



Pastrow Family

Churches sharing the love, grace and truth of Jesus Christ

This document outlines two frameworks for the amalgamation of all eight existing Pastrow parishes to one single parish under the new scheme currently in consultation. The left-hand column is the LEGAL FRAMEWORK and is taken from the Church Representation Rules and other church and charity law, which outlines the responsibilities and purpose of the newly formed single PCC. The right-hand column is the PASTROW FRAMEWORK and is our shared interpretation of the legal framework and explains how the set-up of the single parish will be done in practice.

The appendices provide detail of how the frameworks are interpreted and how the new single parish will operate.

LEGAL FRAMEWORK	PASTROW FRAMEWORK
Constitution of the PCC & Membership	
<p>Annual Parochial Church Meeting (Rules M1 – M14). A single meeting for the whole parish. Elects:</p> <ul style="list-style-type: none"> - lay representatives of PCC - deanery synod representatives <p>Receives (from the PCC) and discusses:</p> <ul style="list-style-type: none"> - Electoral roll report - Annual report on the proceedings of the PCC and activities of the parish - Financial statements - Fabric report - Report on deanery synod proceedings 	<p>Pastrow Churchwardens will be voted in at the Vestry Meeting prior to the APCM commencing.</p> <p>PCC lay members will be voted into office on a yearly basis.</p> <p>Separate votes will be taken to elect one representative of each LCG and then, if other candidates are nominated, any other lay members.</p> <p>Deanery Synod representation will be chosen from the PCC members.</p>
<p>The PCC (Rules M15 – M33) A single body for the whole parish. Meets as often as needed to effectively transact business.</p> <p>Membership:</p> <ul style="list-style-type: none"> - Clergy licensed or beneficed to the parish - Churchwardens - Deanery synod representatives - Elected lay representatives 	<p>The PCC will meet at least four times a year, with sub-committees meeting as decided at a local level and called “CHURCH NAME’ Local Group, or Local Church Group (LCG). The initial LCGs will be based on the original 8 Parishes.</p> <p>The new Pastrow PCC will consist of a lay representative nominated from each of the Local church Groups (8 in total initially), other lay representatives, if necessary, plus the current</p>

<ul style="list-style-type: none"> - Co-opted members [Some others as specified in rule M15] <p>Officers of the PCC:</p> <ul style="list-style-type: none"> - Minister is the Chair - PCC elects a Vice-Chair - Secretary and Treasurer may be (but don't have to be) PCC members - PCC appoints Electoral Roll officer (doesn't have to be PCC member) - PCC appoints sidespeople (s.2(2)(f) Parochial Church Councils (Powers) Measure 1956) <p>"It shall be the duty of the minister and the parochial church council to consult together on matters of general concern and importance to the parish." - s.2(1) Parochial Church Councils (Powers) Measure 1956)</p>	<p>clergy, two elected churchwardens, a treasurer and a secretary (both co-opted members).</p> <p>The role of a churchwarden will be re-defined to reflect the new PCC status (roles of coordination, oversight and accountability) The two will be: A Pastoral Pastrow Warden An Administrative Pastrow Warden</p> <p>The posts of the two Pastrow Wardens will be advertised by an application and nomination process well before the APCM, and then voted into office by those on the electoral role attending the APCM.</p> <p>'CHURCH NAME' Wardens will be commissioned by a Bishop from the Diocese at the start of their term of office.</p> <p>Pastrow Wardens will provide support to 'CHURCH NAME' wardens in their local role. All wardens will meet together periodically for support, sharing good practice and training.</p> <p>The current incumbent will be Chair of the PCC, and a vice-chair will be chosen once the members are elected. The Pastrow Administrator will be the secretary of the PCC and the PCC will co-opt a Treasurer.</p> <p>The PCC delegates responsibility for day to day running of each church to the LCG (see Annex A), including the appointment of sidespeople. Where there is no locally elected warden, then tasks will be shared within the local LCG.</p>
<p>PCC Standing Committee (Rule M31)</p> <ul style="list-style-type: none"> - Transacts business between meetings - Must include the minister - Usually includes churchwardens 	<p>The draft ToR for the Standing Committee are at Annex D.</p>
<p>PCC Committees (Rule M32)</p> <ul style="list-style-type: none"> - PCC may appoint committees - Committees can include people not on the PCC - Minister is entitled to be <i>ex officio</i> on any committee 	<p>Each LCG (Local Church Group) will be a sub-Committee of the PCC. LCG's will have Terms of Reference (ToR) which will clearly define their responsibilities and relationship to the PCC (See Annex A) On matters affecting a particular church the PCC will always respect the views represented by the church LCG, unless they are contrary to PCC policies.</p>

