

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF CRAWLEY, ST JOHN THE BAPTIST**

**TRUSTEES ANNUAL REPORT
Charity number 1175626
For the year ended 31 December 2020**

LEGAL & ADMINISTRATIVE INFORMATION

PCC Members

Revd Stephen Burston (Chair)
Mrs Anne Granite (Churchwarden)
Mr Liam Clarke (Churchwarden)
Mrs Sue Allen (PCC Secretary)
Revd Martin Walker (Curate)
Revd Sam Buck (Curate)
Revd James Young (Associate Minister)
Mr Mark Chappell (Treasurer) resigned in October 2020
Mr Iain Davey (Deanery Synod Rep)
Mrs Sue May (Safeguarding) resigned in December 2020
Mrs Elizabeth Burston
Mr. Phil Playfoot
Mr Michael Seward
Mr Carwyn Hill
Mrs Katherine Khoo

Charity number 1175626
Principal address The Parish Office, St John the Baptist Church, Church Walk, RH10 1HH
Principal bankers
National Westminster Bank
16 The Boulevard
Crawley
West Sussex
RH10 1XU

The PCC members present their report and accounts for the year ended 31st December 2020 for the
Parochial Church Council of the Ecclesiastical Parish of Crawley, St John the Baptist
(Operating under
the name of St Johns Crawley).

PCC Member Training

All staff, volunteers and PCC members undergo a formal recruiting and selection process, followed

by an induction period that includes any training considered necessary to effectively perform their role. Senior Management of the Church consists of Clergy, whose pay is set via a stipend, the level of which is set by the Diocese, and the management team, whose pay is set by the PCC with reference to appropriate market rates.

Risk Management

The church's operations are wholly reliant upon the members of the congregation continuing to give money and time to support the church's staffing and activities. Should this funding cease the church would be unable to continue to support all its current activities and staffing levels. This risk is managed on behalf of the church by the PCC which is chaired by Revd Steve Burston.

The management accounts of the church and considers what activities and staffing the church is able to commit to and agrees the necessary remedial actions to ensure the church is able to continue its operations. The preparation of the management accounts is overseen by the treasurer of the church. Grant Making The charity pays grants in the form of mission giving. The level of mission giving is set at the start of each financial year by the PCC members and is based on the charity's projected income and asset levels.

Volunteers

The church benefit from the dedicated work of a great number of volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

OBJECTIVES AND ACTIVITIES

The charity was registered with the Charity Commission on the 8th November 2017 (charity number 1175626).

The PCC is committed to the vision statement of the church to play our part in the re-evangelisation of the nation, the revitalisation of the Church and the transformation of society that they articulate as Love Jesus, Love Church and Love Crawley. In accordance with the vision statement, the church aims to meet its objectives through the provision of church services, courses, social transformation projects, resourcing other Churches in the area and discipleship in the Way of Jesus. Given the diversity of the church's activities, performance is measured on a case-by-case basis.

Public Benefit

In accordance with our duties as stated in section 17(5) of the Charities Act, we have considered the guidance provided by the Charity Commission in regard to public benefit. This public benefit has been demonstrated by the activities undertaken since inception of the charity outlined above.

ACHIEVEMENTS AND PERFORMANCE

The Vicar's Report

We have seen the storms of life hit this world, this nation and this town. As the storms of Covid, economic, social and political turmoil hit us, Liz and I have been deeply moved by the inspirational way St John's and the other churches in Crawley have responded. The team, the PCC and the members of Church have shown the Love of Christ in showing up time and time again, be that with shopping, a listening ear or helping hand up. Thank you for all that you have done and do.

It is strange time as we come out of lockdown and we look to the future and recast a new vision as we partner with God in this place and this time. Thank you to all the Churchwardens that have support Liz and I and to our amazing team that have completed many of the reports below. I would normally outline where we are as Church in figures and diagrams. In Covid world it is difficult to gauge where we are as a Church as some have left to move to different areas of the country including Revd Jimmy Young and others have joined from the Alpha Course.

What I can tell you is that this is year that we need to put each other inside and outside the church first. St John's needs to be a people first church. To give each other time. We remain committed to the Vision, the Values and culture below. This season we will be seeing what it looks like on 27th June when we open (the Lord willing) fully and we see what are the needs in Crawley and where the spirit might be moving in the coming year. We listened as team to talk recently from Revd Nicky Gumbel who told us that need to have the Roar of Love, the Roar of Justice and the Roar of the Good News. Our stakes in the ground remain Alpha, Sunday Services, Social Action and Discipleship.

The reports below are heartening on how God has moved in this place and this time. I could many personal highlights but for me I can only pick 5 in the space that permits. New Staff members – Hazel Operation Director, Nicky PT PA to me (do pray for her!), Laura LYN Hub Manager, Paul Full Time Creative Lead, Abby PT Youth Pastor, Laura LYN Hub Manager and of course Revd Sam Buck Curate.

Love Your Neighbour – has been extraordinary at meeting the needs of Crawley in this time with a grant of £112,141 (£45000 received in 2020 and £67141 received in 2021) and the generous nature both in time, volunteers and financial of the other Churches in Crawley. We reorganised and Liz heads up that team and amazing volunteers. From personal note I like to say thank you to my wonderful wife who works tireless like so many into the evenings! Easter - Good Friday and Focus Sunday! Just amazing services online! Lape dance – the unity of the worship – the cocktails delivered to peoples door – the Albie workout and the spirit of God.

