

BROOKSIDE METHODIST CHURCH

Gunthorpe Road, Peterborough PE4 7TG

Registered Charity Number: 1142796



Brookside Methodist Church Peterborough

GOVERNANCE

Issue A01 08-05-2016

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GOVERNANCE

Compiled

Anthony P Storey

A handwritten signature in black ink, appearing to read 'Anthony P Storey', positioned above a horizontal dotted line.

Senior Steward

Christine Hardman

A handwritten signature in black ink, clearly legible as 'Christine Hardman', positioned above a horizontal dotted line.

Minister

Rev Langley Mackrell-Hey

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Date of Enactment Authorised by Church Council

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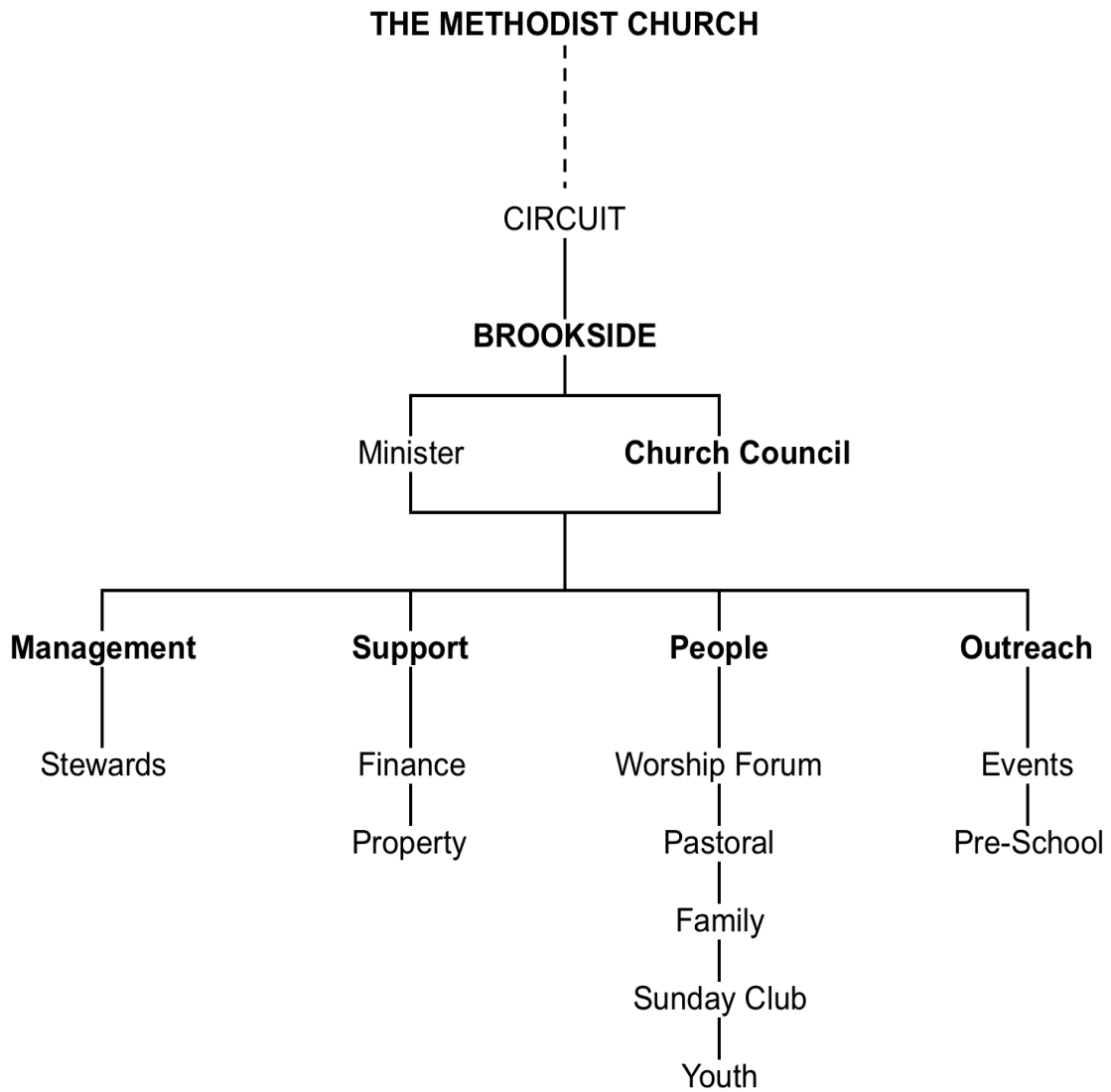
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The Governance Framework



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1 THE AIMS OF GOVERNANCE

1.1 Obligation

This document is a framework which sets out the minimum requirements necessary for the Church Trustees to discharge their legal responsibilities as a registered charity. Any changes will be managed by the Stewards and ratified by the Church Council.

1.2 Purpose

The Methodist Church is a registered charity and is subject to the objects and governance as detailed in Constitution, Practice, and Discipline (CPD). The present Constitution Practice and Discipline Volume 2 can be viewed in detail on the Methodist Church website.

This Governance document has been prepared to provide guidance to the members of Brookside Methodist Church in the efficient and safe operation of the church premises and the activities which are undertaken therein in compliance with the Methodist Church CPD requirements.

It aims to clarify the responsibilities apportioned to each role within the Church so that the expectations are agreed and understood by anyone taking on a specific role.

1.2.1 Guidance

The guidance presented in this document is primarily concerned with the responsibilities and duties allocated to the various roles within the organisation of the Church Family.

Much of the work of running the Church and its associated activities is administered through groups and committees which are established to share the workload. The membership and terms of reference of these groups and committees is discussed in individual sections of this guidance together with the individual responsibilities of members of each committee.