Responsibilities for Prayer & Worship

<p>Holy Communion (Canon B 14)</p> <ul style="list-style-type: none"> - Must be celebrated in at least one church in the benefice every Sunday, and on Principle Feast Days, Ash Wednesday and Maundy Thursday. <p>(May be dispensed with occasionally by the minister, or regularly by the bishop – B 14A)</p>	<p>The PCC will have oversight and will work in conjunction with LCG's and the Ministry Team by means of two important documents:</p> <p>A Worship Policy that recognizes that LCG's recommend and request local patterns of worship in their churches and works with the Ministry Team to cover these services.</p> <p>A Worship Plan that seeks to build and sustain other services (house groups, Bible Study groups, Alpha Courses, Collective Worship in schools etc...) formulated by the LCG's and the Ministry Team.</p> <p>LCG's and the Ministry Team will provide reports to the PCC on services and activities as required.</p>
<p>Morning and Evening prayer (Canon B 11)</p> <ul style="list-style-type: none"> - Must be said or sung on Sundays, Principal Feast Days, Ash Wednesday and Good Friday in at least one church in every benefice - On all other days, may (after consultation with the PCC) be said or sung elsewhere, as may best serve to sustain corporate spiritual life <p>(May be dispensed with occasionally by the minister, or regularly by the bishop – B 14A)</p>	<p>See above.</p>

Mission & Outreach

<p>Generally</p> <p>“The functions of parochial church councils shall include—</p> <p>(a) co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical” – s.2(2)(a) Parochial Church Councils (Powers) Measure 1956)</p>	<p>Delegated to the Ministry Team working with LCG's and monitored by the PCC.</p> <p>The PCC will have oversight over parish ministry projects (such as schools' ministry) and will work with the Ministry Team and LCG's to facilitate them.</p>
<p>Baptism – Canon B 22</p> <p>No minister shall refuse or, save for the purpose of preparing or instructing the parents or guardians or godparents, delay to baptize any infant within his cure that is brought to the church to be baptized...</p>	<p>Delegated to the Ministry Team working with LCG's.</p>
<p>Marriage – Canon B 30</p> <p>Parishioners have a common law right to be married in their parish church.</p> <p>“It shall be the duty of the minister, when application is made to him for matrimony to be solemnized in the church of which he is the minister, to explain to the two persons who desire to be married the Church's doctrine of marriage”</p>	<p>Delegated to the Ministry Team working with LCG's.</p>

<p>Funerals – Canon B 38 “It shall be the duty of every minister to bury, according to the rites of the Church of England, the corpse or ashes of any person deceased within his cure or of any parishioners or persons whose names are entered on the church electoral roll of his parish ...”</p>	<p>Delegated to the Ministry Team working with LCG’s.</p>
<p>Pastoral Care</p>	
	<p>LCG’s have delegated responsibility for identifying the need for pastoral care within their local communities and can signpost to appropriate people as necessary. The PCC will be responsible for an annual review of the incumbent and their pastoral care. The PCC has oversight over the wider parish teams, such as Pastrow Visitors, Prayer teams etc...</p>
<p>Safeguarding & DBS</p>	
<p>Due Regard Clergy, readers, lay workers, churchwardens and the PCC “must have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults” (s.5 Safeguarding and Clergy Discipline Measure 2016).</p>	<p>Whilst it is acknowledged that safeguarding is the responsibility of all, the PCC has responsibility for producing a safeguarding policy and ensuring it is being exercised appropriately across all of the LCG’s and teams. The PCC must appoint a Safeguarding Officer.</p>
<p>Finance</p>	
<p>Financial officers</p> <ul style="list-style-type: none"> - The APCM appoints an independent examiner or auditor of financial statements each year – Rule M6(2) - The PCC must appoint one of its members, or one of the churchwardens, or some other fit person to be PCC Treasurer – Rule M20(3) 	<p>This will be the same under the arrangements for the new single PCC. This will be the same under the arrangements for the new single PCC (see Annex E).</p>
<p>Annual reports – Rule M5</p> <ul style="list-style-type: none"> - The PCC shall provide the APCM with the financial statements for the year ending 31 Dec preceding, for discussion. - The financial statements must be independently examined or audited. - The PCC approves and signs off the examined or audited accounts at least 7 days before the APCM. 	<p>This will be the same under the arrangements for the new single PCC. It is expected because of the income threshold the accounts for the single PCC will need to be audited.</p>
<p>Charitable status</p> <ul style="list-style-type: none"> - The PCC is a charity. - If the income of the PCC as a whole is in excess of £100k pa, the PCC must register with the Charity Commission 	<p>It is expected this will be the case for the single PCC.</p>

