

**ST STEPHEN'S CHURCH, SOUNDWELL, BRISTOL
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2020**

Legal and Administrative Information

St Stephen's Church, Soundwell, Bristol, is part of the Diocese of Bristol within the Church of England. We have charitable status under the Charities Act, registered No. 1131503. PCC members are trustees of that charity by virtue of their membership.

Church Address

St Stephen's Church
Church Road
Soundwell
Bristol
BS16 4RH

Chair of PCC

Rev. Lisa Wigmore
52 Gladstone Street
Staple Hill
Bristol
BS16 4RF

Churchwarden

Mrs Gill Mayo
122 Burley Grove
Downend
Bristol
BS16 5QG

Bankers

Lloyds Bank
697 Fishponds Rd,
Fishponds,
Bristol BS16 3UJ

Independent Examiner

David Biddell
12 The Newlands
Frenchay
BS16 1NQ

Churchwarden

PCC members who have served from 1 January 2020 until the date of this report are:

Priest-in-Charge:	Rev Lisa Wigmore	Chair	Ex Officio
Clergy	Rev Sandy Cooper		Ex Officio
Lay Ministers:	Mr Peter Robbins	Safeguarding Officer	Ex Officio
Wardens:	Mrs Gill Mayo	Vice Chair	Ex Officio
Representatives on	Mr Bill Bishop	Vice Chair	Ex Officio
The Deanery Synod	Mr Bill Brookshaw		Ex Officio (until October 2020)
Elected Members	Mrs Lin Cooper		Elected 2020
	Mrs Carolyn Smith		Elected 2020
	Mrs Carolyn Hawkins	Secretary	Elected 2018
	Mrs Julia Merrifield	ER Officer	Elected 2018
	Mrs Trish Phipps		Elected 2018
	Mrs Bron Kucharski		Elected 2018
			(until August 2020)
	Mr Geoff Harris		Elected 2019
	Mrs Nicola Read		Elected 2019
	Mrs Sue Clements		Elected 2019
	Mrs Sue Humphrey		Elected 2019
	Mrs Lorraine Sanderson	Treasurer	Elected 2019
	Mr Bill Brookshaw		Co-opted 2020

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The person to whom day-to-day management is delegated is the Priest-in-Charge, Rev Lisa Wigmore. The PCC adopts the appropriate training procedures for the wide range of matters affecting the parish, specifically Safeguarding. The PCC has access to training courses arranged by the diocese and deanery.

There are several committees and groups which report to the PCC. Some committees meet on a regular basis whilst others on an ad-hoc basis. All major initiatives, events, proposals and requests are reported to the PCC when it meets every other month. The PCC agenda will always include provision for reports from the following committees:

Ministry Team	Finance	Admin Team
Sacristy Team	Safeguarding Team	Prayer Teams
Choir	Friday Night Live Team	Outburst Youth Group
See & Know	Dad & Me	Knit & Natter
Ladies Group	Men's Group	Pensioners Group
House Groups	Café Central Team	Marriage Prep
Baptism Prep	Bereavement Team	Pastoral Care Teams
Flower Persons	Cleaning Guild	Welcomers & Sides People

The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems or procedures have been established to manage such risks.

The PCC considers that it has, to the best of its knowledge, taken all reasonable steps to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016. It confirms that there have been no incidents since the previous APCM.

An annual budget is prepared to ensure short term viability. Actual results compared with budget are reported regularly to the PCC. The PCC has approved internal controls for annual accounts, cash and cheques handling. All assets are insured and levels reviewed annually and approved by the PCC.

The PCC has met four times in 2020

Objectives and Aims – our reason for being!

The PCC of St Stephen's, Soundwell, has the responsibility of cooperating with the Priest-in-Charge, Rev Lisa Wigmore, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical – in short, focusing on what Jesus wants us to do. It also has maintenance responsibilities for the Church and the Church Hall.

The PCC, in line with Diocesan objectives, continued with a number of specific aims for 2020; connecting with God; connecting with each other; and connecting with the community in order that we will be a 'Beacon of Light & Hope to the community'. In addition, the PCC strives to fulfil our financial and physical responsibilities, both within the Church and to the Diocese.

Activities and Achievements – review of the year.

Electoral Roll

The Electoral Roll now stands at 118 people, a decrease of 3 from last year, which should have been reported as 121. Three names have been removed – 2 deceased and 1 moved away.

Ministry Overview

Priest-in-Charge

Well 2020 sure has been a different kind of year.... but whatever Covid-19, and all the restrictions associated with that have thrown at us, we have continued to find ways of connecting with God, each other, our community and constantly following Jesus!

This report will be a different kind of report... instead of keeping it just factual, as the charity commission requires its reports to be, for this year only, I am merging this report with my verbal report intended for the APCM, so it is available for everyone to see and read.

We began the year with Baptism Preparation and we had 7 wonderful Baptisms in the early part of the year. There was also a wedding just before 'lockdown' and later in the year celebration prayers in a garden and in Church for Wayne and Nick who married in the summer. Sadly, Baptisms and Weddings have been postponed for everyone else, because of the necessary restrictions around numbers, but we have remained in touch with all these people so they know they are not forgotten.

