



**The Parish & Ward Church of
ST BOTOLPH-WITHOUT-BISHOPSGATE**

**MISSION ACTION PLAN
2012 [ANNOTATED 2015 and 2016]**

PCC Discussion Wednesday 8 June 2011
Draft reviewed by Rector 14 November 2011
Adopted by PCC 12 January 2012
To be reviewed annually

[The current version of the MAP was due to be formally renewed and revised at an away day in September 2015. However, since the church is without a priest following Dr Alan McCormack's departure on 31 August 2015, any revision must wait until a permanent priest is appointed. Annotations have been made to the 2012 version to indicate what has been achieved, what has been thwarted for whatever reason, and which items are in abeyance until a new priest is appointed. A draft MAP has been prepared under the leadership of the PCC to provide guidance on a continued but limited MAP. PCC members will be considering amendments to the MAP during the interregnum. The original text has been re-formatted into a table to make it easier to follow the amendments.]

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
Introduction—The Parish		
<p>The parish of St Botolph without Bishopsgate covers an area around Liverpool Street Main Line Station, as indicated in the attached map and is located within the financial heart of the City of London. The church of St Botolph is situated on the main thoroughfare of Bishopsgate and is within a short walk of Liverpool Street Station, a significant train terminus serving as a focal point of entry and departure for the City of London.</p>		

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
1. Assets of St Botolph's Church		
<ul style="list-style-type: none"> An outstanding parish church building 		
<ul style="list-style-type: none"> Served by two active Priests 	Until September 2015	Team of priests in place
<ul style="list-style-type: none"> Two regular weekly Eucharist services 		
<ul style="list-style-type: none"> Location situated on Bishopsgate 		
<ul style="list-style-type: none"> Historical fabric, architecture and content of the church 		Interior refurbished 2015
<ul style="list-style-type: none"> Church Hall 		
<ul style="list-style-type: none"> Churchyard and Gardens 		
<ul style="list-style-type: none"> Tennis/Netball Court 	Court closed for redevelopment since October 2014	Court reopened January 2016 after resurfacing work
<ul style="list-style-type: none"> Strong musical tradition and heritage, including choir and musicians 	Under leadership of new Director of Music from January 2014	
<ul style="list-style-type: none"> Peal of bells 		
<ul style="list-style-type: none"> Hospitality, reaching out into the community and always extending a warm welcome 		
2. The Parish Church The current church was built in 1729 and there has been a church on this site since 1212. The church is open each weekday from 8.00am to 5.30pm with either the Verger or the Caretaker in constant attendance.	Caretaker retired December 2015	New caretaker recruited and in post
The Rector is also in attendance at various times each day according to services and his diary commitments, and the Parish Administrator is regularly available too.		Currently there is a priest present on service days only
It is a place to find peace, reflective calm and an ambiance for prayer, which is an important part of its ministry and each day the church is frequented by both City workers and tourists. It is a traditional and historical church setting and provides a		

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<p>welcoming haven in its busy City of London location. The church location gives rise to two entrances and therefore two approaches to the church: firstly from Bishopsgate and secondly through the churchyard and garden to the south side of the church, where the newly refurbished entrance, completed in 2011, is located which now incorporates wheelchair/disabled access. The inside of the church, as well as the outside, provide a public focal point. Outside there are bench seats, low walls and areas of grass located in the garden creating a welcome lunchtime rendezvous, in good weather.</p>		
<p>Objectives</p>		
<ul style="list-style-type: none"> • Seek ways to improve the presence of the church utilising the Bishopsgate facade and entrances. 		
<ul style="list-style-type: none"> • Make the two Bishopsgate entrances more inviting; to include a hospitality facility in the northern Bishopsgate entrance with perhaps a coffee vendor selling light refreshments and snacks, plus consider ways in which to make the southern Bishopsgate entrance more welcoming. 	<p>Permission unlikely to be granted to use northern door for catering purposes – opens into public footpath</p>	
<ul style="list-style-type: none"> • Investigate the viability of opening the crypt to use the available space as an additional facility. 	<p>CrossRail tunnel is c32m below church – use of crypt may no longer be feasible</p>	
<ul style="list-style-type: none"> • Regularly update the content of the parish website, with forthcoming service and event information, together with news and pictures of recent events. 	<p>Achieved</p>	<p>Continuing</p>
<ul style="list-style-type: none"> • Establish a working party to look into ways of enhancing communications within the current church membership and also the wider parish community, to commence with the creation of a parish email list and perhaps consider utilising Facebook or similar social network facilities. 	<p>Working party not established Mailing list established but requires pruning and updating</p>	<p>Email contact with parish & wider community continues for major services and events</p>