Alpha, Bereavement and Marriage Courses! We were so surprised that Online worked and how it has worked – 10 people have come to know Jesus as Lord and Saviour. We ran 2 marriage courses by the wonderful Moulders (now in Wales) and the bereavement course. The Way of Jesus – the teaching series and the video series has had by far the most positive comments since I have led St John's. Focussing on being with Jesus, become like Jesus in order to what Jesus did! I pray that heart transformation happens in all of us. To disciple well we all need to be emotionally mature knowing who we are in Jesus, we must emphasis

being instead of doing, we must rediscover the spiritual patterns of Jesus and we must move from success to significance. Think Pattern and the Way of Jesus sets us off in the right direction partnering with the Holy Spirit.

DISCIPLESHIP

Groups/Pattern/Preaching

Our Central (Mon), North (Tues) and South (Thurs) have continued online in lockdown. The quizzes, games, bible study and prayers have kept us in community! Pattern Groups have continued to meet and grow. As lockdown ends we hope to encourage more people into these Pattern Groups as we explore being with Jesus, becoming like Jesus and doing what Jesus did. Important to that has been the preaching series and videos of The Way of Jesus. We have seen over 40 people have taken part in the Way of Jesus Course. Mike commented for the first time that it was his faith that he had discovered in Jesus rather than his partners. - Steve

Pastoral care

Over 2020 we've needed to find creative and innovative ways to maintain and increase the level of pastoral care at St John's, particularly as people struggle in many different ways through lockdowns. Loneliness and isolation have been key concerns, as well as the risks of missing important pastoral situations through the lack of face to face contact. Liz Burston did a fantastic job in setting up and coordinating the Keep in touch (KIT) system through which individuals who give their consent can be contacted regularly by a designated KIT person. This has enabled us to keep in contact with most of our church family on a regular basis as well as creating new friendships and deepening others. It has meant that many more people are now actively engaged in pastoral care.

This year Sam Buck took over the coordination of KIT, which continues to grow and has become a great way to connect with new comers. As society continues to open up we are really looking forward to connecting with people face to face more and more and to resume regular home visits as permitted. However, I think KIT will be here to stay for a long time to come. - Sam

Apprentices - LDY

Over the course of the academic year our Apprentices have been engaging in the Leadership development year (LDY) along with others from St Peter's Brighton. This takes the form of weekly input sessions run by staff at St Peter's, ideally face to face, but often on zoom by necessity. The course input alternates between theological and leadership training, with the addition of monthly extra leadership input from HTB's central intern training program. Our apprentices have been inspired and challenged by much of what they've learnt each Monday and have regular group or 1 to 1 feedback and reflections with Sam to begin to process what they've heard.

We began the year with 5 Apprentices and now have 7, which is really encouraging. They each add incredible value to all that goes on at St John's and continue to inspire us with their service and attitude. – Sam

Young Adults

St John's Crawley Young Adults, for those aged 18-30 has continued to grow and develop having formally started in Feb 2020.

Jeanne Tilos, who leads YA's with me has done a great job in helping me lead YA's and looking after the women in Young Adults. Alex Lindsay-Stewart continues to grow and develop in the internship he has done for us, looking after social action. We have also had 2 new people join the team which has been great who regularly help out with socials and planning. We are also grateful for all hard work our team does on social media which has really taken a step up this year with Emily Hamilton taking over running it and the support the team brings.

Since the last report we have just started in person socials in groups of 6 which attract regularly 15 people and the post 6pm bible study- Reappearing Church where we go deeper has 12 YA's regularly attending. This is really encouraging to see young people being hungry for God and seeking more of the presence of God.

In the future we aim to meet in larger groups, connect more with Crawley College and put on a dating and singles night- an informal evening to chat about dating as a Christian and being single. Will

KIDS CHURCH at SJC

January to March 2020

This was in person in the hall. Averaging about 15-20 children each week. Maximum 30

March to July 2020 Lockdown 1.0

Kids went on ZOOM looking at fearbusters and Jonah topic for daily connect at 8.45 each day and Sunday mornings, we sent out packs each week. Families were contacted for support. Had special events like Easter where sent out special packs.

Kid slots took on a life of their own

Kids Zoom Numbers on average:

April – 25, May – 20, June – 15, July - 15

Sept to Oct 2020

Three ways to access KIDS Church – Plans to do church at home, YOUTUBE, Kids church in person.

Started back KIDS in person in the hall for 5 weeks before lock down

Had about 6 – 8 children per week.

Nov 2020- April 2021

Three ways to access KIDS Church, plans to do at home, youtube kids, KIDS Zoom at 10.15 on Sunday mornings. KID Slots. Averaging 6- 12 children. Connections and pastoral support for families. Children completely done with ZOOM.

Families

Holiday Club

Holiday club in February 2020 we had our first holiday club called 'SUIT UP.' This was attended by 30 children mostly church children and their friends

Lock down Light Party

On Saturday 31st October we had a social distanced lock down light party. We did two 4 o'clock and 6 o'clock with 24 families in total. That night lockdown 2.0 was announced.

Little Treasures at the Bridge

January to March this ran in person in the hall. Largely attended by families across Crawley. This had to stop once lockdown started.

In June to July and September to November this ran online as a rhyme time.

Parent Pod

From Sept to Dec I met with 6 different parents in the hall every Thursday night to connect, pray and see how we can support one another. This was really successful as people hadn't seen anyone for 6 months plus.

