

**Annual General Meeting of the Sheffield Diocesan Readers' Association  
Tuesday 18<sup>th</sup> June 2024 at St Albans Wickersley**

**AGENDA**

1. Welcome and Act of worship
2. Apologies
3. Approval of Minutes of the last AGM 2023
4. Matters arising
5. Reader reviews
6. Safeguarding
7. Report on wardens' team roles and changes to the constitution
8. Wardens' team report
9. Chair's report
10. Treasurer's report
11. OMD report
12. Argentina link
13. Election of executive members
14. Any other business
15. Closing prayer

Any Other Business matters to be sent by **15<sup>th</sup> June 2024** to the Chair, Tina Wiffen-Powell: [tina128@btinternet.com](mailto:tina128@btinternet.com)  
Apologies for Absence to be sent to the Secretary: [ro.willoughby@gmail.com](mailto:ro.willoughby@gmail.com)

**Sheffield Diocesan Readers' Association Annual General Meeting**  
**Monday 19<sup>th</sup> June 2023**  
**St Albans Church, Wickersley S66 1ES**

**Minutes**

1. **Welcome** by Beryl Adamson, Chair of Readers Executive Committee
2. **Act of worship** - led by Ro Willoughby and Tina Powell-Wiffen with an address by the Bishop of Doncaster, Rt Rev'd Sophie Jelly.
3. **Apologies** - Viv Stubbs, Catherine Burchell, Neil Hayden, Ian Watson, Richard Knights, Katherine Boyd, Christine White, Margaret Liddle, Justine Evans, Peter Sandford
4. **Minutes of the last AGM 8<sup>th</sup> June 2022** – accepted
5. **Matters arising** – none
6. **Reader reviews and safeguarding** – Revd Toby Hole, the director of ministry explained the new pattern of three yearly reviews that had been agreed with Bishop Pete and also the necessity of having safeguarding training completed before licenses and PTO certificates could be issued.
7. **Revision of the Warden's and Assistant Warden's roles** – Rev'd Toby Hole explained the reasons for the changes to the Asst Wardens' roles. He had been appointed as Director of Ministry in September 2022 and would no longer be interim Warden of Readers. In consultation with the asst wardens, he had proposed and it was being trialled, for the three asst wardens to take on the role of warden between them. After discussion the following broad areas of working were agreed:  
Peter Rainford - Development and Review  
Beryl Adamson - Pastoral Issues  
Giles Morrison – Communication  
The Director of Ministry would lead the team. A detailed breakdown of roles is in the document – *Working of the New Wardens' Team*.  
A group would meet regularly and form a wardens' team. This would have an impact on the running and administration of the Executive, so some changes to that committee were proposed:
  - a) That the Executive would annually elect a Chair (previously an asst warden held the role)
  - b) That elected members could serve for longer than two terms to allow more continuity.
8. **Constitutional changes** - The meeting agreed in principle to the changes with two abstentions. This will be ratified at the AGM in 2024.

**9. Wardens' team reports** - The asst wardens gave a brief summary of their work so far this year, the role division working well and the communications role continuing to develop alongside the new website.

**10. Chair's report** – Beryl Adamson

The Chair thanked readers for their enduring service during a time of exceptional change, being the constant faithful presence of Christ in their workplaces, parishes and deaneries. The effect of the pandemic was still with us and we needed to look after each other as we also looked to the future. Some had concerns about developments in the national church and we were encouraged to lift up our church in prayer. The Executive were also thanked for their dedication in support of reader ministry. Finally, there was an appeal for help with secretarial support for the Executive.

**11. Treasurer's report** – Jeremy Johnson (Elected member)

The treasurer presented his report and answered questions from the floor. The report and figures were accepted by the meeting.

**12. OMD Report** – Tina Powell-Wiffen (Elected member)

Tina and Ro Willoughby had been working with Bill Goodman, the Director of Ongoing Ministerial Development to plan the training throughout the year. This had successfully continued with a mixture of Zoom or face to face meetings every month. It is hoped more readers will take advantage of the training offered. Readers were invited to contribute with ideas for future training. The Quiet Day in March, free to attendees and led by Amy Hole, was highlighted as being particularly enjoyed, with time apart for teaching, reflection and fellowship. Another Quiet Day is planned for 27<sup>th</sup> April 2024.

