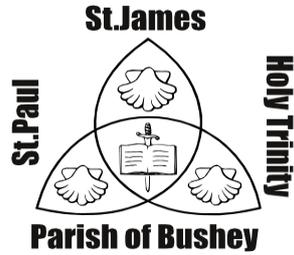




THE CHURCH
OF ENGLAND



THE CHURCH OF ENGLAND
**DIOCESE OF
ST ALBANS**

**APCM...
PCC...
Churchwardens...
Pro-Wardens...
Faculties...
Groups...
Committees...
Charity Commission...**



What on earth are these things for?

*A brief guide to understanding some of the roles and functions of the local Church of England Parish
Bushey Ministry Team, Easter 2014*

What's an APCM?

The **Annual Parochial Church Meeting** (APCM) must be held every year in every parish, and not later than 30 April, and a notice of the meeting must be displayed for a period including the last two Sundays before the meeting. The Incumbent of the parish chairs the meeting, or if he/she is not present, the vice-chair of the PCC.

The APCM receives from the PCC and is free to discuss the report on changes in the electoral roll since the last meeting, an annual report on the proceedings of the PCC and the activities of the parish generally, the audited or independently examined financial statement of the PCC for the previous year, a report on the fabric, goods and ornaments of the church, and a report on the proceedings of the deanery synod.

Electing Deanery Synod and PCC Representatives

The numbers to be elected to the deanery synods by parishes are calculated on the basis of electoral roll numbers and other factors, every third year, and are agreed by the Diocesan Synod. The number of representatives for each parish remains the same for the three year term. If someone resigns, for instance and a vacancy occurs, this should be filled by a casual vacancy election, using the PCC if an APCM is not due to be held within two months.

Although technically speaking a separate meeting (called the **Vestry Meeting**, which any resident of Bushey Parish is invited to attend and vote) the two Parish Wardens are elected at the very start of the APCM, before the APCM begins proper.

What's a Churchwarden?

The post of churchwarden is an ancient one, dating from the 13th century. The churchwarden is the foremost lay minister in a parish church. It is customary for churches to have two churchwardens. In terms of their qualifications they need to be baptised and if not resident within the parish, on the electoral roll. They also need to be communicant members of the church and to have received communion on at least three occasions in the preceding year.

The churchwardens are responsible for the day to day running of the church. The church buildings and grounds are a major part of their responsibility. The maintenance of an inventory of any movable items is also a churchwarden's duty as is support for the parish priest. It is an important role in the lay ministry of the church and churchwardens may be called upon to lead services, if the nominated priest is not available. During a vacancy the wardens are responsible for ensuring that ministers are available to take services. One area where they can relax is with regard to Liturgy and music, as they do not have responsibility for those aspects of worship.

Many of the Churchwarden's responsibilities are connected with building maintenance, such as temperature control, roof repair, seating, lighting, etc. Churchwardens are also responsible for carrying out (or at least organizing) an annual inspection of the church building. They hold a key to the church and are entitled to access at any time. The grounds of the church also come under the purview of the Churchwardens, and depending on the size and location of the church, the grounds may include a cemetery, gardens, driveway and/or parking lot. For churches in cold climates, winter weather may necessitate the negotiation of a snow-plough removal service or walkway clearing, which the Churchwardens will also have to arrange.

Churchwardens have a duty to make sure that the clergy can conduct their services and other meetings without hindrance. This requires that any visitors or newcomers are welcomed and assisted, that there is

adequate seating, proper lighting and heating, and that all other facilities required are in place, including safety requirements. Churchwardens are required to respond to 'official' questions about the parish, and have to make various reports each year to the annual parochial meeting and to the Archdeacon. They may be trustees of some charitable trust connected with the church and are required to keep detailed records of all property, professional inspections, alterations and repairs. They are expected to attend all the meetings of the parish council and in some cases other committees.

Another important role is for the wardens to be familiar with the community and be the type of person who would be approached if anyone needed to know anything, as the churchwardens.com website puts it they are the "go-to-girl" or "go-to-guy", if guidance was required. As one of the leading lay ministers in the parish, the importance of a robust faith must not be under-estimated nor the importance of praying with and for the Incumbent and/or Ministry Team.

In a parish such as Bushey which has 2 wardens and three worship centres brings with it extra challenges. It is good, for example, if the Parish Wardens can regularly share in services in churches which are not their regular place of worship. This is one of the key ways of getting to know people in the other churches and congregations as the Parish Warden is warden to all three churches, not just the one they most regularly attend.

It is a challenging position but is a most important role and ministry within the parish. More information may be found on the website: <http://churchwardens.com/index.html>.

Diocesan support

Each Archdeacon organises a training day each year for new Churchwardens. The St Albans one for this year is on 19 July. If that's no good, wardens can go to one of the others – Bedford is on 5th July, Hertford on 28 June. (Exact venues still tbc.) There is also quite a bit of information on the Diocesan website for church wardens - <http://www.stalbans.anglican.org/diocese/churchwardens/> which might help.

What's a Pro-Warden?

