



The Community of Saint Stephen's Annual Report & Accounts 2019

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Registered Charity Number: 1165483

Registered Charity Name: The Parochial Church Council of the Ecclesiastical Parish of St Stephen with St James and St John the Baptist with St Michael and St George

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Annual Report & Accounts 2019

The Parochial Church Council (PCC) present their report for the year ending 31st December 2019.

OBJECTIVES AND ACTIVITIES

Under the PCC (Powers) Measure 1956, the PCC has the responsibility of co-operating with the Priest in Charge, in promoting in the Parish the whole mission of the Church: discipling, pastoral, evangelistic, social and ecumenical. Our vision is "Reconnecting us to God; Connecting others to God".

PUBLIC BENEFIT

The PCC is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and have regard to it in their administration of the Parish.

The PCC believes that, by fulfilling its responsibility to work together with the Priest-in-Charge to co-operate in all matters of concern and importance for the promotion of the whole mission of the Church, it provides a benefit to the public by:

- Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.
- Promoting Christian values to the benefit of individuals and society as a whole.

REPORTS from various people and departments, showing the life of Saint Stephen's

We hope you enjoy reading these reports. If you want to know more, you could have a chat with the person who wrote the report, or ask a question at the Annual Meeting.

This section is divided into three parts: Key people and roles in our church; Church events; Organisations and groups that use our building.

1. KEY PEOPLE AND ROLES IN OUR CHURCH

1.1 Priest-in-charge Report – ‘Celebrating all that God has done in 2019’ – Lee Barnes

There is not enough space to name everyone I would like to thank and everything I would like to mention related to the mission, worship and ministry of Saint Stephen's, so, basically, if you are reading this – thank you! I do want to



mention a particular thank you to my Clergy colleagues, Churchwardens, PCC members, Ministry Leaders, Trinity students and Employees for your hard work, support and prayers. I am particularly grateful and thankful for the opportunity that you provided me in being able to take a sabbatical (Extended Ministerial Development Leave). There were joys and challenges in 2019 as we continued to engage with our mission, purpose and identity. We had an emotional goodbye as we celebrated Revd Chris Parkman, and Sarah Walker, in finishing his curacy and their departure to live and work with the A Rocha community in the South of France. We also received the sad news that Aslan Bookshop would be closing in January 2020 and I want to thank Revd Richard Greatrex, David Wavre, and the team for this partnership over the years.

We continued to work in partnership with Holy Trinity, increasingly recognising that we are called together and need to work together in sharing resources and gifts in ministry. Our PCC's have been actively engaging with what the shape of the partnership will be in the future for the churches. We encouraged attendance, and involvement, with The Forum, Resonate, Evensong, Mini-Communities, Arts Trail weekend, Women Only, Welcome Team, Men's Ministry, Small Church, Trinity Lunch Club, Memory Café, the opening of the Secret Café, Soup Run, Lunchtime Concerts and others, Engagement with our Primary Schools, Vocational Explorations, Bristol Church Leaders Prayer Breakfasts,

Special Community Events, Numerous Groups supporting people emotionally, spiritually and practically, Reordering Project, Social Gatherings; amongst many other events. Thanks to all those who help organise, oversee, practically serve in all these things, those seen and those unseen, who give of themselves to serve God and our community. I am thankful and grateful for the support of the 'Antient Society of St Stephen's Ringers' in assisting the fabric of the church and the financial support of 'St. Stephen's Ecclesiastical Charity' towards our mission and ministry.

Every person will need to actively participate in the future of Saint Stephen's to address the challenges and opportunities. To you all I am grateful and thankful for your support, encouragement and prayers as we share the good news of Jesus together at Saint Stephen's. *(Photo: Lee working at Glastonbury Festival during his sabbatical!)*

1.2 PCC Membership 2019-20

Our Clergy are all ex-officio members of the PCC:

- The Revd Lee Barnes – Priest-in-Charge
- The Revd Frances Houghton – Associate Minister
- The Revd Dru Brooke-Taylor – Associate Minister
- The Revd Richard Croft – Curate
- The Revd Chris Parkman (until Oct 2019) – Curate

Churchwardens are elected for a 1-year term, and are ex-officio members of the PCC:

- Dave Mitchell
- Jeanette Plumb

We have one elected Deanery Synod Representative, who is an ex-officio member of the PCC and will finish at the APCM 2020, as Deanery Synod elections are in 2020:

- Vanessa Stevenson (finished at APCM 2019)
- Adrian Howkins (from April 2019)

PCC lay members during the year were;

- Sarah Mitchell (finished at APCM 2019)
- Jo Parrott (finished at APCM 2019)
- Sue Williams (will finish at APCM 2020) *(PCC Secretary)*
- Steve Broadway (will finish at APCM 2020)
- Catherine Phillips (will finish at APCM in 2021)

(cont.)

Sam Sayer (will finish at APCM in 2021)
Richard Wheeler (will finish at APCM in 2021)
Robin Williams (will finish at APCM in 2022) (*PCC Treasurer*)
Mary Tippetts (will finish at APCM in 2022)

In addition, the PCC may co-opt up to 2 members through the year but has not done so this year.

1.3 Churchwardens' Report

Jeanette Plumb and Dave Mitchell

It's been another busy, challenging and exciting year at Saint Stephen's, seeing God at work as we meet and work together as a Community, seeking to serve Him in all that we are and do. It has continued to be a real joy and privilege to be part of such a thriving and positive group of people, and to work



alongside the team at our sister church, Holy Trinity Hotwells. We love meeting once a month for joint services and shared lunches. We give thanks for our amazing clergy, and in particular, our Vicar, the Revd Lee Barnes, who has worked tirelessly to envision us, encourage us, and lead us in serving God in the two churches. Please do continue to hold the Barnes family in your prayers.

