



CAVERSHAM THAMESIDE
AND MAPLEDURHAM
ST PETER | ST MARGARET | ST JOHN

Governance, Leadership & Ministry (2020)

The Parochial Church Council and all its committees listed in this document conduct their affairs according to the Parochial Church Council (Powers) Measure 1956 and Church Representation Rules, and any other laws subsequently introduced or amending them.

Parochial Church Council (PCC)

Members:

- according to statute: ie incumbent, licensed clergy, licensed lay ministers, 6 wardens, 4 deanery synod reps, 9 elected members (being 3 from each church) plus treasurer and secretary if not from those mentioned

Each church has 3 elected PCC members

Officers:

- Secretary and Treasurer to be elected as defined in the Church Representation Rules

Role: Under the terms of the Parochial Church Council (Powers) Measure 1956, to consult with the incumbent on matters of general concern and importance to the parish, including the following functions:

- co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
- making known and putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter;
- giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
- raising such matters as the council consider appropriate with the diocesan synod or deanery synod.

Remit:

- to fulfil all its legal responsibilities as defined under ecclesiastical, civil and other law;
- to follow the direction, where lawful, of the national Church and Diocese of Oxford;
- to develop a vision and a set of values and policies which define the "whole mission of the Church" across the parish;
- to encourage and scrutinize the development of the three churches and other aspects of parochial life according to the vision and policies of the parish;
- to report to the parish at the APCM on the life of the parish;
- to oversee the management and maintenance of all churches and churchyards, and other property owned by the parish, or of which the parish acts as tenant;

- to manage the finances of the parish, and report on these to the APCM;
- where appropriate and needed, to employ and remunerate staff
- in collaboration with the incumbent, to agree on the forms of service used in each church;
- to link the churches to the deanery, the diocese and to ecumenical partners.

To fulfil this remit, the Council will delegate such functions as it sees fit to Church Leadership Teams, and other sub-committees, to enable smooth running of the churches, property and other areas under the Council's control. In doing so 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), and report to the PCC on this
- b) 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 determines its own pattern of meetings each year, which will normally be a minimum of four times a year. The rules governing the calling and operation of PCC meetings are defined in the Church Representation Rules.

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, 3 Churchwardens appointed by the PCC one from each church, Associate Vicar, 1 elected PCC member, PCC secretary & PCC treasurer

Remit: As a sub-committee of the PCC, to:

- carry out the routine work of the PCC between each PCC meeting, including making emergency decisions when needed
- to report on its meetings to the next PCC

Meetings:

The Standing Committee will arrange its own meetings, as and when called under the terms of the Church Representation Rules.

Church Leadership Team Appointing Body

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

Members:

- Incumbent, Churchwardens and licensed ministers from the church in question

Remit:

- to appoint members to Church Leadership Teams, including casual vacancies

Meetings and tenure:

- 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 (clergy and lay) based at the church, wardens for the church, those appointed to the Leadership Team by the Appointing Body

Officers:

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

Remit:

- As a sub-committee of the PCC, the CLT will promote the vision and values for the parish, and through implementation of the parish's 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 ways 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
- The PCC delegates day to day operational responsibility to each CLT (whilst retaining oversight of, and responsibility for, all church matters) in the following areas:
 - a) Matters relating to the church building, except for its role with regard to Faculty Applications
 - b) church financial matters, except for the approval of church budgets and reporting of financial statements
 - c) worship and liturgy
 - d) social activities
 - e) pastoral matters
 - f) mission & outreach, except in any area that affects more than one church
 - g) and general day to day running insofar as they relate exclusively to the church, but subject to any general directions given and budgets set by the PCC.

The PCC shall have the power to revoke or change any aspect of this delegation at any time.

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

Property sub-committee

Members:

- A Churchwarden, Parish Treasurer, and up to 6 others
- The PCC will appoint the chair person.

