

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Statement of Significance** (Statement of Significance AV.pdf)
2. **Statement of Needs** (Statement of Need a.v.pdf)
3. **Proposal to Archdeacon with photographs indicating works** (Archdeacon A.V.pdf)
4. **P.C.C. minutes from the 3rd of June 2021. The mounting of the screens was item 5. It was passed.** (3.6.21 +PCC+Minutes.pdf)

TO THE CHANCELLOR OF
THE DIOCESE OF LONDON

VIEWED by the London Diocesan
Advisory Committee



St Stephen's Church
W12 8JJ

A.V. Upgrade Proposal.

Statement of Significance

St Stephen Shepherds Bush is a grade-II listed building located on the Uxbridge Road to the west of Shepherd Bush Green, in the London Borough of Hammersmith and Fulham. This Statement should be read in conjunction with the Statement of Needs.

History of the Building/Site

Work on St Stephen's began in 1849 and the church was consecrated on the 11th April 1850. Shepherds Bush had been a pasture for shepherds on their way to Smithfield market. Up until the early C19 the area was rural with a cluster of houses and farms around the common. Through the early C19 development of housing increased together with the formation of gravel pits and brick fields. The Metropolitan Railway built a station at Shepherd Bush in 1864 from which point the area developed rapidly.

The church is a Commissioner's Church, also known as a Waterloo church or Million Act church, built with money voted on by Parliament as a result of the Church Building Acts of 1818 and 1824. The church was proposed in 1836 by the Bishop of London, the Rt Revd Charles James Blomfield. It is believed that Blomfield bore the entire cost of building the church out of his own purse. The church was designed by the architect Anthony Salvin (1799-1881) in a Decorated Gothic Revival style and constructed by Messrs Bird of Hammersmith. The church was described in the Ecclesiologist in 1849 as 'on the whole a very pretty and ecclesiastical looking structure. Anthony Salvin was a noted British architect known for his restoration work on country houses, castles, churches and universities. He also designed a number of new country houses and churches, including St Stephens. The building was refurbished and extended in 1909 to add a further vestry room above a boiler house to the south of the east end of the south aisle.

The church was hit by enemy bombing in 1940 and much damage caused. The spire was badly damaged and ultimately taken down and replaced by low copper octagonal flèche. The church remained under scaffold until 1949 and was restored by D G Martin. The church was again refurbished and cleaned in 1987. Further refurbishment was completed in 2009 along with the construction of a new hall facility.

Description of the Building

The building is of solid masonry construction with coursed Kentish ragstone facings set within Bath stone string courses beneath a slate covered timber truss roof. The nave is of 5 bays with 4-bay aisles to the north and south. Internally, walls have a plaster finish and paint decoration and the ceilings are boarded between the exposed rafters and also have paint decoration. The floors are of part solid and part suspended timber construction with softwood boarding to pew base areas and tile and part carpet finishes to the aisle and the west end of the nave. Windows are generally of leaded glazing in geometrical form with stained glass to the aisle and high level gables. The glazing is set direct within stone surrounds with 2-light windows to each bay of the aisles and to the clerestories to the nave. The east and west windows are 5 and 4-light respectively with stained glass to the east. Each of the latter windows and also the main chancel arch is surmounted by a single or pair quatrefoil windows within the gable walls.

Scope of works

As covered in the statement of need, the proposed work is to:

- Mount two screens on the pillars indicated in supporting document. These mounts require between two and four screws which would be in keeping with those already used to mount the speakers for our audio system so the change to the fabric of the building will be small and reversible - we intend to follow the best guidance on this
- Mount one smaller screen on the pillar indicated in supporting document. This will also require between two and four screws and will be done with specific care to ensure a simple restitution if the mounts need removing.

Impact statement

The proposed changes will have a small impact on internal the aesthetic of the building. To those presently attending services and visiting St Stephen's there won't be much change as we already have screens on temporary stands. Mounting the screens on the relevant walls will free up some of the space taken up by the temporary stands thus making the space safer and more useable.



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Statement of Need

Background to proposal

With the increased success of the adjacent CofE school over a period of 5-6 years, St Stephen's church saw an increase in the attendance of young families and their children. This presented a continuing challenge in encouraging the engagement of both the children and their parents, most of whom were new to faith. The summer of 2019 saw a sharp rise in the number of children regularly (weekly) attending the Sunday service. We went from receiving 30 children at a special half hour once a month to having an average of 75-80 children (0-11s) every Sunday. The challenge of engaging them in the story of God in their lives and teaching them how to worship and pray was a big one.

