



St Michael and All Angels, Ledbury

Minutes of Parochial Church Council – 18 May 2026

Present: Cath Beech (Chair)(Churchwarden)
Andrew Beech
Sonia Bowen
Sue Cooper
William Hopkinson
Ian James
Will Wake

Apologies: Stephen Cheetham, David Houghton, Richard Nightingale, Anne Scull, Sue Simpson, Christine Walters

1563. The meeting opened with 1 Thessalonians 1:2-4 and prayer.

Minutes of meeting held on 13 April

1564. These were agreed unanimously.

Safeguarding

1565. No safeguarding issues had been reported.

APCM

1566. Neither David Houghton nor Cath Beech will be able to chair the Annual Meeting of Parishioners, as both are standing again as churchwardens and have a clear conflict of interest. It was agreed unanimously that William Hopkinson would chair that meeting. David Houghton, as deputy chair of the PCC, will chair the APCM that follows.

Action: William Hopkinson/David Houghton

Vacancy

1567. The archdeacon has said that neither churchwarden may take part during the Orientation Day, as both are on the interview panel. The meeting agreed unanimously that Kevin Hewison should be asked to co-ordinate the Orientation Day on behalf of both parishes. It was suggested that he might involve Tim Keyes and Val Tatham in this, together with someone from Eastnor. The level of involvement would depend upon how many candidates there were. Stephen Cheetham and Ian James have volunteered to drive the candidates around. Cath Beech will speak to Kevin about what is required.

Action: Cath Beech

Communion server

1568. Honor Wake was unanimously recommended to the bishop for appointment as a communion server. The churchwardens will seek the bishop's agreement, and inform Honor. Honor also wishes to serve as a crucifer. There now being enough crucifers available, it was agreed that the number of processions per month will increase from one to two.

Action: Churchwardens

Volunteer co-ordinator

1569. Sonia Bowen reported an upsurge in people volunteering for tasks around the church. She felt that the various rotas should be run using iKnow, and that, if possible, each rota should have a reserve list of people willing to step in should someone not be available. Cath Beech will investigate whether the church administrator has enough time available to do this.

Action: Cath Beech

Welcome team

1570. Sonia presented the paper at Annex A, which was agreed unanimously. Andrew Beech pointed out that, once the screen was working again, one fewer volunteer would be needed most weeks as hymnbooks would not need to be handed out or collected in. It was agreed that a Communications Team was required.

Action: Sonia Bowen

Finance

1571. In the absence of the treasurer, there was no discussion. Stephen Cheetham was reported as seeking people to help him count cash donations to the church.

Charitable donations policy

1572. Cath Beech pointed out that £6,000 had been set-aside for charitable donations. Ian James proposed, seconded by Sue Cooper, that this be distributed equally between the Church Missionary Society, the Leprosy Mission and St Michael's Hospice. This was agreed unanimously. To give recipients more ability to plan for the future, Will Wake proposed, seconded by Ian James, that the list of recipients should remain unchanged for a three-year period. This was also agreed unanimously.

Action: Stephen Cheetham

Catering

1573. Andrew Beech reported that Ian Stainburn had agreed to join the Catering Group as Fabric Sub-Committee representative. Because Sonia Bowen was leaving the group, due

to other commitments, there was some discussion about who might replace her. It was agreed that Andrew Beech would sound out Maggie MacKenzie.

Action: Andrew Beech

Fabric

Roof valley repairs

1574. The architect was still seeking a contractor to carry out this work.

Radiant heaters

1575. The heaters had been removed from the nave. The architect was working on plans to relocate them in the Chapter House and St Anne's Chapel.

Projection

1576. APi had proposed a number of measures to get the projector working properly (see Annex B). Will Wake proposed, seconded by Andrew Beech, that Parts 1 and 2, but not Part 3 be purchased, and that a sound desk (proposed, but not proceeded with, in the initial project) should also be purchased. The faculty covered the installation of a sound desk. David Houghton was delegated to discuss the sound desk with APi.

Action: David Houghton

Churchyard

1577. Sonia Bowen had yet to speak to Ledbury Town Council about work on the churchyard. She will speak to Maria Dineen, who might prefer to be the liaison point with the Council.

Action: Sonia Bowen

Carnival float

1578. Sonia Bowen proposed that the church should have a float in the Ledbury Carnival on 31 August. She has assembled a team to decorate and man such a float. The theme of the carnival this year is *Once Upon a Time*, and Sonia proposed that the church float should be based upon the creation story. She proposed that two vinyl banners be purchased to decorate the float, at a cost of £58.11 the pair.

1579. Ian James proposed instead that the float should represent all of Ledbury's churches, but most members were content to have a float just representing St Michael's. The original proposal was agreed, with one vote against.

Date of next meeting

1580. The next meeting will take place after the APCM on Wednesday, 27 May. The next regular meeting will take place on Wednesday, 22 July.

The meeting closed in prayer.

Note to PCC – Welcome Team

As our congregation continues to grow week on week, it is important that both new visitors and returning members feel welcome and encouraged to continue their worship at St Michael's. For this reason, I propose setting up a larger Welcome Team for the 10am Sunday service and other special services.

The proposed new Welcome Team will consist of 6 volunteers:

- 2 on door duty
- 2 to organise and hand out hymnbooks/pew-sheets and to return them to the shelves at the end of the service
- 1 to meet and greet, count the numbers attending and hold the offertory plate at the end of the service
- 1 responsible for the sound (until a Technical Team can be formed).

By including the tasks above in the Welcome Team, both the church wardens and Val Houghton, the Pastoral Care Team Leader, will be liberated to focus on their own tasks. The Team Leader will be responsible for managing the team. A draft Job Description is attached. It will be the responsibility of the Team Leader to finalise the Job Description with the approval of the church wardens/rector.

