

PAROCHIAL CHURCH COUNCIL OF ST JAMES, CAMBRIDGE

**Annual Report and Financial Statement
31 December 2024**

INTRODUCTION AND REVIEW OF THE YEAR

VICAR'S REPORT

FABRIC, GOODS AND ORNAMENTS OF THE CHURCH
REPORT BY THE CHURCHWARDEN

PCC SECRETARY'S REPORT

ANNUAL REPORTS

CAMBRIDGE SOUTH DEANERY SYNOD REPORT

FINANCIAL STATEMENT

INDEPENDENT EXAMINER'S REPORT

BUDGET 2025

Address for Correspondence

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Bankers

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Independent Examiner

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Introduction and Review of the Year

Background

St James' Parochial Church Council has the responsibility of liaising with the incumbent, in promoting within the ecclesiastical parish the whole mission of the Church, pastoral, social and ecumenical. It also has maintenance responsibilities for the buildings and grounds adjoining St James' Church in Wulfstan Way, Cambridge.

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following served as members of the PCC.

Incumbent Rev'd Steven Rothwell (from September 2016)

Curates Rev'd Rosie Hewitt (until January 2025)
Rev'd Rob Hawkins (from September 2023)

Churchwarden(s) Pam Butler (from April 2023)

Representatives on the South Cambridge Area Deanery Synod
Bill Broadhurst (from April 2021)
Hatty Harris (from April 2023)

Elected Members Jennie Brandon (from April 2024)
Folma Buss (from April 2024)
Jon Griffiths (from April 2024)
Rachel Shirley (from April 2024)
Eleanor Pippard (until April 2025)
Ian Rowland (until April 2025)
Robert Monk (from April 2023)

Co-opted Members Sue Wilson, Treasurer (from April 2008)
Rosemary Monk, ALM (from April 2016)
David Green, PCC Secretary (from January 2023)
Elizabeth Brown, LLM

Ex-officio Members Bill Broadhurst “ “ “ (from April 2021)
Hatty Harris “ “ “ (from April 2023)

Officers of the Council Eleanor Pippard Electoral Roll Officer
Sue Wilson Gift Aid Recorder

Vicar's Report 2024

In 2024 we conducted 3 baptisms and 5 funerals. There were no marriage services.

Throughout 2024 St James has continued to grow in its mission and ministry offering regular Holiday Lunch Clubs, Flames at St James activities for children, Pilgrim groups to share our faith experiences, as well as maintaining our relationships with the Queen Edith Community Forum and the local schools. The choir has flourished providing opportunities for people of all ages to support one another, both in learning new music and growing in their faith too. I thank Grae for his continued commitment in enabling people to join, to grow and to be nurtured in this way.

Over the course of the summer the Food Hub changed into being a Fairbite Food Club (FFC), run by St James with the support and oversight of the Cambridge City Foodbank. We employed a part-time co-ordinator, Michelle and the new format has been a great success. FFC meets on Saturday mornings, alongside the Saturday Café and other events and activities (e.g. bring and buy sales, councillor drop-in sessions etc) and these are now embedded as part of the life of St James. I believe it has become a focal point for our mission within the community and I'm very grateful for the way Michelle has taken on the role and made it an important feature in our work within the local community.

St James continues to be a place where peoples' ministry can flourish. It was lovely to see Rob Hawkins ordained as priest after serving his deacon's year and then move into his second year of curacy with St James. Rosie Hewitt completed her curacy and has moved on to a new role at Great St Mary's. It was wonderful to work with Rosie and we have benefited greatly from her gifts and shared experience. We also enjoyed the placement of ordinands from Wescott - Adam and, currently, Alli.

We have worked hard to maintain high standards of Safeguarding and I wish to thank, Jill and Anne for their careful attention in keeping us up to date with training needs.

This is my last APCM as vicar at St James as I prepare to move into a full-time role working at Ely Diocese. The role of vicar at St James is a half-time post and I have combined that with working half-time as the Curate Training Officer for Ely diocese. It has been a joy to share in the life of St James, to work alongside some wonderful colleagues and to be part of the development of a church that reaches out into the neighbourhood and beyond. I'm very grateful for the administrative support Caroline has provided; and I thank Pam, Michael, Hatty and Edward, who have served as churchwardens. Thank you to all who have held an office in different capacities; your support and encouragement over the past eight years has made a huge impact on the life of St James and on my own ministry here. I pray for God's blessing on St James as you look to the future.

