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DIOCESE OF ST ASAPH

Toolkit 9

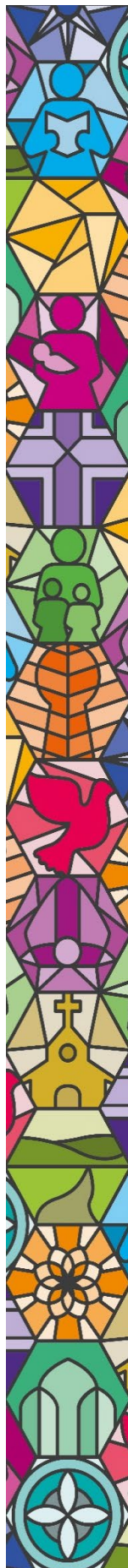
Mission Area Governance

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Please note that Charity Law can change from time to time. This document was correct at the time of publication.



What is the purpose of the Mission Area?

The Mission Area is a gathering of people of faith, working together to preach the gospel and serve their communities.

The Constitution of the Church in Wales defines the role of the Mission Area as:

“The promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical”

Pastoral – looking after people

Evangelistic – telling people about Jesus and God

Social – inviting people to be part of the church family, and serving the communities forming the Mission Area

Ecumenical – working with other faith organisations in serving our communities

What does Mission Area Conference do?

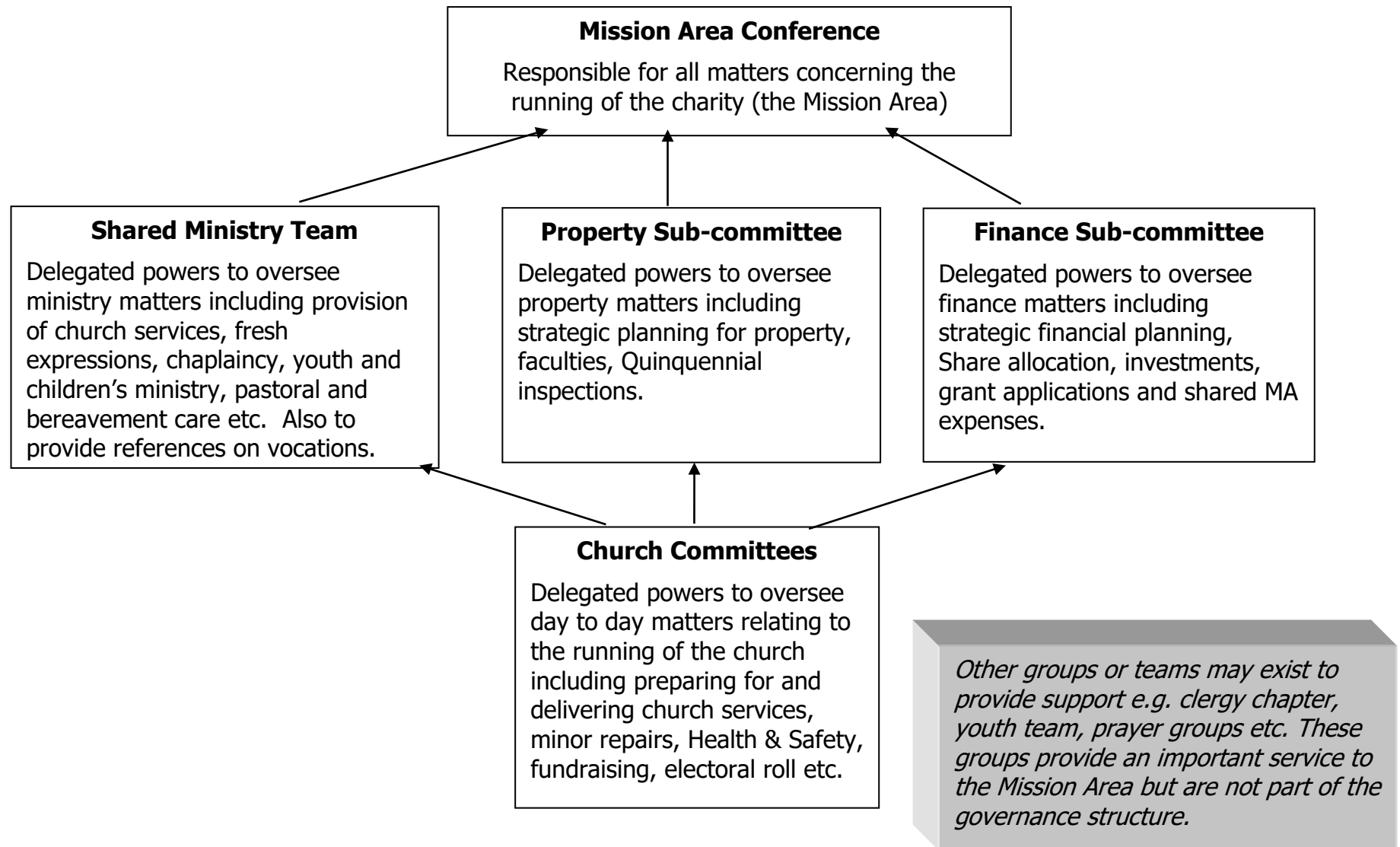
The **members of the Mission Area Conference (MAC) are CHARITY TRUSTEES** (just as the members of former PCCs were charity trustees in the past). This is because the property within the Mission Area, together with the money and other assets, are held by the Mission Area Conference ON TRUST for the Mission Area.