A few highlights from the Churchwardens' year:

January – Jonny Treloar started new role as Facilities Manager.

February – New Sound System installed in church.

March – Meeting Alicia & Antonio, leading to opening of the Secret Café in June.

April – hosted Holy Trinity and Saint Stephen's Soup Run.

April – The neighbouring building, Crusader House, renovation / removal of graffiti.

May – Bristol Folk Festival weekend, at Saint Stephen's, Bristol Folk House, St George's.

May to August – Our Vicar, Lee Barnes, away on Sabbatical. Our Curate, Chris Parkman, running the two churches.

July – The week of Extinction Rebellion, Saint Stephen's hosted the closing ceremony.

August – Asbestos work completed, part of the Quinquennial building work.

September – Made new student contacts and hosted start-of-year Brunch at the Cosy Club. Also, Bristol Open Doors brought hundreds of visitors to our church, and we took several groups up the church tower to enjoy the view.

September / October – Lee back, and we said goodbye to Chris & Sarah. Welcomed ordinand Laura Shaw, our newest Trinity College student.

November – The annual Ringers service filled the church.

December – Amazing Christmas concerts at Saint Stephens!

And on top of that, ongoing activity addressing such things as:

- Pigeon mess in North Churchyard
- Health and Safety policies
- Reordering committee
- Pastoral care
- Artist in Residence
- Prayer walking
- Diversity and Inclusion
- Enabling regular gatherings

Finally, we would like to record heartfelt thanks to Marc (administrator) and Jonny (facilities manager), who have supported us tirelessly and cheerfully throughout the year!

1.4 PCC Secretary – Sue Williams

There were six PCC meetings held in 2019, and one extraordinary PCC meeting (held immediately after the APCM). The Standing Committee met five times during 2019. It now has power to transact the business of, and serve the PCC, as directed.

The PCC and Emerging Leaders Away Day in June was led by Frances Houghton with a time of Christian Meditation, followed by Chris Parkman taking us through some teaching and discussion on The Fruit of the Spirit, and finally Maria Whiteman with the Diocesan theme of Creating Connections, and exploring becoming A Culture of Invitation.

Some of the focus items discussed at the PCC meetings before dealing with general church business included: Vision for Saint Stephen's, plans for Lee's EMDL (Extended Ministerial Development Leave), mission giving, Journey of Invitation following discussions at the joint-PCC Away Day, and future plans for Saint Stephen's.

1.5 PCC Treasurer – Robin Williams

We continue to be blessed by God's faithful provision in relation to our finances.

Financial numbers for the year are reported later in this report but in summary, income was £86,166, spend was £86,824, hence a small deficit for the year. As with prior years, both income and spend remain steady, with no significant item of expense funded from reserves.

The year's small deficit compares with small surpluses (about £5,000) in each of the past three years.

Income continues to comprise a wide variety of sources. We continue to be blessed by both regular donations from members of our community as well as a monthly grant from the St. Stephen Ecclesiastical Charity (each contributes about 30% of our income), together with smaller annual grants from other local charities. These donations and grants are freely given and are much appreciated by the PCC, as indeed is the continued financial support offered by the Antient Society of St. Stephens Ringers.

Reordering costs, funded by grants, were £5,000 in the year. Otherwise ad hoc spend was low, the Quinquennial works are now to commence in 2020.

Year-end reserves therefore remain little changed at £30,625, of which £2,533 are restricted.

Going concern

At year-end 2019, the PCC believes there to be no material uncertainties which might impact on its ability to continue operating during 2020, i.e. it operates on a going concern basis.

1.6 Deanery Synod Representative – Adrian Howkins

As the newly elected Deanery Synod representative I attended two meetings of Deanery Synod during 2019. The first was at St Nicholas Church in the city centre where the focus was on the parish share, and the second was at St Gregory the Great in Horfield where we discussed opportunities for Christian communities to contribute to education and mentoring of vulnerable children and young adults, and where we passed a resolution recognizing the climate crisis. These meetings have been a very interesting way of learning about what is going on in other churches in Bristol, and I now have a much better sense of how Deanery Synod functions. Please do not hesitate to get in touch if you have any questions about Deanery Synod, or if you would like me to propose any topics for wider discussion.

1.7 Care of the Building and the Garden

Jonny Treloar took over from John Rawlings as Facilities Manager in 2019. Jonny started in January, working alongside John, who then retired in April. A big thank you to John for all the work he's done over the years, and it's great that he will now carry on as Volunteer Gardener. Tom Tippetts is in a support supervisor role for both Johnny and



John, working alongside the Churchwardens. We are very glad to have such a talented and hard-working team looking after our building and garden. A few of the “jobs” that Jonny has worked on this year:

- mending garden furniture
- putting up new church signs
- clearing out sheds in North church yard
- reseeding grass outside café
- pressure cleaning boundary wall around church
- arranging the stripping and finishing of the cafe floor
- and much more!

Photo: Morris Dancers making use of our beautiful garden during the Bristol Folk Festival.

1.8 Welcome Team – Mary Tippetts

In March and April 2019, the PCC commissioned a small, time-limited team to improve Welcome and Mission at Saint Stephen's. The Team members, Marc van de Griendt, Mary Tippetts and Laura Verrall-Kelly, had experience of publicity, promotion and presentation work. The work was based on Laura's investigation of welcome at our two churches.

The agreed aims were:

- To encourage newcomers to see the Church entrance in Saint Stephen's Avenue as the main entrance into church.
- To show that the church is an active place of worship.
- To show that Saint Stephen's welcomes newcomers.
- To show that the church has a Sunday Service.
- To show we are the Church of England and the Parish Church of Bristol City.