Some elements are dealt with by individuals appointed by the Church to take responsibility for a specific activity as opposed to being a member of a specific committee or group. These roles have been included either within the Church Council section or will be presented as individual sections as appropriate.

Where appropriate, detailed guidance will be provided as a discrete adjunct to this document and these are listed at the end.

1.3 Enactment

This document will be applied to Brookside Church from the date of issue as authorised by the Church Council.

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2 GENERIC RESPONSIBILITIES

2.1 Chair Person or Group Leader

- To fully understand the purpose and remit of the committee or group.
- To liaise with the secretary to draw up an agenda for every meeting.
- To ensure meetings are run in an orderly and efficient manner.
- To lead the meeting with impartiality, allowing everyone the opportunity to be heard and where possible avoiding conflict.
- Where necessary, to ensure that new members are recruited to the committee or group.
- Direct the secretary in any necessary correspondence or other actions.

2.2 Secretary

- To fully understand the purpose and remit of the committee or group.
- To liaise with the Chair Person to draw up an agenda for every meeting and to circulate the agenda to all members approximately ten days before the meeting.
- To prepare the committee or group venue.
- To prepare copies of any documents needed by the meeting.
- To have available a copy of any documentation needed for reference at the meeting.
- To take minutes at the meeting (unless there is a nominated Minutes Secretary)
- To agree the minutes with the committee Chair and then circulate them to all members and other officials entitled to receive a copy, within two weeks of the meeting.
- If appropriate post a copy of the minutes for general viewing.
- Book a room for the next meeting.

2.3 Functional Liaison

There are numerous interactions between committees and groups according to their particular purpose or function. It is incumbent upon the Committee Chair Person or Group Leader to ensure that any business requiring liaison with other committees or groups takes place in a timely manner and that all meetings are documented to ensure auditability of any decision making process.

When the output from a committee or group forms an input required by another committee or group to conduct its business, this shall be provided in good time to a mutually agreed timescale.

2.4 Urgent decision making outside normal meeting timescales

Where any matter requiring urgent action by any committee or group is necessary, outside the normal meeting schedules, the appropriate committee Chair or Group Leader shall consult with any parties as necessary to resolve the issue as soon as possible.

Committees or groups shall consider how they will manage an urgent issue requiring resolution outside their normal scheduled activities. Any specific processes shall be documented in the appropriate section of this Governance document.

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3 ROLES AND RESPONSIBILITIES OF THE MINISTER

3.1 Methodist Oversight

The Ministerial role is defined within the context of Methodist Oversight which outlines the working relationship between the Minister and the Church Council, its committees and wider membership.

A number of background reference documents are available on the Methodist website:

- The Nature of Oversight (Methodist Conference, 2005)
- What is a circuit superintendent? (Conference, 2005)
- What is a presbyter? (2002)
- What is a deacon? (2004)

The Methodist Church is a registered charity and is subject to the objects and governance as detailed in Constitution, Practice, and Discipline (CPD). Local churches are grouped into Circuits under the oversight of a Superintendent Minister who is responsible to the Methodist Conference.

3.2 Ministry

There are three elements:

- **The Word** - preaching, evangelism, apologetics, theological and prophetic interpretation, teaching and the articulation of faith and human experience;
- **The Sacraments** - presiding at acts of celebration and devotion, especially baptism (and, in the wider sense of sacramental acts, confirmation), and the Eucharist;
- **Pastoral responsibility** - oversight, direction, discipline, order, and pastoral care.

3.3 General Responsibilities

The principal role of the Minister is to ensure that the church functions in accordance with CPD. In this context the Minister should provide balanced personal and corporate leadership and the leadership style may have to change according to the situation being dealt with. Ultimately, it is for the Minister to agree the scope of their ministry with the Stewards.

The Minister chairs the Annual General Meeting and Church Council and works in partnership with the Church Council Secretary and the Stewards.

The Minister is the lead pastoral carer, working as part of a team and takes the lead in instigating, encouraging and supporting church membership. The minister encourages people to grow in discipleship, recognising and affirming the gifts of those present within the life of the Church while supporting initiatives and developments to expand church growth and development.

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4 MANAGEMENT - CHURCH COUNCIL

4.1.1 Purpose

The Church Council is the official governing body of the Church.

Members of the Church Council are also Managing Trustees and share the responsibility for leadership and oversight of the Church as a registered charity.

Managing Trustees are not liable for involuntary loss, nor are they accountable for more money than comes into their hands or responsible for the repair of the buildings beyond the funds available or supplied. Provided a Trustee looks after the trust estate and ensures that it is cared for and only used for permitted purposes then no legal liability will be incurred. However, they have a legal responsibility to see that this is done and enter into a positive legal commitment to do so and they may become personally liable for debts due beyond the total assets of the estate.

4.1.2 Responsibilities as a Trustee in the Methodist Church

The following is a basic summary only. Further information for Managing Trustees and their responsibilities is available on the Methodist Church website.

- Observe the law
- Set clear mission aims and objectives
- Act responsibly and be accountable
- Follow the financial regulations
- Act with honesty and integrity
- Obtain professional advice when facing significant risk
- Be good stewards of charity property and funds
- Understand your constitution
- Make collective decisions

4.1.3 Meeting Frequency

The Church Council convenes a minimum of three times annually to discuss the business of running the Church.

4.1.4 Inputs and Outputs

- Reports to the local Methodist Circuit
- Appoints Treasurer
- Appoints Chair of committees
- Appoints Boys Brigade Captain and approves BB Officers
- The church council may constitute any committees it deems necessary to develop its work
- Appoints Class Leaders/Pastoral Visitors to care for all who are on the community roll of the Church
- Provides representation for Brookside on Circuit committees

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4.1.5 Attendees

All church appointments are for a commitment of one year, and no individual should serve longer than six years in succession, unless by ballot and with over 75% support of the meeting.

