blower fan serviced.
3. Pest control service agreement renewed
4. Gas Installation Safety Report (non domestic) carried out and service pilot lights on all boilers
5. Service plan for boiler insurance renewed
6. Contract for fire extinguishers renewed
7. Certificate for licenses and services renewed
8. Lock change to North entrance door

**Church Hall and Cutter Suite**

9. Appliance Safety Check carried out to kitchen boiler and hall heating system
10. Vandal damage to Camp store windows repaired with overboards
11. Shelf put up in disabled toilet
12. Decoration to Barnes and Chester rooms completed

**Lower Flat, Stier House**

13. Appliance Safety Check carried out (Landlord's Gas Safety Record)
14. Insurance renewed

**Upper Flat, Stier House**

15. Appliance Safety Check carried out (Landlord's Gas Safety Record)
16. Insurance renewed

**Men's Institute**

17. Insurance renewed

At the time of writing this report, the Churchwardens' forms required to be signed by wardens certifying that the contents of the Inventory, Log book and Terrier and their reports are accurate have not been made available by the Diocese and will be signed in due course.

*Lilian Clark & Les Bruce*  
(Les Churchwarden until 7/12/2020)

***Buildings Committee Report***

The Buildings Committee did not meet during the first 3 months of 2020 and then the first Lockdown came along which prevented any meetings taking place before the Autumn.

The redecoration of the Cutter Suite was completed by the voluntary workforce mentioned in last year's report. However, the external doors and those to the Church Hall still need attention and this matter is scheduled for quarter 1 in 2021.

Despite the church reopening after the initial lockdown period, unrestricted funds were such that only emergency repairs could be dealt with and it was only after the delayed APCM in October that meetings recommenced.

A “new” Buildings Committee was established with Les Bruce standing down as Warden and Chair of the Buildings Committee, Sally Bruce as Secretary and Libby Wilkinson having moved on to her role as Archdeacon. Peter MacLellan and Andrew Donaldson joined the committee, the former taking on the role of Secretary, and John Wolfe was elected as Chair of the committee.

The first meeting of the committee quickly established the outstanding list of works to be too big and that urgent priorities needed to be established. These were identified as the refurbishment / restoration of Stier House Lower Flat to allow for a commercial rental and to refurbish the Church Toilet. Estimates were to be obtained and given to PCC with recommendations for approval. Then came Lockdown 2!!

Committee members continued to liaise with each other and Quarter 1 in 2021 should see works commenced.

The basic maintenance work, including inspection and testing of all electrical and mechanical systems, has continued with Les Bruce still undertaking some of this work to assist Lilian Clark who is currently sole Warden.

Finally, I have to report that the Church roof has again started leaking above the Vestry steps near to the side chapel. Preliminary reports have estimated £1k worth of repairs will be required and given the church unrestricted finances this is a bill we could do without.

Please pray for the work of the Buildings Committee in their endeavours during 2021 and support any appeals for assistance as they move forward with priority works.

*Peter MacLellan*  
*Secretary to the Buildings Committee*

### ***Pastoral Care Report***

I am extremely grateful to Marian Scott for the love and support she has given me in the seamless transition into my new role. Marian continues to play a full and active role in the Pastoral ministry team.

Many phone calls, and some doorstep visits, have been made since the beginning of lockdown in March 2020.

Each person on the PCC was given several members from the electoral roll with whom to maintain contact during these unprecedented times. Grateful thanks to all who have regularly

been emailing or making telephone calls; also to the church members who have volunteered to help with shopping and errands.

Feedback has been very positive from this activity. I have heard from many who live alone, or perhaps are shielding, who look forward to church contact. Particular thanks to Christine Rodgers and Marian Scott who have gone the extra mile in supporting our church family members.

Romans 12 v. 10,  
'Be devoted to one another in love.'