**13. Reader training** – This ceased in 2019 while the diocese conducted an internal review. Following the Lay Ministry Review, the diocese have confirmed Reader Training will resume this Autumn 2023 through St Hilds.-

**14. Argentina link** – Peter Rainford Asst Warden introduced Revd Andres Lenton and his wife from Argentina. Although clearly unwell (recovering from a stroke) Andres spoke with great love and commitment about their life and ministry there and the difficulties of travelling great distances to meet with other ministers for worship, training, support and fellowship. The link between the two dioceses has been a great encouragement to them. The meeting was clearly moved as they shared their story and thanked them warmly. A retiring collection was taken for the Anglican Lay Ministry in Argentina, and travelling expenses.

**15.Election of new Executive members** - Derek Barraclough, previously a co-opted member, was elected to serve on the Executive.

**16.Matters to be referred to the Executive** - Jeff Snell of All Saints Ecclesall asked that the Executive look at the distribution of papers before the meeting. The chair acknowledged to the meeting that some had not been received.

**17.Date of next meeting of the Executive** - Tuesday 19<sup>th</sup> September 2023

# **Sheffield Diocesan Readers' Association**

## **Report to Annual General Meeting**

**Monday 19<sup>th</sup> June 2023**

### **WORKING OF THE NEW WARDENS' TEAM**

#### **Background**

As reported in the letter to Readers and in the Bishops' monthly letter in January, much of the Warden of Readers' role has been distributed between the three Assistant Wardens. The Assistant Wardens and the Director of Mission and Ministry are now working as a Wardens' Team, meeting around every two months to develop their collective thinking. Each Assistant Warden has taken on a distinctive lead role, for one of:

- Pastoral issues
- Ministry Development and Review
- Communications

#### **The Director of Mission and Ministry:**

- continues to be the formal Diocesan contact for Reader ministry
- passes on enquiries to the relevant Assistant Warden where appropriate

Dominique Horsfield (PA to Bishop Sophie) continues to hold the confidential Readers' files at the Bishop of Doncaster's office.

The three lead areas are as follows.

#### **Pastoral Issues**

We expect that Readers would continue to look locally for most pastoral support needs and some will also have a Spiritual Accompanier. We are not seeking out new pastoral roles but the Assistant Warden will respond to such needs as arise that would not be met more locally.

The Assistant Warden:

- Has some involvement with trouble-shooting/ mediating, though this may sometimes be a matter for the Director of Mission and Ministry
- Deals with other personal requests as and when they arise, e.g. flagged in a three-yearly review conversation
- Co-ordinates and hosts the annual tea and long-service certificates (supported by Dominique) and AGM worship
- Advises the Diocesan Safeguarding Team of any relevant concerns arising from the reviews (e.g. overdue training or DBS checks) – we'll have a schedule to record this

- Matches gifts/ skills and offers of help with needs/ opportunities in the Reader network
- Liaises with Exec about initiatives for bringing Readers together more socially, i.e. other than for training
- Represents Readers at milestone celebrations when invited (or will allocate to another Exec member)
- Sends condolence letters to next-of-kin of Readers who die whilst in service
- Offer other pastoral support as appropriate.

Beryl Adamson is taking on this role.

All three Assistant Wardens still seek to tune in to local situations in ‘their’ patch, however defined. Other Exec members will also contribute to pastoral support in their areas as and when required.

### **Development and Review**

OMD continues to be provided by St Peter’s College and in consultation with the training reps on the Exec. The relevant Assistant Warden:

- Co-ordinates the three-yearly reviews including identifying and briefing the peer reviewers – Dominique is continuing to do the admin, mailings, etc
- Ensures that the implications of the reviews are followed up, e.g. with the pastoral lead Assistant Warden or with the Exec training reps (who will liaise with St Peter’s College)
- Revisits the content of the review forms as and when required in conjunction with Director of Mission and Ministry and Wardens’ Team
- Liaises, as required, with other lay ministries that carry out periodic reviews
- Manages applications for grants from the Pamela Richardson Fund and reports to the Wardens’ Team and Exec Committee
- Encourages participation in OMD.