One presenting issue was that with the church's infrastructure as it was, there was no way to accommodate the different learning styles within the limitations. The only medium available to the congregation was printed paper, and the only way to teach was verbal. It is here that the question of improving our infrastructure to give us more mediums through which to communicate during services arose.

This need was further highlighted in the spring of 2020 when every church faced the challenge of Covid 19. St Stephen's had to adapt to an online world. As the slow return to small groups being able to meet safely, we still faced the challenge of a mixed ecology of gathering. Going online meant we could use other mediums to communicate and worship and the temporary screens within the building have us the opportunity to keep that change. Being unable to give out flyers or service cards to mitigate the spread of Covid 19, screens allowed us to continue to gather and worship with access to liturgy, lyrics and more.

The diversity of mediums is among a few interconnected adaptations that continue to help with congregational engagement. Our new sound desk and live stream additions have meant folks could join us from home. The temporary screens also meant we could receive teaching from Bishop Graham among others remotely.

The pressing need

At present, we are already benefiting from the temporary screens. These are places on stands that not only occupy space but require a lot of risk management. Their temporary nature also means we cannot complete the missing aspects of the interconnected A.V system.

For example:

- the service leaders or preachers cannot see what the congregation and those at home have access to.
- The current screens are not big enough for the lyrics and liturgy to be legible from further back in the church. Our proposal hopes to mount the right size screens (which cannot be held on the present temporary mounts), with appropriate monitors for service leaders as well as for the other shadow areas in the church.

It is a change whose benefit is felt already (from the temporary screens). We print less paper, share more information, have a mixed offering in our preaching, services, notices and discipleship courses, have done more with our new youth group and are certain to benefit in our pending outreach to young adults.

Assessment of alternatives

The kind of change that we are proposing doesn't have many alternatives. The only difference in its implementation was in whether to mount the screens on the wall or to have them on independent stands. The latter has been what we have been doing as we prepared this proposal, it has real limitations and presented us with more risks whose management is taxing and not sustainable presently.

Screens were and are the only way to:

- increase communication mediums for the variety of people in our church to be met at their point of need.
- Connect the congregation joining remotely to the congregation that is gathered (especially as we continue to live with Covid-19).
- Give the opportunity for remote input for those who may not be able to travel (reading, preaching, sharing story).
- Provide the necessary infrastructure for dynamic discipleship (youth groups, alpha courses, baptism and confirmation courses, along others).

Positive Impact of proposal

As outlined above, what we are proposing is a better way to implement what is already present. The church is already benefiting from having the temporary screens available. Being able to mount the screens that fit the full purposes would allow us to mitigate some of the risks we are currently managing while simultaneously completing some of the key infrastructure work that would aid the fulfilment of our mission within the church and for the parish.

Missing technological infrastructure limited the church's ability to engage with those within and surrounding the church. Overcoming this will allow us to invite the community to a more diverse building with an increased capacity to meet modern needs within its traditional setting.



St Stephen's Church

Audio Visual Upgrades

Dear Archdeacon Richard.

As outlined in the document sent to PCC are seeking approval to install monitor screens to aid with worship and ministry.

The church received a donation of two 75 inch television screens.

They would be installed as indicated in the pictures below taking care as was done with the speakers to minimize any compromise of the original internal stonework. As with the speakers the cables will be concealed in the manner indicated ensuring minimal aesthetic disruption. We would additionally be needing to install a smaller monitor on one of the pillars as indicated to allow those participating in leading elements of the service to have a feed of what the congregation can see (liturgy, lyrics, videos, slides, etc).

Your help and advice with this would be greatly appreciated.