The governance of any parish isn't necessarily easy to understand! The Church of England's Pastoral Measure of 1983 envisages a broad range of possibilities for functioning and is linked with the Church Representation Rules (CRR) (<http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>) which also permit a wide variety of arrangements.

In any parish where there are two or more churches or places licensed for public worship, the APCM may make a scheme which provides for the election or choice of one or two deputy churchwardens for any church or other place licensed by the bishop (*CRR Rule 18(4)*).

Some years ago in Bushey a system was adopted whereby these 'deputy' wardens were known as Pro-Wardens and provision is made for Holy Trinity and St. Paul's to have up to two pro-wardens and St. James's up to three. None of this is set in stone and any APCM is at liberty to discuss new proposals which, if adopted, can come into force at the next APCM (a long wait – APCMs only happen... annually!)

The duties of the Pro-Wardens include offering support to the Parish Wardens, dealing with day to day matters concerning the ordering of services and smooth running of the churches. The Pro-Wardens may also be involved in minor repairs or responding to problems that may arise with buildings, although the ultimate responsibility for the maintenance of buildings rests with the Parish Wardens and PCC.

More formally, legal duties may be devolved from Parish Wardens to deputy wardens. This needs the consent of the APCM and the approval of the Bishop's Council. Currently no formal scheme operates in the Parish of Bushey.

Ultimately these processes are to support and sustain the smooth running of parish life so it will be natural to review how the Parish Governance is ordered from time to time and ask if the current system adequately supports the mission of the church and its current needs. Structures must serve mission, not hinder it!

What's the PCC?

According to the CRR: **The Parochial Church Council (PCC) works with the Incumbent in promoting the mission of the church.** The Incumbent of the parish and the PCC have a duty to consult together on matters of general concern and importance to the parish, and to co-operate in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese.

The PCC is responsible for the maintenance and repair of the church, churchyard and moveable objects as well as being responsible for the care and upkeep of the church, churchyard and moveable items. The PCC has overall charge of all expenditure although, in the Parish of Bushey, normal operational costs rest with the committees appointed to serve each congregation.

All PCC members are Trustees of the church. The PCC is a body corporate, which means that it is a separate body from the people who serve on it. PCC members are also trustees, which entails various responsibilities under charity law.

The PCC have a responsibility to regularly review Health and Safety policies and also Safeguarding policies.

Every PCC in the Church of England is required to meet for a minimum of 4 meetings during the year; in practice, the Parish of Bushey will hold 6 meetings plus an Awayday (giving the working time of another 3 meetings).

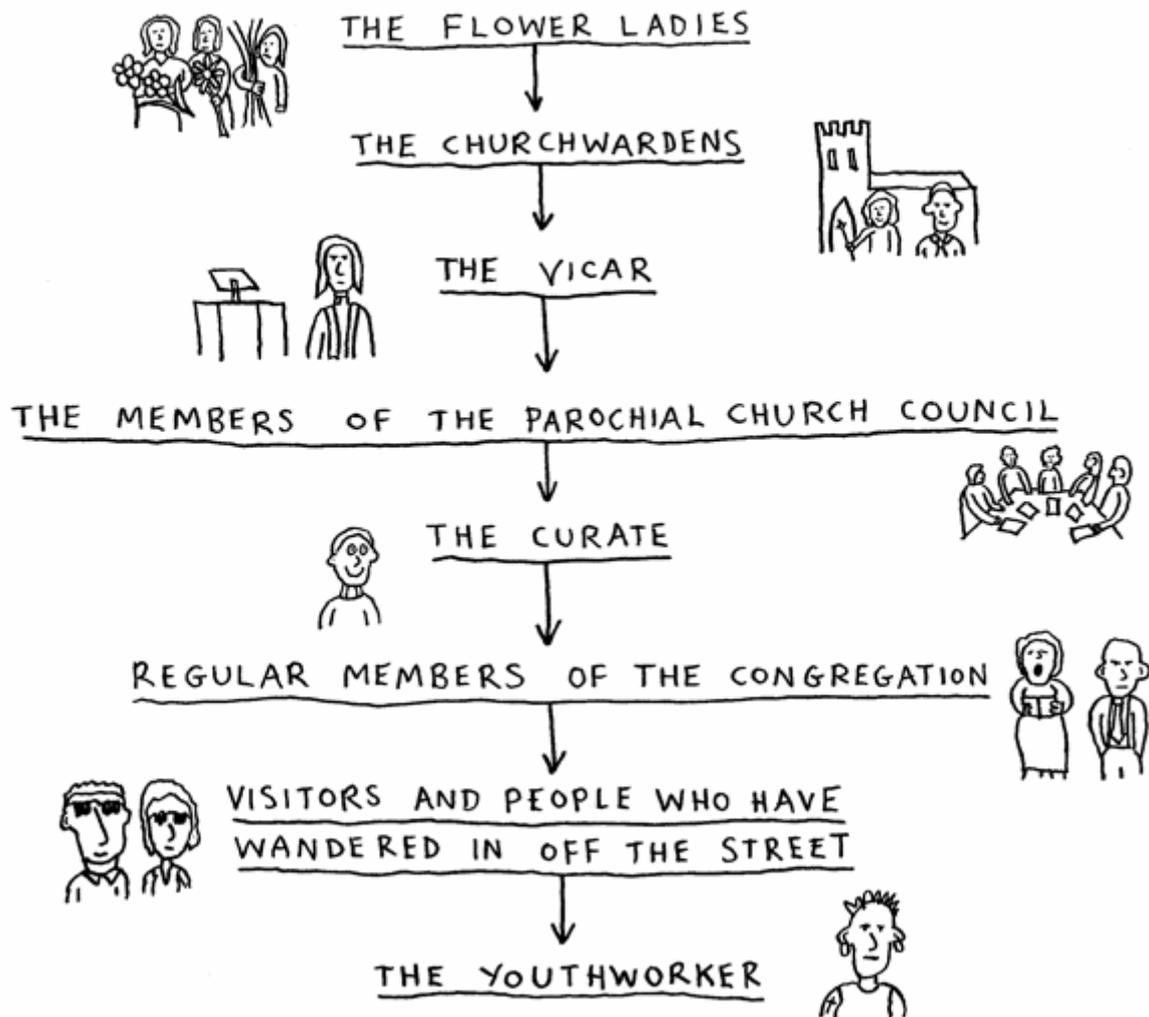
Who can join the PCC?

