

St Mark's, Bilton

**Associate Minister
(with special responsibility for
20s-30s and families development)**

PARISH PROFILE



BISHOP'S INTRODUCTION

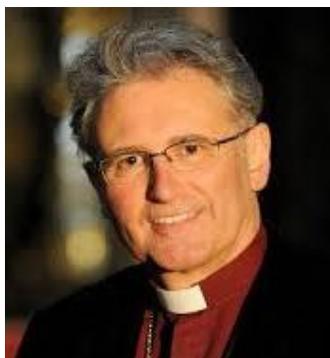
St Mark's Bilton is one of the largest parishes in the Diocese, and soon to become even larger with the addition of significant new housing within the parish.

This enlargement, combined with the appointment of the incumbent, Tim Cockell, as Area Dean of Rugby, has led to the decision to increase the staffing level of St Mark's by an additional 0.5 post, and they have gone about this very creatively. The resultant post is an exciting and attractive opportunity to focus on mission within a 20s-30s context (a strategic emphasis of the Diocese as a whole), and also within schools. Candidates may also be interested in the part-time post of Chaplain to a nearby CofE Secondary School being advertised at the same time as this Associate Minister post.

I commend the post to you.

With my prayers

+ Christopher



DEANERY SUMMARY

The Rugby Deanery is situated to the North and East of the County of Warwickshire. It shares a border with the Diocese of Leicester to the North and the Diocese of Peterborough to East and is one of the largest Deaneries in the Diocese. There are 29 Parishes varying from urban to rural. Most of the population resides in the town of Rugby and its suburban housing estates (around 70,000 according to 2011 census data) with another 30,000 living in the surrounding areas. There is a lot of new housing planned in the Deanery, not least of all the Houlton development on the old Rugby mast site.

As a Deanery there has been a growing desire for both Clergy and Laity to work more closely together. This is important as there is some feeling of a divide between those working in rural areas from those who are in the town. There have been a number of initiatives in the last year or so that have helped with this situation. A Church Wardens' Forum meets quarterly to discuss areas of mutual concern and to hear talks on various subjects from diocesan staff and others. It has also proved to be a good forum for Wardens to give one another support and share information and give the benefit of experience to others.

A sub-group of the Deanery Mission and Pastoral Committee has been meeting for a while now to look into ways in which we can encourage our churches to give sacrificially. A couple of parishes have volunteered to be pilot parishes to work with the team from the DMPC to see if they can be helped and encouraged in this area. Another major piece of work is that the DMPC have been asked to undertake is the formulation a Deanery Plan. This is now entering its final stages but careful negotiation with benefice clergy and parishes will be needed to implement some of the aspirations of the Plan, especially the very obvious need for a new system of determining Share allocation. It is intended that this Plan will include a framework for closer working together of parishes on issues of mutual concern and set the parameters for how the DMPC responds to certain issues when they occur so that the deanery is better able to look at mission and ministry in a more cohesive way in a quickly changing environment.



Tim Cockell
Area Dean of Rugby

The Deanery Chapter meets once a month for lunch, prayer and support. We are a large group (20 in all) which makes for a great atmosphere. In the last year the Chapter has focussed more on prayer and mutual support than business. The result of this has been a deeper drawing together of clergy in the Deanery. Last summer we shared together in a pastoral/team building exercise by having a day trip on a canal barge, which was such great fun that it looks like this could become an annual event! The Rugby Deanery is a great place to live and to work.

BACKGROUND TO POST

St Mark's Church is a good Church of England Parish Church – quietly confident in its central, liturgical churchmanship, drawing inspiration from the breadth of the Anglican tradition. We have a huge parish (population 18,000+) which is due to become much bigger with the addition of several thousand new homes. The church has a good Electoral Roll number (267), and fairly good Usual Sunday Attendance (155 across 3 services. Main service about 95 with another 15 children), and a thriving Messy Church (about 40 children and adults).

The church of St Mark is in many respects already in good health and in good heart. Our recent NCD congregational survey results are encouraging. There are many excellent things happening and many of our people are committed to working in social action projects and with charitable organisations across the town and beyond. St Mark's also seems to be well respected in the community.

