**MINISTRY AREA WORKING AGREEMENT**

**[insert name] MINISTRY AREA**

Introduction

The aim of this document is to focus on our Ministry Area (MA) and to be specific about how it will work in practice. It is the Working Agreement between the **[insert number]** churches within the Ministry Area:

**[insert list of church names]**

Finance

As Trustees, the MAC understands that it is responsible for the good stewardship of funds within the whole Ministry Area. The Trustees must necessarily have governance responsibility of its funds and how they are managed.

We acknowledge that Ministry Share should be the first call on finance, but we also recognise that there are many other financial concerns for the Ministry Area.

**Finance Sub-Committee:** We will empower a Finance Sub-Committee to discuss financial matters, make recommendation to the MAC and act as directed by the MAC. The Terms of Reference for our Finance Sub-Committee is attached as ***Appendix I.***

**Initial**:

* **Asset List:** With the co-operation of the former PCC/BCC, the Finance Sub‑committee is required to compile a comprehensive list of all financial assets within the Ministry Area, to include trusts, restricted, designated, reserved and unreserved funds. The beneficiary of any trusts or restricted funds should be included in the listing, as well as the reasoning for any designated funds.
* **Employees:** In conjunction with the former PCC/BCC’s, the MAC will compile a list of employees throughout its churches, this should include anyone who receives a payment, consider Church Administrators, organists, cleaners etc. All contracts will continue to be honoured by the MAC and new contracts will be issued in the name of the MAC.
* **Financial Accounts:** The MA will work with Diocesan staff in the installation of dedicated software (My Fund Accounting) for the compilation of annual accounts. Churches will ensure that financial data is either directly inputted into this software or provided to the MA for inputting.
* **MA Bank Account:** An MA bank account will be created to manage all joint income and expenditure.

**Gift Aid Claims**: Gift Aid claims will be made jointly in the name of the MA. All churches will provide the appropriate income data to the MA treasurer to enable a claim to be made. Receipts from Gift Aid claims will be treated in the following manner:

 **[insert required text].**

**Bank Accounts:** All bank accounts will be re-named to reflect the Ministry Area name. Former PCC/BCC members and Treasurers will assist in this process until the task is completed. Individual church bank accounts will:

 **[insert required text].**

All bank accounts will:

1. Be registered in the MA name.
2. Use the MA charity registration number.
3. Have at least one MA Trustee/MAC member as a signatory of the account. We understand the importance of this as the MAC is the trustee body.

**Expenditure:**

* **Budgets:** Each church is required to submit its annual budget projection to the MAC by **[insert date]** each year for review and approval.
* **Additional Expenditure:** Any unforeseen expenditure above £5,000 and not listed in the budget forecast will be authorised by the MAC prior to committing funds/liabilities being incurred.
* **Contracts and Services:** All contracts for works and services must be in the name of the MAC and signed by an authorised signatory of the MAC.
* **Employees**: Any new employment will be authorised by the MAC, contracted in the name of the MAC and signed by an authorised signatory of the MAC. A standardised salary scale and Terms and Conditions of Employment will be adopted throughout the MAC.
* **Expenses of Office:** The MAC will adopt a common policy for all expenses of office (clerical or lay), e.g. travel, utilities. Expense claims will be treated equally and in-line with both the Church in Wales Constitution and HMRC guidance. Expenses will only be paid against valid receipts and itemised journeys.
* **Annual Accounts:** Financial accounts will be maintained on a timely basis via MA Accounting Software (My Fund Accounting), for all churches and reported to the meetings of the MAC.

**Ministry Share:** The apportionment of ministry share will set through consultation and negotiation across the MA via its Finance Sub-Committee. Payments will be monitored on a regular basis and, if necessary, apportionment levels will be adapted to accommodate unforeseen circumstances.

Ministry Share payments will be made in the following way:

 **[insert text]**

Property Management

Whilst it is acknowledged that most churches and church halls are the property of the Representative Body of the Church in Wales, it is the MAC who bears the responsibility for day-to-day running costs, maintenance, and project works.

