

## ST BRANDON'S, BRANCEPETH

# COMMITTEES AND TEAMS: TERMS OF REFERENCE AND MEMBERSHIP



The Committees and Teams which have formal terms of reference are as follows:

- Parochial Church Council (PCC)
- Standing Committee
- Fabric and Finance Committee
- Worship Team
- Prayer Team
- Admin Team
- Partnership for Missional Church

Note: The Shared Ministry Development Team (SMDT) is no longer active while the Church engages with the Partnership in Missional Church (PMC) process 2022-2025.

This report does not include all Committees and Teams, which are listed on a separate summary document, with their 'reporting relationship'. Each Committee and Team is expected to be largely autonomous, deciding on the frequency of meetings it requires to conduct its business, able to make decisions and carry on its business without referral to its parent body. However, it is important to define these reporting relationships so that when upward referral or downward delegation is necessary the route is clear.

## PCC

The PCC is the ultimate decision-making body of the Church. All other Committees and Teams operate under delegated powers from the PCC.

### *Terms of reference*

The following is taken from the PCC (Powers) Measure 1956 (as amended). The whole Measure is several pages long, so the following is an extract of the key points:

1. It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish.
2. The functions of PCCs shall include:
  - a. Co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;

- b. The consideration and discussion of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
  - c. Making known or putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter;
  - d. Giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
  - e. Raising such matters as the council consider appropriate with the diocesan synod or deanery synod.
3. In the exercise of its functions the PCC shall take into consideration any expression of opinion by any parochial church meeting.
4. The PCC of each parish shall have powers duties and liabilities with respect to:
  - a. The financial affairs of the Church including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys;
  - b. The care maintenance preservation and insurance of the fabric of the church and the goods and ornaments thereof;
  - c. The care and maintenance of the churchyard, and the power of giving a certificate under the provisions of section 18 of the Burial Act 1855.
  - d. The power to acquire (whether by way of gift or otherwise) any property, real or personal –
    - i. For any ecclesiastical purpose affecting the parish or any part thereof;
    - ii. For any purpose in connection with schemes (hereinafter called 'educational schemes') for providing facilities for the spiritual moral and physical training of persons residing in or near the parish.

### ***Current membership following elections in April 2023***

#### *Ex-officio*

Priest-in-Charge: Rev Anna Brooker

Associate Minister: Rev Alison Hobbs

Churchwarden: David Eltringham (Lay Chair)

Churchwarden: Carol Beeby

Deanery Synod representative: Caroline Middleditch

Reader: Geoff Moore (stood down June 2023)

#### *Elected membership (9 members)*

Janette Foxe

Mike Higton (Treasurer) – co-opted

Tom Hobbs

Kenneth Howe

Sue Morgan  
Catrin Morgan  
Colin Waterman (Secretary)

## **Standing Committee**

### ***Terms of reference***

The PCC must have a Standing Committee which 'shall have power to transact the business of the council between meetings thereof subject to any directions given by the council'. The standing committee should consist of not less than five persons.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

#### ***Ex-officio***

Priest-in-Charge: Rev Anna Brooker  
Churchwarden: David Eltringham  
Churchwarden: Carol Beeby

#### ***Other members***

Colin Waterman (Secretary)  
Mike Higton (Treasurer)  
Alison Hobbs (Associate Minister)  
Geoff Moore (Reader – stood down June 2023)

## **Fabric and Finance Committee**

### ***Terms of Reference***

1. To ensure maintenance and good repair of the rebuilt church, including mechanical and electrical systems – security, fire, telephone and utilities – gas, electric and water.
2. To ensure satisfactory operation of mechanical and electrical systems along with the organ.

