

# **The Parish Church of St Andrew's, Burgess Hill**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS OF** **THE PAROCHIAL CHURCH COUNCIL**

**For the year ended 31 December 2020**

St Andrew's Church, The Parish office, 2a Cants Lane, Burgess Hill, RH15 0LG

*Incumbent:* Revd Dr Andrew Angel, 2 Cants Lane, Burgess Hill, RH15 0LG

*Independent Examiner:* Mrs Charlene Friend, 21 Mill Stream Meadows, Haywards Heath, West Sussex, RH16 1TH

*Bankers:* CAF Bank Ltd, 25 Kings Hill, West Malling, Kent, ME19 4JQ  
Barclays Bank PLC, 1 Church Road, Burgess Hill, RH15 9BB

The parish is a charity registered with the Charity Commission as charity number 1131284. This report covers the activities of the parish and the Parochial Church Council in 2019.

## **Mission Statement**

The primary objective of St Andrew's Church is promoting the whole mission of the Church, in the ecclesiastical parish of St Andrew's. The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting this objective.

## **Achievements and Performance**

St Andrew's Church understands the whole mission of the church as presented in the Bible and received by the Anglican Communion. For convenience, the vicar and the PCC understand this mission as comprising three broad areas: (1) mission and evangelism; (2) discipleship and pastoral care; and (3) worship, teaching and prayer. These areas are facilitated by the ministries of oversight (or governance) and administration.

## ***Mission and Evangelism***

St Andrew's Church has a broad understanding of mission which includes evangelism, serving the community and providing for the poor and those in other kinds of need. Most of this mission and evangelism is focussed inside the parish of St Andrew (Burgess Hill) and the surrounding area, but St Andrew's Church also supports mission elsewhere in the United Kingdom and the wider world.

At their 2018 vision day, the PCC recognised that alongside its many strengths, St Andrew's Church needed to grow stronger in the area of evangelism. In our teaching and life of worship, there was a focus on growing our confidence in evangelism during 2019. There was an intention to build on this in 2020 in our evangelistic activities. Responding responsibly to the coronavirus pandemic involved suspending some of our evangelistic activities as they involved meeting in person and catering. However, at the same time, more home groups became more open to welcoming and nurturing new Christians in faith which culture change will be key to the steady and strong growth of the church in years to come.

Like other aspects of the life of the church, 2020 was a year of two very different sections. Activities followed on from the pattern in 2019 up until the point in March when we entered lockdown. At that point, activities were suspended or changed in the way they took place. The activities reported below are not the only ones which have contributed to people coming to know Christ, but they are activities for which this is the sole or main purpose.

## **Alpha**

*Leader: Andy Angel.*

The intention in 2020 was to offer back-to-back Alpha courses, just as they had been offered each term in 2019—part of the reason for the change being that sometimes people were exploring faith or enquiring about baptism and only doing Alpha once a year meant that the church was not offering an introduction to faith for six months or more. The church began to run two courses between January and March 2020 for sixteen participants: ten on a Monday morning and six on a Tuesday evening. Of these, six were members of the church who wanted to grow in their faith, and were taking this as a discipleship course. Seven attended the course to explore faith, two attended as they had recently come to faith and one attended as baptism preparation for their children. The closing of the buildings to keep people safe during the pandemic meant that the course was suspended. An opportunity was offered in the winter months to complete

the course online, and a number of participants took up this offer. Others preferred to wait until we could meet up again in person.

### **Confirmation, Baptism and Thanksgiving Preparation and Services**

*Leaders: Andy Angel, Isaac Pain (curate).*

Following the changes made to preparation of candidates (or their parents or grandparents) for services of baptism during 2019, the preparation offered to candidates was the Alpha course. In the Church of England, preparation of candidates is required if they are of an age to understand and of their parents and godparents if a child who is not of an age to understand is being brought for baptism. In line with the example of Jesus and the teaching of the New Testament, the tradition of the Church expects those who are baptised to be regular worshippers and to grow through Christian teaching at Sunday worship. During 2020, one parent began the Alpha course as baptism preparation for their children. When the course was suspended, the vicar spoke with this parent about the responsibilities they were taking on in having the children baptised and the parent decided to fix a date for the baptism when the pandemic eased and they could celebrate with family and friends. This was not possible during 2020. During 2020, no baptisms, thanksgivings or confirmations took place as a result of the Covid restrictions in place.

### **Youth and Children's Mission**

St Andrew's Church has and leads a number of ministries to children and young people in the parish and more widely in Burgess Hill. Some of these are based on the church premises and others are off site. Although there are no Church of England schools in the parish, St Andrew's Church has developed excellent relationships with the two non-faith primary schools in the parish, and with the three secondary schools in Burgess Hill: St Paul's Catholic College (Roman Catholic), the Burgess Hill Academy (non-faith) and Burgess Hill Girls (non-faith). The Hub team continued to offer support in local secondary schools. Due to the pandemic, St Andrew's was unable to host the annual diocesan Mini May Camp in November.

### **Secondary Schools**

*Leaders: Jonny Lewis, then Mark Edwards; Andy Angel.*

Most of the work in secondary schools is undertaken by The Hub team (a team of youth pastors and other volunteers from St Andrew's Church, Centre Church, The King's Church and The Point). Day to day this was led by Jonny Lewis until his departure for a new ministry in Cornwall, after which it was led by Andy Angel before Mark Edwards took up the post of Youth Evangelist and Discippler in September. The Hub team met three times in 2020 for training sessions (as opposed to six times) on account of the pandemic.

The partnership with each of the schools has been established on the basis of conversation with the school leadership. Andy Angel and Jonny Lewis (in 2017–18) visited each school Head and explained that as churches we want to win people to faith in Jesus Christ as Lord and Saviour and to serve the local community. Activities undertaken in each school are agreed with the leadership of each school individually, and the safeguarding procedures of the Diocese of Chichester and each individual school are followed in each partnership.

*Burgess Hill Academy.* Until lockdown in March, the Hub team led three lunchtime clubs in term time: on Monday for years 10 and 11, with an average attendance of 49 students; on Tuesdays for years 8 and nine, with an average attendance of 120 students; and on Wednesdays for year 7, with an average attendance of 130 students. The focus of the clubs for years 7 to 9 were

building relationships with the young people. Various opportunities were provided for the young people at these clubs to discuss spiritual and moral issues, including aspects of the Christian faith with members of the Hub team. The focus for the years 10 and 11 club was more on issues of life and faith, beginning to explore the claims of the Christian faith through conversation. The Hub team were again offered the opportunity to lead blocks of assemblies six times per academic year. However, when the school went into lockdown the clubs could no longer continue. As Jonny Lewis left early in lockdown and Hub team members were struggling to transfer their church youth work to online, the team did not pick up engaging with school until the autumn term. Mark Edwards met with the deputy head responsible for liaising with the Hub and worked out a plan for the Hub to be involved in helping students who were struggling during the pandemic but the second lockdown prevent this from taking place. On the other hand, the school remained very positive about its partnership with the Hub team.

*St Paul's Catholic College.* The Hub began 2020 ready to implement the plans made with the school chaplain to start worship breakfast and worship lunch clubs in 2020. In September, Jonny Lewis joined the senior student's council, where The Hub team offered support to the student body through new initiatives. The Hub team also lead assemblies in the school. The Hub team also lead seminars and year-group wide plenary sessions for year 9, 10, 11 and sixth form Spiritual Formation days. During the lockdown the school chaplain left post and a new lay chaplain, Peter Emmott, came into post in September. With the easing of restrictions, Andy Angel and Mark Edwards formed good working relationships with the new chaplain and the Hub team was invited into school to strategize and produce lessons, assemblies, as well as being part of the St Paul's advent video series. It was also possible to establish weekly prayer meetings alongside the new chaplain, as well as offering pastoral support for pupils. During the second lockdown, only Mark Edwards from the Hub team was permitted to enter the premises as a key worker, which he did in order to offer pastoral care to pupils, as directed by the chaplain. The school remains positive about its relationship with the Hub team.

*Burgess Hill Girls.* In September 2019, the Hub team started a Christian Union at the Burgess Hill Girls school in collaboration with two staff members. This met at lunchtime on Wednesdays and an average of 15 students attended. It was supported by Hub team members prior to lockdown. The Christian Union continued during lockdown and life in the various tiers for as long as the school was open although without Hub team members physically present. There have been online zoom meetings with the Christian Union. Andy Angel delivered some teaching on Christian sexual ethics for the sixth form Religious Education A level class via Zoom. The school remained very positive about continuing its partnership with St Andrew's and the Hub team.

### **Primary Schools**

*Leaders: Jonny Lewis; Isaac Pain; Andy Angel.*

Jonny Lewis, Isaac Pain and Andy Angel led school assemblies at Manor Field and Birchwood Grove schools on the school premises every half-term up until lockdown in March. After this, the regular pattern of assemblies was suspended. Andy Angel contacted the schools to ask whether there were ways in which St Andrew's might support them in addition to praying for them. Both schools invited him in to deliver teaching on the Christian faith to various classes which he delivered (with Mark Edwards) over Microsoft Teams.

### ***Pre-School***

*Leader: Andy Angel.*

Andy Angel continued to work with Janet Davies on ensuring that the relationship between St Andrew's church and St Andrew's Pre-School stayed on a more positive footing, not least given the many causes for concern resulting from the coronavirus pandemic and lockdown. The necessary regulations around meeting and catering did not allow them to continue with social events or prayer meetings between the church and Pre-School during 2020. The pre-school staff and committee had been really looking forward to a second tapas party hosted by the church but sadly this could not take place. The usual Easter, Christmas and July Leavers' services could not be held in the church building either. A joint prayer meeting also had to be cancelled and the Pre-School reverted to using their WhatsApp Prayer group instead. St Andrew's supported a Pre-School family through the Acts 4:35 scheme allowing them to have a much-needed family holiday before lockdown. They were moved to tears by the generosity of church members, and the Pre-School said thank you to St Andrew's and Acts 4:35. Andy Angel was able to have a socially distanced meeting with Janet Davies and Hazel Butler (Chair and Vice Chair of the Pre-School committee respectively) in the vicarage garden in September. One outcome of this is that Janet began to represent the pre-school at PCC meetings.

St Andrew's Church traditionally runs three events annually on church premises which sit alongside the ministry to primary schools: Light in the Night, the Pancake Party and Holiday Club. The purpose of these activities was to invite children and their families into part of the life of the church, to build relationships with them and to share something of the gospel message with them. Invitations to Alpha courses began to be given to parents and carers in 2019.

### ***Pancake Party*** (Shrove Tuesday)

*Leaders: Jonny Lewis and Isaac Pain*

Isaac, Jonny and a team of volunteers set out to create and build upon relationships within the local community, with the hope of being able to invite these families to Church and other evangelistic events—as well as presenting the gospel in the short talk. The event began with various craft activities, followed by a time of fun games which the parents were encouraged to take part in, and then by a short evangelistic talk, and the eating of many pancakes. This was a well-attended event but sadly the number of people attending was not recorded.

### ***Holiday Club***

This annual event did not take place due to the Covid restrictions in place.

### ***Light in the Night***

This annual event did not take place due to the Covid restrictions in place.

