

NORTH CARDIFF MINISTRY AREA

ROLE DESCRIPTIONS

December 2021

Contents

Ministry Area Roles

- 1 Ministry Area Leader
2. Lay Chair of MAC
3. MA Wardens
4. MA Treasurer
5. MA Bookkeeper
6. MA Gift Aid Secretary
7. Secretary to the MAC
8. MA Electoral Roll Coordinator
9. MA Safeguarding Officer
10. MA Insurance Officer
11. MA Buildings and Faculties Officer
12. MA Data Protection Officer
13. MA HR Officer
- 14 MA Lay Chair of GAR
- 15 MA Health and Safety Officer*

Local Church Roles

- 16 Congregational Warden
- 17 Church Treasurer
- 18 Secretary to the Church Committee
- 19 Church Buildings and Faculties Officer
- 20 Church Data Protection Officer*
- 21 Church Health and Safety Officer*
- 22 Church Safeguarding Officer*

23 Church Gift Aid Officer

1. Ministry Area Leader

Ministry Area Leaders (MAL), as priests in the Church in Wales, are called to be faithful to the Charge laid upon them at their Ordination. They are also subject to the agreed Clergy Terms of Service.

The MAL may be drawn from among the incumbent clergy of the MA or be a new cleric to the MA appointed as MAL and will be licensed by the Bishop as Priest in Charge.

The MAL will have relationships with the Diocese, with clerical colleagues, with MA lay colleagues, the Lay Chair and Ministry Area Council (MAC).

Relationships

(a) With the Diocese

- To work with the Diocese and lead their Ministry Area (MA) in the local contextualisation and implementation of the diocesan Vision strategy
- To participate in the diocesan leadership development programme alongside Area Deans and the SLT
- To carry out, in line with current diocesan policy, MDR with clerical colleagues
- To cooperate with the diocese in MA Reviews
- To be involved in the appointment of the Lay Chair and other licensed ministers in the MA

(b) With clerical colleagues

- As *primus inter pares* among the incumbent clergy to lead the ministry team (both lay and ordained) in a manner such that there is mutual respect among members, and that the ministerial and leadership skills of all members are encouraged to develop and flourish
- Ensure that the worship and pastoral practice of the MA honours an appropriate diversity among clergy and congregations

- **With Ministry Area colleagues**

To develop with lay and clergy colleagues, strategies for mission, ministry, outreach and evangelistic growth, and so create opportunities for individuals of all ages to discover God's love for them and choose to become followers of Jesus Christ

- To be responsible for ensuring that all forms of licensed or commissioned ministry that operate within the MA are supported and effective
- To have line manager responsibility for Associate Clergy and licensed lay workers, and to draw up working agreements with them

With the support of the Lay Chair (LC)

- To view the MAC as essential to the life of the MA and to seek, in co-operation with its members, to make it a dynamic and effective structure for strategy, accountability and action
- To ensure the Ministry Area Council (MAC) operates in accordance with the requirements of the Church in Wales and the Charity Commission

2. Lay Chair

Terms of office

- The Lay Chair shall be a regular communicant member of the Ministry Area
- The Lay Chair shall be appointed by the Bishop following consultation with the Ministry Area Leader (MAL). They must be eligible to be a member of the Ministry Area Council (MAC). If not already an elected member, they will be co-opted to the MAC.
- The term of appointment for a Chair will be 3 years from the date of appointment. At the end of this 3-year period the Bishop may appoint a new Lay Chair or reappoint for a further 3-year term.
- Any individual can only be Chair for two consecutive terms after which a new Lay Chair must be appointed.
- If a previous Lay Chair has been in the post for two consecutive terms, he or she can be appointed again but only after a period of a year has elapsed from the end of the last term as Chair. In exceptional circumstances the Bishop may allow the term of a Lay Chair to be extended.
- The Lay Chair shall be an Ex-Officio member of all MA committees.
- The Lay Chair shall be included in the Leadership Team.