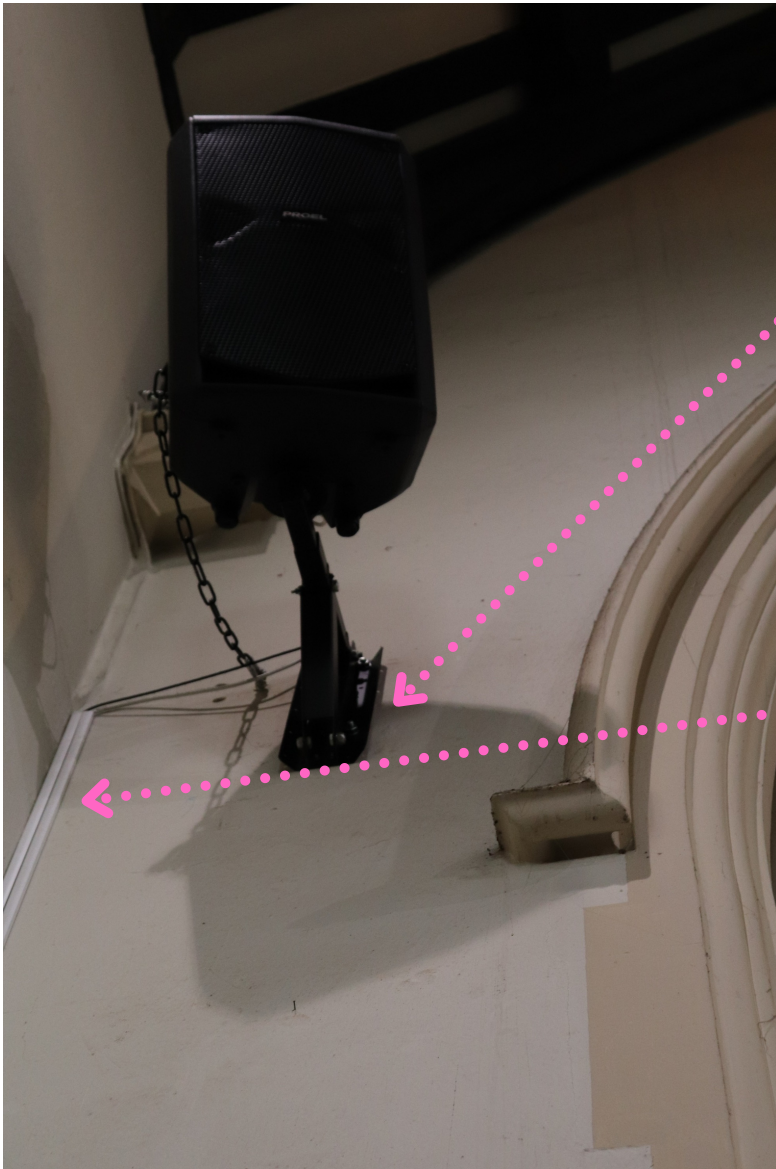
St Stephen's at Christmas 2019



Proposed Screen locations

Proposed monitor location





Current speaker mount

This was done with four screws with minimal effect on the wall. Any restoration work needed if the speakers were to be removed would be minor.

Cable tidy

The necessary cables are concealed by a color-matched tidy and are not noticeable unless one is next to the front pillars.





Minutes of The Church of St Stephen and St Thomas P.C.C meeting – 3rd June 2021, 7.30pm

1. Welcome.

1.1 Present: Rev Denis Adide, Lillia Ayzatulina, Juliet Byford, Oliver Cantor, Natalia Cassel, Barry Clarke, Rebecca Ellis, Rebecca Faber, Cheryl Freeman, Karen Hall, Adrian James, Mauricio Karam, Femi Ladeinde, Damien Lardoux, Alex Legge, Briony Mackie, Jess Marshall, Suzi Maskell, Damien Pattinson, Alex Seaborne, Nadine Tallala, Charles Wood.

PCC Secretary: Shelly Nixon.

1.2 Apologies: Shereen Bedassee.

1.3 Rebecca F opened in prayer.

1.4 Denis welcomed everyone and introduced the structure of the meeting. Proposals and questions were submitted prior to the meeting therefore deliberations on the issues on the agenda were outside of the meeting. Hopefully there will be more space to dialogue in the next meeting. He ran through the agenda.

1.5 The minutes from the previous meeting on 20th April and the APCM on the 16th of May were ratified.

1.6 There was a break out room catch up.

2. PCC Orientation.

- Denis ran through the [PCC section on the website](#) and how to use the resources, including the [Introduction to PCC](#), [The Church of England Trustee Booklet](#) and the [Current Parish Profile](#).
- Previous Minutes from this year as well as the documents and pre meeting questions pertaining to this meeting can be found by clicking on the '3rd of June' link.
- The Current Parish Profile is particularly relevant for the next meeting, please read and take notes, ask questions to Denis or the wardens ahead of the meeting.
- The Draft Ground Rules are a work in progress.
- If you haven't filled in a Trustee form, Femi will be in touch.
- Conversations about your personal faith with Denis are always welcome.

3. Safeguarding Update.

- Alex S thanked all who have completed the first level of Safeguarding training, only 5 people have not, he will follow up with them.
- Safeguarding policy - the one currently in place is a child protection policy and therefore out of date - safeguarding has a broader remit than that.
- The new policy, sent ahead of the meeting has been created based on the Diocean model, with named safeguarding officers.



- It is important that this policy is available and on display for all to see.
- The proposal to adopt the new policy was unanimously passed.

