

Mission Area Administration

Purpose

- This set of documents is not a prescriptive way to organise the administration of your Mission Area.
- They are offered, from a variety of sources, for you to use, amend or ignore as you find useful.
- We have tried to group them in a way which makes sense, to make it easier for you to find the document you need.
- All these documents are available on the Diocesan Website under <http://stasaph.churchinwales.org.uk/life/2020-vision/toolkit-part-3>
- If you would like another copy of these documents (either paper or electronic), please contact the Diocesan Office on 01745 582245 and ask for Pam Thompson.

Grateful thanks to the team who helped put this pack together:

Emily Clarke-Jones, Rev Martin Batchelor, Ven John Lomas, Karen Williams, Gareth Williams and Sheridan Goodey. Particular thanks to Emily Clarke-Jones who generously offered to format the pack.

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1 USEFUL INFORMATION

1.1 Glossary of Terms

Mission Area (MA) – a group of mutually supportive churches working together for a common purpose. Individual parishes will be united and merged to form one parish known as the Mission Area. The newly created Mission Area will share each church's responsibility to its local community.

Mission Area Conference (MAC) – this will set the strategic direction of the MA. It will have the powers of both the former PCC and Deanery Conference and will promote the whole mission of the Church. It will identify and review the needs of the Mission Area in respect to people, finance, buildings and property. Two MA wardens will be appointed and will act as lay co-chairs of the MAC.

Mission Area Executive (MAE) – this will have day to day responsibility for the MA under the leadership of the MAL and/or the MA Wardens (lay co-chairs of the MAC). It will be accountable to the MAC.

Shared Ministry Team (SMT) – this will include all those holding a Bishop's licence to minister, both lay and ordained. Its role is to develop the mission and ministry of the whole people of God.

Mission Area Leader (MAL) – the Bishop of St Asaph will appoint one member of the SMT to act as Mission Area Leader. This will be for a fixed period of five years.

Church Committee (CC) – Each church within a MA may appoint its own church committee to be responsible for matters of local concern.

Representative Body of the Church in Wales (RB) – 'Head Office' in Cardiff which provides oversight of all property, investments, employment of clergy for the Church in Wales.

Diocesan Advisory Committee (DAC) – makes recommendations to the Chancellor on whether to approve changes to church fabric.

Chancellor – a Judge who makes decision on whether to allow changes to church fabric.

Faculty – the process used to apply to the DAC to make changes to church fabric.

Deminimis – a shortened process which can give permission to make small changes to church fabric.

Quinquennial Inspection – a check on the church fabric carried out by an approved architect/surveyor every five years and paid for by the Diocesan Office.

Esgobty – the Bishop’s House and Office

Dean – the senior cleric at the Cathedral

Canon – a cleric who serves on the trustee board of the Cathedral (known as the Chapter)

Vicar/Rector – names used for a cleric depending on historic roles

Priest – a name for all clerics who are permitted to administer the sacraments

1.2 Organogram

See Tool-kit part II.

1.3 Useful Contacts

Position	Name	Phone	Email	Address
Archdeacon				
Mission Area Office				
<i>Mission Area Leader (MAL)</i>				
<i>MA Lay Chair</i>				
<i>MA Treasurer</i>				
<i>MA Secretary</i>				
<i>Clergy</i>				
<i>Readers</i>				
<i>Worship Leaders</i>				
<i>Pastoral Assistants</i>				
<i>Mission Area Conference Reps</i>				
<i>Diocesan Conference Reps</i>				
<i>Standing Committee Reps</i>				
<i>Buildings Sub-Committee Members</i>				

<i>Finance Sub-Committee Members</i>				
<i>Wardens</i>				
<i>Retired Clergy</i>				
<i>Headteachers (Church Schools)</i>				
<i>Bishop's Visitors</i>				
Diocesan Office		01745 582245		High Street, St Asaph, LL17 ORD
<i>Church Buildings/ Faculties</i>	<i>Jan Williams</i>	<i>01745 532584</i>	<i>janwilliams@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Finance</i>	<i>Graham Walker</i>	<i>01745 532590</i>	<i>grahamwalker@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Diocesan Grants</i>	<i>Karen Williams</i>	<i>01745 532587</i>	<i>karenwilliams@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Project Grants</i>	<i>Martyn Schlangen</i>	<i>01745 532589</i>	<i>martynschlangen@churchinwales.org.uk</i>	
<i>Safeguarding Officer (Casework)</i>	<i>Wendy Lemon</i>	<i>07392319064</i>	<i>wendylemon@churchinwales.org.uk</i>	
<i>Safeguarding Training Officer</i>	<i>Joy Kett</i>	<i>07881 016 186</i>	<i>joykett@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Training</i>	<i>Tracey White/ Manon James</i>	<i>01745 532589/ 01745 532599</i>	<i>traceywhite@churchinwales.org.uk manoncjames@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Communications StAR</i>	<i>Sian Connelly</i>	<i>01745 532582</i>	<i>sianconnelly@churchinwales.org.uk</i>	<i>Diocesan Office, High Street, St Asaph, LL17 ORD</i>
<i>Teulu Asaph & Media Enquiries</i>	<i>Karen Maurice</i>	<i>01745 532588</i>	<i>karenmaurice@churchinwales.org.uk</i>	
<i>Bishop's Office</i>	<i>Sian Sweeting-Jones/ Michael Balkwill</i>	<i>01745 583503</i>	<i>bishop.stasaph@churchinwales.org.uk</i>	<i>Esgobty, St Asaph, LL17 OLW</i>

Civic Positions (e.g. local council leaders, etc.)				