Peter Rainford is taking on this role.

### **Communications**

The relevant Assistant Warden:

- Carries out ongoing updating of Reader webpages on the revamped Diocesan website
- Initiates mailings to all Readers – supported by Dominique or Jason Smedley at Church House as appropriate
- Disseminates other information about events or resources
- Engages with social media where appropriate
- Provides for the minority of Readers who are not online.

Giles Morrison is taking on this role.

## **Implications of the Assistant Wardens' added responsibilities**

The Assistant Wardens will work closely with the Exec Committee. The Readers' Association constitution points to developing the following functions:

- in association with the Assistant Warden with the pastoral lead:
  - those Exec members with appropriate gifts contributing to pastoral support
  - planning Quiet Days, welcome and social events
- in association with the Assistant Warden with the reviews lead:
  - liaising with the training reps on Exec about working with St Peter's College about OMD
  - advising about the three-year review process
  - ratifying recommendations for grant funding from the Pamela Richardson Fund
- serving as a consultative forum for the Wardens' Team when introducing changes
- proposing other initiatives in response to needs and opportunities to develop Reader ministry.

However, the increased responsibilities of the Assistant Wardens mean that it is no longer appropriate for them to continue to take it in turns to chair the Exec. It is therefore proposed that each year the Exec elects its chair at the same time as it fills other committee posts, such as secretary and treasurer. However, this requires changes to the constitution.

Two other changes are proposed. The constitution presently states that elected members only serve for two consecutive terms. It is proposed to delete this as it may be appropriate for some members to serve for longer allowing more continuity. On the other hand, the current restriction could mean that the Exec becomes seriously depleted. It is recommended that the election process be used to ensure that new members come forward.

Finally, on a point of detail, it is proposed that the term 'honorary' is taken out. The constitution is clear (para 9.2) that posts on the Executive committee are not remunerated and the description 'honorary' implies that some are, in fact, not honorary.

The proposed changes are set out in the Appendix and the meeting is asked to approve these. To be put into effect a two thirds majority of votes would be required.

### **Members are invited to:**

- **comment on the arrangements for the Wardens' Team**
- **approve the proposed changes to the Association's constitution, including:**
  - **the Exec chair being elected annually by Exec members instead of being taken by the Assistant Wardens in rotation**
  - **deletion of the bar on being re-elected after two sessions**
  - **the removal of the word 'honorary'**





## **Appendix – Proposed changes to Constitution**

### **SHEFFIELD DIOCESAN READERS ASSOCIATION: CONSTITUTION**

**Approved at Annual General Meeting 14<sup>th</sup> June 2017 with amendments approved at the Annual General Meeting 19<sup>th</sup> June 2023**

#### **1. NAME**

The name of the Association is THE SHEFFIELD DIOCESAN READERS' ASSOCIATION ("the Association")

#### **2. OBJECT**

The Object of the Association is to support the ministries and welfare of the Readers in the Diocese of Sheffield ("the Diocese") by:

- 2.1 contributing to the selection, training and induction of Readers;
- 2.2 promoting and arranging (where appropriate) Ongoing Ministerial Development ("OMD") in partnership with St Peter's College;
- 2.3 providing financial support for Readers' training and development;
- 2.4 ensuring pastoral care and support for Readers;
- 2.5 arranging devotional meetings, Quiet Days and conferences;
- 2.6 assisting the Warden in the five-year peer reviewing of individual Readers;
- 2.7 offering the Diocesan Bishop and other Senior Staff advice on Readers and their ministry
- 2.8 representing the Readers of the Diocese in the wider Church

#### **3. POWERS**

The Association has the following powers, which may be exercised only in promoting the Object:

- 3.1 to raise funds (but not by means of taxable trading);
- 3.2 to acquire or hire property of any kind;
- 3.3 to make grants or loans of money;
- 3.4 to set aside funds for special purposes or as reserves against future expenditure required;
- 3.5 to deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification);
- 3.6 to do anything else within the law that promotes the Object.

