

Duty Wardens' Meeting

Notes taken on Tuesday 10 October 2023 in St Mary's Bridport.

Canon Deb opened the meeting with prayer.

Lesley Hill introduced the session - three items on the agenda:

1. Plans for Advent/Christmas & Epiphany.
2. The Appointment process for the Team Vicar.
3. The distribution of the Incident Books and Duty Wardens' Procedures for Accident and Disturbance in Church.

FESTIVALS:

In 2022 we were together for Advent, but this year we will begin with a Parish Service on 3 December and Bishop Stephen has asked to be with us that day. 10am in SMBRI. 'Let's all be with our bishop, as he's asked to come.'

The Advent book has been chosen and ordered. There will be challenges for the leaders, but DS will identify the themes and the sermons during the season will reflect these themes. Saturdays in December (2, 9, 16 & 23rd) DS will lead an 'open conversation' in SMBRI around the characters and themes in the book. Also, in The Woodman on Wednesday evenings. We'll have a supply of spare books to loan to try to include those who don't usually come to these events.

Carol services on 17th December across the parish. Some slight variation, but in the usual churches.

Carols & beer in the Woodman on Wednesday 20th.

Christmas Day services – a variety of times, in four of our churches.

Epiphany – Parish Service at HTBRA. Epiphany Carols at 4pm in SMBRI on Sunday 7th.

Quiet Day on Saturday 6th (Feast of the Epiphany) - details being explored.

Taking our experiences from last year, we're continuing to plan for learning and growing.

Then time for discussion and to reflect how these arrangements will impact our role as Duty Wardens.

Positive support for Bishop Stephen's visit. He will light one candle on the Advent wreath, as a symbol for the parish. **Individual churches will make their own arrangements for wreaths and Advent candles.** Individual candles for Service of Light – the Eco approach will be adopted, so some part-used candles will be used again. **HP to organise sufficient for 2 December.**

Hospitality is demanding on resources. Suggested a list of one or two people from each church who will be willing to co-ordinate any requirements for parish gatherings. **BT to add to Parish Service Checklist.**

Transport to services – encourage people to ask for lifts. One named person per church to be the link for connecting drivers to passengers. **BT to add to Parish Service Checklist.**

RECRUITMENT:

BT spoke about the TV recruitment process, which has started. The Parish Profile has been written, the dates set for shortlisting and interviews are in place and DS has selected the three people who will assist her, and Bishop Karen, in selecting a suitable candidate.

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We can be involved by suggesting venues/groups to visit on Monday 27 November. (Send info to CW's email.) The advert is available to see on the diocesan website through the link:

<https://www.salisbury.anglican.org/vacancies/clergy-vacancies/>

A copy of the job description and DS's article were circulated, and the following points highlighted:

- DS's vision to build up the parish,
- The importance of the monthly Parish Services,
- New & creative ways to look outwards,
- Working in the churches and the community particularly in the creative arts,
- To enhance the crossover between the artists and the residents, the community projects, and our ministry with and through them,
- To offer our buildings as a resource,
- Shared leadership,
- Our response and commitment to pray for the candidates and the process.

INCIDENT BOOKS:

With great gusto and flourish, LH produced the Incident Books and accompanying papers for use from now on. Following the last meeting when many present helped to compose the information, these are the product of that hard work.

Some clarification was required again to differentiate between an accident and an incident, but we will be using the Incident Book and reporting incidents to Mike Gittins (details included in books), who will complete the accident book, **if necessary**. **No one else writes in the accident book**, as there are legal implications, and statutory duties to record a reportable accident.

The Incident Book is a 'conversation' book, for everyone who notices something about the premises which needs to be noted. (e.g., there's a slow water leak by the gate, I've opened the last box of communion wafers, damp by the south window ledge, who's ordering the Advent candles?) We can all track through these little issues and things won't get overlooked.

It was agreed to bring these books back to the next meeting to assess how well they are embedded and recording our day-to-day work.

NEXT MEETING: Tuesday 6th February at 7.00pm in St Mary's, Bridport.

In attendance:

Canon Deb Smith,	Rosemary Russell,	Mike Thomas,	Mike Gittins,
Rosi Wilton,	Annie Gordon,	Peter Carnell,	Tyrone Trower,
Lesley Hill,	Bridget Trump,	Chris Hilburn,	John Adams.
Michele Craddock,	Heather Purse,	(Apologies from: Peter Wright & Chris Wellman-Herold)	