The Mission Area Conference can delegate its powers (but not its responsibilities) to sub-committees. Most Mission Areas will have a Finance Sub-committee, a Property Sub-committee and a Church Committee for each church. **People who sit on sub-committees are not trustees unless they are also members of the MAC.** There should be at least one member of the MAC on every sub-committee.

The following is a list of the main areas of focus for the Mission Area Conference. **The MAC can delegate powers to the sub-committees to work on these different areas, but the ultimate responsibility always remains with the MAC and MAC members.**

1. Managing and raising Mission Area finance (usually delegated powers to the Finance Sub-committee)
2. Personnel (usually remains with the MAC)
3. Property and buildings (usually delegated powers to the Property Sub-committee)
4. Strategic planning for worship and pastoral care in the Mission Area (usually delegated to the Shared Ministry Team)

The Mission Area



3. Before assuming office, each lay member shall sign a declaration in prescribed form in a book kept by the Secretary of the MAC for that purpose (see page 23)

4. Proxy Attendance

If any MAC member is unable to attend a meeting, they may appoint a proxy to attend the meeting and cast votes on their behalf. It is recommended that the proxy should be either a member from the Supplemental List or, if there is no such list, be the Chair of the MAC.

A proxy appointment will be valid for one MAC meeting, and the MAC member should be fully aware that their proxy should be a trusted person as the MAC member will retain responsibility for how the proxy votes at the MAC meeting they attend.

MISSION AREA CONFERENCE PROXY FORM

I (name of MAC member)

Cannot attend the meeting of the MAC on

..... (date)

And hereby nominate

Chair of the MAC to act as my Proxy

☐

OR

..... (name of Proxy)

..... (email of Proxy)

Signed

..... MAC Member (Date)

Please complete this form and email to the MAC Secretary. If a signed version cannot be sent to the MA Secretary, please email a copy without signature. The signed version of this form should be brought to the meeting.



What does being a trustee mean?

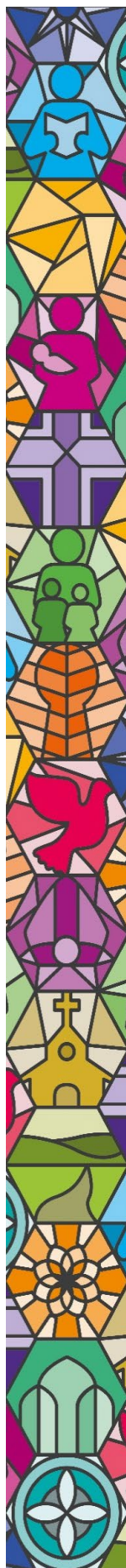
- Trustees have, and must accept, ultimate responsibility for directing the affairs of a Mission Area, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up and this is a shared/collective responsibility that cannot be passed to one or two members
- Some of the functions of the trustees may be delegated, subject to standing orders (rules and regulations), but overall responsibilities cannot be delegated
- Trustees must be 'disinterested' and are responsible for safeguarding the public benefit
- Funds should only be used for the furtherance of Mission Area's objectives
- Inept or imprudent trustees can be personally liable for losses
- MAC members may find themselves personally liable for any debt arising under any contractual obligation that they have agreed to if the Mission Area finances cannot cover that debt.
- There is no liability unless 'recklessly negligent'

Trustees have a Duty of Prudence

- Ensure that the Mission Area is well run and will remain solvent
- Use funds and assets reasonably
- Avoid activities that might place Mission Area's funds, assets or reputation at undue risk
- Take special care when investing the funds of the Mission Area (or borrowing funds for the Mission Area to use)

What are the responsibilities of the Mission Area Conference?

