



**St Luke's Church  
Whyteleafe**

# 2024 Report and Accounts for the Parochial Church Council of St Luke's Whyteleafe

## **INTRODUCTION**

The purpose of this report is to summarise the structure, function and activities of St Luke's Church in meeting its aims and objectives in 2024 (the review year). St Luke's Church is situated on the corner of Whyteleafe Hill and Church Road in the Parish of Whyteleafe. It is part of the Diocese of Southwark within the Church of England. The correspondence address is The Vicarage, 8 Whyteleafe Hill, Whyteleafe, CR3 0AA.

St Luke's has been served throughout the year by Revd Annie Kurk as part-time Vicar and Revd Helen Burnett as part-time Associate Vicar. Both ministers serve the parishes of St Luke Whyteleafe and St Peter & St Paul Chaldon with Revd Annie Kurk taking the lead at St Luke's.

In addition, the PCC were very grateful to, Revd Sara Goatcher and Mrs Leslie Shannon for their work in leading services and supporting the spiritual life of the church.

## **AIMS AND PURPOSES**

St Luke's Parochial Church Council ("PCC") has the responsibility of cooperating with the incumbent, Reverend Annie Kurk, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Luke's Church buildings and churchyard.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Luke's. Our services and worship put faith into practice through prayer and bible study, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We seek to enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work
- Developing strong ecumenical ties with local Christian churches.
- Adapting our physical environment in order to both promote and sustain growth
- Strengthen links with the schools in our parish
- Working towards becoming an Eco Church
- Increased planned giving
- Growing our congregation – particularly younger people

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2022) and a charity currently exempted from registration with the Charity Commission.

The method of appointing PCC members is set out in the Church Representation Rules. All members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are spent. The full PCC met six times during the year.

Given its wide responsibilities, the PCC has a number of teams and committees each dealing with a particular aspect of parish life. These teams and committees are all responsible to the PCC and report back to it regularly with reports of their decisions and recommendations being received and discussed where necessary.

Thank You to Diane Thorpe who continues to be our Minutes Secretary for PCC meetings supporting the PCC secretary and PCC.

PCC members who have served from 1 January 2024 until the date this report was approved were:

***Ex officio members***

<b><i>Vicar:</i></b>	Revd Annie Kurk
<b><i>Associate Priest:</i></b>	Revd Helen Burnett
<b><i>Churchwardens:</i></b>	John Ritchie    Mark Brown
<b><i>Deanery Synod Representatives:</i></b>	John Cheetham    Ricki Nicholls

***Elected and co-opted members***

Robert Bamforth (elected 2024)  
Revd Sara Goatcher (co-opted)  
Ida Morgan – Electoral Roll Officer (elected 2022)  
Alison Pannett – PCC Secretary, Treasurer & Church Administrator (elected 2024)  
Anne-Michelle Beirigo (elected 2023) (resigned March 2025)  
Patti Hurst (elected 2024)  
Helen wheelwright (elected 2024)  
Julie Brown (elected 2024)

**STANDING COMMITTEE**

This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions of the Council. The membership of the Standing Committee comprises: Revd Annie Kurk (Chair), John Ritchie, Mark Brown, Alison Pannett.

**COMMITTEES**

	<b><i>Chair</i></b>
<b>Finance Committee</b>	Alison Pannett
<b>Pastoral Committee</b>	Leslie Shannon
<b>Re-ordering Committee</b>	John Ritchie
<b>Maintenance Committee</b>	Mark Brown
<b>Ministry Team</b>	Revd Annie Kurk
<b>Marketing and PR Committee</b>	Mark Brown

**ELECTORAL ROLL**

To comply with the requirement for each parish to compile a completely new electoral roll every 6 years, the process was carried out in readiness for the 2025 APCM. 54 qualifying applications were received. Anyone wishing to apply after the APCM is very welcome to do so. Inclusion places no additional obligation on you but allows you to vote on any relevant issues at the APCM and stand for election to the PCC if you should wish. Joining the electoral roll can be a way of confirming your commitment to the St Luke's community and our vision, so if you would like to apply, do please let me know.