This is an Open meeting but only members of the Church Council are eligible to vote.

Brookside Church Council Constitution

Minister (Chair)
Church Stewards
Church Council Secretary
Church contact for the Charity Commissioners
Treasurer
Pastoral Committee Secretary
Representative to the Circuit meeting

Up to 15 additional members appointed by the Church Council:

Safeguarding Co-ordinator
Finance committee representative
Property Steward
Health and Safety Co-ordinator
Premises Bookings Secretary
Pastoral Assistant (Cradle Roll/First Steps)
Sunday Club Co-ordinator
Youth Representative
Work with Young People (2 reps)
Family committee representative
Events committee representative
Tuesday Fellowship representative
Church Notices
PE4 Churches representative

General Church Members (6 to 15 appointed annually)

4.2 Church Council Secretary

4.2.1 Appointment

Appointment is by the Church Council

4.2.2 Responsibilities

- Facilitate Church Council meetings and keep appropriate records.
- Publicise meetings and ensure accommodation
- Request Reports, agree Agenda with Chair, circulate Agenda and reports
- Collate back-up papers for meeting
- Take minutes, agree them with Chair and circulate them to members
- Deal with Church Council correspondence

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-
- Act as secretary for the Annual Church meeting
 - Prepare necessary nomination papers

4.3 Church Contact For The Charity Commission

4.3.1 Appointment

Appointment is by the Church Council. The Church Council Secretary is currently discharging these duties.

4.3.2 Responsibilities

- Prepare and Submit Trustees Annual Report to the Charity Commission's
- Maintain details of current Trustees and keep the Charity Commission record up to date
- Provide Trustees with training material

4.4 Safeguarding Co-ordinator

4.4.1 Appointment

Appointment is by the Church Council

4.4.2 Responsibilities

The Safeguarding Co-ordinator ensures that legal and statutory obligations are discharged by the Church particularly in respect of working with children and vulnerable adults.

- With the Stewards, identify possible sources of legal advice
- Record who has attended training and when
- Remind workers with young people and vulnerable adults to re-apply for DBS disclosure every five years or upon a change of role or responsibility also:
- Keep a record of DBS disclosure details
- Keep an up-to-date copy of the Safeguarding Policy for the church –this is sent to all new long-term booking groups.
- Liaise with the Circuit Safeguarding Officer regarding training
- Liaise with the Minister and Circuit Safeguarding Officer any safeguarding issues and when necessary hold copies of initial contacts.
- Attend training sessions when and where appropriate.
- Issue a 'key-holders declaration' for all group leaders and hold a list of all main door key holders. This is kept with a declaration form from group leaders to say they have a copy, and will uphold the church's safeguarding policy.

4.5 Mission & Outreach Co-ordinator

4.5.1 Appointment

Appointment is by the Church Council.

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4.5.2 Responsibilities

- Provide a link with other churches and charities such as Christian Aid, Churches Together and the Shoebox appeal.
- Advise the church council on what different groups are doing.

4.6 External enquiries Co-ordinator

4.6.1 Appointment

Appointment is by the Church Council.

4.6.2 General Responsibilities

- Check Church emails and church answer-phone daily;
- Forward any messages to the appropriate person and acknowledge to the sender;
- Arrange holiday cover to do this.

4.7 Publicity Co-ordinator

4.7.1 Role

To publicise Church events

4.7.2 Appointment

Appointment is by the Church Council.

4.7.3 Specific Responsibilities

- Liaise with Events Committee, Worship Forum, Church Web site Co-ordinator and the Church Stewards;
- Encourage preparation of articles for the weekly Notices, Church Magazine (Brookside News), Circuit Newsletter (Forum) and local publications (e.g. local newspapers);
- Produce posters to advertise events to be displayed around the church and in a wider forum (e.g. local schools / libraries / local shops / doctors surgeries etc.);
- Liaise with the appropriate people to decide the format and wording for large banners that are displayed on the Notice board outside the church (annual budget allocated);
- To ensure that posters are put up and taken down at the appropriate times;
- To be the 'link person' to receive information and posters from the circuit and other agencies and display as appropriate.

4.8 Web Site Administrator

4.8.1 Appointment

Appointment is by the Church Council.

4.8.2 Responsibilities

- Check weekly that nothing needs adding or taking off

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-
- Update the calendar weekly using church diary from Booking Secretary
 - Confirm with other people when their details need changing or adding
 - Revise web site pages as needed after appropriate consultation

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5 MANAGEMENT - CHURCH STEWARDS

5.1.1 Purpose

The principal role of the Stewards is the general management of the Church activities and the Sunday services.

5.1.2 Meeting Frequency

The Church Stewards meet monthly, or more frequently as necessary.

The Senior Steward (admin) takes the role of Chair and Secretary (see Appendix 2)

5.1.3 Attendees

Senior Steward (admin)

Senior Steward

Steward (four minimum)

5.2 Church Steward

5.2.1 Role (Standing Orders SO 633)

Church Stewards are corporately responsible with the Minister for giving leadership and help over the whole range of the life and activity of the Church.

They are particularly charged to hold together in unity the variety of concerns that are contained within the one ministry of the Church. To this end it is their responsibility to uphold and act upon the decisions and policies of the Church Council.

In the discharge of their responsibilities they are encouraged wherever possible to draw other members with appropriate gifts and skills into a leadership team to be appointed by the Church Council.

5.2.2 Appointment

Appointment is by the Church Council. Stewards must be members of the Church

Formal Nominations for Church Stewards usually follow informal selection being discussed with and approved by the Minister. They must then be submitted in writing to the Secretary two weeks prior to the Church Annual General Meeting. The nominations are formally presented at the AGM, and must be proposed and seconded by Church members before each is voted on. The appointment is annual and for a maximum of six years in succession, unless by ballot and with over 75% support of the Church Council meeting.

