

UNITED CHURCH DORCHESTER – COMMITTEE REMITS

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*original : 11/03/2008
updated : 20/01/2009
updated : 07/04/2009
updated : 21/09/2009
updated : 08/04/2015*

CHURCH MEETING

Function: a) to ascertain and follow the will of God for the United Church Dorchester (UCD).
b) to oversee the management of the United Church Dorchester.

Responsible to: The Methodist Church and the United Reformed Church (administratively and legally) and other statutory and regulatory bodies.

Responsibilities and Duties:

- when a replacement minister is required: - in the case of a Methodist Minister, to receive a report from the Council of Stewards as to the process of appointment and its progress, and in the case of a United Reformed Ministerial appointment, to consult with the United Reformed Church Wessex Synod and the Synod Moderator at the early stage of the process, and to seek their concurrence after a call has been issued by the Church Meeting and accepted by the minister.
- to elect the Stewards (Trustees) and approve all senior appointments in the church, including the Church Secretary, Church Treasurer, church accounts auditor or independent examiner and the chairs of the main committees.
- to send out, where appropriate, any member appointed to represent the UCD at other meetings and on the wider councils of the Methodist and United Reformed Church.
- to agree the policy for the United Church Dorchester.
- to approve the annual church budget prior to its implementation.
- to release money for major schemes.
- to agree the terms of reference of the main committees of UCD.
- to commission and receive reports from the Council of Stewards and the other main committees.
- on recommendation from the Council of Stewards, to accept candidates for church membership and to remove names from the membership role, where appropriate.
- to appoint members of the Joint Council as required by the Sharing Agreement(s) of UCD.

Attendance:

Open to all who worship or are affiliated with the United Church Dorchester.

Voting rights:

Members of the United Church Dorchester and any retired Methodist minister who has chosen UCD as his/ her main place of worship.

Only members over 18 and retired Methodist ministers may vote on legal matters.

Suggested Frequency of meetings – Quarterly, including one AGM.

Reports:

Responsible, through the Church Secretary and Chairs of relevant committees for making required reports to the Methodist and URC administrative systems.

Directly Appointed Representatives

Bridport and Dorchester Methodist Circuit – The Ministers, Senior Steward, + one representative for every fifty members

Wessex URC Synod – one representative.

Churches Together in Dorchester – One Minister + one representative (operating through Community Service, Home & World Mission Committee)

original : 11/03/2008, updated : 20/01/2009, updated : 08/04/2015

COUNCIL OF STEWARDS

Function: to manage and lead the United Church Dorchester (UCD) on behalf of the Church Meeting.

Responsible to: The Church Meeting

Responsibilities and Duties:

- to be the legally responsible body of UCD and make sure that the Church complies appropriately with all legal obligations placed upon it.
- to be a channel of communication between Members.
- to attend to arrangements for Worship and sacraments.
- to keep the membership roll/data base of members and adherents
- to assist in the Pastoral oversight of all individuals associated with UCD.
- to make recommendations to Church Meeting concerning the addition or removal of names from the roll.
- to be represented by at least one member on all of the main committees or action groups operating within UCD.
- to receive regular reports from all the main Committees and Action groups.
- to make recommendations to the Church Meeting concerning the work, worship and witness of the United Church Dorchester.
- to promote a shared vision, which will unify and inspire the whole church.
- to continually review the Church's mission and facilitate the development of new visions for the Church.
- to bring all major issues to the Church Meeting for discussion.
- to arrange as necessary entertainment, refreshments and the decoration of the foyer for special events.

All these responsibilities may be delegated in full or in part to an appropriate committee, action group or individual with the approval of the Church Meeting.

Jointly and severally the Council of Stewards is legally responsible for:

- good husbanding of the assets of UCD, as required by the Charity Commission.
- Health and Safety on UCD premises and at UCD activities.
- Safeguarding of persons on UCD premises, those attending activities organised by UCD, and those acting on behalf of or representing the United Church Dorchester.
- Food Hygiene issues on UCD premises.
- Data Protection

Delegated Authority

- to appoint the Senior Steward, Secretary and Treasurer from among their number.
- to fill a vacancy by co-option if the vacancy occurs more than three months before the next AGM.

