



Trustees' Report for Parish of Good Shepherd with St. Peter, Lee PCC  
(Registered charity number: 1171429)

Review of the year May 2020 to April 2021

**Reports for the 2021 Annual**  
**Parochial Church Meeting**  
**(APCM)**

## **Parish of the Good Shepherd with St. Peter, Lee**

### **Trustees' Report for 2021 Annual Parochial Church Meeting**

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## A) Aims and Purposes

The Good Shepherd with St Peter Lee's Parochial Church Council (PCC) has the object of the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England and has the responsibility of cooperating with the incumbent, the Reverend Bridget Shepherd, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of our two church buildings – the Good Shepherd on Handen Road and St Peter's on Eltham Road – and the care and upkeep of the parish house located in Weigall Road.

## B) Objectives and Activities

The PCC has agreed the following mission statement for our parish. We are:  
*Shining God's light to our community and sharing the good news of God's love for all.*

This is expressed and lived out through the following five values:

- All are welcome – we are an inclusive church.
- All have space to grow in faith – every age and stage of life matters.
- All are called to serve – everyone has a part to play.
- All find a place to belong – we are committed to God and to one another.
- All reach out – we respond to the needs in our community with the love of God.

In the last year we have focused on maintaining and developing our worshipping life and providing pastoral care to those in the parish in the context of the Covid-19 pandemic and the closure of our church buildings in periods of lockdown. We have provided Zoom services and Zoom coffee sessions as well as physical services (with facilitated virtual participation) when permissible and safe to do so. Where permitted we continue to offer occasional offices i.e. baptisms, weddings and funerals. We have continued to provide opportunities for growth in faith through small groups, the provision of devotional resources to use at home utilising Zoom and other technology – for example a short podcast series – as well as delivering physical packs of encouragement. Where possible we have continued to offer our buildings for use by community groups including Helping Hands Foodbank and the Alcoholics Anonymous group, and have looked for alternative ways of supporting these groups in lockdown. We have also tried to provide encouragement to the wider community through outdoor Covid-safe events: particularly an outside tableau and festival of lights at Christmas, and a prayer labyrinth in Lent. To support these activities we have drawn on the IT expertise of church members, who have established new ways of working and shared their skills with others. As our church buildings have been used far less over the past year, it has afforded us

the opportunity to do some much-needed maintenance work – particularly at the Good Shepherd.

### **C) Achievements and Performance**

The past year has inevitably been dominated by the Covid-19 pandemic. Our church buildings have been closed for significant periods of time, both for worship and for other activities. These closures were determined by government restrictions, diocesan guidance, and decisions taken by the Vicar, Wardens and PCC in the light of the local situation.

We have endeavoured to open our buildings for key events – such as Midnight Communion on Christmas Eve and an All Age Communion in the Good Shepherd garden on Easter Sunday. We have also been able to serve the local community through the provision of marriage, baptism and funeral services – when allowed. All of these services have had the added benefit of being accessible via Zoom, enabling those who are housebound, and friends and family from around the world to take part. As we look ahead, this is a development we are keen to retain, and we may need to consider investing in additional equipment and a more permanent arrangement.

As our buildings have been closed, we have made better use of our outside space to encourage people to mark the church's seasons, and to engage with the Christian story. In November we had a display of poppies for Remembrance Day, at Christmas we had a lighting installation based on the Nativity, and during Lent we offered a prayer labyrinth. These brought a large number of local people into our church grounds and helped to raise the church's profile in the local community.

Due to a combination of circumstances – including Covid – we have been unable to offer Sunday morning youth and children's ministry for the past year. In order to nurture the faith of our children, last September we started 'Wild Church' – a monthly outdoor service for adults and children to learn and worship together. Similarly, in September we launched a fortnightly Sunday evening youth group for young people of secondary school age. The youth group has continued to meet on Zoom during lockdown. Both of these initiatives are a response to the changing needs, concerns and priorities of our younger members.

It is likely that we will be unable to provide Sunday morning children's ministry for the foreseeable future, so we have created 32 activity bags for both churches which are available for children to use during our services. Over the past year a significant number of families have moved away from the local area (approx. 30 people) so we will need to consider how we attract new families – in their different shapes, sizes and make-ups.