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<ul style="list-style-type: none"> Consider ways in which the opening hours of the church could be increased to make it more accessible, to extend the hours during the week by opening earlier and closing later each weekday, plus also opening on a Saturday. 		Unlikely during Interregnum
<ul style="list-style-type: none"> Consider a permanent candle focal point, meaningful for those visitors wishing to light a candle and offer a prayer. 	Achieved – now two candle stands	
<ul style="list-style-type: none"> Renovate the mobile candle stand, so that it does not damage the floor. 	Achieved	
<ul style="list-style-type: none"> Review location, style and use of existing external notice boards and seek to improve their appearance and content. 	Awaiting cleaning of façade after Heron development completed	Contact with Heron lost New notice boards in place
<ul style="list-style-type: none"> Enhance the hygiene and tidiness of the churchyard and gardens, so that the churchyard and garden remain an amenity enjoyed by all visitors, encouraging them to stay a while and appreciate the location, and to return. 	Verger in regular contact with City Open Spaces Dept	
<ul style="list-style-type: none"> Prioritise internal and external cleaning, to provide a bright and welcoming environment. 	Contracts in place for church & hall for daily internal cleaning, and monthly internal & external window cleaning	Reviewed with new cleaning company February 2016 New cleaning company have now taken over window cleaning too
Priorities:		
1. Clean the church floor to reveal the stunning tiled aisles.	Should be achieved by end of 2015 Quinquennial works	Achieved end January 2016
2. Liaise with the Corporation of London to formalise litter and rubbish collection from the churchyard and gardens, to include suitable bins, collection points and collection times— particularly find a solution to the rubbish left at the entrance to the gardens on Bishopsgate.	Verger manages	
3. Create a permanent candle focal point.	Achieved	
4. Renovate the mobile candle stand to avoid floor damage.	Achieved	

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<p>3. The Parish Community</p> <p>The parish consists mainly of non-residential and business properties. As a result the parish has a fluctuating population, the majority being persons working in the parish, plus workers passing through on their commute, visitors and tourists to the City of London, pilgrims visiting this church and a limited number of residents.</p> <p>The make-up of the parish community is multi-cultural, multi-national, locals and commuters, and it is generally transient in nature.</p>		
<p>Objectives</p>		
<ul style="list-style-type: none"> • Build on existing business contacts within the parish. 		
<ul style="list-style-type: none"> • Seek new business contacts where local enterprises have changed. 		
<ul style="list-style-type: none"> • Create a strategy to administer the Voluntary Church Rate with existing contributors and identify possible new contributors and make contact with them. 		
<p>Priorities</p>		
<p>1. The Rector to develop his role as a parish ambassador, reaching out particularly into the business community within the parish, representing St Botolph's.</p>		
<p>2. To raise the profile of St Botolph's with the local community.</p>		
<p>3. To build and provide the link between the parish community and St Botolph's.</p>		

