

Terms of Reference for the committees of St. Mary's Church

The committees are:

1. Choir
2. Finance and General Purposes Committee (F&GP)
3. Magazine
4. Mothers' Union
5. Pastoral Team
6. PCC
7. Safeguarding and Health and Safety Committee
8. St. Mary's Church House and Hall Committee
9. Standing Committee
10. Sunday Clubs Committee
11. Website and Communications

1. Choir

Membership: Co-ordinator – Peter Fall; Treasurer – Mary Fall;

Frequency of meetings: Held informally as & when required.

Responsibilities: To facilitate & lead choral participation in acts of worship, liaising with the team of Sunday morning organists, choir members and all interested in supporting choral events at St Mary's both regularly and occasionally. Choosing music appropriate to the occasion in conjunction with other interested groups.

Financial Responsibilities: The choir receives fees from couples who wish to have a choir present at their wedding. Other expenses (music, choir robes, concert expenses) are reimbursed from PCC funds as appropriate. Expenditure on individual items over £100 should first be discussed with the treasurer.

2. Finance and General Purposes Committee

Membership: Chair - Suzanne Spooner; Treasurer – Jill Atkinson; Vicar – Revd. Alan Keeler; Church Wardens – positions vacant; and other members with relevant expertise & approved by the PCC – currently John Beale; David Pullen; Clem Sutton

Frequency of meetings: Approximately five per year.

Responsibilities: To undertake detailed scrutiny and management of St. Mary's PCC's financial and operational needs and to ensure that all reasonable maintenance requirements for the buildings for which the PCC is responsible are met, while complying with statutory requirements. The committee is responsible for annual budget-setting for approval by the PCC.

Financial responsibilities: The committee can authorise expenditure up to £5,000 per item without prior approval from the PCC. (Amounts over £5,000 will need a previous PCC decision.) All significant expenditure is reported to the next PCC meeting.

3. Magazine Committee

Aim: To keep readers in touch with church news by producing a publication of general interest to church members and to the wider local community, including children. To include details of what is going on. Encourages contributions from other people.

Frequency of meetings: as and when required.

Editors on a rota are: Jo Clark; Jill Atkinson; Atlanta Topham. Copies produced by Parish Administrator Atlanta Topham, who also distributes some copies by post.

Financial responsibilities: To keep within budget and to have enough adverts. and other income to help cover this.

Treasurer: John Beale.

4. Mothers' Union (in association with the PCC)

Aim: Support Christian Care for families worldwide

Membership: Branch contact – Margaret Eames; Treasurer – Mary Fall; and representatives of the other members, at present Carole Beale; Merle Jones; Julie Simon; Janet Wythe.

Frequency of meetings: About 3 times a month via monthly communion, meetings with speakers, fund raising events, social events and knitting for charity.

Responsibilities: Support of work with children at St Mary's, particularly of Baptism families; support of older family members; support of families in our local community and support of families worldwide.

Finance: Financial matters follow the guidance of Rochester Diocese Mothers' Union and are independent of the PCC

5. Pastoral Team

Aim: To keep up to date on issues concerning the welfare of Church members, offering regular contact and prayer support. The group also acts as a "sounding board" for views of congregation members.

Membership: Vicar – Revd. Alan Keeler; Frances Boyden; Peter Boyden; Anne Collins; Debi Greer; Trine Hevezi; Anthia Page; Alison Tyler; Anne Yolland.

Finance: Expenses are reimbursed from PCC funds as appropriate. Expenditure on individual items over £100 should first be discussed with the treasurer.

6. PCC

Aim: The Parochial Church Council is the governing body of the Parish Church.

Membership

Chair: Vicar – Revd. Alan Keeler; Secretary – Juliet Bermingham; Treasurer – Jill Atkinson (co-opted),

Church Wardens – two vacancies, Retired priest – Alison Tyler (co-opted),

Deanery Synod representatives – Trine Hevezi, one vacancy

Elected representatives – Frances Boyden, Merle Jones; Lisa Morris, Anthia Page, Suzanne Spooner, Clem Sutton, three vacancies

Church Representation Rules: The PCC along with other aspects of church life are regulated by the Church Representation Rules, latest edition 2020. Copies can be purchased or accessed online at:

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents>

7. Safeguarding, and Health and Safety Committee

Aim: To provide a safe environment for all

Membership: Parish Safeguarding Officer – Lisa Morris; Vicar - Revd. Alan Keeler, Trine Hevezi, Keith Nye; Anne Yolland.