3. To put in place service contracts as necessary.
4. To make proposals for minor improvements where needed and implement within delegated budget limits.
5. To prepare and submit faculty applications, with PCC approval as necessary.
6. To ensure compliance with health and safety, fire and environmental regulations including implementing an annual health and safety check, a fire emergency plan and an annual fire drill.
7. To monitor the maintenance of the new and old church yards, including undertaking an annual inspection and 'push' test of gravestones, taking action as necessary.
8. To liaise with architects on relevant fabric projects, as necessary.
9. To organise and respond to quinquennial inspections.
10. To think creatively and proactively about new fabric projects.
11. To produce annual revenue and capital budgets.
12. To report quarterly to PCC against budgets.
13. To produce annual accounts.
14. To oversee stewardship education and campaigns.

### ***Membership***

The Committee should comprise a minimum of 6 people, including a churchwarden (who will normally serve as chair) and the treasurer.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

David Eltringham (Chair)  
Anna Brooker  
Nick Brooker  
Mike Higton  
Alison Hobbs  
Tom Hobbs  
Steve Hodgson  
James Morgan  
Edward Staines

## **Worship Team**

### ***Terms of reference***

1. To review services with a view to making practical and liturgical improvements;
2. To plan for future services including particularly major festivals and seasons, ensuring that all practical preparations are made;
3. To keep under review and support the worship element of Messy Church;
4. Occasionally, it may be appropriate for wider and more significant discussions on matters of worship including, for example, patterns of services. Where this is the case, Worship Team would discuss this with PCC and agree an appropriate means of enabling such discussions.

### ***Reporting relationship***

Reports to PCC

### ***Current Membership***

Anna Brooker (Priest-in-Charge)  
Alison Hobbs (Associate Minister)  
Geoff Moore (Reader, Chair)  
Carol Beeby (Sacristan and Churchwarden)  
Alison Moore (Member of Prayer Team)  
Vacant (Music Co-ordinator)

*Up to two other members of the church co-opted for a three-year term:*

Janette Foxe (to October 2023)  
Sue Morgan (to October 2023)

## **Prayer Team**

### ***Terms of reference***

1. To maintain a Prayer Diary for the monthly Newsletter and for use in Daily Offices;
2. To offer the opportunity for prayer requests for visitors and regular members of the Church for use in Daily Offices and Sunday Eucharists as appropriate;
3. To welcome newcomers to the Parish on behalf of the Church;
4. To offer support to people who are ill in the Village and members of the congregation who live beyond the Village;

5. To enable sick communion;
6. To offer a visit to those who would appreciate it;
7. To raise and pursue issues of pastoral concern.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

Alison Hobbs  
Sue Hope (*Resigned in September 2023*)  
Alison Moore

## **Admin Team**

### ***Terms of reference***

1. To support and implement the mission of St. Brandon's through:
  - Production of the monthly newsletter reaching every household in the parish
  - Enhancing visitors' experience of St. Brandon's through the provision of information, leaflets and cards, ensuring a welcoming and clean environment.
  - External hire of the church building for events.
  - Developing the church's social media presence on facebook
  - Ensuring information on the website is maintained, developed and up to date.
2. To highlight areas requiring attention and liaise with the appropriate team or group.
3. To meet at least three times annually.
4. At each meeting a member of the team shall act as secretary and produce notes for distribution to Admin Team members.

### ***Reporting relationship***

Reports to PCC

### ***Membership***

Priest in charge

Churchwarden (Chair)

Events Coordinator

Newsletter Coordinator

Social media Coordinator

Cooption - the committee shall have the power to co-opt one person for specified duties, such reason being reported to the PCC

### ***Current membership***

Anna Brooker

Carol Beeby

Janette Foxe

Sue Morgan

Gillian Smellie

## **Partnership for Missional Church**

Partnership for Missional Church (PMC) has a core team whose remit is to guide and enable the process of PMC – see [Partnership for Missional Church - Church Mission Society \(CMS\)](#). The priest in charge and associate minister are also involved as spiritual leaders.

### ***Reporting relationship***

Reports to PCC

### ***Current membership***

Nick Brooker

Fiona Eltringham

Carys Funnell

Tom Hobbs

Alison Moore

James Morgan

Sue Morgan

Jane Stout

Colin Waterman