**Property Sub-Committee.** We will empower a Property Sub-Committee to discuss property matters, make recommendation to the MAC and act as directed by the MAC:

**Initial**:

* **Current initiatives:** the Property Sub‑Committee is required to compile a comprehensive list of all current build projects within the Ministry Area, listing their current state of progress, the financial commitment, and the support they require for the remainder of the project. All current building projects, contracts and funding applications will continue to be honoured. Where necessary, these will be converted to the MA name.
* **Quinquennial review.** The Property Sub-Committee will compile a list of the most recent quinquennial to provide a summary of building conditions and forthcoming expenditure requirements.

The future remit of the Property Sub-Committee will include the following elements:

* monitor legislative compliance across buildings e.g. insurance, electrical certification etc.
* review quinquennial reports and co-ordinate project work.
* work with church committees and their sub-wardens to provide advice and support with funding applications, faculties, and contract awards.
* Ensure that good practice, support, and guidance is available to those maintaining our buildings.
* Review leasing arrangements for church halls, lands, or other properties to ensure contracts are up to date and represent best value for the MA, mindful of the asset that they represent to our communities.

Membership of the Property Sub-Committee will include representation from across the MA. It’s terms of reference will be co-created between the MAC and the sub-committee (with guidance from the Diocesan office) and will be reviewed and approved by the MAC.

Ministry

Our Ministry Team (MAT), comprising all those who have a Bishop’s licence for ministry, e.g.:

Licenced clergy (non-stipendiary & stipendiary)

Children, Youth and Families Workers

Licenced Lay Readers

Licenced Pastoral Visitors

Licenced Lay Worship Leaders

Members of Chaplaincy Teams

Will meet monthly to pray together, and work together to support the ministry for the MA today and develop strategies for the development of ministry for the future.

Governance

**Dignity Charter**

We understand the importance of good working relationships. The Church in Wales Safeguarding Team have highlighted the imbalances of power that can occur specifically in Church settings. It acknowledges that any person, in any setting, can be vulnerable at different times in their lives, which is different to being classed as an “adult at risk” (something which is clearly defined within safeguarding legislation. Following the Safeguarding Teams recommendation, we endorse and adopt the Church in Wales Dignity Charter and undertake to disseminate it throughout our Ministry Area.

We will endorse the Charter to all Church Committees and Sub-Committees and display it on all noticeboards. The summary of the Dignity Charter is attached as ***Appendix II*** for reference and the A4 poster and full policy can be found on the Church in Wales website: <https://www.churchinwales.org.uk/en/publications/administration-and-business/dignity-charter/>

**Charities Commission Registration**

**Initial:**

Our current Ministry Area comprises of **[insert number]** of registered charities. We will work with former PCC Trustees to combine registrations into one registration named **[insert MA name]** Ministry Area.

**Communication**

**Internal communication.** We recognise that communication between all bodies of the Church in Wales will support our ministry, mission and growth. MAC representatives from churches will be encouraged to provide feedback between their church committee and their MAC committee. Likewise, MAC representatives to Diocesan and Provincial bodies will be encouraged to be a conduit for communication between the respective bodies.

To support this multi-communication process, we will provide copies of our MAC minutes to the Diocesan Standing Committee for their information. Likewise, we will receive copies of the Diocesan Standing Committee minutes for our information.

A signed copy of this working agreement will also be provided to the Diocesan Standing Committee.

**External communication.** We will review our external communications to explore its effectiveness and work together to:

* produce one single MA bulletin/newsletter that will have common information.
* create and maintain a Ministry Area website and social media pages that attract engagement.
* Connect to provincial and diocesan platforms to ensure our churches are easy to find and connect with.

Confirmation

The agreement has been developed through discussion and approved by the Trustees of the Ministry Area Council (MAC) at its meeting of **[insert date of meeting].** The Trustees are content that this agreement is made with the best interests of the Ministry Area.