1.4 Useful Websites

Diocese of St Asaph:

Homepage: <http://stasaph.churchinwales.org.uk/>

Diocesan Resources: <http://stasaph.churchinwales.org.uk/life/resources/>

Clerical Vacancy Resource: <http://stasaph.churchinwales.org.uk/life/clerical-vacancy-resources/>

Parish Administration Resource:

<http://www.churchinwales.org.uk/resources/constitution-handbooks/parochial-administration-handbook/> or <http://www.john-truscott.co.uk/>

Online Directory: <http://wales.systemserve.ltd.uk/Diosys/Pages/>
(*Read only access can be obtained from the Diocesan Office*)

Church in Wales:

Homepage: <http://www.churchinwales.org.uk/>

Constitution: <http://www.churchinwales.org.uk/resources/constitution-handbooks/constitution-of-church-in-wales/>

Safeguarding Policy: <http://www.churchinwales.org.uk/structure/representative-body/hr/safeguarding/>

Publications: <http://www.churchinwales.org.uk/structure/representative-body/publications/> (*including contact details for Lectionary Orders*)

Local Authority: (*delete as appropriate*)

Flintshire: <http://www.flintshire.gov.uk/>

Denbighshire: <https://www.denbighshire.gov.uk/>

Wrexham: <http://www.wrexham.gov.uk/>

Conwy: <http://www.conwy.gov.uk/>

Gwynedd: <https://www.gwynedd.llyw.cymru/>

Powys: <http://www.powys.gov.uk/>

Charity Commission: <https://www.gov.uk/government/organisations/charity-commission>

HMRC: <https://www.gov.uk/government/organisations/hm-revenue-customs>

GrantFinder: <http://www.idoxgrantfinder.co.uk/> (*Account Access available from Diocesan Office*)

Ecclesiastical Insurance:

Homepage: <http://www.ecclesiastical.com/churchmatters/index.aspx>

Health & Safety/ Risk Assessment Forms:

<http://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/index.aspx>

1.5 The Church Year

Advent (4) – Starts last Sunday in November

Christmas (2)

Epiphany (4)

Transfiguration Sunday

Lent (6)

Easter (7)

Pentecost

Trinity Sunday

Trinity (21)

Bible Sunday

Kingdom (4)

**number in brackets = number of weeks*

2 GENERAL ADMINISTRATION

2.1 To Do – Prompt Sheet

Daily

- Check emails
- Check phone
- Update social media
- Chase up people/ actions/ etc

Weekly

- Fill in movement sheet
- Check service rota
- Check bookings for Occasional Services
- Update website
- Meet with MAL

Monthly

- Compile Church Check-in
- Ensure fees from funeral director(s) have been received by Treasurer
- Claim for expenses (if needed)
- Produce 3-6 month rota for services, assemblies, etc

Annually

- Ensure Annual Returns are completed and sent to Diocesan Office (chase up as required)
- Ensure Annual Report is completed and sent to Charity Commission
- Order Lectionaries
- Ensure Quinquennials are being dealt with/ completed
- Ensure Governing Body Election Forms are completed

Triennially

- Ensure the following Election Forms are completed and returned to Diocesan Office:
 - Diocesan Conference Reps
 - Standing Committee Reps
 - Board of Nomination
 - Electoral College
 - Mission Area Conference Reps*

** no need to return this to Diocesan Office*

2.2 Mission Area Diary of Events & SMT Movement Sheet

[Date]-[Date] [Month]	Monday	Tuesday	Wednesday	Thursday	Friday
<i>e.g. Joe Bloggs</i>	<i>AM Working from home (WFH) PM Diocesan Office</i>	<i>AM Eucharist Service (Church A) PM Home Visits EVE Event B at Church C</i>	<i>AM Coffee Morning (Church D) PM Meeting at Place E</i>	<i>OFF</i>	<i>AM Place F PM Event G at Church H</i>
[Name]					
[Name]					
[Name]					
[Name]					
[Name]					
[Name]					

2.3 Monthly Church Check-In

Church	
Person Contacted	
Date	
Key discussion points	Action points
Signed	

3 ENABLING MINISTRY

3.1 Service/Assembly Rota

			Churches					
			Church 1		Church 2		Church 3	
Date	Day	Times	What	Who	What	Who	What	Who
	Sunday	8.00 am	HC 8.30					
		9.30 am	HC					
		11.00 am	HC 11.00					
		1.00 pm						
		6.00 pm						
	Monday	am						
		pm						
	Tuesday	am						
		pm						
	Wednesday	am						
		pm						
	Thursday	am						
		pm						
	Friday	am						
		pm						
	Saturday	am						
		pm						
	Sunday	8.00 am.	HC 8.30					
		9.30 am	HC					
		11.00 am	HC 11.00					
		1.00 pm						
		6.00 pm						
	Monday	am						
		pm						
	Tuesday	am						
		pm						
	Wednesday	am						
		pm						
	Thursday	am						
		pm						
	Friday	am						
		pm						
	Saturday	am						

An extract from a Spreadsheet which enables automated highlighting of services requiring cover

Available from <http://stasaph.churchinwales.org.uk/life/2020-vision/toolkit-part-3/>

3.2 Funeral Capture Form

Funeral Director	
Address	
Phone Number	
Name of Deceased	
Age	
Next of Kin	
Address	
Phone Number	
Funeral Details	
Date & Time	
Location	
Officiating Cleric	
Hymns	
Psalms	
Readings	

Have the following been informed:

Treasurer Churchwardens Organist

3.3 Wedding Capture Form

Name of Bride	
Age	
Single/Divorced	
Occupation	
Nationality	
Address	
Phone Number	
Name of Groom	
Age	
Single/Divorced	
Occupation	
Nationality	
Wedding Details	
Date & Time	
Location	
Officiating Cleric	
Hymns	
Psalms	
Readings	

Have the following been informed:

Treasurer

Churchwardens

Organist

3.4 Baptism Capture Form

Name	
DOB	
Mother	
Father	
Address	
Phone Number	
Email	
Name(s) of Godparent(s)	
Booked onto Baptismal Course	Yes/No
Information sent to parents	Yes/No
Service Details	
Date & Time	
Location	
Officiating Cleric	

