

From: Mrs. J. Corbett,
PCC Secretary (pro tem)

The Rectory,
Ringmore.

15th September, 1982.

Dear P.C.C. Member,

At a meeting of the Church Council last night Mr. Lutwyche expressed his willingness to make every effort to fulfil his duties as Churchwarden until our Annual Meeting next March. Obviously his departure from the village will present difficulties and inconvenience for him.

While expressing gratitude for his offer, there was a request that all PCC members should be asked to consider carefully the possibility of helping out - even if only until the next Annual Meeting - with some of the following duties. Would you please let me or the Rector know if you would be able and willing to help? We need people who would accept temporary or permanent responsibility for:-

- DAILY - Open Church, empty offertory boxes, maintain supply of Church Guides, briefly inspect Church for possible vandalism.
- Assist with the lighting of Church heaters during Winter months.
- Check oil and gas levels, and order when necessary.
- Order and collect Church candles and Communion wine.
- Provide, fix, and light candles throughout Church for Festivals.
- Prepare Church and Communion vessels before Services, and return to normal after Services.
- Arrange for, and help with, change of frontals.
- Organise and pay for cutting of grass.
- Arrange for flags to be flown on special occasions.
- Arrange Hall for Pancake Coffee Morning, Harvest Supper, Church Sale etc.
- Order tickets for Harvest Supper & organise their sale in Parish.
- Organise Choir Outing and Barbecue.
- Arrange Carol Service in conjunction with Organist and Rector.

I would be grateful for a reply as soon as possible, even if you feel you would be unable to undertake any duties, so that we shall know which PCC members are available. We can then plan accordingly.

Mr. Lutwyche will be resigning as Church Warden at the Annual Meeting in March. His successor is appointed NOT by the Rector but by the people. PCC members are asked to give prayerful consideration to

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the election of the right person (who may be male or female), and come to the Annual Meeting prepared to vote. It should be ascertained in advance if the person of your choice would be willing to stand for office. In the event of there being more than one candidate we could easily arrange a secret ballot.

Yours sincerely,

Joan Corbett