*Lisa Clark*  
*Pastoral Minister*

### ***Deanery Synod Report***

The first paragraph below is taken from the Wearmouth Deanery Plan October 2019.

The Deanery of Wearmouth is set within and around the City of Sunderland, the deanery stretches both north and south of the River Wear and includes the heart of Sunderland city centre, the port of Sunderland, and former shipbuilding and colliery communities. The deanery also includes areas of urban regeneration as well as new growth and housing development.

The main work of the synod lately has been looking at and putting together a deanery plan, of where we are and what our hopes and prayers are as we grow Christ's Church. It is a working document so that we can discuss, change and amend as we journey on in the next few years.

The PCC of St Mark's Millfield have made a resolution towards closure due to changing demographics and a fall in congregation numbers and it closed its doors officially on 1st December 2020.

Because of lockdown re-election of a new Synod was held up. The first meeting took place via Zoom in December and Elections took place for various positions. With no Synod meetings and minimal business transacted, expenditure this year has been extremely low and Parishes do not need to pay Deanery quota for 2021.

Please pray for the Area Dean and Synod reps, at this time of change within our Deanery and as they work for God's kingdom in this deanery.

*Lilian Clark/ Janet Fielding*  
*Deanery Synod*

## ***Safeguarding Report***

Since the last report, owing to the various Covid restrictions, the PCC has met on fewer occasions. However, a number of procedures and reports have been received and discussed. As a result a number of decisions have been made and acted upon.

### **Safeguarding Roles**

Following consultation with the Diocesan Safeguarding Adviser and the Area Dean it was recommended by the Parish Safeguarding Officer that the PCC appoint a Deputy Parish Safeguarding Officer. This was agreed and, following discussion, Jenni Little was asked to take on the role. Having recently undertaken the new C2 training, she is extremely well qualified to undertake this new responsibility.

Furthermore, in order to be more proactive and to ensure that various procedural/organisational issues are interrogated thoroughly, a subcommittee, comprising Cuth Earl(CE), Jenni Little(JL), Lilian Clark and Joanna Rogers(JR) has been formed. They will make recommendations to the full PCC following their deliberations.

### **Safeguarding Training**

Following last year's in-house training, all groups accountable to the PCC were deemed to be compliant with Diocesan Policy. This year, those individuals who needed to refresh their qualification have undertaken the relevant courses. It can be reported that there have been some changes in the C0, C1 and C2 content, which reflect the designated certification now required for particular roles within the church. These changes do mean that most people will be able to access their particular course online.

### **Reports to the PCC**

Following training at Cuthbert House in early 2020, the PSO initially gave a verbal report and later presented a draft Parish Statement on Domestic Abuse. This latter was adopted by the PCC and has been displayed on the various noticeboards.

In addition, "Wearside Women In Need" and "Respect - Men's Advice Line" have been contacted and we hope to be able to display relevant information about their services in due course.

In October 2020 the Independent Inquiry Into Child Sexual Abuse published its report. This is a most thorough and detailed document, some 154 pages in length, and makes for harrowing reading. The PCC was provided with notes, using quotations from the executive summary, which highlighted the scope of the investigations and its most relevant recommendations, and received a verbal report on "What it means for us".

### **Policies and Guidelines**

As we are currently in Vacancy, there are a number of changes to be made, albeit temporarily, to Policy Documents.

The PCC has reviewed its **Safeguarding Policy** and agreed that, as no amendments have been made to the Church of England Model Parish Safeguarding Policy, our policy should only reflect the appointment of JL as Deputy PSO. This will also be shown in a new 'Promoting a safer church' poster.

#### **The centralisation of hiring arrangements.**

On the recommendation of the subcommittee, the PCC agreed that all hiring arrangements be delegated to JR, who will maintain records of groups, their leaders and activities, noting whether these involve children, young people or vulnerable adults. JR will give them: copies of our Safeguarding Policy, Parish Statement of Good Safeguarding Practice and the Code of Safer Practice ( A Church of England Advice Document, previously approved for distribution by the PCC).