Ministry to local schools has continued, albeit it has moved online. There have been opportunities to provide assemblies for Trinity School, Colfe's School, Brindishe Manor, Brindishe Lee, Brindishe Green, and Blackheath High Junior School. Our local schools have also continued to support the work of the Helping Hands Foodbank, with generous donations at Harvest and Christmas.

The foodbank has continued to operate throughout the year, and has moved to a delivery model, which – under the current circumstances – is safer for clients and volunteers. At present the foodbank is providing food to over 100 adults and children each week. AFRIL (Action For Refugees In Lewisham) continues to offer advice, support and activities for clients.

The past year has brought the issue of inequality to the fore. In our own congregations, church members have given £5,000 to be distributed to others in the church who have found themselves in financial difficulty. We have done this primarily through the distribution of supermarket vouchers. In response to the Black Lives Matter demonstrations last summer the PCC has had an initial discussion about how we can respond to the issue of racism, and a working group has identified a number of initial steps for us to take. We anticipate giving this further attention with the release of a diocesan Anti-Racism Charter.

We have maintained our own connections with the wider church through the work of the Deanery Synod. One of our PCC members was elected as Secretary of the Deanery Synod, and the Vicar continues to serve as the Assistant Area Dean. We have increased our support of the diocese through the diocesan Parish Support Fund. We have been able to find this increased contribution through the regular giving we receive from members, and through decisions taken to decrease giving to other charities with which we now have only a distant connection. We have also connected with other parishes by sending a large contingent to the recent online Woolwich Area Lay Conference, at which the focus was resourcing one another to serve God in our daily lives.

The 2020 APCM was delayed from April 2020 to October 2020, but the appropriate returns were made to the Charity Commission and to the diocese during this period. As well as looking back, the PCC has begun to look forward, and recently voted to adopt the Church of England's vision for the 2020s. This will help to set our direction and priorities for the coming years.

#### **D) The Electoral Roll**

As at April last year, the electoral roll stood at 125. Since then, 11 names have been removed. Four people have died, six people have moved away, one person has left. There have been 4 new additions, which brings the **new total to one hundred and eighteen (118)**

#### **E) Safeguarding Report**

In the past year the PCC reviewed, approved and adopted the following policies: Safeguarding, Whistleblowing, Complaints and Grievance, Parish Disciplinary, and Health and Safety. These policies are based on standard diocesan policies and can be viewed on the church website at [www.goodpeter.org.uk/pcc](http://www.goodpeter.org.uk/pcc).

The Church of England Safeguarding Statement was also adopted. The PCC has complied with the duty under Section 5 of the *Safeguarding and Clergy Discipline Measure 2016* and have

had regard to House of Bishops' guidance on safeguarding children and vulnerable adults. Safeguarding, Health & Safety, and GDPR compliance were all regular agenda items for the PCC. In the course of our ongoing ministry we have had cause to seek advice from the Diocesan Safeguarding Team, and to liaise with Local Authority Social Services departments, although none of these actions have required formal feedback to the PCC.

## **F) Fabric Report**

### **Fabric report: Good Shepherd 2020 – 2021**

Not having been able to use the church for worship for the past year has enabled the wardens with the support of volunteers from the Buildings Team and the rest of the congregation to use the time for essential external repairs and changes to the inside of the Good Shepherd church building. These included a major project to repair all the external window frames and doors, repairs to the internal fabric of both vestries leading to the repurposing of one of the vestries into a multi-use space and office, and work in the church grounds.

Three faculties<sup>1</sup> were submitted this year to enable us to proceed with these changes, which include the installation of broadband, fitting security glass into internal doors, and the removal of a decaying beech tree. The wardens liaised with representatives from the local conservation area group and the council to ensure the correct approvals were obtained for the removal of the tree. The church office has now been relocated from the vicarage to one of the back vestries, and a camera doorbell has been added to increase the safety of staff and volunteers working in the space. The building has also been registered with Royal Mail as an address to which post can be delivered.

