

**Attendees:** Marc Baker, Martin Handford, Steve Murray, Heather Alford, Ben Goddard

**Apologies:** Liz Aver, Lucy Larkin

**Note Taker:** Martin Handford

Item	Summary of discussion/Action	By whom	By when
1. Last Minutes 2.	Agreed. Agenda: agreed		
3. Matters arising	<p><b>Pre-service prayer time at 9.45am</b>                      This is happening but some members from teams such as Welcome and Hospitality teams are not really able to join in. Agreed that we seek to get at least one member from each team to pray. Agreed that the worship leader to invite members of the church family to join in                      Marc to put notice on the weekly email to invite church family to join in.                      MH suggested that if possible a message is also put up on the tv monitor screens at that time with the invite.                      MH to query with Ben Goddard</p> <p><b>Hospitality Team</b>                      Martin confirmed that he had thanked Monica for all the hard work that she and her hospitality team were doing to provide the additional refreshments before and after the service                      Heather had spoken to Monica reference team numbers. \$ had left, 4 had joined and another 2 are in the process of joining</p> <p><b>Prayer Ministry</b>                      Heather had provided Maureen and Ivan with a list of the names proposed by the Leadership team as possible prayer ministry team members. Some have now agreed to join the team. It was also confirmed to Maureen the revised location for prayer ministry – just in front of the pulpit. Agreed that the slide shown on the screens identifying the location for prayer ministry is misleading. Steve to ask Ruth to re-write the slide</p> <p><b>Lectern Replacement</b>                      Marc and Ben have identified a design but so far costs have been prohibitive. They are to continue to look for a cheaper option</p> <p><b>Worship Music</b>                      Marc confirmed that Lynn has agreed to take on the management/administration of the worship band. She has already emailed all band members to advise them of this.</p>	Steve Murray,  Marc Baker  Martin Handford        Steve Murray   Marc Baker, Ben Goddard	

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	<p><b>Cleaning Rota</b> Heather has asked some people to join the cleaning rota. However 4 more people as a minimum are required.</p>		
4.	<p><b>One month review</b> Good attendance is being seen before the start of the formal service with people having refreshments and fellowship. The ability to get people to then go to their seats by the worship leader calling people at 10.25 has worked well. Heather advised that some people had suggested that there was confusion over the start time. A discussion took place about the timings at the start of the service and the length and type of songs to be used. The opening songs need to be about 4 minutes long and songs that are bright and known by all. It was noted that timings can slip in this first 15 minutes. When new songs are introduced into the service they should be repeated at the next service so that people get to know the song and then left out for at least a week. Marc showed the meeting the list of songs that should be used. This list records when each song is used. It was agreed that all band members and service leaders need to have access to this list. Marc is to discuss with Lynn for her to advise band members and with service leaders</p> <p>The 10.25 – 10.45 part of the service was received. Marc suggested that there should be a quiet period immediately after the preach for reflection. How would this affect the time of the children returning at the currently proposed time of 10.25. Actually children have returned later than that last Sunday but that was in part due to them leaving to go out at about 10.50. It was agreed that there should be a children's talk and song each week before they go out to their groups. It was agreed to continue with the proposed timings of the children returning at 10.25 with a review at the next meeting in January. It was noted that confession does not always take place in the service. Marc suggested that it should happen each week but could be a formal or informal version and that delivery of the confession should be varied.</p> <p>Ben arrived at this point.</p> <p>Maggie had asked Marc to check why PCC has not been getting minutes of the AH leadership team meeting . Ben checked and the last minutes submitted are from May 2019. Martin is to discuss with Graham and send him the minutes that are missing.</p>	Marc Baker	
5.	<p><b>Building Developments</b> <b>Organ</b> Marc has met with the DAC Organ adviser and a representative of the church that is wanting to take our organ. The meeting appeared to have gone well. Faculties from both Kea and the other church will now be</p>		

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	<p>submitted simultaneously to the Diocese. Steve told the meeting that a member of English Heritage had turned up unannounced last Friday asking to see the organ and Sian had shown them in to the church for that. No feedback has yet been received from them.</p> <p><b>Church re-design scheme</b></p> <p>A pre-application is going to be submitted to the DAC for the whole scheme and a representative from the Diocese and their architect will be coming to view the church early in December.</p>		
6 & 8.	<p><b>Creche Space.</b></p> <p>Following Liz Aver's email suggesting that the crèche space needs clearing out it was agreed the team were happy for Liz to create an inventory of stuff found in the crèche and to clear it out if she thinks fit. Heather has kindly offered to help her in that</p>	Liz Aver, Heather Alford	
7.	<p><b>Day of prayer</b></p> <p>Maggie Heddon and Bess have requested that the church hold a day of prayer with a prayer meeting in the evening for our country prior to the upcoming general election. The meeting reviewed the availability of the church but Steve was able to advise that with all the school visits there really isn't a day available. Ben suggested using Old Kea but it was decided that it would be too cold and not easily accessible for an evening prayer meeting. Martin suggested that since it was the Carnon Down Home group that had requested this it made sense for the church to suggest that members pray either on their own or in their home groups. Marc is to feedback to Maggie and to publicise in the normal manner.</p>	Marc Baker	
9.	<p><b>Christmas team social</b></p> <p>The December meeting is to be a social event including partners and the Stables Falmouth has been booked for 6.30pm on Sunday 1<sup>st</sup> December</p>		
	<p><b>Next Leadership meeting</b></p> <p>January 27<sup>th</sup> 2020 – 7pm for prayer, start 7.30pm</p>		
	<p><b>Steve closed the meeting with prayer</b></p>		

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