Although there have been the same number of funerals conducted throughout 2020 as the previous year (34), the majority of them this year have been held at Crematoriums. This is because most of these services have been for people living in or who have links with our Parish, rather than them being for Church members. However, because of Covid related restrictions, planning and preparation for them has been much more difficult, and often heart-breaking. In a 10-day period in April, I conducted 9 funerals.

We began the annual Lent Course in early March, called 'Talking Jesus', which built on the thoughts and ideas that came from both the previous year's course, and the way we have been hearing and sharing our stories of Following Jesus with one another. It's such good 'stuff' that we may we re-start this another time.

One of the last things a team of us achieved together in Church was a 'Spring Clean' of the building – so thank you to everyone who got stuck in on that day and found and cleared dirt and grime that had been accruing for quite some time.

When the first lockdown began, I heard about it on the BBC News like everyone else. And throughout the Pandemic, this is how we heard about changes that effect our Church, and then often a week later, the Church of England would update us with its requirements. As time went on, the CofE requirements reduced and we were left to seek guidance from Government websites. This was at times, very challenging. Again, like everyone else we have not training for, or have prior knowledge of what to do in these circumstances, so the pressure to do the right thing that will work for and be best for everyone, has been immense. The ministry team met in person when it was safe to, but then most often throughout the year via Zoom. Together we planned:

- the Care-5 Groups and set them up and running for all who wanted to join in. This was to keep us connected to and supporting one another. Thank you to all the Care-5 Group co-ordinators for connecting their members to each other. Thank you, each and every one of you for loving and supporting each other through 2020 in the many different ways that you have.
- the idea of packs of information to be posted or hand-delivered when permitted to 135 households of Church members.
- There have been 3 different Prayer Booklets, with service ideas to worship at home.

- Many encouraging items have been included, like crosses, stars, bookmarks, ribbons, cards, other worship booklets etc., as well as Open Space (which has grown in size over the year), a letter and the occasional CD.

- Many of you have written your intercessions weeks in advance (no mean feat) to enable us to print and send them out to everyone. Thank you!!!

A huge thank you to the small but fit and eager team of you that took over the hand delivering of our packs, a) to keep Church costs down and b) to alleviate Lisa of this – it continues to be greatly appreciated by everyone at St Stephen's.

Then when we were allowed in law to open, initially for Private Prayer and then for main Sunday Services, there was lots to prepare:

- Creating and updating Risk Assessments became a familiar practice, as guidance evolved and changed. Then preparing the premises for the different eventualities, moving pews and taping off areas (thank you Sandy for helping me with that!!), cleaning and more cleaning using specialist cleaning fluid, ensuring we had stands to offer hand sanitiser, etc etc.
- There were huge changes that involved; how we enter and exit the building; the need to book a place to come to Church to avoid turning people away on the door; the need for marshals to ensure people felt safe, welcome and informed, as well confirming details for Public Health England's Track and Trace purposes. Thank you to the wonderful team of Marshal's who stood outside in all weathers to service and greet you! Thank you to Lin who set up a system for this and took bookings beautifully. Then later to Jenny and Bill who took this on with great aplomb.
- Tweaking our services to adhere to requirements but keeping a flow and sense of journey within the liturgy.
- Supporting the Church Groups, and the non-Church Groups who use the Church Hall was necessary as we 'locked down' and as we/they decided when or if the time was right to resume. Huge thanks to the small but capable group from the PCC who thought through the prospect of the Church Hall re-opening, prepared the premises, and updated the hall users.
- Huge thanks to the generosity of Paul Sanderson, and his son and grandson, for giving so much of their time, talents and materials in decorating the Church Hall and its toilets while the hall was closed.
- Special thanks to Tim for seamlessly standing in for Lin and playing music fulltime for us in Church during the latter part of the year.

At Christmas, each family, as well as our Baptism families, received a hand-delivered 'Advent in a Bag' for each child, which contained a baby Jesus, a crib and enough straw to add one piece every day, as well as a specially written booklet for them to enjoy the Christmas story on their own or with their family.

Thank you for your generous giving throughout this Pandemic. Whilst the Church had to close its doors physically, those of you that give through the Parish Giving Scheme via your Bank have continued to give to God through your Church. Thank you! Many of you who use envelopes have continued to fill them with your financial gifts and drop them through the doors of your ministry team. Thank you! Some of you have made small or sizeable donations to your Church which are over and above your usual 'giving to God through your Church', as you realise that, like many other charities, your Church had reduced income and increased outgoings, during this most unusual of years. Thank you!

Concerned about the reduction in Hall rents, lack of income from Fayres, and giving through the Church plate, especially at special and occasional services which weren't taking place in the usual way, a new plan was hatched. Thank you, Mark Walker, aka Stroller, for all your help and encouragement as we produced St Stephen's Church Christmas Cards and 2021 Calendars to sell. We raised around £750!! Thank you also to the talented team that created a variety of Christmas wreaths and to those of you who make and sell cards for special occasions – all raising funds to support the ongoing ministry and mission of your Church.

