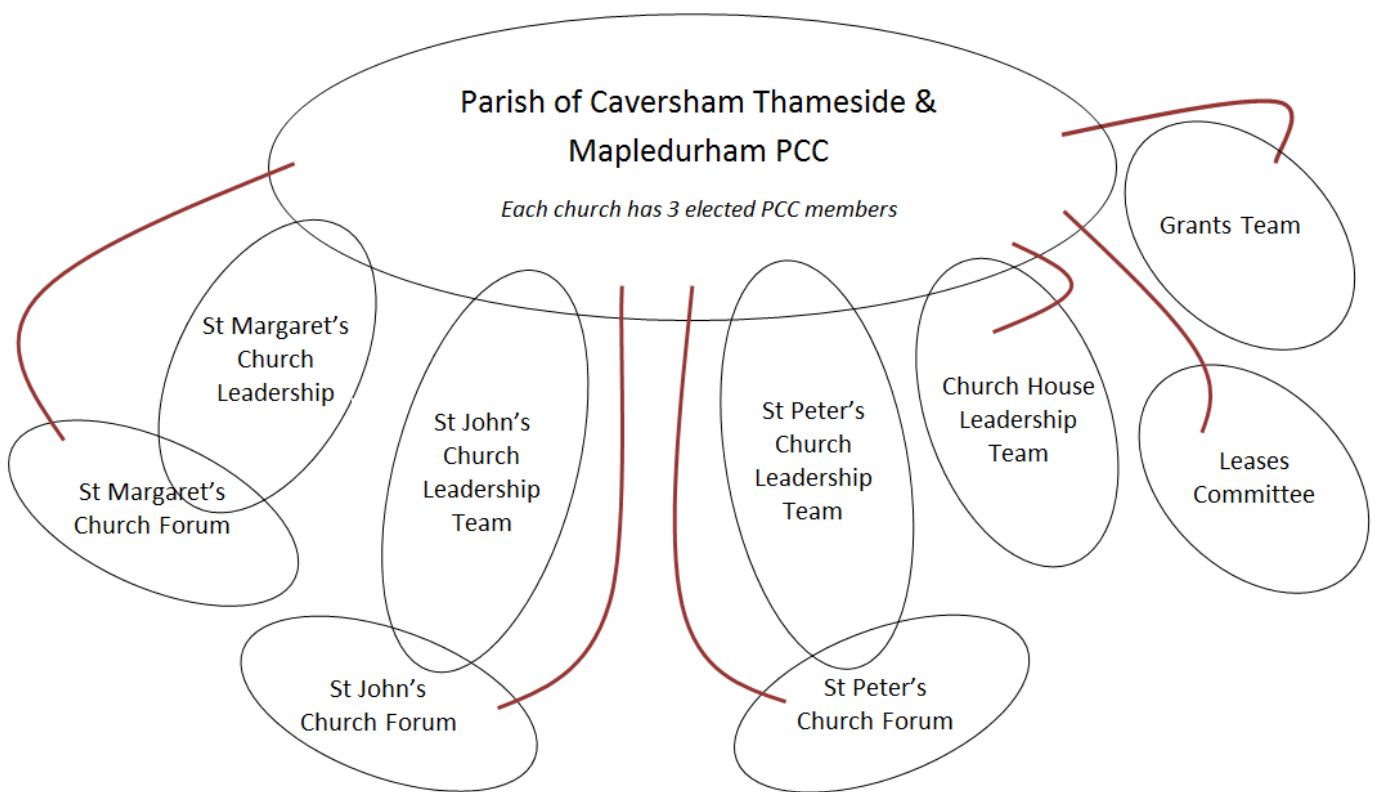


CAVERSHAM THAMESIDE AND MAPLEDURHAM

ST PETER | ST MARGARET | ST JOHN

Governance, Leadership & Ministry (2016)



Parochial Church Council

Members:

- according to statute: ie incumbent, licensed clergy, licensed lay ministers, 6 wardens, 5 deanery synod reps, 9 elected members (being 3 from each church) plus treasurer and secretary if not from those mentioned

Role:

- *to consult together with the incumbent on matters of general concern and importance to the parish (Parochial Church Council (Powers) Measure 1956)*
- *to promote in the parish with the incumbent the whole mission of the Church, pastoral, evangelistic, social and ecumenical (PCC (Powers) Measure 1956)*

Remit:

- to develop a vision and a set of values and policies which define the “whole mission of the Church” across the parish
- to report to the parish at the APCM on the life of the parish
- to link the churches to the deanery, the diocese and to ecumenical partners
- to encourage and scrutinize the development of the three churches against the vision, values and policies of the PCC
- to fulfil its legal responsibilities and to follow the guidance and policy of the national and diocesan church .

