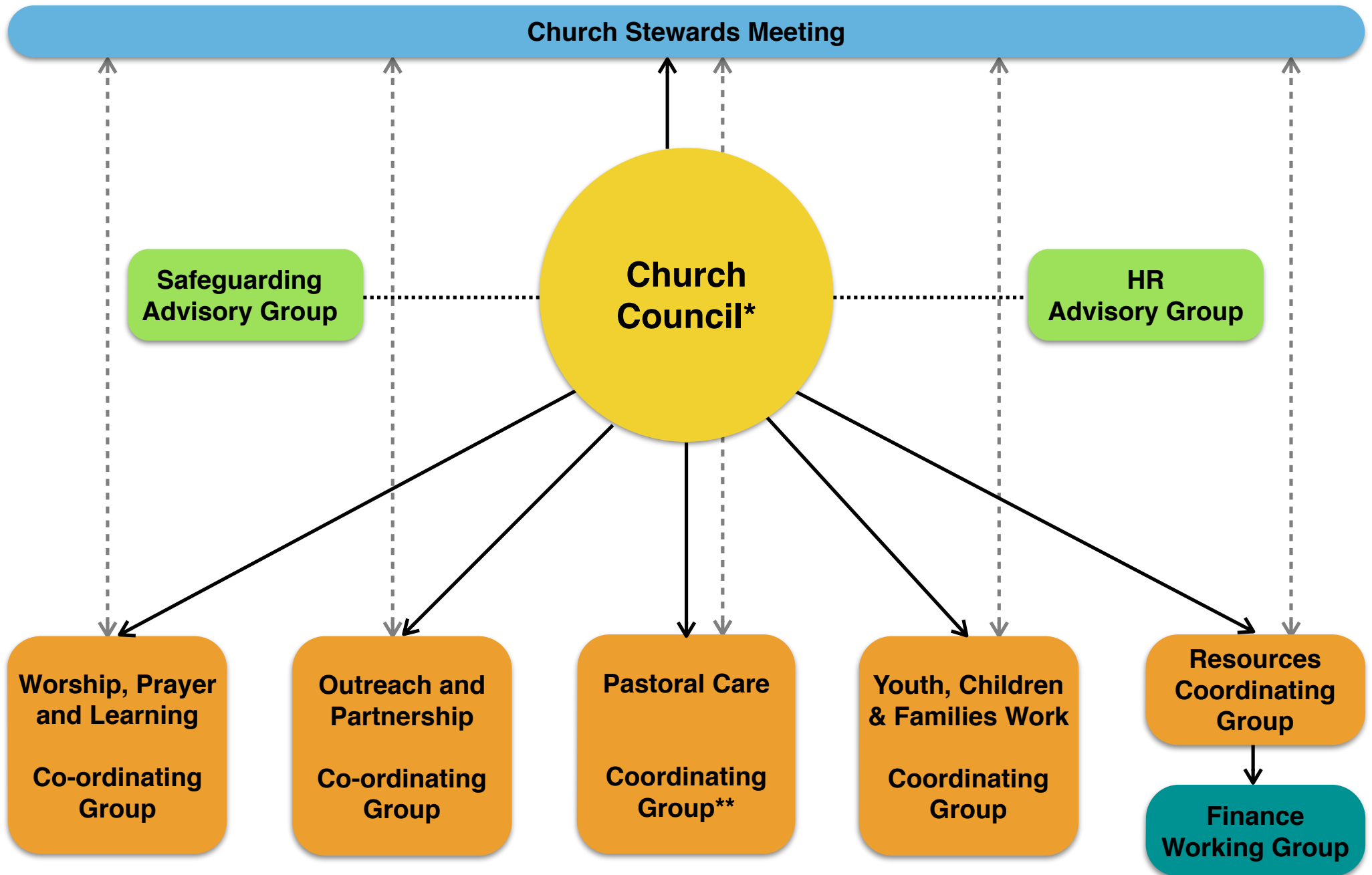


Hexham Trinity Methodist Church - Organisational Structure from 1st September 2015



