

MINUTES OF MEETING
14 May 2014

The Agenda for this meeting:

- 1 New appointment
- 2 Ralph Allen Visit
- 3 Deaconate Meetings
- 4 Specialist Teams
- 5 Actions
- 6 Next Meetings
- 7 Closing

Present: Trevor Boyland, Geof Care, Caroline Darvell, Bryan Dedman and Riana Welman. Apologies were received from Mick Bastable.

Geof opened the meeting with prayer.

1. New Appointment:

Following Paul Chapman's departure the deaconate have appointed Mick Bastable to act as liaison between the Redevelopment team and the Church Leadership pertaining to all matters relating to the redevelopment.

2. Ralph Allen Visit:

Ralph Allen and his wife visited the church on Sunday, 11 May 2014. Ralph and his wife were well received and they seemed to enjoy themselves. The feedback received has been positive and Ralph seemed enthused by the congregation and the project.

3. Deaconate Meetings:

The redevelopment team supports Geof's decision to attend deaconate meetings where required to represent the redevelopment team.

4. Specialist Teams:

Following final revision of the Statement of Needs and Ralph's visit to the Church the redevelopment team believes that the next step in the project is to set up Specialist Teams. Geof sends around the document 'Specialist Teams' for the team to review and give comment. On the whole the group believe that specialist teams/sub teams should be set up without delay.

The group recognises that the building should be flexible and that the leadership should decide on what activities the Church would be involved in in the future. Riana drew up a list of all current activities taking place at the Church and possible new community projects/outreach. Geof will forward this list to Mick Bastable to be included as an item at the next Leadership meeting. It is important to remember that we should build a building to God's purpose and therefore careful consideration should be given to what Specialist Teams to set up.

Caroline feels that the redevelopment team should know what the Church wants to do before the building is designed. Bryan's view on the matter is that the redevelopment team should encourage the leadership to give the team ideas of what the Leadership want to do, but that on the whole it is essential that the project move forward. Geof suggests that Fellowship and Outreach should be a matter for the leadership and that the redevelopment team should concentrate on the building and try to offer as much flexibility within the building as possible.

The redevelopment team all agree that Specialist Teams should be made to feel involved in the project. Specialist Teams should understand their role and take responsibility accordingly. The redevelopment team recognises that there are still groups within the Church whose feedback and comments are still required, like the Worship Team.

Communicating with the Specialist Teams should be clear, concise and transparent. Each of the Specialist Teams should have a checklist and be able to give feedback and make suggestions. The purpose of the Specialist Teams is that these groups should gather information, which is then put in a workable report. The Specialist Teams should look at what is valuable; what is essential and what is the wish list.

Suggest that we Chair and draw report – it is important that the sub-team take ownership of their contribution to the project; the redevelopment team should guide people within the sub-team; people should understand their role and responsibility.

The list of specialist teams currently identified is as follows:

- Worship Services and Room Layout
- Children & Youth
- Kitchen & Catering (including coffee lounge)
- Disability
- Audio Visual
- Fund raising
- Storage arrangements
- Interior & exterior design

Worship Services and Room Layout:

Trevor felt that this section was very generic and do not require a specialist team.

The Sanctuary will be discussed at a later date – the team should challenge the assumptions and explore what goes on and what we have.

Children & Youth:

The redevelopment team recognises that each group should be consulted separately and that each group have their own needs. The suggestion is made that Caroline possibly head of this group.

Kitchen & Catering (including coffee lounge):

The team feels that following the report from Chris Birchley the framework is set and that we have enough information about the kitchen at this time.

Disability:

Disability affects all areas of the project and it is essential that disability is looked at and addressed. The team believes that Ralph Allen would be able to guide the team on current building legislation and regulation so far as disability is concerned. The group feels that Anne-Marie Prothero is equally qualified to assist the team in understanding the needs of the disabled and Geof will speak to her about getting her views on this subject and possibly Head the Specialist Team tasked at looking at disability.

Audio Visual:

Trevor would like to head of this group. The task or aim of the audiovisual team will be to look at all aspects of AV and how AV impacts the activities at the Church. Trevor feels that the core of the team should be technically minded people, but to meet with all the teams within the Church to give their ideas.

Fundraising:

The subject of fundraising has been look at previously, but the team feels that this item should be looked at more closely now.

Storage Arrangements:

This group should represent all current activities of the church. All storage to be easily accessible and each group contributing to storage will have specific requirements so the group is expected to be diverse. The suggestion is made that Rosemary Gaughan is ideally placed within the Church to look at storage and perhaps Head the group.

Interior and Exterior design:

The team feels that this group should be discussed at a later date.

5. Actions:

Trevor will put together a proposal of how the AV group should function and who should be involved

Bryan to make recommendations of which groups are critical

Geof will put together a report on fundraising

Geof will look at Disability and speak to Anne-Marie Prothero

Caroline will review the 'Redevelopment: Department Requirements Checklist' and make recommendations of how the report could be improved before the checklist is given to Specialist Teams to use as a guide

6. Next meeting:

The next meeting to be held on 10th June 2014 at Riana's

7. Closing:

Bryan closed in prayer.