



## COMMITTEES AND TEAMS: TERMS OF REFERENCE AND MEMBERSHIP

Last updated: February 2019; Approved by PCC: March 2019

The Committees and Teams which have formal terms of reference are as follows:

- Parochial Church Council (PCC)
- Standing Committee
- Fabric and Finance Committee
- Shared Ministry Development Team (SMDT)
- Worship Team
- Prayer Team

This report does not include all Committees and Teams, which are listed on a separate summary document, with their 'reporting relationship'. Each Committee and Team is expected to be largely autonomous, deciding on the frequency of meetings it requires to conduct its business, able to make decisions and carry on its business without referral to its parent body. However, it is important to define these reporting relationships so that when upward referral or downward delegation is necessary the route is clear.

### **PCC**

The PCC is the ultimate decision-making body of the Church. All other Committees and Teams operate under delegated powers from the PCC.

### ***Terms of reference***

The following is taken from the PCC (Powers) Measure 1956 (as amended). The whole Measure is several pages long, so the following is an extract of the key points:

- 1 It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish.
- 2 The functions of PCCs shall include:
  - a Co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - b The consideration and discussion 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;

- c Making known or 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;
  - d Giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
  - e Raising such matters as the council consider appropriate with the diocesan synod or deanery synod.
- 3 In the exercise of its functions the PCC shall take into consideration any expression of opinion by any parochial church meeting.
- 4 The PCC of each parish shall have powers duties and liabilities with respect to:
- a The financial affairs of the Church including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys;
  - b The care maintenance preservation and insurance of the fabric of the church and the goods and ornaments thereof;
  - c The care and maintenance of the churchyard, and the power of giving a certificate under the provisions of section 18 of the Burial Act 1855.
  - d The power to acquire (whether by way of gift or otherwise) any property, real or personal –
    - i For any ecclesiastical purpose affecting the parish or any part thereof;
    - ii For any purpose in connection with schemes (hereinafter called ‘educational schemes’) for providing facilities for the spiritual moral and physical training of persons residing in or near the parish.

***Current membership following elections in April 2018***

*Ex-officio*

Assistant Minister: Alison Hobbs  
 Churchwarden: James Morgan  
 Churchwarden: Hester Higton  
 Deanery Synod representative: David Eltringham  
 Deanery Synod representative: John Jackson  
 Deanery Synod representative: Robert Scott-Biggs  
 Reader: Geoff Moore

*Elected membership (9 members)*

Jayne Cook  
 Peter Cook  
 Mike Higton (Secretary)  
 Jean Hodgson

Steve Hodgson (Lay Chair)  
 Geoff Knott (Treasurer)  
 Jeanette Metcalfe  
 Isabel Rae  
 John Roberts

*Co-opted member:* Sue Morgan

## **Standing Committee**

### ***Terms of reference***

The PCC must have a Standing Committee which 'shall have power to transact the business of the council between meetings thereof subject to any directions given by the council'. The standing committee should consist of not less than five persons.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

#### *Ex-officio*

Churchwarden: James Morgan

Churchwarden: Hester Higton

#### *Other members*

Mike Higton (PCC Secretary)

Alison Hobbs (Associate Minister)

Steve Hodgson (Lay Chair of PCC)

Geoff Knott (Treasurer)

Geoff Moore (Reader)

## **Fabric and Finance Committee**

### ***Terms of Reference***

Revision from Fabric Committee to Fabric and Finance Committee adopted September 2018

- 1 To ensure maintenance and good repair of the rebuilt church, including mechanical and electrical systems – security, fire, telephone and utilities – gas, electric and water.
- 2 To ensure satisfactory operation of mechanical and electrical systems along with the organ.
- 3 To put in place service contracts as necessary.
- 4 To make proposals for minor improvements where needed and implement within delegated budget limits.
- 5 To prepare and submit faculty applications, with PCC approval as necessary.
- 6 To ensure compliance with health and safety, fire and environmental regulations including implementing an annual health and safety check, a fire emergency plan and an annual fire drill.