Buildings

Terriers The minister and churchwardens shall maintain a “full note and terrier” of all land, goods and possessions of each parish church – Canon F 17	Delegated to LCG and monitored by the PCC. (See Annex A)
Repairs <ul style="list-style-type: none">- Churches are to be kept in good and decent order at the expense of the PCC - Canons F 13 and F 14- A record (log) of all alterations, additions, removals or repairs shall be maintained for each parish church – Canon F 13.4	Delegated to LCG and monitored by the PCC. (See Annex A)
Faculties <ul style="list-style-type: none">- The minister and churchwardens shall ensure that a Faculty is obtained whenever necessary – Canon F 13.3- Anyone with sufficient interest may apply for a Faculty on behalf of the PCC (including, for example, a sub-committee chair or member).	This responsibility will be delegated to LCG’s if needed and requested by them and monitored by the PCC. (See Annex A)

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 parish.
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 and the PCC.

DIVISION OF RESPONSIBILITIES

LCG responsibilities, as agreed in LCG Terms of Reference:

- | | |
|--------------------|---|
| LCG structure | <ul style="list-style-type: none">- Forming an LCG elected at an annual meeting of the local church.- Appointing a LCG Chairperson.- It is suggested that the LCG should aim to meet at least six times a year in the first three years.- There needs to be a minimum of three people on an LCG.- Running LCG meetings with summary notes sent to the PCC.- Drawing up a church contact list and encouraging people to join the parish electoral roll- The annual local church meeting will nominate a member of the LCG to serve a term of office on the single PCC.- LCGs will appoint 'CHURCH NAME' Warden(s) to act as a Point of Contact for external agencies and to coordinate day to day activities of the church. |
| Mission & Outreach | <ul style="list-style-type: none">- The LCG is responsible for mission and outreach and is supported in this role by the single PCC and the Ministry Team. |
| Running the church | <ul style="list-style-type: none">- Routine maintenance of church building(s) and graveyard(s).- Management of graveyards and plots for the local churchyard.- Taking action on quinquennial report recommendations.- Health and safety in and around the church building(s) and graveyard(s).- Maintaining a record of accidents and completing any necessary action.- Rosters for sidespersons, readers, intercessors if required.- 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.- To work with the PCC regarding major building projects and faculty applications as required. |

- Role in the village(s)
- Welcoming newcomers to the community.
 - Running occasional 'Village services' and special seasonal services.
 - Pastoral care to villagers, working closely with the Pastrow Pastoral Visitors Group.
 - Organising and participating in local events, including fundraising and outreach.
 - Liaison with the local Parish Council, liaison with or producing local church and/or village magazines etc.

PCC responsibilities, on behalf of all LCGs

- Mission & Ministry
- Parish strategic mission plan, Worship Policy and Worship Plan.
 - Mission and outreach initiatives and encouragement.
 - Co-ordinating with the LCG's to offer pastoral help to those in need.
 - Giving assistance to the LCG's with their agreed patterns of worship and to coordinate resources.
 - Encouraging and co-ordinating house groups.
 - Delegating responsibility to the Ministry Team to provide Ministry rotas.
 - Oversight of parish ministry projects.
 - Annual review of the Incumbent and other clergy and their pastoral care.

