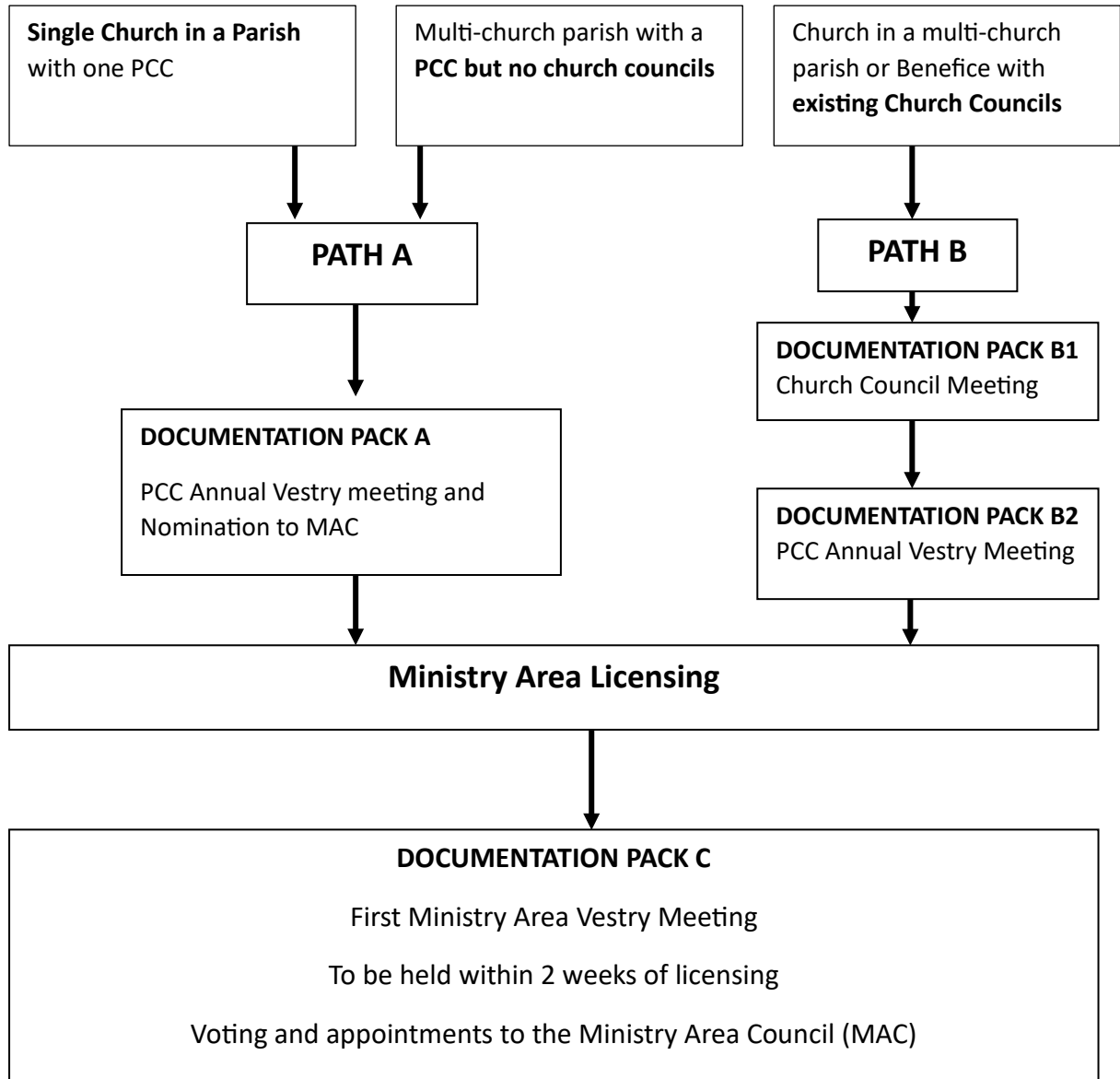


2023 Church Council and Annual Vestry Meetings



2023 Church Council and Annual Vestry Documentation Packs:

PATH A

For single church parishes, with one PCC and Single PCC Parishes with a number of churches but no formal or informal Church Council in other churches.

PCC AVM to be called in the usual way.

