East Cardiff Ministry Area

Standing orders

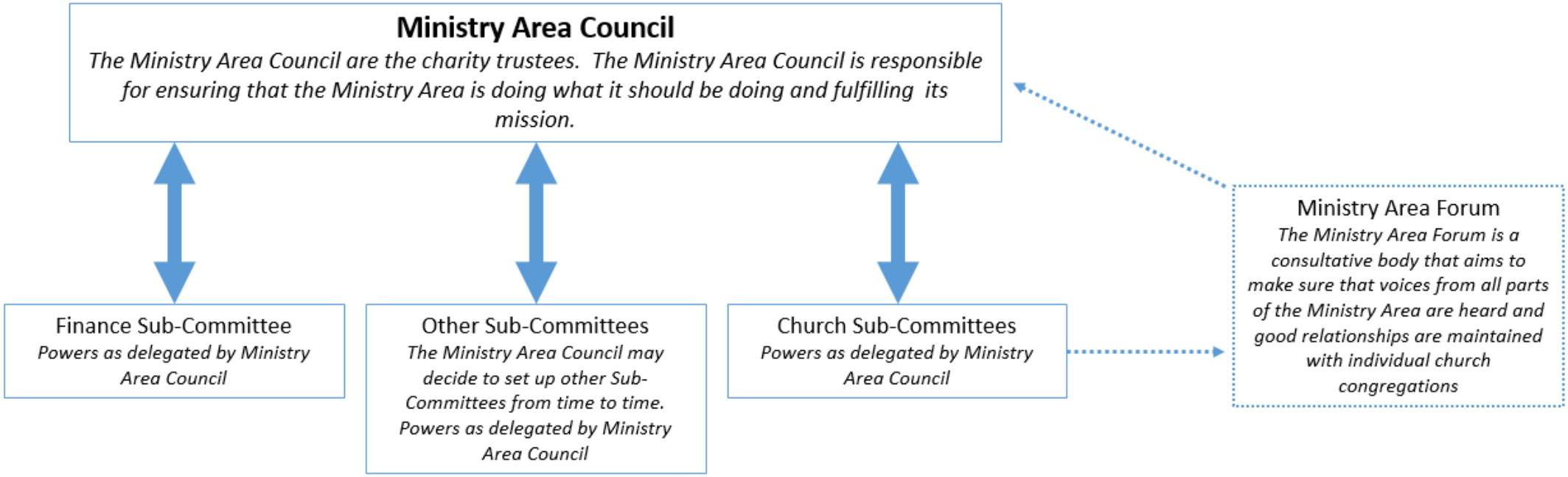
January 2022

Introduction

The East Cardiff Ministry Area is comprised of the following churches:
All Saints, Cyncoed
St Edeyrn, Llanedeyrn
All Saints, Llanedeyrn
St Dyfrig, Llanrumney
St David, Pentwyn
St Augustine, Rumney
St Mellon, St Mellons

This document sets out some broad principles as to how the Ministry Area will be administered and managed. An overview of the governance of the Ministry Area is set out in the diagram on the following page.

These Standing Orders were approved by the Ministry Area Council on XXXXX


Ministry Area Council
The Ministry Area Council are the charity trustees. The Ministry Area Council is responsible for ensuring that the Ministry Area is doing what it should be doing and fulfilling its mission.
Finance Sub-Committee
Powers as delegated by Ministry Area Council
Other Sub-Committees
The Ministry Area Council may decide to set up other Sub-Committees from time to time. Powers as delegated by Ministry Area Council
Church Sub-Committees
Powers as delegated by Ministry Area Council
Ministry Area Forum
The Ministry Area Forum is a consultative body that aims to make sure that voices from all parts of the Ministry Area are heard and good relationships are maintained with individual church congregations

1. The Ministry Area Council

1.1. Membership of the Ministry Area Council

1.1.1. The Ministry Area Council members will fall into the following categories;

a. Elected members
Up to two elected lay members per Church shall be proposed and elected at the Annual Vestry Meeting to sit on the Ministry Area Council.