The links with the 4 Primary Schools in the Parish has been another challenge in how we keep them strong and growing. Besides Collective Worship (previously known as 'assemblies') which I will mention in the "Services" section of this report, I have attended many Zoom online school events at the majority of the schools, and I've popped by with cards and gifts for the staff to encourage them. At Christmas I gave each of the 62 members of staff at St Stephen's Junior School a wrapped tube of intensive hand

cream – inviting them to care for themselves and to know that we and God cares about them. I have continued in my role as a Governor at the Junior School, along with Nicola Read, and we have cared for and challenged the school, both in appropriate ways, throughout the ups and downs of 2020. When restrictions were lessened we even managed a good number of RE lessons in Church, thank you to Paul Sanderson who cleaned the Church before and after these visits to keep any risks to a minimum. The Tynings was so grateful for our relationship with them that, with our help to adhere to data protection, they sent 35 handmade Christmas Cards to some of our members. Your Church really is the Church of and for its community!

I miss the familiar rhythms of life, as I know many of you do. I miss being in Church and worshipping our Lord and Saviour together. I miss sharing The Peace with you and hearing us all delight in saying together, 'We Follow Jesus!' I miss hearing about the fabulous work of our Mission Outreach Groups; See & Know, Ladies Group, Men's Group, Outburst, Knit & Natter and Pensioners Group. I miss singing in Church. I miss hugs and closeness. But most of all I miss YOU!!

But what next??

If this year has taught us anything, it is to be adaptable and to be willing to change, often at short notice. But it has also stressed the need for us to remain connected with God, each other and our community. With that in mind, our priorities continue to be; making disciples...encouraging greater commitment to following Jesus and sharing Him with others; from our many teams, growing leaders & ministers of all ages to step out in faith and love and; engaging with and making disciples of younger generations, helping us to pass on the baton of faith to the children and families in our community, so they begin to follow Jesus.

Some of the things we used to do, or the way we used to do them, may change or not start up again. Others will resume as if there has been no change... but we will all have been changed by this year, so perhaps we must continue to embrace the need for change in Church, as well as in other aspects of our lives.

In early July, we will be joined by the Revd Regan Meares, who will be joining us as an Assistant Curate. He will be Ordained Deacon at Bristol Cathedral on Sunday 4th July, with further details to be announced in due course. It is hoped he will live in the Parish, and nearer to his start date with us, the Diocese, with our help, will be looking for suitable accommodation for him. What joy this will be for us, as individuals, as a Church and for our community! As together, We Follow Jesus!

I conclude in prayer.... please do make it your own.

Father God

My church is composed of people like me - **I help make it what it is.**

It will be friendly - **if I am.**

Its pews will be filled - **if I help fill them.**

It will do great work - **if I work.**

It will make generous gifts - **if I am a generous giver.**

It will bring other people into its worship and fellowship - **if I invite and bring them in.**

It will be a church of love and faith - **if I, who make it what it is, am filled with these same things.**

Therefore, with the help of God, I will dedicate myself to the task of being all the things I want my church to be. Amen

Churchwarden

This year started as most other years, and very soon we were planning for the months to come including Spring cleaning the Church in early March and something special for each week during Lent. We also had the completion of the security lighting along the outside of the Church.

However it was in early March everything came to a halt. Aware that this 'lock down' meant that a lot of our Church members, particularly those who lived alone, were being confined to their homes and potentially would be quite lonely. For this reason, as a Ministry team we set up a system where one volunteer had the names and contact details of four other people whom they would call on a regular basis, and they would also encourage the group to contact each other. This proved very successful.

The situation continued until June when plans and risk assessments were being done with a view to opening the Church for private prayer and then later for Services with a limited congregation and strict COVID safe arrangements.

While the Church was shut our cleaner was furloughed, but on a voluntary basis he, with a little help from his family, redecorated our Church Hall, toilets etc.

This was also an opportune time to replace the badly worn carpet in the hall foyer and the flooring in the disabled toilet.

Just weeks before Christmas the Steeplejacks came to replace a part that had come off of the Church lightning conductor which is atop the wooden spire. Unfortunately they found that the wooden part of the steeple was moving and thus was possibly unsafe, so were unable to proceed with the job.

In view of the unknown risk created by this moving spire the area was put 'out of bounds'.

Following discussions with the Diocese Office and the Ecclesiastical Insurance Office, the Church Architect was called to do a preliminary inspection and to manage the further inspection and necessary repairs to the spire.

This work is still in progress having been carried over to 2021.

Gill Mayo

Ministry Team

The ministry team continues to be made up of Lisa Wigmore, (Priest-in-Charge), Sandy and Lin Cooper (Associate Priest and Director of Music respectively), Peter Robbins (Licensed Lay Minister), Gill Mayo (Church Warden), and at the beginning of 2020 Lorraine Sanderson (Treasurer) joined the team.

As the Priest-in-Charge, I know how hard these folk work for our Church and for the glory of God. They are each fabulous and fantastic and use their God-given gifts and skills in everything they do.... often doing so in a sacrificial manner. I praise & thank God for them!

This has been Gill's third year as Church Warden and she has been supported by a fantastic team of six Assistant Church Wardens; Geoff Harris, Jan Brookshaw, Bill Brookshaw, Brian Brown, Tim Parker and Matt Gait. Special thanks for Tim and Matt for continuing with necessary maintenance work over this difficult year, and for Tim and the gardening team who have tended the grounds so beautifully all year. Thank you also, to all those who donated daffodil bulbs for the Church garden – what a rush of bright colour they bring.