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<p>4. Priestly Ministry Following the long-standing traditions of St Botolph-without-Bishopsgate, exemplified by the Victorian priest William Rogers, the ministry of the current priest, The Revd Dr Alan McCormack, is a cornerstone of the church activity. The priest continues to be shared with St Vedast's Church. This naturally creates time constraints being on a shared basis.</p>		Temporarily invalid
<p>The usual working pattern of the Rector is to spend the morning at St Vedast's and the afternoons at St Botolph's. In addition, The Revd Dr John Turner, the Honorary Assistant Priest, supports the Rector in carrying out the Thursday Eucharist service. During 2011, Dr Turner achieved a remarkable milestone in his ministry by celebrating his Diamond Jubilee of ordination, marked by a special sung Eucharist service at St Botolph's.</p>	<p>Dr Turner now covers two services per month Fr Andrew Williams, Priest Missioner, covers one</p>	<p>This pattern continues in interregnum, with Fr Hugh Thomas covering most of remaining services, and visiting priests booked when necessary</p>
<p>Objectives</p>		
<ul style="list-style-type: none"> Aspire to achieve a more priestly presence at St Botolph's. 		
<ul style="list-style-type: none"> Seek an additional priest for the shared parish arrangement. 		
<ul style="list-style-type: none"> The Rector to manage his time allocation between the two parish church responsibilities. 		
<ul style="list-style-type: none"> Establish a regular fixed time slot when the Rector will be available at St Botolph's. 		
<ul style="list-style-type: none"> Enhance the profile of St Botolph's by letting local businesses know of its spiritual and community facility. 	<p>Dr McCormack devoted much time to the effective promotion of the church</p>	
<ul style="list-style-type: none"> Build relationships with other parish churches within the City of London. 	<p>Groups created with Bank Churches & CityEast Churches</p>	<p>CityEast in abeyance</p>
<ul style="list-style-type: none"> Make contact with East End parishes which border the City of London 		

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<ul style="list-style-type: none"> Establish a line of communication with churches of other faiths within the City of London. 		
Priorities		
<ol style="list-style-type: none"> The Rector to seek effective time management, to ensure adequate time allocation for each church, to maintain and enhance availability for contact and appointments at St Botolph's. 		
<ol style="list-style-type: none"> Investigate the possibility of the support/resource of an additional priest 		
<ol style="list-style-type: none"> Increase the contact with other parish churches within the City, and adjacent parishes. 		
<ol style="list-style-type: none"> <p>Parish Services</p> <p>At St Botolph's, the focus of its worship is a sung Eucharist service which takes place on each Wednesday at 1.10pm and is regularly attended by between 25 and 40 communicants, and in addition there is a said Holy Communion service which takes place on each Thursday at 12.10pm with an average attendance of 6 communicants.</p> 		<p>During the Interregnum services continue on this agreed pattern</p>
<p>On the first Wednesday of each month the service is a Choral Eucharist and this format of service is also used for all major festivals.</p>	<p>All Wednesday services have been choral since January 2015</p>	<p>All Wednesday services remain choral except for some weeks in summer when cantor sings solos</p>
Objectives		
<ul style="list-style-type: none"> Introduce a regular morning and evening prayer service in addition to the existing Eucharist services. 	<p>Investigated but not taken forward</p>	

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<ul style="list-style-type: none"> Encourage the involvement of lay members of church in the conduct of services and the running of the church and its involvement in the parish community. 	<p>There is now a rota of lay members who administer the chalice, read the lesson, lead the intercessions</p>	<p>Chalice-bearers, including new addition to rota, re-commissioned February 2016</p>
<ul style="list-style-type: none"> Develop the Lent and Advent courses. 	<p>Lent course joint initiative with Bank Churches 2014 experiment with Advent Seminar instead of full course</p>	<p>Lent Course 2016 also with Bank Churches</p>
<ul style="list-style-type: none"> Extend the themed special services, Eastertide and Christmas Carols. 	<p>St George's Day Festival celebrated jointly with local businesses when feast falls appropriately</p>	<p>WWI Cross Centenary August 2016 - high-profile service with VIP guests; new contacts made Several new carol services recruited for 2016</p>
<ul style="list-style-type: none"> Investigate possibility of introducing a programme of music recitals, choral set pieces. 	<p>Upsurge in concert enquiries for both church and hall</p>	<p>c. 20 concerts in diary for 2016</p>
<ul style="list-style-type: none"> Investigate what formal genealogy support could be offered. 		
<ul style="list-style-type: none"> Enhance St Botolph's patronal festival. 	<p>Distinguished visiting preachers. 2015 experiment with Patronal in evening rather than lunchtime</p>	<p>Good attendance at 2016 Patronal Festival with Archdeacon of London preaching and celebrating</p>
<p>Priorities</p>		
<p>1. Refine and enrich the inclusiveness of worship at St Botolph's.</p>		<p>Will be considered during the Interregnum and changes included in the Parish Profile</p>
<p>2. Further enhance the range of services made available, introduce regular morning and evening prayer.</p>		
<p>3. Schedule themed services to maintain contact with newly married couples and other groups.</p>		