5.2.3 General Responsibilities

- The Stewards form a managing committee under the leadership of the Senior Steward who undertakes the duties of chair and secretary.
- General Church administration;
- Prepare a quarterly Rota for principal roles in managing Services;

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-
- Collect and collate principal statistics for submission on the October Annual Return;
 - Attendance of a Steward on principal committees;
 - Prepare relevant reports to Church Council, AGM and Worship Forum on the management of the Church activities;
 - Recommend Communion Stewards;
 - Inform the congregation of dates/events (when not done by any other committee)
 - Maintain and update Church Board in Foyer as necessary

5.2.3.1 Liaison with Circuit Administrator

- Provide a named person to receive information and circulars;
- Receiving circulars and forwarding as appropriate;
- Liaising over dates with the minister's diary.

5.2.3.2 Circuit Directory

Produced annually in conjunction with the Circuit Directory Co-ordinator

- Provide named contact to the Circuit Directory Co-ordinator (currently Owen Gardiner);
- Supply information for inclusion in the Circuit Directory;
- Receive the church copy of the Circuit Directory and circulate copies to church members as appropriate;
- Print a master copy to be kept in the vestry.

5.2.3.3 Stewards' Reports

These are prepared by the Senior Steward and agreed with the other Stewards prior to submission to the Church Council Secretary by the given deadline. The principal reports are:

- Stewards' report to Church Council (meets four times a year)
- Stewards' Report to Annual General Meeting (annually)
- Stewards' Report to Worship Forum (quarterly)

5.2.3.4 Church Duty Quarterly Rota

- Ask for unavailable dates through church notice sheet and via email where possible (giving closing dates)
- Encourage more people to volunteer
- Keep the 'job descriptions' of key roles up-to-date
- Draw up the Rota
- Circulate to all involved (electronically or hard-copy)
- Create large version of Rota for foyer notice board & display when appropriate

5.2.3.5 Correspondence

- Respond as needed to any correspondence received
- Send letters as required

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5.2.3.6 Statistics for Mission Annual Return

- Make arrangements for the October count during Sunday services and at weekday meetings;
- Return the completed stats to the minister.

5.2.4 Specific Responsibilities

The following roles are appointed in the Quarterly Rota. See **Appendix 1 Managing the Sunday Service** for details of their specific responsibilities.

5.3 Duty Steward

The Duty Steward is responsible for management of Sunday and special services and supporting the Minister or other nominated person in the discharge of Weddings and Funerals.

5.4 Vestry Steward

The Vestry Steward is responsible for looking after the Preacher prior to the Sunday Service.

5.5 Welcome Steward

The Welcome Steward is responsible for greeting any person attending the Sunday Service and showing them into the Church.

5.6 Book Steward

The Book Steward is responsible for handing out of hymn books, service books, notices and any other information required by any person attending the Sunday Service.

Unless otherwise advised the words of hymns and congregational responses appear on the screens in the Church. Individual Hymn and Service books are not normally necessary, however, some people may prefer to use a book rather than the screen. This includes (thicker) Hymn books with music a limited quantity of which are available on the shelves.

The Book Steward is also responsible for collecting and presenting the congregational offerings during the Sunday Service.

5.7 Offertory Steward

The Offertory Steward is responsible for collecting, counting and banking the congregational offerings after the Sunday Service together with all other payments and donations gifted during the preceding week. They are co-opted by the Stewards in liaison with the Finance Committee.

5.8 PA Steward

The PA Steward is responsible for setting up and operating the microphones and other sound equipment for services and also for recording the services. Training is provided

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5.9 Multi-media Steward

The Multi-media Steward is responsible for preparing and the service content for projection in conjunction with the service leader and for setting up and operating the multi-media element during the actual service.

5.10 Communion Steward

The Communion Steward is responsible for preparing the table and elements for communion services and for directing members of the congregation to come forward in turn to partake in the sharing of these, as arranged with the Minister.

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6 SUPPORT - FINANCE COMMITTEE

6.1.1 Purpose

- To ensure the ongoing financial viability of the church;
- To manage the day-to-day finances of the church business;
- To make considered recommendations to Church Council on major expenditure including Circuit share and Connexional donation;
- To present audited accounts to the Church Council and to the Circuit Treasurer.

6.1.2 Meeting Frequency

- Three times a year
- Extra meetings are called when decisions are needed which involve finance

6.1.3 Inputs and Outputs

- Receives, evaluates and actions comments, suggestions or requests from Circuit, Minister, Church committees, groups and organisations and individual church members;
- Minutes of meetings circulated to Church Stewards / minister / Property Committee chair / Finance committee members
- Finance Report to each meeting of the Church Council
- Recommendations made to Church Council
- Action points followed up by the Treasurer or the Committee secretary
- Increase awareness and appreciation of the finances of the church to all members of the Brookside family ~ through reports / articles in church magazine / letters to individual members or groups
- Reports to the Peterborough Methodist Circuit;

6.1.4 Attendees

This is an Open meeting except where private financial matters are being discussed but only members of the elected Committee are eligible to vote at meetings. All members are appointed by the Church Council

Chair

Secretary

Treasurer

Gift Aid Secretary

Stewards representative

Committee member (three)

6.2 Church Treasurer

6.2.1 Role

The Church Treasurer is responsible for supporting the Finance Committee in the management of the Church finances.

