

The
Messenger

October 2016

Saltaire United Reformed Church



Welcome to our church:
a place of worship and
of community.



Notes from the Manse...

Our services are children-friendly, with a **Sunday School** for very young children and their carers, which starts after the first 20 minutes of the service.

Coffee and Tea are served after each Sunday service in the downstairs rooms.
Please do join us.

If you wish to discuss a **wedding or christening**, please see one of the authorized persons at the front desk after a Sunday service.

Over the last three months I have been doing a fair amount of reflecting on the ways in which God has been present in my life since I accepted the call to be the minister of Saltaire United Reformed Church, and Ecumenical Chaplain to the village of Saltaire. Special Category Ministries are difficult in many ways to balance as there will inevitably be times when it is not possible to divide the time into a chunk of fifty per cent here and fifty per cent there. Indeed I have shared a number of times within the elders' and the Church Meeting that there are invariably weeks when it has been necessary to concentrate on the life of the church, and vice versa. Often when I meet people and they learn that I have a shared role I am often asked if it feels like a juggling act, and for the most part the answer will always be yes.

During the last fifteen months I have strived to maintain a balance in working within the church and out in the community, and it has been challenging but necessary to reflect and to examine how my time has been used and what I have prioritised. In August of this year, I had my first yearly review of the chaplaincy part of my Special Category Ministry in Saltaire with an ecumenical panel that was made up of representatives of the churches that I serve. In writing my report for the panel I was able to collate information from my working diary, and the journals that run alongside the body of work that I have completed and projects that are still ongoing.

Journaling has played an important part in my life as it has often been useful to look back over certain parts of my working and personal life. Journaling has often been a useful tool that has allowed me to not only learn valuable things about myself, but also to learn about the times when God was present, and often in the everyday.

Admittedly, I was surprised to find that I had forgotten about some of the projects and the body of work that I had been a part of out in community, and there is a part of me that can rationalise and understand how this can happen. Most clergy would define ministry as a vocation whereby each day often feels as though we leap frog from one piece of work to another. That in no way suggests that people or projects have not mattered, but rather there has been the recognition that as an individual we have done

the best that we given the circumstances.

It is perhaps important to point out that my report for the chaplaincy panel revealed that although it has been challenging and incredibly rewarding, the boundaries of shared time have been respected in working within the church and out in the community.

I have also written two in-depth reports for the May, and September Church Meeting this year that have concentrated on my work within our church family. However, I am fully aware that I have made a conscious decision to not include parts of my role as minister within the church reports as it would seem unnecessary to elaborate on.

I have been asked for the purposes of this article to describe the work that is involved with the delivery of a wedding. Wedding couples vary in so many ways, from having a clear understanding of what kind of wedding they would like complete with a theme and endless check lists, to couples who need a lot of guidance and support. A fair amount of my time is given to the meeting, and nurturing of wedding couples. I do not have a one size fits all wedding template, as we ourselves come in all shapes and sizes, and we are beautifully rich and diverse.

I encourage all wedding couples to put a personal stamp on their wedding, so that it reflects their relationship, the love that they share and their hopes and dreams for the future. I often meet with wedding couples a number of times before we reach the big day, and there are often vast amounts of telephone calls, emails and text messages. I feel strongly that the weddings that we offer in our beautiful church are great opportunities to reach out with love and understanding to couples of all ages. Weddings are worth investing in as not only are they opportunities to reveal God's love, but they serve to remind the families gathered that we as a church are offering an invitation to join us on our Christian journey.

I have also taken a fair number of funerals in the last fifteen months, and a growing number of infant baptisms.

I am very much looking forward to meeting Mike in Thailand on the 3rd of October as it will be our first holiday in sixteen months!

I am also looking forward to seeing how God will be present in our church life and out in community when I return.

