

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

**Apologies:** Liz Aver

**Note Taker:** Lucy Larkin

Item	Summary of discussion/Action	By whom	By when
	Agenda for the meeting agreed: Review of new service format. Matters arising regarding various rotas.		
<b>Review of new Service format</b>	<p><b>General Feedback about new service format:</b> positive feedback about aspects of the service from several people. good fellowship happening in groups before the service. talking to others before the service made one person more able to talk to other people after the service. Steve had an email to say the service was very good and they would bring others to the service in future.</p> <p>one feedback point to note: Could the children be on a quieter floor? need to get back from prayer earlier (e.g. those on welcome team). Some people arrived at 5 past 10. discussion followed about where to meet for pre-service prayer. Decided to try high altar area until Christmas.</p>	Steve to facilitate pre-service prayer	
<b>Rotas</b>	<p><b>Refreshments.</b> Ok for now. Monica sets up the night before. Someone needs to put hot water on earlier in the morning. If people brought re-usable cups that would be good. After service coffee was manageable. Food every week? Monica will be in charge to begin with. Martin to liaise with Monica officially from the leadership team about refreshments.</p>	Martin to liaise with Monica	
	<p><b>Welcome.</b> Need to find more people to join Welcome team. Culture of welcome to be encouraged in whole congregation.</p>		
	<p><b>Sound and visuals.</b> The unobtrusive music before and after the service was praised. New screens 'alive' with images etc. was good. ProPresenter has slides with a count down, should we use them? Transition from background music to live music needs to be 'managed'- e.g. at 10.25 band to give a 'pre' song such as a new song one we need to learn.</p>	Steve to chat with service leaders	

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	<p><b>Prayer ministry.</b> Hard to find a space to pray because area now has more children in it. Discussed having after service prayer in high altar space; this led to a wider discussion of the lay-out of the area at the front of the church by the steps. We agreed that the carpet with toys for toddlers on the right-hand side as you look at the altar, bean bags and tables on the floor by the first row of chairs. A gap is to be kept on the left whilst keeping the kids as central possible. Photo to be taken to shown standard lay-out. Prayer ministry could then go on left, by pulpit. New Lectern needed. We thought of some people we could ask to go on the prayer ministry rota.</p>	<p>Martin will let Maureen Know prayer ministry is to take place on the left. Ben and Marc to organise lectern.</p>	
	<p><b>Music.</b> We have three bands: John Glinn's, Dave Godfrey's and Christine Salaman's, but people don't know what band they are in. The plan is for Lynn to take over music co-ordinator role (rotas, administration etc.) Marc will have a meeting next Monday with Lynn about this. Marc to have conversations re. supplementing the bands with backing tracks (aware that some people may need persuading). Cost implications for AV budget of this. It was felt that someone on leadership team needed to liaise with Lynn, music teams, and perhaps someone to get youth involved. Possibly a role for Hannah? Marc said he would speak to Hannah about doing this. All of us to identify gifted people to join the bands.</p>	<p>Marc to talk to Lynn, Hannah.</p>	
	<p><b>Cleaning.</b> Need more people to join this rota. Discussion about how to encourage people to join rotas. Personal conversations are good, notices on screens too. We thought of people who could join the cleaning rota- certain people to be asked.</p>	<p>Heather to ask people to join the cleaning rota.</p>	
	<p><b>Messages to church family about the new format.</b> Send out positive messages to encourage people. Each week we should be consistent in what we are doing. Steve has developed a pattern/template for service leaders. Some discussion about what should happen re. the children and Communion. It was decided to stick to the format of other weeks for now. i.e. Kids go out at 10.45 and come back in at 11.25 for Communion. Increased use of the screens in addition to preservice slides. e.g. events coming up. This to be part of Ruth's role. Marc to approach Ruth.</p>	<p>Steve to communicate with service leaders. Marc to discuss with Ruth about slides for screens.</p>	

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	<b>Meeting finished with prayer. Next meeting November 25<sup>th</sup> 7pm for prayer. No meeting in December. (social event in December). Next meeting after November- 27<sup>th</sup> January 2020.</b>		