Membership.

Ministers - ex officio

Elected members (elected at Church AGM – minimum of six, maximum of nine)

All are the Trustees under Charity Law and known at United Church Dorchester as Stewards.

The Chair (known as the Senior Steward), the Secretary and the Treasurer are elected from among the Stewards at the first meeting after each AGM.

Suggested Frequency of meetings – At least six times a year.

Meetings will include Church management, always taking into account the church's vision. Time will be set aside at least annually to review and develop the Church's vision.

Reports: Short reports giving information to each Church Meeting and an Annual Report to the AGM.

original : 11/03/2008

updated : 20/09/2009

updated : 08/04/2015

STEWARD

Function: Appointed by the Church Meeting to be a trustee and legally responsible for the management of the United Church Dorchester (UCD) with respect to its legal obligations, to guide the church in its ministry and to lead the church in its search for renewed vision of its mission.

Responsibilities:

- to attend Council of Stewards meetings as high priority
- to ensure that the Church's legal responsibilities are fulfilled (see list below)
- to support, assist and advise the Ministers
- to each represent the Council of Stewards on at least one management committee.
- to attend Church Meetings as a high priority
- to ensure (through conversations and in writing) that Church members have advance knowledge of important items to be discussed at Church Meetings and Stewards' meetings
- to ensure that decisions of the Church Meeting and the Council of Stewards are carried out and effectively communicated
- to manage the United Church Dorchester on behalf of the membership, in consultation with the Church Meeting
- be accessible to Church members and adherents to receive comments and suggestions from them
- to make a special effort to welcome new people to our church
- to carry out stewarding duties on a number of Sundays and Wednesdays throughout the year, and at occasional services
- to lead the church in mission

Specific Responsibilities for Legally Enforceable Issues throughout the United Church Dorchester : See Council of Stewards

Delegated Authority: To make decisions on behalf of the Church membership where it is not deemed necessary to consult the Church Meeting, in accordance with the Constitution.

Tenure: Normally four years but can be extended to five in special circumstances.

Only church members are eligible for appointment as a Steward.

Previous Stewards are eligible for re-election after a one year break following retirement.

original : 11/03/2008

updated : 21/09/2009

updated : 08/04/2015

SENIOR STEWARD

Function: Appointed by the Council of Stewards to be one of the external faces of the United Church Dorchester (UCD), to chair meetings of the Council of Stewards and to represent Church members at staff meetings

Responsibilities (in addition to general Steward's duties):

- to chair meetings of the Council of Stewards and prepare the agenda (in conjunction with the ministers, Secretary and Committee chairs)
- to support, assist and advise the Ministers.
- to attend staff meetings (at least monthly)
- to attend and represent UCD on the Circuit Meeting
- where appropriate, to represent UCD at other meetings and events
- to prepare a rota of Stewards' duties (Sunday, Wednesday and occasional other)
- to arrange for cover on Sunday rotas when gaps occur

Specific Responsibilities for Legally Enforceable Issues throughout the United Church

See Council of Stewards

Delegated Authority:

To call extra meetings of the Council of Stewards as appropriate.

Should an emergency arise requiring a rapid decision, the Senior Steward is one of the senior officers of United Church Dorchester who could be a member of an ad hoc committee empowered to make the said decision on behalf of the Church Meeting.

Tenure:

Maximum of 2 years

To be eligible for appointment as Senior Steward, a Steward should have at least one year's experience of working as a Steward at UCD.

original : 11/03/2008

updated : 21/09/2009

updated : 08/04/2015

CHURCH SECRETARY AND ASSISTANT SECRETARY

The Church Secretary and Assistant Secretary are a team. Provided that all the responsibilities and duties listed below are properly addressed, the division of labour between the two posts might be a matter for the two post holders to agree. The following shows one possible breakdown, with the Assistant taking more of a role as a 'meeting secretary'.

CHURCH SECRETARY and ASSISTANT SECRETARY

Function: To manage the administration for the United Church Dorchester (UCD) to ensure the smooth running of the Church.

Responsible to: The Council of Stewards.