Business to be conducted at the

PCC AVM:

- Receive and approve the accounts in the usual way.
- Agree any outstanding items that should be addressed by the former PCC members. Notify the MAL (or nominated person) of these items.
- Nominate and vote sub wardens to each church (or group of churches).
- Nominate and vote any officers to church committees, e.g. church treasurers, youth ministry etc.
- Review/discuss role descriptions for Church representative for the Ministry Area Council (MAC member/trustee).
- Nominate and vote Church representatives for the MAC (maximum of 1 representative per church).
- Forward the elected Church representatives to the MAL (or nominated person) to be formally appointed at the MAC AVM.
- Distribute role description and nomination forms for Ministry Area Warden. Completed nomination forms to be sent to the MAL (or nominated MA person).

DOCUMENTATION PACK A

- Notification form for church officers, Sub-wardens, church treasurers etc. (completed form to be sent to the Diocesan Office). (NF3)
- Role description for a MAC member/trustee
- Notification form of Church Representative to the MAC (completed form to be sent to the MAL or nominated collator). (NF1)
- Role description for MA Warden
- Nomination Form for MA Warden (completed form to be sent to MAL or nominated collator). (NF2)

DISTRIBUTION

To clerics

w/c 20th March 2023

PATH B

For multi-church benefices with a benefice PCC and individual church councils.

Church Council to meet in their usual way.

Business to be conducted at the **Church Council**:

- Any items that would normally be conducted, including receipt and approval of accounts (*if customary*).
- Review/discuss the role descriptions for Church representative for the Ministry Area Council (MAC member/trustee).
- Nominate and vote Church representatives for the MAC (maximum of 1 representative per church).
- Forward the elected Church representatives to the MAL (or nominated person) to be formally appointed at the MAC AVM.

PCC AVM to be called in the usual way.

Business to be conducted at the **PCC AVM**:

- Receive and approve the accounts in the usual way.
- Agree any outstanding items that should be addressed by the former PCC members. Notify the MAL (or nominated person) of these items.
- Nominate and vote sub wardens to each church (or group of churches).
- Nominate and vote any officers to the church committee, e.g. church treasurer, H&S rep etc.
- Distribute role description and nomination forms for Ministry Area Warden. Completed nomination forms to be sent to the MAL (or nominated MA person).

DOCUMENTATION PACK B1

- Role description for a MAC member/trustee
- Notification form of Church Representative to the MAC (completed form to be sent to the MAL or nominated collator). (NF1)

DISTRIBUTION

To clerics

Week commencing 13th March 2023

DOCUMENTATION PACK B2

- Notification forms for church officers, Sub-wardens, church treasurers etc. (completed form to be sent to the Diocesan Office). (NF3)
- Role description for MA Warden.
- Nomination Form for MA Warden (completed form to be sent to MAL or nominated collator). (NF2)

DISTRIBUTION

To clerics

w/c 20th March 2023

The **MA Other VM** should be called *within 2 weeks* of the MA Licencing.

Business to be conducted at the MA Other VM:

- Receive and appoint the Church Council Representatives to the MAC.
- Receive and vote on the nominations for the post of MA Warden. (The 2 with the most votes to be appointed).
- Review/discuss role descriptions for MA Officers, e.g. MA Treasurer, MA Chair etc. and the MA Administrator.
- Nominate and vote any other officers to the MAC, e.g. MA Treasurer, MA Chair etc.
- Review/discuss the role description for Diocesan Conference representatives.
- Nominate and vote lay members to the Diocesan Conference.
- Review/discuss the role description for Diocesan Standing Committee Representatives
- Nominate and vote members to the Diocesan Standing Committee

DOCUMENTATION PACK C

- Job description for MA Administrator.
- Role descriptions for MA Officers.
- Notification forms for MA Officers, MA Wardens, MA Treasurer etc. (NF4)
- Role description for Diocesan Conference members.
- Notification forms of Elected members to the Diocesan Conference 2023-2024 (NF5)
- Role description for the Diocesan Standing Committee
- Notification forms of Elected members to the Diocesan Standing Committee (NF6)

(All completed forms to be sent to the Diocesan Office).

Declaration forms:

- MA Churchwarden
- MAC Trustee

(All completed forms to be retained by the MAC).

DISTRIBUTION

To MAL (or nominated collator)
w/c 8th May 2023