b. Ex-Officio members
A Ministry Area People's Warden shall be elected at the Annual Vestry Meeting of the Ministry Area and a Ministry Area Leader's Warden will be appointed by the Ministry Area Leader. Ministry Area Wardens
Any licensed clergy will sit on the Ministry Area Council as ex-officio members, however clergy with Permission to Officiate will not be eligible to serve as members of the Ministry Area Council.

c. Co-opted members
A maximum of seven co-opted members are eligible to serve on the Ministry Area Council.
The following positions shall be co-opted to the Ministry Area Council and should not be held by representatives of any individual Church, or other office holder, except by agreement of the Ministry Area Council;
   - Ministry Area Treasurer
   - Ministry Area Secretary
   - Lay Co-Chair
   - Safeguarding Officer
   - Electoral Roll Officer
   - Charity commission officer (optional)

d. Administration of the Ministry Area Council and Ministry Area Forum
The Ministry Area Council and Ministry Area Forum will be chaired by the Ministry Area Leader.
A Lay Co-Chair should be appointed by the Ministry Area Council and will chair the meetings alongside and the in absence of the Chair.
A Secretary should be appointed by the Ministry Area Council and an unofficial Deputy Secretary may be appointed if the Ministry Area Council see fit.
Any sub-committees will be responsible for their own administration, in consultation with the Ministry Area Leader and Lay Co-Chair, upon being established.

1.2. Criteria for Ministry Area Council members

1.2.1. Ministry Area Council members shall be elected annually via the annual Vestry Meeting of the Ministry Area.

1.2.2. Ministry Area Wardens (and sub-wardens) must retire after six consecutive terms of office. Ministry Area Wardens (and sub-wardens) are also required to retire if they should reach the age of 75 as per the Constitution of the Church in Wales.

1.2.3. After six consecutive years in office all Ministry Area Council members should normally retire from their post unless there is a specific need agreed by the Ministry Area Council for their continued service.

1.2.4. All Ministry Area Council members must be on the electoral roll of the Ministry Area.

1.3 Frequency of meetings

1.3.1 The Ministry Area Council will meet, in accordance to the constitution of the Church in Wales, at least four times a year and hold an Annual Vestry Meeting.

1.3.2 An annual Congregational Meeting of each church shall take place once a year before the Annual Vestry Meeting of the Ministry Area.

1.3.3 Sub-Committee meetings may take place as frequently or infrequently as the members see fit, but with consultation and advice from the Ministry Area Council and Ministry Area Leader.

1.4 Areas of responsibility

1.4.1 The Ministry Area Council will be responsible for the following:

a. Promotion of the mission of the Church and the word of God within the Ministry Area;
b. Consideration and discussion of matters relating to the Church in Wales, ecumenical workings or any other local religious or public interest organisation which may alter or affect the day to day running of the Ministry Area and communication with these groups and external parties;
c. Preparation and control of an annual budget and income and expenditure within the bank account(s) of the Ministry Area;
d. The fair and legal wellbeing of any hired or paid employees;
e. The safe operation and proper maintenance of buildings, property and grounds;
f. The arrangement for the hiring of any property or resources;
g. The preparation of annual accounts to be audited externally;
h. The management of any sub-committees;
i. The maintenance of an electoral roll which is to be provided to the Church in Wales, upon request, in accordance with relevant data protection legislation;
j. The operation of the Ministry Area's charitable status and the maintenance of information relating to the Charity Commission which can be provided upon need or request, in accordance with relevant data protection legislation;
k. The operation and implementation of safeguarding in line with the Church in Wales' Safeguarding Policy.

1.5 Standing Agenda Items

1.5.1 Report(s) from, at least, the Ministry Area Leader and update(s) on mission, outreach and the life of the Ministry Area from the sub committees of each Church.

1.5.2 Reports from the Finance Sub-Committee outlining income and expenditure since the previous meeting along with updates on control of any budget(s).

1.5.3 Reports from any sub-committees or forums.

1.5.4 Any other items of business or discussion relating to the areas of responsibility outlined in point 1.4 above.

1.6 Reporting and accountability

1.6.1 The Ministry Area Secretary and the secretaries of any sub-committees shall ensure that accurate minutes are kept of meetings and that good practice is that these minutes are circulated around all members shortly after a meeting for confirmation of accuracy.