Responsibilities and Duties:

As for all Stewards and in addition

Jointly

- to organise the AGM
- to request and collate information for the annual report and present it to the AGM
- to submit information to the Charity Commission as required by law
- to update and publish information about the groups meeting as part of the church
- to establish, with the Ministers and Stewards, a list of dates for Church Meetings and to inform the Lettings officer.
- to establish, with the Ministers and Stewards, a list of dates for Council of Stewards meetings in consultation with the Lettings officer
- to prepare the agenda for Church Meetings, jointly with the Ministers and Senior Steward.
- to collate, distribute and respond to Church correspondence
- to maintain a file of important church documents, particularly legal documents.
- to assist in completion of required annual denominational returns, including the service attendance counts.
- to arrange for the provision of headed notepaper/templates and flower distribution labels
- to order URC Year Books if required

Separately

Secretary:-

- to meet regularly with ministers and Senior Steward
- to convene and chair the Church Administration Group
- jointly with the Senior Steward to be responsible for all the procedures in the event of a URC vacancy

Assistant Secretary:-

- to prepare and publish the agendas for Church Meetings, in conjunction with the ministers and Senior Steward
- to prepare and publish the agendas for Council of Stewards Meetings, in conjunction with the ministers and Senior Steward
- to take the minutes for Church Meetings and Council of Stewards Meetings and arrange for their publication.
- to ensure proper notice is given of Church Meetings.
- to call for reports to meetings
- to arrange for audio/visual equipment to be available at meetings if required

original : 11/03/2008, updated : 21/09/2009, updated : 08/04/2015

PASTORAL OVERSIGHT COMMITTEE

Function: On behalf of the Church Meeting and Council of Stewards, to manage, coordinate and facilitate the Church's Pastoral care system and act as a link to all social groups in the church.

Responsible to: The Council of Stewards.

Responsibilities and Duties:

- the pastoral care of all members and adherents (in cooperation with the Ministers).
- the pastoral care of the Ministers
- to bring any concerns of the pastoral visitors to the Council of Stewards.
- to recruit and organise pastoral visitors for the Church.
- to regularly review duties of pastoral visitors.
- to allocate members and adherents to specific pastoral visitors.
- to regularly update the ministers and Council of Stewards of any members or adherents who have problems in need of their attention.
- to coordinate any training required for pastoral visitors.
- to facilitate internal Church pastoral care through the oversight of events requiring catering, at a level deemed appropriate by the committee.
- to foster and coordinate greater fellowship within the Church family.
- to encourage membership of the United Church Dorchester.
- to link with social groups in the church and bring their concerns to the appropriate committee.
- to assist the administration group by advising on changes to members and adherents.
- to arrange welcome meetings for new members and/ or adherents.
- to ensure that the church's need for Social Activities is met, as and when required and avoid a clashes of dates,

Specific Responsibilities for Legally Enforceable Issues throughout the UCD:

Safeguarding for Ministers and Vulnerable adults – in conjunction with all other committees.

Delegated Authority: To purchase relevant items within the budget without reference to Church Meeting or Council of Stewards

Delegated Budget:

Equipment:

Membership:

Chair (A Steward)

Minister

Pastoral visitor (lay employee)

Pastoral visitor coordinator

Hospital visiting co-ordinator

Pastoral visitor

Affiliated groups:

- | | |
|---------------------------------|------------------|
| Brenda’s Music Therapy | Men’s group |
| DUC Art group | Ladies who lunch |
| Badminton club – Friday Evening | Book circle |
| Badminton club – Monday morning | Cricket team |
| German Language group | Solos |
| Country Dancing | Church Camp |
| Thursday Night Out | Pantomime |
| Safeguarding committee | |

Suggested frequency:

Quarterly for main membership.
If necessary for committee members and representatives from each affiliated group.

*original : 11/03/2008
updated : 20/01/2009
updated : 08/04/2015*

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WORSHIP MANAGEMENT COMMITTEE

Purpose: To coordinate and facilitate all those aspects of church life related to Worship in the United Church Dorchester (UCD)

Responsible to: The Council of Stewards.