4. Finance.

- Femi reported that as the auditors are waiting on a few extra pieces pertaining to investments, the accounts for submission can't be approved at this meeting, this will now be done remotely.
- Income for this year to date is £49,000 , with expenses to date £58,000, which gives us a current shortfall of £9,000. Projected figures, reflective of a drop in giving and an increase in hall hire suggests a surplus of £4,000 come end of year. When added to the £16,000 surplus from last year, this amounts to £20,000 available.
- With the kitchen work and a children's worker, we are still looking at a surplus of over £2,500.
- Currently there is £72,000 in unrestricted funds, which includes the 6 months reserves policy.
- Barry explained the 6 months reserves policy - if we as a church cease to take any funds, we are able to run the church as is for 6 months.

5. A.V. Upgrade.

- There has been a new sound desk and screens gifted to the church.
- Denis talked through the proposal document sent ahead of the meeting highlighting the benefits of the new screens to the school, those who hire the church as well as the church itself.
- In the future a camera and computer will need to be purchased. The camera currently being used for live streaming and the computer in the church are Denis' personal items.
- There were questions about the modernising of the building - Denis responded that the building does change overtime and this will be adding something new.
- There was a question of whether it was possible to have the screens mounted on moveable posts. For various reasons this is not possible.
- The proposal to mount the screens on the wall was passed.
- The Archdeacon will now be presented with the proposal for his approval before we can go ahead with the mounting.

6. Hall Kitchen Works.

- The Kitchen in the hall is in need of works to install an industrial cooker canopy with both extraction and ventilation, a new oven and replacement of the plastic cladding with a fire safe alternative.
- Shelly talked through the proposal document sent ahead of the meeting, clarifying that the plumber's quote was the same for the option of moving the food preparation sink rather than removing it. Prior to the meeting it was pointed out that in order to be an official catering kitchen, the second sink is necessary and therefore it will be moved further along the external wall to make room for the new oven.



- There were questions about the Listed status of the building. Shelly explained that we had looked into this and it was unclear if the wall in question has listed status, but the Archdeacon will be able to advise on this once he has reviewed the proposal.
- The proposal for the kitchen works was passed unanimously.
- It will now be presented to the Archdeacon for his approval before work can begin.

Shelly left the meeting at this point and Adrian took over the recording of minutes.

7. Staffing.

7.1 Recruitment of Part-Time Children's Worker

- Denis welcomed Anna-Fiona to the meeting and she introduced herself. She was brought up in a Christian family and was very much involved with Christian Youth Groups. This gave her a passion for children's church ministry in conjunction with her profession as a Child Care Social Worker. She has been associated with the St Stephen's children's group since September 2019 by planning the sessions and co-ordinating the volunteers.
- Anna-Fiona then referred to (i) the detailed information pack that had been issued before the meeting and to (ii) Denis's answers that had been given to the various questions and comments that had been received prior to this PCC meeting.
- There are 318 children registered at St Stephen's with an average weekly attendance of 65 children. This is an amazing number and well above the average of 33 for the larger churches in the country and is certainly a wonderful opportunity to input into a large number of children's lives.
- She is grateful for all the support and help of the numerous volunteers helping each Sunday but we have a shortage of leaders who are comfortable leading large groups.
- The vision is to take a stepping stone and to recruit a Children's Worker to coordinate and provide growth for all that St Stephen's does in working with such a large number of children in developing their faith and in nurturing their Christian character development.
- Anna-Fiona advised that it is not unusual to have a Children's Worker for a large group and she will be available to support this ministry and to help people grow in this role.
- The members then held separate break-out sessions for 5 minutes in order for small group discussions to take place. On return to the main session, the groups provided a short feedback of their discussions.
- Denis made the proposal, as noted in the information pack, to recruit a Children's and Families Worker to be paid for 12 hours a week at £12.50 an hour using the job description provided in the handout. The members voted and the proposal was passed unanimously.
- Denis thanked Suzi Maskell for her work on Human Resources and preparing the Person Specification and Job Description for the children's worker position.
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7.2 Staffing Structure.

- Denis outlined the vision for us to start the conversation on the future staff structure.



- Members are looking forward to returning to the services after the covid restrictions are lifted and in particular to the return of the choir and organist.
- Members need to consider and pray regarding the role for Shelly particularly taking note of any extra hours.

Further discussions will be held in July.

8. Key Dates.

- PCC Plan for 2021-2022 year. Denis presented the key date chart that was provided in the information package and this outlined the plans for the PCC going forward up to the APCM preparation in April 2022. The members were asked to consider and pray for the plans going forward.
- Next meeting: 22nd July
- 2nd September
- 11th November

9. Briony closed the meeting in prayer.