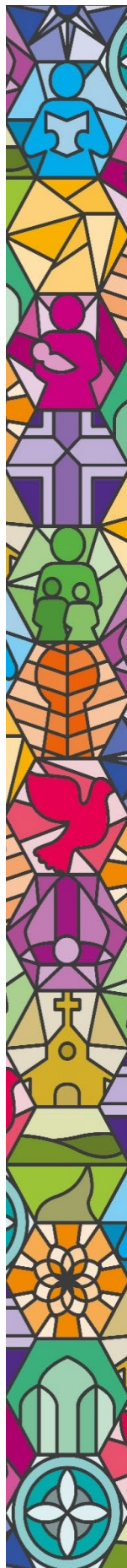
1. The promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, in the Mission Area
2. Assessing the needs of the Mission Area in respect of finance, personnel and property and buildings
3. Strategic planning for worship and pastoral care in the Mission Area
4. Consenting to the establishment of a Local Ecumenical Project if appropriate
5. Preparation of procedures for ensuring safety of children and vulnerable adults
6. Consideration and discussion of matters concerning the Church in Wales or otherwise of religious or public interest
7. Managing and raising Mission Area finances



8. Preparation of the Mission Area budget which shall include church expenses church contributions to the Diocesan Share and home/overseas mission, and arrangements for raising the money needed
9. Annual review of clergy expenses
10. Production of necessary annual reports and accounts
11. Annual review of the Electoral Roll
12. Production of a new Electoral Roll every five years (in years ending with 0 or 5)

How should the MAC undertake its responsibilities?

- In the exercise of its functions the MAC shall take into consideration any expression of opinion by any properly constituted church meeting
- The MAC is the normal channel of communication between parishioners and the Bishop
- Employment policies. If MAC is responsible for employing staff – e.g. administrator, youth worker, organist or verger - the MAC must adhere to employment law
- Consider collaborating with other MACs in order to make better use of resources or avoid duplication?
- Have regard for the environmental impact of the Mission Area's activities
- Identify any potential risks that the Mission Area's strategic aims, objectives and direction may cause problems

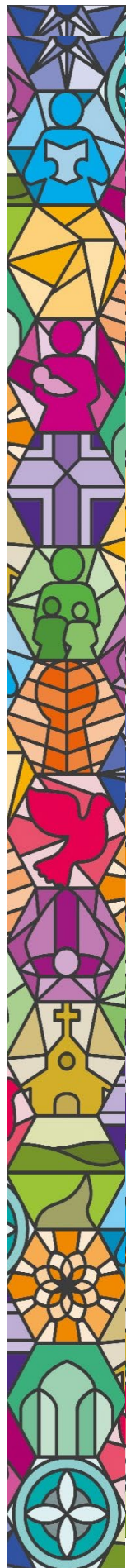


Template Agenda for Mission Area Conference Meeting

Date, time & Place

1. Opening Prayers
2. Attendance & Apologies
3. Conflicts of Interest/Loyalty
4. Notice of AOB agreed in advance to Chair
5. Minutes of the last Conference Meeting
6. Reports of Sub-committees
 - a. Finance
 - b. Buildings
 - c. Executive
 - d. Shared Ministry Team
7. Matters Arising not otherwise on the agenda
8. Date of next meetings

The Grace



Roles on the Mission Area Conference

Chair of the MAC

- The Chair will lead meetings; and may be seen as the “ceremonial head” of the MAC representing the MAC at functions and other meetings.
- It is encouraged that the Lay Co-Chair shall preside over Mission Area Conference meetings.
- The Chair has a casting vote in the event of an equality of votes.

