

ACPM Secretary Report May 2021 – Andrew Giles

Some of you may be wondering what a Church Secretary is supposed to do. No, I didn't know either so I went on a course for 2 and half hours a few months ago with 100 other Parish Secretaries to try and find out. It seems the main thing we have to do is have the documents ready for PCC meetings and take the minutes. PCC meetings are packed with discussion and go on for 2 – 2.5 hours so there's a lot to minute. And I am supposed to arrange and minute this Annual General Meeting, and help prepare for the Triennial Parish Inspection to check we have various documentation like Health and Safety etc

In addition, when I took on the role Sue asked me to keep up some of the admin of the churchwarden role, partly because we had had two previous vicars who really did not like admin whereas the diocese loves it! So, an example is the logbook where you have to record every building job done. I believe having the right documentation is the engine oil that ensures the smooth running the church and it keeps me in touch with a lot of what is going on

While much of what I do is routine and don't want to make a big thing of it I wanted to make the point that the same is true is a lot of the work round the church and through this job I see all the efforts people make. Other people do things like cleaning, tidying, ordering supplies for worship, sorting out baptisms and paperwork, checking our silverware, security and dealing with insurance and these jobs should not be underestimated. Thank you very much each and every one of you who do these things.

Two other things that I do are the church diary and the newsletter as a part of our communication.

The church diary consists of firstly regular church events and these groups that are starting to come back – we have half a dozen already meeting and have simple contracts with them. Secondly we have one off/temporary events. The fun starts when we get these requests and we have to decide whether we can fit them in or do a bit of musical chairs to accommodate them

So, we were pretty busy pre-pandemic and we expect most groups to return basically because our philosophy has always to have subsidised rates for many of these charitable groups and a few meet for free. And we will try and fit in the two one-off / temporary events we have each week.

Finally, there's preparing and distribution of monthly newsletters. Around 35 -40 are hand delivered by Sue and her team, 125 are emailed and there are weekly emails.

But it's a team effort and we have our terrific website run by John Sturgeon, a what's app group with around 60 people participating and supervised by a small group and a larger group who manage Facebook. Many thanks to them all.