ABIDE

A prayer group for mums at lunch time 1.30 – 2.00 a chance to pray and hear a devotional about life as a mum. Ran from Jan to April. Mums also once a month coming to six and then connecting after.

15 mums in the group – on average 3 mums plus 3 leaders.

Parenting for faith course

I had 15 parents on this course which was run Jan- April on Wednesday evenings. This is an 8 week course which was simply amazing at supporting parents to disciple children and young people at home.

Jan to March

Youth ran by Ross. Sunday mornings

April to September – Lockdown 1.0

Ross was furloughed April and left July.

Went on ZOOM Wednesdays 6.30 – 7.15 (social and kids actions), Fridays 6.30 – 7.30 (social) and Sundays 4.00- 5.00 (Bible study)

On average 10 – 12 young people – can be as many as 15 or as little as 3. FOCUS ALIVE in the Burstons garden happened in July social distanced fun.

Sept to Oct 2020

Started meeting in person Friday nights- The Freezer 6.30- 8.00 in the hall and Sundays – Yuf 5.00- 6.00 and then going to the six o clock service.

Friday nights had on average 15 young people – max 18 young people

Sundays on average 4 young people.

Dec – April Lockdown 2.0 and Lockdown 3.0

Back in lockdown – Back on zoom – Fridays at 6.30 and Sundays at 5.00pm.

Abigail Newland employed as youth worker 17 hours a week starting January 2021

EVANGELISM

Alpha

Since Alpha was launched at St John's in January 2018, a course has run every term with over 300 people attending. Over 30 people attending Alpha, found faith in Christ and have since become active members of the church. The past year during the pandemic has seen Alpha move online. We have been amazed how successful Alpha Online has been, seeing people who wouldn't or couldn't come to church or attend in person, join us from their home. This past year, 46 people attended Alpha Online with 10 becoming Christians and 2 giving testimonies of physical healing. As such, we won't go back, and from September plan to run Alpha both in person and online. To provide continuity for when Martin's curacy comes to an end, Mickey Seward, who has run many Alpha courses and is passionate about bringing people to Jesus, has taken over the leadership of Alpha at St John's.

The Bereavement Journey

In response to the pandemic, St John's ran 'The Bereavement Journey' course led by Martin & Nicky Walker. Ten members of the church attended the course, finding it helpful in discussing their own experience of loss and grief in a safe space. We plan to open the course up to the wider Crawley community, running an annual course every spring and inviting all who have held funerals at the church in the previous year.

The Marriage Course

The Marriage Course, designed to help couples invest in their relationship and build stronger marriages ran continually throughout the pandemic. Led by Will & Sian Moulder, over 70 people attended the course, with wonderful feedback given. As the Moulder family move away, we are looking for another couple, with a heart for marriage, to pick up the batten for the next season.

County Mall Chaplaincy

Retail in the County Mall has been one of the victims of the pandemic with all but essential shops ceasing to trade, staff furloughed or made redundant. St John's support was offered to all staff who may be struggling at home with Love Your Neighbour, Alpha, The Marriage Course and the Chaplaincy. With Debenhams closing and the lockdown easing, the Chaplaincy has returned in person, listening to people's stories of lockdown. With the new development of the bus terminal right outside and increased flats being built nearby, the future of the Mall is promising. St John's has an excellent relationship with the County Mall management, who have agreed to offer a venue for a Love Your Neighbour foodbank. Discussions are in place as to how the Chaplaincy may develop in the future. - Martin

WORSHIP

It has been so good to be able to be together in church and worship together - despite still having to "have a happy hum" rather than sing, it has been so encouraging to see the worshipping community of St John's begin to re-gather in the church. As we re-gather and grow as community it's also been really encouraging to have 5 people starting to explore joining the worship and production team. We are really looking forward to the 27th June (hopefully that will be the date!) As well as focus at the end of July for times of presence and praise as a church family. James

At the 9am Traditional Eucharist we have been indebted to our wonderful organist Aaron and Claire for singing – who with the help of Sam in compiling the liturgy, June the fantastic pew sheets (thanks so much for posting them out every week!) and Marion that has helped choose the hymns. Its not the same but it has been very good in the circumstances. It has been nice to see the familiar faces return .Holy Week showed the value of the contemplative services as journeyed together to Easter. It be so nice when we return on our Patronal Festival on 27th June for singing, servers and a procession! - Steve

St John's Online

St John's Online has continued to facilitate services for those isolating or staying at home, with around 20 people watching the live eucharist, and 50 people watching the live 11:30. In the week following the livestream, the eucharist averages a further 50 views and the 11:30 a further 100.

Since we began live-streaming services last year, our YouTube channel now has nearly 350 subscribers, nearly 50,000 views and a total watch-time of over 13,600 hours.

Another massive thanks from me to all the production team who have served every week the whole time of covid in order to facilitate St John's Online services. – James

Christmas

Despite being sandwiched in between two lockdowns, it was so great to be able to gather inside the church over the Christmas period, with the majority of our usual Christmas services being able to take place as well as online; 24 hours of prayer, kids carols, 2 contemporary carols services, 2 carols by candlelight services, 2 crib services, midnight mass and of course Christmas Day. We saw 360 people attend Christmas services in person, and our Christmas service livestreams have accrued around 780 views. -James

Easter

Easter this year was a great highlight for me, from the daily reflections and compline on St John's Online, journeying through Holy Week through the daily Eucharists in the church, a wonderful time of community through the Agape meal (and such delicious food - thank you Helen and the team!), such a powerful demonstration of church unity at the Good Friday churches together service, and amazing times of celebration on Easter Sunday. -James

I was particularly thankful to have the opportunity to be involved in the Good Friday Churches Together service, where we saw such wide participation from many Crawley churches be it through the worship, the reflections, or the readings from Crawley Christian charities. This service, streamed from the Love Your Neighbour Crawley youtube channel, has had nearly 1000 views at the time of writing. – James

Focus

As Focus 2020 could not happen as usual, in July '20 we had "Summer Sunday", where we live-streamed for the whole day, including our usual Eucharist and 11:30 services, a BBQ, content from Kids and Youth, a unity service and of course Call-A-Cocktail!