**Ida Morgan**

**Electoral Roll Officer**

**SAFEGUARDING**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). In 2024 Elizabeth Ritchie stepped down from her role as Safeguarding Officer. From September 2024 Helen Wheelwright has taken over the role and has carried out the required Diocesan training.

**Helen Wheelwright**  
**Safeguarding Officer**

## **DEANERY SYNOD REPORT**

Tandridge Deanery Synod met three times in 2025 – on 4<sup>th</sup> July, 23 October and 26<sup>th</sup> February. For all meetings the Act of Worship formed an integral part.

### **4<sup>th</sup> July at St John's, Hurst Green**

Elections were held and appointments were agreed for the new triennium. Rev Helen agreed to serve as clergy representative to Diocesan Synod.

There was feedback from those who had attended the lay conference which was deemed to have been very successful with the guest speaker, Dr Elaine Storkey, delivering an inspirational address.

There was group discussion about how best to make the Deanery most effective and how to most effectively build connections between Deanery and parishes.

### **23<sup>rd</sup> October at St John's Hurst Green**

Opening thoughts delivered by Revd Michelle Edmonds who focused on the starting point of Diocesan vision of "Christ centred, outward focused". Group discussion then ensued on the maps of member's parishes and where the church could be most effective in areas where the Church found it difficult to reach.

### **26<sup>th</sup> February Zoom meeting**

It was agreed that Deanery business meetings should henceforth be held on Zoom in order to facilitate a speedy but effective use of attendee's time.

Feedback was requested from parishes as to the focus of mission.

It was decided to arrange a Deanery picnic to be held on June 22<sup>nd</sup> this year to which all church members should be invited.

The Diocesan pilgrimage after Pentecost was promoted with the hope for good attendance.

As Deanery Synod representatives we also attended meetings in regard to Modern Day Slavery.

**Ricki Nicholls and John Cheetham Deanery Synod Reps**

## **FINANCIAL REPORT**

The attached Annual Accounts are prepared on a Receipts and Payments basis. This means that certain items are not dealt with in the years to which they necessarily relate e.g. some of the Gift Aid income relates to the previous year.

Despite the financial pressures, the PCC have sought to continue to maintain our Diocesan Contribution of £25500, about half of what our full contribution should be. Transept lettings are improving but still not at pre COVID levels. Overall our congregation numbers are starting to see an improvement, however, we are aware that it can take a couple of years before people start to regularly give to the church. The Annual Accounts show a deficit of approx. £12500 in our General Account for the year.

In 2024 we launched the Parish Giving Scheme which we hoped would see our number of regular givers increase. Unfortunately, due to reasons out of our control the number of regular givers has stayed constant.

A huge Thank You to all those who give regularly to St Lukes. Regular giving means that the church can plan and budget for work and maintenance during the year.

As Treasurer, I would also like to take this opportunity to thank all that work so hard for the church in ensuring our funds are dealt with efficiently. Without these people I would not be able to carry out my role as Treasurer so easily.

The sides people that count the collections and Chris Basford who pays in and records the cash payments into our account.

**Alison Pannett Treasurer**

## **RESERVES POLICY**

It is PCC Policy to try and maintain a balance on unrestricted funds which equates to approximately three months unrestricted payments. This is equivalent to approximately £15,000. It is held to smooth out fluctuations in cash flow and to meet emergencies

## **THE BUILDINGS**

Routine recurring tasks such as inspections of gas and electrical installations as well as routine repairs have continued to be carried out.

Other ad hoc repairs have been carried out in accordance with our last Quinquennial report.

In this review year a new Quinquennial inspection was carried out in September. This report again underlined the fact that the church and transept were in good condition and no urgent repairs were necessary. This report will form the basis for ongoing improvements in the infrastructure of the church.

In respect of our reordering project 2024 has been a period of review. We have progressed with our appointment of the Design team, appointing a Quantity Surveyor who has provided us with realistic costing information to help us plan priorities.

However, the need now is to identify resources to apply for grants when we reach the construction stage and shorter term funding to complete the Design Team to achieve our next major goal of achieving full planning permission and a faculty from the Diocese.

The next steps would be the tendering and construction phases to complete the reordering for St. Luke's Church.

