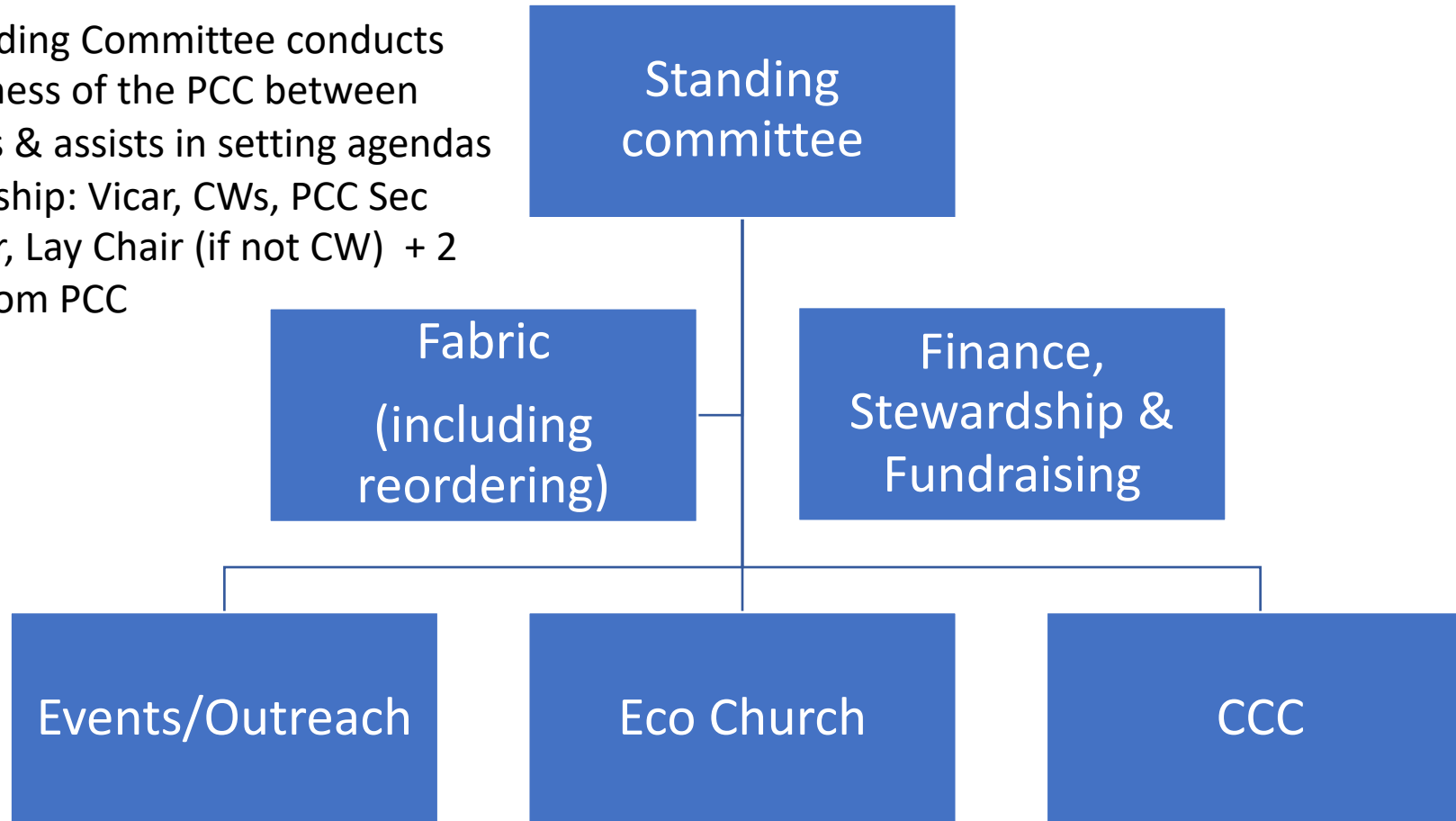


# Parochial Church Council Structure and Committees

The Standing Committee conducts the business of the PCC between meetings & assists in setting agendas  
Membership: Vicar, CWs, PCC Sec Treasurer, Lay Chair (if not CW) + 2 others from PCC



# Fabric Committee:

Role: To provide support and guidance to the PCC on the appropriate maintenance and management of the church premises and grounds.