- All clerks in Holy Orders beneficed in or licensed to the parish
- Deacons or lay workers licensed to the parish
- Readers licensed to the parish, and on the electoral roll of the parish, as determined by the APCM
- Churchwardens
- Lay members of the Deanery, Diocesan or General Synod, who are on the electoral roll of the parish
- Lay representatives of the parish elected at the APCM
(In 2004 a rule was brought in setting down numbers to be elected to the PCC which were dependent on the size of the parish's electoral roll. So up to 50: 6, 51-100: 9, **101-200: 12**, over 200: 15).
However the parish can set a different number, by resolution passed at the APCM, which would take effect the following year.

So as our Electoral Roll numbers 170 we can elect up to 12 PCC members.

THE CHAIN OF COMMAND

WITHIN A CHURCH



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The PCC and Charity Law

Most people over 18 years of age can become PCC members (trustees), but a few are not eligible.

Ineligible people: Those who have already been disqualified as company directors and those who have been convicted of an offence involving dishonesty or deception are some of the people who cannot usually become trustees. In some cases, people who receive benefits from the charity may also be ineligible.

PCC members are required by law to sign a Charity Commission declaration form.

See also the Archbishops' Council website: **The PCC as a Charity – Resources to help you**
<http://www.parishresources.org.uk/pccs/>

The role of PCC Secretary

The primary responsibilities of a PCC Secretary are to support the PCC Chair in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC. The Diocesan Office will also need to contact you from time to time to request specific information.

Key Tasks

- To inform the Diocesan Office of his/her name and that of the other officers elected at the Annual Parochial Church Meeting (APCM) by returning the form sent with the Articles of Enquiry from the Diocesan Office.
- To liaise with the Parish Priest, who is the Chair of the PCC, over the preparation of the Agenda and supporting papers for meetings of the PCC (or to liaise with the Vice Chair, during a vacancy).
- To advise PCC members, at least ten days in advance of the next meeting, and to prepare, produce and issue the Agenda and supporting papers to every member in good time, at least seven days before the meeting.
- To attend PCC meetings and take accurate notes from which to prepare the Minutes.
- To produce and distribute the Minutes of each meeting.
- To ensure that a copy of the Minutes and any supporting papers (but excluding any confidential items) are available for public inspection.
- To keep an accurate record of attendance at meetings.
- To ensure that the PCC fixes the dates of future meetings.
- To record all resolutions passed by the Council, together with the names of the proposer and seconder and voting figures.
- To handle correspondence on behalf of the Parish.
- To respond to requests from the Diocesan Office from time to time, e.g. to convene a Section Eleven meeting which must be held within four weeks of receiving notice of a forthcoming vacancy in the benefice from the Designated Officer (jointly with fellow PCC Secretaries in a multi-parish benefice).
- To organise the APCM; post the appropriate notices and commission, collect, duplicate and issue written reports, agendas and minutes.
- To prepare, or have prepared, an Annual Report to the APCM on the work of the PCC and send, or arrange to have sent, a copy to the Diocesan Secretary together with a copy of the Annual Accounts.
- To ensure that there is an up to date copy of the Church Representation Rules available at the meeting and to particularly understand the rules relating to voting procedures and the eligibility of persons to vote.
- To notify the Diocesan Office of any change in parish officers, or their contact details as soon as possible, e.g. PCC Secretary, Treasurer, Electoral Roll Officer, Church Warden etc. To notify the Diocesan Office and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.
- In addition Secretaries may be asked:
 - To post the appropriate notice and certificate for the Electoral Roll (in the absence of an Electoral Roll Officer).
 - To service meetings of other groups in the Parish.
 - To seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

Correspondence

The PCC Secretary will respond to correspondence on behalf of the parish after consultation with the Chair.