* as defined by Section 61 of Standing Orders

** formally the Pastoral Committee as constituted under Standing Order 644

Co-ordinating & Advisory Groups Responsibilities

Co-ordinating Group	Worship, Prayer and Learning	Outreach and Partnership	Pastoral Care	Youth, Children and Families Work	Resources
Purpose	To co-ordinate the Worship, Prayer and Learning life of the Church to support the Church in achieving its vision.	To co-ordinate the Outreach and Partnership activities of the Church to support the Church in achieving its vision.	To co-ordinate the Pastoral Care Systems of the Church to ensure all those who are part of the Church are cared for and to support the Church in achieving its vision.	To co-ordinate the youth, children's and families work of the Church in partnership with the Children's and Youth Work staff to support the Church in achieving its vision.	To co-ordinate the stewardship, maintenance and proper use of the Church Resources (human, financial, physical), to ensure the Church is acting in a legal and appropriate way to support the Church in achieving its vision.
Membership Each group to have a maximum membership of 12. Except the Pastoral Care Co-ordinating Group which is as defined by SO 644.	Co-ordinating Group Chair Worship, Prayer & Learning Steward Minister Worship Co-ordinator Prayer Co-ordinator Learning Co-ordinator Others interested in the work of the co-ordinating group or who have appointments that relate to the group.	Co-ordinating Group Chair Outreach & Partnership Steward Minister Churches Together Rep Others interested in the work of the co-ordinating group or who have appointments that relate to the group.	Minister (Chair) Pastoral Care Steward Pastoral Co-ordinators Pastoral Visitors Pastoral Link People	Minister (Chair) Youth, Children and Families Steward Children's Worker Youth Worker Up to 2 Young People Up to 3 Volunteers Involved with Children's Work Up to 3 Volunteers Involved with Youth Work Up to 3 Volunteers Involved with Families Work	Co-ordinating Group Chair Resources Steward Minister Church Treasurer Property Steward IT Co-ordinator Health & Safety Officer

Co-ordinating Group	Worship, Prayer and Learning	Outreach and Partnership	Pastoral Care	Youth, Children and Families Work	Resources
Key Responsibilities	<ul style="list-style-type: none"> • Ensuring our Worship, Prayer and Learning is connecting, growing, living. • Planning of worship both routine and special services. • Co-ordination of Prayer within the life of the Church • Oversight of learning and discipleship opportunities for adults. • Co-ordination of practical ministries relating to worship, learning, prayer. 	<ul style="list-style-type: none"> • Ensuring our Outreach and Partnership is connecting, growing, living. • Planning of mission and evangelism activities for adults. • Liaising with partner organisations and charities. • Developing relationships with partner organisations and other Churches • Being the link for ideas and information from Churches Together in Hexham. • Recommending the distribution of the Church tithe to the Church Council. 	<ul style="list-style-type: none"> • Ensuring our Pastoral Care is connecting, growing, living. • Co-ordinating Pastoral Care • Reviewing and recommending changes to the Church Membership list and Community Role to the Church Council • Providing Pastoral Care Training 	<ul style="list-style-type: none"> • Ensuring our Youth, Children's and Families Work is connecting, growing, living. • Co-ordinating the 5 youth work priorities. • Receiving reports from the Youth and Children's Work Staff on their work. • Co-ordinating Sunday Club with the Sunday Club Leaders • Co-ordinating Youth Group and the associated small groups. • Having Oversight of 'confirmation' course. • Co-ordinating our Schools Work. 	<ul style="list-style-type: none"> • Working with the Church Treasurer to monitor the Church Finances. • Recommend a budget for the following year to the summer Church Council • Bring recommendations in relation to financial planning or policies to the Church Council • Maintain the Church Building • Develop an ongoing maintenance plan for the Church Building • Co-ordinate the lettings of the Church • Maintain and develop the Church's IT systems. • Ensure the Church has robust Health and Safety measures in place. • Complete the annual statistics for mission return in liaison with the Minister & Senior Steward • Oversee the Church's relationship with HMRC. • Recommend the annual staff pay increase to the Church Council.