### ***Cafés and Community Outreach***

In the last few years St Andrew's Church has offered a number of community focussed activities for local families which brought them onto the church premises. Some of these offered prayer and support to members of the community, some invitations to Christian events (like Christmas and Easter services, and Alpha), and others offered insights into and invitations to Christian faith. These included two toddler and baby groups, one weekly café, a men's breakfast, and a monthly men's pub night.

**Sunbeams** (met on Monday afternoons in term time)

*Leader: Lucy Monroe.*

*Team: Jan Dyke, Carol Smethurst, Marlene Early, Kathy Pyle, Phil Dyke, Robert Monroe, Helen King, Don and Linda Gubbins, Reg and Sandra Johnson, Gill and Mervyn Littlewood*

Sunbeams is one of the St Andrew's toddler and baby groups. Weekly attendance was between twelve and fifteen children plus parents/carers. Activities included free play with variety of toys, ride-ons, Play-doh, jigsaws, books, and Lego. They gathered together for a welcome song, prayer, a short Christian story and singing nursery rhymes. Refreshments and a drink were served at each session. There was also a craft activity—supervised by one of the Sunbeams team in which children and parents participate. A winter party lunch was held in February. The Covid pandemic brought meetings to an end in early March. In August 2020 the whole team felt that after almost nine years of operating it was the right time to stand down from Sunbeams. The Vicar and PCC thanked the Sunbeams team for its wonderful ministry over so many years. Sunbeams lost some of their equipment during lockdown due to a mouse infestation in the Rider Hall. The team also marked something of a milestone during 2020 when one of their much-loved former team members, Joyce Markby, died and they remember her with much fondness.

**Melody Makers** (met on Tuesday mornings during term time)

*Leader: Jimmy Darn (until October 2020)*

Melody Makers is the other St Andrew's toddler and baby group. On average eight children attended with their parents or carers. Melody Makers is a pre-school drop-in singing session, which runs alongside the Tuesday Café. The children and their carers were led through 20–25 minutes of well-known children's songs with the use of puppets, props, and instruments. The group was held within the main church building in an enclosed area. This group was unable to meet from March 2020 due to the Covid restrictions in place.

**Tuesday Morning Café** (met on Tuesday mornings during term time)

*Leader: Judith Fish*

The Tuesday café remained a very popular meeting place for the local community. The café opened at 9.00 am on Tuesdays for the St Andrew's Pre-School parents/carers to attend. Some stayed to Melodymakers. There were a number of individuals who popped into the café to meet up with family and friends. The refreshments and cakes were offered for free with the opportunity to make a donation towards the work of the Diocese of Chichester Family Support Work. In 2020 the Tuesday Morning Café raised £235 in total to FSW from the café and other fund-raising initiatives before needing to close due to the Covid pandemic.

**Men's Breakfast** (three times a year)

*Leader: Andy Sherlock with Trevor Beckett (Sheddingdean Baptist)*

The purpose of the breakfast remained providing a comfortable environment where uncommitted men can come to a living faith in the Lord Jesus Christ and so to spread the gospel to the men of Burgess Hill and the surrounding towns. The events normally started with prayer followed by a continental breakfast and bacon rolls. After eating a speaker would talk on their chosen subject and its relation to their faith. Unfortunately, it was not possible to hold Men's Breakfast events during 2020 due to the Covid pandemic. The team that supports the breakfast in making booking, purchasing the food, laying table, cooking on the morning and most importantly tidying up stands ready for the opportunity to serve again.

***The Men's Pub Night*** (the first Tuesday evening of each month)

*Leaders: Andy Sherlock; the clergy.*

St Andrews had established this regular meeting at the Water Mill pub at Worlds End on a Tuesday evening once a month for men of the church to meet with one another in order to get to know each other better, and to encourage one another in their faith. This has developed into a pleasant evening of fellowship, pool, darts and relaxation. Somewhere between three and eight men meet up each time. Unfortunately, it was not possible to meet during 2020 due to the Covid pandemic.

### **Relief of Poverty in the Local Community**

During 2020, St Andrew's continued to grow the work of the Acts 4:35 team and the Hardship Fund which were set up in 2018. The purpose of both these initiatives was the relief of poverty.

#### **Acts 4:35**

*Advocates: Mandy Anstee, Nicki Duckworth, Richard Garbutt and Robert Monroe.*

Acts 4:35 is a national Christian web-based, crowd-funded charity that works with local partners, one of which is St Andrew's church. The aim is to provide help for people with a financial need up to a maximum grant of £150. A number of people were helped during 2020, both members of St Andrew's Church and those in the wider community. This has included, for example, the purchase of a tumbler dryer for a household where a terminally ill family member was generating a large amount of dirty linen and the provision of basic cooking facilities for a bereaved widow. Due to the charity's requirements for confidentiality, it is not possible to report more specifically on particular achievements. Four grants were made in 2020.

#### **The Hardship Fund**

*Team: Mandy Hanlon, Isaac Pain, Jonny Lewis, Sheila Smith, Andy Sherlock.*

The Hardship Fund was set up to help support members of the St Andrew's Church family in financial need. A number of people were helped during 2020 and grants paid out totalled £785. This has included, for example, a contribution towards floor covering, and the provision of basic items of furniture. Applications to the hardship fund were made through the Acts 4:35 Advocates (as an application was made to Acts 4:35, if appropriate) and two members of the team made decisions on applications on behalf of the PCC.

### **Support for Mission in the UK and Abroad**

In addition to the work of homegroups in supporting mission agencies and ministries around the world, St Andrew's Church maintained its long-standing tradition of supporting mission and evangelism both in the UK and abroad. Retrospectively, as the accounts for 2020 were being finalised in January 2021, it became clear that tithing St Andrew's 2020 income would require taking funds from reserves to support the charities listed below. Therefore, the PCC made the decision to limit the giving to mission at home and abroad for 2020, with the proviso that the St Andrew's Gift Day 2021 would be devoted to making up the shortfall. The result of this will be reported in the 2021 Annual Report. Specific days were set apart for giving to these charities, following the normal practice at St Andrew's.

A collection was taken for the **TLA Charitable Trust** (which spreads the gospel in the Muslim world) in March and £329 was given towards their work. A collection was taken for the **Church Mission Society** (which works in many areas of mission and evangelism around the world: <https://churchmissionsociety.org/>) in May and £421 was given towards their work. A collection

was taken for the **Bible Society** (which works to produce Bibles, Bible translations and Bible study materials around the world: <https://www.biblesociety.org.uk/>) in July and £133 was given towards their work. A collection was taken for **Tear Fund** (which works for the relief of poverty around the world: <https://www.tearfund.org/>) in October and £706 was given towards their work. A collection was taken for the **Children's Society** (which works to help children in need: <https://www.childrenssociety.org.uk/>) at the Christingle service in December and £387 was given towards their work. A collection was taken for **Chichester Diocese Family Support Work** (which works with vulnerable families in Sussex: <https://www.familysupportwork.org/>) over the Christmas services in December and £335 was given towards their work. A collection was taken for **Off The Fence** (which works with the homeless and abused: <https://www.offthefence.org.uk/>) over the Christmas services in December and £419 was given towards their work. St Andrew's continued to support **Caring and Sharing**, a charity which supports the poorest communities around the world through fifteen projects providing childcare and education for children, and for health and support for adults. In 2020, St Andrew's Church donated £93.06 towards their work. St Andrew's also, on Christmas Day gave various gifts to the poor and vulnerable including one twinned toilet in the Democratic Republic of Congo, a family of chickens, one cockerel, one top notch tree, food and medicines for Christian Aid during lockdown and a nanny goat.

### ***Discipleship and Pastoral Care***

The ministry of pastoral care has been a hallmark of St Andrew's ministry over many years. Traditionally, given the number of regular and occasional worshippers, much of the day-to-day pastoral care has been undertaken by members of the congregation caring for each other. In 2020, when the first lockdown took place, the vicar and pastoral coordinator worked with the staff team to create a pastoral network so that members of the church community could support each other through the inevitable social isolation that would result from restrictions on freedom of movement made necessary by the spread of COVID19. The aim of the pastoral network was to prevent the coronavirus pandemic creating a social isolation problem. The network put everyone on the church database except business contacts (so those on the electoral role plus anyone who attends St Andrew's or is on the fringe of the church) into a list which was divided into smaller units which someone was assigned to call regularly. Where homegroups existed, the homegroup became the pastoral unit and the leader was assigned to keep in touch with people. Where people were not in homegroups, a member of the staff team or a volunteer was assigned to ring the people on their list. The pastoral coordinator and the vicar reviewed the list from time to time to check that it was still functioning to ensure that people were being cared for.

The pastoral coordinator continued to do much of the pastoral work at St Andrew's, under the oversight of the vicar, and with a network of people who helped. Clearly most of this work was done over the telephone or by digital communication on account of restrictions on visiting. The home groups also undertook a great deal of the pastoral care for the congregation in their regular meetings, and through the various social media they used. A number moved to meeting on Zoom, whilst some enjoyed the ability to meet outside during the summer months. This sharing of the pastoral burden in this way enabled the clergy to focus their pastoral care on those with greatest need, particularly the dying. The vicar (and sometimes the curate) and the pastoral coordinator met weekly to try to ensure that all were receiving the pastoral care they needed. Pastoral services, the preparation for them and the follow up after them, continued to support people at key points in life—particularly those who have been bereaved in 2020 and previously.

The home groups also continued to support members in their Christian discipleship. The vicar and home group leaders put the conversation about how to become more intentional about growth in discipleship on hold during the pandemic, in order to focus on how to continue life together and to pray together and for each other during the pandemic.

### **Pastoral Coordinator and Pastoral Team**

*Pastoral Coordinator: Howard Hitchman*

The pastoral care team continues to seek to bring Christ's love and hope to wherever they are called and provide both spiritual and practical support. In the last year, the whole country has been subjected to a pandemic which has resulted in the ways in which pastoral support at St Andrew's can be provided being more limited, at a time when such care is increasingly needed. During this time, pastoral care has been limited to very occasional home visits, collection of prescriptions and shopping, but mainly to telephone calls. Where appropriate and where people are qualified, members of the pastoral care team have communicated with families and helped them with difficult life decisions concerning care for relatives no longer able to look after themselves, supported them as they worked out care and support packages, and helped those who have moved into full time care with making the transition. The pastoral care team has led the way in the provision of telephone calls, in particular to those who are living on their own, and have encouraged church members to phone one another to keep in touch. In addition to the provision of formal pastoral support, there is a considerable amount of informal pastoral care within the St Andrew's church community built around longstanding friendships and relationships. Whilst it is difficult to provide exact figures, it is likely that at least fifty people receive regular pastoral contact with at least twenty people regularly providing such support.

### **Homegroups**

There were sixteen homegroups meeting during 2020. The homegroup leaders met twice during the year (once on Zoom) with Andy Angel to share what had been happening in the groups, share good practice and think through the developing role of homegroups within the mission and ministry of the church. In line with these discussions, the homegroups have continued to open up to new members, particularly people recently come to faith, to nurture them in their new faith.