## **Churchwarden and Chair Reordering Group**

## **THE TRANSEPT**

The Transept represents the largest indoor meeting space in Whyteleafe, and as such, can be used both by the Church and the wider community.

In the winter of 2024 the heating failed after months of limping along. Numerous different heating options were looked into but due to cost and building restrictions the heating has been replaced with a boiler and warm air blower that continued to use the existing infrastructure.

## **THE CHURCHYARD**

The large churchyard is greatly appreciated by the community who enjoy spending time in its peaceful calm. At its heart are the Commonwealth War Graves for those killed at RAF Kenley, and we are grateful for their careful maintenance. The rest of the churchyard benefits from the wonderful work of our Churchyard Manager, John Jackson, and his helpers who keep the whole site in excellent condition.

## **Churchyard Management Report**

### **Root and Branch Club**

The upkeep of the Churchyard is managed by a team of volunteers who meet regularly especially during the Spring and Summer months to tend the grounds. They are called the Root and Branch Club and there are about 18 people in all who are more than happy to spend a few hours every so often looking after the graves, cutting back the ivy and pulling up the weeds.

### **Mowing**

The grass is regularly mowed by Chris Scogings who is very sensitive to our endeavours to make our Churchyard as bio-diverse and eco-friendly as possible

### **Wild Flower Meadow**

Thank you to Whyteleafe Village Council for a grant of £1000 to help plant our trees donated by the Surrey County Council tree planting incentive. The "Men in Sheds" based at the Westway Centre, Caterham, are currently mounting a welcoming notice to encourage visitors to enjoy the space.

## **John Jackson - Churchyard Manager and Sara Goatcher**

## **PASTORAL COMMITTEE**

Our team is Pauline Pocock, Liz Ritchie, Ida Morgan and John Cheetham and Leslie Shannon.

We pastorally will contact people via telephone calls, visit nursing homes, visit people in their own homes and invite them to our homes.

We last year we visited 3 local care homes visit - Buxton Lodge, Cherry Tree and Tupwood Gate.

We also if required will make emergency calls to people who are in distress and are known to us.

## **Leslie Shannon – Chair of Pastoral Team**

## **VICAR'S REPORT**

I will try and keep my written contribution to the official APCM Report short – and yet, because this will be my last APCM at St Luke's, I have so many people to thank, you will need to forgive me if my spoken report at the meeting includes my overflowing appreciation to so many people.

Last year has been confirmation that St Luke's is a wonderful place to be and I will miss it greatly as I move on to Dormansland in June.

It is hard to find words that do justice to the mixture of gratitude, humility and love I feel as I prepare to say goodbye.

Serving as your vicar has been one of the greatest privileges of my life. From baptisms to weddings, hospital bedsides to joyful Sunday worship, sharing laughter over coffee to quiet prayers in times of need...each moment has been a gift. St Luke's has not just been my place of ministry, it has been my home.

To our churchwardens, PCC, ministry team and volunteers, you have my deepest thanks. Your faithfulness, wisdom and sheer hard work are the backbone of this parish. I have constantly been amazed by your willingness to step forward in service and your commitment to Christ's call to this community. Serving our community is so important for St Luke's to continue to flourish.

To every member of the congregation: thank you. Thank you for showing up – on sunny days and in stormy seasons. Thank you for your patience, your prayers, your honest conversations and your unwavering hope in what God is doing among us. Some of you have supported changes that you may not have wanted – your grace is appreciated.

As I move on to the next chapter, I do so carrying the stories, faces and memories of St Luke's deeply in my heart. I am confident that God, who has been faithful thus far, will continue to guide and bless this church in the days ahead. There is so much to be hopeful for, especially in our reordering project.

So may the Lord bless you and keep you. May His face shine upon you and be gracious to you. May you continue to be a light in this community, rooted in love and growing in faith.

With love and gratitude

**Revd Annie Vicar**

## **OPEN THE BOOK**

A Team from St Luke's which also includes 2 members from other churches, visits Whyteleafe School every month to tell Bible stories, as part of their whole school, assembly. We have been warmly welcomed by both staff and children and the response to these special assemblies has been very positive.