Information on the procedure in preparing the Annual Report for the APCM can be found here:

<http://www.churchofengland.org/clergy-office-holders/pcc-information/pcc-accountability/chapter-6-the-annual-report.aspx>

A useful summary of the role of PCC Secretary can be found here:

<http://www.southwark.anglican.org/downloads/resources/PCC-Sec-handbookv1.pdf>

Ministry of Welcome

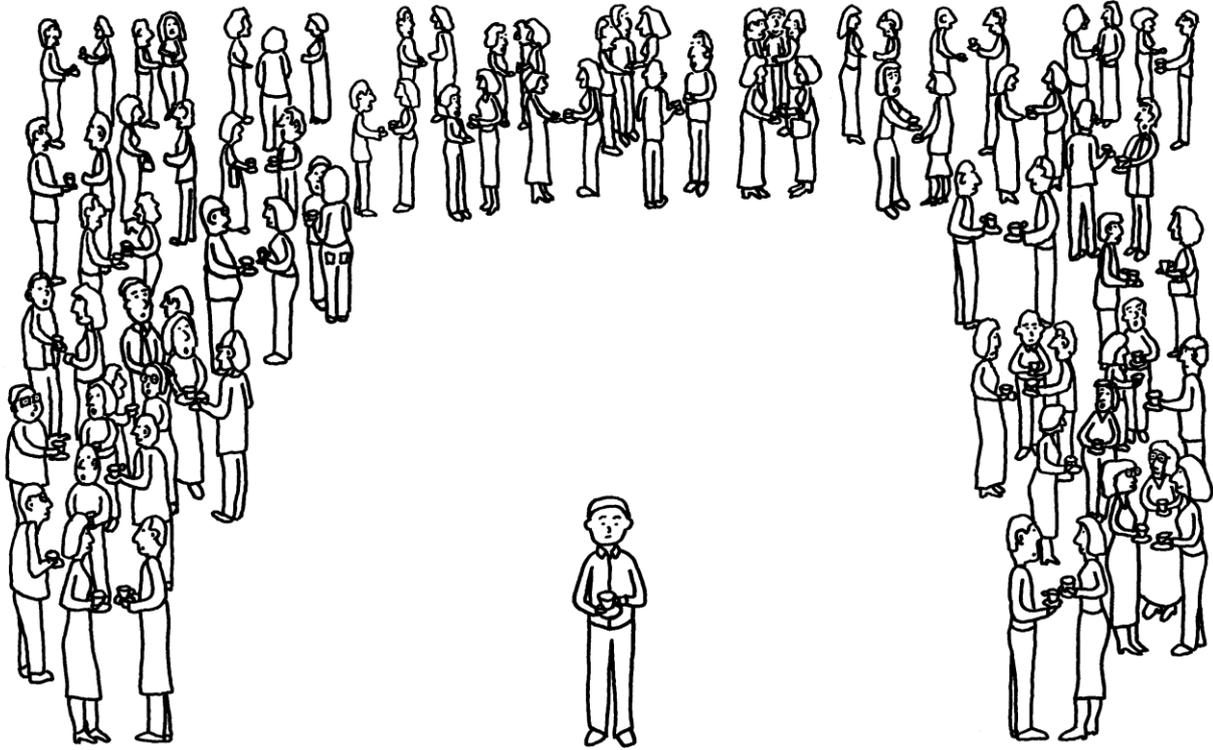
“The sidesmen of the parish shall be appointed by the annual parochial church meeting or, if need arises between annual parochial church meetings, by the parochial church council. No person whose name is not on the church electoral roll is eligible as a sidesman, but all persons whose names are on the roll are so eligible. It shall be the duty of the sidesmen to promote the cause of true religion in the parish and to assist the churchwardens in the discharge of their duties in maintaining order and decency in the church and churchyard, especially during the time of divine service.”

The above extract is taken from the “Canons of the Church of England” and describes, in rather arcane language, the ministry of sides-people (to use a more inclusive term). Another description is “welcomer”. As well as appointing wardens, deputy wardens and PCC members, another required component of the APCM is to appoint sides-people for the coming year. In reality certain people will probably serve at specific services and in the past were elected on that basis. But recently we took the decision (APCM 2013) to appoint people with the possibility of serving at any service across the parish. That way, joint ‘parish’ services will now have a welcome team formed from each congregation.

Sides-people, therefore, play a key role in often being the first point of contact for those coming to services. There are lots of “behind the scenes” jobs to be done before services begin, and if sidesmen are to start their duties with a time of quiet prayer, then they need to get to church especially early! But the quality of the welcome will determine whether someone comes back a second time. No pressure then! “A good welcome is what happens after you have smiled and said hello.” That is the paraphrase of a section on “welcome” in the book *Mission Shaped Parish*. Many dioceses offer a “mystery worshipper” programme – someone who will offer a helpful critique on the quality of the welcome they have received. Although this can be disturbing it is a helpful way to find out what we really do offer people who come to us (not what we think we offer!). The Ministry of Welcome, therefore, is one of the crucial areas of church life and, when done well, will see congregations growing.

