A watercolor illustration of a church tower and surrounding area. The tower is the central focus, featuring a crenellated top, a flag flying from a pole, and several windows. To the right, there are large, leafy trees. In the foreground, a paved path leads towards the church, with two figures walking away from the viewer. The overall style is soft and artistic, with a muted color palette.

Think Possible!
Abbot's Leigh
& Leigh Woods

Parish Leadership Strategy

19 March 2011

Agenda

- How Leadership Teams work
- Which roles are available
- Spreading the workload
- The rewards of community spirit
- A little goes a long way.



Values of Proposed Leadership Teams

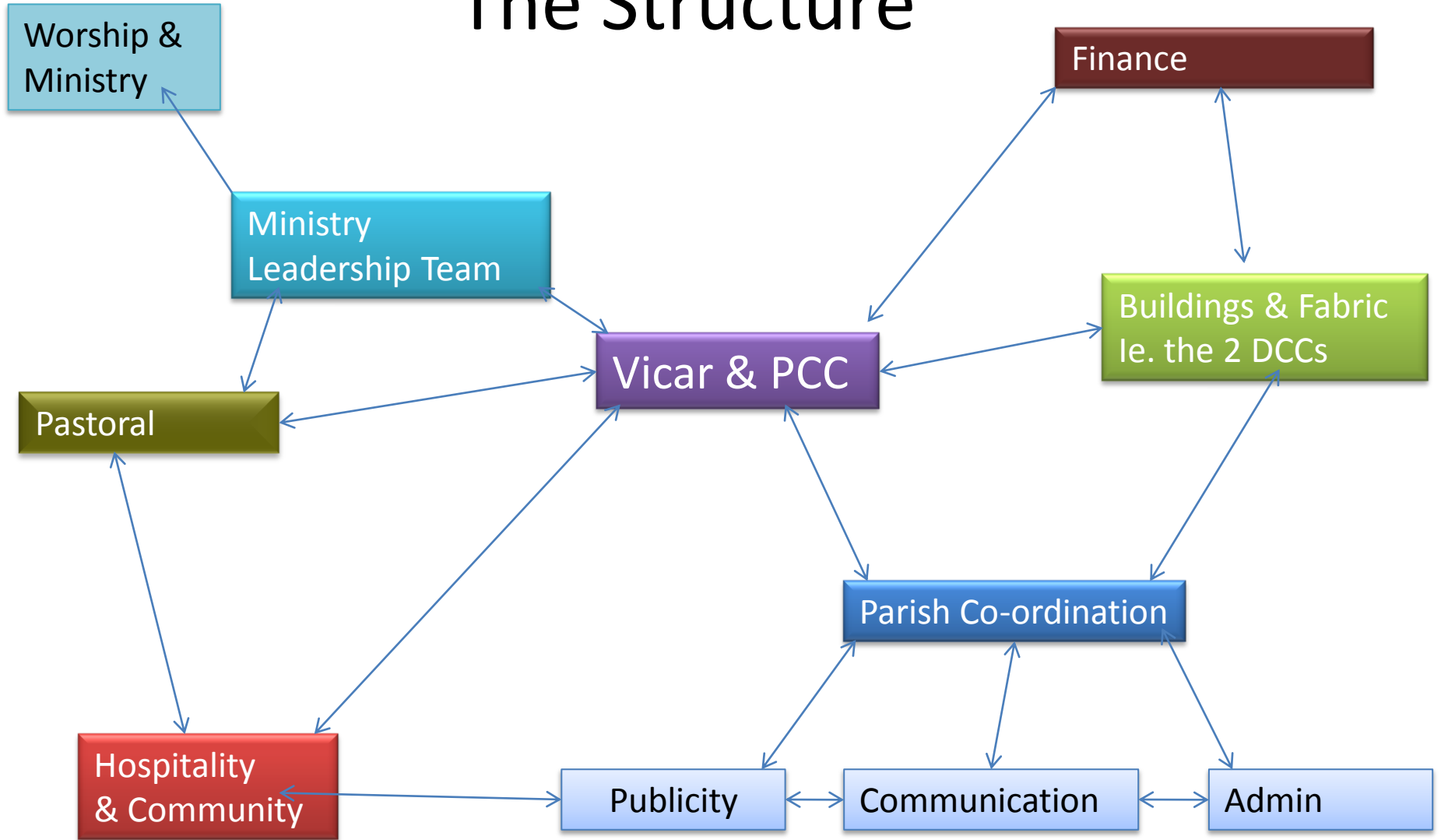
We

- desire to do God's will through prayer, worship and service
- value every member, for each is a child of God
- seek to identify how God calls each individual
- collaborate in teams, to be effective and to grow
- share gifts and resources
- look outward to the needs of the wider community and the world
- welcome the newcomer and the visitor.