Despite being in lockdown, routine maintenance continued as normal. This included the varnishing of floors in the vestries, repairs to the boiler and replacement of the boiler room sump pump. All the annual inspections, including the inspection of the fire extinguishers, and services to the boiler and the lightning conductor, were also attended to. A Quinquennial Inspection was undertaken towards the end of 2020 to replace the previous report of 2015. Many of the items on this newer report have already been tended to as a result of the work that was undertaken during the year.

### **Fabric report: St. Peter's 2020 – 2021**

The Quinquennial Inspection has just been completed and the architect is currently compiling the report. There are no structural problems with the building, and the fabric is sound inside and out.

The main item identified is replacement of the gutters. Redecorating the kitchen is also recommended along with several small repairs and maintenance tasks throughout the building.

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<sup>1</sup> A faculty is the Church of England equivalent of a planning application.

### **Fabric report: Parish House, Weigall Road 2020 – 2021**

All the windows and the back door have been replaced and the interior has been redecorated/repainted to bring the property up to a good enough standard for letting out for a couple of years whilst we do not need the house for a Curate. A tenant moved in in September. There is some outside painting work to be completed, and potential improvement to hard surfaces. Longer term we may consider upgrading the kitchen and/or bathroom and improving energy efficiency to meet the minimum EPC rating of C which becomes mandatory for all new tenancies from 2025 and all tenancies from 2028.

### **Summary**

As our church buildings have been used far less over the past year, it has afforded us the opportunity to do some much-needed maintenance work – particularly at the Good Shepherd and at the Parish House in Weigall Road. We bought forward the St Peter's Quinquennial Inspection to April to be nearer the completed Good Shepherd one, and we are now developing and costing a 5-year plan for the two churches, the Parish House and the Vicarage.

### **G) Deanery Synod**

There have – due to Covid restrictions – been only two Deanery Synod meetings in the period May 2020 to April 2021.

The first of these was in November 2020 which began a new 'term' of Synod. Steve Hall (St. Mary's Lewisham) is Area Dean, and the Parish is represented by Bridget (Assistant Area Dean) and three lay members, Laurie Roberts, James Murdoch and Adriaan Goosen. At the November meeting Laurie was elected Deanery Secretary and Jennifer Henry (St. Mary's Lewisham) was elected Lay Chair. The meeting approved the new Deanery constitution and discussed priorities for the coming year, with issues pertaining to Health & Wellbeing (including mental health & poverty), Strategy (new Church of England vision, BAME representation, impact of Covid) and other issues relating to 'Living in Love and Faith' (see below) and Environmental issues thought important.

The second meeting was in March 2021 with a discussion on how churches could become 'Eco-churches' and how the Deanery and its churches should engage with 'Living in Love and Faith' (LLF) which is a Church of England project exploring human sexuality and relationships. This project stemmed from a vote not to 'take note' of the Church's existing teaching on marriage at General Synod in 2017. The aim of the project is for people to learn together with people from different perspectives and lived experiences and feed back thoughts to the Bishops before another vote at General Synod in 2022. Richard Evans of our parish has volunteered to be the Deanery trainer on LLF.

More broadly, the Deanery leadership team is attempting to breathe new life into the Deanery so it can be used as a vehicle to enable cooperation between churches and help lighten the load on individual churches. As part of this a church wardens' group has been set up to enable churches to better collaborate on issues of shared interest; whether that be sharing best practice and templates on Covid risk assessments, assisting one another with

advice on building maintenance, or other issues. Initial feedback has been very positive and we are encouraged that stronger links may be formed between churches and enable more significant collaboration in the future

## H) Financial Report

The pandemic has had a significant impact on our church finances, on both income and expenses. On the income side, our buildings remained closed for most of 2020. As a result, we have lost and may continue to lose a substantial amount of income from hall hire – one of our main income streams (11% of our standard income). We have also lost income from 'plate giving' at our Sunday services. On the expense side, the closure of the buildings has enabled us to make savings on monthly operating costs, with reduced bills for heating, lighting and maintenance. We are pleased to report that regular giving from church members has remained stable, for which we are very grateful.