AFTER-SERVICE COFFEE

THIS IS THE TIME WHEN NEWCOMERS CAN GET TO KNOW THE CONGREGATION



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Committees

This is where the real day to day work of ministry is often done. Depending on the needs of a parish at any one time, committees can be very wide ranging. In 2013 the APCM formed the following committees:

- **Parish Events Forum**
- **Parish Buildings Committee**
- **Parish Finance and Stewardship Group**
- **Parish Communications Group**
- **Falconer Hall Management Committee**

The 2014 APCM will similarly give a mandate to these and any new committees as required to sustain the ongoing life and ministry of our Parish and our three worshipping communities. Individual Churches may also wish to form sub-groups (e.g. the St. James's committee has a sub-group – the St. James's Events and Social Committee). Committees which are formed at the APCM are required to meet on a regular basis (for example, the Buildings Group and Comms Group may need to meet monthly) and to provide regular written reports which are submitted to the PCC. All committees will have terms of reference agreed and approved by the PCC. These will of course be reviewed on a regular basis.



"I move that we debate whether to vote to decide whether to discuss bringing this meeting to an end."

Committee Terms of Reference

General policy: in line with what is considered 'best practice' in many churches and organisations, the PCC suggests that the Chair for each of these groups rotates annually around the different members so as not to place responsibility solely on one person over a number of years. This is recommended as the norm.

The Communications Group

The communications group exists to support the marketing and communications of Bushey parish as and where possible.

Falconer Hall Management Committee

Responsibilities of the Committee

1. Responsibility for the fabric of the Falconer Hall.
2. Routine repairs and maintenance of the Falconer Hall.

Capital expenditure is only sanctioned via the Buildings Group and PCC.

3. Developing income and relationships with the tenants of Falconer Hall.
4. Setting basic annual budgets for Falconer Hall. This point requires regular monitoring and therefore requires figures from The Parish Treasurer on a quarterly basis.

Finance & Stewardship Committee

Background and purpose

The Parochial Church Council's responsibilities include some areas where an above average degree of technical knowledge may be involved. The PCC has therefore set up the Finance & Stewardship Committee to offer advice in the areas mentioned.

Officers

The Committee shall consist of the Rector, the Parish Treasurer, the Treasurers of the three Churches, the Church Membership Fund Secretary and such other Clergy or Electoral Roll members as the PCC shall decide.

Responsibilities of the Committee

To advise the Rector, the Parish Treasurer and the PCC on such financial and stewardship matters as may be referred to it.

To bring to the attention of the Rector, the Parish Treasurer and the PCC information that it considers useful in the discharge of their functions in the relevant areas.

Duties of the Committee

1. To meet at appropriate intervals, at the instigation of the Rector, the Parish Treasurer or if a majority of the Committee so decides.
2. To make a record of each meeting (which may be in electronic form).
3. To submit a report to the Annual Parish Meeting if required to do so by the Rector.
4. To seek out and disseminate as necessary the information referred to in the second responsibility above.
5. To maintain an appropriate level of confidentiality, especially as regards stewardship matters.

Individual Church Committees

Background and purpose

Many of the functions of the Parochial Church Council have been delegated to the local Church Committees of the congregations that worship at St James, St. Paul's and Holy Trinity, although the PCC retains final responsibility. Correspondingly, each Church Committee has a similar function to that of the PCC in a single church.

Election

The Church Committee shall consist of the Officers (see below) together with such other Electoral Roll members as shall be elected in a manner appropriate for each church.

Officers

Pro-Warden(s), appointed by the Annual Parochial Church Meeting. As a minimum, the following other officials shall be appointed at the APCM or the first meeting of the church committee after the APCM

Responsibilities of the Committee

1. To assist the Clergy, the Parish Churchwardens, the PCC and the above mentioned Officers in carrying out their duties.

2. To support the operation of the Parish Church Membership Fund and to raise any further finance required, in accordance with the annual budget agreed by the PCC.
3. To oversee the disbursement of funds allocated to it in accordance with the annual budget agreed by the PCC. To make annual donations to "Charity" as agreed by the Committee in consultation with the Congregation.
4. To see that the Church and Hall(s) are properly maintained and to liaise with the Buildings Committee of the PCC. To decide Hall "rents" and to liaise with regular Hall users.
5. In relation to worship, instruction and studies in the faith (including children's education and house groups), to assist the Core Group in seeing that these activities are maintained successfully. To encourage the Congregation in prayer for the Mission of the Church.
6. In relation to all activities, with the help of the Ministry Team, to see that persons are appointed to co-ordinate the necessary work, including fund-raising and social activities, and to review the list after each APCM.
7. To monitor all the above-mentioned activities, taking any appropriate action.
8. To consider any matter referred to it by the PCC or raised by a local parishioner/ local community.

Duties of the Committee

To meet at appropriate intervals to transact the business arising from the above responsibilities, including financial.

To arrange, prior to the APCM, a forum to which shall be submitted accounts and reports on the year's activities.