Officers:

- Secretary to be selected from amongst the group members

Remit: Acting on behalf of the PCC who are the Trustees

- To manage the commercial and residential property owned or leased by the PCC, according to any conveyance in compliance with all relevant legislation and according to any directions issued by the PCC;
- Manage vacant properties:
 - to find new tenants
 - arrange the drafting of new leases, liaising with the Diocese and, where appropriate, property management companies
 - presenting to the PCC draft leases for approval;
- On the PCC's behalf, renegotiate the terms of existing leases as needed or requested, including the renewal of a lease, before seeking the PCC's approval
- Acting on the PCC's behalf to acquire or sell any property
- To ensure the properties are well maintained and fit for purpose at all times;
- To report at least annually, or at any other frequency the PCC requests, to the PCC on the state of the properties and the leases;
- To report to the parish at the APCM.

Meetings:

- The Property Sub-committee will arrange their own pattern of meetings;
- Minutes of meetings will be published and submitted to the PCC Secretary and Incumbent ahead of the next PCC.

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 Property sub-committee, 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');
- to report to the PCC as and when requested, and at least annually;
- 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; clergy based at the church; all those for whom that church is their usual place of worship

Officers:

- Incumbent; Church Leadership Team members

Roles:

- the incumbent will chair the meeting, or designate the chair in their place
- 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

Meetings:

- The CLT of each church will determine the business for the Forum
- Notes to be kept of Church Forums and filed with the PCC Secretary and with the Incumbent

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 oversee the implementation and monitoring of the Parish Giving Scheme, or alternatives as agreed by the PCC
to advise the PCC and CLTs on any matter of financial policy and the use of funds
to report to the PCC at a frequency requested by the PCC
to prepare the annual accounts and report on them to the APCM

Stewardship Group

- Lead: Appointed by the Incumbent
- Members: at least 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
to report on its work to the PCC at least annually

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
to report on its work to the PCC at least annually, and to the APCM

Co-ordinating Group

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

Mission Group

- Lead: Appointed by the PCC
- Members: Rector, Associate Vicar, 1 representative from each church, plus any others the group chooses to co-opt
- Remit: to ensure the PCC has mission as a high priority on its agenda, and to promote mission throughout the parish;

to oversee the implementation of the parish long-term mission plan, and report on its delivery regularly, and at least annually, to the PCC;
to ensure the mission plan remains up to date, and draft new plans when asked for by the PCC;
to consult, and provide advice to, the three churches on their mission activity

Fete committee

Members: 2 people from each church;
Other members to be appointed as agreed by the committee;
Minimum 7 members; maximum 12 members

Roles: Chair: appointed by the PCC
Treasurer: the parish treasurer, or another person appointed by him/her, in consultation with the committee
Secretary: to be appointed as agreed by the committee

Remit: implementing policy set by the PCC, to oversee the planning and implementation of the annual church fete
to report of the finances of the fete annually as part of the parish annual financial statement
to bring to the attention of PCC any issues arising from the planning and running of the fete

The incumbent, or his appointed deputy, is an ex officio member of all task groups and committees whether or not listed, and can attend and vote as he so chooses.

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

Date written	2015
Review date	2025

Revision History

Version no	Revision Date	Changes made
2015	02/9/2015	Wholesale revision of original version to add more detail concerning role of PCC, CLTs and other subcommittees
2016	17/08/2016	Revision of diagram showing committee structure Removal of reference to Parish Leadership Team Addition of Grants Team and Leases Committee
2019	18/03/2019	Revision of diagram showing committee structure Addition of opening statement explaining legal framework PCC and other committees operate within Revision of PCC membership to 4 deanery synod reps Revision of PCC role and remit and removal of specific meeting dates Revision of Standing Committee membership Revision of CLT remit Addition of Property Sub-Committee and removal of Church House Leadership Team Addition of Mission Group and Fete Committee
2020 11 18	18/11/2020	Updates due to changes in Church Representation Rules Clarify PCC delegation to CLT's, highlighting areas PCC retains responsibility for Property sub-committee: revise remit to bring greater clarity on role