Rev'd Steve Rothwell

Churchwarden's Report on the Fabric, Goods and Ornaments of the Church January to December 2024

Maintenance and improvements that have taken place over the last 12 months

The Fabric committee met five times in the last year and at these meetings the following items were covered:

Replacing the flat roof has been the main item on the agenda over the year. Quotes were obtained and an application was submitted for a faculty.

Unfortunately, the Diocese informed us we will need planning permission for the flat roof replacement, and we are working to get this before we can go any further. It will mean employing an Architect. But hopefully we be able to move forward with it before the end of next year.

Wooden posts were installed between the car park and the main entrance to stop people driving on the slabs at the front of the building.

A window in one of the front toilets was badly cracked, the PCC agreed that we could replace the windows in the 2 front toilets and the small kitchen. This will take place in the new year.

An electrical inspection has taken place and the bulb in the light of the front of the building has been replaced. Two new water heaters have been installed in the toilets, along with new lights in the choir stalls.

It has been suggested that we install a new mat in the entrance hall, as the other door mats have become a trip hazard. It will replace some of the carpet tiles in the entrance hall and be stuck to the floor. This will happen in the new year.

We had a lot of problems with antisocial behaviour at the beginning of the year, but as the year progressed it has completely died away. But because of this we now have a Loan Worker policy.

The blinds in the Vestry have been repaired and reinstalled, for security reasons. PAT testing has been completed and will last for the next 3 years.

Many thanks to everyone who is a member of the Fabric Committee, for giving up their time to attend meetings and helping maintain the fabric of the Church, but our special thanks to those people who have completed all the odd jobs and all the helpers for keeping the gardens looking tidy and neat.

Thankyou

I would like to give my special thanks to the Choir for all their wonderful singing throughout the year. Thank you also to all the organists who have played for us during this time, we are extremely grateful. Special thanks to those responsible those with technical expertise, and patience, with the Zooming of our services.

I would like to say a special thank you to everyone:

Who has helped moved chairs, organised any equipment throughout the year, served on the PCC and Fabric Committee, looked after Safe Guarding, arranged flowers, cut the grass, , served at the altar, sang in the Choir, played in the Music Group, helped at the children's workshops, helped at the Bring and Buy coffee mornings, served Sunday Coffee, helped at the Christmas Fair and Summer Fair, Pumpkin Picnic and the Holiday Lunch Club, helped with Flames for StJames, helped at the Fair Bite Food Club, delivered

leaflets, been a communion minister, been an acolyte, read a lesson, read and wrote intercessions, organised home groups, organised and helped at Lent Breakfasts, run the Meditation Group, been part of the Pastoral visiting teams, the Sacristan, set up for the 8 o'clock, been a sides person, washed robes and linen, cleaned the silver, taken up the bread and wine for communion.

To our Administrator for the smooth day- to -day running of the church, to our cleaner and caretaker.

To any priests who helped in Steve, Rosie and Robs absence,

And very big thank you to Steve, Rosie, Rob and Elizabeth for leading us forward over the past year. And I'm sure I speak for all of us, our very grateful thanks!

I hope this covers everyone, please forgive me if I missed someone off, everyone plays their part, however small, without you St James would not be where and what we are today.

Thank you!

Pam Butler
Churchwarden

PCC Secretary's Report for the year 2024

In 2024 the PCC met on seven occasions, all meetings took place in the church building. Some of the business was fairly routine but in other cases discussions and decisions reflected the mission of the church in a changing world. At the APCM, which was held in-person and on Zoom, one Church Warden was elected, one new PCC member was elected and three re-elected. All PCC members have been playing an active role in decision making. The following summarises the main business of the PCC during 2024.

The PCC approved the accounts and the budget prepared by the Treasurer (Sue Wilson) for this APCM (PCC 11/3/25). As our income is now over £100k per annum we have registered St James' as a charity with the Charity Commission.

The PCC approved the decision for St James' to partner with Cambridge City Food Bank (CCFb) and open the 'Queen Edith Fairbite Food Club', continues to go well with lots of members. We recruited and employed a Coordinator (Michelle Peters). An area of permanent shelving has been set up in the transept.

The PCC continues to strongly support the desire to promote St James as a place of safety for everyone. This vision was introduced at the 2024 APCM and in services on Safeguarding Sunday in November. We continue to make good progress with all our safeguarding processes, under the leadership of Jill Bradley and the Safeguarding Team. The PCC approved the safeguarding policy based on the diocese template.

The PCC has been discussing ideas for celebrating St. James' 70th anniversary. The Patronal Festival service will be celebrated on Sunday 13 July 2025. Other anniversary event ideas have been suggested including a *Ceilidh*, a *Beating the Bounds* walk, and a *display of archive photos* of the parish. The *Sing Faure* event on April 26 will also form part of the celebrations.