Have the following been informed:

Churchwardens

Organist

4 GOVERNANCE

4.1 Template Agenda for Mission Area Conference

Date, time & Place

1. Opening Prayers
2. Attendance & Apologies
3. Conflicts of Interest/Loyalty
4. Notice of AOB agreed in advance to Chair
5. Minutes of the last Conference Meeting
6. Reports of Sub-Committees
 - a. Finance
 - b. Buildings
 - c. Executive
 - d. Shared Ministry Team
7. Matters Arising not otherwise on the agenda
8. Date of next meetings

The Grace

4.2 Template for MAC Annual Report

Writing the Trustees' Annual Report

This report gives you the chance to tell everyone the aims of the church and what you are doing to make them happen. You can share 'good news' stories and how people's giving made them possible.

Note that the Data Developments software Finance Co-ordinator generates the legally required introduction and conclusion to your annual report. You can use the example below to insert specific Mission Area information.

As trustees the Mission Area Conference (MAC) is jointly responsible for writing this report, although often the MAC will delegate the drafting of it to the Mission Area Leader, the Lay Chair of Trustees, or to the MA Secretary.

The following pages review the report section by section with a brief guidance note, followed by the example.

Example Annual Report for Mission Area Conference

2017 Report and Accounts for the Mission Area of Barchester

Aim and purposes

Information required	What you need to include
Aims and purposes	Explain what your charity (the Mission Area) exists to do. If you are responsible for buildings you may want to list them here.

The Mission Area (MA) has the responsibility of cooperating with the Shared Ministry Team in promoting in the Mission Area the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The MA is also specifically responsible for the maintenance of the Church Centre complex of St. Emilion's, The Green, Barchester, etc etc.

Objectives and Activities

Information required	What you need to include
Objectives and Activities	How you are trying to fulfil the aims of the church for the benefit of everyone in the church and community. For example the MAC may have become aware that there are no daytime activities for families with small children and decided to try to meet their needs.

The MA is committed to enabling as many people as possible to worship at our churches and to become part of our Mission Area community. The Mission Area Conference (MAC) maintains an overview of worship throughout the Mission Area and makes suggestions on how services can involve the many groups that live within

our Mission Area. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

When planning our activities for the year, we have considered the Commission’s guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our Mission Area through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the Mission Area.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of our churches and related buildings.

Achievements and Performance

Information required	What you need to include
Achievements and Performance	<p>The Mission Area activities and how they have helped people. It helps to celebrate success and to think about what more can be done. You can say what hasn’t worked so well and tell people what changes have been considered. It is also the place where the church organizations can share their achievements for the year.</p> <p>If we continue the example above – St Emilion’s church may have started a toddler’s playgroup which has been successful with 15 children and 10 parents attending and two new families coming to church.</p>

Worship and Prayer

The Mission Area is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, evening prayers provide a quiet, intimate, and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship such as that provided by the youth group within our Mission Area.

This year we have been successful in welcoming more families into our churches. St Emilion’s Church, for example, have agreed a new style of Family Worship on the morning of the 3rd Sunday each month. This has meant that special arrangements have had to be made for baptisms and for welcoming the families at corporate worship on the 1st Sunday of each month. It is pleasing to be able to report that the new arrangements have been well received since they came into operation during September. They will be reviewed by the Church Committee after 12 months. In addition, a great deal of time and thought was spent during the year on

making best use of the new services. Many have said how much easier it is to follow the services now that they are printed out in booklets.

All are welcome to attend our regular services. At present there are 173 people in total on the Electoral Rolls of our churches, 91 of whom are not resident within the Mission Area. 18 names were added during the year and 9 were removed either through death or because they moved away from the Mission Area. The average weekly attendance across the Mission Area, counted during October, was 107, but this number increased at festivals and two Christmas carol services had to be held to cater for all those who wished to attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 25 baptisms and 15 weddings and held 26 funerals in our Mission Area this year.

Diocesan Conference

Three members of the Mission Area attend the Diocesan Conference. This provides the MA with an important link between the Mission Area and the wider structures of the church.

Our Church Buildings

We want our churches to be open to our communities for private prayer and try to leave our buildings open during daylight hours where possible.

The state of the nave roof of St Augustus Church has been causing concern for some time. After many years, during which routine maintenance has been carried out, a detailed report on its condition will be prepared by the architect at the next routine inspection in April. We have already anticipated the need for major structural renewal, and it is our policy to make provisions from general income and from grants in the hope that an urgent appeal can be avoided.

The kitchen in St Emilion's Church Hall was refurbished during August and the new environment meets the stringent health and safety requirements and allows them to continue the old people's luncheon club on Saturdays. 18 people regularly attend the luncheon club, 12 of whom are members of our churches. We were particularly pleased that the services of this club were extended to the members of the Barchester Green Methodist Chapel luncheon club when the death of the organiser of that club forced its closure.

During the week the hall is used by our mothers and toddlers group on Wednesdays. Fifteen children and their carers have been regular attenders at the mother and

toddler group. During the summer the group organised two outings including older siblings during the school holidays. In July, twenty children and their parents went for our family outing to New Milton.

The crèche runs in the hall on Tuesday and Thursday mornings. There are 12 regular attenders at the crèche which is organised by Sally Pincet, the MA's peripatetic childcare co-ordinator who runs crèches at St Emilion's church as well as at St. Augustus on Mondays and Wednesdays. She has a rota of volunteers from the Mission Area who help her all of whom have been DBS checked. The crèche had an OFSTED inspection during the year and passed with flying colours.

Pastoral Care

Some members of our Mission Area are unable to attend church due to sickness or age. Mission Area Clergy and Pastoral Assistants have visited church members who have requested it. Miss Finching has continued to organise a rota of volunteers to visit all who are sick or unable to get out for any other reason to keep them in touch with church life.