Role and remit for each Team

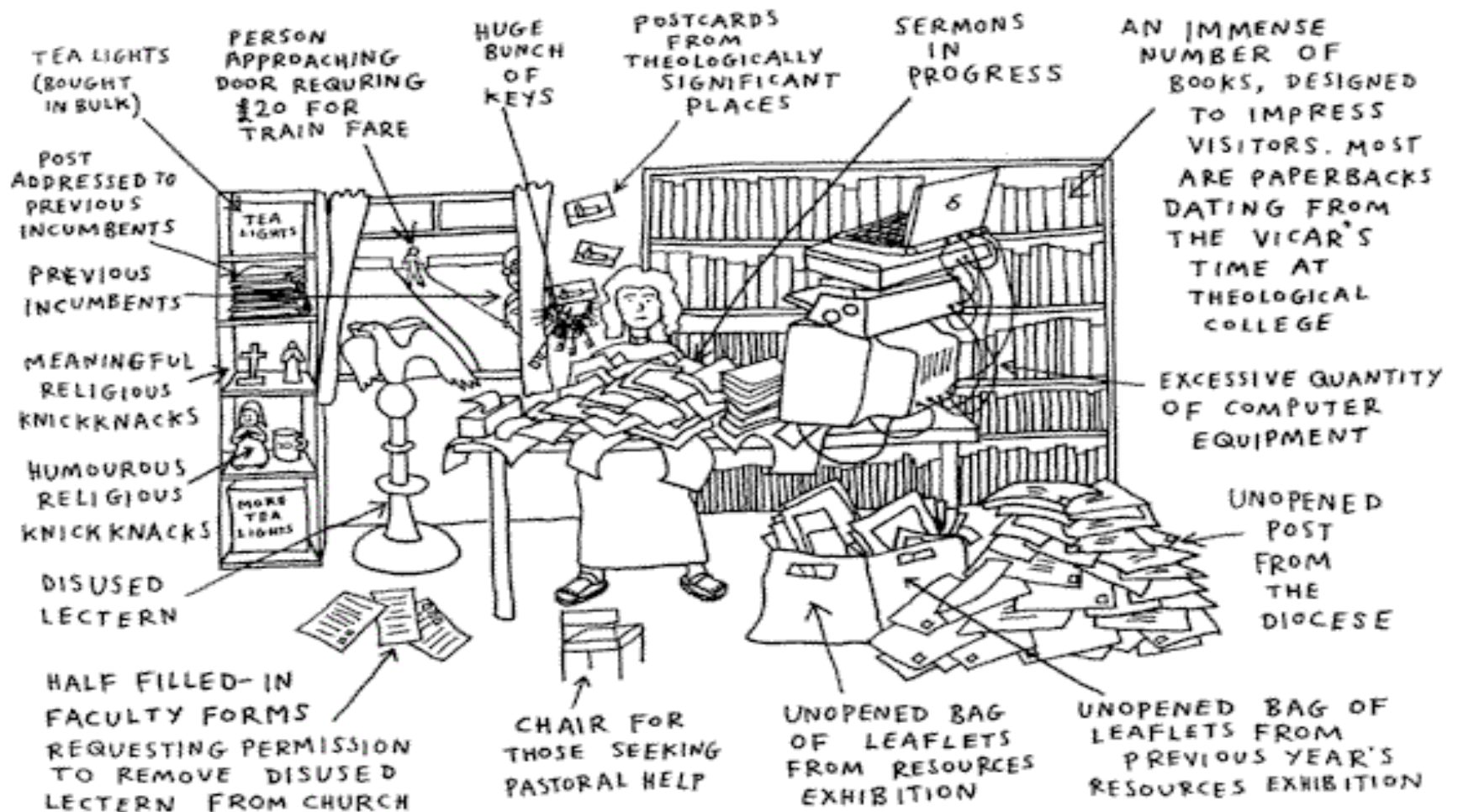
Purpose	Task
Why	Create Aims / Terms of Reference
What	Identify the function, key tasks, setting up <i>ad hoc</i> workgroups for specific projects
Who	Compose the Team: <ul style="list-style-type: none">- relevant skills- communication(eg PCC)- succession(planning the future)
When	Establish frequency (based on task in relation to best use of time and talents)
Where	Determine venue and... <ul style="list-style-type: none">- 'where' do the LT and its tasks fit in to the overall structure? (see slide 5)
How	Set Target, Planning, Process, Action, Review

