

***Ministry Area Implementation checklist***

(MA = Ministry area)

(MATT = Ministry Area Transition Team)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | Notes | Start | End | Completed (date) |
| Confirm following individuals as a point of contact: |  | 24/5/21 | 11/6/21 |  |
|  | Lay chair |  |  |  |
|  | MA treasurer/ accounts/ book keeper |  |  |  |
|  | MA safeguarding |  |  |  |
|  | MA property |  |  |  |
|  | MA Young Faith Matters |  |  |  |
|  | MA outreach (Communications and engagement ) |  |  |  |
|  | MA Vocations/Ministry/Discipleship |  |  |  |
| Identify members of the MATT |  | 24/5/21 | 25/6/21 |  |
| Confirm dates for the MATT to meet so as to complete all the tasks |  | 24/5/21 | 25/6/21 |  |
| Complete the self-evaluation overview document \* | This will support the Diocese in deploying resources e.g. engagement workers / mission enablers / outreach workers | 24/5/21 | 25/6/21 |  |
| Use planning template (if useful at this time) \* |  | 24/5/21 | 6/8/21 |  |
| Devise an implementation plan identifying what needs to be done when and by whom |  | 24/5/21 | 10/9/21 |  |
| FINANCE | Contact Michael Gable (Ministry Area Finance adviser)  Email:  [michaelgable@churchinwales.org.uk](mailto:michaelgable@churchinwales.org.uk) |  |  |  |
| Use template of resources to support good financial governance within the Ministry Area | Finance dept to provide template | 24/5/21 | 31/12/21 |  |
| Access Giving for Life material |  | 24/5/21 | 31/12/21 |  |
| All assets are appropriately reflected in financial records | Support from Finance dept available (all assets and liabilities identified) | 24/5/21 | 31/12/21 |  |
| Myfundaccounting software installed | Finance dept support | 4/6/21 | 26/11/21 |  |
| Myfundaccounting training arranged | Finance dept support | 4/6/21 | 31/12/21 |  |
| Charity Commission registration template completed | Process led by template documentation from the Registrar Harriet Morgan (This process may take some weeks but the registration template will need to be complete) | 3/9/21 | 14/1/22 |  |
| HMRC registration process commenced | Support from Finance dept available | 1/2/22 | 28/2/22 |  |
| Review Fairer Share overview documentation for Ministry Areas |  | 3/9/21 | 29/10/21 |  |
| Renew insurance | Liaise with EIG: liabilities/buildings unchanged, but name of insured party will change from parish to MA |  | 31/12/21 |  |
| Produce annual reports and accounts to 31 Dec ‘21 | Produced for each Parish within the new ministry area. Will need inspecting/ according to income (and assets) of the parish in 2021 (not combined income of the MA in 2022).  Signed off at first Vestry meeting by MAC | 1/1/22 | 28/2/22 |  |
| Submit accounts to Diocese and RB | Requested by the RB in financial returns | 1/4/22 | 30/6/22 |  |
| COMMUNICATIONS | For support in the following areas please contact Matt Batten: [matthewbatten@churchinwales.org.uk](mailto:matthewbatten@churchinwales.org.uk) |  |  |  |
| Devise a communications plan: | PCCs, congregations and members of the community will need to be kept well informed about the journey you are on. Support for devising these plans is available. | 24/5/21 | 25/6/21 |  |
| Social media and comms training available | Contact Matt Batten or Tara Gulwell | 1/7/21 | 31/12/21 |  |
| Area Dean calls first Vestry meeting | Official notice can be sent by PCC (see below): by email or physical mail, announce in services, and display on website and in church and hall porches/notice boards. | 1/1/22 | 7/1/22 |  |
| New electoral roll available | Details should not be displayed in public but should be available for inspection for 15 days before AVM. | 16/1/22 | 28/2/22 |  |
| LEGAL | Please contact Harriet Morgan for support in any of the following areas ([registrar.llandaff@gmail.com](mailto:registrar.llandaff@gmail.com) ) |  |  |  |
| Decrees sent to MA leads |  | 30/4/21 | 30/4/21 |  |
| Name of MA agreed |  | 30/4/21 | 25/6/21 |  |
| Address of parsonage to be submitted to Harriet Morgan (HM) |  | 30/4/21 | 23/7/21 |  |
| PCC to agree to the merger and provide dated minutes of the meeting to Harriet Morgan |  | 21/5/21 | 30/7/21 |  |
| Agree the number of members of the MAC |  | 24/5/21 | 30/7/21 |  |
| Representatives to form constitution of MAC agreed |  | 24/5/21 | 30/7/21 |  |
| Confirm the charity number to be used for the MAC (if you already have one) |  | 24/5/21 | 30/7/21 |  |
| Register a brand-new charity (All MAs will need a charity number) \*\* | Please seek advice from Harriet Morgan if applicable |  |  |  |
| Identify staff employed by the PCC (excluding clergy) that need to be TUPE across to MAC |  | 3/9/21 | 29/10/21 |  |
| Issue letter to employee from HM regarding TUPE |  | 1/11/21 | 5/11/21 |  |
| Employee sent letter to confirm TUPE has taken place |  | 3/1/22 | 7/1/22 |  |
| Trustees appointed for MA |  | 1/9/21 | 24/9/21 |  |
| Decrees agreed and in final form |  | 1/9/21 | 24/9/21 |  |
| Decrees submitted to the Bishop |  |  | 3/12/21 |  |
| Current PCCs send out new electoral roll forms in the name of new MA | Display intention to prepare new roll (on website, church porches and notice boards) for at least 15 days before starting process. Forms should be dated 2022. Closing date MUST be **after** 1/12/21. **SEE** email sent out 4/11/21 from Harriet Morgan | 22/11/21 | 31/12/21 |  |
| Assembly and completion of new MA Electoral Roll | The roll must be completed, and a notice displayed to announce that it has been completed, at least 15 days prior to the AVM. The earliest an AVM can be held is 16th January 2022 | 1/1/22 | 12/2/22 |  |
| PCC sends official notice of vestry meeting called by Area Dean | Roll compiled from forms above. MAC elected using revised forms | 1/1/22 | 7/1/22 |  |
| Hold Annual Vestry meeting | AVM receives accounts and reports, adopts electoral roll and elects MAC. Agenda is per Church in Wales Constitution on [Chapter IV C: Parochial Administration - The Church in Wales](https://www.churchinwales.org.uk/en/clergy-and-members/constitution/chapter-iv-c-parochial-administration/) | 16/1/22 | 28/2/22 |  |

\*These documents are **NOT** obligatory but will hopefully support you as you think through the opportunities that lie ahead, once you feel in a position to do so.

The role descriptions found in the appendices below will help you to understand what these people will do and how they could potentially support you.

Please contact me if you need any further support: [paulbooth@churchinwales.org.uk](mailto:paulbooth@churchinwales.org.uk)

\*\* Please note that if you have requested either, a limited liability legal vehicle for your MA, or a Charitable Incorporated Organisation (CIO), there is a motion before Governing Body to get a Provincially-approved template governing document for an MA to use as a CIO.