Objectives:

1. To safeguard children and vulnerable adults.
2. To review and implement all safeguarding and protection policies.
3. To ensure all volunteers are recruited using safe practice guidelines.
4. To ensure the Health & Safety of the people within our care.

Meeting arrangements:

1. This Committee will meet every month with minutes taken.
2. A report will be submitted to every PCC meeting.

Responsibilities:

1. Ensure risk assessments are completed, checked and implemented for all activities.
2. Provide procedures for safely recruiting volunteers in all aspects of church life (for example DBS, references, role descriptions etc)
3. Make referrals to Social Services and/or the Police and follow up with the required paperwork. Keep the Diocese informed of any referrals that have been made.
4. Monitor, review and circulate all Safeguarding and Health and Safety policies. This refers to local council and Church of England.
5. Provide adequate training in safeguarding.

Financial responsibilities:

PCC meets the costs of providing training etc.

8. St. Mary's Church House and Hall Committee

Membership: Chair – Revd. Alan Keeler, Administrator and Treasurer: Atlanta Topham, Geoffrey Blachford, Carole Beale, James Howard, Maria Staines, Clem Sutton.

Frequency of meetings: at least 4 times a year.

Responsibilities: Management and maintenance of the House and Hall complex.

Financial responsibilities: To authorise expenditure on individual items up to £2,000 without prior consultation with the PCC. All significant expenditure to be reported to the PCC.

9. Standing Committee

This is the only PCC committee required by law.

Membership: Vicar – Revd. Alan Keeler; Church Wardens – positions vacant; PCC representatives - Jill Atkinson; three vacancies

Responsibilities:

These are the words from the Church Representation Rules:

- (a) The council shall have a standing committee consisting of not less than five persons. The minister and such of the churchwardens as are members of the council shall be ex-officio members of the standing committee, and the council shall by resolution appoint at least two other members of the standing committee from among its own members and may remove any person so appointed. Unless removed from office, the appointed members shall hold office from the date of their appointment until the conclusion of the next annual meeting of the parish.
- (b) The standing committee shall have power to transact the business of the council between the meetings thereof subject to any directions given by the council.

10. Sunday Clubs Committee

Aim: To accompany children and young people on their journey with God.

Membership: Chair Nina Arcuri, Frances Boyden, Patricia Finnis, Jacqui Harney, Anne Yolland; Vicar – Revd. Alan Keeler.

Objectives:

1. To develop children's and young people's Christian spirituality through the provision of Sunday Clubs.
2. To arrange for children to be prepared to receive Holy Communion.

Responsibilities:

1. Find suitable teaching and learning material for use in the Sunday Clubs and preparation for Communion.
2. Decide which adults to approach to become involved in our children and youth work.
3. Plan and lead events which will complement and develop the teaching and learning in the Sunday Clubs.
4. Review and update the Sunday Club Volunteer policy every two years,
5. Undertake risk assessments.
6. Conduct volunteer inductions and yearly feedback reviews and act on matters arising from these.

Frequency of meetings:

This committee meets termly.

Finance: Expenses are reimbursed from PCC funds as appropriate. Expenditure on individual items over £100 should first be discussed with the treasurer.

11. Website and Communications Committee

Aim: To plan the publicity of St. Mary's.

Membership: Frances Boyden, Trine Hevezi, Revd. Alan Keeler, Atlanta Topham, Anne Yolland

Objectives: To ensure that the church website, A Church Near You website, noticeboards, Newsletter and leaflets advertise the church of St. Mary and they are kept up to date..

Responsibilities: to review the above means of communication, research information required and produce the necessary publicity.

Frequency of Meetings: at least once a month

Finance: Expenses are reimbursed from PCC funds as appropriate. Expenditure on individual items over £100 should first be discussed with the treasurer.

Reviewed 13 July 2023