To submit a report to the Annual Parochial Church Meeting.

Holy Trinity/St Paul's/St James's Treasurer

Role: The Church Treasurer is a member of and reports to the Church Committee. The role is to record the financial transactions of the Church and produce appropriate reports and accounts, within the framework laid down by the Parish Treasurer, to whom he or she has a functional responsibility.

Duties:

1. To be aware of all sources of XXXX Church income, arrange for all receipts to be collected, banked and adequately documented and recorded (including amounts of open plate collections which have to be recorded in the Register of Services).
2. To maintain a good relationship with any banks used by the Church and to hold the cheque book(s) and arrange for the payment of Church expenditure, with adequate documentation and recording.
3. To produce the prescribed Receipts and Payments (R & P) computer workbook and to email updated versions to the Parish Treasurer, in accordance with the latter's requirements.
4. To reconcile the R & P to the bank statement once a month.
5. To prepare an annual budget.
6. To prepare an annual statement of Receipts and Payments, in accordance with the requirements of the Parish Treasurer.
7. To prepare interim statements of Receipts and Payments for the XXX Church Committee, so that the latter is at all times aware, at least in broad terms, of the financial state of the Church.
8. To arrange for Gift Aid (yellow) envelopes to be dealt with in accordance with the system laid down by the Parish Treasurer.
9. To arrange for Church Membership Fund envelopes to be dealt with in accordance with the system laid down by the Parish Treasurer and the Parish CMF Secretary.
10. To prepare reports of all contributions from CMF members passing through the Church accounts in accordance with the requirements of the Parish CMF Secretary.
11. To arrange for the necessary records to be kept so that Gift Aid may be claimed under the Small Donations Scheme as soon as possible at the end of each quarter.

12. To be involved in the arrangements for lettings of the Church and Hall, as well as the cleaning and maintenance of those premises, to the extent and in the manner prescribed by the Parish Treasurer.
13. To perform such other concomitant duties as may be reasonably required by the XXX Church Committee or the Parish Treasurer.

Responsible (as limited above) for:

1. Sidespersons and others handling money received at services.
2. Persons involved in handling receipts from regular giving where money passes through the Church accounts.
3. Persons handling Hall and Church lettings, as well as the cleaning and maintenance of those premises.

Some useful information regarding the role of treasurers can be found here:

<http://www.stalbans.anglican.org/finance/finance/>

Parish Events Forum

Background and Purpose

The Parish Events Forum seeks to involve all 3 churches in Parish-wide events.

The objective of the Forum is, through shared ideas and communication, to form closer ties between the 3 churches, organise social events and is not primarily that of fundraising.

Officers

The Forum consists of a Chairman, Secretary and, including these positions, at least 2 members from each of the 3 churches (although it recognizes that this may not always be possible), who may co-opt other members with specific areas of expertise as and when necessary.

Responsibilities of the Committee

Events to be notified as early as possible, by the Rector with a brief summary, to the Forum. The Chairman then convenes a meeting with further meetings to be arranged as necessary.

Brief minutes/notes of each meeting to be provided by the Secretary to the Forum members and the Rector.

To satisfy financial accountability, an account of money spent and any money taken at a particular event to be notified to the Secretary for inclusion in the next Minutes.

Buildings group

Officers

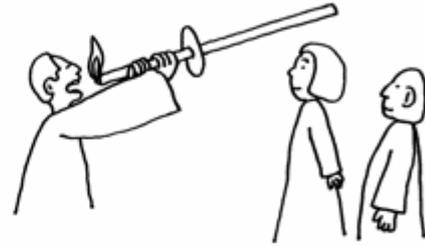
The Committee is to consist of a chairperson who shall be a member of the Electoral Roll of the Parish and representatives of each of the three churches in the Parish and the Falconer Hall management. Other members with special expertise may be co-opted as necessary. Members will be appointed at the Annual Parochial Church Meeting for a period of 12 months and the chair appointed at the first meeting.

HEALTH AND SAFETY

THE THINGS THAT WE ARE NOT ALLOWED TO DO ANY LONGER



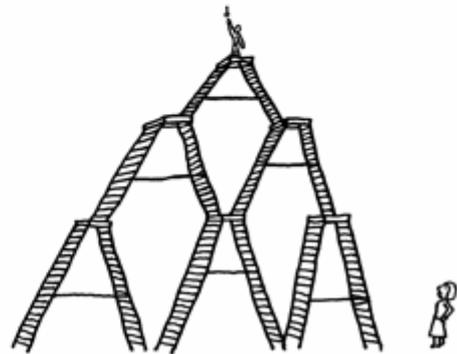
HYMNBOOK HURLING



ACOLYTE FLAME-SWALLOWING
COMPETITIONS



RACING BLINDFOLDED CHILDREN
DOWN THE AISLE



CHANGING LIGHTBULBS USING
INGENUOUS STEPLADDER COMBINATIONS

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Responsibilities of the Committee

The Parish Buildings Committee is responsible for all property issues affecting the Parish Estate which comprises those buildings listed at Appendix A.