**Reflections** (met fortnightly on Mondays at 7.30pm)

*Leaders: Don and Linda Gubbins.*

The group has eight members. Due to the coronavirus the group was unable to meet for most of 2020. The group stayed in touch through phone calls and emails, as Zoom did not really work for the group members. The prayer life of the group increased and the prayers have changed a lot as individuals have different needs. The group support Marlene Early who coordinated knitting teddies for children in the majority world, distributed by Mercy Ships.

**Beta Path** (met fortnightly on Tuesday evenings)

*Leader: Sue Gumbrell. Host (including Zoom host): Mandy Anstee.*

The group has six members, all of whom attended most meetings. Meetings started with talking; sharing what had been going on in the members' lives. After a Bible study, the group prayed. Prior to lockdown they met physically and then via Zoom. During the summer, the group met weekly in the Church grounds in a socially distanced way. This was a great support to all, particularly to those of members who live alone and one who is a key worker. This year the group have studied the resurrection and types of prayer and considered some of the Psalms. The group supports Mandy Anstee who coordinates St Andrew's seasonal services (Harvest, Christmas and

Easter) in nursing and residential homes and also support Tear Fund.

**Chanctonbury Pilgrims** (met weekly on Tuesday evenings between 8 and 9.30pm)

*Leader: Amanda Hanlon.*

The group has eight members, most of whom attended all meetings. The group met to share fellowship through weekly Bible Study and to provide pastoral support and prayer for each other. Members of the group were encouraged to share leading meetings. Sam and Thea Pearce produced a Bible Study for the group on The Apostles Creed. Sam and Thea led the group in Bible studies on individual verses from late January until late February. They then took a break from this to follow the Lent 2020 course, "Saying Yes to Life – Care for Creation". It had been planned before the Covid restrictions were put in place to return to Sam and Thea's Bible Study after completing the Lent Course. After the first two sessions of the Lent course, the first lockdown took place and the group stopped meeting as they did not want to meet via Zoom. The group continued to support Tiersong, their sponsor child through Action Aid, up until December 2020. Although not meeting on zoom, the group continued to support each other in both pastoral and prayer support via email. Some of the group met for coffee a couple of times during the summer at Nottcutts Garden Centre, Ditchling.

**Encounter** (met weekly, except school holidays, on Wednesday mornings from 10am to 12 noon)

*Leader: Rosemary Burgess.*

The group has five members, and all attended most meetings, rotating around the member's houses as venue. The group met through January and February. Meetings began with a chat over coffee and biscuits. Then they had a Bible study, followed by prayer for families, things that were happening in the world, and for each other. They ended with the grace. Since the Covid restrictions have been in place they have kept in touch and supported each other by telephone. The group supports the Church Mission Society.

**Fabi and Hazel's Group** (initially met monthly but then met fortnightly on Thursday mornings)

*Leaders: Hazel Teather and Fabi Angel.*

The group has six members. Three of them have attended Alpha courses in recent years, two being new to faith. All members attended the meetings. Ordinarily meetings started with coffee and a catch up. Then the group prayed and studied the Bible. Then they prayed some more and finished with more coffee and fellowship. With the COVID restrictions the group continued to meet in a garden when allowed during the summer, bringing their own refreshments. They kept in touch during lockdown by telephone and towards the end of the year met by Zoom. They explored a bible course from the Bible Society which is designed for small groups on Zoom.

**Ferndale** (met monthly on Thursday mornings)

*Leader: Pat Peers.*

The group has six members. Ordinarily the meetings began with coffee and chat, followed by prayer and Bible study. During 2020 the group was unable to meet due to the Covid restrictions. As the majority of the group are involved with Oasis they have kept in touch through continuing to support each other through this ministry.

**Food and Fellowship** (met monthly on a Monday evening mostly, but weekly during Lent, during lockdowns have met weekly)

*Leader: Haydn Peers.*

The group has ten members, and has recently added a further single member, and all attended the meetings. Meetings were primarily focussed on Bible study, opening and closing in prayer.

The group suspended its usual practice of sharing a meal together because of the pandemic. The group undertook and completed, as a result of more meetings than usual, to complete a long study on St John's Gospel, and continued and completed a shorter study on the book of James. They support the Diocese of Chichester Family Support Work, the Gatwick Travel Care charity, Rotary and Tear Fund.

**Heather's Group** (met fortnightly on Tuesday evenings at 8pm)

*Leader: Heather Griffiths.*

The group has seven members in total. Meetings have attendances of five members on average. The group meet to study the Bible, pray and support each other. They have been meeting on Zoom during the lockdowns and managed to hold a social meeting in the spring before the lockdown and a second one in the summer hosted by Clive and Julie Burgess. During the past year they have completed looking at Hosea and progressed onto a series of studies called '@Christian Beliefs'. Individuals within the group supported various charities including Send a Cow, Open Doors, Sight Savers, Tear Fund, NSPCC, Parkinsons and Off the Fence. John Hayward and Heather also help with the 4 Sight Rambling Group.

**Manor Road (met weekly on Tuesdays between roughly 10.00am and 11.30am)**

*Leader: Isaac Pain (till 11/20, then vacant). Host: Joan Gumbrell*

The group has seven members, most of whom have worshipped at St Andrews for many decades. Meetings start with chat and coffee. When physical meetings stopped the group continued to support each other using telephone conference calls. During the summer and early autumn, the group met in the garden. There seemed to be no rain on a Tuesday morning for several months! They studied the Parables and Luke's gospel. The group prayed for each other. The group supported the Church Mission Society.

**New Encounter 2**

*Leaders: Iain and Emma Mackrory-Jamieson*

The group has ten members most of whom attended meetings, with an average attendance of seven. They met together to study and pray. Meetings stopped with the first lockdown. However, they have kept in touch and supported each other through their WhatsApp group, sharing news and prayers. They met up once when restrictions allowed and also tried a zoom meeting. The support and answered prayers have kept the group going.

**New Encounter 3** (met weekly on Thursdays between 8pm and 10pm)

*Leaders: Ed and Katy Perrett.*

The group has seven members, most of whom attended meetings, while permitted, although one joined via WhatsApp video link as they are often unable to leave home. After lockdown, the group continued to meet on Zoom. Meetings began with welcome, drinks and catch-up conversations. This was followed by Bible study for about an hour and then roughly forty minutes of giving each member of the group opportunity to share and then they pray. Topics studied included themes from the Apostles' Creed. The group support and encourage each other.

**Noel Rise (now The Barnabas House Group)** (met weekly on Wednesday evenings in term time)

*Leaders: John Dawson, and then Jean Lowes and Elaine Simmons.*

Having previously been hosted by Kathy Pyle in her home, the group met once a fortnight via Zoom for most of 2020 due to the Covid restrictions, hosted on Zoom by Lucy Monroe. The group has ten members and they studied Names of God and Exploring the depths of Gods Character.

The group supported the Church Mission Society. The group decided to change the name from The Noel Rise House Group to the Barnabas House Group as they no longer meet in Noel Rise.

**Skinner's Saints** (usually monthly on Wednesday evenings but fortnightly by Zoom during the pandemic)

*Leader: Rob Lowes (until November 2020), then Steve Smyth*

The group has eight members, with six to eight of them able to attend meetings. The group have continued to meet online during the pandemic. Meetings began with a catch-up session and sharing news. Then they studied the Bible and prayed, including prayers for healing. During 2020, they have studied Cover to Cover resources on 1 Corinthians and 'The Uniqueness of Our Faith' and Graham Tomlin's book *Why being yourself is a bad idea*. The main highlight of the year was the transition from meeting in houses to getting together on Zoom.

**The Branch** (met weekly on Wednesday evenings)

*Leader: Andy Sherlock.*

The group has eleven members, with an average of nine attending each meeting. The Branch underwent a great change in the year and then began to settle down to study, mission and fellowship again. Membership numbers had steadily grown and with the vicars support the decision was taken to divide into two groups. The object of the division was to allow space for new members to join both groups as the Lord brings them to St Andrews or for whatever reason existing congregation members want to join a house group. During the pandemic all the meetings have been on Zoom and take one of two forms. Some evenings began with prayer followed by Bible study and closed with time for discussion and then prayer. On other evenings, time was spent sharing the events of members lives and talking about what God has done and where there were needs for prayer. Sadly, meals together, charity quizzes and Easter egg hunts had to be cancelled in 2020 but a great time was had gardening at the church during the summer. The group had a Facebook page where they shared prayer requests and supported each other throughout the day.

**Tracey and Sylvia's Group** (met weekly on Wednesdays)

*Leaders: Tracey Hoek and Sylvia McLarnon*

The group has five members who met on Wednesdays. Their focus was to draw closer to God and to lean into him, to trust that he is in the detail and will never leave us – Joshua 1:9 being one of their favourite verses. In 2020 they completed studies on James, Angels, and The Uniqueness of Our Faith. They studied and prayed together for those whom they sensed God was placing on their heart with personal issues and seasons. Highlights of 2020 were lots of answered prayers, still being able to meet each week on Zoom calls, and for one night in the summer being able to sit in the garden with soft summer breezes and fairy lights.

**Youth Encounter/Legacy** (met weekly on Thursday evenings)

*Leader: Jonny Lewis (Until May 2020, Mark Edwards from September 2020)*

Youth Encounter continued to provide time and space each Thursday evening for our youth to come together and 'do Christian life' together. Home visits and mentoring to young people was undertaken whilst this was possible. Jonny Lewis maintained this work until May 2020 when he left to take up a new post. Isaac Pain continued subsequently until the new youth evangelist Mark Edwards arrived in September. The youth group changed its name to Legacy. The concept behind the new name Legacy was to raise and release a generation of young people that will go on to make disciples as part of their spiritual legacy—an idea drawn from 2 Timothy 2:2. At some

points between lockdowns, it was possible to hold socially distanced meetings together and during times of tighter restrictions regular zoom meetings were held instead.

**Other Youth Activities** The usual large youth gatherings have not been possible this year due to the Covid pandemic restrictions. As part of the Hub work Mark continued serving, supporting, training and pastoring other youth pastors locally. New branding was developed and there was the first of the UNITED cross church youth events held online in November.

#### **Other Fellowship Groups and Meetings**

St Andrew's other fellowship groups and occasional meetings, in addition to the homegroups. Some are long-standing, like Oasis and Afternoon Fellowship. Others are more recent.

**Afternoon Fellowship** (met the second Wednesday of each month)

*Leader: Carol Smethurst.*

Afternoon Fellowship continued to cater for the 'more mature' ladies who mostly belong to the congregation, with some from outside St Andrew's. The group provided prayer, friendship and pastoral care for each other given that many members were living on their own. There were nineteen members with a regular attendance of about sixteen. Meetings began with a brief act of worship. The January meeting was quite informal and led by Revd Sylvia McLarnon. The group shared their Christian experiences and faith. In February, Laurence Leng came to speak about the work of Cat Protection and his time playing and stroking cats to keep them people/pet friendly. In March we welcomed two new members and there was an attendance of sixteen. Peter Hill gave us a slide show on his trip to the US "Rockies to the Prairies".

**Oasis** (met on the fourth Tuesday of every month)

*Leader: Pat Peers, Jenny Bennett and the Oasis committee.*

During 2020, the Oasis group has been unable to meet due to the vulnerable nature of the attendees, and the Covid restrictions. Every member has been contacted on a regular basis by a member of the committee. The committee have continued to meet by Zoom. All members had a goody bag delivered to them at Christmas.