#### **4. MEMBERSHIP**

4.1 All Readers in the Diocese who are licensed or hold a current Permission to Officiate (“PTO”) are members of the Association.

4.2 Readers in training and Readers Emeriti (that is, Readers who have retired and no longer hold a licence or PTO) in the Diocese are associate members of the Association. Associate members may not vote at general meetings or be elected to serve on the Executive Committee.

4.3 Membership is terminated if the member dies or ceases to hold the Bishop’s licence or Permission to Officiate

#### **5. EXECUTIVE COMMITTEE**

5.1 The Executive Committee shall consist of not more than 20 members, composed as follows:

##### **5.1.1 Ex officio members:**

- The President (who is the Bishop of Sheffield)
- The Warden of Readers or Director of Mission and Ministry
- The Assistant Wardens of Readers
- The Secretary (if not already elected to the Committee)
- The Treasurer (if not already elected to the Committee)

##### **5.1.2 Elected members:**

- Six members may be elected at the Annual General Meeting, to serve for three years

##### **5.1.3 Co-opted members**

- Other members may be co-opted by the Executive Committee to fill vacancies or other roles if necessary

5.2 The Association and its property and funds shall be managed and administered by the Executive Committee.

#### **6. GENERAL MEETINGS**

6.1 All members and associate members are entitled to attend general meetings of the Association.

##### ***Annual General Meeting (“AGM”)***

6.2 An AGM shall be held in June of each year, or as soon thereafter as may be practically possible.

6.3 At an AGM the members:

- 6.3.1 receive the accounts of the Association for the previous financial year;

6.3.2 receive reports of the Executive Committee on the Association's activities since the previous AGM;

6.3.3 elect committee members to replace those retiring from office;

6.3.4 appoint an auditor or independent examiner for the Association where required;

6.3.5 discuss and determine any issues of policy or deal with any other business put before them.

#### ***Extraordinary General Meeting ("EGM")***

6.4 An EGM may be called at any time by the Association at the written request of at least five members or by the request of the President.

#### ***Conduct of business at General Meetings***

6.5 General meetings are called by 14 clear days' written notice to the members specifying the business to be transacted.

6.6 There is a quorum at a general meeting if the number of members or authorised representatives personally present is at least thirty.

6.7 If the President attends a General Meeting he or she shall be invited to chair the meeting. Otherwise, the Chair or (if the Chair is unable to do so) another Executive Committee Member appointed by the Committee will chair the meeting.

6.8 Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person.

6.9 The Chair of the meeting has a second or casting vote in the event of an equal number of votes being cast for or against a decision.

### **7. EXECUTIVE COMMITTEE MEETINGS**

7.1 The Executive Committee must hold at least two meetings each year.

7.2 A quorum at an Executive Committee meeting is six members.

7.3 If the President attends an Executive Committee Meeting he or she shall be invited to chair the meeting. Otherwise, the Chair or (if the Chair is unable to do so) another Executive Committee Member appointed by the Committee will chair the meeting.

7.4 Every issue will be determined by a simple majority of the votes cast at an Executive Committee meeting.

7.5 Except for the chair of the meeting, who has a second or casting vote, every Executive Committee member has one vote on each issue.

### **8. POWERS OF THE EXECUTIVE COMMITTEE**

The Executive Committee has the following powers in the administration of the Association:

8.1 to appoint a Chair, a Secretary, a Treasurer and any other officers:

8.2 to delegate any of their functions to sub-committees consisting of two or more persons appointed by them (but at least one member of every sub-committee must be an Executive Committee member and all proceedings of sub-committees must be reported promptly to the Executive Committee);

8.3 to make standing orders consistent with this Constitution to govern proceedings at general meetings;

8.4 to make rules consistent with this Constitution about the Committee and sub-committees;

8.5 to make regulations consistent with this Constitution about the running of the Association (including the operation of bank accounts and the commitment of funds);

8.6 to resolve or establish procedures to assist the resolution of disputes within the Association;

8.7 to exercise any powers of the Association which are not reserved to a general meeting.