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

ANNEX B TO SINGLE PASTROW PARISH PAPER

ROLE AND RESPONSIBILITIES OF THE PASTORAL PASTROW WARDEN

Legal Definition:

A Churchwarden is an elected lay official in a parish church of the Anglican communion; they are leading members of the congregation and the Parochial Church Council (PCC), they are the Bishop's officers in the parish and serve for up to 6 years. The responsibilities of Churchwardens are laid down in Church Law (church warden's measure 2001). This is a voluntary (unpaid) position.

Main responsibilities

1. General Oversight of Spiritual and pastoral life of the parish

- To give spiritual leadership and ensure that pastoral care is being provided for the members for the church congregations in the parish
- To be on call to the Incumbent and LCGs in the event of pastoral or other emergencies.

The Pastoral Pastrow Warden, together with the Incumbent and PCC, support the LCGs to ensure that:

- Sunday services run smoothly in an appropriate and ordered way
- Church Leadership is shared by the clergy and the LCG
- Lay church members are enabled and supported to serve the church

2. Care of the Incumbent, Associate Priests and Curate (in conjunction with the Bishop and congregation)

- To ensure the Incumbent, Associate Priests, the Curate and their families are being provided with the appropriate pastoral care
- To ensure there are people praying with the Incumbent, Associate Priests and the Curate and meeting with them
- Be part of the annual review process for the Incumbent, Associate Priests and the Curate, encouraging and supporting their development so that they can devote their energies to leading the churches to fulfil the vision.

3. General tasks

- Ensure each church has a team of lay people to carry out the tasks required at each service or event
- Meetings – attend PCC meetings. Also Ministry Team meetings if required and attend LCGs, The Standing Committee or other working parties if requested
- Attend the annual archdeacon's visitation
- Act on behalf of the Incumbent for pastoral issues in his absence if there are no Associate Priests available
- Be involved significantly in the process of appointing a new Incumbent or Associate Priest.

Person Specification

- Present, available & reliable (1 Timothy 3 is well worth reading)
- A servant heart
- Godly and courageous
- A faithful member of the church
- A proven leader and an example
- Flexible with a sense of humour

- A preparedness to get 'stuck in' from time to time
- In full agreement with the vision and values of the church

Legal Requirements

Over 21 and on the electoral roll, a confirmed and communicant member of the Church of England. A person is excluded from holding the position under some circumstances. These are outlined in the church representation rules but broadly speaking include any convictions that would preclude DBS extended records certification or disqualify an individual from appointment as a charity trustee.

ANNEX C TO SINGLE PASTROW PARISH PAPER

ROLE AND RESPONSIBILITIES OF THE ADMINISTRATIVE PASTROW WARDEN

Legal Definition:

A Churchwarden is an elected lay official in a parish church of the Anglican communion; they are leading members of the congregation and the Parochial Church Council (PCC), they are the Bishop's officers in the parish and serve for up to 6 years. The responsibilities of Churchwardens are laid down in Church Law (church warden's measure 2001). This is a voluntary (unpaid) position.

Main responsibilities

1. General Oversight of legal, financial and practical aspects of church life

- To encourage and support the PCC and LCGs to fulfil their roles
- To support any staff and any contractors to do their jobs ensuring proper oversight & support are in place
- To oversee production of annual report and returns and that the APCM takes place
- To coordinate with the LCGs to ensure that church premises are safe, secure and maintained
- To oversee applications for physical alterations to the church building (faculties) in conjunction with the relevant LCG and ensure any conditions imposed by the legal permission process are met.
- Responsible for ensuring Quinquennial Inspections are arranged on time for each church
- Responsible for ensuring an architect is appointed for each church
- Ensure local church records are kept (NB Parochial Visitations)
- Ensure local church Terrier – list of land belonging to the church – is maintained
- Ensure local church Inventories – list of all items belonging to the church – are maintained
- Ensure local church Log Books – a list of all alterations and repairs – are maintained and report to PCC each year stating these are accurate
- Provide annual report to the PCC on fixtures and fittings, prior to APCM
- The legal title of plate, furniture etc is with the Pastrow Wardens
- Ensure the Registers for each church are up to date and accurate
- Overview of finances and coordination with the PCC Treasurer and LCGs as necessary
- Ensuring good policies and practice (e.g. Health and Safety, Child Protection, etc.) are in place for each church or at the parish level
- Ensure each church follows the Diocesan churchyard policy, or has its own churchyard policy which has been approved by the diocese, and has a numbered plan with names and dates
- Be aware of the public perception of the church and liaise with the Communications Officer over publicity