#### **Pastoral Services and Ongoing Support**

St Andrew's offers ministry to people living in the parish through the pastoral services (marriages and funeral services, interments of ashes and memorial services) at times of great joy and also times of grief. St Andrew's offers preparation and ongoing support to people who come to the church to get married and to say goodbye to loved ones who have died.

##### **Marriages**

*Authorised ministers: Andy Angel, Isaac Pain, Sylvia McLarnon.*

One marriage was conducted at St Andrew's in 2020, and the Revd Dr Andy Angel officiated at the wedding of a member of the congregation but in another church building. Prior to all marriage services, the couple meet with the minister who will marry them to talk through what Christian marriage is about and couples are given space to work out whether they want to make the kind of commitments the Bible teaches people should make in marriage. Exploring Christian marriage offers the opportunity to explain what the Christian faith is about in a non-threatening way (as biblical teaching says marriage is for everyone, not just Christians, so you do not have to be a Christian to get married in church). The couple meet with minister again to reflect on the things they explored in the first session and fix details for the marriage service. Couples are invited to church to hear their banns read, and where appropriate invited to church activities.

### **Funerals**

*Authorised ministers: Andy Angel, Isaac Pain, Rob Lowes, Sylvia McLarnon.*

During 2020, ministers from St Andrew's conducted three funerals in church (one of which was a burial) and six funerals at crematoriums. Prior to funeral services, clergy visited the families or nearest of kin of the deceased, spent time listening to them and offering them consolation, as well as organising the funeral service with them. Sometimes, there was a lot of communication (both offering comfort and organising the service) in between the initial visit and the funeral service. Mourners were always put in touch with the bereavement team and offered ongoing support, as described in the reports below.

### **Interments of Ashes**

*Authorised ministers: Andy Angel, Isaac Pain, Rob Lowes, Sylvia McLarnon.*

During 2020, three services of the interment of ashes were conducted by ministers from St Andrew's. Where these services follow on from funeral services taken by ministers from St Andrew's, the family is contacted, and the service is arranged together. Where the funeral was taken by another church, ministers from St Andrew's visit the family in the same way as for funeral services. Mourners are always put in touch with the bereavement team and offered ongoing support, as described in the reports below.

### **Memorial Services**

*Authorised ministers: Andy Angel, Isaac Pain, Rob and Jean Lowes.*

During 2020, ministers from St Andrew's no memorial services took place. In November, St Andrew's hosted the yearly memorial service to which all who have been bereaved over the last year, and in recent years, are invited. In the context of worship, and after reading and preaching the Word, the names of loved ones who have died were read out and members of the congregation were invited to come to the front to light a candle in memory of those they have lost. This was also live streamed and resources were posted to those who were not able to physically join the service to enable them to participate.

**Bereavement Cafe** (met late morning for lunch on the third Thursday of each month)

*Leaders and team: Jean and Rob Lowes, Howard Hitchman, Janet Milligan, Joyce Rider.*

This group exists to support anyone who has been bereaved or has had any kind of loss, however recently or long ago. In previous years, people met from 11am to 2pm to enjoy a safe space where they could talk to others in the same situation. After a cuppa and time to talk, a simple lunch was served and much enjoyed. These had to be discontinued due to Covid restrictions, the last meeting being held in February 2020. The team continued to contact the next of kin of those who have had funerals through St Andrews and others who they knew was bereaved. They continued to send a "Thinking of You" card on the anniversary of their loved one's death. Although they have been unable to invite new people to meetings, the team have continued to keep in touch with the fifteen members of the group by phone. At Christmas they went round personally and saw all the members for a doorstep chat with a Christmas card and small gift.

**Bereaved Men's Lunches** (once a month on a Wednesday)

*Leader: Rob Lowes.*

A group of six or seven men normally meet once a month on the third Wednesday of the month, to have lunch at a local pub. We meet to support and encourage each other and enjoy a short discussion of topics of mutual interest, based on the Bible. Friendships have formed, and a

number of the men also meet socially at other times, when restrictions permit, of course. Due to Covid restrictions, the group were unable to meet after February 2020 and were not been able to invite any new members. They have kept in touch by phone during the year.

### **Training and development**

As part of its wider ministry of growing disciples, St Andrew's offers placements to those who are in training for ministries of various kinds. During 2020, Revd Isaac Pain completed the third year of his **curacy** and began exploring various parishes for a first incumbency. He left St Andrew's to become the vicar of Cranfield in the diocese of St Alban's in November 2020.

Mrs Diane Kutar completed her second and began her final year of training for ordination at St Mellitus College. She was on placement at St Andrew's until March 2020 then an alternative placement at the Parish of Beeding, Bramber and Botolph's until early December 2020. Mr Peter Sutton completed his first year and began his second year of three year's training for ordination at St Mellitus College. Both ordinands were supervised by Revd Dr Andy Angel.

During 2020, the diocese of Chichester continued to roll out its initiative of bishop's **permission to preach (with training and supervision)**. Prior to this, only those who were ordained or who had undertaken reader training or other ministerial training approved by the diocese were permitted to preach in Church of England churches in the diocese. The permission to preach entails the vicar agreeing a form of training and supervision for each person applying to preach with the bishop. Andy Angel gave preaching supervision and guided study to Jonny Lewis, Mark Edwards, Diane Kutar, and Peter Sutton.

In addition to offering placements for ordinands and trainee youth ministers, and training preachers, St Andrew's Church continued as a placement church for the **International Bible Training Institute**. Groups of three to five students join our 10.30 am services during term time. Groups of fifteen to twenty students join our worship and teaching services at 6.30 pm during term time. Students participate in the studies and, with the agreement of the Institute, help lead our sung worship. This was suspended due to lockdown restrictions in March 2020.

St Andrew's Church also delivered a training program for those working with **The Hub** team in secondary schools. The Hub team had been meeting six times annually between 2017 and 2019 for training sessions on the following six topics: evangelism in schools, spiritual and moral education, psychology of adolescent religious development, building bridges between churches and schools, leadership development and big questions in youth ministry. Each session had an hour of Bible study relevant to the topic and learning in the area specified for the session. Andy Angel oversaw the delivery of the program. The programme was suspended when the first lockdown took place. During the summer, when restrictions were lifted sufficiently to allow meeting in groups of six, Andy Angel met with the Hub team. When Mark Edwards arrived as youth evangelist and discipler, the Hub team met for another training session between lockdowns.

### ***Worship, Teaching and Prayer***

Throughout 2020, services of worship continued. Before the lockdown, they continued to take place across the parish—not only in the church buildings. These services include services of Holy Communion for the housebound, as well as monthly services of Holy Communion in five local residential homes. However, after the first lockdown services went online. Seasonal services were

offered in the six residential homes where we take such services at Harvest and Christmas but due to technical issues, services only took place in three of these homes. (For services with local schools, see the reports below).

### **Regular and seasonal worship in the church buildings**

When 2020 began, St Andrew's continued the pattern of three Sunday services on a normal Sunday: the 9.00 am service of Holy Communion, the 10.30 am morning worship, and the 6.30 pm worship and teaching service. There was also a service of Holy Communion each Wednesday. These services were led by the clergy with teams of helpers for leading services, preaching, Bible readings, prayers, sound and audio-visual, leading sung worship, prayer ministry, refreshments, and decoration (including seasonal decoration and the regular flower arrangements), and children and youth groups. This pattern of worship changed during the first lockdown. Services went online and when the church was opened up for worship, services were offered both online and in the building. Throughout the remainder of 2020, most church members worshipped online. Before the lockdown, St Andrew's hosted the Burgess Hill churches Prayer United service in January, and church members met for prayer on Tuesday and Thursday mornings. When the first lockdown commenced, churches were instructed not to collect figures of those worshipping and so there are no figures for numbers of people worshipping during 2020. The PCC decided at its Vision Day in 2020 to invest in the equipment necessary to broadcast services with the ability to move between livestream and pre-recorded material. This was brought from a £3,300 grant in a restricted fund which was to be spent on worship.

#### ***9.00 am Sunday Service of Holy Communion***

Before lockdown, services followed the inherited pattern of Holy Communion using the liturgy in Common Worship Order One in the first and third Sundays of the month, and the liturgy in Common Worship Order Two (a slightly modernised version of the Book of Common Prayer service of Holy Communion) on the second and fourth Sundays of the month. Before lockdown, the services continued with the inherited pattern of singing on the first three Sundays of the month and having a said service on the fourth Sunday of the month. During the first lockdown, this service moved to Facebook livestream. When the buildings were re-opened for worship, the service continued to be livestreamed but with a congregation in the building too.

#### ***10.30 am and then 11am Sunday Morning Worship***

This weekly service of worship continued to be informal, following a pattern of opening prayers, worship songs, Bible readings, sermon, prayers (sometimes including times for the congregation to respond in prayers or activities), notices, closing sung worship and a blessing. During the service groups ran for those under eighteen years of age (on which see the reports below). This service continued with contemporary worship music led by various groups of musicians. During the first lockdown, this service changed to a pre-recorded service which was streamed on YouTube. It was noticed that viewing number dropped for this service and the viewing numbers rose for the 9am live-streamed Holy Communion. Therefore, the service was moved to Facebook live-stream from the church building later in the year and the viewing numbers trebled. (These numbers are not available as they were not recorded, as per the instructions from the bishop).

***Tiddlywinks*** is a group for children between birth and five years of age. The new program (which began in 2019), including an action song, a Bible reading from The Beginner's Bible, a craft activity, prayers with Tiddly Bear and play time, ran until the first lockdown.

**Kidzone** is a group for our primary school age children. The team continued with the normal program of games, craft, stories, discussion, drama, songs, puppets and all age interaction until the first lockdown.

**St Andrew's Youth on a Sunday** provided sessions during the service, designed to help them explore scripture, faith and church life until the first lockdown.

#### **6.30 pm Sunday Worship and Teaching**

In the first part of the year, services of worship and teaching ran until the first lockdown. They began with informal contemporary sung worship and open prayer for just under half an hour before a short break for coffee. The exercise of the gifts of the Holy Spirit continued to be encouraged. After coffee, there was an hour of adult education style study of a biblical text. The series that ran in January and February 2020 was on the cross of Christ in the New Testament. The service was suspended at the first lockdown. During the summer, there were calls for it to be re-established online, and so it resumed on Zoom during the autumn term when those gathered studied a series on coronavirus, chaos and the cross of Christ. The International Bible Training Institute continued to send students to this service until the first lockdown. Their COVID provisions did not enable them to join the Autumn term course as they were isolating as a community, with an intense program of study truncated from a year into a matter of months.

#### **10.00 am Wednesday Service of Holy Communion**

The service of Holy Communion on Wednesday mornings was informally formal, using the Common Worship Order One liturgy with something of a light touch. The sermons followed biblical books chosen by the congregation each term. The same informally formal liturgy with the congregation choosing the study series moved easily to Facebook livestream during the first lockdown. When the church building reopened for worship, the service continued to be livestreamed with a congregation in the building.

#### **Daily Morning and Evening Prayer**

During the first lockdown, the decision was taken to stream morning and evening prayer each day as a way of keeping members of the congregation in touch with each other, not least as there were high levels of fear which worship might ease. As viewings suggested that this was meeting a need, it was decided to continue with this until at least the time when worship was transferred mainly back to the buildings.