The Structure



The Vicar

THE VICAR'S STUDY



The Vicar

- **Shares** a vision for the Parish
- **Is** responsible for worship and special services:
 - weddings, baptisms and funerals
- **Performs** civil duties:
 - Banns and Registration of Marriages
- **Submits** returns, fees
- **Reviews** Minutes of PCC and all workgroups
- **Chairs** PCC Meetings, agenda, and oversees Leadership Teams (workgroups)
- **Oversees** Ministry Team Leaders and Trainees
- **Engages** with Deanery and Diocesan strategy
- **Ensures** Continuing Ministry Development and Spiritual Direction
- **Delivers** pastoral care of individuals through life's journey.

The PCC

- Appointments
 - selects Chairperson and appoints/ elects officers, reps and council members (see APCM)
- Agenda / Minutes
 - prepares, presents and approves
- Finance
 - compiles reports
 - determines budgets and financial policy
 - manages insurance
- Policies
 - Child Protection and Vulnerable Adults
- Includes Chair / Rep of all Leadership Teams
- Seeks approval on recommendations by Leadership Teams
- Approves reports for APCM (Parish AGM)
- Decides on projects and pilot schemes
- Delegates to LTs or ad hoc workgroups
- APCM.

Ministry Leadership Team

Vision & Mission: Planning & Review

- Implements Parish and Diocesan visions
- Manages the Planning and Review of Worship
- Develops opportunities for discipleship
 - e.g. Courses and Quiet Days
- Composition
 - Vicar
 - Associate Priest
 - Lay Ministers
 - Trainees (+Administrator occasionally)
- Liaises with Director of Music
- Liaises with Worship & Ministry and Pastoral Teams.

Ministry Leadership Team

Preparation for Worship

- Prepares 'on the day' for services
 - Church Wardens
 - Sidespeople
 - Vergers
- Liaises with ministry leadership
- Ensures training and continuing ministry
- Conducts Mini-Workshops
- Assists in
 - Weddings
 - Baptisms
 - Confirmation
 - Funerals
- Heavy Gang for tables and chairs.

Pastoral

- Ministry with Young (TTFT)
- Crèche/Sunday School – training for leaders
- Ministry with Elderly
- Enabling people with disabilities
- Baptism visiting team
- Invitations to “All Souls Service”
- Link with Hospitality Team: Tea Time Special
- Lent Lunches
- Liaising with Hospitality & Community LT.

Hospitality & Community

- Wedding couples evening, liaise with Vicar
- Sunday coffee rota
- Sunday flowers
- TTFT and Tea-Time special
- Welcome pack
- Special fundraising
- Christmas and Summer Fairs
- Harvest Lunch/Supper
- Caring at Christmas
- Parish outings
- Concerts (+John Talbot and others).

Finance Workgroup (1)

Who

- PCC Treasurer
- Local (currently DCC) Treasurers
- PCC members interested in taking more responsibility for church finances

How

- Delegated tasks, eg budget forecasts, banking, bookkeeping and prep of accounts, audit of accounts, reports to PCC and APCM
- Biennial Stewardship of giving campaign
- Charity sub-group?

Finance Workgroup (2)

What

- Financial planning - Budgets, recommendations & approval by PCC
- Management accounts, Audit and approval at APCM
- Cash and banking, VAT
- Receipt and payment of fees and licences
- Expenses: insurance, utilities, clergy expenses, etc.
- Parish Share
- Charities, Gift Aid, envelope scheme, grants and Trust Funds
- Communication with regular givers
- Link sub collection
- Wages and salaries, including Music Director
- Contracts of employment
- Capital projects

Buildings & Fabric - LT

- Finance and budgeting for buildings
- Maintenance and routine tasks
- Use of churches by other organisations
- Quinquennial survey and reports
- Reports to Finance Group and PCC
- 2 DCCs.

Parish Co-ordination LT

Publicity

- Communication
- circulating information
 - dates / meetings, notices, events ...

Admin



Parish co-ordination LT

Publicity

- Liaising with all LT groups
- Link magazine, Pew News, Parish website
- Noticeboards
- Word of mouth (getting the word out there!)
- Circulated / posted reports / email
- Leadership Teams and Open Meetings on specific topics
- Mini-Workshops
- Welcome Pack
- Deanery and Diocesan events.