- 7 To monitor the maintenance of the new and old church yards, including undertaking an annual inspection and 'push' test of gravestones, taking action as necessary.
- 8 To liaise with architects on relevant fabric projects, as necessary.
- 9 To organise and respond to quinquennial inspections.
- 10 To think creatively and proactively about new fabric projects.
- 11 To produce annual revenue and capital budgets.
- 12 To report quarterly to PCC against budgets.
- 13 To produce annual accounts.
- 14 To oversee stewardship education and campaigns.

### *Membership*

The Committee should comprise a minimum of 6 people, including a churchwarden (who will normally serve as chair) and the treasurer.

### *Reporting relationship*

Reports to PCC

### *Current membership*

Peter Cook	James Morgan (Chair)
Alison Hobbs	John Roberts
Tom Hobbs	Robert Scott-Biggs
Steve Hodgson	Edward Staines
Geoff Knott	

## **Shared Ministry Development Team**

### *Terms of reference*

(Extracted from 'Ministry Development Team Proposal for the Parish of Brancepeth')

Members of the team ensure that the following issues are regularly addressed as part of the Church's life:

- What are we (the Church) trying to do and be?
- What contributions can each person make towards fulfilling our purpose?
- What support and training are needed?
- How well are we doing?

Main elements of the team's work:

- Keeping the Christian community on track
- Promoting teamwork
- Building a network of links between people

More specific elements that the team will undertake:

- Helping each new priest-in-charge to work out how best to use his or her gifts and limited time in the parish
- Defining tasks for the "hands-on" teams, e.g. those looking after services, music and work with young people
- Exploring opportunities for fostering growth in faith through, for example, Advent and Lent groups
- Ensuring co-ordination between teams
- Starting things that we are not yet doing

The selection process for team members involved the Priest-in-charge choosing members but based on a process involving:

- an open nomination of names;
- a PCC meeting in which members made confidential recommendations on each name;
- working with an observer from outside the parish, the Priest-in-charge then decided who to invite.

This was last carried out in 2015 and is due to be repeated once there is a new Priest in Charge.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

*Ex-officio*

### ***Members***

Hester Higton  
Alison Hobbs  
Deborah Hodge

Alison Moore  
Martin Peacock

## **Worship Team**

### ***Terms of reference***

- 1 To review services with a view to making practical and liturgical improvements;
- 2 To plan for future services including particularly major festivals and seasons, ensuring that all practical preparations are made;
- 3 To keep under review and support the worship element of Messy Church;
- 4 Occasionally, it may be appropriate for wider and more significant discussions on matters of worship including, for example, patterns of services. Where this is the case, Worship Team would discuss this with PCC / SMDT and agree an appropriate means of enabling such discussions.

### ***Reporting relationship***

Reports to PCC, although PCC may choose to refer particular issues to SMDT

### ***Membership***

Hester Higton, Chair  
Alison Hobbs (Assistant Minister)  
Deborah Hodge (Prayer co-ordinator)  
Jean Hodgson (Sacristan)  
Jean Merrington (Director of Music)  
Geoff Moore (Reader)

*Up to two other members of the church co-opted for a three-year term:*

Fiona Eltringham  
Sue Morgan

*Someone responsible for Church flowers may also be invited to attend on appropriate occasions.*

## **Prayer Team**

### ***Terms of reference***

- 1 To maintain a Prayer Diary for the monthly Newsletter and for use in Daily Offices;
- 2 To offer the opportunity for prayer requests for visitors and regular members of the Church for use in Daily Offices and Sunday Eucharists as appropriate;
- 3 To welcome newcomers to the Parish on behalf of the Church;

- 4 To offer support to people who are ill in the Village and members of the congregation who live beyond the Village;
- 5 To enable sick communion;
- 6 To offer a visit to those who would appreciate it;
- 7 To raise and pursue issues of pastoral concern.

***Reporting relationship***

Reports to PCC

***Current membership***

Alison Hobbs  
Deborah Hodge

Alison Moore  
Myrleen Stewart