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6. Pastoral Care		
<p>Complementing the ministry of the priests, St Botolph's provides comfort, support, solace and guidance, as illustrated below: Help and support for those in peril and in need; guidance for those who may be destitute and in need of social welfare or financial assistance; silence/contemplation/reflection; lighting a candle and prayer.</p> <p>Faith instruction and counselling; bereavement support; confession; sleep/warmth; baptisms; confirmation; weddings; funerals; memorials/remembrance; festivals and feast days Christmas and carol services; Livery Company services; visitor/guide.</p>		

An overview of the special services, for the last five years, is highlighted as follows:

Type	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 to date
Baptisms	0	3	1	1	3	1	2	2	3	0
Confirmation	0	1	0	0	1	0	0	0	0	2
Weddings/Blessings	1/1	3/0	7/1	6/2	8/2	7/3	6/3	5/2	3/2	4/0
Funerals/Burials of cremated remains	0	0/2	0	1/0	0/1	0	2/0	2/1	1/0	0
Memorials	3	3	4	5	0	1	2	1	1	1
Remembrance	1	1	1	1	1	1	1	1	2	0
Christmas/Carols	6	5	7	8	9	8	11	13	12	0
Livery Companies	2	3	2	3	1	2	1	2	1	3

An overview of the number of members of St Botolph's entered on the church Electoral Roll is shown as follows:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Electoral Roll	49 *	51	64	77	91	106	100	115	122	130

- in 2007 the Roll was completely renewed; the number of 49 was down from 85 in 2006. The Roll is next due to be completely renewed in 2013, and a dip in numbers may be expected then as well. **[As will be seen the numbers did decrease slightly as expected after the 2013 Renewal.]**

As part of the bringing couples to marriage, or conducting a child baptism, the Rector provides personal direction and counselling which enriches their experience, and has often laid the foundation for confirmation, a regular commitment to attending services and ultimately to additional members on the church Electoral Roll.

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
Objectives		
<ul style="list-style-type: none"> • To increase attendance to all services. 	Achieved	Numbers down slightly
<ul style="list-style-type: none"> • To increase the number of church members on St Botolph's Electoral Roll 	Achieved	
<ul style="list-style-type: none"> • Investigate opportunities to introduce alternative services for specific occasions 	No progress	
<ul style="list-style-type: none"> • Support local community activities at major festivals, including joining with other churches in specific events, which support the 'going out into the community'. 	St George's Day CityEast activities	In abeyance
Priorities		
1. To maintain attendance of the two Eucharist services and seek to build on the attendance.		
2. Schedule the introduction of morning and evening prayer services during the first quarter 2012.	No progress	
3. Maintain the broad pastoral support and illustrate on St Botolph's webpage.	Event photographs on website	

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
<p>7. Parish Mission</p> <p>As a City of London parish, St Botolph's seeks to embrace and support the community within, meeting their needs as a traditional Christian church within the Anglican Communion, giving spiritual guidance and to encounter God.</p> <p>Part of its mission has been to raise the profile of the church, which has recently included more events taking place outside in the churchyard and gardens, thus being more visible to the local community. In particular in June 2011 a blessing service was held to mark the newly completed refurbishment works to the southern side entrance and also the refurbishment of the church hall, together with the repair of the tenor bell.</p>		
<p>Objectives</p>		
<ul style="list-style-type: none"> • Learn from the members of the church and their experiences in their own home parish. 		
<ul style="list-style-type: none"> • Raise the profile of St Botolph's with more external events such as 'beating the bounds'. 	<p>Beating of the Bounds achieved 2014 (as a Ward Club activity)</p>	
<ul style="list-style-type: none"> • Participate in special local events, organised with other City of London churches, for example 'Holy Halloween'. 	<p>Achieved through Bank Churches and CityEast initiatives</p>	
<p>Priorities</p>		
<p>1. Undertake an audit/survey of parishioners to establish what resources are already available, but perhaps not utilised.</p>	<p>Agreed but not followed through (Rector's sabbatical affected priorities)</p>	
<p>2. Select and plan a new event to be held in 2012</p>		
<p>3. Establish a working party to organise and deliver the new event.</p>		