Responsibilities and Duties:

- to oversee the normal church service rotas (e.g. door stewards, PowerPoint, communion and audio visual), and organise the plan in conjunction with the local Methodist circuit and other relevant bodies.
- to provide a variety of forms of worship
- to develop opportunities for Christian Education
- to facilitate Sunday and other services at UCD.
- to contact visiting preachers and facilitate their visits.
- to regularly review and update the Sound and visual aid systems in the church.
- to coordinate any other regular services at UCD, e.g. Market Day service.
- to coordinate any special services in the church.
- where appropriate, to encourage and facilitate the introduction of new forms of worship (e.g. Fresh Expressions, Alive@Five) into the life of the church.
- to facilitate communion and other services led by United Church Dorchester personnel but off church premises.
- to keep the website up to date for special services.

Specific Responsibilities for Legally Enforceable Issues throughout UCD: none

Delegated Authority: minor alterations to any of the above

Delegated Budget: £1000

Choir music and other musical items ~ £500, (organ tuning in main church budget)

Candles ~ £250,

Communion wine ~ £300, (glasses, trays and patens),

Audio-visual necessities ~ £50 (main equipment in main church budget)

Equipment: as above

Membership

The Ministers

The Worship Secretary

Local Preacher

Steward representative

The Musical Director

The deputy Worship Secretary

Junior Church representative

(an individual can hold more than one role)

Affiliated groups/ persons

All musical groups

Market Day service

Church Organist

Bible reading organiser

Church banners

Window display organiser(s)

Authorised person at Weddings

Door steward organiser

Transport Service

Tape recorded services

Dance in Worship

Prayer chain organiser

Drama in worship

Bible study groups

Communion rota organiser

Flower arranger(s)

Funeral steward

Audio-Visual Organisers

Wedding steward

Welcome steward – Wednesday rota

Flower distribution rota

Prayer and reflection groups

Lent/ Autumn House Groups

Suggested frequency of meetings:

Quarterly for the Members

Annually for the members and affiliated group representatives.

Reports

Brief written report for Church Meeting as requested by the Stewards

original : 11/03/2008

updated : 20/01/2009

updated : 08/04/2015

WORSHIP SECRETARY AND DEPUTY

Function: To assist the Ministers in the practical aspects of organising worship at the United Church Dorchester (UCD).

Responsibilities:

- to communicate with visiting ministers, explaining to them the regular practice in the church, liaising with them over their needs and distributing information for services to various people. (approximately 1 per Quarter)
- in conjunction with ministers, to make arrangements for the Church Anniversary speaker and any associated events in years ending 5 and 0
- arrange for the provision of candles for the church. (2x per year)
- to remind Ministers of special services that are approaching and make practical arrangements for their implementation:

Christmas –

Ministers' Christmas card,
Advent liturgy & services,
provision of advent candles,
set up, arranging and maintenance of advent candle stand
erection, decoration and disposal of two Christmas trees;
arranging for and setting up Large Christmas card in the foyer for Church Members to sign.

Harvest

Service + arrange for supper and sale and distribution of gifts

Easter

Service Liturgies + Lent groups (including palm crosses if required)

- to coordinate the timing of special charity collections in church (e.g. Action for Children, Mission Sunday)
- to liaise with affiliated worship support groups; to represent them at the quarterly Worship Management Committees and to regularly review and update their working practices and needs.
- to coordinate any special services in the church.
- to facilitate special events associated with worship;
- where appropriate, to encourage and facilitate the introduction of new forms of worship (current examples are: Fresh Expressions, Alive@Five etc.) into the life of the church.

Specific Responsibilities for Legally Enforceable Issues throughout UCD:

Delegated Authority:

To purchase appropriate goods and services, within the allocated budget, without reference to the Church Meeting or Council of Stewards.

Tenure:

Worship Secretary - 2 years

Deputy – 1 year

original : 06/11/2007
updated : 11/03/2008
updated : 20/01/2009
updated : 08/04/2015

COMMUNITY SERVICE, HOME AND WORLD MISSION COMMITTEE (CSHWM)

Function: to provide an overview and information highway for autonomous groups within the church or connected to the church working in the community, nationally and overseas.

Responsible to: The Council of Stewards.