The Administrative Pastrow Warden, together with the PCC, support the LCGs to ensure that:

- Church Leadership is shared by the clergy and lay Leadership team
- Lay church members are enabled and supported to serve the church

2. General tasks

- Ensure each church has a team of lay people to carry out the administrative, legal and financial tasks required
- Meetings – attend PCC meetings. Attend LCGs, The Standing Committee or other working parties if requested
- Attend the annual archdeacon's visitation

- Act on behalf of the Incumbent for administrative matters in his absence if there are no Associate Priests available
- Be involved significantly in the process of appointing a new Incumbent or Associate Priest.

Person Specification

- Present, available & reliable (1 Timothy 3 is well worth reading)
- A servant heart
- Godly and courageous
- A faithful member of the church
- A proven leader and an example
- Flexible with a sense of humour
- A preparedness to get 'stuck in' from time to time
- In full agreement with the vision and values of the church

Legal Requirements

Over 21 and on the electoral roll, a confirmed and communicant member of the Church of England. A person is excluded from holding the position under some circumstances. These are outlined in the church representation rules but broadly speaking include any convictions that would preclude DBS extended records certification or disqualify an individual from appointment as a charity trustee.

ANNEX D TO SINGLE PASTROW PARISH PAPER

TERMS OF REFERENCE FOR THE STANDING COMMITTEE

Purpose

The Standing Committee (SC) as required by law and detailed in Church Representation Rules (2020), is a committee of the Parochial Church Council (PCC), and reports to the PCC. As the standing committee, the SC has the powers and responsibilities laid down by canon law. Specifically, it is empowered to transact the business of the PCC between the meetings thereof subject to any directions given by the PCC.

The SC shall consist of the Rector, Associate Priests, Assistant Curate, the Pastrow Wardens, PCC Treasurer or nominee (voting only if a member of the PCC), PCC Secretary (voting only if a member of the PCC), and another lay representative voted by the Parochial Church Council, with due consideration to the representation from the different churches so that there are at least 2 other lay members in addition to the churchwardens.

- The SC will normally meet bi-monthly; it is a small committee which requires a high level of commitment from its members.
- The SC's terms of reference shall be approved by the PCC and reviewed every three years.
- The chairperson of the SC shall be the Rector.
- In the absence of the chairperson, the SC shall elect one of their number to chair the meeting of the SC.
- The quorum for the SC shall be 50% of the membership of the SC at a meeting for which 2 weeks' notice has been given, and for which an agenda has been distributed.
- The Secretary shall be responsible for issuing the agenda for the SC meeting at least 7 days prior to the meeting taking place.
- The Secretary shall produce minutes of the meetings for approval by the members of the SC and then pass the minutes to the PCC secretary.

Functions and responsibilities of the Standing Committee

- The SC is empowered to transact the administrative business of the PCC between PCC meetings subject to any directions given by the PCC.
- The SC shall be responsible for preparing the agenda for each PCC meeting, taking account of any items requested by PCC members.
- The SC may act on behalf of the PCC in matters of urgency that arise between meetings of the PCC, but must report such matters to the PCC.
- The SC is a management committee, not a policy committee. Decisions made by the SC may only be of a management nature and cannot dictate policy.
- The SC, at the direction of the Rector or the PCC, may consider policy matters in preparation for consideration by the PCC; however any decision on such matters is the responsibility of the PCC. The SC is not empowered to make policy decisions.
- Any recommendation made by the SC shall be reported to, and recorded in the minutes of, the next PCC meeting.
- The draft minutes of the SC, once agreed by the SC, shall be submitted to members of the PCC.
- If the matter under discussion could be held to be of a contentious nature or, in the opinion of the SC, may be materially contested by PCC members not present, then the matter shall be referred to the PCC.