Role responsibilities

- Offering strategic leadership alongside the Ministry Area Leader
- Chairing Annual Vestry Meetings (AVMs)
- Chairing meetings of the MAC, of which there shall be at least 4 per annum
- The role of the Chair can be agreed by each individual MAC, but often the role will include:
 - Working with the MAL in helping plan work and setting MAC agendas
 - Taking the lead on ensuring that meetings are properly run and recorded
 - Taking the lead on ensuring that members of the MAC as trustees comply with their duties and the charity is well governed

- Having a second or casting vote if a vote is tied, but only if the MAC decide beforehand and specify it in their rules on running their meetings
- Acting as a spokesperson for the charity
- Being responsible for the interpretation of the Standing Orders of the MAC
- Being a signatory authority, to jointly sign contracts and agreements on behalf of the MAC
and authorise expenditure
- Working with the MAL to identify, support and empower leaders from among the congregation to take roles on committees, lead areas of ministry, etc.

The Lay Chair shall, with the MAL and other officers, be a channel of communication between the MA and the Diocese

Role qualities

- Skill in managing meetings thoughtfully and without bias
- Good understanding of the legal responsibilities of Trustees and the Constitution of the Church in Wales
- Demonstrates leadership, empathy, integrity, transparency and good communication
- Some knowledge of parish and church finances

3. MA Wardens

This role description must be read in conjunction with the Constitution of the Church in Wales. In a legal context as the Ministry Area is the parish, the Ministry Area Wardens are, in the context of the Constitution of the Church in Wales, the 'Churchwardens' of the Parish and the Congregational Wardens are 'Subwardens'. What follows is subject to any additional guidelines issued by the Church of Wales or the Diocese of Llandaff.

Role: The Ministry Area Wardens are the Bishop's officers, and are usually admitted to office each year by the Archdeacon on behalf of the Bishop at a special service. They, with the Ministry Area Leader, are generally responsible for the overall functioning of the Ministry Area. The Wardens are vital to the health and wellbeing of the church communities. It is an important and, at times, a demanding role.

Terms of office

Appointment:

- The MAL Warden will be appointed annually by the MAL.
- The MA People's Warden will be elected annually at the AVM.

An MA Warden:

- An MA Warden shall not ordinarily hold office for more than 6 years.
- may hold office up to the age of those serving on Governing Body (currently 75 years of age)
- is a trustee of the MAC with full voting rights
- should ideally hold the equivalent office on their Church Committee
- should be a confirmed communicant over eighteen years of age whose name is properly entered on the electoral roll of the Ministry Area
- is subject to enhanced DBS requirements
- should complete safeguarding training

Responsibilities of all Wardens

All Wardens shall be foremost in representing the laity and in consulting and co-operating with the Incumbent; they shall use their best endeavours to promote peace and unity amongst the parishioners, and by example and precept to encourage the parishioners in the practice of true religion' In order to do this, we encourage you to be:

- Faithful in the reading of the Holy Scriptures
- Diligent in your prayers
- Regular in attending public worship and receiving Holy Communion.

Responsibilities of Ministry Area Wardens

To be foremost in representing the laity in the Mission Area and in consulting and co-operating with the Mission Area Council through the following:

- Leadership: Working with the Mission Area Leader, the Leadership Team and Mission Area Council (of which they are ex officio members) to ensure that the Mission Area strategy is appropriately implemented.
- Support: Exercising a particular role of support to and care for the Mission Area Leader.
- Bishop's Officer: Being in attendance when the Bishop is present in the Mission Area and in the case of any difficulty which cannot be resolved by the Mission Area Council dealing directly with the Archdeacon or Bishop.
- Administrative: Ensuring, with the Mission Area Council that Archdeacon's Returns are completed on request and by the due date each year.
- Enabling and Encouraging: Enabling and encouraging the Wardens in each local community in their task and, in the case of sickness or vacancy, making sure that duties are carried out.
- Vacancy: Cooperating and collaborating with the Mission Area Council and the Archdeacon during a vacancy for the Mission Area Leader.
- Worship: If exceptional circumstances require, it is customary for a Warden to lead worship in a church, using either the Ministry of the Word from the Holy Eucharist or Morning or Evening Prayer with the Readings for the Day.