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6.2.2 Appointment

Appointment is by the Church Council

6.2.3 General Responsibilities

- Keep Church Accounts up to date;
- Reconcile accounts against Bank Statements;
- Transfer surplus money into CFB account as needed;
- Provide record-keeping and banking books, and paying in bags for offertory stewards;
- Provide Gift Aided figures to Gift aid secretary (Sue Grice) in April each year;
- Inform Gift Aid secretary if a separate donation needs to be documented;
- Paying bills, including Circuit Share and Connexional contribution and provide receipts and thank you letters for payments and donations;
- Order collection envelopes each year;
- Preparing reports for the Finance Meetings, suggested budget and suggested Circuit Share and Connexional giving;
- Complete Reserves Policy for Charity Commission Report;
- Prepare end-of-year accounts and complete Standard Form of Accounts, including returns from internal organisations;
- Arrange independent auditing of accounts;
- Renew CCLI license annually in November;
- Total up photocopies used by each group and issue invoices;
- Ensure that all Insurance Policies and Licenses are up to date;
- Obtain total of Sunday refreshments and send payment by cheque to the chosen charity;
- Provide floats for fundraising;
- Pay fundraising money into bank;
- Attend Church Council and Circuit meetings as required and liaise with the Circuit Treasurer.

6.2.4 Banking

There are two Church Bank Accounts

Current Account

HSBC

High Interest Account

CFB HSBC

6.2.5 Payments

Cheques are issued to make payments from the current account.

There are three authorised signatories and all cheques must have two authorised signature to be valid.

6.3 Gift Aid Secretary

6.3.1 Appointment

A member of the Finance Committee and appointed from that committee and ratified by to Church Council.

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As this is a very sensitive role the person appointed should be able to maintain confidentiality as they will be one of the two people in the church who has access to information about personal giving of members.

6.3.2 General Responsibilities

- Maintain a list and keep signed forms for all people who have signed up for gift aiding their offertory;
- Encourage members of the congregation to join the Gift Aid Scheme;
- Maintain list of people who use the envelope scheme for their offertory giving, both gift aided and non-gift aided. The Treasurer will supply details of direct debits;
- Distribute envelopes annually in September, ordered and supplied by Church Treasurer;
- Keep up to date on any new government regulations governing gift aid, details supplied by Methodist House, and advise the Finance Committee of any changes;
- During the first week in April, complete the annual return supplied by Methodist House in order to receive Tax Refund;
- Advise Treasurer of estimated amount of tax refund;
- Maintain file of information supplied by Methodist House;
- Keeps records of giving
- Ensure all records are kept for a minimum of 6 years;

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7 SUPPORT - PROPERTY TEAM

7.1.1 Purpose

The Property Committee is responsible for managing the Church premises, fixtures and fittings. It is required to:

- Provide assurance to Church Council re actions taken and planned;
- Provide a high level of scrutiny and detailed discussion regarding property matters;
- Develop detailed medium and longer term asset plans and actions;
- Make proposals to Church Council for approval, in particular, the need for investment and capital expenditure;
- Provide or obtain as necessary expertise and specialist knowledge;
- Prepare and agree annual budgetary provision with Church Council (via Finance Committee).

7.1.2 Meeting Frequency

The Property Team meets quarterly. Affiliated persons are invited to attend as necessary.

7.1.3 Inputs and Outputs

- Reports to the Church Council
- A defects book is located in the Church 'pigeon holes' near the main entrance vestibule for any person to raise a defect issue for attention by the Property Team;
- Annual Inspection and return with defects noted for action;
- Preparation of an annual plan of major works and associated budget planning
- Repair of defects
- Minor works and routine maintenance planning
- Actions arising from meetings

7.1.4 Attendees

Chair (Property Steward)

Secretary

Team Lead - Premises (External)

Team Lead - Premises (Fabric)

Team Lead - General Fixtures, Fittings and Services

Affiliated

Health & Safety Co-ordinator

Premises Bookings Steward

Photocopier management

7.2 Property Steward

7.2.1 Role

The Property Steward is responsible for co-ordinating the Property Team

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7.2.2 Appointment

Appointed by the Church Council

7.2.3 General Responsibilities

- Chair meetings of the Property Committee;
- Prepare Property Report for Church Council meetings;
- Attend Church Council meetings as the Property Steward;
- Be the person to whom each Property Team Leader reports any unresolvable issues;
- Liaise with Church Stewards, Minister and Booking stewards on any property issues;
- Arrange electrical supply contract;
- Arrange gas supply contract;
- Arrange an annual inspection of the property;
- Arrange for the Quinquennial inspection;
- Organise any remedial actions required from the inspections;
- Prepare an annual Property budget proposal;
- Complete the Annual Church Return online;
- Complete necessary forms for new projects related to property;
- Insurance claims and associated negotiations

7.3 Team Lead - Premises (External)

7.3.1 General Responsibilities

- Paths and roadway;
- Car-park;
- Garden & lawn areas;
- Fencing;
- Notice boards;
- Garage & sheds;
- Gates;
- Trees and shrubs;
- Leaf clearing;
- Lawn mower servicing;
- Posts adjacent to the gate;
- Drainage systems.

7.4 Team Lead - Premises (Fabric)

7.4.1 General Responsibilities

- Building security;
- Internal & external decoration;

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-
- Roof & skylights;
 - Windows and doors;
 - Gutters, downpipes and fascias;
 - Lightning conductor annual inspection;
 - Flooring;
 - Plumbing & toilets;
 - Lighting, electrical wiring, sockets, switches and sensors, consumer units and meter ;
 - Kitchen units;
 - Building repairs.

