

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

### ***The committees are:***

1. Babies and Toddlers (BATS)
2. Finance and General Purposes Committee (F&GP)
3. House and Hall
4. Magazine
5. Mothers' Union
6. Pastoral Team
7. Safeguarding Committee
8. Standing Committee
9. Sunday Clubs Committee

### ***1. Babies & Toddlers Group (BATS)***

**Aim:** To outreach to babies, toddlers and their carers in our community through our baby and toddler group, meets during term time.

**Membership:** Chair - Lynda Zissell; Treasurer - Andrew Zissell; Secretary - Jane Bryan; Leader - Alida Swift; Vicar - Alan Keeler.

**Frequency of Meetings:** Committee meets three times a year.

**Responsibilities:** To oversee the smooth running of the group.

**Financial Responsibilities:** Management of the cash resources. The production of the accounts.

### ***2. Choir***

**Membership:** Co-ordinator – Peter Fall; Treasurer – Mary Fall; Celebration organist – Anne Clements; Joy Putt.

**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.

### ***3. Finance and General Purposes Committee***

**Membership:** Chair - Suzanne Spooner; Treasurer – Jill Atkinson; Vicar – Alan Keeler; Church Wardens – positions vacant; and other members with relevant expertise & approved by the PCC – currently John Beale; Margaret Eames; 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. St. Mary's Church House and Hall Committee***

**Membership:** Chair - Geoffrey Blachford; Administrator and Treasurer: Atlanta Topham; Vicar - Alan Keeler; Carole Beale; James Howard; Maria Staines; Clem Sutton.

**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.

Frequency of meetings: at least 4 times a year.

### ***4. 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:** 10 a year to prepare for 10 editions p.a.

Editors on a rota are: Jo Clark; Elaine Wakefield; Jill Atkinson. Copies produced by Parish Administrator – Elaine Wakefield, 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.

### ***5. Mothers' Union***

**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 & BATS; 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

### ***6. 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 – Alan Keeler; Frances Boyden; Peter Boyden; Anne Collins; Debi Greer; Trine Hevezi; Alison Tyler; Anne Yolland.

Members are volunteers from the congregation.

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

### ***7. Safeguarding Committee***

**Aim:** To provide a safe environment for all

**Membership:** Parish Safeguarding Officer - Anthia Page; Vicar - 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 review arrangements for compliance with Health & Safety legislation within the church.

**Meeting arrangements:**

- This Committee will meet every 2 months.
- Confidential minutes will be taken with action points and circulated to members of the Safeguarding Committee.
- A report will be submitted to every PCC meeting highlighting any decisions that need to be taken. This will be done by the Chair.
- If an adult protection or a child protection matter arises the committee will meet as and when required to do so.

**Responsibilities:**

This Committee shall undertake the following tasks:

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.
4. Keep the Diocese informed of any referrals that have been made.
5. Monitor and review, and if necessary, update all safeguarding and protection policies in time for distribution and discussion/sign off at the 1st PCC meeting following the APCM.
6. Keep ourselves up to date with Bromley's and the London Council's safeguarding and protection procedures for children and vulnerable adults, as well as anything coming from the House of Bishops and/or the Diocese of Rochester.
7. Provide adequate training in safeguarding and protection matters by using external and internal providers to all our volunteers.
8. Raise awareness of the safeguarding/protection policies and members of the Safeguarding Team within St Marys.
9. Share and appropriately act upon information (confidentiality).

**Financial responsibilities:**

PCC meets the costs of providing training etc.

**8. Standing Committee**

This is the only PCC committee required by law.

**Membership:** Vicar – Alan Keeler; Church Wardens – positions vacant; PCC representatives - Jill Atkinson; John Beale; Sylvia Chance

**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.

**9. Sunday Clubs Committee**

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

**Membership:** Sunday Clubs Co-ordinator(s) - Frances Boyden and Nina Arcuri; Administrator(s) – Anne Yolland & Jacqui Harney; Vicar – Alan Keeler.

The Chair of this committee is shared by the Sunday Club Co-ordinators.

Members are recruited by the committee when a member steps down from office.

**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.
3. To engage children and young people in the decision-making process at St. Mary's.
4. To recruit, train and support leaders and helpers.
5. To provide encouragement and assistance to other children's and young people's events.

**Responsibilities:**

We undertake the following tasks:

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.
7. Plan, resource and where appropriate lead volunteer training sessions.

**Frequency of meetings:** This committee meets termly for planning purposes, and meets more regularly if and when required, for planning specific events. The agenda is circulated a week before the meeting. Minutes are taken on a rotating basis by each member and then circulated within a week to all members via email. A copy of the minutes is sent to the incumbent for inclusion in the papers to be circulated to the PCC. Communication between meetings occur via email and conversations at church.

**Financial responsibilities:**

£177.28 of restricted funding for Twinkles (as of Dec 2020)

£185.18 of restricted funding for Galactic Hobos (as of Dec 2020)

There is currently no budget, but other expenses are reimbursed from PCC funds as appropriate. Expenditure on individual items over £100 should first be discussed with the treasurer.

**Review:**

We will review these terms of reference every two years.

***PCC Members 2021-22***

Chair: Vicar – Alan Keeler; Secretary – Juliet Bermingham; Treasurer – Jill Atkinson;

Church Wardens – positions vacant; Retired priest – Alison Tyler;

Deanery Synod representatives – Sylvia Chance, Maria Staines;

Elected representatives – John Beale, Juliet Bermingham, Frances Boyden; Debi Greer, Trine Hevezi, Merle Jones; Suzanne Spooner; Atlanta Topham.

*Reviewed June 2021*