Every blessing,

Rev'd Caroline Andrews

Diary for October 2016

Date	Time	Event
Sat 1 st	11am-1pm	Junk Modelling for children (free event at the church)
	12noon-4pm	The Big Picnic in Roberts Park.
Sun 2 nd	10.30am	Communion Service led by Rev. Caroline Andrews. Organist: Mr Howard Hutchinson.
	12 noon	Church Meeting.
Sun 9 th	10.30am	Family Service led by Dr Pat Nicholls. Organist: Mr Geoff Collins.
Sun 16 th	*9.30am*	Family Service led by Rev. Michael Mewis. Organist: Mr John Chapman.
Sun 23 rd	10.30am	Family Service led by Rev. Caroline Andrews. Organist: Mr Robert Moorby.
	12 noon	Messenger deadline for November's edition.
Sat 29 th	1pm	Wedding of David Henshaw & Elsa Benn.
Sun 30 th	10.30am	Family Service led by the Worship Group. Organist: Mr Geoff Collins.

Can you spare 2 hours, once a month on a Monday afternoon? Toddler Praise meets 1.30pm until 3pm each week and helpers are needed to set up the room, make tea and coffee and help clear away the toys after the session. Please speak to Helen O'Loan or June Blue for more information or to put your name down on a monthly rota. It will be a terrible loss if this provision has to end.

Regular Church Activities

S U N	10.30am Service: 1pm-4pm	1 st – Communion 2 nd 3 rd 4 th & 5 th – Family Services Church & cafe open to the public (all year)
M O N	1.30-3pm 7-8.30pm	Toddlers' Praise Time Bell ringing practice
T U E	7-7.30pm 7.30pm	Prayer meeting for the Church and Saltaire Elders' meeting (meets 1 st Tue in the month)
W E D	6-9pm	5 th Shipley Scout Groups' meetings

The church is open to visitors 2pm-4pm Monday to Friday from April to September.

Please join in! New group members are assured a warm welcome.

Thanks & Notices

CAROLINE'S HOLIDAY & WEEKLY DAY OFF

Our minister Caroline is taking a much needed holiday from 2nd - 20th October and she should not be contacted by telephone or text during that period. Her work telephone will be diverted to the Ecumenical Team and they will deal with urgent requests for pastoral support in her absence. In addition please only send her essential e-mails whilst she is away to reduce her workload once she is back. Church matters can be referred to Richard and Sue, the Joint Church Secretaries, preferably by e-mail to thesecretary@saltaireurc.org.uk and we will respond within 48 hours, or to any of the serving Elders whose telephone contact details are at the back of The Messenger.

When Caroline returns from holiday she will be taking Friday as her weekly day off beginning on Friday 28th October. Please respect Caroline's right to a regular break from her duties as our minister and Chaplain to the village of Saltaire and refrain from contacting her on Friday's.

Richard and Sue Longbottom, Joint Church Secretaries

VISIT OF "KENNET" ON LEEDS/LIVERPOOL CANAL

To mark the 200th Anniversary of the "Kennet" Barge along the Leeds/Liverpool Canal, the "Kennet" will be arriving in Saltaire at approximately 11am on Sunday 16th October. The Church Service has been brought forward one hour to 9.30am to allow the congregation to take part in the celebrations.

Joyce Poot

TRACKING THE BRONTES

This was a one-hour whistle stop tour in celebration of the bicentenary of the birth of the Bronte sisters, beginning with Charlotte in 1816.

Eddie Lawler and Charissa Hutchins are to be congratulated on a very informative and entertaining evening which traced the lives and deaths of the Bronte family, beautifully told through stories, photographs and original songs by Eddie Lawler. The evening was enhanced by the beautiful soprano voice of Charissa Hutchins.

Many thanks to both Eddie and Charissa for a splendid evening.

Janet & Dick Clark

SCONCE CANCELLED

The October trip to Scone has been cancelled, although we hope another date will be set for next year.

A Prayer For All Who Are Experiencing an Ache in Their Hearts

May God, the provider
of green pastures
and quiet waters,
be the peace in our hearts today.

May Jesus, our guide
on mountain top
and valley deep,
be the hope in our hearts today.