#### **Seasonal and Ecumenical Services**

During 2020, St Andrew's hosted the annual January Burgess Hill churches' Prayer United event (an evening of worship and prayer open to all churches in Burgess Hill), and members of the congregation also attended the other two united prayer events later in the year.

The Pancake Party on Shrove Tuesday (see in **Mission and Evangelism** above) was followed by the evening Ash Wednesday service of Holy Communion with Ashing. However, Easter services were celebrated wholly online with a Maundy Thursday Communion and Hour at the Cross livestreamed from the vicarage, a pre-recorded Good Friday all-age and Easter Sunday all-age service and an Easter Sunday Communion livestreamed from the vicarage garden. On Ascension Day the church joined the other churches in Burgess Hill to pray for the nine days leading up to Pentecost. Members of the congregation were invited to keep prayer going all day and night for these days and most of the hour slots were filled. The keeping of the nine days of prayer was done in conjunction with Thy Kingdom Come. On Pentecost Sunday, we had our normal Sunday services, minus Worship and Teaching.

Advent began as usual with the Toy Services on Advent Sunday when toys were collected at both morning services for Diocesan Family Support Work who give them to families in need as Christmas presents for their children. All this was done safely and in accordance with the government and national church COVID regulations. Special services took place throughout Advent and Christmas, including the Christingle service (at which we collected money for the Children's Society) and the services of Nine Lessons and Carols. On Christmas Eve we continued our tradition of a congregational-participation nativity (only in their seats and socially distanced) at the Crib service and the First Communion of Christmas leading up to Midnight. On Christmas Day, we had our regular Christmas morning all-age worship.

### ***The Church Flower Team***

*Leader: Chris Cherry*

*Team: Rosie Elkins, Ann Lea, Joan Spencer, Geraldine Davey, Janet Milligan, Eunice Hodgkinson, Collete Prevett and Nora Coles.*

Prior to lockdown, the team met every Friday morning to arrange fresh, seasonal flowers in the church, normally comprising one large pedestal and two matching arrangements on the altar. Also, when requested, flower arrangements to celebrate anniversaries, birthdays and memorial flowers for loved ones were produced. Regular flower arrangements as outlined above were carried out by the team until Friday 20<sup>th</sup> March 2020. After this all flower arranging in the church ceased with the introduction of the first lockdown due to COVID 19. In the light of the vulnerability of the flower team, all flower arranging activities ceased for the rest of the year. There was one exception to this which was the creation of four artificial flower arrangements for the Christmas period.

### ***Worship in the Community***

Regular acts of worship take place in the community alongside those in the church buildings. These include home communions, monthly services of Holy Communion in six residential and nursing homes, and seasonal services in residential and nursing homes.

#### ***Home Communions***

*Coordinator: Francis Noel.*

A team of fourteen members of St Andrew's take services of Holy Communion (by extension) in people's own homes when people are no longer able to attend services in the church buildings, or where illness temporarily prevents them from joining our regular acts of corporate worship. During 2020 in January and February, seven people regularly received Holy Communion in their own homes. However, this was suspended from March due to the Covid restrictions.

#### ***Nursing Home Services of Holy Communion***

*Coordinator: Francis Noel.*

During January and February 2020 services of Holy Communion (by extension) were held in six nursing and residential homes in Burgess Hill: Oak Lodge Nursing Home, Rookwood Care Home, Woodlands Nursing Home, Hilgay Care Home, Edward House and Firgrove Nursing Home. There were twelve people in the teams who take the services in the homes, and they have been clearly appreciated by staff and residents. Prior to lockdown two further homes were approached about holding Communion services monthly for their residents, Marten House and Triple Trees. However, all activity had to be suspended from March due to the Covid restrictions. All homes have been advised about how to access the virtual services.

### ***Nursing Home Seasonal Services*** (Harvest and Christmas)

*Coordinator: Amanda Anstee.*

*Service leaders: Andy Angel, Isaac Pain, John Dawson*

The usual seasonal visits to local nursing homes could not take place during 2020, with the planned Easter services being cancelled at short notice. However, with the help of Zoom, Mandy, Andy and Isaac did manage to join some of the homes for songs of praise and Carol services at Harvest and Christmas. The staff did a wonderful job of setting up screens so that everyone could all see each other. It was such a treat to meet the residents this way, to be able to share Bible readings and prayer, and to even hear some of them singing along to the recorded music. A further two homes, which did not have the ability to host a Zoom service, happily received resources and suggestions so they could hold their own events, to provide their residents with the opportunity to know God's love at Harvest and Christmas. It was not possible to speak to the residents individually as usual at the end of the services. Nevertheless, it was a joy and a privilege, as always, to be able to share the hope of Jesus with them during these times.

### **Structure, governance, and management**

In order to support these ministries and ensure that they run as smoothly as possible, St Andrew's has teams responsible for various aspects of administration and management. These are the Parochial Church Council (PCC), the Finance and General Purposes Committee (F&GP) and, as legally required, the Standing Committee. As the PCC decided not to delegate business to the Standing Committee, the Standing Committee did not meet during 2020. However, the membership is listed below as the committee was formed by the PCC, as required in law. Although the PCC works with the vicar to oversee ministry and mission at St Andrew's, much of the day-to-day administration of the church is passed onto the church office. In conjunction with the church office, the wardens oversee various aspects of church administration. Although the vicar and the PCC, with the safeguarding officer, are ultimately responsible for safeguarding at St Andrew's, there is a separate safeguarding report below.

#### ***Parochial Church Council***

Membership of the Parochial Church Council (PCC) is determined under the Church Representation Rules and consists of certain ex-officio members (the Vicar, the Curate and a representative of the lay readers licensed to officiate in the church), the Churchwardens and members of the Deanery, Diocesan or General Synods and up to 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The full PCC met eight times during the year, once face to face and the remainder via Zoom. Standing items on the agenda at each meeting included: clergy reports, youth report, finance (including F&GP report), and safeguarding. Particular items which were addressed by the PCC during 2020 included the ongoing development of the youth strategy, including the recruitment of a youth evangelist to replace the schools missionary, the furloughing of staff due to COVID, the financial impact of the pandemic, the changes in the pattern of ministry due to the pandemic, the worship pastor role, and Living in Love and Faith. The PCC vision day in September 2020 was given over to considering the worship pastor role after the departure of Jimmy Darn, and how the church might adopt a physical and digital approach to worship. The PCC decided to invest in equipment (using the £3,300 St George's grant given for use in developing worship) to enable this to happen so that even after the pandemic had abated, worship could continue to be streamed from the building for those who were unable to attend in person.

Those who served on the PCC during 2020 were:

Rev Dr Andrew Angel (chair)  
Mrs Diane Kutar (PCC Secretary/Electoral roll officer from APCM )  
Mr Andrew Sherlock (until APCM)  
Mr Steve Watson (until APCM)  
Mrs Angela Tugwell (until APCM)  
Mr Bob Oliver (Treasurer)  
Mr Jonny Lewis (until resignation May 2020)  
Mrs Linda Porter (Safeguarding Officer)  
Miss Sue Gumbrell (Deanery Synod)  
Mr Ian Porter (Churchwarden)  
Mrs Sheila Smith (Church Warden until APCM)  
Mrs Celia Davis (Churchwarden from APCM)  
Mrs Sarah Wilson (Electoral Roll Officer until APCM)  
Miss Amanda Hanlon (Deanery Synod)  
Mr Guy Fortescue  
Mr Ben Jones  
Mrs Amanda Anstee (from APCM)  
Mrs Janet Davies (from APCM)  
Mr Howard Hitchman (from APCM)

#### ***Standing Committee***

The Standing committee is available to transact urgent business between PCC meetings. It currently includes the Vicar, the Curate, the Churchwardens and the Parish Treasurer. The PCC did not delegate any business to the Standing Committee during 2020, preferring to have extraordinary meetings of the PCC to conduct any necessary business between fixed meetings.

#### ***Finance and General Purposes Committee***

The F&GP is a sub-committee of the PCC, meeting between PCC meetings in order to oversee the practical administration of the church premises, and to keep a watching eye on the finances of St Andrew's. The F&GP also scrutinizes the various drafts of the budget at its September, October and November meetings before they go to the PCC. During 2020, the F&GP met seven times in the year to deal with the finances and building management of St Andrew's, reporting back to the PCC where the necessary decisions were made on particular issues.

#### ***Fabric, Goods and Ornaments***

As always, on a busy site there has been significant activity with respect to fabric, although progress in some areas has been slow due to the pandemic. The new screen agreed in the Rider Hall lobby, funded by the Pre-School, was installed. The maintenance contract with PDP for heating systems worked well with no significant heating failures in the year. Due to COVID restrictions little progress was made with the proposed closure of the graveyard and this will be completed in 2021. Two incidences of fly tipping were dealt with. Remedial work was undertaken with respect to emergency lighting and a service contract for the fire-alarm system was entered into. The much-needed streaming equipment for Church was researched and purchased. The external door to the pre-school cupboard was replaced as this had rotted away at the bottom, contributing to mice being able to access the storage areas in the Rider Hall. Mice were also located in the Youth Centre and action was taken to place grills over all vents and prevent access.

The soffit boards and gutters were replaced on the Rider Hall. The maintenance on 9 Pendean included the installation of a new bath and the agreed replacement of the gas fire. At the latter end of the year the property became vacant and preparations were made to let this out.

### ***Safeguarding***

During 2020, St Andrew's Church remained fully committed to the safeguarding, care and nurture of everyone within our church community. St Andrew's continued to operate according to the policies laid out in the diocesan Simple Quality Protects (SQP) programme and continued to be alert to concerns, and enabled the church to offer the safe welcoming environment, so much at the heart of our Christian faith. All concerns raised to the clergy and safeguarding officer during 2020 were dealt with confidentially, liaising with the diocesan safeguarding team in accordance with the SQP protocols, and reached positive outcomes for the safety and protection of all.

The Past Case Review 2 (PCR2) was launched by the Church of England in August 2019. It followed a Past Case Review, commissioned by the Church of England in 2007, to look at the handling by the Church of child protection cases over many years. This entailed an independent scrutiny of the files of clergy and church officers to identify any persons presenting on-going risks to children and young people (i.e. anyone under the age of 18) which had not been acted on appropriately. The House of Bishops wanted to ensure that our churches and church-related activities are as safe as possible for children and vulnerable adults. Therefore, all dioceses were asked to extend the review in 2019 to include children, young people and vulnerable adults. The objectives of PCR2 are: (1) to ensure all known safeguarding cases have been appropriately identified and managed; (2) the needs of known survivors have been considered and supported; (3) all identified risks have been assessed and mitigated as far as is reasonably possible. St Andrew's PCR2 information was submitted in April 2020. The project continued throughout 2020 and due to the national restrictions during COVID-19 is expected to be completed by Spring 2021.

### ***Deanery Synod***

The diocese is divided into 21 deaneries (groups of parishes). Each deanery has its own Synod which is made up of the clergy of the area and lay members elected by each parish. In 2020 St Andrew's was entitled to four lay representatives who were Susan Gumbrell, Amanda Hanlon and Celia Davis with one vacancy. Robert Monroe is Deanery Treasurer and Celia Davis is the Deanery Secretary. Usually, Deanery Synod meets three times a year, and the parishes in the deanery take turns in hosting the meeting but because of the pandemic, Deanery Synod met only twice in 2020, once in February and then via Zoom in November.