This year we are so excited to be hosting Focus locally for our church family, at Holsted manor from 23-25th July, for a time of people, presence and praise. As Steve shared on Vision Sunday this fits in with the vision of St John's for this time, as we re-gather we are expecting a powerful time of community, and coming together to worship God and spend time in his presence this summer. -James

Comms

Since September we have had Becky our apprentice in the comms team. As well as participating in the Leadership Development Year at St Peter's Brighton, Becky has been

able to get involved in many aspects of the communications team here at St John's, from writing copy and creating content for our social media accounts, designing the noticeboard layouts for the prayer and Christmas noticeboards, as well as overseeing and delivering on the whole project of the Easter trail, which involved directing and filming the content, as well as editing, rendering and uploading to Youtube. Becky has been such a valuable asset to St John's this year, and has grown immensely in both her spiritual journey and her creative and technical abilities.

It was great to welcome Paul to the staff team at the beginning of 2021 as our Creative Lead. Paul got stuck straight in by producing and editing the videos for The Way of Jesus series, and now creates content for all St John's and Love Your Neighbour Crawley social media accounts, as well as creating the branding for events like Easter and Focus, and any other creative tasks which come our way! - James

SOCIAL MISSION

Love Your Neighbour

LYN now has 18 Crawley churches involved and a very large Helpforce team who, in the last 12 months have: done nearly 800 shopping trips, delivered around 400 prescriptions, made over 2650 hot meals, 6000 sandwiches, not to mention food parcel deliveries, phone friends, gardening and other vital errands, and to top it all, a 50 strong team are helping with the COVID vaccination programme! As friendships with regular clients have been made, we've seen people interested in coming to church, asking about Alpha and receiving prayer. This is such a good opportunity to show people Gods love through action and share our faith!

Laura, the Hub Manager is doing a brilliant job running our Re-Works programme, we have heard such encouraging stories of people getting back into work! Mel, our Helpforce (volunteer) Coordinator continues to do an incredible job looking after the Helpforce Team, no small task with 190 on our books!

We are in the process of securing a 'LYN/Crawley Foodbank Partnership 'drop in' Hub in the town Centre where people can come for a coffee and chat, supported and sign posted to both secular and faith based groups. It's so exciting to have the opportunity to share our faith and offer prayer where appropriate. - Liz

The Bridge Café

The Bridge Café which partners with the Probation service, offers a safe and welcoming space for those on probation to meet with their probation officer and enjoy a 'home' cooked breakfast. Although since the end of March 2020 the café was only open between October and December Helen and the team has kept in regular contact with the probation service and some clients and LYN have supported many clients with food parcels/phone friends and many who are in temporary accommodation have been receiving sandwiches

etc. Emmy and Community Payback have been working on sanding and painting the hall doors and putting up the new fence too!

The Bridge volunteers have stayed in contact by zoom pretty much weekly since April 2020 and they can't wait to meet again as the café opens its doors again on Wednesday 12th May with a brand new kitchen which has doubled in size! - Helen

Hope Into Action

The HIA house is running well, with two befrienders, Alan and Richard, coming along side our longest standing tenant who has attended SJC fairly regularly. Their support has been incredible, they both spend time with him, do activities with him and never let up, even when he is going through a tough time. They are such a blessing to him, serving so humbly. Nigel, HIA, has a couple more potential tenants in the pipeline for whom we will be looking for more befrienders so if you're interested do get in touch. - Liz

Recovery Course

This group is currently running every Monday evening on Zoom for anyone going through any kind of addiction or compulsive behaviour. The team of two, Steph and Kevin, are loving supporting their regulars and are so looking forward to being able to meet in person again, though zoom has had its advantages. They are keen to expand the team to build up some resilience so if you're interested do get in touch for more information. - Steph

OPERATIONS

Finance

Please see attached 2020 [end of year accounts](#) as prepared by an independent accountant. The Treasurer (Mark Chappell) stepped down from his role in September 2020, leaving the position of Treasurer vacant.

In December 2020 we instructed Sussex Payroll to take on the payroll for St. John's employees.

Our Operations Director has had some basic training in the use of our finance software and has been working with our Accounts Clerk to oversee our day to day financial activities.

In 2021 we have started to use Bankline to make our payments which enables us to request dual authorisation of all payments made and adds an additional element of security to our financial procedures. Two members of the PCC have taken on this responsibility of dual authorisation.

We are in the process of updating the signatories on all our accounts to reflect the current PCC and relevant staff, this has already been done for the Natwest and CCLA accounts.

In 2021 we will begin to transfer the money that was raised for the Queen's Square project from St. John's account to the Queen's Square account which is overseen by a separate Board of Trustees.

As Mark was both Treasurer and a Qualified Accountant, there is a significant gap in knowledge in this area currently. It is important we appoint a Treasurer and look to add some additional support in this area.