May the Spirit of truth
and knowledge,
comforter and friend,
be the strength in our hearts today.

OUR JOINT SECRETARIES

I would like to take this opportunity to reflect on the way in which Sue, and Richard Longbottom have risen to the challenge of their shared joint role of secretary in the life of the church. Within a short time after their induction at the beginning of May, Sue and Richard were left holding the reins of not only the position of joint secretary, but in carrying the needs of our church family as I had been admitted to hospital suffering from pancreatitis.

Many have commented on how it was indeed a baptism of fire for our newly appointed secretaries, especially as they had been left with the responsibility to ensure that a wedding would take place within twenty-four hours of my having been admitted into Bradford Royal Infirmary. However, Sue and Richard had taken those first weeks in their stride, and as I had expected they worked in a professional and incredibly efficient manner. Throughout the last five months our secretaries have continued to serve the church with integrity, a high level of competence, whilst consistently endeavouring to produce a body of work that is inextricably linked to their prayer life.

In recognising the ways in which Sue and Richard have used their gifts to serve the church, I feel that it is equally important to allow them the space and the time to enjoy all aspects of church life. There are a number of women within our church who are involved in offering a flower ministry to enhance the mood, and feel of the church, particularly for the Sunday morning worship, and Sue is a keen member of this group. Similarly, Richard is happy to continue being a part of the 'opening team' fulfilling afternoon church opening duties from April to September. Sue and Richard would very much like to continue to be involved in working on events that would contribute to building our church family, such as the last day out to Sconce.

Upon reflecting on the body of work that Sue, and Richard have been able to offer thus far as the joint secretaries to our church family, I feel that it is necessary to adhere to the guidelines of the church secretary duties that have been laid down by the national United Reformed Church. I have included the 'Guidelines to being a Church Secretary' within this edition of the Messenger magazine, and would hope that all members and adherents of our church family would spend some time in becoming acquainted with these guidelines.

Rev. Caroline Andrews

They've asked me to be... Church Secretary

'I can't type, or take shorthand and I am only a learner with a computer - surely there would be some better equipped to be Church Secretary!'

These indicate some of the common misconceptions concerning the role of the Church Secretary. The emphasis is on the CHURCH secretary and this gives an idea of the immense scope of the job. No two Church Secretaries will see their responsibilities in the same way. In some churches the Church Secretary is very much the local lay leader who carries most of the burdens of administration and organization, being responsible to the Elders and Church Meeting. Elsewhere the Church Secretary may have more clearly defined duties and work within a team of leaders e.g. Elders, Minister, Assistant Secretary/Administrator, pulpit supply, worship leaders, pastoral secretary etc.

It is clear therefore that the responsibilities of the Church Secretary will be unique to your own church. Hopefully, however, this leaflet will help you think through some of the aspects of being a Church Secretary.

'Whilst it is a great privilege to be called to serve as a Church Secretary, it is also a great challenge' writes one Church Secretary, continuing *'above all it is essential to know that your work is part of God's work and forwarding His work in the Church and in the locality'*

Could this be your calling? – then read on!

The Person

A good Church Secretary needs to be:

- ✓ **Proficient**
Gifts of leadership, encouragement and inspiration are needed, together with an ability to see issues through. Much time and energy are needed as change is managed, vision is sought and mission implemented. The Church Secretary will have a key role in this, together with other leaders.
- ✓ **Pastoral**
It is essential that the Church Secretary has a pastoral heart. The relationship between the Church Secretary and the Minister is vital and needs to be nurtured. There will also be a need for confidentiality and trust in areas of church development, conflict and individual pastoral needs. The confidentiality of the Elders' meeting is shared with the other Elders. Tact, diplomacy and integrity all play a part in the work of a pastorally minded Church Secretary.
- ✓ **Positive**
A Church Secretary with a positive attitude to the life and future mission of the Church will find that such an attitude will rub off on the other leaders and the congregation as a whole. In many churches the Church Secretary is given power by the church and without a positive prayerful attitude the Church Secretary will soon become a barrier to growth. The Church Secretary, like all leaders, will need to develop a healthy amnesia for past problems, failures and conflicts.

