

Sub-Committees of the Parish Council

Frames of reference

Youth Sub-Committee

1. To explore the needs of the de-and-unchurched in the parish, and to explore what missional and fresh expressions response is indicated.
2. To develop strategic partnerships with different stakeholder organisations regarding Youth in the area of the parish of St Lukes.
3. To consult participants of St Luke's Church, parishioners and others concerning the possibility of a missional response to the needs of youth in the parish.
4. To explore the needs of the 12+ in St Lukes Church, and to explore the needs of this group to assist a mature understanding of the faith and to assist transition into adulthood and avoid becoming de-churched.
5. To build a working group of advisors and church members to explore these frames of reference
6. To complete appropriate listening and piloting activity to assist with listening to formulate a plan.
7. To compile plans and reports when ready, to feed back to St Lukes PCC.

Hall Sub-Committee

1. To listen to the views and ideas of participants of St Lukes Church, parishioners, and those working in various organisations related to St Lukes Parish to review the current use of the Hall.
2. To consult those who use the hall regarding processes and ideas concerning development.
3. To explore how the hall can be used to further the Kingdom and support those who live and work in the Parish.
4. To explore possible new avenues of work for the community, and new ways of generating income utilising the Hall.
5. To review current working practice around the maintenance of the hall, the care-taking of the hall, and communications concerning the hall.
6. To review the current Church Hall Booking Policy, current contract and booking processes, particularly in the payment for rentals in a post-cheque culture.
7. To compile a report with recommendations to feedback thoughts and conclusions to St Lukes PCC.

PCC nominated Mtr Sandra to be the Chair of the Youth Committee, and Br Sunny to be the Chair of the Hall Committee. PCC also nominated members to be involved in Sub-Committees to help meet the expected reviews who should be fully included.

Finance Sub-Committee

1. To support the Church Treasurer in the formulation of a budget for a the financial year, and to assist the treasurer in the monitoring of the budget over the given year.
2. To assist the PCC with developing agreed templates for financial reporting to the PCC
3. To help assist with strategic financial planning for the good management of the Church in its worship, mission and community life, ministry in the parish and the good financial stewardship of the Church hall.
4. Sub-Committee should be chaired by the Church Treasurer with support from the Priest in Charge and Church Wardens and Lay Chair.
5. To regularly review financial policies and procedures of the Church.
5. Suggested membership to include Church Treasurer, Priest in Charge, Senior Curate, Lay Chair, Church Wardens, Parish Finance Office (or inclusion of Stewardship Secretary and Gift Aid Officer) and at least one other member of the PCC.

Pastoral Sub-Committee

1. To plan for the pastoral needs of the various congregations and parish of the Church

2. To review deployment of Clergy, SPAs and others used in safe home visiting and home communion.
3. To plan for the support and provision of services to local residential care centres in the parish.
4. To coordinate hospital visiting as and when required.
5. To coordinate and plan for the support of those requiring spiritual and social care in the parish connected to parish activities.
6. Suggested membership to include clergy, SPAs and other volunteers involved in pastoral support and pastoral visiting.

Streams of working

So all subcommittees need to mix up two streams of working - one consultative meetings and one formal sub-committee meetings.

A Consultative Meeting is:

1. An informal meeting with invited individuals to attend, organised by the Chair to listen to views, thoughts and suggestions about the identified area.
2. Such meetings can be with anyone the Chair decides.
3. Such meetings do not make decisions or recommendations, but are fact-finding or view-finding or idea-finding.
4. The Chair should compile such information as reference material to be used as evidence for formal Sub-Committee meetings.
5. Such meetings are usually 1 to 1 or small focus-groups, and do not require the formal invitation for Clergy or Church Wardens or Standing Committee Members to attend.
6. Such Meetings are organised and facilitated by the Chair.

A Sub-Committee Meeting is:

1. A formal meeting of the named subcommittee, organised in advanced with an agenda and with identified action points and agendas.
2. Such meetings need to ensure the majority of those nominated to the Sub-Committee can attend a specific date and time.
3. Such formal meetings need to invite the Priest in Charge and Church Wardens to attend. And where appropriate, other members of the Standing Committee.
4. Sub-Committee Meetings can proceed if the Priest in Charge or Church Wardens cannot attend, but where every effort has been made for at least one of the Priest in Charge or Church Wardens to be able to attend.
5. Sub-Committee Meetings need to be minuted and reports circulated after meetings.