However, we recognise that we are lacking in people in the 20s-30s age range, and in men. In order to assist both the regular ordained ministerial responsibilities in the parish (occasional offices, pastoral visiting, and services), and also reach out to men and young parents, we have decided to invest in a 0.5 Associate Minister Post who will have special responsibility for these areas of potential growth. The person we are looking for will complement the skills of the existing clergy, and, if one thinks in terms of 5-fold ministry, will bring an apostolic (in the sense of bringing new creativity and initiatives), evangelistic (helping people to explore and come to Christ), edge to that of the pastoral, teaching and prophetic gifts already present. It is envisaged that the Associate Minister will work initially in the Church of England Primary School where excellent relationships have already been developed, and then expand the work into other schools as appropriate. It is also envisaged that the Associate Minister will re-invigorate our monthly Family Service, as well as creating new opportunities for parents, children and families to worship and grow in their exploration of Christian faith and discipleship.



This post will make an excellent and interesting 0.5 stipendiary position.

Please note: Candidates may also be interested in the nearby post of part time Chaplain of Harris Church of England Academy in Rugby. For further details please see www.harriscofeacademy.co.uk/vacancies.

ROLE SPECIFICATION

The role of this post is to further support the work of implementing the Diocesan Mission Statement:

- Worshipping God
- Making New Disciples
- Transforming Communities.

This will be achieved by developing 8 essential qualities in the life of the church, particularly in the areas of the discipleship of men, people in their 20s-30s, and parents with their families:

- **Empowering** Leadership
- **Gift-oriented** Ministry
- **Passionate** Spirituality
- **Inspiring** Worship
- **Holistic** Small Groups
- **Need-oriented** Outreach
- **Loving** Relationships
- **Functional** Structures

PERSON SPECIFICATION

We welcome ordained candidates committed to the above, who will thrive within a 'central, liturgical tradition which draws inspiration from the breadth of the Anglican tradition, and who:

- Will bring new creativity and initiatives and evangelistic emphasis to complement the pastoral and teaching gifts of existing clergy.
- Have a track record in helping a church grow with men, and people in their 20s-30s, families and men.
- Have skills in working within schools to support and reach parents and families, and be able to translate such effort into the reality of people voluntarily and appropriately exploring and coming to Christian faith.
- Are able to deliver worship which is inspiring to a younger (under-40) age range.
- Are empowering leaders, able to identify and train new leaders, and support and encourage those already working in our Schools Team and Messy Church Team.
- Are willing to take their part in the many occasional offices in the parish, and be able to translate some of this work into Christian faith exploration and discipleship.

ST MARKS BILTON IN RELATION TO THE 8 ESSENTIAL QUALITIES OF HEALTHY CHURCHES

Our last Natural Church Development (NCD) survey was conducted in January 2017 and was the 3rd survey conducted in the parish since October 2014. We have found the process very helpful to us as a parish, and are committed to addressing our areas of weakness (currently Passionate Spirituality). The Associate Minister will play a significant leadership role in applying these qualities within the church, especially in the context of reaching 20s-30s and families.

Empowering Leadership

St Mark's is very fortunate in that there are many people in positions of leadership. In recent years we have encouraged more new people into positions of leadership who have not been involved in this way before.

We have a Pastoral Care Co-ordinator with a team of 14 Pastoral Visitors. There are a number of Home Groups (called Yeast Groups) which are all lay led (a new one starting in the last 18 months, also lay-led). Our Messy Church is almost completely lay led, as is our Schools Team. Clergy are part of these teams but not expected to run them.

Much of the selection and training of lay leaders however is a bit 'ad-hoc', and we really need to develop a more structured approach to leadership development and support within the church.

The administrative roles of the parish are led by a mixture of paid staff and volunteers.

Gift-Oriented Ministry

This has been consistently our highest scoring area. Our people feel that they are in the right roles and ministries for their gifts and this is borne out by their high levels of commitment and dedication to what they do. In recent years we have tried to identify people who have particular gifts in specific areas of our work and mission and have tried to encourage (with varying levels of success!) those people into these roles. It is also good to know that people enjoy the tasks they do in church! This doesn't mean to say that it's easy to fill certain roles though. Those things that are thought to involve much heavier commitment are increasingly hard to fill, such as Wardens and PCC members.