ANNEX E TO SINGLE PASTROW PARISH PAPER

Terms of Reference for the Ministry Team

Purpose

The Pastrow Ministry Team (MT) is not a committee detailed in the Church Representation Rules (2020), however, it is a vital team and therefore reports to the PCC.

- The MT will consist of ordained and Licensed Lay Minsters plus the Pastrow Administrator.
- The MT will meet weekly for study, prayer, planning and transacting aspects of the responsibilities of the PCC and the Rector as detailed below.
- The MT's terms of reference shall be approved by the PCC and reviewed every three years.
- The chairperson of the MT shall be the Rector.
- In the absence of the chairperson, the MT shall elect one of their number to chair the meeting of the MT.
- The administrator shall produce actions of the meetings and then pass these to the PCC.

Functions and Responsibilities of the MT.

- The MT is focused on Mission and Ministry within the Pastrow Family of Churches and takes responsibility for planning Lent Groups, Housegroups, Sermon Series, PFG etc.
- The MT will be responsible for producing ministry rotas and staffing for all services in the benefice in partnership with the wishes of LCG's or Parishes.
- The MT is empowered to transact any pastoral business of the PCC between PCC meetings subject to any directions given by the PCC.
- If the matter under discussion could be held to be of a contentious nature or, in the opinion of the MT, may be materially contested by PCC members not present, then the matter shall be referred to the PCC.

ANNEX F TO SINGLE PASTROW PARISH PAPER

NEW PASTROW FINANCE PLAN

THE OBJECTIVE

- To amalgamate the current financial operations of the existing eight parishes and create a single financial reporting system for the new PCC.

SAFEGUARDING PRINCIPLES

In order to reassure existing parishes that their individual financial interests will be safeguarded the following principles have been agreed:

- Local restricted funds/trusts (which are in any case protected by law) will remain at the disposal of the LCGs to be used for the purposes for which they have been legally designated.
Note Bene - The LCG must state in writing exactly what the purpose of each fund is.
- Local unrestricted funds will be designated for use of the originating church(es) and will not be spent on or for the other churches of the new Parish (unless the existing PCC wishes to transfer the funds to the new Parish).
- Each LCG that has a restricted fund will appoint a “Restricted Fund Expert” who will liaise with the PCC Treasurer over the correct use of the restricted funds under their care.
- In order to retain the financial support of existing donors, if any particular donor does not find it acceptable to switch their giving to the new Parish, giving can remain going to the local church.
Note: New donors should be encouraged to give to the new Parish.

THE PROCESS

- A finance function will be created, headed by a Treasurer, who will be a member of the PCC. The Treasurer will be supported by a Bookkeeper, who will not be a member of the PCC. They in turn will be supported in an administrative capacity by the Parish Administrator and a Gift Aid Secretary who will handle gift aid claims.
- The aim is that eventually the PCC will operate a single general bank account; until this can be achieved the existing bank accounts will remain, managed by the central PCC.
- In addition, there are likely to be a number of deposit/investment accounts, reflecting the disposition of the restricted funds.
- The Bookkeeper will be instructed not to record transactions against restricted funds unless the relevant Restricted Funds Expert has approved that the use meets the specific purposes of the fund.

RECOMMENDATION

To amalgamate the accounting operations of eight separate parishes with different financial set-ups, we recommend that the process of transfer shall be undertaken parish by parish, with the first parish to transfer being Hatherden with Tanglely.

It is believed that any problems that may be encountered during the first transfer will lead to solutions being worked out, so that subsequent transfers become easier. The process of amalgamation will be concluded in as short a time as practicable, but there will be no fixed timetable.

During the transfer period, the LCGs of the unmerged churches will continue to manage and record their financial transactions (under delegation from the PCC) as they have been prior to the parish merger.