In February 2020 Synod met in St Peter's Church, Henfield, where the Rural Dean, the Revd Paul Doick is the incumbent. He gave his parish report explaining that three parishes had become one and that the single parish was now known as Henfield with Woodmancote and Shermanbury. The main focus over the past year had been the relationship with the church school and he was happy to report that Christian values were now recognised in every aspect of school life. Terry's Cross was now a care home and although priority was given to clergy and missionaries, any member of a church could now apply for a place. The CQC had rated it good. At that time, Henfield was expecting to be holding celebrations for 1,250 years of worship on the same site. Later in the meeting the Rural Dean gave a presentation on the Diocesan Strategy "Vision for Growth 2020 – 2025". (Also available on [https://cofechichester.contentfiles.net/media/documents/document/2020/01/NEW\\_Vision\\_Booklet\\_web.pdf](https://cofechichester.contentfiles.net/media/documents/document/2020/01/NEW_Vision_Booklet_web.pdf) ). He explained that the Diocesan strapline remained the same, "To know, love, follow Jesus" but the Diocese was being asked to be more open (a sign of being one), more converted to Jesus Christ (a

sign of being holy), more generous (a sign of being catholic) and more engaged (a sign of being apostolic). Bishop Martin did not intend to 'impose' the strategy on the parishes but he was asking each parish to consider the Four Mores.

At the second Synod of the year held via Zoom in November 2020 Heather Ramsey from the Church Mission Society (CMS) spoke about the society's work. She spoke briefly about the 76 individuals whom CMS was currently supporting in mission around the world and spoke of the two offshoots, CMS Africa and CMS Asia. CMS Asia works with mission movements throughout Asia, whilst CMS Africa has a holistic vision wanting to see 50 million families living in a transformed society by 2050. Mrs Ramsey spent most of her time talking about the Pioneer Mission Course in the UK, a course which trains volunteers who have a vision and a calling to reach people who would not normally go to church.

As well as being sources of information, deaneries are also responsible for collecting the money pledges from the local parishes to cover their parish ministry costs (i.e. for clergy stipends, pensions and housing; for training costs; for diocesan church house; national church responsibilities etc.) Clergy fees as registrars and fees from weddings and funerals also go into this joint deanery pot. In 2020 Hurst Deanery were able to cover 95.8% of their costs.

### ***Electoral Roll***

At the APCM in September 2020 there were 173 (152 in 2018) on the church electoral roll, 67 who were not resident in the parish. In December 2020 there were 176 members registered on the electoral roll.

### ***Financial Review***

During what has been a very challenging year due to the Covid 19 Lockdown the PCC is most thankful for the continuing financial support of St Andrew's congregation. The restrictions imposed by the Government during the ongoing Coronavirus Pandemic have had a major negative impact on the Church's finances. Much has been done to mitigate the loss of regular income through the use of Online and Contactless Giving. Nevertheless, the actual Giving has been £10,700 lower than the last financial year. The benefit of last year's surplus has helped enormously. The reorganisation of the Church Administration Roles at the end of 2019 has proved invaluable enabling working from home to be undertaken while the Church Buildings were closed. The loss of income from Halls Hire has been a major financial set back with £19,400 income unavailable due to their closure. Inevitably this has led to a Deficit of £18,388 in unrestricted funds in 2020 (surplus of £24,019 in 2019). This follows transfers made from a number of Designated and Restricted Funds. Full details are given in the Financial Statements.

The total receipts on general unrestricted funds received were £166,497 (£210,352 in 2019). Resources expended amounted to £184,885 (£186,333 in 2019). Full details are given in the Financial Statements.

Voluntary income (excluding grants and a single restricted donation to the Youth Pastor Project) to the General Fund was £128,238 (£138,928 in 2019). The continued voluntary income (excluding grants) to the Reordering Fund was £21,775 (£26,564 in 2019). Tax recovered by way of Gift Aid in these funds was £24,918 and £4,031 respectively. The Small Donations Gift Aid allowance for 2019 was deferred to 2020 and received in full. Similarly, the 2020 claim will be deferred to maximise the claim and is not included in these accounts.

With regard to the Building Project to link the church and halls and to reorder the church that was completed during 2016 we continue to service the outstanding interest free private term loans. At the end of 2020 the Reordering Fund bank balances (which are restricted for this project) stood at £70,504. This is required to meet ongoing term loan repayments.

Donors continue to make regular monthly payments via bank standing order with the benefit of the Gift Aid Scheme to meet the future monthly loan servicing requirements for the remaining Interest Free Loans totalling £90,000. A first term loan repayment of £20,000 was made in 2020. Focus on regular giving to maintain these future payments remains a priority.

The PCC received Grants totalling £18,019 in 2020. The first for £10,000 was the final receipt of the Diocesan Grant for Youth Mission work to help fund the Youth Pastor's 2020 salary costs. The second was for £5,000 gratefully received from Mid Sussex District Council following a successful application for a Lockdown support Grant to assist with loss of income. The third was the final top up grant from Highmead Christian Association again gratefully received in respect of the final payments due to the contractors in respect of the Building Project. No Legacies were received nor were any anticipated. The PCC gratefully acknowledges the Highmead Christian Foundation's continued generosity in making available the house which it owns at 10, The Nursery, Burgess Hill to the Youth Pastor and his family at a peppercorn rent.

The largest expenditure of the PCC was the sum of £74,035 (£70,445 in 2019) paid to the Diocese to cover ministry costs. This amount covers the housing, stipend and pension costs of the Incumbent and the church insurance and also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. The church continues to meet 100% of its allocated costs. However, it is anticipated that any continued loss of income through extended Lockdowns during 2021 will place pressure on maintaining this come 2022.

The second largest item of expenditure was the overall contracted Staff costs of £47,794. The PCC employed a full time Youth Pastor with a new employee starting in September. A review of that role resulted in the release of the part time Assistant Role. The part-time Administration Assistant and part-time Site Administrator roles were successfully combined in 2019, following the departure of the Administration Assistant, and one experienced individual is now employed in the Church Office (or at home during Lockdown) to ensure all administration tasks are efficiently undertaken. As that individual was understood to be leaving in May 2021, plans were made during 2020 for the PCC to review the role again and secure a replacement or indeed break it back into two roles, if necessary, within the existing budget limitations. The PCC also employs two part time cleaners, who have been furloughed for periods during the lockdown. The vacancy for a part time Worship Pastor filled in 2019 has once again become vacant in Autumn 2020. Since the departure of the Worship Pastor, one occasional organist and one worship leader were engaged on a contract basis, pending lockdown restrictions permitting interviews in which potential candidates might visit, and play and sing in the building. Full cost details are given in the Financial Statements.

Repairs to church buildings were expected to see an increase in 2020 and this has been the case across all Church Property. The Building Repairs Fund has been utilised during 2020 with the need to repair the Halls roof soffit boards, ongoing maintenance at 9, Pendean as well as the need to bring that property up to a standard for the letting market. With the departure of the Curate at

the end of 2020 renting out 9, Pendean now provides a very useful new income stream and matters are in hand via a Letting Agency to find a tenant from March 2021. The Building Repairs Designated Fund continues to hold sufficient funds to meet the anticipated costs of delayed Quinquennial maintenance.

The PCC donated £5,730 (£14,200 in 2019) in missionary and charitable giving. Of this amount £2,730 came from special collections whilst £3,000 was donated from church funds. While the principle of 10% give away usually remains the PCC policy a very difficult decision had to be made to defer this decision until much later in 2021 given the current fiscal sensitivity of needing to mitigate against future losses. This will depend on a return to a Surplus outcome (see the note above under ***Mission and Evangelism/ Support for Mission in the UK and Abroad***).

The PCC decided to take steps to establish new income streams during 2021 in view of continued government restrictions regarding the ongoing coronavirus pandemic. To promote giving, it was decided to use new online tools to extend the usual methods of bank standing orders and the Parish Giving Scheme. There was a successful move from cash donations during 2020 by donors using these new methods. Although regular planned income has dropped by £14,500 since 2019, the overall gross giving figure has reduced by £10,700 after taking into account other sundry giving methods but highlighting the difficulties of the lockdown period. The PCC decided to let out the property at 9 Pendean, hoping for a significant new income of £11,000 per annum.

### ***Reserves Policy***

It is PCC policy to maintain a balance on the general unrestricted funds (excluding fixed assets), which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The general, unrestricted, reserve was £61,290 at the close of 2020 which is more than one quarter of unrestricted resources expended which equated to about £46,400 in 2020 (excluding expenditure from designated funds). We expect to have sufficient cash flow to continue to pay bills as they fall due; although given the anticipated delay in being able to return to having a significant income stream from Halls Hire it is anticipated that a major reliance on Reserves will be necessary, going forward.

Details of the balances and purposes of the various Designated and Restricted funds are given in Note 10 to the Financial Statements.

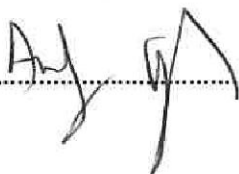
It is PCC policy to invest fund balances as deposits so as to maximise interest whilst protecting the sums involved. Not more than the amount guaranteed by the Financial Services Compensation Scheme is invested in any one institution. At the end of 2020 the PCC held accounts with the Church of England CBF, Virgin Money and the Mansfield Building Society in addition to CAF Bank and Barclays Bank who provide current account facilities.

### ***Public Benefit Statement***

In exercising its duties, the PCC has complied with their duty to have due regard to the guidance for public benefit published by the Charity Commission.

Signed on behalf of the PCC

Revd Dr Andrew Angel (Chair).....

A handwritten signature in black ink, appearing to read 'Andy', written over a horizontal dotted line.