#### **Groups for which the PCC is responsible.**

At the time of writing this report it is uncertain when activities will be allowed to restart. When the situation becomes clearer, the PCC will be given more information about whether groups wish to be part of the church or operate autonomously. Groups for which we are responsible must adhere to all policies and procedures agreed by the PCC. JR will give leaders copies of all relevant documents. Leaders and helpers *must* have successfully completed the relevant Diocesan training module and provide evidence of such to JR. Personnel undertaking 'regulated activities' (i.e. working with children and young adults) must also have DBS clearance. JR will maintain a register of those involved in 'regulated activities', recording these details.

**NB "Individuals engaged in regulated activity who have failed to undergo a DBS check or complete compulsory training should not be permitted to hold voluntary offices within the Church" (IICSA Report).**

#### **Ongoing Work**

Using the Parish Safeguarding Checklist 2020, the Safeguarding subcommittee is undertaking an audit of Policies, Procedures and Documentation. This will, hopefully, prioritise what needs to be done and thus inform future action.

**Postscript: The Church of England has only in recent times recognised its failure to adhere to the Gospel message of protecting the vulnerable. In the July Synod 2013, Archbishop Justin Welby said that "we face a continual challenge and reality" continuing ... "There has to be a complete change of culture and behaviour".**

**Lest we think that the job is done, the IICSA report says that "Culture change is assisted by senior Church leaders now saying the right things. Lasting change will need continuous reinforcement of the abhorrent nature of child sexual abuse *and the importance of safeguarding in all of the Church's settings*". (CE's italics)**

*Cuth Earl,  
Parish Safeguarding Officer,  
February 2021.*

**The Parish of St Gabriel, Bishopwearmouth**

**SAFEGUARDING POLICY**

**PROMOTING A SAFER CHURCH**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 20<sup>th</sup> November 2018.

In accordance with the Church of England Safeguarding Policy, our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Advisor (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that Health and Safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church has appointed Cuthbert Douglas Earl as the Parish Safeguarding Officer.

In addition, the PCC approved the appointment of Jenni Little as Deputy Parish Safeguarding Officer.

Reviewed by the PCC, March 2021

Area Dean: Reverend David Tolhurst

Churchwarden: Lilian Clark

## ***A Parish Statement of Good Safeguarding Practice***

In accordance with the advice published by the House of Bishops in the document “Promoting a Safer Church”, the PCC of St. Gabriel’s, Bishopwearmouth recognises the importance of the following key features in promoting and maintaining a safer culture that protects and promotes the welfare of Children, Young People and Vulnerable Adults.

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.
- A safeguarding policy available to Church Officers.
- A clear line of accountability within the church for work on safeguarding.
- Clear reporting procedures to deal with safeguarding concerns and allegations.
- Clearly defined and articulated roles for Church Officers.
- Practice and services informed by ongoing learning, annual review, and by the views of children, young people, families and vulnerable adults.
- Safer recruitment procedures in place.
- Clear arrangements for support and/or supervision.
- Safeguarding and other relevant training for all Church Officers as defined in “Safeguarding training & development Practice guidance” 2017.
- Effective working with statutory and voluntary sector partners.
- Publicly advertised arrangements for Children, Young People and Vulnerable Adults to be able to speak to an independent person, as required.
- Complaints and whistleblowing procedures that are well publicised.
- Effective information sharing.
- Good record keeping.