Meetings of the Committee are to take place on a monthly basis.

The Committee is responsible for:

- a. Identifying all works necessary for the upkeep of the Parish estate and arranging for them to be carried out after gaining the appropriate financial approval for major items from the PCC. Minor works may be carried out at the discretion of the Committee in line with the policy at Appendix B.
- b. Maintaining and keeping under review a central record (available in the Parish Office) of all work required and in progress, including that identified during Quinquennial Reviews by the Diocese.
- c. Briefing the Core Ministry Group and the PCC on the progress of all works affecting the Parish Estate.
- d. Maintaining an Approved Contractor and Supplier List (Appendix C) to be used wherever possible for Parish work in order to ensure quality and cost effectiveness.

- e. The development and upkeep of a central record (to be available in the Parish Office) of all maintenance contracts/arrangements and insurance policies affecting the Parish Estate.

List of Appendices:

- A. The Parish Estate.
- B. Policy for Approving Minor Works.

Appendix A

The Parish Estate

- The St James's Parish Estate comprises:
- St James's Parish Church
- St James's Church House, Parish Office and Flat
- St Pauls' Church
- John Stobbart Hall
- Holy Trinity Church and Stockwell Hall
- Holy Trinity House
- Falconer Hall

The Rectory is excluded from the terms of reference as responsibility for it rests with the Diocese

Appendix B

Guidance for Authorising Payments, Including Emergency Situations Across The Parish

There are guidelines for agreeing to and authorising payments from the various accounts held across the Parish. The Parish manages maintenance, repairs and improvements as well as routine expenses for Church House and Flat, Trinity House and Falconer Hall, plus all those likely to be >£1,000.

For all Expenses <£100: Any Warden (e.g. Churchwarden, Pro Warden, Parish Warden), Fr Neil or Rev Dave can agree verbally to proceed on the basis of an estimate. A Warden can only agree for his/her own Church, whereas a Parish Warden can cover any location. The appropriate Treasurer needs to be informed what and why has been agreed preferably by email so there is a record and ideally an invoice is passed to the Treasurer.

For Non-Urgent Expenses £100-500: A Parish Warden, Fr Neil or Rev Dave can agree verbally to proceed providing an estimate has been given. Verbal estimates are OK from a company or individual on our Preferred Tradesmen List. For others only written estimates should be accepted. The appropriate Treasurer needs to be informed what and why has been paid preferably by email so there is a record and so they can check if sufficient funds are available. Anybody can be appointed to manage the work. After the work has been completed to our satisfaction, the invoice is passed to the Treasurer.

For Non-Urgent Expenses £500-1,000: At least 3 of the Standing Committee should agree, preferably by email providing at least two written estimates have been obtained. The Buildings Committee (BC) should be informed along with the appropriate Treasurer what and why has been agreed preferably by email so there is a record. The latter so they can check if sufficient funds are available in case there is a need to contact the PCC via the BC for Parish support. The work needs to be managed, preferably by somebody with responsibility at the location or a member of the Buildings Committee. After the work has been completed to our satisfaction, the invoice is passed to the relevant Treasurer.

For Non-Urgent Expenses >£1,000: The case for this expenditure must be put to the full PCC by the BC and must include at least two written estimates. If the estimates are significantly different, e.g. >25%, then a third is advised but not mandatory if the quotes are from our preferred suppliers.

For Urgent Expenses: An urgent expense would include, leaking roof, hazardous electrical wiring, dangerous masonry, overflowing toilet/sink, blocked drains, no hot water etc. At least 2 of the Standing Committee should agree verbally that the issue is indeed urgent and needs to be carried out as soon as possible. Ideally, only a contractor from our Parish list should be approached. However, if this is not possible, the requester is advised to use an alternative recommended contractor (e.g. from Trust A Trader.com). An email should be sent to the SC and the appropriate Treasurer** confirming the details of the likely expense. After the work has been completed to our satisfaction, the invoice(s) is(are) passed to the relevant Treasurer for payment.

**In most cases all urgent repairs below £1,000 would be paid for by the individual Church or Parish according to the location of the work carried out so that the resultant invoice is passed to the relevant Treasurer. However, the Parish recognises this might not always be possible and the SC will consider the Parish making the payment. Allocation of costs for urgent repairs above £1,000 will be agreed by the full PCC at the next available meeting as it might require using our unrestricted reserves.

But most importantly....

Never stop praying (1 Thessalonians 5:17)

The sections above can seem rather legalistic and somewhat pedantic. Shouldn't things just happen naturally? When we use the structures and governance well then the Spirit of God can work in us and through us. It is important that those elected to office have a clear understanding of the responsibilities they are understanding and a sense of how those duties fit into the overall maintenance of the life of the Church.