We have been trying to work on issues of confidence recently in an attempt to encourage people and show them that they are capable of taking on new things because God equips those he is calling.

Passionate Spirituality

This has been our lowest quality for the last two years. Our focus on spirituality over the last 12 months or so has brought some success and we saw a pleasing increase in our survey score. We particularly focussed on improving our prayer life, bible reading and we looked at the spiritual aspect of giving to God. A number of well supported Quiet Days were organised as well as some sessions on ways of praying.

We organised an Awayday which saw 75 people spend the day learning about the Bible and how to understand it and read it more effectively. This went down very well and we may repeat the Awayday idea again next year. We also saw an increase in our giving of around 10% by looking at the spiritual nature of giving, while not mentioning and figures in the process!

Inspiring Worship

One of the strengths of St Mark's is that it offers a range of worship. It is difficult to describe where we sit within traditions, but something like 'central, liturgical with both catholic and evangelical leanings' will do! We are predominantly Eucharistic in focus with the wearing of Alb and Stole, and Chasuble for celebration times of year.



There is an 8.00am BCP Communion which is said and most weeks a sung 10am Communion. Mostly our evening service is Evensong with choir. Whilst there is a focus on Liturgy we feel that the relaxed way in which this is led (there is often laughter and interaction in our services) helps people to relax and to meet with God. We have a very good robed choir and an excellent team of musicians, both organists and music group who help us to make our worship inspiring.

We try very hard in our preaching to reach where people are in order to help them to see that God is at work in their

lives and in the lives of others. We use worship as one of the main means of supporting and encouraging our congregations in faith and mission. We often have visitors, especially at our 10am services and we try hard to ensure that our services are accessible to all.

Once a month we have a Family Service for which the music is led by a worship band. At one time all the uniformed organisations came to this but now they only attend at Harvest, Wake Parade and Remembrance Sunday. There is work to be done in this area as the Family Service has "flagged" a little and needs an injection

of enthusiasm and new ideas. We would like the new Associate Minister to help re-invigorate this service.

At every 10am service a Welcome Team is in operation and refreshments are served after worship.

Holistic Small Groups

There are a number of small groups and teams that work together on specific areas within the church. At one stage a few years ago we tried the 'Cell Church' model and were initially victims of our own success in that they grew too fast for us to be able to cope! We now have 5 regular 'Yeast Groups' which are study/home groups.

There are 2 Junior Church groups for younger children plus a group called Teen Talk for teenagers. All of these groups meet during the first part of our communion services.

Encouraging people into groups is something that we are looking at currently, especially in terms of generating new prayer groups and prayer triplets. Along with our group of Junior Church Leaders we have a very committed group of Pastoral Visitors who meet together regularly for prayer and mutual support and our Welcome Team do the same. We are working with all our small groups at present to try and bring a prayer focus to the beginning of meetings along with a Bible reading and time for reflection and for praying for one another. We are contemplating using the Pilgrim Course within our existing groups, and also for people who may wish to explore their faith in a small group context.

Need-Oriented Outreach

The members of our congregations are very much engaged in the mission and outreach opportunities that are offered by our membership of the Revive network of churches in Rugby Borough. Consequently we have a number of people who are involved with Hope4 and the night shelter and there has been involvement at a high level with Street Pastors in the town. More recently a number of our Pastoral Visitors have been involved with a new initiative called 'Gift of Years', which sees people being trained to go into nursing and care homes to take services, communions, and simply to be there as a pastoral support. This dovetails well with the work we are already doing in providing services and pastoral support to the 11 care homes and sheltered accommodation complexes in the parish.

Outreach is also being done with our Schools Team. Many of the Primary schools in the parish come into church to experience being in the building and to learn more about the Christian faith. These sessions are worked out in conjunction with the RE syllabus appropriate the age group and the Team is led by a former Headteacher of one of the local schools and has a number of retired teachers involved. There are 6 Primary, 1 private Preparatory School and 2 Secondary Schools (1 a Girl's Grammar) in the parish. Assemblies are taken in the Primary Schools half-termly

when possible but not in the Secondary Schools, although the Rector did some RE teaching at the Grammar School with Year 9 pupils on the subject of the Trinity.