The Appointment

A Church Secretary will normally be an ordained Elder of the United Reformed Church

The appointment is made by the Church Meeting, sometimes at the recommendation of the Elders, or appointment group. The exact way in which the election takes place will vary but it is essential for the Church Secretary to have the support of the congregation as a whole. The appointment should not be seen as 'never ending'. There are many advantages in making fixed term appointments e.g. of five years, with an additional term of not more than a further five.

Councils of the Church

The Church Secretary needs to make sure that these meetings (Elders' meetings, Church Meeting and other task groups) run properly. A skill that the Church Secretary needs to develop is discernment over which meeting to take certain items of business to.

Typical issues to be addressed are:

- Frequency and dates of meetings
- Arrangement of agendas
- Chairing of meetings
- Minutes
- Church rules where appropriate
- Special meetings e.g. A.G.M's, elections, vacancy, etc

It is important to remember that the church has a decision making process. The Church Secretary's role is to facilitate and work with the church councils and not to approve or reject such decisions.

Correspondence

The Church Secretary will often be the first point of correspondence. Along with the Minister the Church Secretary is often seen as the key contact person. The Secretary will need to pass on correspondence where appropriate. Typical types of correspondence are:

- From members of the congregation or Church Organizations
- From the wider URC, local pastorate/group of URC's, District, Synod or General Assembly/ national level. This might be general correspondence and information or specific forms e.g. annual statistical returns and General Assembly Resolutions for church discussion.
- From ecumenical partners
- From secular bodies

Working with the Minister

A good working relationship is needed, with honesty, trust and encouragement. The exact relationship will be dependent on the local ministry arrangements. As one Church Secretary puts it '*I consider a Church Secretary must also be a support to the Minister, to encourage, to listen, and if necessary to act as a sounding board for possible ideas for change*'. Another Church Secretary writes '*I found that I was sometimes able to pick up undercurrents which the Minister could not be aware of. It is helpful to keep a finger on the pulse of the congregation*'. It is sometimes necessary for the Secretary to encourage the Minister in the area of rest, relaxation and family life where applicable.

Vacancies

The Church Secretary will have an increased workload during a vacancy. Correspondence and matters that might have normally come via the Minister will come to the Church Secretary. There are matters relating to profiles, vacancy meetings, meetings with prospective Ministers that the Church Secretary, together with the Interim Moderator, will need to deal with.

Other Matters

The following matters are not necessarily directly undertaken by the Church Secretary but they will need to ensure that they are dealt with properly.

Church records: Maintaining registry of baptisms, church membership lists, minute books, other archive material

Proper storage of marriage documents

Elders' duty rotas, notices etc

Other worship duties, communion, pulpit supply

Elders' pastoral lists

Working with other officers e.g. Treasurer, Property Officer, Lettings Manager, etc.

Publicity, notice boards etc.

All in all, the work of a Church Secretary is vital, serving the church and helping to enable its mission. The work is demanding and sometimes frustrating and needs to be taken on with faith in Christ and love for His Church and His world.

http://urc.org.uk/what_we_do/communications/information_booklets/information_booklet/s/church_secretary.pdf

**Lots more information can be found at:
www.saltaireurc.org.uk**



5th Shipley Scout Group

Saltaire United Reformed Church

Meet on Wednesdays in the Church Rooms

Group Scout Leader: Linda Malloy

Beaver Scouts – age 6 to 8 years

6pm to 7pm. BSL: Linda Malloy

Cub Scouts – age 8 to 10½ years

6pm to 7.30pm. CSL: Jennifer Williamson

Scouts – age 10½ to 14 years

7.15pm to 9pm. SL: Neil Holmes

Explorer Scouts – age 14 to 18

8pm to 9.30pm. ESL: Zac Williamson

For more information contact Linda Malloy 01274 400771