

Lancaster Christ Church minutes of Extraordinary PCC meeting 25th March 2020

Name	Initials	Present	Apologies
Carol Backhouse	CB	X	
Jacqueline Stamper	JS	X	
Paul Thompson	PT	X	
Olwyne Thompson	OT	X	
Julie Buckley	JB	X	
Brenda Harding	BH		X
Andrew Neal	AN	X	
Joyce Lynch	JL		X
Jane Lippitt	JLi	X	
Liz Mills	LM	X	
Hilary Thwaytes	HT	X	Attempted to join
Vic Parsons	VP		X

Agenda Item	Minutes	Actions
<b>1</b>	Opening prayers	<b>CB/All</b>
<b>2</b>	- Update on national Church guidance regarding Covid 19. General discussion on the latest guidance with all churches to remain closed for worship, weddings, baptisms and funerals etc. However, the building still needs to be maintained and secured. The main issue is to care for our congregation, particularly the vulnerable. We need to establish how we can do this without visits. Most will be done by telephone and email over the next weeks due to the lockdown restrictions.	<b>All</b>
<b>3</b>	- Christ Church's response to this (Worship, Prayer, practical service within the parish) - Christ Church's response to this (Worship, Prayer, practical service within the parish) The parish continuity plan will change to reflect this. Discussion continued around options available to us. Encouraging people to pray at home, Morning and Evening Prayer (and other prayers) will be on the church website, paper versions of these could be made available, if we can identify those parishioners without internet connections and a way of distributing these safely. Christ Church is rooted in its Sunday Eucharists, however, as we are not allowed to share the Eucharist, we should use the Spiritual Communion as Jesus is with us, the order of service for this is on the church website. Any particular prayers or intercession should be sent to Pat, who will accept these requests via the church website or dedicated address ( <a href="mailto:prayer@christchurchlancaster.org.uk">prayer@christchurchlancaster.org.uk</a> ). Holy Week and Easter – Carol is seeking resources for families to use at home. Holy Week services would be available via email and the website in the first instance, and where people don't do internet, paper copies will be sent to them. It was also suggested that printed cards that would have been delivered for services, would be developed as a form of outreach, introducing the new	<b>All</b>  <b>CB/PA</b>  <b>JB</b>

	<p>Vicar, we're offering to pray for people (prayer@ as above), there's help available should people need it, with contact details including website, <a href="mailto:help@christchurchlancaster.org.uk">help@christchurchlancaster.org.uk</a>, etc.</p> <p>If these are printed, we would need healthy volunteers to deliver as part of their allotted exercise slot using disposable gloves and the strictest hygiene possible.</p> <p>Paul asked if we had addresses for the vulnerable in our congregation. Jacqueline has addresses for the two names that were put forward.</p> <p>Julie is to investigate the Facebook offer of free printing to assist in this process.</p> <p>The lancasterdistrictcovid19@gmail.com organised by the City Council and Lancaster CVS provide helpful resources. Jane will forward a leaflet that the refugee group RAIS had received.</p>	
<b>4</b>	<p>##Continuity and backup of roles, especially of leadership, pastoral care and practicals (eg finance, safeguarding) if/when people need to isolate.</p> <p>If Carol was unable to continue her role due to ill health, Pat would cover.</p> <p>Jacqueline and Paul as wardens would also provide other duties as per the interregnum.</p> <p>If Jacqueline is unwell or in isolation, it would depend on which aspect required cover to whom it would fall.</p> <p>Treasurer, Safeguarding and Governance roles will also need to be covered with existing Standing Committee members as needed. E.g a second cheque book has been ordered and will be kept by Jacqueline to enable payments still to be made. Andrew said there would be little need for much ordinary bookkeeping. Jacqueline covered Treasurer role last year when Andrew was unavailable, Cash to be left uncounted in the safe at present, JS would pay in the few cheques, but no other issues urgent. <i>[We will need to hold off paying Parish Share until the financial implications of the drains are known to avoid cashflow problems.]</i></p> <p>Gift Aid is usually done by Jacqueline, but she will share the methodology and the spreadsheets with Andrew as back-up.</p> <p>Drains – Jacqueline had dealt with the Chancellor re faculty, DAC, Harrison Pitt Architects and both Contractors. Auger and Coastal Drains. She also has the original church hall plans these will be scanned and sent to Paul, who would take on building matters as able.</p> <p>Safeguarding-PCR2 the deadline may move but Jane is working to the 5<sup>th</sup> April original date. Julie offered backup for safeguarding.</p> <p>DBS can now be done by self; Jane will send the link to the correct web site. Documents will need to be scanned to enable the checks to be completed.</p>	<p><b>CB/PA</b></p> <p><b>All Standing Committee members</b></p> <p><b>JMS/AN</b></p> <p><b>JMS/PT</b></p> <p><b>JLi/JB</b></p>
<b>5</b>	<p>- Communication with the wider parish and other agencies, (schools, groups etc)</p> <p>The night shelter has now closed as all the guests that had been using the shelter for sleeping have been found accommodation by the City Council because of Covid-19. Old bedding has been disposed of. Any food suitable to go to the Olive Branch will be taken there.</p> <p>A newsletter is to be developed and will encourage people to continue donating to the food banks, there will be collection points at Dalton Sq Pharmacy and another outside St Paul's Vicarage at Scotforth.</p>	<b>CB</b>
<b>6</b>	Communication within Christ Church, especially amongst those in quarantine or without internet access. See 3 above.	

<b>7</b>	Other items relating to the Parish Continuity Plan. Marius employed as maternity cover, will continue to be paid at the contracted rates, for the summer cover, e.g 6 hours per week. Andrew will apply to the government relief fund for 80% of his pay if M agrees to go on furlough. Andrew will issue the letter which Jacqueline will discuss with M, as consent is needed before this can happen.	<b>JMS/AN</b>
<b>8</b>	Closing Prayers (and Compline for those able to stay on).	<b>All</b>