Reviewed March 2021

## ***Parish of St. Gabriel, Bishopwearmouth: Statement on domestic abuse***

### **Policy for Responding to Domestic Abuse**

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- Ensure that all people feel welcomed, respected and safe from abuse;
- Protect those vulnerable to domestic abuse from actual or potential harm;
- Recognise equality amongst people and within relationships;
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

### **We recognise that:**

- All forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- All survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- Domestic abuse can occur in all communities;
- Domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- Domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- Working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

### **We will endeavour to respond to domestic abuse by:**

#### **In all our activities –**

- Valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

#### **In our publicity –**

- Raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

#### **When concerns are raised –**

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

#### **In our care –**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

**If you have any concerns or need to talk to anyone please contact:**

**Cuth Earl Parish Safeguarding Officer : 07484 867467 email [cuth\\_earl@yahoo.com](mailto:cuth_earl@yahoo.com)**

**Jenni Little Deputy Parish Safeguarding Officer: 0191 528 4490**

**In Sunderland the contracted agency for dealing with domestic abuse is  
Wearside Women in Need.**

**Office: 0191 416 3550**

**24hr Helpline: 0800 066 5555**

**Survivors UK**

**Provides help for men who have been sexually abused or raped**

**Helpline for men: 0808 801 0327 or email [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)**

**Opening hours: Monday-Friday 10am-1pm and 2-5pm**

**The Men's Advice Line provides a range of services aimed primarily at men experiencing domestic abuse from their partner.**

**Reviewed March 2021**

## ***Sunday School 2020***

We usually meet every Sunday (except for All Age Services, to which we contribute), breaking only for the Easter and Summer holidays. There is a faithful core of approximately ten children attending regularly, with a welcome extended to newcomers, and a group of six dedicated leaders on a rotational basis. Once a month Andy Osenton from Wearside Youth For Christ comes as a guest leader, which is an enjoyable occasion for all the children too.

At the start of 2020 Sunday School continued to build on the exciting and busy time it had in 2019. Unfortunately due to the pandemic we haven't been able to meet since the first lockdown in March 2020, but we look forward to when we can all meet up again.

In December some children and leaders arranged and took part in an online Christmas Nativity play. This was a joyous event which everyone enjoyed taking part in. It was filmed on Zoom and was also posted on the church Facebook page for all to see.

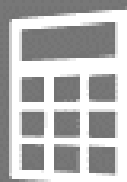
*Jenni Little*

*Sunday School Leader*



# St Gabriel's Church

Registered Charity 1130674



## Financials

## Statement of Financial Activities for the year ended 31 December 2020

### Church and Estate Income

2019	Voluntary Giving	2020	VOLUNTARY INCOME – this continues to decline from
£20,152.00	Bank Giving	£14,846.49	£63,871 in 2017, £58,214 in 2018, £51,032 in 2019 to the
£24,072.66	Envelope Giving	£17,358.58	current £34,052. This represents a 33% reduction in 2020.
£6,808.05	Open Plate Giving	£1,847.23	<b>BANK GIVING</b> includes Standing Orders and the Parish Giving
<b>£51,032.71</b>	<b>TOTAL</b>	<b>£34,052.30</b>	Scheme, some of which are gift-aided.
<b>£9176.01</b>	Gift Aid Recovered	<b>£9,251.95</b>	<b>ENVELOPE GIVING</b> includes the Freewill Envelope scheme
			and additional gift aid envelopes.
	<b>Other Giving</b>		<b>DONATIONS-</b> £2,907 were specified for general funds, £7,452
£11,294.83	Donations	£10,358.88	for restricted funds (£5,000 Running Costs, £1,362 Heating
£1,518.35	Coffee Mornings	£435.35	Appeal, £440 Rev'd Libby Wilkinson leaving gift, £300
<b>£12,813.18</b>		<b>£10,794.23</b>	Lower Flat Stier House renovations, £300 WYFC, £50
	<b>Activities</b>		Streetcare)
£808.92	Magazine	£0	<b>COFFEE MORNINGS</b> - £314 to general funds, £122 to Men's
£9,483.00	Fees	£4,796.00	Institute
£487.65	Appeals	£276.85	<b>MAGAZINE</b> – not operational during 2020 owing to pandemic
<b>£10,779.57</b>	<b>TOTAL</b>	<b>£5,072.85</b>	<b>APPEALS</b> – this covers collections for external charities. This
	<b>Other Income</b>		year our collections were for The Children's Society
£2,500.00	Grants	£0	(Christingle) and More Than Grandparents & Toybox
£924.03	Events	£0	(Harvest)
£650.10	Funeral Collections	£962.50	<b>GRANTS</b> – none
£466.05	Other income	£293.69	<b>EVENTS</b> – on hold owing to pandemic
<b>£4,540.18</b>	<b>TOTAL</b>	<b>£1,256.19</b>	<b>FUNERAL COLLECTIONS</b> – generous giving from families with
	<b>Estate Income</b>		ties to St Gabriel's church
£18,952.45	Church Hall Lettings	£6,230.00	<b>OTHER INCOME</b> –refunds and rebates and small amount of
£3,200	Stier House Upper Flat Rents	£3,000.00	sales from card stall in church.
£0	Other Income	£0	<b>CHURCH HALL LETTINGS</b> are vastly reduced. Lockdown
<b>£22,152.45</b>	<b>TOTAL</b>	<b>£9,230.00</b>	restrictions have meant many groups are unable to use
<b>£110,494.10</b>	<b>TOTAL INCOME</b>	<b>£69,657.52</b>	our facilities.
			<b>STIER HOUSE UPPER FLAT RENT</b> is stable.