7.5 Team Lead – Fixtures, Fittings and Services

7.5.1 General Responsibilities

- Furniture;
- Curtains and curtain rails, tracks and blinds;
- Ensure that soft fabrics throughout the building have flame retardant materials;
- Telephone (including broad-band);
- PA system and Multi-media;
- Photocopier;
- Heating (including programming heating controls, checking radiators and thermostatic valves, boiler, pumps, and gas water heaters weekly);
- Servicing of boiler & radiators and 2 gas water heaters;
- All electrical fixed and portable appliances (including required PAT testing and 5 yearly electrical inspection with any remedial actions required);
- Gas meter and supply pipe work;
- Ensure that Meter Readings are taken in accordance with the utility provider requirements;
- Dishwasher and Kitchen water boiler servicing;

7.6 Health & Safety Co-ordinator

7.6.1 General Responsibilities

- Arranging annual risk assessments;
- Cleaning teams co-ordination;
- Fire extinguishers;
- Fire alarm systems;
- Fire exits;
- Safety/emergency lighting;
- Review and advise as appropriate what measures should be put in place to deal with bad weather;
- Ensure compliance with the Health and Safety policy and fire drills are being done;

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-
- First aid kit and log book regular review of accidents;
 - Regularly ensure building is free of combustible materials.
 - Regularly check the premises are free of hazards (monthly).

7.7 Premises Bookings Secretary

7.7.1 Role

To manage the use of the Church premises, particularly by third parties which shall normally be on a commercial basis.

7.7.2 Appointment

Appointment is by the Church Council

7.7.3 General Responsibilities

- Prepare and post details of Church and non-church originated activities in the main building corridor;
- Manage commercial bookings for the use of Church premises;
- Ensure formal contract of supply is issued and that any hirer of the premises understands and will comply with their responsibilities for using the premises;
- Act as liaison for church bodies, groups and committees for the use of the premises;
- Hire fees shall be proposed in conjunction with the Finance Committee.

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8 PEOPLE - WORSHIP FORUM

8.1.1 Purpose

- To review and agree worship service format;
- To determine the requirements for both normal Sunday and special services;
- To propose preaching appointments to be submitted to the quarterly plan.

8.1.2 Meeting Frequency

Quarterly, one month in advance of the final submission date for Preaching Plan preparation. (January, April, July and October)

8.1.3 Inputs and Outputs

- Requests and suggestions from any member of the church congregation concerning the format of the Sunday service;
- Matters raised at the open Forum meeting;
- Minutes of the meeting will be circulated and posted as necessary to the general Church congregation;

8.1.4 Attendees

This is an open meeting and all members of the Church are encouraged to attend. Specific roles related to worship and service planning are required to be represented.

Chair

Secretary

8.1.5 Circuit Quarterly Preaching Plan

- Discuss next quarter's services and liaise with anyone necessary;
- Discuss quarterly activity and service attendance plan with Sunday Club Co-ordinator for advising preachers on the plan;
- Compile the form from the Circuit Administrator with details of services and requests and return by the given deadline;

8.1.5.1 Undertaken by the Stewards

- Check draft Plan;
- Return to Circuit Administrator with any revision necessary;
- Circulate Quarterly Preaching Plan to those who need it;
- Print copies of plan for congregation as requested.

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9 PEOPLE - PASTORAL COMMITTEE

9.1.1 Purpose

To ensure the spiritual wellbeing of the congregation by providing moral, physical and emotional support, not just in times of enhanced need but on a routine basis. This takes the place of the older 'Methodist Class' system

9.1.2 Meeting Frequency

Meetings are normally held twice a year with extra meetings convened as required.

9.1.3 Inputs and Outputs

- Reports and information from pastoral visitors;
- Report to the Church Council.

9.1.3.1 Church Directory

- Keep and maintain the Directory up to date. This should be revised as a minimum on a five yearly basis;
- Check with everyone that their details are correct;
- Check with everyone that they are content for their contact details to be included in the Church Directory;
- Provide copies of the Church Directory to those who require one.

9.1.3.2 Greetings from the church

Organise cards from church family for people leaving or other special occasions

9.1.4 Attendees

This is attended by Pastoral Assistants and the Minister

Chair (Minister)

Meeting Secretary

Pastoral Assistant

Pastoral Assistant (Cradle Roll)

Pastoral Assistant (Bereavement Support)

Pastoral Carers (as appropriate)

9.2 Pastoral Assistant

9.2.1 Role

To enhance the pastoral care offered to the congregation by working with the Minister in pastoral charge and Pastoral Visitors.

9.2.2 Appointment

Appointed annually by the Church Council and authorised to administer Extended Communion. Each Pastoral Assistant will be commissioned annually during public worship

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9.2.2.1 Specific Requirements

- Experience of pastoral work in a Christian context;
- A current and valid DBS check;
- A commitment to Safeguarding and other training;
- Not a Pastoral Visitor or Cradle Roll Secretary.

9.2.3 Specific Responsibilities

- Respond to requests for visits from Pastoral Visitors and the Minister within an agreed time contract;
- Meet regularly with the Minister to review work which may include:
 - additional regular visiting of long term sick and housebound;
 - additional visiting in times of greater pastoral need e.g. bereavement;
 - taking out Holy Communion;
 - some hospital visiting;
 - offering an appropriate prayer ministry.

9.3 Pastoral Assistant (Cradle roll/First Steps)

9.3.1 Appointment

Appointment is by the Church Council.

9.3.2 Specific Responsibilities

- Report to the Family Committee, the Pastoral Committee and the Worship Forum;
- Go with the Minister on pre-baptism visits to families and individuals;
- Arrange appropriate date & time for the baptism service and book in the Church diary and the Minister's diary;
- Make arrangements for and set up church for baptism service;
- Organise certificates, candles and bibles;
- Ensure Baptism Register is completed and signed by the Minister;
- Keep a record of all baptisms;
- Maintain a relationship with families for at least 7 years following the baptism by visiting on birthdays and baptism anniversary;
- Advise Minister of any issues that it is felt the Church could help with;
- Keep families informed of church activities particularly relevant to their age group;
- Keep cradle roll lists regularly updated.

9.4 Pastoral Assistant (Bereavement Support)

9.4.1 Role

To provide advice and support for any bereaved person or someone suffering specific loss with the aim of restoring hope in their life.