Cambridge City Council recently awarded St James £30K of Section 106 money which we are attempting to use by the end of the year to fund five project ideas suggested by the congregation.

We agreed to adopt *Hub Church* (<https://www.hubb.church>) software to improve the church website and improve systems to support our Administrator (Caroline). Thanks are due to Rob who implemented the new website following the work of a focus group.

PCC agreed to support a Holiday Lunch Club in each of the Half Term holidays, one in the summer but no HLC at Easter or Christmas. We decided not to run Advent Breakfasts this year. We will instead put energy into Lent Breakfasts with better explanation to raise attendance.

Three home groups ('Pilgrim Groups') have continued since Lent 2024 and are well attended. Rosie and Rob provided resources for the group leaders.

Steve will be standing down as Vicar of St James'. His last day will be Easter Day, Sunday 20 April 2025. During the 'vacancy' (formerly called an 'interregnum') Grae Worster has kindly agreed to chair PCC meetings.

We decided to take out a new Zoom subscription when Steve leaves, so that we can continue to streaming services and meet online with a tool the congregation is familiar with.

David Green,
PCC Secretary

Annual Reports 2024

Children's stations

We provide children's stations/activities each Sunday alongside our service, and these are well used by young people in church. Heading into vacancy, we are seeking new volunteers to help with this rota - either preparing simple activities, or just supervising the children's area during the service.

Rev'd Rob Hawkins

Church Flowers

Caroline Dickson and I continue to provide flowers throughout the year. It has been a challenging year making it difficult to run our 'all-comers welcome' flower workshops for our festivals Easter, Harvest and Christmas. However, we are grateful for the extra help we get from former flower arrangers for these special occasions, such as Maureen Gibbs and Jackie Bartholomew.

Rev'd Rob Hawkins also ran our Advent Wreathmaking event this year as part of the Christmas Market. Again, greenery was donated by members of the congregation, and we tried to keep all decorations as recyclable as possible. Folma Buss also offered a wonderful hanging Christmas tree decoration made from sticks and string.

Once again, Eric Yung constructed a magnificent Christmas tree for us from cuttings donated by David Green.

We continue to aim to recruit more people for our flower rota.

Jacqui Worster

Citizens UK Cambridge

Rob has been representing St James' at some meetings of 'Citizens UK Cambridge', an alliance of civil society institutions that is being built in Cambridge to work positively for change. Citizens UK is the movement behind the 'Living Wage' campaign. On 22nd May, 6-8pm, St James' will host a Citizens UK 'Weaving Trust' event - bringing members of churches, schools, charities, colleges etc. together for structured conversations, building relationships and understanding.

Rev'd Rob Hawkins

Fairbite Food Club

The Fairbite Food Club Queen Edith's opened on 6th July 2024, run by St James' Church in collaboration with Cambridge City Food Bank. This replaced the previous 'Food Hub', which was a collaboration between QECF and St James' Church. We are open every Saturday 10.30am - 12pm, with a free cafe run by the church open from 10am. Anyone may become a member by simply completing a membership form, there is no cost for this. We now have 60 members, and c.35 shoppers per week. Members are able to shop each week, choosing to spend either £3 or £5.

During some sessions we have welcomed advisors from different organisations, they have a table in the cafe area and anyone may go to them for help and support.

QECF has passed to St James' Church the significant restricted funds raised for the previous Food Hub. These funds remain restricted, and are used only for the purchasing of fruit, veg, eggs, and other 'extras' given free to members alongside their paid shop. Donors

continue to give generous donations for this restricted purpose, and so we continue to hold a surplus that can only be spent on such items.

The funds raised from membership fees go towards paying a coordinator for 10hrs pw to run the project. We currently have a small deficit in these week to week running costs. The rest of the food which supplies the project is purchased by CCFB.

Michelle Peters, Fairbite Food Club Coordinator

Flames at St James'

The young people of the Flames at St James' group enjoyed fortnightly meetings through the autumn and spring terms. This term we have tackled a series of 'Big Questions' raised by the group, from science and faith to climate change, to inclusivity and anxiety. We have a total group of c.14 young people aged 9-16, with c.6-8 attending each session. Since Rosie's departure, Fiona Broadhurst and Jennie Brandon have kindly joined a team to help lead sessions. We are seeking one other person to join this team, to help make Flames sustainable for the coming months.