Mission and Evangelism

Helping those in need is a demonstration of our faith. The Mission and Evangelism Committee is to be congratulated on its fund-raising efforts. £1,350 was raised for the Southern Africa Famine appeal. It is good that these efforts on behalf of others can be combined with opportunities for fellowship.

Our Mission Area Newsletter is distributed quarterly to all our church congregations and available in church halls. The newsletter keeps our congregations informed of the important matters affecting our Churches and articles that help develop our knowledge and trust in Jesus.

Ecumenical Relationships

St Emilion's church is a member of Churches Together in Barchester and of the Interfaith Forum. They have held joint services on the fourth Sunday of every month with the Barchester Green Methodist Church and for the first time this year have joined with them both for our Lent courses and to run an Alpha course in the autumn. The Alpha course has led a number of people to attend other church activities and services in the Mission Area. We have also worked with Barchester Green Methodist Church and Millfield Baptist Church to deliver a flyer to every home in the Mission Area advertising the Christmas services of all three churches.

Financial Review

Information required	What you need to include
Financial Review	<p>A brief explanation of how the money has come in and been spent. Explaining what has happened to the money straight after talking about the Mission Area's achievements helps people to see the links especially if you describe how giving was used.</p> <p>You also need to explain the 'Reserves Policy', the amount of money that the Mission Area is keeping for a 'rainy day' or future projects. (link for guidance on developing a reserves policy) The Charity Commission understands the need for some reserves but the Mission Area has to remember that the money was given to do the work of the Church and not just sit in a bank!</p>

Total receipts on unrestricted funds were £64,200 of which £42,000 was unrestricted voluntary donations, and a further £8,700 was from Gift Aid. Restricted donations of £5,800 were also received and are detailed in the Financial Statements. The freehold house at 36 Church Road continues to be let temporarily, which provided a gross income of £5,700.

The planned giving through envelopes and banker's orders increased by 8% and it was good to see the use of Gift Aid envelopes increased. Across the Mission Area, we have 29 people using Gift Direct. Total income, including tax recovered but excluding the legacy, went up by only 3% compared with last year. This was partly due to the Christmas Bazaar not being held this year. We were grateful for a legacy of £1,000 from the estate of Mrs Mary Rudge. £2,000 was set aside towards the cost of the much-needed cleaning of the organ. The work was completed in time for Christmas.

£61,350 was spent from unrestricted funds to provide the Christian ministry from St. Emilion's Church, including the contribution to the diocesan Share that increased by 1.5% in the year and largely provides the stipends and housing for the clergy. The sum that the churches in the Mission Area have to find is shared between the churches according discussions rooted in the theology of generosity and approached around the principles of the Gospel.

The net result for the year was an excess of receipts over payments of £2,850 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £10,450 of which £5,300 has been set aside to meet the costs of cleaning and maintaining the church organ and is carried forward as a designated fund.

Reserves Policy

Information required	What you need to include
Reserves Policy	In this section the MAC needs to summarise its Reserves Policy, and to report where its reserves stand in relation to this policy, and action that the MAC will take to address any imbalance. In addition to cash balances, amounts payable to and by the MAC at the year-end should also be included (e.g. Gift Aid claim made but not yet received, and bills received but not yet paid.)

It is MAC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £15,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £10,450 held on unrestricted (including designated) funds at the year end, together with the amounts payable to and by the MAC, was less than half of this target. It is the MAC's hope to increase this over time, as and when investment income recovers.

The balance of £17,050 in the Fabric restricted fund is retained towards meeting the cost of the nave roof repairs at St Augustus church detailed above.

Optional Information

Information required	What you need to include
Optional Information	This section can be used to thank people for example the volunteers

Volunteers

We would like to thank all the volunteers who work so hard to make our Mission Area the lively and vibrant community it is. In particular, we want to mention our MA Wardens Mrs Allen and Mr Tapley who have worked so tirelessly on our behalf and Mrs Neckett who has helped us all to understand the Mission Area's accounts and its finances.

Structure, Governance and Management

Information required	What you need to include
Structure, Governance, and Management	This is the information that we think we all know but not everyone does! The question is how is the Mission Area organised and who decides what? This is where you explain what the MAC is and how it is elected, its responsibilities, and any subcommittees that have been set up. It needs to include a brief note on any significant transactions with MAC members or closely related persons.

The method of appointment of MAC members is set out in the MA Covenant [insert your rules for appointment here].

The MAC members are responsible for making decisions on all matters of general concern and importance to the Mission Area including deciding on how the funds of the MAC are to be spent. New members receive initial training into the governance of the MAC.

The full MAC met six times during the year with an average level of attendance of 80%. Given its wide responsibilities the MAC has a number of committees each dealing with a particular aspect of parish life. These committees, which include finance, buildings, worship, mission and outreach, are all responsible to the MAC and report back to it regularly with minutes of their decisions being received by the full MAC and discussed as necessary.

Administrative information

Information required	What you need to include
Administration	As the name suggests this is the basic information on the Mission Area: <ul style="list-style-type: none">• The locations of the churches within the MA.• Contact details• The legal standing of the MAC.• MAC membership for the year of this report (ex-officio, elected or co-opted)

The Mission Area covers the geographical area of _____. It is part of the Diocese of St Asaph within the Church in Wales. The correspondence address is The MA Admin Office, Church Street, Barchester. The MAC is a charity currently exempted from registration with the Charity Commission as its income is less than £100,000 per year.

