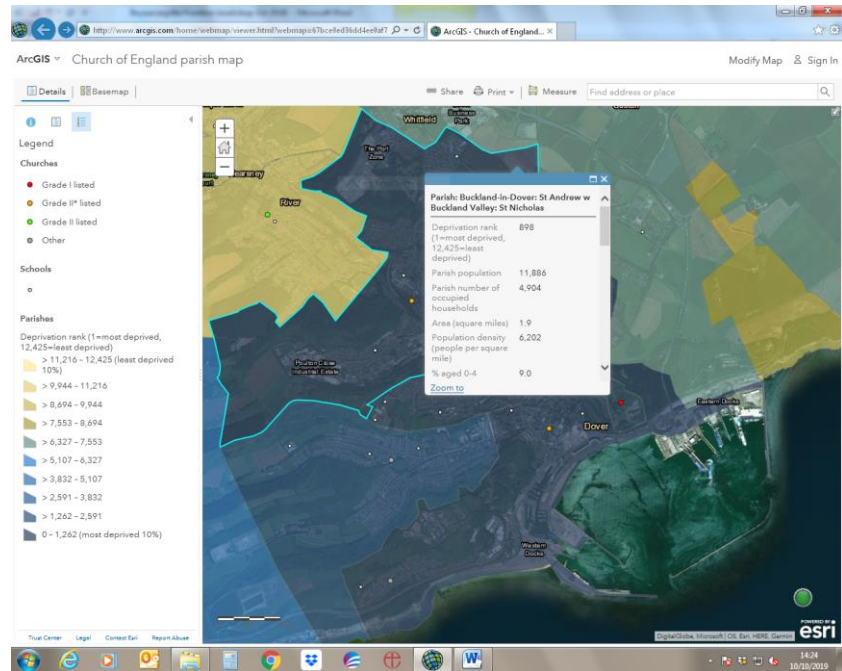


Resourcing the frontline: effective parish administration especially during a vacancy

Parish context

single parish benefice – multi
 parish benefice – single
 church – multiple churches –
 team ministry – group
 ministry – school/s – church
 school/s – parish centre –
 church hall – parish office –
 rector/vicar – priest in charge
 – house for duty – curate –
 self supporting ministry –
 retired clergy –
 churchwardens – readers –
 ALMs – volunteers –
 employed staff – organist –
 ChYPs ministry – The PCC



Parish Maps and demographics: ArcGIS link:
<http://www.arcgis.com/home/webmap>

Key People: Roles and Responsibilities

Parish	Deanery	Diocese
Incumbent Churchwardens Ministry Leadership Team (MLT) members (clergy, Readers, ALMs, others) PCC Secretary PCC Treasurer Webmaster Parish Disclosures Officer (PDO) Safeguarding Coordinator PCC Employed staff	Area Dean Lay Chair Deanery Reader Representative Deanery Synod (Secretary)	The Archdeacon (& PA) Diocesan House staff (finance, data, frameworks, communications, safeguarding) (Diocesan online directory)

Handy hints and tips

Be clear about Roles and Responsibilities (key ones listed in the table above)

Maintain accurate and clear Information:

- website, social media
- parish diary/calendar of events
- contact lists (noting GDPR compliance)

Have good processes for:

- Bookings (church hall, life events, eg baptisms, weddings & funerals)
- Record keeping (occasional offices (life events), Sunday attendance/Mission stats, parish registers)

- Finances (banking church collections, fees, ministry cover/travel)
- Contingency plans (theft, building damage/emergency repair, safeguarding, health & Safety etc)

Know who to ask:

- within the parish
- within the deanery
- within the diocese
- Diocesan online directory (data protection)
<https://www.canterburydiocese.org/directory/>

Additional tasks when in a vacancy:

Anything the vicar used to do, including: quarterly marriage returns, data administration, website (A church near you)

'Locum' Clergy cover:

- travel costs:
 - Occasional Duties - £51.50 single Sunday service, £103 full Sunday duties plus travel and hospitality (for retired clergy only)
 - Travel costs payable at 45pm per mile (under 10,000 miles)
- access to the church
- practical help with how things are done

Nigel Collins, October 2019

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*Pastoral Secretary &
Warden of Readers*