We received a generous donation from Janet Bastable legacy which will be used to fund Mission, as defined by the Church of England Five Marks of Mission.

Safeguarding

In September 2020 our Safeguarding Officer stepped down from her role on the PCC, leaving the position vacant.

During 2020, the Associate Vicar managed the processes and administration of our safeguarding processes, which was then handed over to the Operations Director at the end of the year.

We are currently reviewing our processes and developing our safeguarding systems and will be rolling this out throughout 2021.

HR

In 2020 St. John's had the total of 14 employees and 3 x new staff roles (Operations Director, Love Your Neighbour Hub Manager, Love Your Neighbour Co-ordinator).

A number of staff were put on furlough between April and September 2020 where we were able to benefit from the Government's Job Retention Scheme.

At the end of 2020 new policies were introduced to help streamline some of St. John's processes. These included Annual Leave Policy, Disciplinary and Misconduct Policy, Grievance Policy, Privacy Policy, Sickness and Absence Policy and Statement of Faith and Behaviours. These were developed alongside an HR consultant.

In 2021 we are introducing a one year fixed term part time post of a Wellbeing Chaplain alongside Saxonbrook Surgery. We hope this will start in the summer of 2021.

Buildings and Maintenance

The Community Payback team continue to support of us with their workforce and at the end of 2020 started painting the hall doors and clearing the hall garden. In 2021 they have continued to paint the hall doors and have almost completed erecting the fence which marks out the garden behind the hall. In summer 2021 the team will also support us in clearing the churchyard and helping to maintain the area around the graves.

With the help of some funding from Love Your Neighbour, in 2021 we have been able to renovate the hall kitchen, extending into the hall which will enable us to increase the capacity of the food that can be cooked and enable us to expand the use of the kitchen to serve more of the Crawley local community.

In early 2021 it was decided in the long run we would discontinue renting out the flat above the hall and change it's use to office space as the team has now expanded and more space will be needed once everyone is back working in person and working from home has reduced.

In June 2021 the Church Wardens and Operations Director are planning to develop a buildings committee to create a plan for the upkeep and renovations to the church, inline with the most recent Quinquennial report.

STATEMENT OF PCC MEMBER'S RESPONSIBILITIES

The PCC members are responsible for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard FRS102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'. Law applicable to charities in England and Wales requires the PCC members to prepare accounts for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing accounts giving a true and fair view, the PCC members should follow best practice and: None of the Trustees has any beneficial interest in the charity and there are no related parties to the charity. - select suitable accounting policies and then apply them consistently; - make judgements and estimates that are reasonable and prudent; - state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; and - prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation. The PCC members are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the accounts comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CRAWLEY, ST JOHN
THE BAPTIST

MEMBERS ANNUAL REPORT

Signed on Behalf of the Trustees

A handwritten signature in black ink, appearing to read 'S Burston', enclosed within a thin black rectangular border.

Revd Stephen Burston (Chair)

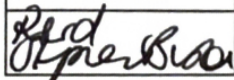
St John the Baptist, Crawley		Charity No	1175626	
Accounts for the period				
Period start date	01/01/2020	To	Period end date	31/12/2020

Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
Income (Note 3)					
Income and endowments from:					
Donations and legacies	325,488	314,909	-	640,397	328,765
Charitable activities	11,970	91,034	-	103,004	81,023
Other trading activities	6,675	192	-	6,867	10,497
Investments	1,649	-	6	1,655	1,089
Separate material item of income	-	-	-	-	-
Other	-	-	-	-	391
Total	345,782	406,135	6	751,923	421,765
Resources Expended (Note 4)					
Expenditure on:					
Raising funds	68	-	-	68	3,109
Charitable activities	443,792	79,959	-	523,752	302,541
Separate material expense item	-	-	-	-	-
Other	703	-	-	703	78
Total	444,563	79,959	-	524,523	305,728
Net income/(expenditure) after tax before investment gains/(losses)	- 98,781	326,175	6	227,400	116,037
Net gains/(losses) on investments	-	-	-	-	-
Net income/(expenditure)	- 98,781	326,175	6	227,400	116,037
Extraordinary items	-	-	-	-	-
Transfers between funds	-	-	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
Net movement in funds	- 98,781	326,175	6	227,400	116,037
Reconciliation of funds:					
Total funds brought forward	329,947	21,883	1,376	353,206	237,169
Total funds carried forward	231,166	348,058	1,382	580,606	353,206

Section B Balance sheet

	Note	Restricted			Total funds	Prior year funds
		Unrestricted funds	income funds	Endowment funds		
		£	£	£	£	£
Fixed assets						
Intangible assets		-	-	-	-	-
Tangible assets	6	12,309	-	-	12,309	15,087
Heritage assets		-	-	-	-	-
Investments	7	-	-	1,200	1,200	1,200
Total fixed assets		12,309	-	1,200	13,509	16,287
Current assets						
Stocks		-	-	-	-	-
Debtors	8	5,054	-	-	5,054	8,198
Investments	7.2	23,194	-	182	23,375	23,271
Cash at bank and in hand	10	211,336	347,836	-	559,172	319,407
Total current assets		239,584	347,836	182	587,601	350,876
Creditors: amounts falling due within one year	9	19,784	-	-	19,784	12,564
Net current assets/(liabilities)		219,800	347,836	182	567,817	338,312
Total assets less current liabilities		232,109	347,836	1,382	581,326	354,599
Creditors: amounts falling due after one year	9	721	-	-	721	1,393
Provisions for liabilities		-	-	-	-	-
Total net assets or liabilities		231,388	347,836	1,382	580,606	353,206
Funds of the Charity						
Endowment funds	12	-	-	1,382	1,382	1,376
Restricted income funds	12	-	354,781	-	354,781	21,883
Unrestricted funds		224,444	-	-	224,444	329,947
Revaluation reserve		-	-	-	-	-
Total funds	B22	224,444	354,781	1,382	580,606	353,206