## **9. PROPERTY AND FUNDS**

9.1 The property and funds of the Association must be used only for promoting the Object and do not belong to the members of the Association or the Executive Committee.

9.2 No Executive Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except:

9.2.1 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association;

9.2.2 interest at a reasonable rate of money lent to the Association;

9.2.3 a reasonable rent or hiring fee for property let or hired to the Association;

9.2.4 an indemnity in respect of any liabilities properly incurred in running the Association;

9.2.5 any Executive Committee member who possesses specialist skills or knowledge, and any firm or company of which such a person is a member or employee, may charge and be paid reasonable fees for work carried out for the Association on the instructions of the other Executive Committee members but:

(i) only if the procedure prescribed by clause 9.3 is followed in selecting the member, firm or company concerned and setting the fees, and

(ii) provided that this provision may not apply to more than one half of the Executive Committee in any financial year;

9.2.6 in the case of any individual member, charitable benefits in his or her capacity as a beneficiary;

9.2.7 in exceptional cases, other payments or material benefits (but only with prior written approval of the Executive Committee).

9.3 Whenever an Executive Committee member has a personal interest in a matter to be discussed at an Executive Committee meeting, the member must:

9.3.1 declare an interest before discussion begins on the matter;

9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information;

9.3.3 not be counted in the quorum for that part of the meeting;

9.3.4 withdraw during the vote and have no vote on the matter.

9.4 Funds which are not required for immediate use or which will be required for use at a future date must be placed on deposit or invested in accordance with clause 3.5. until needed.

9.5 Investments and other property of the Association may be held:

9.5.1 in the names of the Executive Committee for the time being;

9.5.2 in the names of a nominee under the control of the Executive Committee;

9.5.3 in the names of at least two and up to four holding trustees for the Association who must be appointed (and may be removed) by a resolution of the Executive Committee.

## **10. RECORDS AND ACCOUNTS**

10.1 The Secretary, on behalf of the Executive Committee must keep the following records of business:

10.1.1. the agreed agenda for each meeting;

10.1.2 the agreed minutes of each meeting;

10.1.3 reports of any sub-committees, and

10.1.4. any professional advice obtained.

10.2 At the end of each period of office the Secretary shall hand these records to his or her successor in office.

10.3 The Executive Committee must also ensure that the Treasurer shall prepare and keep the following records:

10.3.1 accounting records for the Association, and

10.3.2 annual statements of account for the Association.

10.4. At the end of each period of office the Treasurer shall hand these records to his or her successor in office.

10.5 Records over 3 years' old shall be stored at Diocesan Church House, Rotherham, or wherever the Diocesan Secretary shall decide

10.6 Annual reports and statements of account relating to the Association will be made available for inspection by any member of the Association.

## **11. AMENDMENTS**

11.1 Any provision of this constitution (not including Annex A) may be amended provided that:

11.1.1 the members are given 14 clear days' notice of the proposed amendments;

11.1.2 no amendment is made to the Object, or this clause, without the prior approval of the President;

11.1.3 any resolution to amend this constitution is passed by a two-thirds majority of the votes cast at a general meeting.

## **12. DISSOLUTION**

12.1 If at any time the members at a general meeting decide to dissolve the Association, the Executive Committee will remain in office and be responsible for the orderly winding up of the Association's affairs

12.2 After making provision for all outstanding liabilities of the Association, the Executive Committee may apply remaining property and funds in one or more of the following ways:

12.2.1 directly for the Object;

12.2.2 by transfer to one or more other bodies established for exclusively charitable purposes within, the same or as similar to the Object;

12.2.3 in such other manner as the law permits

12.3 A final report and statement of account relating to the Association must be sent to the Sheffield Diocesan Board of Finance.

## **WARDENS' REPORT for AGM 2024**

We are continuing to transition into the rhythm of reviews for licensed Readers every three rather than every five years. We're very grateful to the panel of reviewers for being part of the process and we hope those who have been reviewed have found it helpful. We see it as a potential help as you reflect on how your Reader ministry is going. We're happy to receive any feedback from the process.