Reports to: The Bishop, Ministry Area Leader, and Ministry Area Council

Agreement

I agree to being (MAL's/People's) Mission Area Warden, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

4. MA Treasurer

Role: The person who acts on behalf of the MAC of the Ministry Area in regards to financial matters.

Terms of office

- Appointed by the MAC each year following the vestry meeting
- They are to keep the financial records of the Ministry Area and provide the MAC with such information as it needs to enable it to fulfil its responsibilities.
- The MAC treasurer will sit on the Executive Committee

Responsibilities

- Pays total Ministry Area Fairer Share to the Diocesan Office
- Attends Ministry Area Council meetings
- Attends Ministry Area Council Executive Committee meetings
- Provides financial reports for the MAC and Finance and Buildings Committee
- May chair the Finance and Buildings Committee or delegate this to another member
- Consolidates all the financial information of the MA
- Arranges the annual independent examination on behalf of the MAC and
- coordinates this with the examiners and with the Church Treasurers where
- necessary
- Submits accounts information to MAC, to the Representative Body of the Church in
- Wales (RB), and to the Charity Commission as appropriate
- Reports any concerns about the financial health of the churches to the Finance and Buildings Committee and MAC
- Provides budget and spend information to any MAC committees that have been established
- Contact point with the Diocesan Finance team

Reports to: MAC Finance Committee, MAC Executive, MA Council

Agreement:

I agree to being North Cardiff Ministry Area Treasurer under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Appendix A

January	<ul style="list-style-type: none"> • Ensure all Gift Aid and GASDS claims have been submitted for the previous year by relevant individuals • Ensure all year end accounting adjustments have been undertaken
February	<ul style="list-style-type: none"> • Receive data from Church Treasurers • Consolidate accounts once investment valuations are received • Arrange independent examination of accounts **
March	<ul style="list-style-type: none"> • Church Treasurers may present draft accounts to a church committee
April	<ul style="list-style-type: none"> • Present previous year's examined accounts to the Ministry Area Council and at the Annual Vestry Meeting • Submit accounts and annual report to the Charity Commission by the deadline of 31st October
May	<ul style="list-style-type: none"> • Submit Annual Returns for Ministry Area to Representative Body • Ensure GASDS claims submitted by relevant individuals
June	
July	
August	
September	
October	
November	<ul style="list-style-type: none"> • Agree how Fairer Share will be financed for following year • Prepare budget for following year and present to the Ministry Area Council
December	<ul style="list-style-type: none"> • Check the status of Fairer Share payments across the Ministry Area while church accounts continue to exist • Ensure Fairer Share standing order to the Diocese is set up

5. MA Bookkeeper

Role: The MAC Bookkeeper will assist the Ministry Area Treasurer in maintaining the financial records of the Ministry Area.

Terms of office:

- Appointed by the MAC
- To work closely with the MA Treasurer to make sure records are always up to date
- The duration of the office as decided by the MAC

Responsibilities:

- To receive the day to day financial information such as details of collections banked by each church and enter it onto the accounting system.
- To work closely with the Ministry Area Treasurer to make sure records are always up to date.
- To enter all the financial records onto myfundaccounting.online so that there is consistency in the codes used.
- Assist the Ministry Area Treasurer with consolidation of the accounts
- To assist the Ministry Area Treasurer and the MAC or Finance Committee by having an overview of the finances as they are recorded and spotting trends of increasing expenditure or falling income.
- See Appendix A

Reports to:

MAC Treasurer

MAC Finance Committee

MAC Executive

MA Council

Agreement

I agree to being MAC Bookkeeper under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

6. Ministry Area Gift Aid Secretary

- Registers the MA with HMRC once Charity Commission registration is complete (this is a once only requirement).
- Sets up a Government Gateway for the MA (this is a once only requirement).
- Collaborates with Church Gift Aid Officers to
 - Agree an anticipated schedule of claims for each individual church.
 - Agree a password for data transmission.
- Receives completed schedules from Church Gift Aid Officers and collates these into a claim.

- Submits the collated claim via the Government Gateway.
- Alerts the MA Treasurer to the amounts claimed for each church on submission.
- Alerts the FAB sub-committee to any church not making a claim at the agreed time.