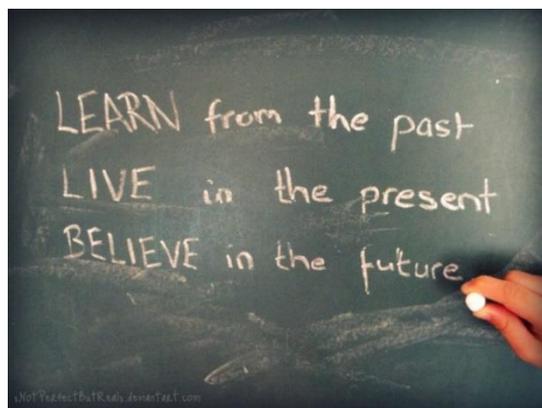
But most of all, all those called to serve in these offices need to be people who love the Lord Jesus and desire, with passion, to serve Him faithfully. This will require time – not just to do the jobs and tasks laid down – but also time given to prayer, reflection and Bible Study. With so much going on during Sunday services, the last thing people sometimes manage to do is pray! When our ministry is busy, we need to carve out time, outside of duties, to be still in the presence of the Lord. Some dioceses, for example, actively encourage their Churchwardens to worship in another parish every six weeks simply to 'recharge the spiritual batteries.' That is certainly so in the Diocese of Liverpool. If God has called you to these tasks, He will give you the strength to carry them out diligently whenever you turn to Him in prayer. **He who has called you is faithful** (1 Thessalonians 5:24).

What vision is there for Ministry in the Parish of Bushey?

All the above can feel rather imposing and off-putting and very dull! But good governance is there to enable the ministry mission of the church to flourish. Since July 2012 a Ministry Team has evolved. Although not a legally constituted body (as with Leadership Teams or Shared Ministry Teams which have been commissioned by the Bishop) it nevertheless brings together all those who are ordained (clergy), as well as lay leaders (licensed Reader and Ordinands). It also includes the Parish Wardens and Pro-Wardens. Thus every worshipping community and every layer of church life is represented.

The Ministry Team aims to meet once a month and in January spends a day together at an away-day. Its discussions will range from specific projects (e.g. stewardship programmes, pastoral visiting schemes) to more general pastoral matters. It is an opportunity for sharing news and concerns, some of which do not make it to the clergy! Very often the Ministry Team will discuss items prior to PCC (initial plans for Giving in Grace campaign, review of **Living God's Love** MAP Summary) so as to give a steer at PCC meetings thus enabling a more focussed discussion.

At the recent Ministry Team Awayday it felt it wanted to recommend a new pattern of meetings. The full Ministry Team numbers some 13 people and will grow when Fr. Graham begins ministry here. And so in addition to the monthly meeting, the Ministry Team will split into two groups which will meet at intervals in between the Ministry Team meetings. These smaller groups will meet primarily for support, prayer and friendship. It may include a good meal from time to time! The larger the group, the more difficult it is to get to know one another. And if we do not know one another, we cannot function properly as we need to understand one another and our different ways of working in able to support each other.



From the Ministry Team there is a smaller meeting of the **Core Group** (Clergy, lay reader and ordinands). The Core Group meets every Tuesday for Morning Prayer at 8am, followed by breakfast in the Rectory

where discussion on the forthcoming Sunday Gospel is often mixed with toast and muesli! Following that a two-hour “staff meeting” follows focussing upon immediate pastoral issues, leading and peaching at services, and also looking in close detail at some of the initiatives coming up (e.g. Giving in Grace campaign and Discipleship Course). As a general rule this group meets even when the Rector or other clergy are away (excluding School holidays). Thus it is rooted in the ongoing ministry of the parish, not revolving around an individual.

It may be that one of the tasks the Ministry Team engages with in 2014 is a review of the structures and governance of the Parish as it grows and seeks to engage more effectively with the challenges of the 21st century.

Living God's Love

Living God, draw us deeper into your love;
Jesus our Lord, send us to care and serve;
Holy Spirit, make us heralds of good news.
Stir us, strengthen us, teach and inspire us
to live your love with generosity and joy,
imagination and courage; for the sake of your world
and in the name of Jesus, Amen.

Recommended Reading:

Church Representation Rules

<http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules.aspx>

PCC Accountability: The Charities Act 2011 and the PCC 4th Edition – Church House Publishing

<http://www.amazon.co.uk/PCC-Accountability-Charities-2011-Edition/dp/0715110659>

An ABC for the PCC – John Pitchford

<http://www.chbookshop.co.uk/books/9781906286071/ABC-for-the-PCC>

Handbook for Churchwardens and Parochial Church Councillors - Timothy Briden & Kenneth M. MacMorran

<http://www.chbookshop.co.uk/books/9781441154743/Handbook-for-Churchwardens-and-Parochial-Church-Councillors>

Practical Church Management: A Guide for Every Parish - James Behrens

<http://www.chbookshop.co.uk/books/9780852446027/Practical-Church-Management>

Your Church and the Law: A Simple Explanation and Guide - David Parrott

<http://www.amazon.co.uk/Your-Church-Law-Simple-Explanation/dp/185311927X/>

Churchwardens: A Survival Guide (Revised Edition) - Martin Dudley

<http://www.amazon.co.uk/Churchwardens-Survival-revised-Martin-Dudley/dp/0281060924/>