Date 25<sup>th</sup> April 2021



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
<b>Incoming resources</b>						
<i>Donations and Legacies</i>	2a	133238.37	63870.48		<b>197108.85</b>	207411.10
<i>Trading Activities for generating funds</i>	2b	29243.26	70.23		<b>29313.49</b>	50804.17
<i>Income from investments</i>	2c	262.08	510.02		<b>772.10</b>	1171.12
<i>Church activities</i>	2d1	1742.31	286.50		<b>2028.81</b>	16988.52
<i>Charitable Activities</i>	2d2	2011.00			<b>2011.00</b>	4279.84
<i>Other incoming resources</i>	2e					
<b>Total incoming resources</b>		<b>166497.02</b>	<b>64737.23</b>		<b>231234.25</b>	<b>280654.75</b>
<b>Resources expended</b>						
<i>Costs of generating voluntary income</i>	3a	107.33			<b>107.33</b>	
<i>Fund-raising trading costs</i>	3b					
<i>Church charitable activities</i>	3c1	151724.86	19519.80		<b>171244.66</b>	201787.47
<i>Other Trading Activities</i>	3c2	33052.47	4060.91		<b>37113.38</b>	24752.26
<i>Governance Costs</i>	3d					
<b>Total resources expended</b>		<b>184884.66</b>	<b>23580.71</b>		<b>208465.37</b>	<b>226539.73</b>
<b>Net Incoming/(outgoing) resources</b>		<b>-18387.64</b>	<b>41156.52</b>		<b>22768.88</b>	<b>54115.02</b>
<b>Transfers between Funds</b>						
<b>Other recognised gains/losses</b>						
<i>Gains/(losses) on revaluation of fixed assets</i>	5					
<i>Gains/(losses) on investment assets</i>	6					
<b>Net movement in funds</b>		<b>-18387.64</b>	<b>41156.52</b>		<b>22768.88</b>	<b>54115.02</b>
<b>Total funds brought forward at 1 January 2020</b>		<b>756184.87</b>	<b>-23990.04</b>		<b>732194.83</b>	<b>678079.81</b>
<b>Total funds carried forward at 31 December 2020</b>		<b>737797.23</b>	<b>17166.48</b>		<b>754963.71</b>	<b>732194.83</b>



**PAROCHIAL CHURCH COUNCIL OF ST ANDREW, BURGESS HILL Registered Charity No: 1131284**

**BALANCE SHEET AT 31 DECEMBER 2020**

	Notes	2020	2019
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	5	760000	760000
Investments	6		
<b>Total fixed assets</b>		<u>760000</u>	<u>760000</u>
<b>Current assets</b>	7		
Stock			
Short term deposits		119610	118881
Cash at bank and in hand		99839	96437
Debtors	8	7895	9501
		<u>227344</u>	<u>224820</u>
Creditors: amounts falling due within one year	9	<u>-20012</u>	<u>-20257</u>
<b>Net current assets</b>		<b>207332</b>	<b>204563</b>
<b>Total assets less current liabilities</b>		<u><b>967332</b></u>	<u><b>964563</b></u>
Creditors: amounts falling due after one year	9	<b>-212368</b>	<b>-232368</b>
<b>NET ASSETS</b>		<u><b>754964</b></u>	<u><b>732195</b></u>
<b>Funds</b>	7		
<b>Endowment funds</b>	10		
<b>Restricted funds</b>	10	<b>17166</b>	<b>-43946</b>
<b>Unrestricted funds</b>	10	<b>737797</b>	<b>776141</b>
		<u><b>754964</b></u>	<u><b>732195</b></u>

Approved by the Parochial Church Council on / / 2021 and signed on its behalf

Revd Dr Andrew Angel - Chairman.....

Mr R M Oliver - Treasurer.....

The accompanying notes form a part of these financial statements.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting policies

a Accounting convention

The PCC is a public entity within the meaning of FRS102. 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 FRS102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. 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 which include

*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.

The PCC does not hold any endowment funds at the present time.

c Incoming resources

All incoming resources are accounted for without deduction of any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably

**Voluntary Income-Donations & Legacies**

*Collections* are recognised when received.

*Planned giving* receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift Aid* is recognised when the income to which it is attached is recognised

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

**Trading Activities**

All trading income is recognised when it is receivable. Advance bookings are included in creditors.

**Income from investments**

The PCC does not hold any investments other than deposits with banks, building societies and the CBF Church of England Deposit Fund

**All other income**

All other income is recognised when it is receivable.

**Charitable Activities**

Statutory fees for weddings and funerals are recognised when the office occurs

**Gains and losses on investments**

The only investments held by the PCC are deposits with banks, building societies and the CBF Church of England Deposit Fund.



**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**d Expenditure**

Resources expended are accounted for on an accruals basis and are recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

**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 on an annual basis, reflecting the allocation set by our Deanery. All payments due in 2020 were paid over before the end of the year.

**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.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2006 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2006 have been capitalised in the accounts and depreciated over their useful economic life (see below).

All expenditure on consecrated or beneficed buildings and individual items costing under £5,000 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.

Short-term deposits include cash held on deposit with the CBF Church of England Funds, as well as banks and building societies.

**g The prior year figures cover the year ended 31 December 2019.**



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
<b>a Voluntary income</b>					
Planned Giving (excluding tax refunds)	78078	15679		93757	111961
Other Planned Giving (no tax refunds)	6078	1620		7698	8603
Collections at all services	11221	3120		14341	14374
All other giving	7943	21265		29208	17783
Special Appeals		4426		4426	2312
Gift Aid recoverable	24918	4741		29659	32378
Grants	5000	13019		18019	20000
Legacies					
	133238	63870		197109	207411
<b>b Activities for generating funds</b>					
Fund Raising Events	24	70		94	572
Church Hire	708			708	3443
Halls Hire and Special Events in Halls	28512			28512	46790
	29243	70		29313	50804
<b>c Investment income</b>					
Interest on Bank Accounts	262	510		772	1171
	262	510		772	1171
<b>d1 Income from Church Activities</b>					
Bookstall and Chichester Magazine	413			413	2002
St Andrew's Afternoon Fellowship	51			51	218
Oasis		287		287	624
Activities for Youth	117			117	8311
The Venue					55
Holiday Club	34			34	799
Sunbeams & Tiddlywinks & Melody Makers	206			206	1049
Men's Breakfasts	169			169	452
Bereavement Support Group	39			39	223
Other Church Activities	100			100	55
Tuesday Café	306			306	1704
Café Catering	4			4	41
Catering					91
Income from Parish Office	303			303	1365
	1742	287		2029	16989
<b>d2 Fees for weddings and funerals</b>	2011			2011	4280
<b>e Other incoming resources</b>					
<b>Total incoming resources</b>	166497	64737		231234	280655



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

## 2 Incoming resources

	Mission and Charity Fund £	Youth Fund £	Reordering Fund £	Facilities Fund £	Church Act R Fund £	St Andrews Hship R Func £	Oasis Fund £	TOTAL RESTRICTED FUNDS 2020 £	TOTAL RESTRICTED FUNDS 2019 £
<b>a</b> <i>Voluntary income</i>									
Planned Giving (excluding tax refunds)		1180	14499					15679	20237
Other Planned Giving (no tax refunds)			1620					1620	1295
Collections at all services	1765	1355						3120	3256
All other giving	580	20050			635			21265	15299
Special Appeals			1625		351	2450		4426	2312
Gift Aid Recoverable	385		4031			325		4741	6086
Grants		10000		3019				13019	20000
Legacies									
	2730	32585	21775	3019	986	2775		63870	68483
<b>b</b> <i>Activities for generating funds</i>									
Fund Raising Events			61	9				70	541
			61	9				70	541
<b>c</b> <i>Investment income</i>									
Interest on Bank Accounts			510					510	654
			510					510	654
<b>d</b> <i>Income from Church Activities</i>									
Oasis							287	287	624
							287	287	624
<b>v</b> <i>Other incoming resources</i>									
<b>Total incoming resources</b>	2730	32585	22346	3028	986	2775	287	64737	70303



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
<b>a</b> <i>Costs of generating voluntary income</i>					
Giving Envelopes and Forms	107			107	
	107			107	
<b>b</b> <i>Fund-raising trading costs</i>					
Miscellaneous					
<b>c1</b> <i>Church Charitable Activities</i>					
Missionary and charitable giving:					
Overseas:					
- Missionary Societies	1500	1829		3329	9212
- Relief and Development agencies					
Home Missions & other Church Societies	1500	901		2401	4988
Secular Charities	3000	2730		5730	14200
Ministry costs:					
Diocesan parish contribution	74035			74035	70445
Deanery Levy					
Staff expenses	5465			5465	4002
Property Expenses	15589			15589	12748
Youth Pastor		13442		13442	18114
Youth Assistant	2320			2320	3000
Church building costs:					
Running expenses	6979			6979	8646
Major Repairs and Projects		3098		3098	6653
Maintenance	3084			3084	1705
Grounds - Major Repairs and Projects					
Upkeep of churchyard					812
Depreciation of Equipment					
Church activities:					
Upkeep of services	3003			3003	4601
Director of Music and Musicians	6414			6414	8572
Youth Worker Expenses					1654
Mission	221			221	2023
Training and education	58			58	1117
Bookstall and Chichester Magazine	396			396	2002
Activities for Youth	267			267	12381
Oasis		249		249	641
St Andrew's Afternoon Fellowship	85			85	185
The Venue	29			29	134
Holiday Club	96			96	1237
Kidzone	39			39	56
Sunbeams & Tiddlywinks & Melody Makers	74			74	414
Ladies' Meals					
Men's Breakfasts	243			243	780
Bereavement Support Group	24			24	279
Other Church Activity Costs	321			321	585
Tuesday Café	301			301	1684
Café Catering	59			59	166
Catering					
Church administration:					
Salaries	20403			20403	16322
Printing, stationery, photocopying	3625			3625	3643
Other administration expenses	4937			4937	2784
Office equipment	657			657	203
	151725	19520			
<b>c2</b> <i>Other Trading Activities:</i>					
<i>Church Halls running costs:</i>					
Major Repairs and Projects		3276		3276	
Running expenses	17980			17980	21153
Maintenance	15037			15037	2914
Equipment	35	785		820	684
	33052	4061			
	184777	23581		208358	226540
<b>d</b> <i>Governance costs</i>					
Independent examination fee					
Cost of annual accounts					
No fees were paid for account preparation or independent examination. The minimal cost of producing the accounts is included in Church Administration					
<b>Total resources expended</b>	<b>184885</b>	<b>23581</b>		<b>208465</b>	<b>226540</b>



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Resources expended

	Mission and Charity Fund £	Youth Fund £	Reordering Fund £	Facilities Fund £	Church Act R Fund £	St Andrews Hshp Fund £	Oasis Fund £	TOTAL RESTRICTED FUNDS 2020 £	TOTAL RESTRICTED FUNDS 2019 £
a Costs of generating voluntary income									
Giving Envelopes and Forms									
b Fund-raising trading costs									
Miscellaneous									
c Church Activities									
Missionary and charitable giving:									
Overseas:									
- missionary societies	1829							1829	2212
- relief and development agencies									
Home missions & other Church Societies	901							901	2360
Secular charities									
Ministry Costs:									
Youth Pastor Salary		13442						13442	18114
Youth Pastor Other Costs									
Youth Outreach Costs									1326
Activity Costs:									
Holiday Club									
Oasis							249	249	641
Sunbeams Equipment									8572
Hardship Fund Payments Out						785		785	330
Building Project Costs:									
Miscellaneous Expenditure				3038				3038	6593
Debit Interest on Loans									
Fees			60					60	60
Building Costs - Church									
Building Costs - Halls				3276				3276	
Building Costs - Grounds									
	2730	13442	60	6314		785	249	23581	40207
d Governance costs									
Independent examination fee									
Cost of annual accounts									
Total resources expended	2730	13442	60	6314		785	249	23581	40207
Net Movement of Funds		19143	22286	-3286	986	1990	37	41157	30096



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

4 Disclosures

	2020 £	2019 £
a Staff Costs - Wages and salaries	47794	53051

During the year the PCC employed a full time Youth Pastor (one for 5 months and another for 4 months) together with a new combined Parish Administrator / Site CoOrdinator. The Youth Assistant part time role was filled until August 2020 when the role was made redundant. In addition two part time cleaners continued to be directly employed although both were Furloughed as part of the Government's Lockdown Scheme. The Director of Music post was filled during 2019 but the individual resigned in October 2020. This, together with the gap to recruit the replacement Youth Pastor vacancy reflects the net reduction in salary costs incurred in 2020. Additionally Furlough payments have reduced the Cleaners annual costs although some additional cleaning costs have been incurred to allow for the Church to remain Covid Secure during the pandemic. Staff costs include Employees' National Insurance Contributions and PAYE paid to HMRC. The rebate for Employer's National Insurance contributions was utilised. Clergy are employed by the Diocese of Chichester. Clergy and Pastor property costs and expenses are however included in these accounts. The PCC now operates a pension scheme from February 2017 in accordance with Government Regulations. Employers Pension costs were £497 in 2020 (£635 during 2019). No person received remuneration in excess of £60,000.

b Payments to PCC members

Mr Jonny Lewis was employed as Youth Pastor until May 2020. Youth Pastors are commissioned by the Bishop of Horsham and are therefore an ex officio members of the PCC whilst employed by the PCC. Mr Lewis's salary and Employers' National Insurance contributions amounted to £7,695 gross (£19,387 in 2019). Mark Edwards replaced Mr Lewis in September 2020 and his salary and Employers' National Insurance contributions amounted to £5,748 gross.