Achievements:

- We now have a Team of Welcomers. A Welcomer stands at the Church door before the Sunday Service with the doors and gates open.
- Leaflets with information focused on Saint Stephen's activities are available near the entrance door.
- The Cafe entrance has been improved with painting and a new noticeboard and looks more welcoming.
- New colour-coordinated signs and a welcome flag have been purchased. This creates a more up to date image for our church.



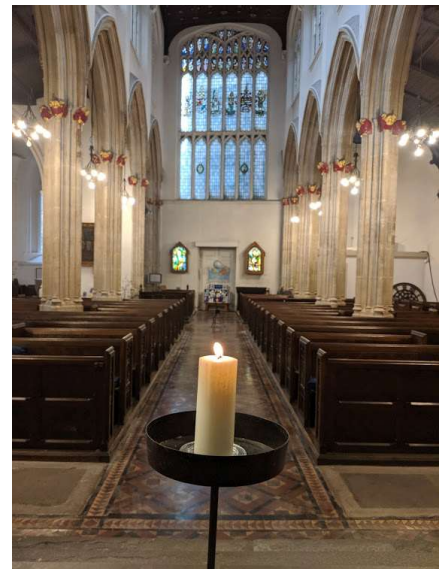
1.9 Safeguarding Report – Catherine Phillips

I took over from Mary Tippetts as Safeguarding Officer in April 2019. It has been a very fulfilling but steep learning curve since then, and I've been grateful for support both from Mary and Liz Leaman (at Holy Trinity).

TRAINING: As our church community changes, so training opportunities continue to be vital for safeguarding the young and the vulnerable in our church family. Members of Saint Stephen's have been attending both broader safeguarding courses as well as more targeted training, around recruitment and lone working, for example, and I continue to liaise with the diocese and the church office about opportunities that are available.

SMALL CHURCH: The success of Small Church at Saint Stephen's means we continue to be vigorous with safeguarding procedures in relation to the children in our care. With Jo Parrott moving on to pastures new, I was very thankful that Julia Busfield has taken over the organisation of Small Church. We are working together to make sure that all volunteers continue to be DBS-checked and receive the relevant training for supervising the children in our community, while also helping the kids to have fun and learn about God and God's kingdom.

SAFEGUARDING AUDIT: 2020 will see a new Safeguarding Audit for Saint Stephen's, which I'm completing through the diocese's new digital dashboard system. This is a very user-friendly interface which provides a system of focussed questions that help you assess what the church already has in place, and what may need updating and/or changing.



1.10 Prayer, Discipleship, and Pastoral Care

Jeanette Plumb and Dave Mitchell

These elements are the lifeblood of all we are and do, and are central to our Sunday services. We have a prayer tree and a candle stand in church which are well used by visitors. There is also a world-focussed prayer board for prayer inspiration. During both Lent and Advent, we had a display of pictures and words for reflection and meditation. As our church is in the city centre, we have a lot of people coming in during the week to sit quietly in the pews, and enjoy the peaceful atmosphere. In addition:

- There is a prayer WhatsApp group for both church communities, which is well used for shared prayer needs.
- Peace Space Breathe – a short meditative service at Saint Stephen’s on Thursdays at 12.30, attended by people who work in the local area.
- Choice of Mini-Communities to attend (Monday evening or Tuesday daytime) for friendship, prayer, Bible study, discussion, conversation, mutual support. Both communities have a mixture of people from our two churches, giving further opportunity to build strong links between Saint Stephen’s and Holy Trinity. *(Photo: The daytime group having lunch at the Arnolfini in the summer.)*
- Pastoral care – ongoing planning and preparation for launch of formal team in 2020.



1.11 Structure, Governance and Management

The PCC is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity. PCC membership is listed on page 5.

Each area of the church's life and ministry falls under the oversight of the vicar and the PCC. The PCC draws on the skills of many members of our church family beyond the PCC members in order to help it achieve its responsibilities.

Reference and administrative details

The working name of the charity is Saint Stephen's Church. Its full name, per its registration with the Charity Commissioner, is: The Parochial Church Council of the Ecclesiastical parish of St Stephen w St James & St John the Baptist w St. Michael & St. George.

Reserves Policy

It is the policy of the PCC to hold in reserves the equivalent of two months running costs plus the costs which would arise directly from 'closure' of the PCC, the two together currently estimated at £22,000. In addition, they should cover the net costs (i.e. net of external funding) of any ad hoc spend approved by the PCC. The total for this reserves target at the year end was £26,000. The PCC's free reserves at the end of 2019 are £28,092. This small surplus over the minimum is considered appropriate so as to cover unforeseen liabilities.

It is assumed that the significant and historic funding provided by two related charities will continue. Reserves held in excess of the above will be retained to cover any potential deficit in the church's accounts.

If not already funded, ad hoc unbudgeted spend over £1,000 must be approved by the PCC before any commitment is made. The Treasurer is requested to regularly review 'Reserve levels' as part of his financial reporting responsibilities, in particular to report to the PCC any anticipated significant reduction in the level of reserves.

This policy will feature in the Annual Report and will be reviewed by the PCC at each January meeting.

2. CHURCH EVENTS

2.1 Resonate – Adrian Howkins

You are welcome.

To come into this space and stay a while.

Listen to stories.

Hear a plethora of voices.

Be engaged with, enraged with,

And embrace what makes us unique.

Meet. Eat. Connect.

Join us in this community.



(Photo: Creative Conversations.)