**TOTAL INCOME** shows approx. 37% decrease from 2019

## Statement of Financial Activities for the year ended 31 December 2020

### Church and Estate Expenditure

2019	Outside Giving	2020	
0	Tithes	£4,000.00	<b>TITHES</b> were issued to 8 charities in 2020
£989.41	Other Outside Giving	£1,011.55	<b>OTHER OUTSIDE GIVING</b> included various causes such as the Christingle and Harvest collection and the DEC
<b>£989.41</b>	<b>TOTAL</b>	<b>£5,011.55</b>	
	<b>Support Costs</b>		
£3,050.31	Youth Hub	£67.13	<b>YOUTH HUB/SWEATY CHURCH</b> non-operational this year
£160.47	Sweaty Church	£0	<b>CHILDREN'S MINISTRY</b> not able to meet during most of 2020
£221.63	Children's Ministry	£0	<b>PCC EXPENSES</b> were stationery costs
£388.73	PCC Expenses	£63.98	<b>VICAR'S DISCRETIONARY FUND</b> used this year to help
£197.65	Hospitality	£2.10	parishioners in need.
£773.00	Visitor Expenses	£0	
	Vicar's Discretionary Fund	£125.00	
<b>£4,791.79</b>	<b>TOTAL</b>	<b>£258.21</b>	
	<b>Direct Costs</b>		
£37,000.00	Parish Share	£12,000.00	<b>PARISH SHARE</b> – our pledge was for £46,949. Unfortunately
£2,297.45	Clergy Expenses	£480.61	owing to the church's financial position there was a
£3,987.00	Assigned Fees	£2,788.00	shortfall of £34,949. <b>CLERGY EXPENSES</b> are vastly
<b>£43,284.45</b>	<b>TOTAL</b>	<b>£15,268.61</b>	reduced as Rev'd Libby Wilkinson left in July and the church has been opening at reduced levels during the lockdowns.
	<b>Running Costs</b>		
£3,176.91	Electricity	£1,172.60	<b>UTILITIES</b> – see Appendix 1 for more information
£14,346.18	Gas	£8,460.19	<b>COST OF SERVICES</b> – Includes £1,183.32 for copyright, music
£1,064.55	Water	£1,517.38	radio and zoom licences
£9,068.81	Insurance	£8,655.77	<b>COUNCIL TAX</b> for the Lower flat Stier House can now be
£2,234.68	Costs of Services	£1,332.37	found under Stier House Costs. See Appendix 1 for more
£815.17	Council Tax	//	information
	Stier House Costs	£1,924.82	<b>GIFTS</b> include £450 for Rev'd Libby Wilkinson's leaving gift
£484.00	Gifts	£508.95	<b>EQUIPMENT &amp; INSTALLATIONS</b> – Major expenses this year
£12,888.44	Equipment & Installations	£592.39	were £569.40 as final payment for the new sound system.
£17,625.47	Repairs &	£275.68	Spending down by 95%. See Appendix 1
	Building Maintenance	£3,269.75	<b>REPAIRS &amp; MAINTENANCE</b> – from this year Repairs & Building
£6,409.00	Salaries	£6,594.00	Maintenance will be categorised separately. Repairs were
£588.22	Cleaning Materials/Hygiene	£387.07	made to the church boiler and the storeroom window.
£327.83	Printing & Stationery	£134.67	The majority of the costs for maintenance pertained to the
£107.46	Grounds / Gardening	£88.74	various boilers, pest control, fire and security services and
	Materials		painting supplies for redecoration of some of the church
£5,113.75	Administration	£4,116.44	hall building. See Appendix 1
£530.60	Bank Charges	£336.41	<b>SALARIES</b> –organist, cleaner's, gardener's and administrator's
£379.16	Other Expenditure	£519.64	wages
<b>£75,160.23</b>	<b>TOTAL</b>	<b>£39,886.87</b>	<b>ADMINISTRATION</b> – this includes internet, phone,
			photocopier, postage and DBS charges.
<b>£124,225.88</b>	<b>TOTAL EXPENDITURE</b>	<b>£60,425.24</b>	<b>OTHER EXPENDITURE</b> – Wearmouth Deanery Quota, Sundries etc