Supporting the Ministry Team and often being the first point of contact for the community, are a six-strong team who began 2020 keeping the Church office open and active four mornings a week; Bill Brookshaw, Jenny Bishop, Jan Brookshaw, Bill Bishop, David Packe and Margaret Dodge. Sadly, this stopped during the first 'lockdown' of 2020. David was able to resume printing in late summer, after Lisa had started the printing and delivering of what became our monthly 'packs' to approximately 135 households. Around the same time, both Bills were able to do some admin tasks from home which was greatly appreciated by Lisa. Thank you all of you!

Services

Services at St Stephen's began in 2020 as a thriving and growing place to be at 10am each Sunday. All ages coming together to praise and worship, with Youth Church having its own special time and space alongside the main service. The teams involved in leading parts of the main worship grew again, with more people coming forward to lead Ante-Communion (the first part of the service), read from the Bible

and lead intercessions. There is a whole plethora of support which make our services and the community the joyful and supportive place it is, including; the Choir with our Director of Music and supporting musicians; the sacristy team; the welcomers and sides-people; the flower arrangers; those who clean the Church; the Café Central team; those who tend the gardens and the buildings; all who help us see and hear during the services, particularly David; the team of prayer ministers; those who get out chairs etc. and put them away again. You, along with many others, make St Stephen's what it is!!

A very small (often just one person joining the priest), but committed congregation meet at 8am each Sunday for BCP Holy Communion. There continued to be another committed congregation at 10.15am on Wednesday to share Holy Communion together, which followed a time of quiet prayer for some.

Friday Night Live, continued at 6.30pm on the third Friday of each month. This service allows people to explore God's word in ways that suit their own learning style and is relaxed and open to people of all ages and experiences, and has its own team to plan and lead.

The monthly Sunday afternoon Tea-Service was having its winter break at the start of 2020 when the Covid-19 Pandemic hit. The All-Age Services planning team had done a great job in planning the Mothering Sunday Service for 22nd March 2020, but sadly we had to halt services as the country went into 'lockdown'.

Ways to help us stay connected to God and to one another during this time has been mentioned in the Priest-in-Charge's overview.

Tea & Talk on Zoom was launched at 11am on 7th June – a way to see one another online and benefit from fellowship with one another after our Worship at Home. This later moved to 4pm when church services resumed and this became its regular Sunday slot for the rest of the year.

We were able to open the Church for Private Prayer twice a week from 16th June – and a fabulous team of Private Prayer Ministers came forward to ensure everyone who came into Church to pray knew where to sit etc., and they were also on hand to clean the pews and doors after people had come into Church to pray, so the next person was kept safe.

Dial-a-Sermon was launched in July, so anyone choosing to ring a local rate telephone number could hear a weekly sermon from Lisa, Sandy or Peter. Again, this continued throughout the year, even when in person church services were able to be held.

Church re-opened for a time on 9th July. Sadly, the Covid-safe restrictions meant we could not sing, we had to remain 2m apart from one another, wear face coverings and receive Holy Communion in the one kind... but we made it work. The services were thought through carefully and were different, but they became our 'new normal'. These services were repeated each Wednesday morning, enabling more people to worship during that week.

Worship at home continued for many people, who we resourced with the previously mentioned 'packs' and goodies each month, along with weekly emails and uploads to Facebook and the Church Website. Along with Dial-a-Sermon, all this continued while church services were being held in-person.

Much thoughtful planning, involving a team of people, ensured we celebrated Harvest, Remembrance and Christmas in new and fresh ways. Special thanks to Julia Merrifield for creating thought provoking and carefully constructed centre pieces for us to use in Church. A Memorial Service wasn't possible this year, but we helped people to remember their loved ones with respect and love and care, by either coming to Church to pray, or by tying a yellow ribbon to Church gates, or both. Special thanks to Tim and his girls for putting up the Christmas Tree in Church; Wayne for hanging the stars from the rafters; and Trish & Gwen for ensuring the Church Advent Wreath was prepared for us to light each week. Not only were we able to hold 4 identical Christmas Services in Church, enabling all those who wanted to come along to be in Church at Christmas, but there were 359 views registered on Facebook by those households who had logged in online. We were also at capacity for a service of Holy Communion on Christmas Day!

Throughout the year, your Priest-in-Charge was also regularly creating, videoing and editing Collective Worship for St Stephen's Junior School, St Stephen's Infant School and The Tynings, as well as extra services for the festivals. Online worship of this kind, and later our own Church services, take a huge amount of time (and all done from a place of no prior knowledge or experience)... but have been well received.

Youth Church on Zoom began in July and has been a delightful way for the families with young children to stay connected and continue to have fun getting to know Jesus through this new (for us) online medium. Thank you to the new team that lead those sessions – they are awesome!

This year has been a challenge for us all, but God has been with us and I know that we are able to say that, We Follow Jesus! And praise him, he has brought new people to our Church throughout the year!

Care and Prayer

Pastoral Care 2020

Pastoral Care has been a particular focus of the Church during this year when the pandemic meant that many were confined to their homes for a large part of the year. From the middle of March home visits, home communions and care home visits and services were cancelled.

During this extraordinary year, a new initiative was set up called Care Five Groups – St Stephen's "Phone" Church. As gathering in church was not permitted for many weeks, it was a way of us keeping in touch with one another, to share friendship, fellowship and prayer over the phone. The church community was split into groups of five, with each Care Five Group having a leader/coordinator. Some chose to set up their five participants as a What's App Group, which meant that quizzes, photographs, visual prayers, videos, lockdown creative projects and so much more could also be shared with other. Each group chose their own frequency of making contact with each other, but everyone knew that there was support, love and prayer whenever it was needed. We were all caring for one another, doing as Jesus commands – "to love one another, as I have loved you". The setting up of the Care Five groups meant more people have become involved in the prayer life of the church, and the Ministry Team kept in touch by phone or email when visits weren't permitted.