We anticipate that in order to reach the 20s-30s whom we are currently missing in our congregations, one of the primary areas of work will be local schools. We anticipate this to be in our linked Church of England school initially, and then expanding to other schools as appropriate. We wish there to be a translation between effort in the schools and in the numbers of young adults/parents exploring faith and discipleship, and would welcome an Associate Minister with experience of achieving this.

We are also conscious that our congregation has a much greater proportion of women than men. We would like the Associate Minister to help us address this in our evangelism and discipleship.

Loving Relationships

There are a number of things we do at St Mark's that help us with our loving relationships, and make the church a fun place to be part of. Our welcoming has improved dramatically over the last 5 years (we think!).

We hold an annual Harvest Supper which is organised by the Friends of St Mark's which is also an organisation that helps to bring people together, working together for the good of the church. The Friends also organise a Strawberry Tea which gives a good opportunity to invite those on the fringes of the church. There is a monthly 1st Sunday Tea which has people come who are living alone and who have suffered bereavement in the recent past. A Men's Group (Marks-men) meets infrequently and is in need of some re-invigoration (see also under Need-oriented outreach for men). The ladies however fare much better with a weekend and Quiet/practical days taking place a couple of times a year.

One new initiative is a social group for the under 55s (U55) which meets in the local pub for a drink and chat to promote a greater sense of cohesion among this age group and to see what might come from it.

Functional Structures

With a relatively large church comes with it a certain amount of structure. There is a PCC of 20 people which meet bimonthly. A Standing Committee meets monthly to conduct any business necessary and to set the Agenda for PCC meeting. There are currently 2 sub groups of the PCC, a Worship Committee and the Pastoral Care and Nurture Group. A Ministry Leadership Team (MLT) has oversight of the trajectory of the church and sets the annual priorities. It is the MLT that works with the data from each NCD Survey to set the main priorities, evaluate and monitor progress. Day-to-day administration is done by a paid (20hrs) Parish Secretary working alongside and office assistant the clergy and Wardens. There are also a number of office volunteers. Some of our database for people management/contact and publicity and

calendars is run through the Churchdesk system which we have been using for a few months. This also hosts our website. A Pastoral Co-ordinator works alongside the clergy staff to organise pastoral visiting and home communions. A number of volunteers are involved in the production of the many different rotas that ensure the smooth running of worship and other things like Junior Church.

Parish Context:

Location

Bilton is a large suburban parish situated to the South and West of the centre of Rugby. There are excellent communication links with the M1, M6, M45 and A45 all just a few minutes away. The rail service from Rugby station (2 miles away) gets you to Euston in 47 minutes, making this rapidly growing town a good place to live with easy access to employment opportunities across the Midlands and beyond.

The make-up of parish comprises a “Village” centre with a number of shops including a Co-op Food Centre and a large Tesco Express and three other churches. There is a large Sainsbury’s Superstore on the edge of the parish. Housing has been built in a number of phases with essentially one new housing estate being added to the parish every decade since the 1960s. There is very little deprivation other than a few very small pockets on the Admirals Estate. The CUF Deprivation Score for the parish is 11303 making it sit just outside the top 10% of the least deprived parishes in the country. There is no industry to speak of in the parish although there are a few small businesses (Plumbers, Tool Hire Shop) and a Funeral Directors.

Bilton is a very sought-after place to live, not least of all because of the number of good schools in the area. There are 9 Schools in the parish comprising of 2 Secondary Schools, (1 is a Girls’ Grammar), six Primary Schools (3 Infant, 2 Junior of which one is a Church of England School, and an all through Primary) and a private Preparatory School. There are excellent links with the Church Junior School with the Head a member of St Mark’s and with our Messy Church meeting on the premises once a month. Links are more ‘patchy’ with the other Schools with assemblies being taken at best once a half term, although recently the Rector did some RE teaching at the Girls’ Grammar School. There has also been a historic link with Bilton Grange School, another private school which is in the neighbouring parish of Dunchurch. Our Director of Music who teaches at the school is also the School Chaplain.