Signature of MA Chair:

Date:

This document has been shared with representatives from all our churches and the following persons undertake to share it with their respective church committees (where present):

|  |  |  |
| --- | --- | --- |
| **Church name(s)** | **Church Representative** | **Signature** |
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Please adjust the size of the table to fit the number of representatives.

Review

This document should be reviewed in 2 years’ time, namely by:

………..[insert date]

Our MA Secretary will ensure that it is scheduled for review at the appropriate time.

Modifications Log

|  |  |  |
| --- | --- | --- |
| **Date** | **Version** | **Modifications** |
| 19 Jun 23 | 1.0 |  |
|  |  |  |
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Appendix I Finance Sub-Committee Terms of Reference

**The Ministry Area of [insert name]**

**Terms of Reference for Finance Sub-Committee**

**Membership of the Finance Sub-Committee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Representing** | **Title** | **First Name** | **Last Name** |
| MA Treasurer | MA |  |  |  |
| Church Treasurer | St Mary’s |  |  |  |
| Church Treasurer | St Teilo’s |  |  |  |
| Co-opted | MA |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

The roles and representations have been provided as examples only, please adjust as appropriate.

1. **Constitution**
2. The committee to act on behalf of the Ministry Area Council (MAC).
3. Membership of the committee to be agreed/appointed by the MAC.
4. The Committee to comprise the Ministry Area Treasurer, all Church Treasurers and any additional members of the MAC, appointed for their financial skills/knowledge.
5. The Committee to meet [*inset agreed frequency*], but more frequently if required. Other than at meetings, communications and decisions may also be made remotely, provided that all members have the opportunity to participate and that they are properly recorded.
6. **Terms of Reference**

The Committee shall be responsible for:-

1. Providing financial recommendation and good financial stewardship advice to the MAC.
2. Agreeing and monitoring the allocation of ministry share throughout the Ministry Area.
3. Providing annual accounts for: consideration by the Ministry Area Easter Vestry, submission to the Charities Commission and the Representative Body.
4. Ensuring that good practice is adhered to in the management of finances throughout the Ministry Area (e.g. by maintaining a currency in financial legislation).
5. In conjunction with the MAC, develop and initiate strategies for fundraising, (e.g. Gift Direct recruitment, digital giving facilities), for the sustainability of the Ministry Area.
6. Management of Financial Projects in conjunction with and as required by the MAC (e.g. set up of My Fund Accounting Software).
7. Liaising and working with Diocesan Staff and Officers on matters of Ministry Area Finance and financial projects.
8. Reporting to the MAC/Trustee Body, at each of its meetings.

*N.B. This list may vary depending on the needs of the MA and requirements of the MAC.*

**C**. **Review Date**

These Terms of Reference to be reviewed every [*insert period*] years from the last review date.

**Appendix II**

**DIGNITY CHARTER**

 “ Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you.” **Ephesians 4. 32**

Everyone has a right to be treated with dignity and respect and this means that everyone also has a duty and responsibility to treat others with the same dignity and respect. Treating people in a manner which is discourteous and undignified in any way or which causes harm undermines individual dignity as well as the life and ministry of the whole church. Poor relationships will make people feel undervalued and unhappy. They can cause distress, affect physical and mental wellbeing, and have adverse effects on social relationships.

The right to be treated with dignity and respect extends to all aspects of our church life including those which are outside of the typical workplace, for example, working with the community, church services, business meetings and work-related social events or through the use of social media.

This Dignity Charter applies to both groups and individuals by providing a framework of expectation for managing how we behave towards one another. It sets out standards which everyone should meet. It is intended to create a supportive environment where mistakes are recognised, acknowledged and which can result in positive learning and progressive change in behaviour. The Charter sets out how respect and the valuing of individuals are core principles which positively increase diversity and the subsequent flourishing of our common life.

<https://www.churchinwales.org.uk/en/publications/administration-and-business/dignity-charter/>