**TOTAL EXPENDITURE** is approx. 51% decrease from 2019

## **Appendix 1**

### **Running Costs Breakdown**

#### **Utilities**

	<b>Church</b>	<b>Estate</b>	<b>Clergy</b>	<b>Totals</b>
Gas	£5,831.11	£2,629.08	n/a	£8460.19
Electricity	£439.69	£732.91	n/a	£1,172.60
Water	£151.33	£151.33	£1,214.72	£1,517.38

#### **Other**

	<b>Church</b>	<b>Estate</b>	<b>Totals</b>
Insurance	£3,944.16	£4,711.61	£8,655.77
Equipment	£592.39	0	£592.39
Building Maintenance	£1,486.43	£1,783.32	£3,269.75
Repairs	£180.00	£95.68	£275.68

#### **Stier House**

	<b>Lower Flat</b>	<b>Upper Flat</b>	<b>Totals</b>
Gas	£118.67	n/a	£118.67
Electricity	£118.66	n/a	£118.66
Water	£344.79	n/a	£344.79
Council Tax	£614.53	n/a	£614.53
Insurance	£166.09	£166.08	£332.17
Repairs	0	£315.00	£315.00
Maintenance	£40.50	£40.50	£81.00
	<b>£1,403.24</b>	<b>£521.58</b>	<b>£1,924.82</b>

## Resources Used

### Church & Estate – Incoming Resources

	Unrestricted Funds	Restricted Funds	Totals
Voluntary Giving	£33,802.30	£250.00	£34,052.30
Gift Aid Recovered	£9,251.95	0	£9,251.95
Other Giving	£3,220.57	£7,573.66	£10,794.23
Activities	£4796.00	£276.85	£5,072.85
Other Income	£1256.19	0	£1256.19
Estate Income	£9,230.00	0	£9,230.00
	<b>£61,557.01</b>	<b>£8,100.51</b>	<b>£69,657.52</b>

### Church & Estate – Outgoing Resources

	Unrestricted Funds	Restricted Funds	Totals
Outside Giving	£4,263.15	£748.40	£5,011.55
Support Costs	£258.21	0	£258.21
Direct Costs	£15,268.61	0	£15,268.61
Running Costs	£36,689.89	£3,196.98	£39,886.87
	<b>£56,479.86</b>	<b>£3,945.38</b>	<b>£60,425.24</b>

