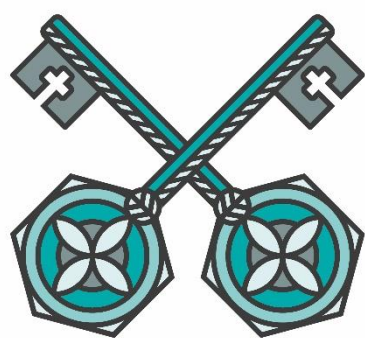




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DIOCESE OF ST ASAPH

# Toolkit 5

## Mission Area Role Descriptions



## Toolkit 5

### Mission Area Role Descriptions

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## Mission Area Trustee (MAC Member)

Members of the Mission Area Conference are charity trustees (as were the PCC members in the former parishes). However, the Mission Area is a much larger charity and trustees are now responsible for larger budgets, more property and personnel.

All trustees are advised to read the 'Trustee Guide to the Mission Area' (available online [Trustee Guide-to-the-Mission-Area English-FINAL.pdf](https://dioceseofstasaph.org.uk/Trustee-Guide-to-the-Mission-Area-English-FINAL.pdf) ([dioceseofstasaph.org.uk](https://dioceseofstasaph.org.uk)) or from the diocesan office) and to watch the Governance training videos [Governance - Diocese St. Asaph](https://dioceseofstasaph.org.uk/Governance-Diocese-St-Asaph) ([dioceseofstasaph.org.uk](https://dioceseofstasaph.org.uk)) so as to be aware of the requirements and responsibilities of the role.

### **Sub-Committees of the Trustee Board**

The Trustee Board (MAC) will operate using various sub-committees which must include:

- A Finance Sub-Committee
- A Shared Ministry Team

The Trustee Board may also choose to operate in collaboration with

- Church Committees (not all churches need to have a church committee)
- A Property Sub-Committee

Membership and operation of these sub-committees will be decided within each Mission Area according to the local context and needs of the Mission Area. This will be detailed in the Trustee Board's rules and regulations which accompany the MA Decree.

Members of these sub-committees are not charity trustees unless they are also a Member of the MAC.





## Wardens in the Diocese of St Asaph

*The Constitution of the Church in Wales* emphasizes that Churchwardens shall discharge “such duties as are assigned to them”. This recognises that there is much variation in local custom. The Diocese recognizes this and wishes to affirm local custom and practice. There have, however, been questions asked about the difference between Mission Area Wardens and Churchwardens. In a legal context as the Mission Area is the parish, the Mission Area Wardens are, in the context of the *Constitution of the Church in Wales*, the ‘Churchwardens’ of the Parish and the local Wardens are ‘Sub-warden’. The Diocese has, however, decided to use the terms **Mission Area Wardens** and **Churchwardens**. As a framework, the following is suggested as a way in which responsibility might be shared in a collaborative way:

### A) Duties 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:

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

### B) Responsibilities of Mission Area Wardens

To be ‘foremost in representing the laity [in the Mission Area] and in consulting and co-operating with the Mission Area Conference through the following:

- i. Leadership: Working with the Mission Area Leader and Trustee Board (of which they are ex officio members) to ensure that Mission Area strategy is appropriately implemented.
- ii. Support: Exercising a particular role of support to and care for the Mission Area Leader.
- iii. 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 Conference dealing directly with the Archdeacon or Bishop.
- iv. Administrative: Ensuring, with the Trustee Board that Archdeacon’s Returns are completed on request and by the due date each year.



- v. 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.
- vi. Vacancy: Cooperating and collaborating with the Shared Ministry Team, the Trustee Board and the Archdeacon during a vacancy for the Mission Area Leader.
- vii. 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.