MAC members who have served at any time from 1st January 2010 until the date this report was approved are:

Ex Officio members:

- The Reverend Samuel Weller
- Mr Robert Sawyer
- Mrs Arabella Allen
- Mr Mark Tapley

Elected members:

- Mr Frederick Trent
- Mr Peter Magnus
- Mr John Fielding
- Miss Flora Finching (From 5th April 2010)
- Mrs Charlotte Neckett
- Mr George Radfoot
- Miss Edith Granger
- Mrs Tilly Slowboy
- Miss Emily Wardle (Until 5th April 2010)
- Mr Mark Walker
- Miss Emma Haredale
- Mr Julius Handford (Until 5th April 2010)
- Miss Elizabeth Hexham
- Mr Ralph Nickleby (From 5th April 2010)

Approved by the MAC on [insert date] and signed on their behalf by the Lay Chair/Mission Area Leader

4.3 Mission Area Election Papers

MISSION AREA CONFERENCE

CHURCH

MISSION AREA

I certify that the following Lay Persons were elected at the Annual Vestry Meeting on _____ to serve on the Mission Area Conference

<i>Title & Full name of Mission Area Conference Member</i>	<i>Address</i>	<i>Tel. No.</i>	<i>email</i>

Signed by: _____

Position: _____

On behalf of _____ Church Council

CYNHADLEDD ARDAL CENHADAETH

EGLWYS

ARDAL CENHADAETH

Tystiaf fod y Lleygwyr canlynol wedi cael eu hethol yng Nghyfarfod Festri Blynnyddol ar _____ i wasanaethu yn y Gynhadledd Ardal Cenhadaeth

<i>Teitl a enw llawn Aelod y Gynhadledd Ardal Cenhadaeth</i>	<i>Cyfeiriad</i>	<i>Rhif Ffôn</i>	<i>e-bost</i>

Llofnod: _____

Swydd: _____

Ar gyfer Cyngo Eglwys _____

Anfonwch y ffurflen hon at Arweinydd yr Ardal Cenhadaeth Erbyn : _____

MISSION AREA: _____

WE HEREBY CERTIFY that, in accordance with the provisions of the Constitution of the Church in Wales, the following **two** persons (one lay representative and one clerical representative), have been duly elected by the Mission Area Conference as representatives of the Mission Area on the Standing Committee of the Diocesan Conference for the period _____

Clerical Representative			
Title & Full Name	Address	Tel. No.	Email

Lay Representative (must be a member of the Diocesan Conference)			
Title & Full Name	Address	Tel. No.	Email

Mission Area Leader _____

Mission Area Secretary / Chair _____

ARDAL CENHADAETH _____

TYSTIWN DRWY HYN, yn unol â darpariaethau Cyfansoddiad yr Eglwys yng Nghymru, fod y **ddau** unigolyn a ganlyn (un i gynrychioli'r lleygwyr ac un i gynrychioli'r clerigion), wedi cael eu hethol yn briodol gan y Gynhadledd yr Ardal Cenhadaeth fel cynrychiolwyr y Ardal Cenhadaeth ar Bwyllgor Sefydlog y Gynhadledd Esgobaethol ar gyfer y cyfnod sy'n ymestyn o _____

Cynrychiolydd y Clerigion			
<i>Teitl ac enw llawn</i>	<i>Cyfeiriad</i>	<i>Rhif ffôn</i>	<i>E-bost</i>

Cynrychiolydd y Lleygwyr (mae'n rhaid iddo fod yn aelod o'r Gynhadledd Esgobaethol)			
<i>Teitl ac enw llawn</i>	<i>Cyfeiriad</i>	<i>Rhif ffôn</i>	<i>E-bost</i>

Arweinydd Ardal Cenhadaeth _____

Ysgrifennydd / Cadeirydd Ardal Cenhadaeth _____

5 CLERICAL VACANCY

Guide to a Clerical Vacancy The Diocese of St Asaph



Contents

Introduction

Before the cleric leaves

- ❖ Cleric's De-briefing paper
- ❖ Important Information

Continuing to Grow and Reach Out

Maintaining Church Services

- ❖ Vacancy rota
- ❖ Mileage claim form
- ❖ Guidance notes for vacancy and incapacity payments

Occasional Offices

- ❖ Baptism
- ❖ Wedding
- ❖ Calling of banns
- ❖ Funerals

The role of the Curate or Non-Stipendiary Minister (NSM)

Looking after the parsonage



INTRODUCTION

Who is this document for?

- Warden of Church in a Mission Area

Wardens have been requesting help from Training Together to deal with a clerical vacancy and to understand their role during this time. They also need to know how to react to various situations, and where to find support.

- Mission Area Leaders

It will soon become apparent that the role of the Mission Area Leader is crucial during a clerical vacancy. If the role of Mission Area Leader is vacant, then that role passes to the Archdeacon.

In a Changing Context

It is recognised that this pack may be short-lived due to changing structures – but it focusses on the church and Mission Area structures that are in place at present.

Additional assistance may be found here

<http://www.churchinwales.org.uk/resources/constitution-handbooks/parochial-administration-handbook/>

<http://www.churchinwales.org.uk/resources/constitution-handbooks/constitution-of-church-in-wales/>

Assistance with parsonages is available from the Parsonage Inspector, Dewi Thomas and his assistant Rachel Cutler on 01745 532586

BEFORE THE CLERIC LEAVES

Cleric's De-briefing Paper (to be passed to cleric by MA Leader prior to leaving and returned to MAL/Archdeacon before departure)

Name of Cleric
Name of Benefice
Name(s) of Church(es)
Date of departure from the Mission Area
New Post
New address Tel No Email
What is the population and social mix of the church community?
What particular characteristics does the church community have?
What are the other principal institutions in the community (WI, uniformed etc.?)

What is/has been the ministry involvement in schools, hospitals, care homes etc.?

How much ecumenical involvement is there in the community?

To what extent has collaborative ministry been developed?

What have working relationships been like with Readers/Wardens/Staff?

In what state are the finances of the church community?

Have expenses paid to the cleric been adequate?

What is the flavour of the liturgy? What changes have been introduced or attempted?