DAY-TO-DAY OPERATION

The envisaged model of operation for expenditure is as follows:

- The PCC will agree a budget that includes spending caps for the LCGs similar to those currently possessed by the separate parishes' churchwardens.
- The Parish Administrator and the Bookkeeper will take care of regular business – utility bills etc.
- The LCG members will keep the local church running spending funds as required (up to their spending caps) – they will submit bills to the Bookkeeper (as they currently do to the individual treasurers) who will arrange payment.
- The Bookkeeper will advise the LCGs on request how their spending matches up against budget and available church-specific funds.
- When the LCGs identify that more significant work is needed they will put forward a justification to the central PCC.
- When the PCC approves the work quotations will be sought (usually by the LCG, but this will be a matter for discussion) and the Restricted Funds Expert will advise which funds can be drawn on to meet the cost.
- Should the local Restricted and Unrestricted funds be adequate to cover the work, then the LCG will have the freedom to have the work done in the manner they prefer (subject to Faculty/Schedule B approval).
- If the church does not have sufficient funds to cover the work, then the PCC will consider the needs of the Parish and see if they can fund the shortfall. If they decide to do so, then they may limit which options the LCG can choose (to ensure that the wider Parish makes best use of its funds).
- When bills are presented for payment the Bookkeeper will seek confirmation from the Restricted Funds Expert (if not already received) and only record the transaction against the relevant restricted fund as approved by the Restricted Funds Expert.

ANNEX G TO SINGLE PASTROW PARISH PAPER

ROLE AND RESPONSIBILITIES OF THE CENTRAL FINANCE FUNCTION

Recommendation:

- Appoint a Treasurer / Head of Finance
 - Selected from within existing volunteers or from outside
 - Criteria will be based on accounting skills
 - Acts on behalf of the PCC and is responsible to the PCC
- Appoint Gift Aid Secretary for the Single Parish
- Appoint Bookkeeper for estimated two days per week
- Use Parish Admin function in roles needing central work or coordination
- LGC's to appoint a Restricted Funds Expert where necessary to liaise with the Treasurer on the management and usage of restricted funds.

Main roles of the Team:

PCC

Maintain financial records

Treasurer

Update PCC at meetings and on request

Treasurer

Budget

Produce next year's budget

Treasurer

Monitor progress against budget

Treasurer

Report financial position to PCC meetings

Treasurer

Common Mission Fund

Pay CMF

Treasurer

Managing Occasional Office Fees

Track payments received and chase those not received

Parish Admin

Arrange distribution of component fees

Parish Admin

Diocese portion

Parish Admin

Retired clergy/clergy expenses

Parish Admin

Organists

Parish Admin

Vergers

Parish Admin

Choir

Parish Admin

Bell-ringers

Parish Admin

Gravediggers

Parish Admin

Send quarterly return to Diocese of fees received

Parish Admin

Refunds

Parish Admin

Contract Purchases (e.g. Energy Supplies, Telecoms)

Negotiate new contracts on renewal

Treasurer & LCG

Monitor Direct Debits or Standing Orders

Bookkeeper

Ensure meter readings taken

Bookkeeper & LCG

Process Invoices

Record invoice

Bookkeeper

Arrange payment with approvals where required

Bookkeeper

Chase signatories if required

Bookkeeper

Record and transmit conditions of service

Parish Admin & LCG

e.g. display of metal protection notices

Church receipts

Count collections and record in register	LCG
Count and record envelope donations	LCG
Count and record collecting boxes (e.g. wall safe)	LCG
Bank monies	LCG
Notify relevant people	LCG
<i>Transaction details to Bookkeeper</i>	
<i>Giving Details to Gift Aid Secretary</i>	

Process Giving

Identify and record Standing Order donations	Bookkeeper
Identify and record irregular bank transfer donations	Bookkeeper
Record gift-aided donations for return	Gift Aid Secretary
Records GADS-claimable monies for return	Bookkeeper
Submit quarterly Gift Aid Claim to HMRC	Gift Aid Secretary
Order new Gift Aid envelopes as required	Parish Admin

Store Certificates

Certificates - usually sent to whoever pays for them. <i>(e.g. Employee Indemnity)</i>	Parish Admin
Different certs have different storage requirements	Parish Admin