### **C) Responsibilities of Wardens**

To be foremost in representing the laity [in the local community] and in consulting and co-operating with the Trustee Board through the following:

- i. Representative: Representing the laypeople of the local church community and making sure that concerns are relayed to Mission Area Conference representatives.
- ii. Support: Exercising a ministry of support to the Shared Ministry Team, particularly in relation to making sure that the buildings are prepared for divine worship.
- iii. Bishop's Officer: Being in attendance when the Bishop is present in the Mission Area and particularly when he is present in the local community.
- iv. Administrative: Assisting the Mission Area Wardens with preparation of the Archdeacon's Returns for the local church community.
- v. Vacancy: Co-operating and collaborating with the Mission Area Wardens and during a vacancy the Mission Area Leader.
- vi. 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.
- vii. Fabric: Making sure that the church fabric is in good order by inspecting it from time to time and reporting any issues to the church committee and any serious issues to the Mission Area Conference.



## Mission Area Administrator

(role description may be modified to suit local circumstances and requirements)

## JOB PURPOSE

To support the Trustee Board (MAC) and the Shared Ministry Team to deliver the Mission Area's vision, priorities and development plan in accordance with the Mission Area Rules and Regulations by providing an efficient, effective and comprehensive administrative service to the Mission Area and managing the Mission Area Office.

## KEY WORKING RELATIONSHIPS

- Mission Area Leader
- MA Trustees (MAC)
- Members of the Shared Ministry Team
- Members of Church Committees
- Diocesan officers and staff

## MAIN DUTIES AND RESPONSIBILITIES

- Day to day management of the Mission Area Office
- Ensure that the Mission Area is administered effectively by providing an efficient all round administrative service to the Mission Area Leader, the Trustee Board and sub-committees as required
- Act as a central point of contact for the Mission Area, dealing with all persons warmly, professionally and ensuring that the appropriate follow up action is taken
- Process incoming and outgoing email and paper correspondence
- Prepare and distribute reports, correspondence, minutes, statistics and publications as required and within deadline
- Process financial transactions, invoices, bank statements and financial documents as required and in liaison with the Mission Area Treasurer
- Maintain and manage Mission Area records – electronic and paper. Ensure that files are handled in accordance with Data Protection regulations
- Co-ordinate and maintain regular lines of communication with Church Committees across the Mission Area, and also with external individuals and bodies as required, and in line with the General Data Protection Regulations (GDPR)
- Support the Mission Area Leader or Lay Chair to arrange, co-ordinate and plan services and events across the Mission Area and maintain the Mission Area Diary. React quickly to arrange cover in cases of sickness or sudden unavailability



Support the Mission Area communications strategy. Ensure that social media sites, the Mission Area website and databases are kept up to date and accurate

- Attend and participate in Trustee Board meetings and other meetings as required





## Mission Area Secretary

(This role may be undertaken by the MA Administrator)

The MAC secretary will

- circulate the agreed agenda prior to Trustee Board meetings and the Annual Vestry Meeting of the Mission Area.
- Take minutes of the meeting and circulate them following the meeting, to an agreed timeframe.
- Ensure that copies of the minutes are agreed and signed at the following Trustee Board meeting.
- Bring any correspondence relating to Trustee Board business to the Trustee Board meeting for discussion and/or action
- Send names and addresses of Mission Area Wardens and individual Churchwardens to the Archdeacon.
- Complete and return requests for information from other bodies such as the Diocesan Office or the Charity Commission.
- The MAC Secretary may be assisted in the role with the appointment of a deputy secretary.







## Mission Area Treasurer (MAT)

- Attends Trustee Board meetings
- Provides financial reports for the Trustee Board and Finance Sub-Committee
- Chairs the Finance Sub-Committee
- Consolidates all financial information from churches
- Submits accounts information to the Trustee Board and to Charity Commission as appropriate
- Reports any church default on Share to Finance Sub-Committee and Trustee Board

## Church Treasurer (CT)

- Attends Church Committee meetings
- Attends Finance Sub-Committee if appropriate
- Provides financial information for Church Committee and Finance Sub-Committee
- Keeps financial records relating to their church using Finance Co-ordinator by Data Developments (this responsibility can be shared)
- Agrees and pays Share contribution
- Writes cheques (subject to any agreed spending limit)
- Banks money
- Immediately reports any default on Share to the MAT



### Mission Area Gift Aid Secretary (MAGAS)

- 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 Secretaries to:
  - Agree an anticipated schedule of claims for each individual church.
  - Agree a password for data transmission.
- Receives completed schedules from Church Gift Aid Secretaries 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 MAT/Finance sub-committee to any church not making a claim at least annually.