Co-ordinating Group	Worship, Prayer and Learning	Outreach and Partnership	Pastoral Care	Youth, Children and Families Work	Resources
<p>Responsible for the following Achieving the Vision Projects</p>	<ul style="list-style-type: none"> • Focus on Prayer - developing opportunities to learn about prayer in worship, small groups, Sunday Club. • Expanding our prayer ministry team. • Forming new prayer groups and styles. • Growing and deepening Sunday Worship. • Eating together more often! • Support and resource House Groups. 	<ul style="list-style-type: none"> • Introduction to Christianity course. • Parenting Course and Network. • Safe space(s) to ask questions about faith. • Men's and Women's groups/events for people to explore faith. • A new group for food, prayer, social, fun, speakers, faith, outings and other interests of members. • Silver Surfer Computer classes. 	<ul style="list-style-type: none"> • Improved pastoral care systems. 	<ul style="list-style-type: none"> • A regular activity that children can come to with parent(s)/ guardian(s). • Our work with Parents & Babies to help them explore faith. • A group for those in years 5&6 • A youth group for those in years 7&8 • A mentoring scheme to help our young people grow in their faith. • Opportunities to help young people grow and flourish as leaders. • Offer more small groups for young people. • Exciting new ideas for youth group and sharing some time with the new year 7&8 youth group. • Reshaping baptism and confirmation preparation. • Parenting Course and Network. 	<ul style="list-style-type: none"> • Grant Funding Applications for the Children's and Youth Worker Posts. <hr/> <p>Achieving the Vision projects for the Church Stewards Meeting to oversee:</p> <ul style="list-style-type: none"> • Have a Church Welcome Pack. • Review the Church Weekend Away and the timing of it.

Finance Working Group: The finance working group can be convened by the Resources Group as needed to do detailed work on the Church budget, finance for particular projects and to co-ordinate the application for grant funding. The membership will be determined by the Resources Co-ordinating Group but should include the Chair of the Resources Co-ordinating Group, the Resources Steward and the Church Treasurer.

General Notes:

- Co-ordinating Groups work on behalf of the Church Council and are formed to help the Church achieve the vision it has agreed.
- There is a mutual link and conversation between the Church Stewards Meeting and the groups to ensure that the work of the different groups is co-ordinated.
- It is hoped that the Chair's of the Co-ordinating Groups will work closely with the relevant link steward so there is good communication and planning.
- From time to time the Church Stewards Meeting will meet with the Chairs of the Co-ordinating Groups, the Church Treasurer and the Church Staff as appropriate for overall planning and co-ordination.
- The two advisory groups will meet as and when needed.
- After the Church Council has agreed the structure there will be an open invitation to the Church to find new people to serve on the groups. The proposed membership will be brought to the Church Council in the autumn for appointment.
- There will be a number of templates developed for agenda and minutes for the different groups so that notes from meetings can be shared in a common format.

Advisory Groups:

HR Advisory Group:

Membership: Minister & 2 others appointed by the Church Council.

Purpose: To assist and advise the Minister and the Church Council in all matters relating to the employment of staff and helping to ensure the Church acts in a legal and appropriate way.

Safeguarding Advisory Group:

Membership: Minister, Church Safeguarding Officer(s), Circuit Safeguarding Officer.

Purpose: To advise the Minister, Church Council and Co-ordinating Groups on all matters relating to safeguarding.

Advising how Church projects, groups, activities can be safe and follow the safeguarding policy of the Church and The Methodist Church.

To ensure that the Church Safeguarding Records are kept correctly and are up to date.

To review annually the Church Safeguarding Policy and recommend it to the Church Council for approval.