These are the opening words of a poem written by Emily Gould that describes the Resonate community. Resonate has now completed over a year under the new leadership team of Emily & Nick Gould and Adrian Howkins. We have continued to meet on the first and third Tuesday of the month with a mixture of talks, discussions, and social events. Among the highlights of the year have been Stu Leitch from Crisis Centre Ministries speaking about homelessness in Bristol, Clare Walker from Home for Good Christian adoption and fostering ministry, Phil Williams from Christian Surfers UK, and Dave & Sarah Mitchell from our community speaking about a visit to Palestine with the Amos Trust. We've introduced a new 'Creative Conversations' session where members of the Resonate Community speak about songs, poems, books, or travels that have helped to shape their faith lives. We've also chosen a few topics – such as the environment, inclusivity, and the future of the Church – that we'll be returning to regularly to help foster and sustain ongoing conversations. Our summer term finished with a BBQ, and the now famous 'Cider and Carols' sing-along brought an end to our autumn programme. Attendance continues to be solid, but we'd encourage more people to 'come into this space and stay a while.' Resonate is a great event to invite friends to come along to get to know our community. *(Photo: Cider and Carols.)*



2.2 Small Church – Julia Busfield

Small Church now feels established in the rhythm of our church. It was started in November 2018 by one of our Trinity students, Jo Parrott, who did a fantastic job of setting it up and running it until last summer when she moved away. We're so grateful to her as it's such an important ministry in the church. We have a regular team of wonderful volunteers, a mix of those with children in church, PCC



members and others. We still meet on the second and fourth Sundays of the month, but moving forward would like to increase, to do that it would be great to have some more on the team.

A typical Small Church session involves games, crafts (*see photo*), music, a story with discussion and prayer, and even sometimes cooking! A challenge is making it applicable and enjoyable for the spectrum of ages from 1-6 years, but the team are brilliant at doing that. With regular attendees we have eight children, plus a few more when it's a joint service. Previously we have looked at the parables of Jesus, and the Lord's Prayer. We are now working our way through the New Testament, often linking in with the same readings as the church service.

It is really fun and satisfying seeing the children enjoy their time together, grasping some key biblical principles and being excited by Bible stories. My favourite moment has been having them all discuss what forgiveness is and praying for those who've upset them. It's my vision going forward that we teach the children how to foster a relationship with God: tools of discipleship for children. And as a church I would love us to develop ways to make some Sunday services accessible to all ages, and engaging for everyone.

2.3 The Forum

Many of the activities in our church are jointly held with our sister church, Holy Trinity Hotwells. The Forum, which meets on the second Sunday evening of each month is a prime example. This is a discussion evening, held in a pub (currently the Grain Barge on Hotwell Road). Sometimes with a visiting speaker, sometimes with someone from one of our church communities leading the meeting. As well as making for an interesting and sometimes challenging evening for the participants, it is great to meet in the local community and demonstrate that “church” doesn’t just happen in church!

2.4 Women Only – Catherine Phillips and Emily Gould

At the end of 2019, Emily and Catherine took over organising events for Women Only, a social group for women at Saint Stephen’s and Holy Trinity, and their friends. We were so thankful for everything that Sarah Walker and Jennie Brettell had done over the years, and all the advice about taking it forward. In 2019, the group had a good walk up Troopers Hill at the end of the summer (*see photo*), and have since had an anti-food-waste evening, and a social for Christmas. People have offered their homes, their time and their skills for the meet ups, and we’re continuing to plan for 2020 and are hoping to continue to welcome new faces.



2.5 Men's Gatherings – Dave Mitchell and Lee Stephenson

The Men's Gatherings are for men in both churches, and mainly consist of the following two activities:

Blokes' Prayer – This continues to meet 7.30 am every Wednesday. After the sudden and unexpected closure of Dom's Coffee House in October, we have moved to the Society Café, beside Pero's Bridge on the Harbourside.



Normally about six of us get together over a cup of coffee to chat, moan about roadworks and politics, and put the world to rights. We also spend time sharing on a more personal level, and supporting one another through prayer. In many ways this group operates as one of our mini-communities. All men from both churches are very welcome to join us – just turn up at the Society Café any Wednesday morning.

Men's Breakfast – We meet once a month at 9.30 am on a Saturday for breakfast at Lloyds Bar (the V-Shed) on the waterfront. The informal setting usually brings up to a dozen men out for a fry up, with members coming from both churches, and friends. Discussions include usual pub chat such as sports results, as well as deeper matters such as politics and belief, all in a very informal atmosphere. With both churches now taking part in the Saturday morning Soup Run (January and April), we don't meet for breakfast those months, but usually meet for an evening curry instead. Any men are more than welcome to join us, look out for details in Community News, or on Facebook.

2.6 Saturday morning Soup Run – Jackie Stephenson and Dave Mitchell

For the second year Saint Stephen's has been providing food for the homeless as part of the "Clifton, Cotham and Redland Churches Together" Soup Run. Holy Trinity Church has been a long-term member of this scheme, working with other local churches to provide soup, hot drinks, sandwiches, winter clothes and more, on Saturday lunchtimes throughout the year, in St James's Park on the edge of Broadmead. Holy Trinity covers the month of January, and Saint Stephen's has now taken on the month of April. It is a great way of enabling people to work together at helping to alleviate the needs of what

seems like an increasing number of homeless and marginalised people in our city – normally around 30 to 50 gather in the park on a Saturday lunchtime.

Some of our volunteers who help prepare and distribute food and drinks on a Saturday are not regular members of the church communities, but enjoy working together in this worthwhile task. Huge thanks go to Jackie Stephenson for acting as co-ordinator of the Soup Run, and working with the other churches to ensure the equipment is maintained and passed around from one month to the next, and ensuring we are up-to-date with health and safety policies, risk assessments and so on.