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9.4.2 Appointment

Appointment is by the Church Council.

9.4.3 Specific Requirements

This is a demanding role which requires formal training and development of a suitable counselling skill set appropriate to bereavement and loss management.

9.4.4 Specific Responsibilities

- Attend Funeral pre-arrangement meeting with the Minister;
- Provide support at the funeral to the bereaved family;
- Provide support following the funeral for as long as needed;
- Provide information and advice on coping strategies;
- To be a compassionate listener;
- To be a link to the wider Church family;
- Be aware and offer advice on long term coping strategies including the availability of other support organisations and agencies;
- Be aware of mental, emotional and physical need likely to be experienced by the bereaved party.

9.5 Pastoral Carer

9.5.1 Specific Responsibilities

- Attend all Pastoral Meetings;
- Visit or make contact with any person on your list whenever the need arises;
- Visit each person at least once a year with their membership ticket;
- Keep in touch, be perceptive, supportive and available;
- Nurture friendship, reliability and trust;
- Ensure your member or adherent has a contact number for you in times of need;
- When necessary, advise the Minister of a concern or situation (with member's permission);
- Respect confidentiality at all times;
- Use the Pastoral Assistants for advice or support whenever necessary.

9.6 Church Flowers

- Flowers are placed in the sanctuary by volunteers ahead of each Sunday;
- A Rota is drawn up annually by the Church Flowers Co-ordinator to organise this;
- A flower book is kept on the vestry table and anyone is invited to add a name against a date to indicate that this person has a specific need or celebration and it would be appropriate for them to receive the flowers;
- A volunteer arranges distribution or takes the flowers to appropriate recipients each week.

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10 PEOPLE - FAMILY COMMITTEE

10.1.1 Purpose

To provide a forum for a representative of each church group and organisation to meet together to share information of activities and events, celebrate successes and achievements and raise any concerns or issues

10.1.2 Meeting Frequency

Meetings are convened twice a year

10.1.3 Inputs and Outputs

- Receive reports written by each group and shared at meeting;
- Reports to the Church Council;
- Share reports and minutes. Issues are discussed at meetings.

10.1.4 Attendees

Chair
Secretary
Stewards representative
Premises Bookings Steward
Church Notices Secretary
Church magazine Editor
Web-site co-ordinator
Pastoral Assistant (Cradle Roll/First Steps)
Events Committee (Chair)

Also a representative from each of the following groups:

Brookside Pre-school
Brookside Toddlers
Sunday Club
Youth Club
Rainbows
Brownies
Guides
Boys' Brigade
Craft and Chat
Keys
Tuesday Fellowship
Word Alive
Men's group
Prayer Breakfast group

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11 PEOPLE - SUNDAY CLUB

11.1.1 Purpose

To plan and deliver teaching and ministry appropriate to children and youth paying careful attention to their pastoral and their learning needs and differences in learning style and in a way that promotes inclusivity and openness within the wider church.

11.1.2 Organisation

The children are split into two groups by age. Each group has two leaders, with additional support provided by two other volunteers who can be called upon to assist.

The leaders also contribute to all-age worship services with the aim of providing a link with the teaching in the Sunday Club.

11.1.3 Sunday Service attendance

The usual pattern of Sunday Club involvement with the main Church congregation is in accordance with the following Sundays in each month:

First:	Children in service for Communion only
Second:	All Age Worship - complete service
Third	First part of the service only
Fourth	No children in service
Fifth	First part of the service only

These arrangements are varied for specific services as required such as at Remembrance, Christmas and Easter, or for Parade services. These changes will be confirmed in the Worship Forum as part of the quarterly planning process.

11.1.4 Inputs and Outputs

- Use of appropriate teaching resources (e.g. Roots for Worship or Salt and Light - produced by Scripture Union);
- Discuss quarterly plan of activities and Sunday service attendance at the Worship Forum as part of the Preaching Plan development.

11.1.5 Planning Meetings

Planning meetings are held weekly. Additional meetings are arranged as necessary in response to a specific need for example to plan teaching sessions, or acts of worship.

11.1.6 Attendees

All members shall undertake Safeguarding training as provided by the Methodist Circuit.
All members require DBS clearance.

Sunday Club Co-ordinator
Sunday Club Leader - Seniors
Sunday Club Leader – Juniors

Additional support appropriate to the numbers of children in attendance

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11.2 Sunday Club Co-ordinator

11.2.1 Appointment

Appointment is by the Church Council

11.2.2 Specific Responsibilities

- To lead and co-ordinate the activities of the Sunday Club
- Confirming any deviations from the usual pattern of service attendance at the Worship Forum for inclusion in the quarterly Preaching Plan;
- To ensure the children are properly prepared and informed about communion in church;
- To ensure a suitable learning environment is provided and maintained for the children.
- To ensure the availability of suitable Leaders for each of the subgroups.

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12 PEOPLE - YOUTH MANAGEMENT COMMITTEE

12.1.1 Purpose

- To provide a link between the Church Family and the Youth Club
- To provide support for the leaders of the Youth Club
- To provide an oversight of the Youth Club activities
- To help to recruit appropriate leader for the Youth Club

12.1.2 Meeting Frequency

Three times a year (once per academic term)

12.1.3 Inputs and Outputs

- Reports from Leaders;
- Liaison with leaders over day-to-day running issues;
- Support to resolve problems;
- Support (if needed) with issues of discipline;
- Support (if needed) with discussions with parents;
- Acts as sounding board for church members;
- Action points made & circulated;
- Minutes of meetings circulated to Committee members, Youth Club leaders, Church Stewards, Circuit Children and Youth Worker;
- Reports to the Church Council.

12.1.4 Attendees

In addition to the appointed members, Youth Club leaders are invited to attend most regular meetings.