History and Buildings

There has been a worshipping community in the Bilton area for at least a thousand years. The Village and its Priest are mentioned in the Domesday Book and there is believed to be a ruined Saxon Church somewhere beneath the existing Church and Churchyard. There has been significant population growth since the second half of the Victorian period and this is reflected in the church building and its development since that time.

The worship centre is a Grade II* listed building dating from the 1340s with addition of a Spire and sanctuary extension in 1600, a North Aisle in 1871 (Bodley), South Aisle in 1962 and North Porch and Servedry in 2011 with a number of other minor building alterations on the way. There were plans to build a Mezzanine Floor in the North Aisle to allow for extra meeting space. This was always felt to be a compromise after plans for a major connected hall development on the North side of the church were rejected by planners and historic single interest groups.

The Mezzanine Floor project was abandoned earlier this year as building costs had soared and we could not get any outside funding to match what we had already raised. So after so many years of trying and with the pressing need for a new

heating system which took a significant sum from available funds, enthusiasm for the project had waned. However, the building is in good condition over-all and much has been spent on both maintenance and enhancement in the last 10 years.



There is a long-standing choral tradition at St Mark's with a robed choir of both adults and children. The choir under our Director of Music take a leading role at special services at Christmas and Easter. In contrast our Family Services are led by a worship band. Occasionally both choir and organ and band come together for services.

There is a large, very beautiful Churchyard which is to all intents and purposes closed to new grave openings which is maintained by a mixture of volunteers and contractors. A Garden of Remembrance was added in the late 1980s with some 3000 spaces for burial of ashes. There is also a Church Centre, 50 metres from Church with a small hall and upper room and office facilities. This is a little under utilised due to the downstairs room only being able to accommodate around 40 people, thus limiting the type of events that can be held there.

The congregation is of a reasonable size with an Electoral Roll of 267 and a Usual Sunday Attendance of around 150. The main service at 10am averages around 95 adults and 15 children. Staff in the Parish currently comprise the Rector who is full-time Stipendiary who has been in post for nearly 14 years, and an OLM Associate Minister working (nominally) 20 hours per week who is retiring at the end of the year. We are also expecting a stipendiary Curate from Petertide. There is also a Reader who preaches regularly as well as a small number of lay people who preach at Family and other services.

Population

The Parish has a population of approximately 18,000, but with plans for several thousand more homes over the next 5 years or so. The ethnicity of Bilton is predominantly White and this is reflected in the members attending the church. There are plans in the pipeline for a significant number of new houses to infill some larger areas of farmland between Bilton and the neighbouring parish of Dunchurch. In time this could increase the population by around 25%. Bilton is already the largest single parish Benefice by population in the Diocese. This in turn gives for a high number of occasional offices. In 2016 there were 37 Baptisms, 9 Weddings and 58 Funerals. All of these figures are lower than in previous years.



There are 11 Nursing Homes or Sheltered Housing complexes, all of which have regular services by a team of clergy and lay people working together. There is a Schools' Team that runs visits of pupils to church to help with parts of the RE curriculum but this is in need of some development as is the whole of our provision for our Schools and families work.

INFORMATION FOR

Church Services

Our monthly service rota is shown below. There are variations to this pattern with a number of special services on Sunday mornings; Annual Wake Parade, Remembrance Parade, Harvest etc; and Advent Service, All Souls, Special Choral Evensongs and Unity Services in the evenings.

| | 1 st Sunday | 2 nd Sunday | 3 rd Sunday | 4 th Sunday | 5 th Sunday |
|---------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 8.00am | Holy Communion (BCP) |
| 10.00am | Holy Communion | Family Service | Holy Communion | Holy Communion | All-Age Communion |
| 12.15pm | Holy Baptism | | Holy Baptism | | |
| 6.00pm | Evensong (BCP) | Holy Communion | Evensong (BCP) | Evensong (BCP) | Evensong (BCP) |

Additional worship activities include:

- Midweek Communion
- Holy Communion in 11 Care Homes (monthly).
- Christmas and Easter Services (around 1200 people attend Christmas Eve/Day services)
- Messy Church – Meeting monthly in Bilton Junior School
- Morning Prayer is said by clergy and laity in church 3 mornings a week.