2.7 Concerts in Saint Stephen's – Sarah Mitchell

During 2019 there were 63 lunchtime concerts, 8 evening concerts, and a weekend music festival in Saint Stephen's Church. David Mowat is absolutely invaluable, organising the Monday lunchtime concerts, and some of the evening concerts. Martin le Poidevin organises the Bristol Song Recital Series – lunchtime concerts with mainly professional singers on Wednesdays in March, May, July and



September. Ant Miles, Artistic Director for the Bristol Folk Festival, booked our church as one of the main venues for the festival in May – it was a joy to see the church packed and hear top quality folk artists.

My role as a volunteer working with the concerts is very rewarding. I produce the monthly flyers, and help promote the concerts on social media. I work as a steward at the majority of concerts (lunchtime and evenings), and have got to know quite a lot of our regular audience members. I try to form a link between our church community and the concerts. Music can have a powerful effect, bringing back memories, generating emotions, and perhaps opening people up to God's presence.

Thanks to Marc Van de Griendt and Dave Mitchell who work hard to support the concerts – they both know more about the sound system than I do, and are strong enough to put out the access ramp for wheelchairs! Also, Dave Williams and John Nelson, who helped out with refreshments when the café was closed and are both so enthusiastic about music at Saint Stephen’s.



(Photos: “The Road Not Taken” performing at Bristol Folk Festival. The Ligeti Quartet’s Christmas concert, with Andy King from Holy Trinity as narrator.)

3. ORGANISATIONS AND GROUPS THAT USE OUR BUILDING

3.1 Secret Café at Saint Stephen’s

Alicia Hinojosa and Antonio Perez

It has been an amazing year for us having the opportunity to reopen the Café at Saint Stephen’s and work alongside the wonderful people there. From the very beginning we received a warm welcome and the people showed their interest in listening to our ideas about how to improve the space and run the Café with our own personal touch. It’s great to have Louise Treloar, from the church, working in the café. Also, Edward Kay has been a hard-working volunteer.



We’d like to think that, after seven months of hard work, the Café has succeeded as a business but there are still too many things to improve and learn. Not only social media but especially word by mouth has proved to be the best advertisement for the Café. However, we have been thinking about new marketing ideas in order to bring more customers to the Café in the first hours of the morning along with more variety of events organised by ourselves.



We have received very positive feedback from our customers about the art exhibitions and so far, a few music performances have taken place in the Café. One of our new ideas is to run a cinema club (once a month) and we really enjoyed running a pop-up dinner for university students which is something we would like to do again. However, the Café availability is limited at the weekends. We have also received a couple of requests to open at lunchtime on Saturdays but unfortunately this is not possible at the moment.

In the future we would like to improve the atmosphere inside the Café and carry on and improve our financial results so we will be able to take a third person on board in order for Alicia to have a better life quality balance.



3.2 Aslan Christian Bookshop – Richard Greatrex

Much was happening in the bookshop in 2019. Sales were positive, more people were finding us, we were engaged in a number of events across the South West, while I was also busy promoting my own book, 'Stations of the Resurrection: from Easter to Pentecost', which sold well both at Saint Stephen's and the Cathedral. However, at the same time we were looking for a buyer for the shops as the current owner is retiring and divesting himself of the business.

Sadly, no one wished to commit to taking on the shops and so, the bookshop at Saint Stephen's, along with several Christian bookshops around the country under different owners, will be closing down on 31st January



2020. It has been a great privilege to share in ministry with you for the last seven years, and to have been able, through SPCK and Wesley Owen, as well as Aslan Christian Books, to resource Christian communities across the South West for the last twenty-five years. The bookshop at Saint Stephen's has tried, like the church itself, to be accessible to everyone, wherever they are on the journey of faith, a place where anyone can explore the rich diversity of Christianity, a space that offers challenge as well as comfort. I wish you every blessing as you continue to grow in God's vision and outwards into God's world. I, and my colleagues, offer you heartfelt thanks for your support and company during the time we have been among you.

3.3 Craft Collective – Sam Sayer, B-Friend

The Craft Collective started five years ago and is primarily a sewing-based group for asylum seeking and refugee women. This small and nurturing group currently meets in the Café space on Saturday afternoons, three times a month, helped by a small team of sewing-savvy volunteers. Maria Whiteman (HTH) has been a fabulous volunteer from the early days with her wealth of knowledge and teaching experience. The six women who attend currently are from Sudan, Nigeria and Somalia, and all but one of these women have refugee status. They are also majority Muslim, and often required to pray during the afternoon. We enjoy meeting together building our relationships and there is often laughter and lovely sense of sisterhood. We have six identical sewing machines and the women have created all sorts of items from clothing for them to wear, to cushion covers, to a large soft toy donkey for a local nursery (*see photo, with one of our volunteers, Marion*). It's been encouraging to see the women develop their skills and their confidence. In the summer term we planned a trip out with the women wanting to visit the seaside. We spent a happy afternoon visiting Weston Super Mare on the train which was a lot of fun!



We are loving this space which is better tailored to our needs than any previous location. The women and volunteers would join me in expressing our gratitude to all of the church community for allowing us to use a space so perfect for us.

3.4 Bristol Street Pastors – Ann Tarr and Helen Harrison

2019 was a busy year again for Bristol Street Pastors, based in Saint Stephen's café on Saturday nights. We were blessed with a number of new street and prayer pastors coming forward for training and commissioning (*see photo 1*). We also said goodbye to some faithful faces who sought new pastures to serve God.