Pastoral care was not only restricted to that given by the Care Five Groups, it came in all manner of ways. Offering lifts when we were able, shopping for the vulnerable, making face coverings, doorstep deliveries of home baked cakes, cards sent offering words of encouragement, meeting outside at a distance, when permitted, to offer support and a listening ear and a way of us all knowing that there was a gesture of hope and love in every gesture, big or small.

"We are a family, we encourage, pray and are there for each other, and with God's help we will get through this."

From April (and on into 2021) a monthly "pack" has been delivered to all church members, containing Open Space, prayer booklets, intercessions, ideas and occasional gifts, helping us all to stay connected to God and each other as followers of Jesus.

Visits to the newly bereaved were adapted, taking place outside, by electronic means or by telephone. A Memorial Service was able to take place in November, within government guidelines. Whilst it was very different from the kind of memorial service that would normally happen, the love, prayer and reading of the names of those gone to glory was much appreciated by those that attended. There is also a Book of Remembrance in Church.

The love, care and concern shown by so many of our congregation to each other, especially those who aren't always able to join us in regular worship, is the whole basis of **Care Connections**. Under normal circumstances, if a member of the congregation notices an empty seat where there is usually a familiar face, they let one of the ministers or the Care Connections team know about it as soon as possible.

The **Prayer Warriors** pray for those whose names are written on our Prayer Board which includes the names of our home members and includes those who are to be baptised or married during the year. Sadly, due to the pandemic, the restrictions regarding the organising of baptisms and weddings meant there were far fewer than normal. Seven baptisms were able to take place, at the start of the year and there was one wedding and a service of prayer and dedication after a civil marriage. Using the Cycle of Prayer and the diary from Open Space, the Prayer Warriors pray too for the life of St. Stephen's and for the Ministry Team. Our Cycle of Prayer, from which we pray for our organisations, individuals and those living or working in streets in our parish, provides a platform from which specific prayer needs flow. Specific needs are prayed for immediately by a team of people known as our **Prayer Chain**. The **Prayer Warriors** and **Prayer Chain** have merged and grown in number throughout this year, as they have been emailing and phoning one another with prayer requests.

All requests are treated as confidential. St Stephens truly is a praying Church!

Safeguarding Report

Of course last year was far from routine and not what anyone was expecting! Our operations at St Stephens, just like everywhere else, were greatly impacted by the two lockdowns and the adoption of very different ways of being church in order to keep everyone safe.

The Safeguarding measures we needed to discuss and put in place very quickly focused on keeping us physically safe from infection in addition to the more usual arrangements to protect our children and the more vulnerable members of our community. Much of this involved keeping up-to-date with and implementing rapidly-changing guidelines and legislation to make sure we were following the latest advice and working within the law.

This was a far cry from our usual safeguarding concerns which involve looking at how we work respectfully with each other during services and activities, which for much of the year did not happen in person.

Our children's ministry moved online with Youth Church happening via Zoom at 9.00 every Saturday morning. This was a wonderful opportunity to work with families in their own homes, which we would not normally be able to do; so we needed to adapt our safeguarding policy to take this into account. The basic Safeguarding awareness training proposed for our congregation during 2000 was unable to happen. However the need is still there so with the assistance of Bristol Diocese we are looking at how this might be done during 2021. This continues to be available online for those who are comfortable accessing this kind of training.

I have continued to attend the online Parish Safeguarding Officers' Forum organised by the Diocesan Safeguarding Team. This has been invaluable in helping us to keep up with all the many changes that affect parishes and which we all need to respond to in ways that are appropriate to our own particular setting.

Peter Robbins

Parish Safeguarding Officer

Financial Overview Year ending 31st December 2020

The Parochial Church funds at the end of this financial year stand at £67,939. This shows an increase of about £1,492 on the 2019 figure, due to the generosity of the Church community.

Investments

Some of the Church reserve funds are invested with the Central Board of Finance and are managed by the Central Board of Finance. The fund yielded £29 during 2020.

Unrestricted Funds

The unrestricted general fund reserve has increased in the year from £35,484 to £41,365, and is held partly in accounts with Lloyds Bank and in an account with the Central Board of Finance. In addition, the designated funds have decreased from £27,624 to £25,635, partly due to the lack of fundraising events due to Covid - 19. The designated funds include the fabric fund which covers the maintenance and upkeep of the building, and the Church Hall fund which includes income from the use of the Church Hall. These premises are normally used by a wide range of local community organisations as well as for Church based activities, however the facilities have been largely unused in 2020 due to Covid – 19 restrictions.

Restricted Funds

Restricted Funds within the Church accounts arise from gifts given to the Church to be forwarded to specified Charities and from Fairtrade goods sold within the Church. Funds remaining in the Restricted fund at the end of the year consist of Fairtrade stock and monies awaiting allocation to the appropriate Charity.