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
8. Parish Amenities		
The church of St Botolph provides a stunning venue for the regular weekday services and also the special services highlighted above. The external architecture is complemented by the ornate interior and historical content.		
In addition, there is the newly refurbished church hall, completed in 2011, which is available for hire for meetings and social events, and a tennis/netball court is also available which is a unique facility within the City of London and is fully booked in advance.	Court currently closed and plans to redevelop in hand.	Court re-opened January 2016
The churchyard, gardens and tennis/netball court, are maintained by the Corporation of London.	Until renovation of court complete, when maintenance of court becomes church responsibility	Awaiting Deed of Variation
Furthermore, the church provides a venue for musical events, with the fine electronic organ, bell ringing and the grand peal, and the choral based services with choir. Also, individual performances from the Music Conservatoires enable music scholars and performers to enrich their experiences and share their musicality with others whilst the Guildhall School of Music and Trinity School of Music students develop their skills and experienced musicians to maintain them.	Pilot scheme with conservatoires not successful, but Song in the City recital series (based at GSMD) operating in Hall since 2012	Many other requests for concerts in church and hall
Objectives		
<ul style="list-style-type: none"> • Hold the Corporation of London to their Maintenance Agreement for the churchyard, gardens and tennis/netball Court, to ensure that they remain a valued asset and facility. • Maintain regular contact with the Corporation of London to ensure that the fabric of the church, including the church hall, is maintained both internally and externally, and does not lead to the deterioration of the soundness and quality of the church buildings, and their safety being compromised. 	<p>This will be restricted to garden, fountain and consecrated area from January 2016</p> <p><i>This wording is incorrect – Corporation not responsible for fabric - and should be revised</i></p>	Negotiations in abeyance

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
<ul style="list-style-type: none"> • Greater promotion of the church hall, especially to Livery Companies who do not have their own Hall. • Link caterers with the church hall facility. • Investigate the viability of offering tea and coffee, light refreshments from the church or church hall on selected weekday lunchtimes or as an external office meeting venue (coffee shop). 	<p>Successful marketing campaign has attracted new users including retail company</p> <p>Unlikely to proceed – licensing from Corporation required</p>	
Priorities		
1. Renew contact and dialogue with the Corporation of London regarding maintenance of the church fabric.	<i>This wording is incorrect – Corporation not responsible for fabric - and should be revised</i>	
2. List areas of concern with regard to repair and refurbishment.	Quinquennial report being implemented	Repairs and redecoration completed December 2015
3. Verify that the existing Maintenance Agreement is fit for purpose, in the light of current requirements.	Applies to court/garden	
9. City Business Community		
<p>As location places St Botolph's at the heart of the City of London, it seeks to maintain regular contact with City businesses through the twice-yearly newsletter that accompanies the Voluntary Parish Rate request. The value of the Voluntary Parish Rate varies according to the financial position of the businesses and the economy. Therefore such financial contribution to Parish funds is not guaranteed by amount.</p> <p>Nevertheless, the business community frequently uses the church for memorial services, and it also holds a number of company-specific carol services during the festive season; each event provides financial contribution to Parish funds.</p>	<i>Letter accompanying VCR request not a newsletter</i>	'Business as usual' letter circulated with first VCR request of 2016 Modified version of this letters circulated with Bishopsgate Ward News