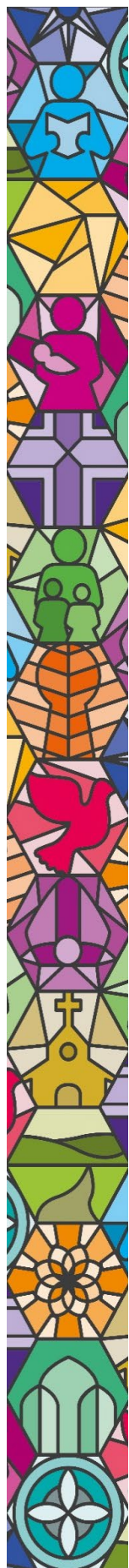
Mission Area Warden

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:

- Leadership: Working with the Mission Area Leader and Mission Area Conference (of which MA Wardens are ex officio members) to ensure that 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 Conference dealing directly with the Archdeacon or Bishop.
- Administrative: Ensuring, with the Mission Area Conference that Archdeacon’s Returns are completed on request and by the due date each year.
- Enabling and Encouraging: Enabling and encouraging the Churchwardens 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 Conference 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.

MAC Secretary

- The MAC shall appoint a secretary, who will act as the MAC secretary and the secretary of the Annual Vestry Meetings. It may appoint a deputy secretary.
- In the event of both the secretary and deputy secretary being absent from a meeting, the meeting shall appoint another member as secretary of that meeting.
- The secretary shall bring any correspondence relating to MAC business to the MAC meeting for discussion and/or action.
- The secretary shall send names and addresses of Mission Area Wardens and individual Churchwardens to the Archdeacon.



Treasurer to the MAC (MAT)

- The MAC shall annually appoint a treasurer (and a deputy treasurer) to administer the MAC finances.
- The Mission Area Treasurer may act as the chair of the Finance Sub-committee, and it is encouraged that the other members of the Finance Sub-committee should be the treasurers appointed by the individual church committees.
- The MAT will provide a copy of the accounts of the churches to the MAC to allow the MAC to display them near the principal door of the churches and every other building in the MA used for public worship and belonging to the Church in Wales for a period including the two Sundays immediately preceding the day of the Annual Vestry Meeting.

A full description of the role and duties of both the MAT and the Church Treasurers can be found in **Toolkit 4 – Mission Area Finance** <https://dioceseofstasaph.org.uk/2020-toolkits/>

Mission Area Gift Aid Secretary (MAGAS)

The Mission Area Gift Aid Secretary receives the Gift Aid and GASDS schedules from the Church Gift Aid Secretaries and submits the claims, via the Government Gateway, to HMRC. The claim is then repaid to the church.

Mission Area Administrator (MAA)

The Mission Area Administrator (MAA) provides administrative support to the MAC as required. This may range from communications, allocation of clergy to services, liaising with families for occasional offices etc.

The MAA is usually a paid employee of the MAC and is therefore not eligible to be a trustee of the Mission Area. They are permitted to attend and speak at MAC meetings but have no vote. Grants are available from the Diocesan Office to assist with the salary of a Mission Area Administrator.

Mission Area Electoral Roll Officer

The MA Electoral Roll Officer collates the information given by each church in the Mission Area into the Electoral Roll. They also provide information about documentation and timescales.

Other Roles on the MAC

The MAC may wish to appoint to some/all of the following roles

- ✓ MA Safeguarding Coordinator
- ✓ MA Training Coordinator
- ✓ MA Information Coordinator
- ✓ MA Schools Advocate

Further information on these roles is available in

Toolkit 5 – Mission Area Roles and Responsibilities <https://dioceseofstasaph.org.uk/2020-toolkits/>



What does a Church Committee do?

- Safeguarding
- Preparing and delivering church services and occasional offices
- Health and Safety, including risk assessment
- Electoral roll
- Minor repairs to the church building within delegated powers
- Stewardship
- Fundraising
- Gift Aid and GASDS
- Banking of income
- Payment of expenditure within delegated powers

Each church within the Mission Area may have a church committee made up of representatives of the congregation.

At a congregational meeting, nominations shall be obtained for a

The Churchwardens elected for each church, and the Mission Area Conference representative shall be ex-officio members of the church committee.



The Property Sub-committee

What does the Property Sub-committee do?