Income & Expenditure

Church income is generated mainly from the generosity of Church members, together with, in normal years, some well supported fund-raising fayres and events. Planned giving income decreased by 4.9% compared with the previous year. Gift Aid continues to make a significant contribution to the income of the Church. We are grateful to note that there were some very generous gifts late on in the year which made up for the reduction in planned giving.

The Parish Share contribution for 2019 was £63,357, and the PCC increased this figure to £64,050 in 2020. This represents the Parish contribution to the diocese's costs in providing ministers' stipends and housing as well as a further contribution to diocesan and national services costs.

The Church has an agreed policy of giving around 10% of its Voluntary Income to a number Charities which have become known as our "Mission Partners" because of their ongoing relationship with members of the Church. These include:-

Christian Aid
Emmaus, Bristol
Sisters of the Church
Diocesan Uganda Fund
The Children's Society
The Bristol Soup Run
The One25 Project, Bristol
Beloved

There have been some items of Church maintenance during the year, but there are some significant items of repair expected in the coming months.

Even with limited activities, the Church Hall has been broadly self-financing during the year. Volunteer effort has enabled the Hall to be redecorated during this year of closure and lockdown, and the foyer has been re-carpeted. However, it is anticipated that additional work will be required soon to maintain the standard of the building.

During the year, the Church has received no legacies.

The Trustees remain cautious about the financial position of the Church. Whilst there has been some small increase in voluntary income, and a continuing close and careful approach with our finances, there remains a significant requirement for Quinquennial and other repairs to be carried out over the next year or two and some general maintenance. This will leave little in the fabric fund for unforeseen eventualities.

During the year, many Church members have continued to give through the Parish Giving Scheme. This has been a financial lifeline for St Stephen's in a year when our Church doors have had to close for many months. It has also benefitted us by the monthly tax reclaim system and the ways those on the scheme are prompted to review their level of their giving annually.

Many other Church members have continued filling their weekly giving envelopes and ensure they have found their way into Church funds. It is hoped that others who use this way of regular giving will have been using the envelopes throughout their time away from Church and will bring them on their return.

Naturally the offerings through plate donations at services has been reduced - particularly at festival times and though the lack of baptisms in Church. Income from Hall lettings has again been reduced and as we have been unable to hold Summer and Christmas Fayres, this has also adversely affected Church income.

BUT... there have also been other wonderful financial gifts from a number of people, recognising the financial implications that Covid-19 restrictions have meant for Church, and therefore have made donations which are over and above their normal giving. We are grateful and thankful to God for this sacrificial giving, as it has meant Church funds are not as dire as they might have been.

The faithful generosity of those who support us financially (and in many other ways) is cause for continuing gratitude. We thank God for you all as We Follow Jesus together.

Approved by the PCC on9th March 2021..... and signed on their behalf by



Rev'd Lisa Wigmore, PCC Chair
CHARITY NO. 1131503

St. Stephen's Church Soundwell

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

	2020				2019			
	£	£	£	£	£	£	£	£
	General	Designated	Restricted	Total	General	Designated	Restricted	Total
Incoming Resources								
Incoming resources from donors	£ 86,633.28	£ 205.50	£ 1,692.25	£ 88,531.03	£ 86,246.74	£ 842.10	£ 5,493.71	£ 92,582.55
Other voluntary incoming resources	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Income from ancillary trading	£ 6,550.10	£ 3,434.63	£ 86.77	£ 10,071.50	£ 7,685.43	£ 12,568.24	£ 987.77	£ 21,241.44
Income from Investments	£ 28.97	£ -	£ -	£ 28.97	£ 48.63	£ -	£ -	£ 48.63
Total Incoming Resources	£ 93,212.35	£ 3,640.13	£ 1,779.02	£ 98,631.50	£ 93,980.80	£ 13,410.34	£ 6,481.48	£ 113,872.62
Resources Used								
Grants	£ -	£ -	£ 12,415.25	£ 12,415.25	£ -	£ -	£ 20,093.71	£ 20,093.71
Church Activities	£ 70,943.20	£ -	£ -	£ 70,943.20	£ 72,294.74	£ -	£ -	£ 72,294.74
Fundraising & publicity	£ -	£ -	£ 264.37	£ 264.37	£ -	£ 260.00	£ 1,028.13	£ 1,288.13
Church mangement & Admin	£ 7,887.94	£ 5,628.99	£ -	£ 13,516.93	£ 6,101.19	£ 10,069.15	£ -	£ 16,170.34
Total Resources used	£ 78,831.14	£ 5,628.99	£ 12,679.62	£ 97,139.75	£ 78,395.93	£ 10,329.15	£ 21,121.84	£ 109,846.92
Net incoming resources	£ 14,381.21	£ 1,988.86	£ 10,900.60	£ 1,491.75	£ 15,584.87	£ 3,081.19	£ 14,640.36	£ 4,025.70
Transfers between Funds	£ 8,500.00	£ -	£ 8,500.00	£ -	£ 8,000.00	£ -	£ 8,000.00	£ -
Balance Brought Fwd	£ 35,484.18	£ 27,624.12	£ 3,339.02	£ 66,447.32	£ 27,899.31	£ 24,542.93	£ 9,979.38	£ 62,421.62
Balance Carried Fwd	£ 41,365.39	£ 25,635.26	£ 938.42	£ 67,939.07	£ 35,484.18	£ 27,624.12	£ 3,339.02	£ 66,447.32