Outline:

- the PCC expects each church to
 - a) work to the vision for the parish, within the values and policies the PCC determines, managing the day to day life of each church (pastoral, worship, mission, discipleship, buildings, finance, etc)
 - b) engage with PCC once a year to assess how that is developing
 - c) produce reports for the APCM
- * the PCC expects that decisions will be made at the lowest sensible level within this governance framework, saving those responsibilities which the PCC cannot delegate

Meetings:

- the PCC normally meets four times a year:
 - February: to discuss the development of St Peter’s
to plan for the APCM
 - April/May: to discuss the development of St Margaret’s
to review policies
 - July: to discuss the development of St John’s
to
 - November: to discuss the development of Church House and the parish
to agree a budget

Skills needed within PCC:

- concern for the whole parish and our relationship with wider Anglican and local ecumenical partners, as much as with one particular church
- willingness to lead the parish in thinking strategically about the future
- ability to encourage the three churches to think creatively about how they will develop, to scrutinise their operation, and to hold them to account
- knowledge and/or experience of any aspect of the legal responsibilities of PCC

PCC Standing Committee

Members:

- incumbent, wardens, licensed clergy, 2 elected reps, secretary & treasurer

Remit:

- *to carry out the routine work of the PCC between each PCC meeting (Practical Church Management p10)*
- to be accountable to the PCC for its actions

Church Leadership Team Appointing Body

Members:

- incumbent, wardens and licensed ministers from the church in question

Remit:

- to appoint members to CLT, including casual vacancies

Note:

All Churches:

1. Appointing Body meetings will be scheduled as and when they are needed
2. The term of office for an appointed member of a CLT shall be 2 years
3. Appointments to CLTs will normally start at an APCM, but can start at any time. The CLT secretary will hold a record of start and end dates for appointed members.
4. Casual vacancies will be filled, with the incoming person holding office for the remaining part of the term of office of the person they are replacing.
5. Any individual is eligible to be reappointed to the CLT for another term, or to be appointed as a member of the CLT after having been an ex-officio member of the same CLT.

Church Leadership Teams

(one each for St Margaret, St Peter & St John)

Members:

- licensed ministers based at the church, wardens for the church, those appointed to the Leadership Team by the Appointing Body

Remit:

- As a sub-committee of the PCC, the CLT will promote the vision for the parish, and through PCC's values and policies will promote the mission of the church in growing the church spiritually, numerically, in service to our community, financially and in other less tangible (though no less important) ways (eg confidence) by giving attention to the health of:
 - a) the people within the church through its programme of worship, nurture, discipleship and pastoral care
 - b) the development of appropriate ways of serving the people living in our parish, including the nurturing and sustaining of fresh expressions of church
 - c) the fabric of the church and churchyard (with reference to Faculty applications, CLTs are responsible for bringing fully completed proposal to PCC in a form suitable for agreement)
 - d) the finances of the church

Meetings:

- CLTs arrange their own pattern of meetings
- Minutes of the CLT will be published and filed with the PCC Secretary and with the incumbent, and submitted to the next PCC meeting

Church House Leadership Team

Members:

- Chair, Treasurer, Secretary and up to 6 others *acting on behalf of the PCC as Trustees*

Remit:

- to manage Church House according the terms of the original conveyance, in compliance with all relevant legislation, and according to the priorities set by the PCC.
- to ensure that the property is maintained and developed to be fit for that purpose
- to allow residents and groups to use the facilities regardless of faith, gender, race, disability or sexual orientation so long as no activity is detrimental to the interests or priorities of the parish or contravenes the principles of the Church of England
- to report to the PCC at least annually or whenever the PCC deems it necessary and as often as the PCC requires in order to assure itself that it is meeting its responsibilities towards the property
- to report to the parish through the APCM