Annual Accounts

Prepare accounts	Bookkeeper & Treasurer
Liaise with Auditor	Bookkeeper & Treasurer
Compose Treasurer's Report	Treasurer
Present to PCC	Treasurer
Present to APCM	Treasurer
Submit to Diocese	Parish Admin
Copy to Deanery	Parish Admin

Banking

Monitor account balances	Treasurer & Bookkeeper
Monitor fund balances	Treasurer
Arrange transfers where appropriate	Treasurer
Update signatories as PCC membership changes	Parish Admin
<i>Physical</i>	
<i>Online access</i>	

Appeals & Fund Raising

Liaise with appeal co-ordinator	Parish Admin &/or LCG
Provide information to support grant applications	Parish Admin, Bookkeeper & Treasurer

Manage Restricted Funds

Understand purpose and limit of each fund	Local Restricted Funds Expert
Advise PCC on what they can and cannot be used for	Local Restricted Funds Expert

Trading & Sales

Run local business probably with separate account	LCG
Provide updates to PCC	LCG

ANNEX H TO SINGLE PASTROW PARISH PAPER

Giving and the Common Mission Fund

Recommendation:

Until the stage has been reached when all general funds have been passed over to the PCC, income received by the church that is not otherwise restricted will be subject to a proportional percentage 'top slice' to cover CMF payments and central costs, using the same principle by which central cost are currently apportioned.

Methods of Giving:

- 1) **Collecting boxes around church**

This should go to the local church.

Cannot Gift-Aid (but are covered by GASDS).
Banked through same process as collections.
Usually counted and banked on an ad-hoc basis ensuring timely Gift Aid & Church Financial years' completion.
- 2) **Service collections**

All non-Envelope collections will go to the local church Unrestricted funds until the local church accounts are transferred into the Single Parish account. Then they will go to the Single Parish. However, exceptions will be made where collection go to special good causes.
Cannot Gift-Aid (but are covered by GASDS).
- 3) **Pew Envelopes**

New envelopes will have the option to give to either the single Parish or the local church. Usually gift-aided (unless an invalid/unusable declaration).
Weekly numbered envelopes will no longer be offered.
- 5) **Parish Giving scheme**

Options will be offered to give to both to the individual church and the combined Parish.
- 6) **Regular & Ad-Hoc Bank-transfer**

Persuade existing givers of the benefit to switch to Parish Giving if possible, where the option to give to a local church or the Single Parish is offered. If someone is reluctant remain with current arrangement.
New givers to be encouraged to give to single Parish.
Will need new Gift Aid declaration if going to the Single Parish regardless of option chosen.
Fact and amount of regular giving is sensitive personal information.

- 8) **Text message giving (through Donor)** Directed to single Parish for simplicity.
Adjust Donor and avoid confusion.
- 9) **Credit-card giving (through SumUp)** Mainly provided for visitors so directed to the local church Unrestricted funds until the local church accounts are transferred into the Single Parish account. Then they will go to the Single Parish.
Covered by GASDS
Avoid regular givers using SumUp as we are liable for commission charges
- 10) **Grants** Usually specific to the local church for specific work.
- 11) **Legacies** Specific to individuals and subject to the direction and interpretation of the deceased's will

ANNEX I TO SINGLE PASTROW PARISH PAPER

RESTRICTED FUNDS

Most of the churches within the single Parish have historic, restricted funds that are structured in specific ways. A list of current restricted funds must be compiled and kept updated by the Restricted Funds Experts for each local church, where they exist, detailing the background and specific nature of the fund and how the funds may be used.

Where possible, local churches within the single Parish should look to merge any current restricted funds that have the same objectives, whilst continuing to account and identify expenditure from each donor for reporting purposes. It is acknowledged that due to the individual specifications of many of the current funds, they will need to stay separate until fully utilised.

Fundraising for particular projects will continue to be a vital source of funds so it is expected that local appeals will be made as before.

Over time, the longer-term aim would be to reach one restricted fund for a local church where required. As mentioned above, the Restricted Fund Expert would provide the essential direction and confirmation that restricted funds are always used for their intended purpose.