St. Stephen's Church Soundwell

Year ended 31st December 2020

Balance Sheet			31/12/2020	31/12/2019
Current Assets				
Stock		£	343.95	£ 608.32
Debtors	Note 2	£	3,260.97	£ 4,462.19
Central Board of Finance		£	5,269.92	£ 5,247.65
Cash at Bank and in hand		£	61,490.42	£ 60,074.00
Cash in hand		£	139.57	£ 52.80
			£ 70,504.83	£ 70,444.96
Current Liabilities				
Sundry Creditors	Note 3	£	1,681.76	£3,113.64
Organisation Deposits				
Outburst		£	287.71	£ 287.71
Flower Fund		-£	5.94	-£ 5.94
Holiday Club		£	270.70	£ 270.70
Choir Fund		£	331.53	£ 331.53
			£ 2,565.76	£ 3,997.64
Net Assets			£ 67,939.07	£ 66,447.32
Statement of Funds				
<i>Unrestricted - General</i>	Note 4	£	41,365.39	£ 35,484.18
			£ 41,365.39	£ 35,484.18
<i>Designated</i>	Note 5			
Designated - Fabric		£	20,458.19	£ 23,585.75
Designated - Fabric Special Projects		£	2,015.46	£ 1,809.96
Designated - Kitchen		£	-	£ -
Designated - Hall		£	3,161.61	£ 2,228.41
			£ 25,635.26	£ 27,624.12
<i>Restricted</i>	Note 6			
Mission		£	1,015.45	£ 3,238.45
Fairtrade		-£	77.03	£ 100.57
Uganda Fund		£	-	£ -
Job Help		£	-	£ -
			£ 938.42	£ 3,339.02
Total Funds			£ 67,939.07	£ 66,447.32

Approved by the Parochial Church Council on 9th March 2021 and signed on their behalf by

Reverend Lisa Wigmore, Priest in Charge 

Lorraine Sanderson, Treasurer 

Notes to the Financial Statements

1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the accruals basis. The financial statements have been prepared under the historical cost convention.

Funds

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

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

Incoming Resources

Voluntary income and capital sources

* Collections are recognised when received by or on behalf of the PCC.

* Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on gift aid donations is recognised when the donations are received.

* Funds raised by the fete, garden party and similar events are accounted for gross.

Other ordinary income

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

Income from investments

Dividends and interest are accounted for when received. Tax recoverable on such income is recognised in the same accounting year.

Resources used

Grants

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

Activities directly relating to the work of the Church

The diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Creditors are recognised on the basis of goods and services received and measured at the settlement amount.

Fixed assets

Consecrated land and buildings and movable church furnishings

* Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

* Movable church furnishings 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 (at any reasonable time). For inalienable property acquired prior to 31st December 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1st January 2001 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over 4 years) on a straight line basis.

* All expenditure on consecrated or beneficed buildings, individual items under £2,500, or the repair of moveable church furnishings acquired before 31st December 2000 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £2,500 or less are written off when the asset is acquired.

Current assets

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

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

2. Trustee Remuneration, Related parties Transactions and Staff Costs

* Two Trustees received expenses in performance of their duties totalling £1,583.19.

* Mrs L.M. Cooper who is a Trustee received £750 for her work as Musical Director plus £320 for wedding and funeral services.

* Mr G. Harris who is a Trustee received £70 for his duties as vergier.

* Mrs J. Brookshaw who is the wife of a Trustee received £105 for her duties as vergier.

* Mr P. Sanderson who is the husband of a Trustee received £864.52 for his duties as Hall Cleaner.

* There is one other member of staff, our Church's Promotions Officer.

Note 3

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St. Stephen's Church Soundwell
Year ended 31st December 2020
Detailed Income and Expenditure Account

Note 4

		2020	2019
General Fund Income			
<i>Incoming resources from donors</i>			
Offerings and donations "Gift Aided"	£	56,387.46	£ 58,185.89
Income Tax recovered from "Gift Aid"	£	16,891.28	£ 17,948.28
Offering envelopes not "Gift Aided"	£	1,462.46	£ 2,487.42
Open plate offering	£	2,158.83	£ 5,315.84
Sundry donations	£	9,733.25	£ 2,309.31
		£ 86,633.28	£ 86,246.74
<i>Incoming resources from charitable and ancillary trading</i>			
Fees	£	4,683.00	£ 5,675.00
Sundry	£	397.60	£ 2,010.43
Cards & Calendars	£	1,469.50	
		£ 6,550.10	£ 7,685.43
<i>Income from investments</i>			
Interest received	£	28.97	£ 48.63
Total incoming resources		£ 93,212.35	£ 93,980.80
General Fund Expenditure			
<i>Activities directly relating to work of the Church</i>			
Ministry - Parish pledge	£	64,050.00	£ 63,357.00
- Clergy expenses	£	1,583.19	£ 1,273.44
- Sundry	£	147.06	£ 621.25
Church Insurance, Light and Heat	£	3,966.74	£ 4,858.01
Music provision	£	840.00	£ 1,770.00
Communion and other service costs	£	356.21	£ 415.04
		£ 70,943.20	£ 72,294.74
<i>Church management and administration</i>			
Printing, stationery and envelopes	£	2,540.16	£ 1,619.02
Equipment purchased	£	-	£ -
Salaries	£	2,675.01	£ 2,637.80
Subscriptions and Admin Sundries	£	1,948.57	£ 1,844.37
Cards & Calendars	£	724.20	£ -
		£ 7,887.94	£ 6,101.19
Total resources used		£ 78,831.14	£ 78,395.93
Net incoming resource		£ 14,381.21	£ 15,584.87
Transfer between funds (To Mission)	£	8,500.00	£ 8,000.00
Balance brought/fwd 1st January 2020	£	35,484.18	£ 27,899.31
Balance carried/fwd 31st December 2020		£ 41,365.39	£ 35,484.18