Meetings:

- Church House Leadership Team will arrange their own pattern of meetings
- Minutes of meetings will be published and with the PCC Secretary and with the incumbent, and submitted to the next PCC meeting

Special Notes:

- All funds of Church House, including its bequests, short-term deposits and income from letting, shall be used only for furthering the aims outlined in the original conveyance and according to any priorities set by the PCC with those aims.
- Any decisions made by PCC, acting as Trustees of Church House, must be made in the best interests of Church House, even when those decisions are not in the best interest of other aspects of the parish.
- This document supersedes the 2007 document entitled "Constitution of Church House Management Committee"

Grants Team**Members:**

- 2 representatives from Church House Leadership Team, as long as Church House continues to generate the income for these grants
- 1 representative from each of the churches

Officers:

- Chairman and Secretary to be selected from amongst the group members

Remit:

- to implement the procedure for making grants passed by the PCC on 12 December 2012 (file name '2013 01 15 HFA Paper approved by PCC')
- with reference to point 11 of the above paper, to make a proposal to PCC by Easter 2014 as to whether or not an Appeals procedure is needed and if so to propose that procedure. Any appeals before then will be adjudicated by PCC.
- to report to the PCC as and when requested
- to report to the parish through the APCM

Meetings:

- Grant Team will arrange their own pattern of meetings in accordance with the above paper
- Notes must be kept of meetings and filed in Parish Office and with the Incumbent

Church Forums

(one each for St Margaret, St Peter & St John)

Members:

- incumbent; Church Leadership Team; elected PCC members for that church; all those for whom that church is their usual place of worship

Roles:

- the incumbent will chair the meeting
- the CLT will prepare agenda and assist with leading the meeting
- PCC members will bring the values, policies & vision of the parish into the church

Remit:

- to be an advisory body to the Church Leadership Team, debating and discussing the direction of the church
- to have a right of appeal to the PCC on decisions made by CLT by passing a resolution asking PCC to discuss the issue further with CLT
- each meeting would also have a particular focus: church budget (autumn), pre APCM (spring), future strategy (summer)

Meetings:

- Notes to be kept of Church Forums and filed with the PCC Secretary and with the Incumbent

Leases Committee**Members:**

- leases relating to all properties except Church House must be approved by: Incumbent, PCC Treasurer, PCC Secretary, and Church Wardens
- leases for Church House must be approved by: Incumbent, PCC Treasurer, PCC Secretary, at least one Church Warden, and the Chair (or nominated rep) of Church House Committee

Remit:

- this committee will approve resolutions pertaining to new or ongoing leases in accordance with advice from the Trusts Administrator, Diocesan Trustees (Oxford) Ltd by meeting, conference call or email. All members need to be consulted for each change of lease

Clergy Group & Ministry Team**Members:**

- all those ordained and working within the parish
- all LLM's licensed to the parish

Remit:

- to pray together at least weekly
- to meet weekly to help the ministry of the parish to be more effective
- to advise the incumbent on all matters of the ministry and mission of the parish, including the implementation of policy, the determining of priorities and the pastoral needs of the parish

Task Groups**Treasurers' Group**

Lead:	Parish Treasurer
Members:	parish, church and Church House treasurers
Remit:	to track on-going budgets across the parish

to plan forthcoming budgets
to ensure that Gift Aid is reclaimed
to advise the PCC and CLTs on any matter of financial policy and the use of funds

Stewardship Group

Lead: Appointed by the incumbent
Members: one rep from each church
St Peter; St John; St Margaret
Remit: to devise the annual stewardship campaign
to promote and develop Stewardship across the churches

Safeguarding

Lead: Appointed by the incumbent
Members: Parish Safeguarding Officer, Children's Advocates from each church
Remit: to oversee the recruitment and training of those appointed to work with children, young people and vulnerable adults
to monitor the implementation of the parish Safeguarding policy
to bring to the PCC any changes to the policy needed

Co-ordinating Group

Lead: Incumbent chairs
Members: Community Priest and one rep from each church
Remit: to co-ordinate the advertising and promotion of all services and events within the parish

The incumbent, PCC or CLTs can devise other task groups as they determine from time to time.

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