- Complete and maintain a survey/gazetteer to ascertain all the property for which the MAC has responsibility. This might include churches, vacant churches, Pilgrim Churches, church halls, churchyards, houses (especially those that are held as investments and are let out), Parsonages (especially when vacant), commercial property (which might be held as an investment), car parks, Holy Wells, and other miscellaneous land or property.
- Work with the Archdeacon, MAC, Diocesan Churches Inspector and Diocesan Office to develop a strategic plan for property within the MA, to be agreed and signed-off by the MAC, and form recommendations and decisions in this light.
- Receive the Quinquennial Inspections for all churches in the Mission Area alongside the Archdeacon, Vicar and Wardens and help to ensure that urgent matters are attended to as required.
- Support and advise the MA Wardens and Church Wardens in the carrying out of their duties in relation to property, and ensure there is a regular routine inspection and maintenance plan in place for all property in the Mission Area Report to the MAC accordingly.
- Help to ensure that the MA Wardens and Church Wardens have access to sufficient information and knowledge to enable them to perform their roles in relation to the management of the properties in their care.
- Review all plans to embark on non-emergency repairs or projects prior to application for a faculty, (note - we would often recommend that pre-application advice be sought from the Diocesan Churches Inspector and/or DAC prior to progressing a project to full application stage).
- Review and form recommendations to the MAC, with strategic oversight, on proposed faculty applications prior to submission
- Ensure that all buildings are properly insured

Decisions concerning the maintenance or improvement of any property in the Mission Area should be made in consultation with the relevant Church Committee, but the MAC has overall responsibility for the buildings.

More details about how MA Property is managed can be found in

Toolkit 7 – Property Matters <https://dioceseofstasaph.org.uk/2020-toolkits/>

There is extensive guidance available on the Property pages of the RB website, <https://www.churchinwales.org.uk/en/clergy-and-members/church-property/>

Who should be on the Property Sub-committee?

The Chair of the Property Sub-committee will be a member of the MAC and report on the work of the Property Sub-committee to the MAC.

The MAC can determine how people join the Property Sub-committee. Members are often Churchwardens or people from church congregations with an interest in property.



The Finance Sub-committee

What does the Finance Sub-committee do?

The Finance Sub-committee has delegated powers to produce financial information for the MAC to enable their strategic planning decisions. Up to date financial information using Finance Coordinator reports should be available for each MAC meeting.

- The MAT will alert the MAC to any financial concerns, and also flag any causes for celebration such as the success of grant applications.
- Share allocation
 - The Diocesan Share will be allocated to each Mission Area. The Mission Area Conference will normally delegate the negotiation of the Share allocation to the Finance Sub-committee to agree how the share is allocated between churches.
 - There is a Share discount scheme which comes into use when the Share is paid promptly by all churches in the Mission Area.
- The Finance Sub-committee should assist churches in claiming their Gift Aid and GASDS through a central Government Gateway and the role of the Mission Area Gift Aid Secretary (MAGAS).
- The Finance Sub-committee must provide annual accounts which have been Independently Examined, for the consideration of the Easter Vestry and for submission to the Charity Commission by 31st October.

More details about how Mission Area finance is managed can be found in

Toolkit 4 – Mission Area Finance <https://dioceseofstasaph.org.uk/2020-toolkits/>

Who should be on the Finance Sub-committee?

The Mission Area Treasurer (MAT) will be a member of both the MAC and the Finance Sub-committee. They are responsible for reporting back to the MAC on matters of finance. The MAT may chair the meetings of the Finance Sub-committee or may delegate this to another member.

Church treasurers will generally make up the remainder of the Finance Sub-committee. Where a church is unable to send a treasurer, then the Finance Sub-committee needs to ensure that financial management in that church is being done by some other means (e.g. by one treasurer looking after more than one church, or the use of a data-inputter).



Transmitting Personal Data

Great care should be taken to protect personal data when passing information from a church to the Mission Area Electoral Roll Officer.

A pre-agreed password (agreed in person or by phone with the MA Electoral Roll Officer) should be added to the file before being transmitted.

Adding a Password to an Excel file

- Click on FILE
- Click on INFO
- Click on PROTECT WORKBOOK
- Click on ENCRYPT WITH PASSWORD
- The system will ask you to key in the agreed password, NB – this shouldn't be 'password'. It is recommended that you use both upper and lower case and a symbol for the most secure password.
- Save the file

Adding a Password to a Word file

- Click on FILE
- Click on INFO
- Click on PROTECT DOCUMENT
- Click on ENCRYPT WITH PASSWORD
- The system will ask you to key in the agreed password, NB – this shouldn't be 'password'. It is recommended that you use both upper and lower case and a symbol for the most secure password.
- Save the file

The Annual Vestry Meeting

The Annual Vestry Meeting is the equivalent of the Annual General Meeting of the Mission Area. Because the parishioners originally met in the church vestry to transact the business of the parish, the word Vestry came to be applied both to the body of parishioners and to the meeting itself.