The format is the same every month with a member of the Team reading the story from the stage and the children taking the parts of all the characters, complete with costumes. Each month a different class takes on the responsibility of performing the story.

The assembly is rounded off with a time of quiet reflection and a prayer.

**Revd Sara Goatcher**

## **PR/MARKETING COMMITTEE REPORT**

The Committee held its first meeting on 22<sup>nd</sup> March 2025 and the second meeting, is scheduled for 28<sup>th</sup> April 2025.

St Luke's needs to ensure costs are covered by groups that use the transept, e.g advertising for Ladies Fellowship needs to improve, to encourage new membership and increase numbers.

- This in turn, could help pay for their meetings to cover utility bills.
- Once heating is implemented, a proper advertising campaign to be looked at, to raise hiring potential profile.

The Committee is focussed on creating a programme that reflects St Luke's focus on the local community, with planned events and activity, to increase revenue.

The programme as updated after each meeting, will be presented to subsequent PCC meetings.

**Mark Brown Churchwarden and Chair of PR/Marketing Committee**

# Mission Action Planning at St Luke's Whyteleafe

## January 2025 - 2028

What?	How?	When by?	Who
<b>Recruitment</b> – plan for and recruit a new vicar.	<ul style="list-style-type: none"> <li>Put together a forward and outward looking MAP</li> <li>Ensure the Parish Profile is inviting and will attract younger, family orientated candidates</li> <li>Ensure the building project continues with full backing of the PCC</li> <li>Increase lay/Churchwarden communication with Diocese/Archdeacon</li> <li>Parish conversation to include vacancy issues</li> </ul>	<ul style="list-style-type: none"> <li>Plan ready by May 2025</li> <li>Advertising by June 2025</li> <li>New vicar by September 2025</li> </ul>	Churchwardens and Revd Helen
<b>Growth</b> – revitalising our worshipping communities through the Spirit of God	<ul style="list-style-type: none"> <li>Recruit and establish a Marketing Committee to include publicity plans for all our services and activities through different media.</li> <li>Ensure the building project goes ahead to increase community involvement</li> <li>Social events to resume</li> </ul>	Ongoing. Beginning January 2025	Marketing Committee
<b>Children and Diversity</b> – To become a younger worshipping community	<ul style="list-style-type: none"> <li>Have in place a temporary or permanent Children's Worker to plan and manage Little Luke's, Lions and Lambs, Bubble Church and Sunday School.</li> <li>Develop relationship with Whyteleafe School</li> </ul>	Ongoing. Recruitment to begin asap	Agreed to wait for new incumbent
<b>Deepening our Discipleship</b> – Growing deeper into our journey with Jesus Christ	<ul style="list-style-type: none"> <li>Establish a prayer group</li> <li>Investigate a new mid-week service</li> <li>Investigate possible service or Alpha course in the Whyteleafe Tavern or other community venue</li> </ul>	<p>By end of May 2025</p> <p>By Easter 2025</p>	Investigated but on hold till new incumbent starts

<b>The Parish of Whyteleafe</b> – Finding ways to serve in our parish and be equipped for mission	<ul style="list-style-type: none"> <li>• Develop the church hall into a community venue</li> <li>• Offer community care organisations space in the transept, eg CAP, Whyteleafe Hub, Health advice etc (subject to building project)</li> </ul>	March 2026	Marketing Committee and Parish Administrator
<b>Healing</b> – Seeking God's healing for our community and our world including social justice and racial justice	<ul style="list-style-type: none"> <li>• Continue to support Sara with the Churchyard activities</li> <li>• Continue to invite speakers to Café Service</li> </ul>	Ongoing  Ongoing	Churchwardens and Revd Helen
<b>Finance</b> – Putting a Spirit-driven budget in place for future income and expenditure.	<ul style="list-style-type: none"> <li>• Ensure finance for building project is sound and realistic</li> <li>• Continue to inform congregation of ways to give to St Luke's</li> <li>• Explore other ways of potential income</li> <li>• Plan social events for congregation and community</li> <li>• Ensure St Luke's charity giving is prioritised</li> </ul>		Reordering on hold until new incumbent starts.  Treasurer to lead on giving  Social events organised by Marketing Committee