Responsibilities and Duties:

- to gather information from all member groups half yearly and disseminate to group members and the Council of Stewards and then annually to the church meeting
- to provide a conduit for concerns, actions, information etc between the Council of Stewards, Church Meeting and group members
- to provide an opportunity for members to meet if and when it is necessary, to discuss issues, but otherwise it will be a virtual group. All members will have the right to ask for a meeting via the co-ordinator.

Specific Responsibilities for Legally Enforceable Issues throughout UCD: none

Delegated Authority:

Delegated Budget: not applicable

Equipment:

Membership

- Co-ordinator / Chair
- Secretary
- All groups below (plus new groups as appropriate)

Affiliated groups

Coffee Lounge

Church Shop

Fairtrade / Traidcraft

Wednesday Coffee Morning & stalls

Home Missions

World Church committee

Eco-congregation & green group

Outreach Group

German Partners

NCH Action for Children

Methodist Homes for the Aged

Bible Society Committee

Friends of the Hub

Dorchester Poverty Action Group

Historic Churches Cycle Ride Organiser

Women's World Day of Prayer

Dorchester Churches Together

Christian Aid organiser / collection

Suggested Frequency of meetings –

This will be a virtual group that will meet in person when requested by members and ratified by the co-ordinator.

Reports

Written summary to Council of Stewards and Church Meeting half yearly and an annual presentation to Church Meeting.

original : 11/03/2008, updated : 20/01/2009, updated : 07/04/2009, updated : 08/04/2015

FINANCE COMMITTEE

Function: The Finance Committee manages the financial affairs of the United Church Dorchester (UCD) on behalf of the Council of Stewards. It assists the Treasurer in the execution of his/her duties and, with the Treasurer, regularly reassesses the financial position of the Church.

Responsible to: The Council of Stewards.

Responsibilities and duties:

- on behalf of the Church Meeting and the Council of Stewards, and jointly with the Treasurer, to regularly assess the financial status of the United Church Dorchester.
- to advise the Treasurer on the operation of the accounting system
- to advise on the investment of church funds to maximize income and or growth whilst maintaining an ethically acceptable position
- on behalf of the Council of Stewards, and in conjunction with the other committee chairs, to prepare a draft annual budget for the coming year for presentation to the last Church meeting before the start of the new financial year
- on behalf of the Council of Stewards to prepare a draft five year rolling, projected, budget of annual spend for exceptional items and known major changes in income or expenditure for presentation to the Church Meeting at the AGM
- through the Treasurer, to maintain a regularly updated copy of the church's financial books and arrange for its storage in a different building from where the accounts are normally held
- to arrange for a rota of people to assist the Treasurer by counting the collection after the Sunday morning service.
- to regularly review sources of grant income and assess their possible use for Church works and developments.
- to offer advice to other Committees on the preparation of their budgets

Specific Responsibilities for Legally Enforceable Issues throughout UCD: Jointly with the Treasurer, Stewardship of the UCD funds with regard to Charity and relevant other financial legislation.

Delegated Authority: None

Delegated Budget: None

Equipment: None

Membership:

Chair (appointed by Church Meeting)

Steward representative.

Treasurer (who is also a Steward)

Minister (ex officio)

Chair of Property Committee

Plus two additional people

*original: 11/03/2008
updated : 20/01/2009
updated : 08/04/2015*

CHURCH TREASURER

Function: The Church Treasurer shall carry out the accounting activities of the church including the payment of expenditures, the maintenance of the financial records and the periodic reporting of the church's financial status.

Responsible to: The Church Meeting

Responsibilities and Duties:

- to be solely responsible for the Church finances.
- to maintain complete and accurate accounting records of church operations.
- to make timely payments of ordinary church operating expenditures.
- to make timely payment, after appropriate approval, of any unusual expenditure.
- to reconcile bank statements monthly.
- to pay lay employees of the United Church Dorchester.
- to prepare the year-end tax information for any paid lay employees.
- to report and prepare the relevant accounts, meeting all Charity commission and other legal requirements.
- to arrange for the Church accounts to be independently examined and presented to the Church meeting at the AGM.
- to report to the Annual Church Meeting as to the actual revenues and expenditures for the preceding year as well as the condition of the various accounts and funds for which the treasurer maintains records. The annual report shall be in written form.
- to report the financial condition of the church to the Finance Committee.
- to attend and inform of financial activity at quarterly meetings of the Finance Committee and at the scheduled Council of Stewards Meeting and the Church Meeting.
- to arrange for sufficient joint signatories for all accounts so that the finance system can continue to operate effectively during any absences of the Treasurer.
- jointly with the Finance Committee, to prepare a budget for the following year in sufficient time to present it for approval to a Church Meeting prior to its implementation from the 1st Jan each year.
- maintenance of all employee (including volunteers), public liability and buildings and contents insurance.
- to arrange for the reclaim of any VAT, Gift Aid, Business Rates relief.
- to summarise details of collections received and prepare letters for those members donating by envelopes or bankers orders on request.

Specific Responsibilities for Legally Enforceable Issues throughout UCD:

Jointly with the Finance Committee, Stewardship of the UCD funds with regard to Charity and relevant financial legislation.

Delegated Authority: To receive income and make payments on behalf of the Church.
To sign cheques on behalf of UCD (normally + one other).
To transfer money between church accounts.

Delegated Budget: as agreed by the Church Meeting

Equipment

*original: 11/03/2008
updated : 08/04/2015*

PROPERTY COMMITTEE

Function: The Property Committee is responsible, on behalf of the Church Meeting, for

- the Church building, its fitments and fittings, and the surrounding property;
- the building cleaning and any caretaking service.

Responsible to: The Council of Stewards

Responsibilities and Duties:

- to be responsible for Health and Safety on and around the Church premises.
- to arrange timely inspections of boilers, electrical and gas fitting as required by law and instigate any maintenance required.
- to arrange timely Fire safety inspections as required by law and the act appropriately on any recommendations.
- to be responsible for coordinating compliance with Food Hygiene regulations
- to maintain the Church building and its facilities, utilising either volunteers or outside contractors as appropriate.
- to maintain the fixtures and fittings in the Church buildings, including the heating, electrical, plumbing, furnishings, security and similar matters.
- to regularly review and update the risk assessments and safe systems of work related to the use and maintenance of the Church buildings.
- to supervise the cleaner and assign a schedule of work.
- to purchase equipment that is not the responsibility of other committees.
- to keep safe and maintain equipment on an agreed list
- to identify duplication of major equipment and negotiate with relevant committee chairs to minimise such occurrence.
- for major pieces of equipment, identify the expected lifetimes and incorporate into the five year rolling budget.
- to work with the Finance and other committees to develop a five year budget of exceptional capital spend.
- to prepare a working budget for submission to the Finance committee.
- to monitor the Property Committee budget during the year.
- to assist the Finance Committee in meeting the practical requirements of Church insurance policies.
- to assess and implement, in conjunction with the Community Service, Home and World Mission committee, any changes required to comply with the Food and Hygiene legislation.
- in conjunction with the Finance committee, consider the effect of different energy tariffs and appliance loading on electricity, etc bills.
- to develop a Lettings Policy by regularly reviewing pricing and room allocation and ensuring priority for church activities
- to ensure the implementation of the Disability Discrimination Act on behalf of the UCD.
- to liaise with outside bodies on planning development on behalf of UCD.
- to oversee compliance by the UCD with the Construction Design and Management Act on major building projects.
- to maintain an inventory of fixtures and fittings for insurance and other purposes.

Specific Responsibilities for Legally Enforceable and Other Issues throughout UCD:

Community Premises License
Fixed electrical installation inspection/test
Portable electrical equipment test
Fire alarm system test
Fire extinguisher inspection
Landlord's Gas safety checks
Gas pipework leak tightness
No 49 Boiler and water heater inspection and maintenance
Church & Hall Warm Air Plant inspection and maintenance
Food Hygiene
Stair lifts inspection and maintenance
Disability Discrimination Act
Construction Design Management Act
Quinquennial Inspection
Lightning conductor inspection/test
Security Alarm system test

Delegated Authority:

Authority, without further recourse to the Church Meeting, to spend the budget, allocated annually by the Church Meeting, on the relevant business of the Property Committee in the execution of its duties with the following provisos:

- In normal circumstances any single item of expenditure over £3k must be offered for competitive quotations. The Committee does not have to accept the lowest or any quotation.
- Any single item of expenditure over £3k even if previously identified within the normal operating budget needs the approval of the Church Meeting. If time scales are too short, approval may be gained from the Emergency committee, as described in paragraph 17 of the Church's Constitution.