St. Stephen's Church Soundwell
Year ended 31st December 2020
Detailed Income and Expenditure Account

Note 5

	2020	2019
Designated Funds		
<u>Fabric Fund</u>		
Legacies & Sundry Donations	£ -	£ -
Fetes, Bazaars and Fund raising	£ -	£ 3,921.24
Total incoming resource	£ -	£ 3,921.24
Church maintenance	£ 3,127.56	£ 2,117.68
Costs of Fetes, Bazaars and Fund raising	£ -	£ 260.00
Total Expenditure	£ 3,127.56	£ 2,377.68
Net Incoming(Outgoing) resources	-£ 3,127.56	£ 1,543.56
Balance brought/fwd 1st January	£ 23,585.75	£ 22,042.19
Balance carried/fwd 31st December 2020	£ 20,458.19	£ 23,585.75
<u>Fabric Special Projects</u>		
Donations for Church projects	£ 205.50	£ 842.10
Total incoming resource	£ 205.50	£ 842.10
Church projects	£ -	£ -
Total Expenditure	£ -	£ -
Net Incoming(Outgoing) resources	£ 205.50	£ 842.10
Balance brought/fwd 1st January	£ 1,809.96	£ 967.86
Balance carried/fwd 31st December 2020	£ 2,015.46	£ 1,809.96
<u>Hall Account</u>		
Hall Lettings	£ 3,434.63	£ 8,647.00
Church Organisations	£ -	£ -
Transfer from Kitchen Fund	£ -	£ -
Total incoming resources	£ 3,434.63	£ 8,647.00
Hall running costs	£ 324.49	£ 868.49
Wages	£ 1,441.52	£ 4,172.27
Water rates	£ 391.20	£ 489.29
Light and Heat	£ 344.22	£ 2,421.42
Total Expenditure	£ 2,501.43	£ 7,951.47
Net incoming/outgoing resources	£ 933.20	£ 695.53
Balance brought/fwd 1.1.20	£ 2,228.41	£ 1,532.88
Balance carried/fwd 31st December 2020	£ 3,161.61	£ 2,228.41

St. Stephen's Church Soundwell
Year ended 31st December 2020
Detailed Income and Expenditure Account

Note 6

Restricted Funds	2020	2019
Mission Fund		
Sundry donations and collections	£ 1,692.25	£ 1,531.09
	£ 1,692.25	£ 1,531.09
Transfer between Funds (from General)	£ 8,500.00	£ 8,000.00
Total incoming resource	£ 10,192.25	£ 9,531.09
<i>Expenditure - Grants</i>		
Bristol Soup run	£ 1,500.00	£ 2,400.00
One25 Project	£ 1,500.00	£ 2,400.00
Emmaus	£ 1,500.00	£ 2,400.00
Sisters of the Church	£ 1,500.00	£ 2,400.00
Diocese Uganda fund (19 & 20)	£ 1,723.00	£ 1,000.00
Christian Aid	£ 1,500.00	£ 3,000.00
Beloved	£ 1,500.00	
Bristol Noise	£ -	£ 1,000.00
<i>Donations from collections</i>		
Harvest for the Hungry	£ -	£ -
Help for Heroes	£ -	£ -
Sisters of the Church	£ 1,692.25	£ 905.26
Children's Society	£ -	£ 625.83
<i>Sundry Donations</i>	£ -	£ -
Total Expenditure	£ 12,415.25	£ 16,131.09
Net Incoming(Outgoing) resources	-£ 2,223.00	-£ 6,600.00
Balance brought/fwd 1st January 2020	£ 3,238.45	£ 9,838.45
Balance carried/fwd 31st December, 2020	£ 1,015.45	£ 3,238.45
Fairtrade		
Income from charitable and ancillary trading		
Sales	£ 86.77	£ 987.77
Cost of sales	£ 264.37	£ 1,028.13
Net incoming resources	-£ 177.60	-£ 40.36
Add: Balance brought/fwd 1.1.20	£ 100.57	£ 140.93
Balance carried/fwd	-£ 77.03	£ 100.57
Uganda Fund		
Incoming resources		
Gifts	£ -	£ 3,535.62
GA Refund	£ -	£ 427.00
	£ -	£ 3,962.62
Expenditure		
Uganda Project	£ -	£ 3,962.62
Chilli Children	£ -	£ -
Balance brought/fwd	£ -	£ -
Balance carried/fwd	£ -	£ -
Restricted Balance	£ 938.42	£ 3,339.02

Independent Examiner's Report
to the PCC of St Stephen's Church, Soundwell

I report on the accounts of the Trust for the year ended 31st December 2020, which are set out on pages 12 to 18.

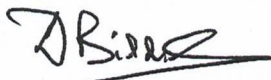
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

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

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

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



David Biddel
12 The Newands
Frenchay
Bristol
BS16 1NQ

6 April 2021