Over the year we were able to directly prevent at least 10 people from either suicide or drowning. We helped over 430 people in other ways from ordering taxis, calling ambulances or giving first aid, finding lost friends, charging phones and giving directions. Our teams handed out over 200 bottles of water and lollipops, 175 pairs of flip flops, 27 space blankets and rain ponchos, and collected and binned over 3,250 glass bottles. These are a hazard to bare feet when broken, and can be used as weapons. We also distributed Christmas presents to the homeless which had been collected from St Francis primary school in Nailsea (*see photo 2*).



Street Pastors strive to be a reflection of God’s love in action on the streets, listening, caring and helping those in need. We welcome new enquiries from those who might be interested in being a street pastor or prayer pastor and we operate from our base at Saint Stephen’s. Each week a team covers the City Centre between 10.00 pm and 3.30 am on Saturday nights. Full training is given.

3.5 Bell Ringers – Annabelle Frost

It has been a prosperous year for the bell ringers at Saint Stephen’s, with much to celebrate. Our Ringing Master, George Salter, continues to run a well-balanced weekly practice for both experienced ringers and learners. This has resulted in a welcome increase in attendance from some of the Bristol University students at our practice nights.



A slight change in Sunday service timings at Saint Stephen’s has meant Bristol ringers can now ring the bells every Sunday morning to welcome people to church.

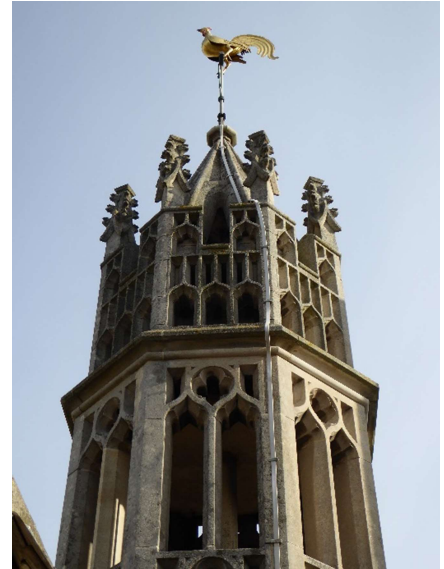
Bristol Open Doors Day brought many people up the tower to see the ringing chamber and the belfry. We gave a short talk on what we do and were pleased to receive a lot of interest. As a result of this, six promising learners came to a weekly bell-handling session at Saint Stephen’s for just over 2 months. They continue to ring at various towers in the City and we hope they will eventually join our team at Saint Stephen’s, once they are capable enough to ring on 12 bells.

In October we entered a Saint Stephen's team into the regional South West 12 Bell Competition. We came second only to Exeter, the current national champions!

A special thanks to our talented Handbell Ringers, who rang beautifully for the Antient Society of Ringers' service and dinner in November.

3.6 Other groups which meet in our building

We have several other groups who use our building. We are delighted to support the valuable work of both Alcoholics Anonymous, and Narcotics Anonymous, who have groups that meet here regularly. There is a Rock & Blues Choir, which rehearses in our church on Wednesday evenings in term time. The Cactus Group has met here once a month on a Saturday for many years. In addition our premises are sometimes hired by people for one-off events. Our church administrator, Marc Van de Griendt, is the initial point of contact for any bookings.



Statement of Trustees responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report approved by the Trustees on and signed on their behalf by

.....
.....
Revd Lee Barnes (Priest in charge) and Robin Williams (PCC Treasurer)

Independent examiner's report to the trustees of The PCC of St Stephen

I report to the trustees on my examination of the accounts of St Stephen's Church, Bristol (the Charity) for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ed Marsh *BSc (Hons) FCA DChA*
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date:

ST STEPHEN'S CHURCH, BRISTOL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income from:					
Donations and legacies	2	55,577	19,099	74,676	69,258
Charitable activities	3	11,446	-	11,446	11,149
Investment income		44	-	44	17
Other income		-	-	-	474
Total income		<u>67,067</u>	<u>19,099</u>	<u>86,166</u>	<u>80,898</u>
Expenditure on:					
<i>Charitable activities</i>					
Ministry	4	68,525	18,299	86,824	78,404
Total expenditure		<u>68,525</u>	<u>18,299</u>	<u>86,824</u>	<u>78,404</u>
Net movement in funds	11	<u>(1,458)</u>	<u>800</u>	<u>(658)</u>	<u>2,494</u>
Total funds at 1 January		29,550	1,733	31,283	28,789
Total funds at 31 December	11	<u>28,092</u>	<u>2,533</u>	<u>30,625</u>	<u>31,283</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the charity are classed as continuing

The notes on pages 28 to 36 form part of these financial statements

Comparative fund movements are shown in note 7

ST STEPHEN'S CHURCH, BRISTOL

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Note	2019 £	2018 £
Fixed assets			
Office equipment	8	1	1
		<u>1</u>	<u>1</u>
Current assets			
Debtors	9	12,944	9,103
Short term deposits		3,073	3,029
Cash at bank and in hand		23,080	25,526
		<u>39,097</u>	<u>37,658</u>
Creditors : Amounts falling due within one year	10	(8,473)	(6,376)
Net Current Assets		<u>30,624</u>	<u>31,282</u>
Net assets		<u><u>30,625</u></u>	<u><u>31,283</u></u>
Funds	16		
Unrestricted funds		28,092	29,550
Restricted funds		2,533	1,733
		<u><u>30,625</u></u>	<u><u>31,283</u></u>

These financial statements were approved by the Parochial Church Council on behalf by:

and are signed on its

Rev. L Barnes, Chair

R Williams, Treasurer

The notes on pages 28 to 36 form part of these financial statements

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

The financial statements have been prepared in accordance with applicable accounting standards and the current Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102), and the Financial Reporting Standard applicable in the UK and Ireland (FRS102) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern.