Signature	Print Name	Date of approval dd/mm/yyyy
	STEPHEN RUXTON	11/06/2021

Note 1 Basis of preparation**1.1 Basis of accounting**

The accounts have been prepared in accordance with the Church Accounting Regulations 2006 and with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

St John's Crawley constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The trustees of St John's Crawley, having considered any events or conditions that could cast doubt, are satisfied that the accounts be prepared on a going concern basis.

1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note { 2 }.

Note 2 Accounting policies

2.1 INCOME

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when the PCC becomes entitled to the resources, and the monetary value can be measured with sufficient reliability.
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
Grants and donations	<p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).</p> <p>In the case of performance related grants, income must only be recognised to the extent that the PCC has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).</p>
Legacies	Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the PCC or have been met.
Government grants	The PCC has received no government grants in the reporting period.
Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
Volunteer help	The church benefits from the dedicated work of a great number of volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of volunteers is not recognised in the accounts.
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the PCC to pay out resources and the amount of the obligation can be measured with reasonable certainty.
Mission Giving with performance conditions	Where a grant or donation has conditions for its payment being a specific level of service or output to be provided, the obligation is only recognised in the SoFA once the recipient of the grant has provided the specified service or output. There were no such grants or donations made during this reporting period.
Mission Giving payable without performance conditions	Where there are no conditions attaching to a grant or donation, a liability for the full funding obligation is recognised once it is probable that the payment will be made and the amount of the grant can be measured reliably.
Redundancy cost	The PCC made no redundancy payments during the reporting period.
Deferred income	No material item of deferred income has been included in the accounts.
Creditors	The PCC has creditors which are measured at settlement amounts less any trade discounts.

Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date								
Basic financial instruments	The PCC accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS 102 SORP.								
2.3 ASSETS									
Consecrated land and buildings and other church property	In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by s.10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. All expenditure incurred in the year on consecrated or benefice buildings is written off to the statement of financial activities.								
Other tangible fixed assets for use by the PCC	<p>These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost. Assets are depreciated on a straight line basis over their estimated useful lives. The periods used are:</p> <table> <tr> <td>- Furniture and Fittings</td><td>5 Years</td></tr> <tr> <td>- Office Equipment</td><td>5 Years</td></tr> <tr> <td>- IT Equipment</td><td>3 Years</td></tr> <tr> <td>- PA/AV Equipment & Musical Inst</td><td>3 Years</td></tr> </table>	- Furniture and Fittings	5 Years	- Office Equipment	5 Years	- IT Equipment	3 Years	- PA/AV Equipment & Musical Inst	3 Years
- Furniture and Fittings	5 Years								
- Office Equipment	5 Years								
- IT Equipment	3 Years								
- PA/AV Equipment & Musical Inst	3 Years								
Investments	The PCC holds fixed asset investments only in cash deposit accounts. The value can therefore be reliably measured.								
Debtors	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the PCC. Subsequently, they are measured at the cash or other consideration expected to be received.								
Current asset investments	The PCC has cash on deposit with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.								
Leased assets: the PCC as lessee	Assets obtained under finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the PCC. Obligations under such agreements are included in the creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities so as to produce a constant periodic rate of charge on the net obligation in each period.								

Section C	Notes to the accounts	(cont)
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Note 3 Analysis of Income

		Unrestricted	Restricted	Endowment	Total funds	Prior year
		funds	income	funds		funds
		£	£	£	£	£
Analysis						
Donations and legacies:	Donations and gifts	235,414	49,419		284,833	227,958
	Gift Aid	31,926	4,008		35,934	40,654
	Legacies	500	261,482		261,982	1,955
	General grants	57,568	-	-	57,568	58,088
	Sponsorships which are in substance donations	80	-	-	80	110
	Other	-	-	-	-	-
	Total	325,488	314,909	-	640,397	328,765
Charitable activities:	Wedding & funeral fees	2,254	-	-	2,254	1,500
	Flat rental income	3,010	-	-	3,010	4,248
	Events & courses	2,757	-	-	2,757	13,906
	Grants: restricted	-	91,034	-	91,034	57,000
	Other	3,949	-	-	3,949	4,369
	Total	11,970	91,034	-	103,004	81,023
Other trading activities:	Church & hall letting	154	-	-	154	1,162
	Car parking income	6,292	-	-	6,292	6,665
	Turning Point café		192	-	192	1,227
	Other	229	-	-	229	1,443
	Total	6,675	192	-	6,867	10,497
Income from investments:	Interest income	1,649	-	6	1,655	1,089
	Total	1,649	-	6	1,655	1,089
Other:	Gain on disposal of a tangible fixed asset	-	-	-	-	391
	Total	-	-	-	-	391
TOTAL INCOME		345,782	406,135	6	751,923	421,765

Other information:

General grants received comprise:

Church Commissioners SDF	57,568	-	-	57,568	57,568
Christians Against Poverty (CAP)	-	-	-	-	520
Total	57,568	-	-	57,568	58,088