Housing

The accommodation is a 4-bedroomed detached house in Cawston – a growing estate within the parish. There is a large sitting room, kitchen diner, conservatory and a room downstairs suitable to be used as either a dining room or study. There are 4 ample bedrooms, 2 with en-suite facilities and a family bathroom. The house benefits from a small garden with a single garage and



off-road parking to the rear. The property has formerly housed an Associate Minister and a Curate and is an excellent modern family home with easy access to Cawston Grange Primary School as well as the other schools in the parish. There is a Co-op Food Centre just over 5 mins walk away and in Bilton village itself there is another Co-op a Tesco Express and a number of other shops.



School Links

A page summarising the work of the DBE with schools can be found here:
http://www.dioceseofcoventry.org/images/document_library/UDR01414.pdf.

There are 9 Schools in the parish. The two Secondary Schools are Bilton School and Rugby High School for Girls, though the Harris CofE Academy is also close by.

Over the years there have been occasional visits from Bilton School to church and clergy have been invited to take part in various events and debates with other church/faith leaders from time to time. Links with this school have not been well cultivated as our priority within the parish has always been to the CoE school and other Primaries. Rugby Youth for Christ and another local church, Bilton Evangelical Church have a high profile within the school.

Rugby High School for Girls have some contact with church. There is an active Christian Union and RYFC are active here also. There are also some re-growing links with Harris Church of England High School which used to be in the parish until pastoral reorganisation in 2008. For the last 2 years Harris has held its Leavers' Service in church.

The six Primary Schools are;

- Bilton Infant School
- Bawnemore Infant School
- Henry Hinde Infant School
- Henry Hinde Junior School
- Bilton Church of England Junior School
- Cawston Primary School, plus,
- Crescent School (Private)

With the exception of Bilton Church of England School assemblies are taken once every half term in each of the schools. There are varying links with the Schools Team with every one of them except for Cawston Primary coming into church at some point during the year. Crescent School hold their Christmas Carol Service in church every 2 years.

Bilton Junior School has the best link with us. Our Messy Church is based there, the Headteacher is a member of St Mark's and the Rector is on the Governing Board. Assemblies are taken there more often and regular meetings are held with the Head. We recently joined with a project the school was doing to twin all the toilets in church and Church Centre to raise awareness of water issues in under-developed countries.



Ecumenical Links

There is a strong Ecumenical scene in Rugby with the Revive network of churches. There are nearly 40 churches in this network and since its inception in 2006 has brought ministers and congregations together across the town and borough. There has been much work and interaction which has led to the setting up of a number of projects. Members of the churches through Revive have been involved in the setting up of the Hope4 homeless charity, the winter night shelter, have been involved with Rugby Foodbank, Street Pastors, the Anna Chaplaincy, and St Mark's is one of the 5 partner churches for the Rugby branch of Christians Against Poverty. There are regular breakfast meetings of the ministers of the Revive churches where sharing and support is given.

There is also a sub set of Revive which is the Bilton Ministers Meeting which meets infrequently for coffee and a chat and to talk about current initiatives and how we can work more closely together locally.

Bilton Evangelical Church (BEC) is very close by, and is a thriving, highly successful and growing charismatic evangelical church. They have several paid staff including youth and families workers and are very active in the parish, including with church plants. Whilst wishing to keep our distinctive ethos, it would be good to develop a more partnership approach with them in terms of the schools' ministry.

Administration

At present we have a part time Parish Secretary who works 20hrs a week to give administrative and secretarial support. The Parish Secretary (PS) is often the first point of contact when people enquire about Baptisms, Weddings and deals with requests from Funeral Directors. There is also a paid Printing Assistant who is able to operate the photocopy and printing equipment so that the PS doesn't spend time tied up with these tasks. This is for 4 hours a week and includes printing all our



The screenshot shows the website for St Mark's Church. At the top, there is a navigation menu with links for Home, Worship, Life Events, Community Life, Young People, Calendar, and Contact Us. The main content area is divided into several sections:

- Our Faith**: A list of links including Our Vision, Our History, Meet the Team, A Word from the Clergy, Facilities for Hire, and Latest News.
- A Word from the Clergy**: A featured article titled "Joy's Jottings - January 2018" published on Wednesday, 03/01/2018 at 12:36. Below it is a photo of a woman and another article titled "Peace on earth - or just a little in our lives" published on Thursday, 30/11/2017 at 14:40.
- Welcome**: A central message from the church, accompanied by a photo of the church building. The text reads: "Welcome to St Mark's Church, Bilton. We hope you enjoy looking around our website where you will find all the information you need on the activities that take place here for both adults and children as well as our service times and other events. You will also get a flavour of some of things we are doing in the community. St Mark's is a warm, friendly Church which has a variety of worship styles and age ranges. We are always delighted to see new people and welcome them to our worship. Children's groups also meet during many of our services. We also have rooms for hire in our Church Centre. Please don't hesitate to contact us either by email or phone if you would like to know more about anything we are doing or need to talk to someone about a Baptism, Wedding or Funeral. We are here to serve God and you."
- Calendar of Events**: A list of upcoming events:
 - Woodland Singers: Thursday 1. February 2018, 18.15 (Church, Gill Clark)
 - RSCM Committee Meeting: Thursday 1. February 2018, 19.30 (Church Centre, Patsy Howe)
 - Sunbeams Pre-school: Friday 2. February 2018, 09.00 - 12.00 (Church Centre Activity Room)
 - Choir Practice: Friday 2. February 2018, 18.45 - 21.00 (St Mark's Church, Bilton)
 - Away-day for the PCC of St John's: Saturday 3. February 2018, 08.30 (Church Centre, Steve Gold)
- Weekly News Letter**: A section with a "Click here to view this week's news letter." link and a pagination control showing page 1 of 4.

service books, notice-sheets and magazines. There are a number of volunteer helpers who are supported and organised by the PS and a couple of volunteers who are able to step in for holidays or illness. Along with the photocopy and reproduction equipment there are two office computers, a dedicated additional printer and a booklet making machine.

The church has in the last year signed up to the Churchdesk church software system for

database, calendar and website needs. This enables us to keep records of occasional offices and people whom we are in contact with securely with the ability to contact certain groups quickly and efficiently by text or email. The PCC has agreed to fund this system for the next 3 years to ensure it gets fully embedded into what we do.

Our Treasurer has recently due to the retirement of our bookkeeper been able to put the accounts on to a cloud-based system to allow easier invoicing and payment and production of financial reports.

Parish Communications presently include:

- Weekly Pew News Sheet
- Monthly Magazine with distribution of around 500 copies
- Noticeboards: 2 in car park, several in church, and others in church centre
- Facebook pages: one for the church and one for the choir
- Website – hosted by Churchdesk and fully integrated with our online calendar (www.stmarksbilton.org.uk)
- Email shots with upcoming events

Finance and Stewardship

The parish finances are in reasonable health. The PCC has made a commitment to fund this new post. Full sets of accounts for the last three years are available on request.

Due to sale of property and a legacy in 2016 there is money available which has been earmarked for “People and their spiritual and faith development” – which is available for training, salaries and financing of projects that will directly help with our priorities as a parish and encourage people in faith. This money is available for projects that will directly benefit the congregation and help their spiritual growth and for new initiatives that will make new disciples and encourage church growth. For example we have been purchasing the required number of books for running the Pilgrim course in our homegroups, which around 70 people are in.

FURTHER DETAILS

For further information about the post please contact the Rector and Area Dean, Tim Cockell on tel: 01788 812613 (E-mail: rectorbilton@icloud.com), or the Archdeacon Missioner, Morris Rodham, on 07506 731892 (E-mail Morris.Rodham@CovCofE.org). Informal conversations are very welcome.

An application form can be downloaded from the Diocesan Website:
http://www.dioceseofcoventry.org/vacancies/current_vacancies

Closing date for applications: Noon, Friday 9th March.
Interviews: To be held on Monday 26th and Tuesday 27th March.

For information about the Chaplaincy post, please contact the Director of Education Linda Wainscot on 01788 422800 (linda.wainscot@covcofe.org).

Interviews for the post of Chaplain will take place on Wednesday 28th March.

An enhanced DBS disclosure is required for this post.