The PCC constitutes a public benefit entity as defined by FRS102.

Funds

General funds represent the funds of the church that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Income

All income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and it is therefore probable that the income will be received, and the amount of income can be measured reliably.

Income from gifts

Planned giving receivable by standing order is recognised when received. Collections are recognised when received by or on behalf of the PCC. Gift aid is accrued on donations when there is a valid declaration from the donor, and accounted for in the year to which the giving relates. Any Gift Aid amount recovered on a donation is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have stated otherwise.

Grants

Grants to the PCC are included in the SoFA when the PCC becomes entitled to the income, it is probable that the income will be received, and the amount can be measured reliably.

Legacy income

Legacy income is recognised when receipt is probable, that is, when there has been grant of probate, the executors have established there are sufficient net assets to pay the legacy, and any conditions attached have been met or are in the control of the church.

Other income

Income to cover the cost of church events is accounted for gross, rather than being netted off against related costs within reported expenditure. Rental income from the letting of the church buildings, dividends and interest are all recognised when receivable.

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (*continued*)

Donated goods, facilities and services

Donated goods, facilities and services are recognised as income with an equivalent amount recognised as an expense, except for the contribution of volunteers which it is considered impractical to reliably measure for accounting purposes. The donated goods, facilities and services are recognised on the basis of the value of the gift to the PCC which is the amount that the PCC would have been willing to pay to obtain such services or facilities of equivalent economic benefit on the open market.

Interest receivable

This is included in the accounts upon notification of the interest by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Diocesan parish share

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

Governance

Governance costs represent the expenditure related to statutory requirements such as audit or independent examination and legal advice. They have been included within support costs relating to charitable activities.

Fixed Assets

Consecrated land and buildings and moveable church furnishings

The PCC does not own and hold the church and vicarage. Legal custodianship of the church and vicarage lies with diocesan authorities and the incumbent. Day to day custodianship is controlled by the incumbent and churchwardens. The churchwardens also have custodianship of the moveable items within the church on behalf of the people of the parish. The PCC supports the incumbent in the day to day care of the people of the Parish.

Expenditure incurred during the year on consecrated or beneficed buildings and moveable church fittings, whether maintenance or an improvement is normally written off as expenditure in the SOFA and separately disclosed. Major new capital items are capitalised and depreciated over the greater of their estimated useful working lives.

Other fixtures, fittings and office equipment

Fixtures, fittings and equipment including IT costing over £1,000 are valued at cost, and are depreciated on a straight line basis over the minimum expectation of useful life of the asset at the following rates;

Fixtures and fittings	-	over 5 years
Computers and other IT equipment	-	over 3 years

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the PCC. Subsequently, they are measured at the level of cash or other consideration expected to be received.

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (continued)

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised when the PCC has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Liabilities are measured on recognition at their historical cost and then subsequently at the best estimate of the amount required to settle the obligation at the reporting date.

Pension scheme

The church operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the statement of financial activities in the year they are payable.

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
<i>Planned Giving:</i>				
Gift Aided donations	19,389	-	19,389	16,449
Income tax recovered (gift aid)	6,154	-	6,154	4,665
Collections (open plate) at all services	1,418	-	1,418	1,353
Special collections	2,459	-	2,459	3,601
Other donations	2,157	-	2,157	231
	<u>31,577</u>	<u>-</u>	<u>31,577</u>	<u>26,299</u>
<i>Grants:</i>				
St Stephen Ecclesiastical Charity	-	5,492	5,492	2,000
St James Parish Hall	-	5,200	5,200	7,800
The Antient Society of Ringers	-	3,074	3,074	9,000
Temple Ecclesiastical Charity	-	5,000	5,000	-
National Churches Trust	-	180	180	-
St Nicholas with St Leonard Educational Charity	-	153	153	159
St Stephen & St Nicholas Charity	24,000	-	24,000	24,000
	<u>55,577</u>	<u>19,099</u>	<u>74,676</u>	<u>69,258</u>

All donations and legacies for Planned Giving were unrestricted funds totaling £26,299 in 2018.

All grants were restricted funds, with the exception of St Stephen & Nicolas Charity which comprised of £24,000 in unrestricted Funds in 2018.

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

3 Charitable activities: Income	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Contributions for use of the Church	4,434	-	4,434	2,973
Common Room Lettings	2,391	-	2,391	4,248
Wedding Services	1,037	-	1,037	194
Rental from Aslan Books Bookshop	3,115	-	3,115	3,086
Miscellaneous income	469	-	469	648
	<u>11,446</u>	<u>-</u>	<u>11,446</u>	<u>11,149</u>

All Charitable activities relating to income in 2018 were unrestricted funds totaling £11,149.

4 Charitable activities: Expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Ministry:				
Diocesan Parish Share	22,000	-	22,000	21,000
Salaries	16,277	6,553	22,830	18,423
Clergy expenses & staff costs	2,094	-	2,094	695
Wedding and funeral expenses	461	-	461	-
Mission	507	-	507	924
Children's Ministry	-	-	-	144
Training	-	-	-	178
Ministry costs	57	-	57	309
Music	1,190	-	1,190	45
Events	140	-	140	508
Building maintenance	5,373	2,400	7,773	12,467
Heat, light & water	6,268	-	6,268	6,696
Cleaning	983	-	983	1,471
Security costs	1,051	-	1,051	1,078
Insurance	6,067	-	6,067	5,803
Professional fees - operations	134	674	808	1,729
Telephone, printing, stationery,	1,658	-	1,658	2,740
Governance - accountancy & independent examination	1,528	-	1,528	1,802
Equipment and maintenance	87	3,492	3,579	1,113
Reordering	-	5,180	5,180	
Refreshments	-	-	-	372
Sundry	2,650	-	2,650	907
	<u>68,525</u>	<u>18,299</u>	<u>86,824</u>	<u>78,404</u>

All charitable activities relating to expenditure in 2018 were unrestricted funds, with the exception of salaries of £10,893 and building maintenance of £9,000.