Note 4 Analysis of expenditure

Analysis		Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
Raising Funds	Incurred seeking donations	68	-	-	68	3,109
	Total expenditure on raising	68	-	-	68	3,109
Expenditure on charitable activities	Parish share	75,000	-	-	75,000	52,000
	Clergy costs	11,484	636	-	12,120	11,295
	Other staff costs	85,447	36,333	-	121,780	105,496
	Church services and worship	5,352	-	-	5,352	16,939
	Church courses and ministry costs	9,843	30,182	-	40,025	25,554
	Kids and Youth	6,301	-	-	6,301	7,084
	Church Operations costs	22,721	10,528	-	33,249	62,228
	Depreciation	10,145	-	-	10,145	10,445
	Mission Giving	217,500	2,280	-	219,780	11,500
	Total expenditure on charitable activities	443,792	79,959	-	523,752	302,541
Other	Merchant Service Fees	703	-	-	703	78
	Total other expenditure	703	-	-	703	78
TOTAL EXPENDITURE		444,563	79,959	-	524,523	305,728

Other information:

Analysis of expenditure on charitable activities - Mission Giving

	Total 2020	Total 2019
	£	£
Hope Health Action	5,833	3,000
The KEYS Project	2,917	3,000
Hope Into Action Mid Sussex	2,917	2,500
Christ the Lord Church, Broadfield (Parish Nurse)	3,000	3,000
The Lighthouse Project Crawley	2,833	-
SJC Queen's Square	219,780	-
	237,280	11,500

Following the end of the reporting period grants of £19,129 were awarded from 2020 unrestricted funds.

Confirmed recipients:	LYN	£ 15,000
	Kintsugi Hope	£ 1,000
	To be confirmed by the PCC in 2021	£ 3,129.00

Note 5

Paid employees

5.1 Staff Costs - staff contracted with St John the Baptist, Crawley

	This year £	Last year £
Salaries and wages	115,595	101,387
Social security costs	6,202	5,411
Pension costs (defined contribution scheme)	3,983	2,760
Employee Allowance Claim	(4,000)	(4,033)
Other employee benefits	-	-
Total contracted staff costs	121,780	105,525

Staff costs - staff on secondment from Brighton, St Peter's

	This year £	Last year £
Salaries and wages	-	(29)
Social security costs	-	-
Pension costs (defined contribution scheme)	-	-
Other employee benefits	-	-
Total seconded staff costs	-	29

Salaries of staff on secondment from Brighton St Peter's are paid by St Peter's and form part of the general grant received (see note 3). The cost is charged to the Statement of financial activities as expenditure on charitable activities; other staff costs (see note 4).

St John's has no employees receiving employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

No member of the PCC received remuneration in the year for their services as a trustee, and no members of the Clergy management team were paid through the church's payroll, they receive stipends from the Diocese.

5.2 Average head count in the year (including seconded staff, excluding clergy)

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	8	8
Governance	-	-
Other	-	-
Total	8	8

Section C**Notes to the accounts****(cont)****Note 6****Tangible fixed assets****6.1 Cost or valuation**

	Furniture & Fittings	Office Equipment	IT Equipment	PA/AV Equipment & Musical Instruments	Total
	£	£	£	£	£
At the beginning of the year	4,550	3,476	6,948	21,832	36,806
Additions	620	-	6,083	664	7,367
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers	-	-	-	-	-
At end of the year	5,170	3,476	13,031	22,496	44,173

6.2 Depreciation and impairments

Basis	Straight Line	Straight Line	Straight Line	Straight Line
Rate	20%	20%	33.33%	33.33%

At beginning of the year	1,019	1,506	3,433	15,761	21,719
Disposals	-	-	-	-	-
Depreciation	971	696	2,784	5,695	10,145
Impairment	-	-	-	-	-
Transfers	-	-	-	-	-
At end of the year	1,990	2,202	6,217	21,456	31,864

6.3 Net book value

Net book value at the beginning of the year	3,531	1,970	3,515	6,071	15,087
Net book value at the end of the year	3,180	1,274	6,814	1,040	12,309

6.4 Other disclosures

The PCC entered into a finance lease of a multifunction photocopier in October 2017. The cost is capitalised as office equipment and depreciated over the lease term. The obligation under the agreement is included in creditors. The finance element of the rental payment is charged to the Statement of financial activities using the effective interest method.

Note 7 Investment assets**7.1 Fixed assets investments**

	Cash & cash equivalents	Listed investments	Investment properties	Social investments	Other	Total
Carrying (fair) value at beginning of period	1,200	-	-	-	-	1,200
Add: additions to investments during period	-	-	-	-	-	-
Less: disposals at carrying value	-	-	-	-	-	-
Less: impairments	-	-	-	-	-	-
Add: Reversal of impairments	-	-	-	-	-	-
Add/(deduct): transfer in/(out) in the period	-	-	-	-	-	-
Add/(deduct): net gain/(loss) on revaluation	-	-	-	-	-	-
Carrying (fair) value at end of year	1,200	-	-	-	-	1,200

The Nicoll Organ Fund is held by the CCLA in the CBF Church of England Deposit fund as a permanent endowment. The income from the fund is to be used for the maintenance of the church organ.

