

## **Bishop Hannington Memorial Church PCC Policy Statement**

### **Bishop Hannington Church Committee Standing Orders**

#### 1) Preamble

Bishop Hannington Church, located on the corner of Nevill Avenue and Holmes Avenue, Hove, is part of the ecclesiastical parish of Hove, Bishop Hannington Memorial Church.

These standing orders are established by the PCC of the parish of Hove, Bishop Hannington Memorial Church to confirm arrangements for the administration of Bishop Hannington Church.

#### 2) Establishment of the Bishop Hannington Committee

The affairs of Bishop Hannington Church will be administered by a sub-committee of the PCC known as the Bishop Hannington Committee.

##### 2.1) Membership

The membership of the Bishop Hannington (BH) Committee will be as follows:

- The Vicar (or other licensed minister) appointed to be responsible for the leadership of Bishop Hannington Church
- The Parish Church Wardens
- Any other Clergy based at BH
- The elected members to the PCC who consider BH as their church
- The BH church treasurer
- The Operation Manager(s) can be in attendance as can other members if required

##### 2.2) Observers

Staff or church members involved in the work of the BH may be invited at the BH Committee's discretion to attend meetings of the Committee as observers, or to make reports but not vote.

##### 2.3) Conduct

In all their deliberations members will be responsive to guidance and direction received from the PCC, Vicar or the churchwardens of the parish.

##### 2.4) Office Bearers

The BH Committee will appoint a secretary who may, or may not be a member of the committee. If not a member of the committee the secretary will be entitled to attend all meetings of the BH Committee as observer, with voice but without vote.

The committee may also appoint other officers as they consider necessary for the efficient administration of the church's affairs. These officers, who may, or may not be members of the committee, will have no right to attend meetings of the Committee by virtue of their office, but may be invited to attend meetings at the Committee's discretion.

##### 2.5) Sub committees

The BH Committee may establish sub-committees as it deems necessary for the effective management of the church's affairs and agree the membership and terms of reference of such committees.

Any sub-committees will operate within the terms of these standing orders.

## 2.6) Meetings

The BH Committee will meet at least 6 times a year and more frequently if the committee deems necessary.

## 3) Functions, powers and duties of the BH Committee

The PCC delegates to the BH Committee its functions, powers and duties in relation to the affairs of the parish to the extent that those affairs relate to BH Church, subject to the limitations set out in section 4 below. The BH Committee may refer matters to the PCC Standing Committee if the committee deems necessary. The functions, powers and duties of the BH Committee shall include:

- 3.1 to cooperate with the Vicar (or other licensed minister appointed to be responsible for the leadership of the church), and the PCC in promoting in the Parish the whole mission of the Church;
- 3.2) to consider and discuss matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
- 3.3) to make known and put into effect any provision made by the diocesan synod or the deanery synod, as directed by the PCC;
- 3.4) to frame an annual budget required for the mission of BH Church to be agreed as part of the PCC budget approval process, to approve expenditure for such purposes and to take such steps as they think necessary for the raising, collecting and allocating of income;
- 3.5) to administer the financial affairs of BH Church, within the terms of the budget and subject to any direction given by the PCC, including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys, the operation of bank accounts and the approval of signing authorities for such accounts;
- 3.7) to maintain, preserve and administer and insure the fabric of BH Church and the goods and ornaments thereof;
- 3.8) to make arrangements for the safeguarding of children, young people and vulnerable adults in consultation with parish safeguarding officer;
- 3.9) to maintain the section of the electoral roll that relates to members who habitually worship at BH Church;
- 3.10) to approve on behalf of the PCC special events and activities being arranged by BH so as to comply with the requirements of the parish's insurers and report such approvals to the PCC in a timely manner (see 3.12 below).
- 3.11) to act within the letter and spirit of PCC decisions (as formally recorded in the minutes of the PCC or contained in a PCC policy statement);

- 3.12) to keep full and proper minutes of all meetings and circulate same to members of the BH Committee and the PCC within 14 days of its meeting;
- 3.13) to report to the PCC on the affairs of BH Church through the submission of a report at each PCC meeting and a quarterly financial report on the BH General accounts circulated to the PCC treasurer and PCC members.
- 3.14) oversee, in partnership with the churchwardens, the maintenance and upkeep of property associated with the Bishop Hannington Memorial Church congregation.

4) Limitations on the authority of the BH Committee

For the avoidance of any doubt the PCC reserves to itself the following specific responsibilities (which may not, therefore, be actions by the BH Committee):

- 4.1) The appointment of any person to a parish-wide responsibility or the appointment of representatives on the governing body of Aldrington Church of England School, BH Christian Workers Trust, the James Hannington Memorial Trust and Books Alive Ltd.;
- 4.2) Authorise any person to represent the parish to any external body;
- 4.3) Authorise an application for a faculty or initiate any expenditure for which a faculty is required;
- 4.4) Agree the appointment of any person to a remunerated position within the church;
- 4.5) The decision whether to let any residential property owned by the church and the terms (but not the approval of particular tenants unless such tenant holds a remunerated position within the church);
- 4.6) Agree the regular hiring of the church's main meeting spaces to an external group for more than two sessions per week (a session being defined as a morning, afternoon or evening);
- 4.7) Approve any unbudgeted expenditure or contract (that is, expenditure in excess of an agreed budget line) greater than £1,000 on each occasion, or £2,000 in total;
- 4.8) Agreements with external bodies other than those relating to the provision of utilities or hire of premises in accordance with agreed terms and conditions;
- 4.9) Disposal of any Church asset exceeding £500;

5) Review and Revision

These standing orders may only be amended by the PCC, following discussion with the committee, and are to be reviewed annually at the first PCC meeting following the APCM.

*Adopted by the PCC on 1<sup>st</sup> June 2021.*

*Updated and approved by the PCC on 23<sup>rd</sup> May 2022 including updates agreed at the meeting.*