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2019

5 Staff costs

	2019	2018
	£	£
Salaries	21,955	17,664
Employer's National Insurance contributions	673	648
Employer's pension contributions	202	111
	<u>22,830</u>	<u>18,423</u>

No employee earned more than £60,000 during the year (2018: none).

During 2019, the average number of staff employed was 2 (2018: 2)

The charity considers the key management personnel to be the trustees (as shown on page 20) the Priest-in-charge, Rev. Lee Barnes, Associate Ministers Rev. Frances Houghton and Rev Dru Brooke-Taylor, and the Curate, Rev Richard Croft.

The total amount of salaries and benefits received by trustees and other key management personnel was £nil (2018:£695). Please refer to note 6 for additional related party transaction. The diocese pay some of the above named clergy.

6 Related party transactions

During the year, the Priest-in-charge, Rev Lee Barnes was granted extended ministerial development leave. The PCC funded the cost of this through a contribution of £1,250 towards this leave.

No other related party transactions remuneration or expenses were paid to the members of the PCC (known as the charity Trustees) or other related parties during the year other than reported elsewhere in the accounts. No expenses were waived by trustees during the year.

Donations received by the church from trustees and related parties during the year were £ 10,540 (2019:£ 9,180)

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2019

7 Comparative fund movements	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £
Income from:			
Donations and legacies	50,299	18,959	69,258
Charitable activities	11,149	-	11,149
Investment income	17	-	17
Other income	474	-	474
Total income	<u>61,939</u>	<u>18,959</u>	<u>80,898</u>
Expenditure			
<i>Charitable activities</i>			
Ministry	58,511	19,893	78,404
Total expenditure	<u>58,511</u>	<u>19,893</u>	<u>78,404</u>
Net movement in funds	<u>3,428</u>	<u>(934)</u>	<u>2,494</u>
Reconciliation of funds:			
Total funds at 1 January	26,122	2,667	28,789
Total funds at 31 December	<u>29,550</u>	<u>1,733</u>	<u>31,283</u>

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2019

8 Tangible fixed assets

	Office equipment £	Total £
Cost		
At 1 January 2019	981	981
At 31 December 2019	<u>981</u>	<u>981</u>
Depreciation		
At 1 January 2019	980	980
At 31 December 2019	<u>980</u>	<u>980</u>
Net book value		
At 31 December 2019	<u>1</u>	<u>1</u>
At 31 December 2018	<u>1</u>	<u>1</u>

9 Debtors

	2019 £	2018 £
Trade debtors	6,765	2,090
Other debtors	6,179	7,013
	<u>12,944</u>	<u>9,103</u>

10 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	7,973	5,876
Accruals and deferred income	-	-
Other creditors and accruals	500	500
	<u>8,473</u>	<u>6,376</u>

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2019

11 Movement in funds

Current Year	At 1 January 2019 £	Income £	Expenditure £	Transfers £	At 31 December 2019 £
Unrestricted funds	29,550	67,067	(68,525)	-	28,092
Restricted funds					
St Stephen Ecclesiastical Charity	-	5,492	(3,825)	-	1,667
The Parish Hall of St James Trust	1,733	5,200	(6,066)	-	867
The Ancient Society of Ringers	-	3,074	(3,074)	-	-
Temple Ecclesiastical Charity		5,000	(5,000)		-
National Churches Trust		180	(180)		-
St Nicholas with St Leonard Educational Charity	-	153	(153)	-	-
	<u>1,733</u>	<u>19,099</u>	<u>(18,298)</u>	<u>-</u>	<u>2,533</u>
Total funds	<u><u>31,283</u></u>	<u><u>86,166</u></u>	<u><u>(86,824)</u></u>	<u><u>-</u></u>	<u><u>30,625</u></u>
Previous Year	At 1 January 2018 £	Income £	Expenditure £	Transfers £	At 31 December 2018 £
Unrestricted funds	26,122	61,939	(58,511)	-	29,550
Restricted funds					
St James & St Mary Le Port Ecc Trust	1,300	-	(1,300)	-	-
St Nicholas with St Leonard Educational Charity	-	159	(159)	-	-
The Parish Hall of St James Trust	1,367	7,800	(7,434)	-	1,733
The Ancient Society of Ringers	-	9,000	(9,000)	-	-
St Stephen Ecclesiastical Charity	-	2,000	(2,000)	-	-
	<u>2,667</u>	<u>18,959</u>	<u>(19,893)</u>	<u>-</u>	<u>1,733</u>
Total funds	<u><u>28,789</u></u>	<u><u>80,898</u></u>	<u><u>(78,404)</u></u>	<u><u>-</u></u>	<u><u>31,283</u></u>

ST STEPHEN'S CHURCH, BRISTOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2019

12 Analysis of net assets between funds

Current year	Fixed assets	Other net	Total
	£	assets	£
		£	
Unrestricted funds	1	28,091	28,092
Restricted funds	-	2,533	2,533
	<u>1</u>	<u>30,624</u>	<u>30,625</u>

Previous year	Fixed assets	Other net	Total
	£	assets	£
		£	
Unrestricted funds	1	29,549	29,550
Restricted funds	-	1,733	1,733
	<u>1</u>	<u>31,282</u>	<u>31,283</u>