Our hall hire income decreased by over half from just over £30,000 in 2019 to only just over £14,000 in 2020. Operating costs (including heat, light, cleaning and insurance) were reduced by nearly a third from 2019 to just over £13,000.

Last year, we managed to carry out some long-overdue refurbishment of the parish owned property in Weigall Road and welcomed a new tenant in the autumn. We also completed work on the exterior of the Good Shepherd, and refurbished the Clergy Vestry and Choir Vestry to create a new multi-use Church Office space. The two larger projects were funded by a legacy, and the rest of the work was covered by one-off gifts from the congregation, and from budgeted maintenance costs.

We spent over £16,000 on refurbishing the Weigall Road property which in turn generated nearly £11,000 rental income in 2020; and we spent about £40,000 on exterior work on Good Shepherd.

We are extremely grateful to over 50 regular donors who have continued to give to the church by standing order, or indeed have started new standing orders in the past year. We thank you for your generosity and for your support in such difficult times. As well as funding our ongoing ministry, and the residual expenses of our two churches, this has allowed us to continue to support the Southwark Diocese Parish Support Fund, with an increased monthly payment of £6,292 (£75,500 for the full year). This contribution primarily goes towards the cost of having a vicar in each parish.

We receive regular giving of an average just over £5,000 a month from our congregation and we claim 25% of Gift Aid on the majority of this amount.

During the past year we have also created a Pastoral Fund. This was set up with gifts from church members, with the intent of supporting those in need in the congregation. We have

been delighted to provide individuals and families with hardship grants, supermarket vouchers, and household items. To date, we have received gifts of almost £6,000 to the Pastoral Fund. It is fantastic to be part of such a generous community of people who care for one another.

Our Finance Team has been working hard behind the scenes, and at present we estimate that we could achieve a break-even status, with just over £1,500 surplus for the year 2021 – assuming that the lockdown is lifted by the end of the first quarter. Inevitably there is still a great deal of uncertainty regarding the coming months, but we have tried to take this into account in our projection.

Looking ahead, we will continue to monitor our spending carefully. A small working group from the PCC is putting together a financial plan for managing our buildings, so that we are aware of any potential costs that may arise in the next few years. We are delighted that we have a new Curate, Paul Adlington, working with us, which will add only a minimal amount to our costs for the year.

#### 1) Reserves Policy

The PCC will maintain a Reserve Fund that will provide for the payment of those sums that in the event of the closure of the church would still need to be spent because of contractual obligations or implied promises.

The former includes three months wages and utility bills, and the latter the Foodbank. At the current level of expenditure (in 2020) this was £6,000.

The PCC resolves therefore to keep a Reserve of no more than £10,000 for the time being. The purpose of this Reserve Fund is to pay our obligations in the event the church income drops below an otherwise sustainable level.

Note: Items of expenditure such as – for 2021 – refurbishing lobbies at GS, replacing the boiler at GS, and planned expenditure at 56 Weigall Road, are properly known as Designated Funds (budgeted items), where money is set aside to meet predicted essential future spending. This is a way of spreading the cost of funding a project that could not be met from future income alone.

Fluctuations in cash flow should be minor given the nature of our everyday income and expenditure.

## J) Plans for Future Period

Going forward, the PCC has decided we will be a '*Christ centred, Jesus shaped church*' which means being '*Simpler, Humbler, Bolder*'. In this context the PCC has set our priorities for the next year, largely based on and consistent with the Church of England's new vision, to be:

- *A church that is **younger and more diverse**.*
- *A church where we **encourage variety and creativity in our worship and mission**.*
- *A church where we **explore, release and support people to live out their faith in everyday life**.*
- *A church that pursues **social justice for all**.*

As a first step the PCC is preparing a consultation, giving the opportunity to get both Congregation and Community input before selecting a number of initiatives from a pool of ideas.

## K) Structure, Governance and Management

Church Wardens are elected at the Vestry Meeting, immediately prior to the APCM. Any on the Electoral Roll or resident of the Parish may attend and vote. Churchwardens who are on the Electoral Roll are automatically members of the PCC.

PCC members are appointed at the APCM. The method of appointment of PCC members is set out in the Church Representation Rules (latest revision 2020). Deanery Synod Members are also appointed in accordance with the said rules at the APCM.