Delegated Budget: As set annually by the Church Meeting.

Equipment:

Membership

Property Chairman
Steward representative
Plus a minimum of four (4) others with responsibility for (heating, cleaning, etc.)

Affiliated Membership

Volunteer cleaners, Contract cleaner, Food Hygiene Coordinator, Lettings Officer

Suggested frequency:

As required

original : 11/03/2008, updated : 08/04/2015

YOUTH & FAMILY COMMITTEE

Function – To oversee and co-ordinate the activities for young people within the United Church Dorchester UCD) and the mission to young people in Dorchester

Responsible to: The Council of Stewards.

Responsibilities and duties:

- to support any Youth and Family Worker in their duties.
- to support the Junior Church and its leaders
- to support the Antics club and its leaders
- to support the Story Tots group and its leaders
- to implement the requirements of the child protection act (and other safeguarding aspects) on behalf of the Stewards' Council.
- to advise the other committees on safeguarding issues for other church members and associates.
- to maintain the cradle roll

Specific Responsibilities for Legally Enforceable Issues throughout UCD:

Safe guarding of children

Delegated Authority

To spend on relevant items within the budget without reference to Church Meeting or Council of Stewards.

To manage Existing Youth Activities

To develop new Youth activities wherever possible unless they impact on other activities within the church or have an impact within the church

To liaise and, where possible, to co-ordinate with other churches on youth work

To co-ordinate with schools

Delegated Budget: (2008) Contact CG to see what previously spent on

Equipment: Contents of Cerne Abbas and Stratton Rooms and their cupboards

Membership

Chair

Steward representative

Youth Worker as appropriate

Leaders from Antics, Junior Church, Story Tots and any other children's/youth activity

Safeguarding Rep

Affiliated groups:

First Steps

Junior Church

Cradle Roll

Baptisms

Antics

Story Tots

Foyer Project/After School Stop

Contact Centre

Children's Safeguarding Officer

Suggested Frequency

Quarterly. It is expected that the detailed work associated with planning for activities will be conducted within sub committees

Reports

Brief annual report to Church Meeting as requested by Council of Stewards.

Original 11/03/2008, updated 20/01/2009, updated 07/04/2009, updated 08/04/2015

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CHURCH ADMINISTRATION GROUP

Function: To provide support to the other Church functions as required and maintain the smooth running of the Church administration.

Responsible to: The Council of Stewards

Responsibilities and Duties:

- to maintain an up-to-date list of members and adherents
- to maintain and distribute at regular intervals the address list of members and adherents. (NB there are data access issues here)
- to maintain and regularly update the photograph board of members.
- to develop and maintain the Church Web site.
- to oversee the production and distribution of the Vision magazine.
- to oversee the production and distribution of the monthly Newsletter
- to arrange for the collation and printing of the church service sheets
- to update and produce the Membership "Welcome Handbook" and other church leaflets
- to print and collate other documents as required
- to research, purchase/lease and maintain any office equipment and office supplies.
- to develop regular press releases to spread the name of United Church Dorchester wider.
- to be responsible for Data protection policy and its implementation in the UCD.
- to maintain an archive of past church records

Specific Responsibilities for Legally Enforceable Issues throughout UCD: Data Protection

Delegated Authority:

Delegated Budget: as allocated by the Finance Committee and agreed in the annual budget

Equipment: photocopier, laptop, printer/copier, screens, flip charts and general office equipment.

Membership

Church Secretary (Chair)

Assistant Secretary

Vision magazine editor

Monthly news sheet editor

Order of service compiler

Website editor

Web master

Membership database manager

Office volunteers

Press officer

Affiliated

Vision Magazine advertising
co-ordinator

Photo board display arranger

Suggested frequency: - Minimum once per year

*original: 11/03/2008
updated 20/01/2009
updated 08/04/2015*