Mrs Diane Kutar was employed in the new combined Parish Administrator/Site Administrator. Mrs Kutars salary and Employers National Insurance contributions amounted to £20,227 gross (£14,582 in 2019) the increase reflecting the additional Administration tasks undertaken before the roles were combined

Clergy Support across 3 individuals :

Council Tax	Environment	Other inc Telephone & Travel
£5,815	£1,743	£5,371

5 Cost or valuation:

	Rider Hall	Youth Centre	9 Pendean	Equipment	
As at 1 January 2020	325000	115000	320000		760000
Additions					
Disposals					
Revaluation					
At 31 December 2020	325000	115000	320000		760000
Depreciation					
At 1 January 2020					
Provided in the year					
Disposals					
At 31 December 2020					
Net book amounts					
At 31 December 2020	325000	115000	320000		760000
At 31 December 2019	325000	115000	320000		760000

The freehold land and buildings comprise the Rider Hall and Youth Centre, together with a house at 9 Pendean. These properties are held by the Chichester Diocesan Board of Finance on behalf of the PCC. It is the policy of the PCC to maintain these assets in a continual state of sound repair, and therefore no depreciation is applied to their values. These buildings were linked to the Church at the very end of 2016 following a major building project. The PCC agreed with the Diocese as to how the demarcation between the Church and the "linked building" can be made following the completion of the Building Project in 2016. This has been taken into account with new Insurance agreements. In accordance with current policy no changes have been made to last years values of land and buildings and last years freehold values have been retained.

In the case of 9 Pendean there is an equity sharing loan with the Church Commissioners under which they hold 38.24% of the equity. This is reflected in Notes 7 & 9, together with the Balance Sheet.



**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**6 Investments**

The only investments held by the PCC are deposits with banks, building societies and the CBF Church of England Deposit Fund.

**7 Analysis of Net assets by fund**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
Fixed assets for church use	760000			760000	760000
Investment fixed assets					
Current assets					
Stock					
Short Term Deposits	27785	91825		119610	118881
Cash at Bank and in Hand	87911	11928		99839	96437
Debtors	7895			7895	9501
Creditors: amounts falling due within one year	-20012			-20012	-20257
Creditors: amounts falling due after more than one year	-122368	-90000		-212368	-232368
	<u>741211</u>	<u>13753</u>		<u>754964</u>	<u>732195</u>

**8 Debtors**

	2020 £	2019 £
Gift Aid recoverable	6607	7500
Prepayments and accrued income		
Other debtors	1288	2001
	<u>7895</u>	<u>9501</u>

**9 Creditors: amounts falling due within one year**

	2020 £	2019 £
Deferred income		
Accruals for utilities and other costs	1134	1618
Interest Free Loans		
CAF Bank Loan		
Other creditors	18878	18639
	<u>20012</u>	<u>20257</u>

**Creditors: amounts falling due after more than one year**

	2020 £	2019 £
Interest Free Loans	90000	110000
CAF Bank Loan		
9 Pendean Equity Sharing Loan	122368	122368
	<u>212368</u>	<u>232368</u>

The PCC does not consider that it has any contingent liabilities

**Summary of Reordering Loan Repayments 2020 to 31st December 2020**

	Balance 31.12.19 £	Annual Repayments £	Loan Interest Paid £	Balance 31.12.20 £
All loans are interest free				
A first repayment of £20,000 paid due in Aug 2020	110000	20000		90000



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020

10 Statement of funds

	Bal b/fwd 1st Jan 20	Income	Expenditure	Transfers In	Transfers Out	Bal c/fwd 31st Dec 20
	£	£	£	£		£
<b>Unrestricted Funds</b>						
General fund	707830	166497	-178622	6728	-3512	698922
Designated Funds:						
Church Repairs Fund	20881		-4900			15981
9 Pendean Repairs Fund	1200		-1200			
Legacy Fund (St George's Mission)	3300				-3300	
Men's Ministry Fund	831		-74			757
Women's Ministry Fund	247					247
St A Aft Fellowship Fund	485		-34			451
Sunbeams D Fund	619			62		681
Bookstall	50			17		67
Tuesday Café	52			5		57
Café Catering	389		-55			334
Youth Pastor Leader Fund	20301					20301
	756185	166497	-184885	6812	-6812	737797
						737797
<b>Restricted Funds</b>						
Mission & Charity Fund	0	2730	-2730			0
Youth Fund	8668	32585	-13442			27811
Reordering Fund	-40933	22346	-60			-18646
Facilities Fund	2500	3028	-6314	3300		2514
Church Activities R Fund	3428	986		128	-3428	1114
St A Hardship Fund	1510	2775	-785			3500
Oasis Fund	837	287	-249			874
	-23990	64737	-23581	3428	-3428	17166
						17166
<b>Endowment Funds</b>						
<b>Total funds</b>	732195	231234	-208465	10240	-10240	754964
						754964

Rev'd Dr Andrew Angel - Chairman.....

Mr R Oliver - Treasurer.....

25/1/2021



**PAROCHIAL CHURCH COUNCIL OF ST ANDREW, BURGESS HILL**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**NOTE 10 CONTINUED**

**Unrestricted funds included the following designated funds:**

**Church Repairs Fund:** In 2020 the PCC's normal allocation of £400 per month to this fund was fully utilised as expected and no transfers in made. The Fund is used to finance repairs to the church buildings, halls and grounds costing in excess of £1,000. With a number of repairs done in 2020 there remains the last Quinquennial Report Review and plans are in place to progress these in 2021. The fund now stands at £15,981. The PCC has agreed to reduce the allocation to £200 per month from 2021 given the fund already meets future needs.

**9 Pendean Repairs Fund:** This fund is to meet the cost of maintaining 9 Pendean, which is owned by the PCC and used in 2020 for the purpose of providing a dwelling for the Curate and his family. This fund was fully used to help meet the repair costs in 2020. In 2019 the opportunity was taken to top up this fund by £600. Additionally the repairs Budget was increased to £1200 for 2020 which has been fully utilised. As well as a number of repair and maintenance costs during 2020 the decision to let the property in 2021 resulted in additional improvement costs. The fund currently stands at zero.

**Legacy Fund** A grant of £3,300 was received from the Deanery in 2016. It came from the sale of an asset, the proceeds of which were spread equally amongst the churches of the deanery. The grant was awarded for the purposes of mission. The PCC utilised these funds in 2020 to support On Line Services during Lockdown through the purchase of improved audio visual equipment. The fund currently stands at zero.

**Men's Ministry Fund, Women's Ministry Fund, St Andrew's Afternoon Fellowship Fund and Sunbeams Fund, Bookstall Fund, Café Catering Fund and Tuesday Café Fund:** These funds represent the operational balances from these church activities. As a number of these Ministries are drawing to a close the Fund Balances will be reviewed in 2021.

**The Youth Pastor Leader Fund:** This fund was originally established to assist in funding the cost of engaging a Youth Pastor and providing equipment to support youth ministry. The final Grant for £10,000 was received from the Diocese which was fully utilised to support the Youth Pastor's salary during 2020. We have been most fortunate and gratefully acknowledge the receipt of a substantial donation of £20,000 specifically to support this Ministry throughout 2021. Under the circumstances we have not had the need to draw on the Designated Fund during 2020 nor will we need to in 2021 as originally planned and the balance of £20,301 will provide support for salary costs in 2022

**Restricted Funds include the following:**

**Mission and Charity Fund:** This fund is for monies taken at special collections for nominated charities. All such monies received in 2020 have been paid to the charities concerned, and the fund has a zero balance.

**Away Giving for the year ended 31 December 2020**

	2,019	2,020
	£	£
Bible Society	1,660	553
Caring and Sharing	242	0
Chichester Diocese Family Support Work	1,714	755
Childrens Society	1,560	807



CMS	2,700	871	
Tear Fund	2,950	1,156	
TLA Charitable Trust (formerly Frontiers)	1,660	749	
Off The Fence	1,714	839	
<b>GRAND TOTAL</b>		<b>14,200</b>	<b>5,730</b>
Additionally donations for The CMS Fund in 2019	150	<b>14,350</b>	

**Youth Fund:** This restricted fund is for monies donated for Youth Work. The original £45,000 Diocesan Grant has been allocated to this fund to meet salary costs together with a number of small donations. Additionally, a Grant of £2,500 from Kings Church was allocated in 2018 for assisting the schools work of which £1,174 remains. The final tranche of £10,000 from the Diocese Grant was received in 2020. There was a need to recruit a replacement Youth Pastor half way through 2020 resulting in a lower annual cost while the vacancy was filled. Not only did this leave a greater residue in this fund but additionally a very generous donation of £20,000 was received specifically for this fund to meet future salary needs. This will be called upon in 2021. This Fund now stands at £27,811.

**Reordering Fund:** This fund is for monies donated to the building project which includes the reordering of the church. This fund received income of £22,346 (principally from donations and fund raising events) in 2020. Expenditure incurred was £60, representing Bank fees. All outstanding bills owing and accrued have been paid. The Interest free Loan of £100,000 began term repayments over 5 years in 2020 and the first repayment of £20,000 was made, reducing the balance to £90,000. The remaining interest free loan of £10,000 is due to be repaid in full in 2024. Providing the current rate of regular donations to this Fund is maintained then both of these loans could be repaid by the end of 2022.

**Facilities Fund:** This fund now holds a sum of £2,514 by way of a donation towards the future costs of new sound equipment.

**Church Activities Fund:** This restricted fund will be maintained for future restricted monies received for Church Activities/Services. The balance due to the costs of the Worship Pastor of £3,428 has been transferred from this fund. The majority of the remaining balance £986 relates to donations received following St Andrews Gift Day for the purchase of new bibles.

**Hardship Fund:** This fund was set up by the PCC to provide financial assistance to those deemed to be in need and who meet certain criteria. Outgoings during 2020 were £785 while voluntary donations received were £2775 and the Fund stands at £3,500.

**Oasis Fund:** Oasis is a group for people with enduring physical health problems which can impair their quality of life. Grants have been received to support this project, and this restricted fund ensures such grants are used for their specified purpose. All income and expenditure payments attributable to Oasis are credited and debited respectively to this fund.