It's been great to see some of you at the monthly OMD sessions. We realise Readers lead full lives and have other commitments but we hope that you'll take advantage of some of the opportunities to meet colleagues and share in the learning. And let Tina and Ro know if there are any issues you'd like including. We also look at your review responses to identify needs.

One result of the uncoupling of the three-year cycle for reviews from the five-year cycle for relicensing is the introduction of an application form for renewal of the licence. This is based on the existing form for Permission to Officiate and requires counter signatures from your Parish Safeguarding Officer, PCC Secretary and Oversight Minister (or equivalent). One benefit of the system is that it gives your PCC the opportunity to affirm you ministry. We hope that will be more than a formality!

We're also conscious that difficulties can occasionally arise in the relationships between Readers and others in parish leadership. If you feel that discussing it with one of the Wardens' Team might be helpful do get in touch with one of us.

In the past one of the Assistant Wardens has chaired the Readers Association Exec. but this has changed following the 2023 AGM's agreement to pilot the different arrangement proposed in the amended constitution. As Assistant Wardens, we think this has worked very well. Tina has been an excellent Chair, ably supported by Ro Willoughby as Secretary and Jeremy Johnson as Treasurer.

And as a Wardens' Team, we are continuing to explore how to make the new arrangement work well. We hope we're meeting your needs and are happy to receive any feedback.

The reason we did not formally vote on the constitutional changes last year was that it transpired that some members had not received notification of the proposal. We're still not sure what came unstuck but we have done some work on our database, that at the Bishop of Doncaster's office and the central Church House database. In some cases that we are aware of, there is more than one email address and if you've received two notifications we'd be grateful if you could let us know which address we should use for future Reader correspondence.

Amidst all the busyness and practicalities, can we encourage you, as we encourage ourselves, to seek out what nourishes our lives and ministries. We give from what we

receive – as our *Lights for Christ* vision reminds us it is the necessary starting point for walking in the light of Christ and reflecting Christ's light.

Thank you for all you do in Christ's service.

### **ARGENTINA LINK**

Some of us met Bishop Brian from Argentina back in April and we discussed ways in which we could develop links with their lay ministers. Because they are so spread out, whether across the vast conurbation of Buenos Aires or the vaster expanses of the Interior, they can't meet up as often as we can and there aren't obvious diocesan contact points.

But they are having a combined diocesan training event next month. And this time it won't be at Buenos Aires but in the western city of Mendoza, at the foot of the Andes. That means significant travel expenses for the lay ministers from Buenos Aires 700 miles away.

**If you'd like to support this by contributing to their travel costs we invite you to donate to our retiring collection.**

Peter Rainford, Beryl Adamson, Giles Morrison



# Sheffield Diocesan Readers Association

## AGM Held on 18 June 2024; Treasurers Report for 2023

Report to accompany accounts – see pages 2 and 3.

In 2023 we have spent £970 and our income was £924 although this includes administering the £330 offering at our AGM last year.

We continue to have a pot of funds totalling £19,007. During the year these funds generated £584 of interest which is our only source of income.

The Readers Association has 3 sets of funds;

1. **A current account** – to eliminate bank charges we have opened a new account with Lloyds Bank and have been transferring our funds from our HSBC account into it. This will save us at least £60 in bank charges each year. At the end of the year we had £972 in Lloyds account with only £9 remaining in the HSBC account. During the year we transferred £1000 from our CCLA deposit account into our current account to replenish the current account for our “running expenses”.
2. **CCLA CBF Deposit Fund.** At the end of 2023 we had £4904 in the deposit fund. This funds yields interest which amounted to £228. It also receives the income from the Investment Fund (£356). The £4904 includes this interest.
3. **CCLA CBF Investment fund.** At the end of 2023 our investment was valued at £13,032 which is an increase of £1,130 over the year. Besides this, the investment generated £356 which gets paid into our deposit fund. The value of investments is dependent on global financial conditions which have recovered from 2022 but are still below their value at the end of 2021 (£13,482).

Overall, our expenditure exceeded our income by £46 which is a small amount compared to the overall amount of funds.

