



MINISTRY AREA TOOLKIT
GOVERNANCE

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1. Overview

A Ministry Area is a collaborative way of working which aims to promote growth.

What is changing?

Current boundaries will be dissolved and every Ministry Area will be a single parish. The responsibility for the Ministry Area will be held by the trustees, some of which are ex-officio, some elected and some co-opted. The Ministry Area will be a single legal entity. Each Ministry Area will be a registered charity and the members of the Parochial Church Council (also known as The Ministry Area Council) will be the charity trustees. This will help deliver the diocesan vision. Essentially our Ministry Areas will not so much be geographical entities but rather agents of mission.

Each Ministry Area will have two or more full-time stipendiary clerics. Other licenced and beneficed clergy and lay ministers will also be equal members of the ministry team.

Why are we changing?

Currently the governance of our Diocese is complicated and unwieldy with a hotchpotch of layers – Diocese, Archdeaconry, Deanery, Benefice, Parish, Ministry Area – all in different combinations in different parts of the Diocese and with different representation. There is a lack of clarity of the responsibilities of each layer and a lack of communication links between them. Through collaboration with other Dioceses we have learnt that Ministry Areas with more simplified structures are better positioned for growth and mission.

In the same way that Jesus worked in a team, Ministry Areas are a return to a more collaborative way of working to enable God's people to work together effectively and creatively for church growth. By creating Ministry Areas we establish a stronger Christian presence in our communities that will enable us collectively to do more, today and into the future.

2. The Governance Structure

Ministry Area Council (MAC)

The Ministry Area Council is the trustee body of the Ministry Area. Each member of the MAC is a Trustee of the Charity. The Ministry Area will be a charity, registered with the Charities Commission and its MAC members will be the trustees with overall responsibility and accountability for the Charity. The Trustees have a collective responsibility to ensure that the Ministry Area is carrying out the purpose for which it is set up, and no other purpose. This collective responsibility cannot be delegated or borne by one or two members of the Trustee Board.

The constitution of each Ministry Area will be the Constitution of the Church in Wales and the trustees are therefore bound by the obligations within the Constitution. They must familiarise themselves with it and, in particular, the regulations relating to parochial church councils in Chapter IV C (Parochial Administration & Regulations relating to Parochial Administration).

Trustees of the MAC have six main duties:

- To ensure that the Ministry Area is carrying out its purpose for the public benefit.
- To comply with the Church in Wales Constitution and the law.
- To act in the Ministry Areas' best interest.
- To manage the resources of the Ministry Area responsibly.
- To act with reasonable skill and care.
- To ensure that the Ministry Area is accountable.

All members of the MAC should familiarise themselves with Charity Commissions guidance, in particular guidance CC3, The Essential Trustee. (see pg 9 for link)

It is important to remember that these are not new duties. All current members of a PCC, whether of a parish that is a registered charity or not, are already charity trustees and already have these obligations and duties. Whilst some parishes are not registered charities, they are what is known as "excepted" charities. These are still charities, and PCC members are still charity trustees. Registration is currently only mandatory for church charities whose income meets or exceeds a specified threshold, and this is the only reason for a variation of a registered or excepted charity.

MAC Organisation

Whilst the MAC (trustee board) is the responsible body of the Ministry Area, it may form sub-committees of its choice with agreed delegated powers as it determines necessary. Terms of Reference for sub-committees should be written and approved by the MAC, to ensure clarity and good governance. All sub-committees will be responsible to and report to, the MAC. Ministry Areas will naturally have differing needs, dependant on factors such as location, communities, members skillset, opportunities, and strengths within the Ministry Area. Two essential sub-committees are Finance & Properties. Further information about these is listed later in this document.

The MAC is required to meet at least 4 times a year.

The Chair of the MAC will be appointed from within its membership.

Clergy will be licenced to the Ministry Area, often with particular responsibility for a specific area of the MA. Service schedules will be agreed by the Ministry Area Team (MAT) and agreed at the MAC.

MAC Membership

The Trustees will comprise of:

- Ex-officio members as set out in the Church in Wales Constitution
- Elected members
- Co-opted members

Ex-Officio members:

- i Clergy (including curates)
- ii full-time stipendiary (or salaried) lay workers
- iii MA Churchwardens

Elected Members:

- Elected via the Annual Vestry Meeting, the number of elected members must not exceed twenty-five lay persons
- The number of elected members is to be fixed at the Annual Vestry meeting every year.
- Representation must be *invited* from all churches within the Ministry Area although it is recognized that not all churches will provide representation.

Co-opted members:

- The MA Secretary and MA Treasurer (if not already either ex-officio or elected lay members).
- Up to 7 lay persons or clerics, as determined by the MAC (including the above).
- Licenced readers as determined by the MAC.

Eligibility

- Retired clerics are not eligible to be elected or co-opted.
- The number of clerical members must not be more than the number of the lay members.
- Every lay member of the MAC must be on the Electoral Roll of the Ministry Area and over 18 years of age. This age restriction is required by Charity Law, however, other persons may be invited to attend and to speak at meetings.
- All members must be eligible to act as Trustees and sign the Charities Commission declaration.