Preparing for the Annual Vestry Meeting

- The meeting should be held no later than **30 June**
- Notice of the meeting should be displayed near the principal door of each church in the Mission Area and of every other building in the Mission Area used for public worship and belonging to the Church in Wales for a period covering the two Sundays immediately beforehand, together with copies of the agenda and accounts (see chapter VI, Section 23 sub-section 3 of the Constitution for more information).
- Notice of the meeting should be announced at principal services.

Example of notice of Annual Vestry Meeting

MISSION AREA OF

THE ANNUAL VESTRY meeting of the Mission Area will be held on

(date)..... at (time)

in(place).

Signed

..... Mission Area Leader

..... Mission Area Warden

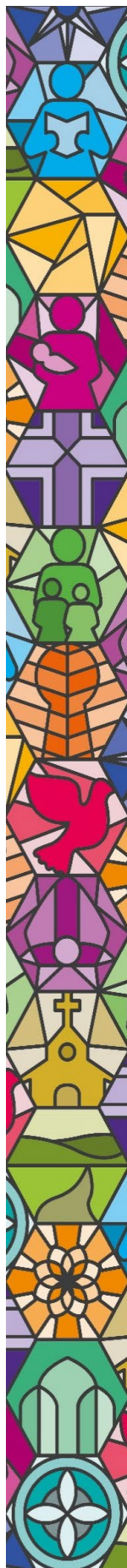
..... Mission Area Warden

The Business of the Meeting

The business of the Annual Vestry meeting covers three main headings:

1. The Mission Area Report
2. Other reports
3. Elections.

(Note: It is good practice to make written reports widely available beforehand so that they can be studied by those who will attend the Vestry meeting.)



Outline agenda for Annual Vestry Meeting

1. Prayers
2. Apologies for absence
3. Chair's introduction
4. Minutes of the previous annual vestry meeting
5. Mission Area reports (based on the Annual Report)
 - Mission
 - Administration e.g. Electoral Roll, fabric, insurance
 - Accounts
6. Report of business of Diocesan Conference
7. Elections
 - MA Wardens and other Officers
 - Members of Mission Area Conference
 - Triennial elections e.g. church representatives on the Diocesan Conference (only take place every three years)
8. Appointment of independent examiner or auditor of accounts (for the current year - see Toolkit 4 for more information on this)
9. Any other business (for which notice has been given and to which the meeting consents)

Mission Area Elections

The Constitution gives details of the elections which should take place at the Annual Vestry meeting. The following points should be noted:

- No person should be elected unless their consent to nomination has been received (not least because of the possibility of a situation arising such as the one outlined in the last bullet point of this Section, below)
- All those elected to the MAC. must be over 18 years of age, properly entered on the Electoral Roll and make the declaration prescribed by the Constitution. (see page)
- Mission Area Wardens must also make a further declaration. (see following page)
- The importance of elections requires that procedures shall be carefully considered and shall include the provision for early availability of nomination papers and, at the vestry, an adequate number of voting papers
- It should be noted, particularly with regard to the Mission Area Conference, that all places are open for re-election and not just specific vacancies
- It is also worth remembering that pastoral sensitivity should be shown towards those who may not be eligible for election to the Mission Area Conference, because of the 'trustee' responsibility of members. People who may be barred for this reason include individuals who are undischarged bankrupts, disqualified company directors or others barred from trusteeship by the Charity Commission

As soon as possible after the Vestry Meeting the Secretary is required to inform the Diocesan Office of the results of elections held at that Vestry Meeting using the forms provided for this purpose i.e.

- Contact details for the Mission Area Wardens and other Mission Area officers
- Contact details for those elected to the Diocesan Conference, where appropriate.

There is no requirement to provide a full list of the membership of the Mission Area Conference to the Diocesan Office.

Trustee Declaration for MAC Members

I, [first name] [last name], declare that I am a Communicant over eighteen years of age and that my name is properly entered on the electoral roll of this Mission Area, that I will faithfully and diligently perform my duties as a Member of the Mission Area Conference during my year of office, and that I agree to accept and be bound by the Constitution of the Church in Wales.