Over the year, the Reader Exec. has continued to be concerned to ensure our funds are used for reader ministry in a wise and responsible way. We do this in 3 ways;

- We fund the Quiet Day in March/April to which all readers are invited to for no charge. In 2023, £178 of funds were used toward the cost 2023 of the Quiet Day – however it should be noted the overall cost was £220 as some cost fell in the previous year i.e. 2022.
- We invite and encourage applications through the Pamela Richardson fund to support readers requiring support funds to undertake further ministry development. In 2023 one award was made of £150. In the previous year (2022), 3 awards were made totalling £1250.
- To encourage new reader training, we have bought gift tokens for those starting reader training. We supported 3 new readers with £50 book tokens. This was a new initiative in 2023.

During the year the AGM offering was channelled through our account. Thank you for the generosity towards reader ministry in Argentina. The offering of £330 was equally split towards the Argentina Diocesan Association and the Diocese of North Argentina.

Jeremy Johnson

Treasurer to Sheffield DRA

**Sheffield Diocesan Readers Association**

**Balance Sheet at 31 December 2023**

	£	£
<b><u>Balance Sheet</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Stock in hand	90	90
CCLA Investments	13,032	11,902
CBF Deposit Fund	4,904	5,319
Lloyds Treasurer Account	972	-
HSBC Current Account	9	616
<b><u>Total Current Assets</u></b>	<b><u>19,007</u></b>	<b><u>17,927</u></b>

Sheffield Diocesan Readers Association

Income and Expenditure Account for the Year Ending 31 Dec 2023

	£	£
<b><u>Income</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Interest received	584	422
Sale of Scarves and badges	-	-
AGM Collections (N. Argentina)	330	82
Other	10	
<b><u>Total Income</u></b>	<b><u>924</u></b>	<b><u>504</u></b>
<b><u>Expenditure</u></b>		
AGM expenses, 100	100	144
Postage	0	8
Donation; Diocese of N. Argentina (CMS) & Argentine Diocesan Association	330	82
OMD Event Expenses	0	56
Bank charges	62	62
Pamela Richardson Awards*	150	1,250
Gifts	150	50
Quiet Day (2023)	178	42
<b><u>Total Expenditure</u></b>	<b><u>970</u></b>	<b><u>1,694</u></b>
<b><u>Excess of expenditure over income</u></b>	<b><u>-46</u></b>	<b><u>-1,190</u></b>
Add revaluation of investments**	<u>1,130</u>	<u>-1,580</u>
<b><u>Addition to funds this year</u></b>	<b><u>1,084</u></b>	<b><u>-2,770</u></b>

\*Fund set up for Readers to help with the cost of ministry development.

\*\* Change in value of CCLA investments

**SHEFFIELD DIOCESAN READERS ASSOCIATION**  
**ANNUAL GENERAL MEETING 2024**

**Nomination for Membership of the Readers' Executive Committee**

I,.....(*insert name*)  
being a Reader with current licence or PTO, wish to nominate:

.....\*

for election to the Executive Committee of the Readers' Association.

(*signed*).....

I,.....(*insert name*)  
being a Reader with current licence or PTO, wish to second this nomination:

(*signed*).....

Please return this form before the AGM, by 15<sup>th</sup> June 2024, to Ro Willoughby,  
secretary to the Readers' Executive Committee: [ro.willoughby@gmail.com](mailto:ro.willoughby@gmail.com)

\* You may nominate yourself but will need a seconder.

NB: Anyone nominated needs to be present at the AGM.

# SHEFFIELD DIOCESAN READERS' ASSOCIATION



THE DIOCESE OF  
**SHEFFIELD**

## APPLICATION TO THE PAMELA RICHARDSON FUND

*for assistance with the costs of ongoing  
ministerial development*



Any reader in active ministry in the Diocese of Sheffield may apply to this fund for financial assistance with the costs of a CMD course or guided retreat. Applicants should read the conditions for the award of grants.