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
Objectives		
<ul style="list-style-type: none"> Enhance the engagement with city businesses. 		
<ul style="list-style-type: none"> Review the parish newsletter and incorporate any required modifications to remain topical and fresh 	<i>There is no parish newsletter – news carried on website</i>	
<ul style="list-style-type: none"> Set a target for 2012 with regard to the Voluntary Parish Rate. 	Target cannot be set as rate is voluntary, but volumes are monitored	
Priorities		
1. Maintain a consistent contribution to the parish funds from the Voluntary Parish Rate	St Botolph's has opted to ensure that the Rate is requested on a regular twice yearly programme	
2. Identify potential new contributors to the Voluntary Parish Rate.	Regularly done as part of process	
3. Make contact with potential new contributors.	In abeyance – sensitive issue	
10. Special Links		
<p>St Botolph's fosters a number of special links with organisations as follows:</p> <p>The Antiochian Orthodox community which uses the church on Sundays</p> <p>Four Livery Companies (Coopers, Bowyers, Leathersellers and Fan Makers)</p> <p>Honourable Artillery Company Bishopsgate Institute Bishopsgate Ward Club</p>	<p>Also Ethiopian Lutherans, now worshipping in Hall Sunday afternoons</p> <p>Additional financial support from Tallow Chandlers in past</p>	

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
<p>Bishopsgate Police Station London Rifle Brigade Veterans Haemophilia Society Episcopal Church of St Barnabas, Greenwich, Connecticut, United States of America</p> <p>St Barnabas & St Botolph School in the parish of St Barnabas, Songo, Uige, north western Angola</p>	<p>Personal contact of Rector – parish profile to determine whether to maintain</p> <p>Central Foundation Schools missing from original list New partnership with St Francis at the Engine Room, Tottenham Hale</p>	<p>Relationship being maintained through Fr Andrew Williams Priest Missioner</p>
<p>Objectives</p>		
<ul style="list-style-type: none"> • Deepen current forms of engagement with existing links and look to establish some new links in 2012. 		
<ul style="list-style-type: none"> • Set an objective to provide some form of educational material to the school at Songo during 2012. 		<p>Steps being taken to invest remaining fund into school – awaiting recommendations from school/Archdeacon of Lukunga Loge</p>
<ul style="list-style-type: none"> • Maintain a consistent link with the school at Uige 		
<p>Priorities</p>		
<p>1. Send a suitable gift from St Botolph's to the school at Songo to mark its opening.</p>	<p>Weatherproof plaque sent</p>	
<p>2. Hold a thanksgiving/blessing serve to mark the achievement.</p>		
<p>3. Display a picture of the school at Uige, with suitable plaque.</p>		

ORIGINAL TEXT	ACTION/COMMENTS	INTERREGNUM
ii. Charities		
<p>The income of St Botolph's from free-will giving, investments, hiring of facilities and the Voluntary Parish Rate enables St Botolph's to support charities. This support is co-ordinated through the Charity Committee, who look at various possible recipients under five main headings being Mission/Christian Education/ Health, Homelessness and Housing/Children, the Elderly and the Disadvantaged and then to recommend grants to individual charities within each area.</p>	<p>Charitable programme suspended. Collections during Advent and Lent still for charitable causes</p>	<p>Charities continue to benefit from Advent, Lent and Christian Aid Week collections</p>
Objectives		
<ul style="list-style-type: none"> • Review and identify specific charitable organisations to support locally. 	<p>Programme suspended</p>	
<ul style="list-style-type: none"> • Identify legitimate and worthy causes to add to the selection pool. 		
<ul style="list-style-type: none"> • Support the chosen charities to the best possible level. 	<p>Programme suspended</p>	
<ul style="list-style-type: none"> • Develop interest, connection and involvement with the chosen charities 	<p>Programme suspended</p>	
Priorities <ol style="list-style-type: none"> 1. Agree upon the selected charities for 2012. 2. Establish the amount of the fund to be made available for grants. 3. Initiate or renew contact with the chosen charities. 	<p>Programme suspended</p>	
Conclusion		
<p>St Botolph's is a City of London parish church, steadfast and offering a warm welcome, it provides a varied mission, and Anglican Eucharist services surrounded by history and splendour. Taking its Mission Action Plan into 2012, the year of the London Olympic games in nearby Stratford, affords an opportunity to increase its profile, visibility and activity within its City location, whilst providing the important Eucharist services and pastoral support.</p>		