Reports to:

MAC Treasurer

MAC FAB

MAC Leadership Team

MAC

Agreement

I agree to being MA Gift Aid Secretary under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

7. Ministry Area Council Secretary

Role: The Ministry Area Secretary will provide a secretarial service to the Ministry Area Council and its sub-committees and will normally be the first point of contact for diocese or provincial communications to the Ministry Area Council.

Terms of office: The Secretary will be appointed by and be a member of the Ministry Area Council which meets four times annually. The post will be salaried and may be assisted by a deputy.

Responsibilities:

The MAC secretary will:

- Circulate the agreed agenda prior to MAC meetings and the Annual Vestry Meeting of the MAC.
- Take minutes of the meeting and circulate them following the meeting, to an agreed timeframe. The Secretary will be member of the meeting, but will not be entitled to vote.
- Ensure that copies of the minutes are agreed and signed at the following MAC meeting.
- Bring any correspondence relating to MAC business to the MAC meeting for discussion and/or action.
- Send names and addresses of Ministry Area Wardens and Congregational Wardens to the Archdeacon.
- Complete and return requests for information from other bodies such as the Diocesan Office or the Charity Commission.
- Service and attend meetings of the Leadership Team, the Governance, Audit and Risk Subcommittee and the Finance and Buildings Subcommittee.

Reports to: Minister Area Leader

Agreement

I agree to being Ministry Area Secretary, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

8. Ministry Area Electoral Roll Co-ordinator

Terms of office

Appointed by the MAC

The duration of the office as decided by MAC

Responsibilities

The electoral roll of the Ministry Area provides information as to the number of people who claim membership of the churches in the Ministry Area.

The electoral roll provides the names of those who are eligible to be elected onto the Ministry Area Council.

The electoral roll is reviewed each year, and every five years (in years ending with a zero or five), the roll is destroyed and a new roll begun.

The MA Electoral Roll Coordinator will

- Coordinate with the churches of the Ministry Area to ensure that the annual review of the electoral roll is undertaken
- Coordinate with the churches of the Ministry Area to ensure that the five-yearly creation of a new electoral roll is undertaken
- Consolidate the electoral rolls of the individual churches into one electoral roll for the Ministry Area
- Keep the details of members of the electoral roll in accordance with the General Data Protection Regulations, working with the Data Protection Coordinator
- Facilitate the viewing of the electoral roll at a mutually convenient time when requested

Liaise with the Diocesan Office in the case of a dispute or appeal over the electoral roll.

Reports to:

Data Protection Coordinator

MAC executive

MA Council

Agreement:

I agree to being Ministry Area Electoral Role Officer under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

9. Ministry Area Safeguarding Officer

Terms of office

to be completed

Responsibilities

1. Safe Volunteering

- DBS Checks - Ensure that everyone who needs a DBS check in the Mission Area has one
- Safe Recruitment - Ensure that new workers and volunteers are safely recruited with role description / two references / review
- Records -Maintain record of volunteers, DBS checks and training

2. Safeguarding policy and procedure

- Ministry Area Safeguarding Review - Complete an annual review of what activities with children and adults at risk are happening in the Ministry Area and their compliance with Safeguarding policy and procedures
- Implementation of the Safeguarding policy and procedures. Encourage work with the Ministry Area and church Safeguarding Officers to ensure activities are compliant with the policy

3. New activities or events

- Assist with completing checklist for setting up new events and activities.

4. Ministry Area Committee

- Attend Ministry Area Council meetings as and when required to so.
- Inform MAC about safe volunteering, implementation of policy and new activities.

5. Diocesan Safeguarding Meetings

- Attend meetings as and when required
- Meet and share experiences with other coordinators

- Influence changes
- Seek solutions to concerns
- Celebrate good practice

Reports to: Minister Area Leader, Leadership Team, Ministry Area Council

Agreement

I agree to being Ministry Area Safeguarding Officer, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

10. MA Insurance Officer

Role: To advise on, coordinate and implement satisfactory insurance arrangements for all risks faced by the Ministry Area.