## Summary

	Unrestricted Funds	Restricted Funds	Totals
Incoming Resources	£61,557.01	£8,100.51	£69,657.52
Outgoing Resources	£56,479.86	£3,945.38	£60,425.24
	<b>£5,077.15</b>	<b>£4,155.13</b>	<b>£9,232.28</b>

## End of Year Balances

	1 <sup>st</sup> January 2020	Funds received in 2020	Funds spent in 2020	31 <sup>st</sup> December 2020
<b>Restricted Funds</b>				
Heating Appeal	£32,047.94	£1612.11	0	£33,660.05
Youth/Sweaty Church	£1013.18	0	0	£1013.18
Toilet Restoration	£1000.00	0	0	£1000.00
Organ Restoration	£1403.00	0	0	£1403.00
Lifelong Learning Redecoration	£706.62	0	£423.46	£283.16
Running Costs	0	£5000.00	£2,333.52	£2666.48
Stier House Lower Flat Refurb	0	£300.00	0	£300.00
Christingle Children's Society	0	£90.00	£90.00	0
Men's Institute	0	£121.55	£121.55	0
Wearside Youth For Christ	0	£300.00	£300.00	0
Streetcare	0	£50.00	£50.00	0
Rev'd Libby Wilkinson Leaving Gift	0	£440.00	£440.00	0
Harvest Appeal	0	£186.85	£186.85	0
<b>TOTAL</b>	<b>£36,170.74</b>	<b>£8,100.51</b>	<b>£3,945.38</b>	<b>£40,325.87</b>
<b>Unrestricted Funds</b>				
<b>General Funds</b>	<b>£969.64</b>	<b>£61,557.01</b>	<b>£56,479.86</b>	<b>£6,046.79</b>

## INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to PCC/members of St Gabriel's Church, Bishopwearmouth.

I report on the accounts for the year ended 31 December 2020

### Respective responsibilities of the Trustees and Independent Examiner

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

It is my responsibility to

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

### Basis of this report

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

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

### Independent examiner's statement

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

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

Signed Sheel

Address ISLEMAUNT

PRIMROSE HILL

DOUGHTON-LE-SPRING

TYNE & WEAR DHU 6BH

Date 10 February 2021

## **NOTES TO THE FINANCIAL STATEMENTS**

### **ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the applicable accounting standards and the SORP (Statement of Recommended Practice) 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe affiliation to another body, nor are those that are informal gatherings of church members.

### **FUNDS**

Endowment funds are funds, the capital of which must be maintained, only income arising from investment of the endowment may be used as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted Funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (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 each must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

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

### **INCOMING RESOURCES**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable.

Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### **RESOURCES EXPENDED**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The Diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. Expenditure is generally recognised when it is incurred and is accounted for gross.

## FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no item has cost more than £1,000 so all such expenditure has been written off when incurred.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Investments are valued at market value at 1 December.

The values of Stier House, the Men's Institute, the Church Hall and Cutter Suite do not need to be included in the PCC accounts.

The insurance values are as follows:

Church (including contents)	£19,320,000
Stier House (buildings)	£246,509
Men's Institute (including contents)	£627,516
Church Hall & Cutter Suite (including contents)	£2,630,000

### ***Church Organisations – Year End Accounts (Summaries)***

	Balances b/fwd	Income	Payments	Balances c/fwd
Cornerstone	£2,017.64	£612.15	£7.51	£2,622.28
Flower Fund	£1,958.98	£266.70	£666.04	£1,559.64
Ladies Fellowship	£96.85	£217.50	£314.35	£0
Men's Institute	No information available			
Sunday School	£0	£182.64	£24.05	£158.59
Mums & Tots	No information available			
Tuck Shop	£168.48	£21.43	£15.93	£173.98