

Bishop Hannington Memorial Church PCC Policy Statement

Holy Cross Church Standing Orders

1) Preamble

Holy Cross Church, located at Tamworth Road, Hove, is part of the ecclesiastical parish of Hove, Bishop Hannington Memorial Church.

A scheme (hereinafter referred to as "the scheme") adopted by the APCM of the parish of Hove, Bishop Hannington Memorial Church on 14 April 2013 and approved by the Bishop's Council on 11 May 2013 and due to come into operation on 1 March 2014 established arrangements for the holding of an annual meeting of those members of the parish electoral roll who habitually worship at Holy Cross Church and the election of deputy churchwardens (known as Holy Cross Church Wardens) to exercise the functions of the churchwardens of the Parish insofar as they relate to Holy Cross Church.

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

2) Establishment of the Holy Cross Committee

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

2.1) Membership

The membership of the Holy Cross Committee will be as follows:

- The Associate Vicar (or other licensed minister) appointed to be responsible for the leadership of Holy Cross Church
- The Holy Cross Church Wardens elected by the Holy Cross Annual Meeting as set out in the scheme
- Any diocesan or deanery synod representative from the parish who habitually worships at Holy Cross Church, and is recorded as such on the parish electoral roll
- Up to eight members elected by the Holy Cross Annual Meeting
- One member appointed by the PCC

Elected members are elected for an initial term of three years and may be re-elected for a further term of two years. Once having completed five years they may not be elected for at least one year.

All members of the Holy Cross Committee (with the exception of clergy) must be on the electoral roll of the Parish and (with the exception of the member appointed by the PCC) habitually worship at Holy Cross Church, and be recorded as such on the parish electoral roll.

No person disqualified by law from acting as a charity trustee may be a member of the Holy Cross Committee.

2.2) Observers

Staff members involved in the work of the Holy Cross Congregation may be invited at the Holy Cross Committee's discretion to attend meetings of the Committee as observers with voice but not vote.

2.3) Conduct

While members of the Holy Cross Committee will not be charity trustees by virtue of their membership of the committee all members of the committee will be expected to act as if they were charity trustees in all matters relating to their management of the affairs of Holy Cross Church including the obligations to observe charity law, act responsibly and only in the interests of the charity (the parish of Bishop Hannington Memorial Church, Hove), use reasonable care and skill, make well-informed decisions and take note of guidance provided by the Charity Commission.

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 Holy Cross Committee will appoint a secretary and treasurer who may or may not be members of the committee. If not members of the committee the secretary and treasurer will be entitled to attend all meetings of the Holy Cross Committee as observers, with voice but without vote.

The Holy Cross Committee will also appoint a congregational electoral roll officer and a congregational safeguarding officer. 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) Standing Committee and sub committees

The Holy Cross Committee may establish a standing committee and agree the membership and terms of reference of the standing committee.

It may also establish other sub-committee as it deems necessary for the effective management of the church's affairs and agree the membership and terms of reference of such committees.

The standing committee and any sub-committees will operate within the terms of these standing orders.

2.6) Meetings

The Holy Cross Committee will meet at least once every term and more frequently if the committee deems necessary.

3) Functions, powers and duties of the Holy Cross Committee

The PCC delegates to the Holy Cross Committee its functions, powers and duties in relation to the affairs of the parish to the extent that those affairs relate to Holy Cross Church, subject to the limitations set out in section 4 below. The functions, powers and duties of the Holy Cross Committee shall include:

- 3.1 to cooperate with the Associate Vicar (or other licensed minister appointed to be responsible for the leadership of the church), the Vicar of the parish 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 Holy Cross 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 Holy Cross 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;
 - 3.6) to provide for the payment to the PCC of an amount based on an approach agreed by the HC Committee and the PCC towards the Parish Ministry Share for which the PCC is responsible;
 - 3.7) to maintain, preserve and administer and insure the fabric of Holy Cross 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 Holy Cross Church;
 - 3.10) to approve on behalf of the PCC special events and activities being arranged by Holy Cross 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 Holy Cross Committee and the PCC within 14 days of its meeting;
 - 3.13) to report to the PCC on the affairs of Holy Cross Church through the submission of a report at each PCC meeting and a quarterly financial report on the Holy Cross General and Youth & Families Minister accounts circulated to the PCC treasurer and PCC members.
- 4) Limitations on the authority of the Holy Cross Committee

For the avoidance of any doubt the PCC reserves to itself the following specific responsibilities (which may not, therefore, be actions by the Holy Cross 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 space 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 (with the exception of reasonable and unforeseen overspends in approved categories or emergency repairs/replacement to fabric or equipment) greater than £1,000 on each occasion;
 - 4.8) Approve unbudgeted capital expenditure where the total cost exceeds £2,500;
 - 4.9) Agreements with external bodies other than those relating to the provision of utilities or hire of premises in accordance with agreed terms and conditions;
 - 4.10) 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 Holy Cross committee, and are to be reviewed annually at the first PCC meeting following the APCM.

Adopted by the PCC on 21 May 2019, replacing policy adopted on 23 May 2017. (Re-approved on 13 October 2020)

Adapted PCC 21/05/2024