What buildings are there in the church community and in what condition are they? Should any changes be made? Are there any major repairs to be carried out in the near future?

How has the cleric enjoyed living in the parsonage house and what improvements would he/she like to see made?

What does the cleric feel he/she has achieved?

What particular problems has the cleric faced?

What does he/she feel are the most important goals for the next cleric to aim for?

Are there any issues in the history of the church community which a new cleric should be made aware of?

What should be the future direction of the church community?

List regular Sunday and Weekday Services

List other major services which take place during the year.

Is the cleric a member of any trusts etc.?

Signed _____

Date _____

IMPORTANT INFORMATION

List anyone with an important role in the community who is not listed in the Diocesan Directory

Name	Role	Email Address	Phone No.

Where are key documents kept?

Electoral Roll	
Logbook	
Terrier	
Inventory	

List any passwords for websites that may be required

Website address	Password

CONTINUING TO GROW AND REACH OUT

MAINTAINING CHURCH SERVICES

Review and determine the normal Sunday cycle of services for the congregations affected by the vacancy. Taking account of other services in the Mission Area, and in consultation with the MA Leader, the Administrator or Churchwarden populates the rota document. During a vacancy, it is expected that licensed clergy, Readers and Worship Leaders within the church community/MA will endeavour to maintain the schedule of worship to the best of their ability.

Morning Prayer, Evening Prayer and All Age Worship should be allocated to the laity and Eucharist services to Priests.

Contact Clerics, Retired Clerics, Readers and Worship Leaders who normally operate in the Mission Area to ascertain which services they can officiate.

Populate the rota with names for a suggested minimum of 3 months

If additional resource is required to complete the rota use the Diocesan Directory to identify people in the adjoining Mission Areas who could join the rota and contact them.

Even if gaps remain in the rota issue it out and with a request to determine if there is any flexibility for those unallocated services with regard to changes in the type of service or the time. Issue to:

- Rota participants
- Church Wardens
- PCC Secretaries
- MA Leader (if not a participant)
- Archdeacon

As each month concludes extend the rota and reissue.

Changes to the Rota resulting from changes in individual's circumstances will require the rota to be revised and reissued.

Refer to the document 'Vacancy expenses' to understand entitlement to expenses and the quarterly payment cycle.

MISSION AREA VACANCY ROTA

Issue date XXXXXX

Month Year	First Sunday date	Second Sunday date	Third Sunday date	Fourth Sunday date	Fifth Sunday date	Notes
Church 1	Service type code, time, and official					
Church 2						
Church 3						
Church 4						

Month Year	First Sunday date	Second Sunday date	Third Sunday date	Fourth Sunday date	Fifth Sunday date	Notes
Church 1						
Church 2						
Church 3						
Church 4						

Month Year	First Sunday date	Second Sunday date	Third Sunday date	Fourth Sunday date	Fifth Sunday date	Notes
Church 1	Service type code, time and official					
Church 2						
Church 3						
Church 4						

Month Year	First Sunday date	Second Sunday date	Third Sunday date	Fourth Sunday date	Fifth Sunday date	Notes
Church 1	Service type code, time and official					
Church 2						
Church 3						
Church 4						

Service type codes – E, MP, EP, AAW

Rota owner XXXXXXXXXXXXXXXX

email XXXXXXXXXXXXXXXXXXXX

_____ Mission Area

Vacancy Mileage & Service Claim Form

Quarter month from _____ to _____ Year _____

Name _____

Address _____

Contact email _____ phone _____

Please underline your expenses Category: Stipendiary, Retired Cleric, Reader, Worship Leader

Date	Church	Journey Details	Mileage	Number of Services
Total Mileage =				

Please return the claim form to [administrator/churchwarden] by [date] by e-mail to [__email address__] or in the stamped and addressed return envelope provided.

**GUIDANCE NOTES ON PAYMENTS FOR COVERING CLERICAL POSTS
as a result of
VACANCY, INCAPACITY or SABBATICAL LEAVE**

Provision exists within the Constitution of the Church in Wales to support mission areas in the maintenance of worship during clerical vacancy, incapacity or sabbatical leave. Now that mission areas are fully constituted the protocols for covering such vacancies have been adjusted to reflect the greater collaborative working of the shared ministry team in each mission area.

When a mission area loses a clerical member it is expected that the remaining shared ministry team will endeavour to maintain the schedule of worship to the best of its ability. To this end when a forthcoming vacancy arises the archdeacon will meet with the mission area leader to determine what ministry can be realistically offered by the shared ministry team in fulfilling all the service commitments. This assessment may highlight what services might need to be rationalised or adjusted and what ministerial resources would need to be drawn on from clergy and lay ministers who are not members of the shared ministry team.

The archdeacon will confirm with the mission area leader what additional resources need to be 'bought in' to maintain the worshipping life of the mission area, for which claim can then be made through the diocese. Any such claims should relate only to the fees and expenses involved in the maintenance of Sunday worship to cover those services which would have been taken by the former cleric. Mid-week services, Bible study/prayer groups, school collective worship etc. should be funded as normal from mission area funds, although one mid-week Eucharist may be claimed with the agreement of the archdeacon.

Fees for service cover in 2017 are:

- | | |
|--|---------|
| a. Cleric in stipendiary or non-stipendiary ministry under licence from the bishop including holders of a General Licence. | £ 0.00 |
| b. Cleric holding the bishop's Permission to Officiate | £ 21.00 |
| c. Licensed Reader (payable to the Diocesan Readers Association) | £ 21.00 |
| d. Worship Leader or ordinands | £ 0.00 |

In addition, expenses relating to travel can be claimed at the current mileage rates as approved by the archdeacon.