Your name	
Your address	
Email	
Phone numbers	
Parish	

I hold a licence/PTO (*delete appropriately*)

Proposed course/event	
Institution	
Qualification to be gained at end ( <i>if any</i> )	
Start and end dates	
Total cost of course/event	
Do you also need help with equipment/books?	
How much money are you applying for from this fund?	
Have/are you applying to the CRC Adams-Myland or other funds? <sup>⌘</sup> <i>Please state date of application/ outcome and if not, why not</i>	

<sup>⌘</sup> <https://transformingministry.co.uk/adams-myland-fund/>

<p>Please summarise the way in which you envisage the proposed course or retreat is likely to help your development and ministry as a Reader. Does it contribute to the areas for development agreed in your last ministry review?</p>	
<p>Does your attendance at the proposed course/ event have the support of your incumbent or Oversight Minister <i>(or Area Dean if there is a clergy vacancy)</i>. Please ask him/her to confirm this in this box.</p>	

I apply for a grant of £.....towards the costs of the event set out above.

I understand that if I am successful in my application the Readers' Executive Committee will wish to receive a report about the course or retreat as set out in the conditions for grants,

Signed.....Date.....

*When you have completed this form please send it to the Chair of The Readers' Executive Committee:*

*Tina Powell Wiffen: [tina128@btinternet.com](mailto:tina128@btinternet.com)*

## CONDITIONS

1. Any reader in active ministry in the Diocese of Sheffield may apply to this fund for financial assistance with the costs of Ongoing Ministerial Development or a themed or guided retreat that would enhance the Reader's theological understanding, ministry skills or personal formation for ministry.
2. Courses (including study programmes, research and themed retreats) should be in the broad field of Christian theology or ministry development and offered by accredited institutions. Guided retreats should be in the context of Christian spirituality.
3. The grant awarded may reflect the funds available at the time. An indicative amount of the maximum is £500 for long courses and £250 for short courses. In any event, the award will be capped at half of the total cost.
4. The grant may include the cost of books or other necessary resources but not living expenses or travel costs.
5. No applicant will receive more than one grant in any one calendar year. For programmes covering more than a year, a new application will be required each year. A grant for one year of a programme should not be taken as a precedent for funding for subsequent years. Where repeat awards are made they will normally be for decreasing proportions of the cost.
6. Applications may be submitted at any time but should be no less than four weeks before the start of the event. Grants will not normally be awarded retrospectively.
7. Grants are paid to the applicant by BACS. Receipts and evidence of the expenditure are required from the applicant as soon as is practically possible and should be sent to the Treasurer of the Readers Association Executive Committee.
8. In the case of courses, the Executive Committee requests, as a condition of the grant, that recipients write a short report at the end of the course assessing what they have learned and how it will contribute to their ministry. In the case of an individual retreat they should provide more general written feedback on what was offered and the benefits gained.
9. Decisions concerning awards are made by the Readers Wardens' Team on behalf of the Readers Association Executive Committee. Decisions will be final and not open to negotiation.
10. The Executive Committee reserves the right to make specific exceptions to these general conditions as it sees fit and to change and alter them as required to meet changing circumstances.

**Pamela Richardson Fund  
Record of Awards**

Date of notification	Purpose	Total	Requested	Awarded
10 October 2017	School of Ministry: Introduction to Pastoral Care	£200	£200	£200
18 January 2018	MA in Theology, Mission and Ministry	£4,500	Up to £1,000	£500
27 April 2018	Certificate in Bereavement Counselling	£395	£200	£200
5 July 2018	BA in Theology and Ministry	£1,860 pa (4 yr)	£350	£350
23 July 2019	Weekend Retreat for Readers	£85	Up to £85	£85
13 July 2021	Postgraduate Certificate in Chaplaincy	£2,000	£500	£500
8 <sup>th</sup> July 2022	Post Graduate Certificate in Psycho-Spiritual Care	£3,600	£1200	£600
23 <sup>rd</sup> July 2022	Weekend retreat - Launde	£300	£150	£150
25 <sup>th</sup> September 2023	College of Health Care Chaplains Study Conference	£150	£150	£150
11 <sup>th</sup> March 2024	Sheffield Anglican Cursillo Course –	£150	£150	£150