Terms of office: The Ministry Area Insurance Officer (MAIO) will be appointed by the Ministry Area Council.

Responsibilities:

- In liaison with Church Insurance Officers to prepare and update a schedule of risks requiring insurance cover.
- To research and advise the GAR Subcommittee on suitable insurance arrangements.
- To advise and take action on insurance claims as required.

Reports to: The Ministry Area Leader and the Governance, Audit and Risk Subcommittee.

Agreement:

I agree to being Ministry Area Insurance Officer, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

11. MA Buildings and Faculties Officer

Role: To co-ordinate the cleaning, maintenance and repair of all buildings and landscape areas owned by the Ministry Area and to act as a link between churches and the Diocese on issues relating to faculties. It would be desirable for the post to be combined with one of the three Church Buildings and Faculties Officer posts.

Terms of office:

The Ministry Area Building and Faculties Officer will be appointed by the Ministry Area Council and will ideally hold an equivalent office on their Church Committee.

Responsibilities:

- To prepare inventories of all buildings owned by the MA.
- To liaise with equivalent church officers to develop detailed schedules for each building addressing all aspects of maintenance and cleaning.
- To ensure that agreed schedules are agreed and acted upon.
- To investigate the need for repairs and to arrange for remedial action to be taken.
- To make regular progress reports to the Faculties and Buildings Subcommittee .
- To oversee and advise on maintenance of all landscaped areas and car parks.
- To advise upon and co-ordinate matters relating to faculties.
- To liaise with the Ministry Area Health and Safety Officer on the preparation and execution of cleaning and maintenance schedules.
- To liaise with the MA and Church Insurance Officers to ensure that satisfactory policies are in place

To facilitate, co-ordinate and ensure action on quinquennial inspections.

Reports to: Ministry Area Leader and Buildings and Faculties Subcommittee.

Agreement:

I agree to being Ministry Area Buildings and Faculties Officer, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

12. MA Data Protection Officer

Role: The role of the data protection officer is to ensure that the personal data of all individuals the MA holds data for is held in compliance with the applicable data protection rules.

Terms of office:

- Appointed by the MAC
- The duration of the office decided by the MAC

Responsibilities:

- To inform and advise the MAC, of their obligations under the Regulation and other applicable laws and regulations;
- To oversee data management in the MA
- To monitor compliance with the Regulation and other applicable laws and regulations.
- To liaise with the Information Commissioner's Office as required in the management of Information Governance breaches and general enquiries;
- To provide updates on data protection compliance when appropriate
- To manage the existing and developing information governance requirements
- Raise awareness, on all relevant obligations on a continuing basis;
- Be the contact point with and co-operate with the relevant Data Protection Authorities and data subjects when exercising their individual data rights as well as supervise and advise on the response to such requests.

Reports to:

MAC Leadership Team

MAC

Agreement:

I agree to being MAC Data Protection Officer under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

13 MA HR Officer

Role: The role of the HR officer is to be responsible for hiring, developing and looking after employees.

Terms of office:

Appointed by the MAC

The duration of the office will be decided by the MAC

Voting rights: Yes

Age limit,

Terms imposed by the constitution of the Church in Wales,

DBS certificate: Yes

Electoral role member:

Suitable additional role:

Responsibilities:

- Recruiting, training and developing staff
- Making sure staff get paid correctly and on time
- Pensions and benefit administration
- Job descriptions and advertisements
- Looking after the health safety and welfare of all employees
- Monitoring staff performance and attendance
- Advising the MAC and employees on employment law
- Be familiar with the MAC employment policies and employment law
- Responsible for salaries, contracts, working conditions and redundancy packages.

Reports to:

MAC Leadership Team

MA Council

Agreement:

I agree to being MAC HR Officer under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

14 MA Lay Chair of Governance, Audit and Risk Committee (GAR)

Terms of office

- Co-opted unless elected or appointed ex officio
- The duration of the office as decided by MAC

Responsibilities

To convene GAR committee meetings

To attend chair and contribute appropriately to the working of the committee.