Chair

Administrator

Stewards representative

Youth Club Team Leader

General Church Representative (two)

Circuit Representative

12.2 Youth Clubs Management Committee Chair

12.2.1 Appointment

Appointment is by Church Council

12.2.2 Specific Responsibilities

- Lead meetings
- Provide mentoring and support for Leaders

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12.3 Administrator

12.3.1 Specific Responsibilities

- provide clerical support;
- create and circulate agendas;
- Record minutes;
- Prepare reports to Church Council.

12.4 Youth Club Team Leader

12.4.1 Role

The Youth Club Team Leader is responsible for the setting up, running and supervision of the club.

12.4.2 Specific Requirements

- Be sympathetic to our Christian values;
- Have experience in working with young people;
- Be able to communicate well with young people and adults;
- Have good organisational skills;
- Be reliable;
- Have the necessary authority and respect to lead others;
- Be assertive but sensitive to the needs of others;
- Be pro-active in liaising with other church groups and organisations;
- Be aware of and able to implement current safe-guarding legislation;
- Have DBS clearance;
- Have the skills to act as mediator and mentor;
- Be an encourager and a supporter;
- Be flexible but consistent;
- Be able to remain calm in challenging situations;
- Have a good sense of humour and be tolerant;
- Be enthusiastic and empathetic;
- Be prepared to undertake continued professional development;
- Have the ability to implement appropriate disciplinary measures if necessary;
- Be able to evaluate and report back on progress.

12.4.3 Specific Responsibilities

- To co-ordinate and lead planning meetings with other leaders to organise a programme of appropriate activities for each session;
- To attend and take overall responsibility for the Friday evening sessions;
- To lead pre-session prayers with other leaders and post-session debriefs;
- To ensure that the building is safe and secure;

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-
- To ensure that activities are set up and put away;
 - To maintain up-to-date records and registers;
 - To manage the week-to-week finances of the Youth Club in liaison with the Treasurer;
 - To liaise with the Youth Club secretary over administration issues;

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13 OUTREACH - EVENTS COMMITTEE

13.1.1 Purpose

- To identify the need for an event to celebrate a specific time in the Church calendar;
- To identify the need for a social or fundraising event;
- To co-ordinate ideas and suggestions for events;
- To liaise with event organisers and give help and support as required;

13.1.2 Meeting Frequency

Varies according to need but generally around 6 times a year

13.1.3 Inputs and Outputs

- Reports to the Church Council;
- Once a year (usually in January) we hold a planning meeting;
- Events are planned for key dates in the Church calendar;
- Social events are planned throughout the year, taking suggestions from committee members and the wider church family;
- The committee co-ordinates most events, but a number of other people give their time and talents to assist;
- We review each event in meetings.

13.1.4 Attendees

Chair

Secretary

Stewards' representative

Member

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14 OUTREACH - PRE-SCHOOL MANAGEMENT COMMITTEE

14.1.1 Purpose

- To ensure the Constitution of the Pre-school agreed by the Church Council is upheld;
- To support the day-to-day management and running of the Pre-school in partnership with the appointed Manager;
- To ensure that the Pre-school is run in accordance with Christian ethics and principles and with regulations laid down by the Methodist Church;
- To act on behalf of the church to recruit and employ staff in accordance with advice from the Lay Employment District Officer;
- Working with the Supervisor and staff to make considered decisions regarding the finances of the setting;
- Annually to present audited accounts to the Church Treasurer.

14.1.2 Meeting Frequency

At least twice a year with other meetings as necessary (in practice 3~4 meetings a year plus meetings of the Finance Sub-committee) (see Constitution section 5.1).

14.1.3 Inputs and Outputs

- Regular meetings with minutes and follow-up actions allocated;
- Manager's Report at each committee meeting;
- Comments and ideas from staff members church members, parents or other agencies (e.g. Ofsted);
- Visiting the setting;
- Skills and knowledge of committee members (in both education and business) to support the Pre-school in its governance and administration.
- Regular Finance sub-committee meetings
- Seeking expert advice as appropriate
- Reports to Church Council (see Constitution section 5.4).

14.1.4 Attendees

Brookside Church Council will elect from its members some to serve as the Pre-School Management Committee (see Constitution section 4)

The minimum number of Committee members shall be 5 and the maximum shall be 12.

The Treasurer and Secretary are selected from the members of the committee annually.

Chair

Secretary

Treasurer

General committee members (2-9)

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The Pre-School Manager (employee) attends the meetings but is not a member of the Management Committee.

14.1.5 Specific Responsibilities

The Treasurer of the Management Committee is responsible for payment of staff salaries.

A committee member will take responsibility for carrying out supervision with the Pre-school Manager.

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15 OUTREACH - TODDLERS

15.1.1 Purpose

To provide a safe and stimulating place to play for toddlers accompanied by their parents or carers

15.1.2 Meeting Frequency

Toddlers Group is available on a weekly basis during school term times.

15.1.3 General Responsibilities

- Group management is by two volunteers
- Refreshments are co-ordinated by a further volunteer
- A nominal charge is made, which is for refreshments, equipment, Christmas party and an annual donation to church funds;

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16 OUTREACH - WINTER NIGHT SHELTER

16.1.1 Purpose

To provide supervised, overnight accommodation and meals to homeless and vulnerable adults in the community who would otherwise be rough sleeping during the winter months.

16.1.2 Meeting Liaison

Two Church representatives attend the 'Light Project Peterborough' planning meetings.

16.1.3 Inputs and Outputs

- Reports to the Church Council

16.1.4 General Responsibilities

- Provide temporary emergency accommodation;
- Offer pastoral care to understand the Client's issues;
- Encourage volunteers from within the Church community;
- Encourage awareness of the needs of the Night Shelter through financial and practical support.