1.6.2 An agenda for any forthcoming meeting will be circulated by the Ministry Area/sub-committee Secretary at least seven days in advance of any meeting along with copies of notes of any previous meetings and any relevant papers.

2. Annual Meetings, elections and appointments

2.1. Annual Congregational Meetings

2.1.1. Prior to an Annual Vestry Meeting a congregational meeting can be held in each Church within the Ministry Area.

2.1.2. Nominations should be received for the People's Sub-Warden and Ministry Area Council members. N.B. The Sub-Wardens do not become church representatives on the Ministry Area Council unless also separately elected to that role at the Annual Congregational Meeting.
If the number of nominations exceeds the number of places for any given position (i.e. People's Sub-Warden or Ministry Area Council Members) then an election will be held at the Annual Vestry Meeting of the Ministry Area.

2.1.3. A nomination shall be announced for the Ministry Area Leader's (or appointed replacement) Sub-Warden at the congregational meeting.

2.1.4. In circumstances where an annual congregational meeting has not or cannot take place, nominations should be made via a Church Sub-Committee or at the Annual Vestry Meeting of the Ministry Area.

2.2. Annual Vestry Meeting

2.2.1. The annual vestry meeting shall take place in accordance with the Church in Wales' Constitution as follows;

2.2.1.1. The business of the Annual Vestry Meeting is to:
a. Receive the accounts for the previous calendar year;
b. Receive any updates from the Deanery or Diocesan Conferences from the previous year;

c. Receive any other reports from any other members of the Ministry Area Council of which prior notice has been given to the Co-Chairs;
d. Receive and discuss any other business of which prior notice has been given to the Co-Chairs and the remainder of the Ministry Area Council in advance of the meeting.

2.2.1.2. The Ministry Area Council will confirm the election of the following positions;

- A Ministry Area People's Warden
- A Ministry Area Leader's Warden (personal appointment of the Ministry Area Leader)
- Ministry Area Council members

3. Sub-Committees

3.1 Operation and membership of Sub-Committees

3.1.1 Each Church in the Ministry Area shall be responsible for a sub-committee to manage local matters relating to that Church as delegated by the Ministry Area Council but should take responsibility for the following areas;
i. implementation of the Ministry Area safeguarding policy.
ii. the day-to-day finances of the Church, income, general expenditure, fundraising and banking arrangements as delegated by the Ministry Area Council.
iii. manage the general maintenance and upkeep of their own church building(s) and grounds
iv. help manage and control any bookings for external use of building(s)
v. work with the Ministry team to plan and deliver liturgical and social events throughout the year.

3.1.2 The Ministry Area Council shall have a Finance Sub-Committee to manage matters relating to finance as delegated by the Ministry Area Council;

3.1.3 The Ministry Area Council may form other Sub-Committees from time to time to oversee particular matters as delegated by the Ministry Area Council;

3.1.4 The administration of any Sub-Committees will be managed in accordance to point 1.1.1 (d)
Each sub-committee should appoint a treasurer/person responsibility for monies, a secretary, a lay-chair and a named point of contact for safeguarding concerns.
a. Sub-wardens should be elected to the sub-committee but this is only recommended.

3.1.5 Membership of any Church Sub-Committees can be co-opted into office during the year or elected at an Annual Congregational Meeting. There shall be no fixed term of office.

3.1.6 it is suggested that each sub-committee meets once per quarter, however meetings can be called more or less frequently if a need arises.
Each sub-committee should arrange an annual congregational meeting.

3.1.7 The Ministry Area Council may appoint one or more members of the Council to sit on any given sub-committee.

3.2 Reporting to the Ministry Area Council

3.2.1 The Ministry Area Council may request notes of any sub-committee meetings and/or verbal or written reports be presented at any Ministry Area Council meetings.

3.2. The request for notes or updates should be made by the Ministry Area Council Co-Chairs or Secretary to the sub-committee Chair or Secretary wherever possible.

4. Ministry Area Forum

4.1. Membership

4.1.1. The membership of the Ministry Area Forum shall be comprised of the combined membership of the Church Sub-Committees plus the membership of the Ministry Area Council;

4.2. Frequency of Ministry area forum meetings

4.2.1. The Ministry Area Forum shall meet at least once annually but may meet as frequently or infrequently as the Ministry Area Council see fit.