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# Modifications Log

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| **Date** | **Version** | **Modifications** |
| 27.11.20 | 1.0 | First issued |
| 22.3.21 | 2.0 | Leadership Team: amended for clarification  Subwardens: amended for clarification  Vergers: amended for clarification |
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This glossary provides a general overview of roles within a Ministry Area.

For more detailed information on all of these roles, please refer to the Legal and Governance How To Guide section 1.5 and the Finance How To Guide section 1.1

Link to Legal and Governance How To Guide:

<https://llandaff.churchinwales.org.uk/documents/231/newlegalandgovernance.docx>

Link to Finance How To Guide

<https://llandaff.contentfiles.net/media/documents/Ministry_Areas_Finance_Guide.pdf>

**Ministry Area (MA)**

A single legal entity which in legal terms will be a rectorial benefice, but will be known as a Ministry Area. There will be a Ministry Area Leader and the trustee body will be the Ministry Area Council (effectively the PCC, in future known as the MAC).

**Ministry Area Leader (MAL)**

Each Ministry Area will have one person appointed by the Bishop as the Ministry Area Leader. They will have responsibility for an overview of the mission and ministry of the Ministry Area supported by the Leadership Team. They are to collaborate with the Leadership Team on a regular basis and with the MAC when it meets.

**Leadership Team**

For regular operations, the MAC may consider setting up an Executive/Leadership Team/Standing Committee.

**Ministry Area Council (MAC)**

Each Ministry Area will be governed by a single Ministry Area Council who will be the trustees of the charity. This is effectively what would have been known as the PCC in a parish. The MAC is subject and bound by the Constitution of the Church in Wales and by charity law.

The MAC will be responsible for the mission strategy and oversight, act as a channel for liaison and for taking significant decisions in the life of the whole Ministry Area which encourages the flourishing of the Ministry Area. The MAC will be responsible for all the finances of the Ministry Area.

The number of people on the MAC needs to be kept small enough to facilitate good discussion and relationships enabling good governance. The maximum number of elected members cannot exceed 25. The membership of the MAC is governed by the Constitution in the same way as for a PCC.

**Lay Chair of the MAC**

Part of the vision of the Diocese is to grow the lay voice within the Ministry Areas. The Chair of the MAC will be a lay person, appointed by the Bishop after consultation with the MAC for a three-year term. If not an elected member of the MAC they will be a co-opted member.

**Deputy Chair of the MAC**

It is good governance practice to have a Deputy Chair in case the Chair is temporarily unable to attend meetings or fulfil the role for any reason. The Deputy Chair of the MAC will be elected by the MAC for a three-year term.

**MAC Secretary**

They are elected by the MAC each year following the vestry meeting. Responsibilities include keeping the minutes of the meetings and for communicating with the Diocese and others.

**Clergy**

The clergy have the responsibility for the cure of the souls in the Ministry Area along with the Bishop as described in their licence. They are to be diligent in pastoral work and in service to the community. They are to lead the people of God into holiness of life and encourage the ministry of all God’s people. They are to co-operate with the MAC and with each other to further the mission and ministry of the Ministry Area.

**Ministry Area Wardens**

Every Ministry Area is to have two Ministry Area Wardens, one elected by the vestry meeting and one appointed by the MAL. They are to have oversight of the whole Ministry Area working closely with the clergy team.

**Subwardens**

Subwardens are currently automatically on their PCC as ex-officio. In order to keep numbers manageable on the MAC therefore, other terms might be better used for this role eg Vergers. (See also Handbook section 5.1 point 10)

**Vergers**

[See Subwarden above] Vergers (or other name) are not automatically on the MAC. Two may be elected for each church at the vestry meeting. They are to have day to day concern for the church building and its activities, looking after the fabric of the building and being a welcoming presence for the church.

**Ministry Area Treasurer**

Elected by the MAC each year following the vestry meeting. They are the person who acts on behalf of the MAC of the Ministry Area in regards to financial matters. 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.

**Ministry Area Bookkeeper**

The MAC may choose to appoint a person to act as Bookkeeper to assist the Ministry Area Treasurer in maintaining the financial records of the Ministry Area. They will be the person who receives the day to day information such as details of collection banked by each church and enter it onto the accounting system. They will work closely with the Ministry Area Treasurer to make sure records are always up to date.

**Church Treasurer**

Each church will require someone to take responsibility for the counting and banking of the collection and other incoming money. The Church Treasurer may be responsible for entering details onto the finance system. The MAC (or delegated finance committee) will need to ensure there is a clear process of how money is handled and details reported to the Ministry Area Bookkeeper or Ministry Area Treasurer.

**Ministry Area Gift Aid Secretary**

They will receive information from the Ministry Area Treasurer (or Ministry Area Bookkeeper) as to how much has been received that qualifies for Gift Aid or Gift Aid Small Donation Scheme and then submit the claims on a regular basis. They will encourage people to maximise their giving to the ministry area through tax efficient methods. There will be one overarching MA Gift Aid Secretary and individual churches may elect to have their own individual Church Gift Aid Secretaries.

**Ministry Area Safeguarding Co-ordinator**

As part of good governance, the Ministry Area will need to follow the Provincial Safeguarding Policy and recommended procedures. The MAC will need to appoint a Safeguarding Co-ordinator. The MA Safeguarding Co-ordinator will ensure all worship and activities in the Ministry Area are organised in accordance with the policy and recommended procedures. The MAC will also need to identify people responsible for safeguarding in each church, who might be the Vergers or someone else dedicated to this role.

**Ministry Area Transition Team (MATT)**

A Ministry Area Transition Team (MATT) is advisable to undertake preparatory work between now and the signing of the decree. Ideally this working party will include good representation from all the churches and existing parishes and must be mandated by all the existing PCCs with sufficient delegated authority.

**Ministry Area Administrator**

A Ministry Area may decide to appoint a volunteer or employ someone as Administrator. The role will vary from Ministry Area to Ministry Area. Their duties may include some of the following – producing rotas, bookkeeping, secretarial work, running a Ministry Area office, producing posters / notices, dealing with wedding / baptism / other enquiries, MAC secretary, keeping records.

See <https://www.john-truscott.co.uk/> for further ideas.

Other training opportunities and specialist advice for church administration is offered through the UK Church Administrators Network (UCAN): <https://www.churchadministrators.net/>

**Other MA Committees**

The Ministry Area may choose to set up committees to run specific aspects of the Ministry Area and report to the MAC. The MAC needs to be clear what roles are being delegated to any MA Committees and that the MAC always remains responsible for the strategic direction of the Ministry Area.

Suggested options include:

• By Vision themes - for example, Outreach, Mission & Evangelism,

Education & Young People, Lay/ordained Vocations, Discipleship

• By task - such as property or finance

• By geography - such as fabric or social matters of each church.

A Finance committee or any other delegated committee with legal responsibilities should be made up of members from the MAC or members co-opted to the MAC. Other committees may include, alongside MAC members, people with relevant skills or calling who do not need to be on the MAC but wish to utilise their gifts.

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