7.2 Current asset investments**Analysis of current asset investments**

	This year	Last year
	£	£
Cash or cash equivalents	23,375	23,271
Listed investments	-	-
Investment properties	-	-
Social investments	-	-
Other investments	-	-
Total	23,375	23,271

Note 8 Debtors and prepayments**8.1 Analysis of debtors**

	This year £	Last year £
Trade debtors	196	640
Other Debtors	210	-
Gift aid due from HMRC	-	4,800
Prepayments and accrued income	4,648	2,758
Total	5,054	8,198

Note 9 Creditors and accruals**9.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade creditors	14,176	7,371	-	-
Social security creditor	2,797	1,974	-	-
Accruals and deferred income	1,350	1,845	-	-
Finance Lease	672	627	721	1,393
Other creditors	789	747	-	-
Total	19,784	12,564	721	1,393

9.2 Deferred income

Income received that relates to later reporting periods is not shown as income in the current period but is deferred.

Movement in deferred income account

Balance at the start of the reporting period
Amounts added in current period
Amounts released to income from previous periods
Balance at the end of the reporting period

This year £	Last year £
-	660
150	-
-	660
150	-

Note 10 Cash at bank and in hand

Cash at bank and on hand
Total

This year £	Last year £
559,172	319,407
559,172	319,407

Note 11 Fair value of assets and liabilities

The PCC's exposure to credit risk (the risk of incurring loss due to a debtor not paying what is owed) is small as the debtors usually have a long-standing association with the PCC and/or are local authorities. The PCC monitors the expected cashflow over future months, taking a conservative view of expected income in order to minimise the liquidity risk (the risk of not being able to meet short term financial demands). The PCC has only investments held in cash, there is no exposure to market risk (the risk that the value of an investment will fall due to changes in the market).

Section C **Notes to the accounts** **(cont)**

Note 12 **Charity funds**

12.1 Details of material funds held and movements during the current reporting period

** Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type*	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Fabric Fund	R	To provide a source of funds to maintain the fabric of the church building and site.	5,287	846	(5,754)	-	-	379
Flower Fund	R	To provide for flowers for the church.	-	-	-	-	-	-
Restoration and Renovation	R	To provide a source of funds to allow for any restoration or renovation work.	142	123	(296)	-	-	(32)
Alpha	R	To raise awareness of Alpha within Crawley increasing the number of attendees.	796	-	(203)	-	-	593
C&I Educational Trust	R	To employ a children's pastor.	-	-	-	-	-	-
CSF Crawley Branch Club	R	Initiative aimed at resettling ex-offenders into the community, reducing re-offending.	-	400	(7,312)	6,914	-	2
IPEH Counselling Project	R	To provide psychological and emotional support to existing IPEH clients.	2,108	-	(2,084)	-	-	24
Social Action	R	To be used to alleviate inequalities caused by poverty, isolation, abuse, ill health, injustice and homelessness.	850	-	(58)	-	-	792
Lowfield Heath (Parsonage Sale Trust)	R	To be used towards clergy expenses.	-	636	(636)	-	-	-
CRT Queen's Square Evaluation	R	Provided to fund the evaluation of additional town centre accommodation.	7,700	-	(5,904)	-	-	1,796
Surgery Chaplaincy	R	To provide for chaplaincy and well-being services in the town centre.	5,000	-	-	(5,000)	-	-
The Nicoll Organ Fund	PE	To provide income to be used for the maintenance of the church's organ.	1,376	6	-	-	-	1,382
Hope Into Action	R	Funds for interior decoration of house for ex-offenders	-	701	(701)	-	-	-
HMRC Covid-19 CJRS Claim	R	Funds from HMRC to cover salary of staff on furlough through the Government's Job Retention Scheme.	-	16,084	(16,084)	-	-	-
Legacy - Janet Bastable	R	Legacy from Janet Bastable's estate. To be used for mission, as defined by the 5 marks of mission of Church of England.	-	260,000	-	-	-	260,000
LYN1 CRT Covid-19 Emergency Funds Action Resource Fund	R	Initial funding for LYN Covid response.	-	12,500	(12,500)	-	-	-
LYN2 St John's Covid-19 - Social Action	R	Shopping and phone friend expenses for LYN.	-	39,318	(12,910)	-	-	26,409
LYN3 HTB/UKGOV Covid-19 (Match Funded)	R	Match funded, for purposes of running the LYN project across Crawley Oct 2020 - Dec 2021.	-	75,335	(15,518)	5,000	-	64,817
General	U	N/A	329,947	345,974	(444,564)	(6,914)	-	224,444
Total Funds as per balance sheet			353,206	751,923	(524,523)	0	-	580,606

12.2 Designated funds

Fund	Purpose of the designation	Amount
Turning Point	Included in the General Unrestricted fund noted above. Income from the Turning Point coffee mornings is designated for mission.	7,365

Note 13 **Transactions with trustees and related parties**

13.1 Trustee remuneration and benefits

No member of the PCC received any remuneration in the year for their services as a trustee, neither have they received any expenses for fulfilling their duties.

13.2 Transaction(s) with related parties

Of the staff (excluding the clergy) Mrs Liz Burston (wife of rector) was a member of the St John's PCC. Mrs Burston received a stipend during the period totalling £10,314.20



INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of St John the Baptist Church for the year ended 31st December 2020.

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").

Responsibilities and basis of report

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

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a licensed member of the Association of Accounting Technicians and an associate of the Association of Charity Independent Examiners.

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

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

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

Signed:

Date:

14th June 2021

Sian Cooper MAAT, Licensed Accountant.
Mulberry, 1 The Pound, Longcot Road, Fernham, Oxfordshire, SN7 7NW
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