Rev'd Rob Hawkins

Holiday Lunch Clubs

We have run a Holiday Lunch Club in each of the school holidays over the past year, providing a free meal and activities for local families, with between 20 and 60 families attending each time. The Pumpkin Picnic in October was a particular success! We have some surplus grant funding from the year 2024-5 and we hope to be able to use this to run similar sessions in the 2025-6 period.

Rev'd Rob Hawkins

Meditation Group

The Meditation Group continues to meet weekly on Mondays at noon. We have a short reflection read by one of the group, followed by a 25 minute period of silent prayer, and we finish with a final read prayer.

During Lent and Advent in 2024, we started half an hour early with a group discussion of passages from Teresa of Avila (Lent), and the poetry of Thomas Traherne (Advent), which formed the reflection for that session's meditation.

We are normally a group of around six, with more attending at times. We have benefited greatly from the attendance of Rosie and Rob, our curates, and of attached ordinands.

We are a very open group and welcome all who would like to join us, whether from St James or not.

Mary Calladine

Pastoral Visiting Group

The group meets on the first Wednesday of each month after the mid-week communion service. Our aim is to observe our church members and to offer assistance when there is a need and it is practical to do so. Prayer support is always available; this can be anonymous and there is a box in the entrance foyer for requests. We visit the Fairbite Food Club on Saturday mornings to support all those attending to offer a friendly face or any assistance that might be necessary. The group runs a hymn service at Cherry Hinton Care Home on the second Tuesday of the month. Members of the congregation who

would like to join us for any of these activities are very welcome. We also offer house communion and visits to any housebound members of the church. Please let us know if you are aware of any people that need help.

Rosemary Monk

Safeguarding

Over the past year, the Safeguarding Team of Steve, Rob, Anne and myself have continued to work through the local and national requirements around protocols, safe recruitment and the training of volunteers. We are currently more than 80% compliant in these areas.

After our efforts last year to make safeguarding within the church more transparent, there is a palpable feeling that members of the congregation are committed to caring for each other by completing modules, raising concerns and being aware of how to protect vulnerable people during the activities they oversee.

The listener posters are visible around the church and there are leaflets for children in the foyer. We report to the PCC on a regular basis so that they know what we are working on and can ratify policies.

Jill Bradley, Parish Safeguarding Officer

16th Cambridge (St. James) Scout Group

This year has been a very successful year for the Scout Group, we now have 71 young people in the group and 12 leaders.

There have been several successful and exciting camps, nights away and trips.

With the Beavers meeting here at St James on a Tuesday evening and the Cubs and Scouts in the Main Hall at Queen Ediths School on Mondays and Wednesdays respectively. We now have all our accounts up to date, it has been a huge task, our grateful thanks to our new Treasurer.

Our Chairman, Steve O'Keefe, has decided to step down, we are very grateful for all he has done, and the Rev'd Rob Hawkins, Curate at St James, has kindly agreed to take on the position.

Our grateful thanks to Rev'd Steve Rothwell and St James Church for their continued support, and we wish Steve well for the future as he moves on.

Pam Butler, Group Lead Volunteer

Cambridge South Deanery Synod

Relationship with Diocese

Diocesan policy making has been delayed because no new bishop has been appointed. The appointing body will meet again in October 2025.

Finances

All deaneries in diocese are asked to increase income by 4.5% this year, due to increased clergy income.

Cambridge South is the best deanery in the diocese, contributing more of the entire clergy share income than any other. This is important in a diocese where many deaneries in difficult circumstances.

The Rev'd Kristian Hewitt was appointed this year as the new Bishop's Officer for Homelessness. Note this is supported by deanery funding, surplus on Parish Share.

Ely diocese is financially very strong and well managed compared with many other diocese.

Deanery Development Plan

This is in the 'thinking' stage but a large ongoing issue is how best to engage with the 'airport' parishes, 3 parishes crossing N and S. Cambridge deaneries. Both C of E and ecumenical engagement are planned. St. Andrew's Cherry Hinton is an important participant taking on the running of community centre in new housing development. The thinking now extends to more housing developments than the airport and also to areas not well served by the C of E.

Work with young people and with homelessness are going well, and continuing.

Online Education

Rev'd Mark Rodel, Ely Development Officer for Learning, introduced 'Open Christian Learning', an integrated learning programme, spiritual and practical with online resources.

Relationship with Cathedral

Francis Burkitt, 'lay Canon' on the Cathedral chapter encouraged keeping in touch with the Cathedral. He used the analogy of 'Mother church'. 1. Know what she's doing 2. Visit her 3. Have her to stay (i.e. Cathedral coming to parishes)

Bill Broadhurst & Hatty Harris