## **Terms of Reference:**

- To support the Vicar, Churchwardens and PCC in complying with Diocesan property requirements.
- To ensure that the fabric of the buildings and Churchyard are in good repair, structurally sound and safe for public use.
- To monitor the Health and Safety Policy for St Michael's; carry out Health and Safety Audits on an annual basis; ensure that contracted inspections and maintenance work are completed correctly
- To propose to the PCC a programme of work to address and issues identified by the quinquennial review as requiring attention.
- To propose an annual fabric budget to the PCC to meet both planned and unplanned maintenance and repairs.
- To investigate and advise the Churchwardens and PCC on any significant fabric projects or repairs.

**Membership:** The membership will include a Churchwarden, Vicar and a small number of PCC or co-opted members with relevant skills. There will be no minimum attendance to be quorate.

**Chair:** Meetings will be chaired by a Churchwarden.

## **Authority:**

The Fabric Committee is authorised by PCC to commit expenditure up to the sum of £500 for any one invoice within the totals laid out in the budget approved by the PCC for routine and emergency repairs and maintenance. From time to time, PCC may delegate authority to Fabric Committee to spend larger sums on specific projects. Emergency expenditure to be agreed with CWs/Treasurer/Incumbent and reported to next PCC

# Finance Stewardship and Fundraising Committee:

## Role

To provide support and guidance to the PCC in the appropriate conduct of the financial affairs of the parish.

## Terms of Reference:

- To support the Vicar, Church Wardens and PCC Treasurer in complying with Diocesan and Charity Commission financial requirements.
- To support the PCC Treasurer in the preparation, and management and monitoring of parish budgets, and preparation of the annual accounts.
- To offer support in highlighting stewardship (promotion of Parish Giving Scheme and encouragement of generous giving) as an important part of Christian discipleship
- To play an active role in the making of fundraising applications to donor organisations for major projects (electrical works/lighting/AV, renovation of floor/construction of dais).
- To make recommendations regarding economical and eco-friendly use of our resources, e.g. Insurance, Utilities etc. Liaising with the Eco-Church Committee
- To make proposals to meet charitable giving requirements.

## Appointed by/Responsible to:

The Finance Committee reports and makes recommendations to the PCC /Standing Committee as required by the annual cycle of meetings.  
Chaired by Vicar or Treasurer. Meets 4x year

# Eco-Church Committee

## Terms of reference and aims agreed in 2019

- The committee advises the PCC on environmental concerns
- To oversee the Eco Church Project and work towards gaining a silver award
- To ensure ecological concerns remain an active part of the agenda regarding grounds management, sustainability, transport, community links, buildings, fairtrade compliance, carbon footprint, sustainable purchasing, lifestyle challenge and input of ideas into worship and informing and empowering the congregation.
- To keep abreast of new developments in the national church/diocese as well as campaigning groups on sustainability and climate change

# Colehill Community Café Management Committee

## Terms of reference

To oversee the running of Colehill Community Café – recruitment and training of volunteers and maintaining a strict food hygiene regime.

To manage a rota of volunteers (adhering to Safer Recruitment policy)

To set pricing structures and agree purchasing of any equipment needed.

To provide a safe and welcoming environment for all who attend the café.

# Events/Outreach Committee

Terms of reference and aims to be agreed – suggestions:

- Responsible for Harvest and Lent Lunches and Christmas Event or its successor
- To plan a regular cycle of events to build community within and beyond the congregation (parish lunches etc)
- To run regular ad hoc fundraisers for the general fund.
- Recruit volunteers for coffee rota, and ensure compliance with food safety and covid regulations.