We currently have 31 names on the Door Duty rota and so expanding this rota to include 6 in the team seems entirely feasible.

Having managed the rota for 6 years now, John Hainsworth is keen to hand the management over to another volunteer. Discussions are ongoing about who might take over this role.

It is hoped that the new Welcome Team will be up and running by end May.

I propose that we produce badges so that Welcomers are easily identified. I suggest they remain generic and simply show the church logo and WELCOME so they don't need changed as team members change. The cost varies depending on quality, style and number ordered. Budget to be decided.

Revised pew cards have also been prepared. The cost of these depends on size and number required but a maximum budget of £100 is requested for this purpose. The final decision on design rests with the church wardens.

Sonia Bowen – May 2026

Role Title: Welcome Team Leader

Purpose of the Role

To build and co-ordinate the team which is the first point of contact for both church members and visitors to the church at the weekly Sunday 10.00 a.m. service and other special services as required. This 6-person team includes 2 people on door duty, 2 people to prepare and hand out hymnbooks and pew sheets and return them to the shelves at the end of the service and 1 person to meet and greet/count the numbers and hold the offertory plate at the end of the service. The final person would be responsible for the sound (until a Technical Team can be formed).

Key Responsibilities

1. Rota Management
 - Prepare and maintain a fair and sustainable rota of welcomers.
 - Ensure that each welcomer is issued with a Welcome badge.
 - Liaise with other teams while preparing the rota to ensure no double-booking of volunteers.
 - Ensure that the rota is shared with the team, the rector and the church wardens.
 - Ensure that a reminder is sent to each welcomer prior to the service.
 - Encourage any who cannot attend on the allocated date to arrange a substitute and let the team leader know
 - Inform the rector and churchwardens of any rota changes
 - Maintain the job description for the Welcome Team.
2. Communication and Preparation
 - Provide each welcomer with:
 - o A copy of the rota
 - o Instruction on what is required for each role in the team
 - Sign-post any enquiries about pastoral care to Val Houghton or rector.
3. Supporting the Welcome Team
 - Encourage warm and respectful welcoming
 - Offer gentle guidance and feedback where needed
 - Regularly thanking the team for their service
4. Recruitment
 - Identify and invite new welcomers where appropriate.
 - Endeavour to create a balanced team of different ages, gender, etc
 - Periodically invite the team to confirm if they still wish to be part of the team
 - Encourage those who wish to step down, to give reasonable notice
5. Training and Formation
 - Provide initial guidance for new welcomers, including:
 - o Where to find the counters and how to record the numbers
 - o What to do with the full offertory plate at the end of the service
 - o Reminder to collect hymn books and put back on the shelf after the service
 - o Training on how to operate and manage the sound system:
 - Putting out microphones for the 10 am service - including checking what the celebrant wants and what the musicians need.
 - Conducting sound check prior to service.

- Operating the iPad.
- Switching off microphones and putting them safely away after the service.

6. Liaison

- Ensure the rector and church wardens are aware of any changes to the rota
- Be aware of pastoral sensitivities and confidentiality when sharing prayer needs.

Personal Qualities and Skills

- Warm, respectful and welcoming
- Sensitivity to the needs of those with limited mobility
- Open-hearted ability to greet all visitors
- Good organisational and communication skills.
- Pastoral awareness and discretion.
- Ability to encourage and support volunteers.

Time Commitment

- Ongoing light administration (rota planning and communication).
- Periodic time for recruitment and training as needed.

Accountability

- Accountable to the rector.
- Works collaboratively with other teams.

Review

- The role should be reviewed periodically (e.g., annually) to ensure it continues to meet the needs of the church.

Visual System – Infrastructure Improvements

APi, the company who have improved our sound system, have quoted for improving the functionality and reliability of our screen-based system.

The total quote which is in three parts amounts to £7248.59 plus VAT of £1449.72 making a total cost of £8698.31

Part 1.

Moving the HSMI input point to the side desk which was used for sound and situated near the bookstall. The laptop computer would be used from this point to shorten the signal cabling journey. The ability to change slides from the front by clicker or any other device will remain. Additionally, a 27inch Confidence Monitor, mounted on a mobile stand will enable a celebrant or presenter to see what is being projected and if needed 'next slide up'. This will take away the need for a laptop to be on the altar table.

The total cost of part 1 will be £3803.95 + VAT £760.79 total £4564.74

Part 2.

Wireless supplement. While wireless availability gives a certain degree of flexibility, API point out that it is reliant on a good signal and can be subject to dropout etc.

They are not keen on wireless presentation systems and say they are not in their experience well used for presentation purposes.

The total cost of part 2 will be £2489.16 + VAT £497.83 total £2986.99

Part 3.

Repair to the broken speaker cable on front right-hand column (looking towards the high altar). This is a necessity and was discovered during the sound system upgrade.

The total cost of part 3 will be £955.48 + VAT £191.10 total £1146.58

Recommendation.

1. To accept the quote for Part 3 as this is essential work. (We will need to ensure the cabling can withstand reasonable 'traffic' over it but at the same time ensure the piano avoids causing damage).

2. To ask for a site visit from APi to discuss Part 1. An alternative could be to install a sound and visual desk by the front pillar on the North Aisle and seek advice on the feasibility of mounting the Confidence Monitor on the column where the projector is positioned. A faculty would be needed to do this.

3. To perhaps abandon the idea of a wireless supplement which would be used probably infrequently.

A final thought to be considered is what thoughts a new rector may have on this subject.

DJH.12th May 2026