Parish co-ordination LT

Communication

Communications:
receiving and sending

- Wider church
- Channel for communications from Synods, Church House
- Working closely with Publicity where relevant

Parish

- All leadership teams need to monitor/record receiving and sending on of Communications especially to/from PCC
- Duty of PCC members to keep parishioners informed and to be the 'ears' of the parish (aspirations and perspirations)

Parish co-ordination LT

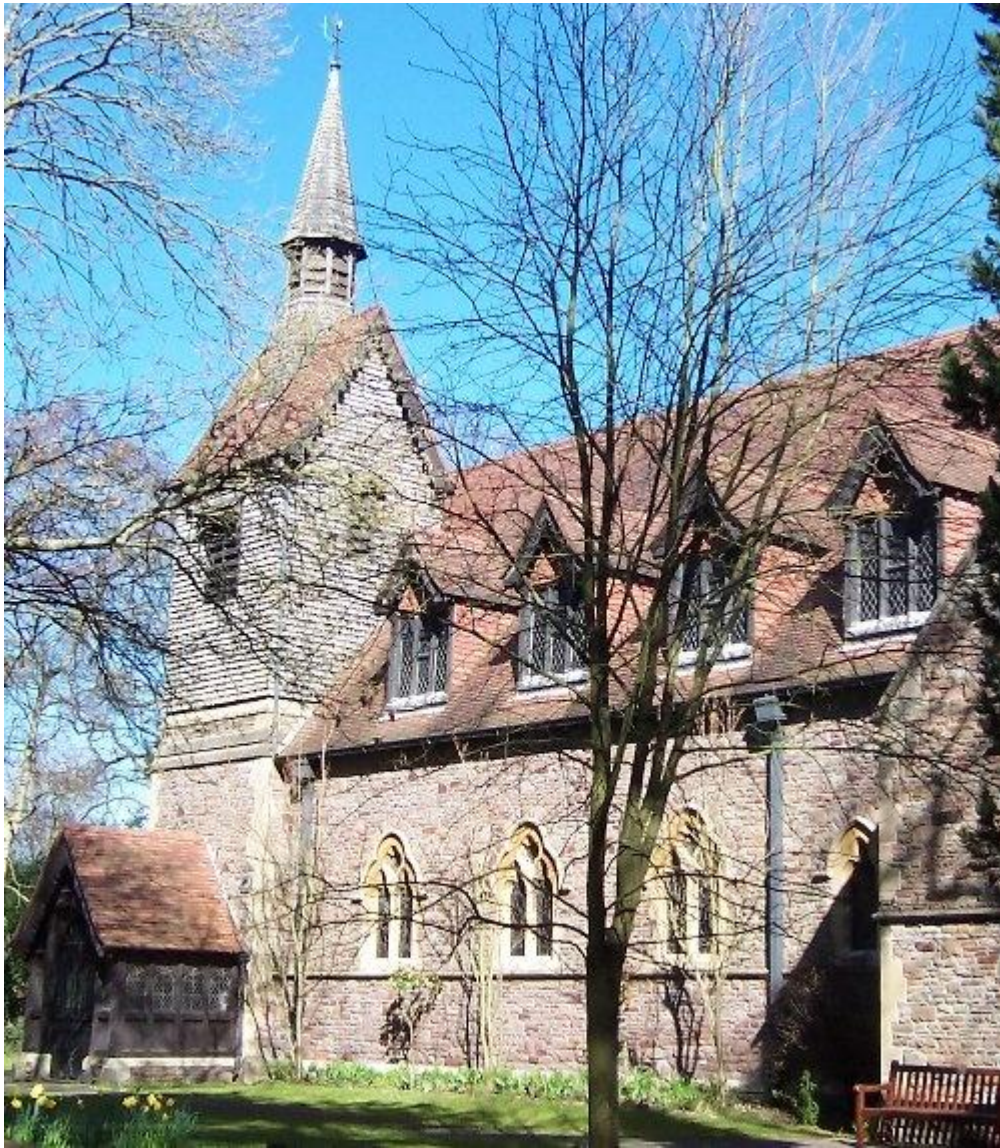
Admin

- Planning services
- Schedules for leading, preaching, prayer for staff meetings
- Services and readings details for Link +Vicar's letter to Link
- Services sheet preparation, photo-copying
- Pew News printing, + service menus
- Parish list – database (keep updated)
- Parish records: Baptisms, Banns, Weddings, Funerals (+invoices & registers for weddings and funerals)
- Vicar's secretary: emails, letters, appointments, fees returns
- Electoral Rolls
- Schedules of rotas for all the services and duties.

Over to you – our team



Which task will you choose? Thank you.



Think Possible!

Abbot's Leigh & Leigh Woods

Parish
Leadership
Strategy
19 March 2011