Ministry Area Representation

Representation from each MAC will be invited to be members of the following bodies:

- The Governing Body of the Church in Wales
- The Diocesan Conference
- The Diocesan Standing Committee
- The Diocesan Board of Finance (Full Board)

Their responsibility at these meetings will be to offer their Ministry Areas' opinion and experience on matters of discussion; to direct the vision, mission and strategy of the Diocese; and to feedback the respective bodies work to the MAC.

Ministry Area Executive (MAE)

The Ministry Area Executive is the administrative Working Group of the MAC. It will have delegated powers and spending limits, as specified in its Terms of Reference. It reports to the MAC and its duty is to complete tasks as directed by the MAC and to make day to day decisions for the smooth running of the Ministry Area.

The frequency of meetings will depend on the needs of the Ministry Area.

The Chair of the Executive will be appointed from within its membership.

MAE Membership

Membership will comprise of Ex-officio and co-opted members.

Ex-officio members:

- Ministry Area Leader (MAL)
- Ministry Area Churchwardens
- Ministry Area Administrator
- Ministry Area Treasurer
- Full-time stipendiary (or salaried) lay workers
- MA Safeguarding Co-ordinator
- Chair of MAT (if different to MAL)

Co-opted members:

Additional members may be appointed by the MAC, either from the MAC members themselves or the wider Ministry Area. Appointment will be made according to their gifts, skills and availability.

Ministry Team (MAT)

The Ministry Team is a sub-committee of the MAC with the delegated powers of developing and delivering the ministry strategy for the MA. It is responsible for overseeing and delivering all aspects of ministry, in the furtherance of spiritual, numerical and missional growth across the Ministry Area. This may include church services, messy church, pastoral visits etc. It will usually be chaired by the Ministry Area Leader (MAL). If the MAL is not a MAT member, then a chair will be agreed from within the MAT members.

MAT Membership

The MAT is a fully collaborative team, drawing on the skills and abilities of both lay and ordained. Membership is ex-officio only and cannot be directed by the MAC. It will include all those with a ministerial role. These may be:

- All licenced clergy (stipendiary and non-stipendiary)
- Children, Youth & Family Workers
- Licenced Lay Readers
- Licenced Lay Pastoral Visitors
- Licenced Lay Worship Leaders
- Members of Chaplaincy Teams (e.g. Anna Chaplains)

It is a duty of the MAT and the MAC to consult together and co-operate in all matters of concern and importance to the MA.

It should be noted, that licenced members of the MAT are licenced by and responsible to, The Bishop for their respective ministries.

Finance Sub-Committee

The Finance Sub-Committee will have delegated powers from the MAC, with oversight for all financial matters of the ministry area. With the Ministry Area Treasurer, its primary role will be to:

- to provide financial recommendation to the MAC
- agree and monitor the allocation of ministry share throughout the Ministry Area
- provide annual accounts for: consideration by the Easter Vestry, submission to the Charities Commission, the Diocese and the Representative Body.

Finance Sub-Committee Membership

Ex-officio members:

- MA Treasurer
- All Church Treasurers

Co-opted:

- Churches without individual treasurers will be invited to provide representation
- Any member of the MAC with financial skills, may be appointed by the MAC

Property Sub-Committee

With delegated powers from the MAC, the Property Sub-committee will be responsible for overseeing the care of all buildings within the Ministry Area. It will be responsible for reviewing Quinquennial reports and recommending maintenance plans to the MAC for authorisation. In conjunction with localised church committees, it will ensure that all legislative duties are completed, including health and safety works and faculty applications. It will advise the MAC on strategic building provision within the Ministry Area.

Property Sub-Committee Members

Each Church Committee within the Ministry Area will be invited to provide representation.

The MAC may also appoint members with appropriate knowledge & skills.

Church Committee

The Church Committee is a sub-committee of the MAC with delegated powers and budget as agreed by the MAC. This will form part of the Ministry Area Agreement. Its role is to manage the day to day running of one or more churches within the Ministry Area on behalf of the MAC.

Church Committee membership

Members will be drawn from the congregation.

Specific roles of Church Treasurer and sub-warden may be assigned.

Church Representation

Church Committees will be invited to provide a member of the MAC, who will be a Trustee of the Ministry Area.

Church Treasurers will become ex-officio members of the Ministry Area Finance Committee.