It is the responsibility of the mission area leader to claim the fees and expenses using the official Church in Wales claim form. These should be submitted for services taken strictly within a Quarter i.e. January – March inc., April – June inc.; July-September inc.; October –December inc. Completed claim forms should be submitted to the Bishop's Office no later than 14 days after the end of a Quarter so that claims can be processed swiftly and payments made from Cardiff to clergy and readers in a timely manner.

Esgobty
March 2017

Occasional Offices

Baptism (already in the Diary)

1. Make contact with the family to reassure them
2. Contact the Mission Area Leader (MAL) to arrange cover
3. Ensure stocks of certificates/candles are sufficient as appropriate

Baptism (new booking)

1. Look at the rota. Ascertain possible dates from the family
2. Contact the MAL
3. Follow your local Baptism Preparation guidelines
4. Ensure stocks of certificates/candles are sufficient as appropriate

Weddings (new enquiry)

Due to the legal formalities, any enquiries about weddings should be passed immediately to the Mission Area Leader.

Once the booking is confirmed by the MAL, the Churchwarden should be prepared to liaise with the family around the practicalities of the day.

The MAL will advise about the Calling of the Banns in due course if necessary.

Calling of Banns

If asked to read Banns for a wedding taking place elsewhere, take all relevant details and refer to the MAL.

Funerals

When a vacancy occurs, contact your local Funeral Directors to give them the contact number of your MAL.

The Role of the Curate during a Vacancy

The responsibility for training passes to the Mission Area Leader.
The Curate's role does not change during a clerical vacancy.

The Role of the Non-Stipendiary Minister (NSM) or Non-Stipendiary Local Priest (NSLM)

As long as a NSM has completed their training, they can take on added responsibility if they wish to, after negotiation and agreement with the Mission Area Leader

LOOKING AFTER THE PARSONAGES

When a Parsonage is vacant responsibility for the custody of the house devolves to the Mission Area Leader and Churchwardens in accordance with the Constitution of the Church in Wales Chapter VII Part VI: Vacancies, Part VII: Redundant Houses etc., Clauses 12.1 to 14.4.4 and Clause 18.1 to 18.4 are reproduced below:-

Part VI: Vacancies

- 12.1 During a vacancy in an incumbency or in a case where a Parsonage in a suspended incumbency is vacant the Area Dean and Churchwardens of the Parish shall be the custodians of the Parsonage and shall be responsible for its care, other than for such purposes as are the responsibility of the Parsonage Board.
- 12.2 The custodians shall take precautions for the prevention of trespass; they shall see that the water, gas and electric services are cut off at the main; that in frosty weather the water is drained from the cisterns and pipes; that gutters and drainpipes are kept clear; that from time to time the house is aired, and central heating regularly run; and do what is practicable to prevent the garden from becoming a wilderness.
- 12.3 For such purposes the custodians shall have authority to defray the reasonable costs thereof at an average rate of expenditure for the period of the vacancy, not exceeding such weekly rate as the Diocesan Board of Finance may from time to time determine.
- 12.4 The amount expended shall be refunded by the Diocesan Board of Finance on production of a statement of account with receipts for payment made by the custodians and the amount refunded shall be charged against the Diocesan Parsonage Board Account for the diocese concerned.
- 12.5 The custodians shall not be responsible for making good the results of any failure by the former Incumbent to comply with the provisions of paragraph 23.1 of Part IX (i.e. the maintenance of the interior in good decorative condition) or for the results of any negligence by such Incumbent or by any of his or her household or family or for wilful damage done or allowed to be done by him or her, to any part of the Parsonage.
- 12.6 In the event of damage to the Parsonage by storms or other causes it shall be the duty of the custodians to notify the Inspector immediately.

Part VII: Redundant Houses etc.

13. When a house ceases to be required to be occupied by an Incumbent, it ceases to be a Parsonage and, except as hereinafter provided, the Board ceases to be responsible for its maintenance.

14. *Redundant and Unoccupied Houses*

- 14.1 If a house within a Parish or group of Parishes is not required to be occupied by the Incumbent it shall be deemed to be redundant.
- 14.2 The Board shall forthwith recommend whether the house shall be sold or let. If the recommendation is approved by the Representative Body or its appropriate committee, the Board shall instruct professional valuers to submit a report for the consideration of the Representative Body or its appropriate committee, who shall decide what action shall be taken.
- 14.3 Pending a sale or letting of a redundant house, the Incumbent (if any) and the Churchwardens of the Parish in which the house is situated, shall be the custodians of the property.
- 14.4.1 The custodians shall take precautions for the prevention of trespass; they shall see that the water, gas and electric services are cut off at the main; that in frosty weather the water is drained from the cistern and pipes; that gutters and drain-pipes are kept clear; that from time to time the house is aired and central heating regularly run and do what is practicable to prevent the garden from becoming a wilderness.
- 14.4.2 For such purposes they shall have authority to defray the reasonable costs at an average rate for the period to the date of sale or letting, not exceeding such weekly rate as the Diocesan Board of Finance may from time to time determine.
- 14.4.3 The amount expended shall be refunded by the Representative Body on production of a statement of account with receipts for payments made by them against the Diocesan Parsonage Improvement Fund.
- 14.4.4 In the event of damage to the property by storms or other causes it shall be the duty of the custodians to notify the Secretary of the Representative Body immediately.

15. *Custodians of former Parsonages*

- 15.1 If a new Parsonage is acquired and the former Parsonage has not previously been sold or let, the Incumbent and Churchwardens shall be the custodians of the former Parsonage and shall perform the duties described in Regulation 14.4.
- 15.2 The custodians shall be entitled to be refunded the reasonable costs, at an average rate not exceeding such weekly rate as the Diocesan Board of Finance

may from time to time determine, for the period up to the date when the former Parsonage is either sold or let.

- 15.3 The Representative Body shall be entitled to recover the amount so refunded out of the proceeds of sale or letting.
- 15.4 In the event of damage to the former Parsonage by storms or other causes, it shall be the duty of the custodians to notify the Secretary of the Representative Body immediately.