### Church Gift Aid Secretary (CGAS)

- Explains the various options to new church members and enables tax efficient giving.
- Ensures that there are Gift Aid envelopes available for regular givers and visitors.
- Ensures that Gift Direct leaflets are available in church.
- Notes the giving made by numbered envelope, visitor envelope, cash collections and wall boxes.
- Keeps records of all donations.
- Forwards the details of donors and gifts to the MAGAS at agreed times using the appropriate HMRC schedule. This can be either given on a memory stick or sent by email.





## Chair of Property Sub-committee

The Property sub-Committee is responsible for the care of all buildings and land within the Mission Area, including (but not limited to) the making of applications for Faculties in accordance with the Constitution, always taking into consideration the pastoral and financial implications of the care and repair of all buildings and property in and for the Mission Area as a whole.

The Chair of the Property Sub-committee's role is to enable the Sub-committee to:

- support and advise individually and/or collectively all the Church Committees in the Mission Area relating to property.
- receive pre-Faculty proposals for consideration and comment
- receive annually on behalf of the Mission Area copies of the following
  - Churchwarden's Fabric Report
  - Building Survey
  - Most recent Quinquennial Inspection Report "Recommended Repairs"
  - Most recent Insurers risk assessment
  - Health and Safety Policy
  - Equality Act audit
  - Churchyard/grounds maintenance policy
  - Hiring Policy
- liaise with the Diocesan Office regarding information relating to current and available funds and grants
- report to the Trustee Board (MAC) on a regular basis



## Mission Area Electoral Roll Co-ordinator

The electoral roll of the Mission Area provides information as to the number of people who claim membership of the churches in the Mission Area. The electoral roll provides the names of those who are eligible to be elected onto the Trustee Board (MAC).

The electoral roll is

- reviewed each year
- destroyed every five years (in years ending with a two or seven), and a new roll begun.

The MA Electoral Roll Co-ordinator will

- Co-ordinate with the churches of the Mission Area to ensure that the annual review of the electoral roll is undertaken
- Co-ordinate with the churches of the Mission 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 Mission Area
- Keep the details of members of the electoral roll in accordance with the General Data Protection Regulations, working with the Data Protection Co-ordinator
- 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.



## Mission Area Schools Advocate

Purpose: The Mission Area Schools Advocate will work to promote the wellbeing of children and young people within our mission area school communities. The role will involve actively reaching out in order to support and enable our younger generations to explore faith, encounter expressions of faith and deepen their own spirituality.

The Mission Area Schools Advocate will engage with children, young people and families demonstrating a real understanding of the changing social issues and pressures our children and young people face.

The Mission Area schools advocate will be a person who can develop links with schools and create opportunities for schools to share in the life of the Mission Area in practical ways through active expressions of faith development.

## Key working relationships

### Schools in the Mission Area

Mission Area Safeguarding Co-Ordinator

Diocesan Education Team

Agencies i.e. 'Care for the Family', Sports Chaplaincy, Open the Book

Children's & Young People's Groups i.e. 'Brownies, Cubs, Guides, Scouts'

## Skills

- excellent communication skills including 'non-judgmental, active listening',
- ability to work as part of a team and be open to new ideas
- imaginative and creative
- problem solving skills
- planning and decision-making skills

## Principle tasks and duties

- Be the first point of contact between schools and Mission Area
- Connect and communicate the practical advice and support available within the mission area and its schools
- Find ways of shared working to support schools
- Work with headteachers/ leadership teams/ group leaders to co-ordinate events and activities