

ANNEX A TO SINGLE PASTROW PARISH PAPER

PROPOSED RELATIONSHIP AND DIVISION OF RESPONSIBILITIES BETWEEN LOCAL CHURCH GROUP (LCG) AND THE SINGLE PASTROW PCC

FORMAL RELATIONSHIP

1. The PCC is ultimately responsible for the ministry and mission of each local church and is the only legal trust body in the benefice.
2. Each LCG will be a sub-committee of the PCC and called 'CHURCH NAME' Church Group, collectively abbreviated as LCG's (Local Church Groups).
3. The PCC will support each LCG in its mission and ministry at a local level.
4. There will be terms of reference for each LCG.

DIVISION OF RESPONSIBILITIES

LCG responsibilities, as agreed in LCG Terms of Reference:

- | | |
|------------------------|--|
| LCC structure | <ul style="list-style-type: none">- Forming an LCG (following PCC guidelines).- Appointing a LCG Chairperson.- Running LCG meetings with summary minutes to PCC.- Drawing up a church contact list and encouraging people to join the parish electoral role |
| Mission & Outreach | <ul style="list-style-type: none">- Nominating one or two Mission Representatives to pray, plan and carry out mission initiatives in the village(s), working closely with the Pastrow Ministry & Outreach Group. |
| Running the church | <ul style="list-style-type: none">- Routine maintenance of church building(s) and graveyard(s).- Taking action on quinquennial report recommendations.- Health and safety in and around the church.- Rosters for sidespersons, readers, intercessors, etc.- Providing lay contacts and help to all outside participants in baptisms, weddings and funerals.- Maintaining the normal registers (regular services, baptisms, weddings, funerals) with PCC help and advice.- Counting, recording and banking all collections and donations. |
| Role in the village(s) | <ul style="list-style-type: none">- Welcoming newcomers to the community.- Running occasional 'Village services' and special seasonal services.- Pastoral care to villagers, working closely with the Pastrow Pastoral Group.- Organising local fundraising events. |

PCC responsibilities, on behalf of all LCGs

- | | |
|--------------------|---|
| Mission & Ministry | <ul style="list-style-type: none">- Benefice strategic mission plan.- Mission and outreach initiatives and encouragement.- Co-ordinating pastoral help to those in need.- Patterns of worship.- Encouraging and co-ordinating house groups. |
|--------------------|---|

Finance &
Administration

- Clergy rotas.
- Finances and accounts.
- Common Mission Fund.
- Insurances.
- Central purchasing of all church commodities.
- Faculty applications.
- GDPR.
- Safeguarding policy and best practice.
- Electoral roll.
- Arranging quinquennial inspections on behalf of LCGs.
- Advice on burials and grave plots.
- Co-ordinating all maintenance contract work in churches.
- Help with completing registers, particularly wedding registers.