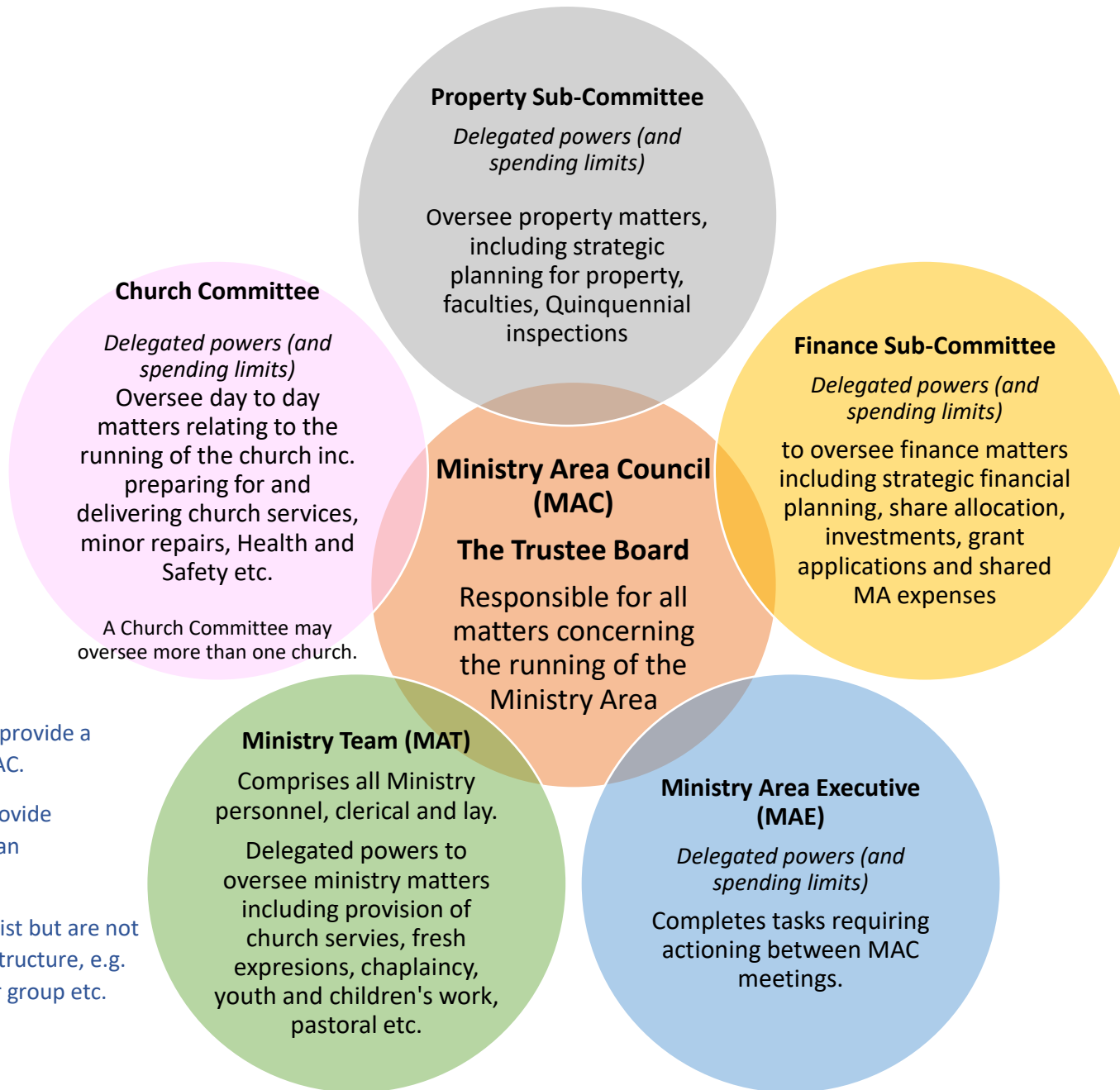
Church Committees will be invited to provide members to the Ministry Area Property Committee.

Church Committee representatives to Ministry Area Committees will be required to offer their Churches' opinion and experience on matters of discussion and to feedback the respective bodies work to their Church Committee.

Clerical representation is not required at Church Committee meetings. Any service timings or ministry requirements will be arranged through the MAT and agreed at the MAC. Interim requirements will be forwarded to the MAE for consideration.

Additional Sub-Committees of the MAC

The MAC may form further sub-committees according to its own needs. Each Sub Committee will be responsible to and report to the MAC. The MAC may delegate specific duties, responsibilities, and budget to each Sub-Committee. These will form part of the sub-committees Terms of Reference, which will be authorised by the MAC.



Each Church is invited to provide a representative on the MAC.

Each MAC is invited to provide representation to Diocesan Committees.

Other sub-groups may exist but are not part of the Governance Structure, e.g. fundraising group, prayer group etc.

3. Additional Resources

Further Internal Resources

- The Constitution of the Church In Wales (the Ministry Area Constitution)
<https://www.churchinwales.org.uk/en/clergy-and-members/constitution/>
- Roles and Responsibilities of
 - Ministry Area Leader (MAL)
 - Ministry Area Council (MAC) members
 - MA Treasurer
 - MA Secretaries
 - MA Administrator
 - MA Safeguarding Co-ordinator
- Templates:
 - Ministry Area Working Agreement
 - Ministry Area Plan
 - Sub-Committee Terms of Reference

Recommended External Resources

- Charity Commission Guidance, CC3 The Essential Trustee
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Charities Commission, Trustee Declaration for MAC members:
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

4 Contacts

If you have questions about the Ministry Area toolkit, please contact the Diocesan Secretary:

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5 Modifications Log

Date	Version	Modifications
22 Sep 22	1.0	