At the Good Shepherd with St Peter, Lee, the membership of the PCC consists of the incumbent (our Vicar), the Curate, Churchwardens, Deanery Synod members, and members who are elected by the APCM. Readers<sup>2</sup> may also be appointed to the PCC by the APCM. All members of the congregation who are on the Electoral Roll of the Church may attend and vote; all those who attend our services or consider themselves to be members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Members of the PCC serve for three years with one third of the members being elected each year.

The Parish has a Scheme which ensures that we have proper representation on the PCC and Deanery Synod from both churches. This Scheme as amended at the APCM held on 2nd April 2017 is:

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<sup>2</sup> Readers are people licensed by the Church of England to serve in certain ways.

Each Church must make up at least one third of the places, and the balance (or any shortfall in the event of insufficient candidates standing for election from either church) may comprise members of the congregation of either church.

The PCC members are responsible for making decisions on all matters of general concern and importance to the Parish including deciding how the funds of the PCC are to be spent. PCC members are inducted through a discussion of their role and function in the first meeting of the new PCC, and by going through a review of PCC policies annually. Specific training provided by the Diocese is given in Safeguarding, and eligibility and DBS (Disclosure and Barring Service) checks are carried out.

The full PCC met eleven times during the year, via Zoom, with an average level of attendance of 85%.

There have been no significant transactions with PCC members or closely related persons.

The PCC has only one employee, the Parish Administrator. Their pay and remuneration is set by the Church Wardens and Treasurer after looking at rates on the Charity Job website and specifically at an advertised similar post on the Diocesan website.

## **L) Administrative Information**

The Parish of the Good Shepherd with St Peter, Lee is part of the Diocese of Southwark in the Church of England. It is in the Archdeaconry of Lewisham and within the Woolwich Episcopal Area.

It consists of two churches, the Good Shepherd which is situated on the corner of Wantage and Handen Roads, and St. Peter's which is situated on the corner of Weigall and Eltham Roads. The correspondence address is The Vicarage, 47 Handen Road, Lee, London, SE12 8NR.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules (2020)) and members are Trustees responsible to the Charities Commission (Registered charity number: 1171429)

PCC members ***who have served at any time*** from 16<sup>th</sup> May 2020 until the date which this report was approved are:

### **Ex Officio members**

Incumbent:               Revd Bridget Shepherd

Clergy:                    Revd Sarah Simpson (to Jul 2020), Revd Paul Adlington (from Feb 2021)

Church Wardens:       Joanne McCrone (GS), Angela Stebbings (StP)

### **Lay Deanery Synod members**

Adriaan Goosen, James Murdoch and Laurie Roberts

### **Elected members**

Good Shepherd: Allison Streetly, Conway Tearle, Sue Tearle, John Murray, Richard Evans, Yi Baylis, Catrin Cox, Peter Watson, Gladys Ekpo-Daniels and Clare Johnson

St Peter's: Abel Wali

Members of the PCC also serve on the Standing Committee, as Deputy Wardens, and as Sidespeople.

The Vicar and PCC are supported by a large body of volunteers who fill various roles and on whose help we rely and to whom we offer thanks.

There is also a **Ministry Team**:

Clergy: Revd Bridget Shepherd, Revd Paul Adlington and Revd Henry Whyte

Readers: Nick Shepherd, David Britton, Richard Evans and Cherry Murdoch

SPA<sup>3</sup>: Laurie Stuart

Other Lay: Joanne McCrone (Warden)

### **Bankers and Advisers**

Bankers: Barclays Bank UK PLC, 93 Lewisham High Street, London SE13 6BB

Independent Examiner: John Howard FCA, Thornton Road, Lee, London SE13 5RG

Quinquennial Architect: Nicholas Weedon of HMDW Architects Ltd, 16 Swains Lane, London N6 6QS

### **M) Approval**

Approved by the PCC on 29<sup>th</sup> April 2021 and signed on their behalf by the Revd Bridget Shepherd (Vicar)

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<sup>3</sup> Southwark Pastoral Auxiliary