The GAR committee shall meet from time to time to discuss matters relating to the day to day administrative operation of the MA including in particular,

- Data Protection,
- Health and Safety,
- Safeguarding,
- The Electoral Roll
- Insurance

The GAR shall make recommendations to the MAC. It shall also from time to time formulate policy for discussion and ratification by the MAC.

Reports to:

MAC Secretary

MAC Lay Chair

MA Leader

MAC Leadership Team

MA Council

Agreement:

I agree to being Ministry Area Lay chair of the Governance, Audit and Risk Committee under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

15 MA Health and Safety Officer

This role profile is in the process of being drafted

16 Congregational Warden

This role description must be read in conjunction with the Constitution of the Church in Wales. In a legal context as the Ministry Area is the parish, the Ministry Area Wardens are, in the context of the Constitution of the Church in Wales, the 'Churchwardens' of the Parish and the Congregational Wardens are 'Subwardens'. What follows is subject to any additional guidelines issued by the Church of Wales or the Diocese of Llandaff.

Role: The Congregational Wardens are the Vicar's Officers and are usually admitted to office annually. They, with the Vicar, are generally responsible for the overall functioning of their Church. They are vital to the health and wellbeing of the church communities. It is an important and, at times, a demanding role.

Terms of office:

The Congregational Vicar's Warden will be appointed annually by the Incumbent.

The Congregational People's Warden will be elected annually at the AVM.

No Congregational Warden shall ordinarily hold office for more than 6 years.

A Congregational Warden

- may hold office up to the age of those serving on Governing Body (currently 75 years of age)
- should be a confirmed communicant over eighteen years of age whose name is properly entered on the electoral roll of the Ministry Area
- is subject to enhanced DBS requirements
- should complete safeguarding training

Responsibilities of all Wardens

All Wardens shall be foremost in representing the laity and in consulting and co-operating with the Incumbent; they shall use their best endeavours to promote peace and unity

amongst the parishioners, and by example and precept to encourage the parishioners in the practice of true religion' In order to do this, we encourage you to be:

- Faithful in the reading of the Holy Scriptures
- Diligent in your prayers
- Regular in attending public worship and receiving Holy Communion.

Responsibilities of Congregational Wardens

To be foremost in representing the laity in the local community and in consulting and co-operating with the Ministry Area Council through the following:

- Representative: Representing the laypeople of the local church community and making sure that concerns are relayed to the Ministry Area Council representatives.
- Support: Exercising a ministry of support to the vicar with principal pastoral responsibility for their church, particularly in relation to making sure that the buildings are prepared for divine worship.
- Bishop's Officer: Being in attendance when the Bishop is present in the Ministry Area and particularly when he is present in the local community.
- Administrative: Assisting the Ministry Area Wardens with preparation of the Archdeacon's Returns for the local church community.
- Vacancy: Co-operating and collaborating with the Ministry Area Wardens and during a vacancy the Ministry Area Leader.
- Worship: If exceptional circumstances require, and there is no worship leader present, it is customary for a Warden to lead worship in a church, using either the Ministry of the Word from the Holy Eucharist or Morning or Evening Prayer with the Readings for the Day.
- Fabric: Making sure that the church fabric is in good order by inspecting if from time to time and reporting any issues to the church Council and any serious issues to the Mission Area Conference.

Reports to:

People's Congregational Warden: the Vicar and Church Committee.

Vicar's Congregational Warden: the Vicar

Agreement:

I agree to being (Vicar's/People's) (Christchurch, St Denys, St Faith, St Isan)
Congregational Warden, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

17 Church Treasurer

Role: Keeps financial records for all bank accounts, investments and property relating to their church (until one bank account is in operation?) if no bookkeeper is in place

Terms of office:

- Appointed by the Church Committee at the annual meeting.
- They are to keep the financial records of the church and provide the Ministry Area Council (MAC) treasurer and bookkeeper (if in place) with such information as they need to enable it to fulfil its responsibilities.
- The duration of the office to be decided in consultation with Church Committee but up to three years

Responsibilities:

- Keeps financial records for all bank accounts, investments and property relating to their church
- Provides financial information for Church Committee and MAC Finance Committee
- Provides supporting documentation for Independent Examination
- Agrees and pays Fairer Share contribution to Ministry Area Treasurer
- Makes payments (subject to any agreed spending limit)
- Banks money
- Immediately reports Share defaults to the Ministry Area Treasurer
- Attends Church Committee meetings
- Attends MAC Finance Committee

Reports to:

Church Committee

MAC Treasurer

Agreement:

I agree to being North Cardiff Ministry Area Treasurer under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Appendix A For information: Relates to MAC Treasurer role and relationship with Church Treasurer

January	<ul style="list-style-type: none"> • Ensure all Gift Aid and GASDS claims have been submitted for the previous year by relevant individuals • Ensure all year end accounting adjustments have been undertaken
February	<ul style="list-style-type: none"> • Receive data from Church Treasurers • Consolidate accounts once investment valuations are received • Arrange independent examination of accounts **
March	<ul style="list-style-type: none"> • Church Treasurers may present draft accounts to a church committee
April	<ul style="list-style-type: none"> • Present previous year's examined accounts to the Ministry Area Council and at the Annual Vestry Meeting • Submit accounts and annual report to the Charity Commission by the deadline of 31st October
May	<ul style="list-style-type: none"> • Submit Annual Returns for Ministry Area to Representative Body • Ensure GASDS claims submitted by relevant individuals
June	
July	
August	
September	
October	
November	<ul style="list-style-type: none"> • Agree how Fairer Share will be financed for following year • Prepare budget for following year and present to the Ministry Area Council
December	<ul style="list-style-type: none"> • Check the status of Fairer Share payments across the Ministry Area while church accounts continue to exist • Ensure Fairer Share standing order to the Diocese is set up

18. Church Committee Secretary

Role: To provide a comprehensive secretarial service to the Church Committee.

Terms of office: The Secretary will be appointed by and be a member of the Church Committee which meets regularly, usually on a monthly basis.

Responsibilities: The Church Committee secretary will:

- Circulate the agreed agenda prior to CC meetings and the Annual Meeting of the CC.
- Take minutes of the meeting and circulate them following the meeting, to an agreed timeframe. The Secretary will be a member of the meeting, but will not be entitled to vote.
- Ensure that copies of the minutes are agreed and signed at the following CC meeting
- Bring any correspondence relating to CC business to the CC meeting for discussion and/or action.

Reports to: The Vicar

Agreement:

I agree to being Church Committee Secretary, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

18 Church Buildings and Faculties Officer

Role: In liaison with the Ministry Area Buildings and Faculties Officer (MABFO) to co-ordinate the cleaning, maintenance and repair of all buildings and landscape areas owned by the Church and to act as a link between Church and the MABFO on issues relating to faculties.

Terms of office:

The Church Building and Faculties Officer will be appointed by the Church Committee.

Responsibilities:

- To assist the MABFO to maintain an inventory of all buildings owned by the Church.
- To liaise with equivalent church officers to develop detailed schedules for each building and landscape areas addressing all aspects of maintenance and cleaning.
- To ensure that agreed schedules are agreed and acted upon.
- To investigate the need for repairs and to arrange for remedial action be taken.
- To make regular progress reports to the Church Committee and the Faculties and Buildings Subcommittee
- To oversee and advise on maintenance of all landscaped areas and car parks.
- To advise upon and co-ordinate matters relating to faculties.
- To liaise with the Ministry Area Health and Safety Officer on the preparation and execution of cleaning and maintenance schedules.
- To liaise with the MA and Church Insurance Officers to ensure that satisfactory policies are in place
- To facilitate, co-ordinate and ensure action on quinquennial inspections.

Reports to: Vicar, Congregational Wardens and Church Committee.

Agreement:

I agree to being Church Buildings and Faculties Officer, under the governance structures of the Ministry Area Council.

Name (print and sign): _____

Ministry Area Leader/Lay Chair _____

Date: _____

Form approved December 2021

20 Church Data Protection Officer

This role profile is in the process of being drafted

21 Church Health and Safety Officer

This role profile is in the process of being drafted

22 Church Safeguarding Officer

This role profile is in the process of being drafted

23 Church Gift Aid Officer

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