Custodians are requested to use their judgement in the effective and economical discharge of their duty and to consult with the Parsonage Board Inspector if necessary, who is always available to assist.

6 THE ROLE OF MISSION AREA ADMINISTRATOR

6.1 Mission Area Office Requirements

- + Room (*with toilet and drinks facilities*)
- + Phone
- + Internet Access
- + Laptop (*with MS Office*)
- + Printer/Copier/Scanner
- + Filing Cabinet
- + Desk & Chair
- + Stationery
- + Bookcase
- + Map of MA
- + Noticeboard

Contact karenwilliams@churchinwales.org.uk for examples of MA Administrator job description.

Contact grahamwalker@churchinwales.org.uk for assistance with payroll.

6.2 Application Pack

THIS DOCUMENT IS OFFERED AS AN EXAMPLE ONLY, IT IS INTENDED TO BE MODIFIED ACCORDING TO LOCAL CIRCUMSTANCES & REQUIREMENTS



Diocese of St. Asaph



_____ **Mission Area**

**Mission Area Administrator
Application Pack**

Date _____

Thank you for your interest in the post of **Mission Area Administrator** for _____ Mission Area, which is part of the Diocese of St Asaph.
(insert information about your Mission Area including details such as number of churches, congregations or attach a Mission Area profile)

We offer an exciting opportunity for a self- motivated, experienced administrator with excellent organisational & IT skills to work with us. If you would like an informal discussion about the post or require further information, please contact:
(insert name and contact details)

Applications must be received by **12 noon** on _____
(please note that we do not accept CVs)

You may submit your application by post or by email
By post to: *(insert postal address)*

By email to: *(insert email address)*

Interviews will be held in _____ on _____

Applicants may also be asked to take part in a practical skills assessment. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

The appointment will be subject to satisfactory references.

JOB DESCRIPTION

Job title: Mission Area Administrator

Reporting to: Mission Area Leader

Managed by: Mission Area Leader

JOB PURPOSE

To support the Mission Area Conference and Shared Ministry Team to deliver the vision, priorities, and Mission Area Development Plan in accordance with the Mission Area Covenant by providing an efficient, effective, and comprehensive administrative service and managing the Mission Area Office

KEY WORKING RELATIONSHIPS

- Mission Area Leader
- Members of the Shared Ministry Team
- Members of Executive Committee and sub-committees
- Members of Church Councils

MAIN DUTIES AND RESPONSIBILITIES: -

- Day to day management of the Mission Area Office
- Ensure that the Mission Area is administered effectively by providing an efficient all round administrative service to the Mission Area Leader, the Mission Area Conference, and executive committees as required
- Act as a central point of contact for the Mission Area, dealing with all persons warmly, professionally and ensuring that the appropriate follow up action is taken
- Process incoming and outgoing email and paper correspondence
- Prepare reports, correspondence, statistics, and publications as required
- Process financial transactions, invoices, bank statements and financial documents as required and in liaison with the Mission Area Treasurer
- Maintain and manage Mission Area records – electronic and paper
- Maintain regular communication with Church Councils in the Mission Area
- Support the Mission Area Leader to arrange, co-ordinate and plan services and events across the Mission Area

- Support the Mission Area communications strategy, including updating social media sites/website as required
- Attend and participate in Mission Area Conference meetings and other meetings as required

This job description is not a statement of all the duties applicable to the postholder. Variations to the duties outlined above or any other duties that may occur to meet the needs of the post will be commensurate with the grade and character of the post

Person Specification		
Key Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • Good sound general education • English & Mathematics to GCSE standard or equivalent • Computer literate, proficient in MS Office (Word/ Excel) • Experience in working in an administrative role 	<ul style="list-style-type: none"> • Database inputting & Interrogation • Proficient in MS Publisher • Experience in working with members of the public • Experience of working for a 'not-for profit' organisation
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills • Meticulous accuracy and detail • Confident to maintain confidentiality • Excellent communication skills – written & verbal • Ability to relate with people in a warm & approachable manner • Ability to work to deadlines 	<ul style="list-style-type: none"> • Ability to communicate in Welsh • Understanding of, and empathy with the Anglican Church and Church in Wales • Ability to travel independently across the Mission Area
Work-related Personal Qualities	<ul style="list-style-type: none"> • A team player who can work well with colleagues • Reliable & trustworthy • Able to work alone and unsupervised • Willing to take the initiative • A pleasant friendly demeanour • Willing to be flexible 	

Administrator

Main Terms and Conditions

- Hours of Work** _____ hours per week, pattern of working hours subject to agreement between the post holder and Mission Area Leader.
- Salary** £_____ per hour
- Pension** _____
- Holiday** 25 days per calendar year plus bank holidays (pro rata). The holiday year runs 1 January to 31 December.
- Location** _____ Mission Area Office, High Street Llansomewhere
- Probation** This post will be subject to satisfactory completion of a probationary period of 6 months.

Please return this form to the Mission Area Leader

by _____



INSERT EMPLOYER'S DETAILS HERE



Post		INTERNAL USE ONLY Candidate's Ref No: Received:
Closing Date		

PERSONAL DETAILS

Title		
Surname		
Forename(s)		
Address		
Postcode		
Telephone	Home	Mobile
Email		

Are you a British subject or a national of any EU Country
YES NO

If not, do you have the right to work in the UK and/or if necessary have a current work permit/visa
YES NO

If so, please state the expiry date of your right to work in the UK and/or your work permit/visa.

Nationality

National Insurance No

Equal Opportunities Monitoring Form

In accordance with its equal opportunities statement, **INSERT NAME OF EMPLOYER** will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, or age.

You may of course, decide not to answer one or any of these questions but if you do respond, all information will be treated in confidence and will be used solely for the purpose of providing statistics for equal opportunity monitoring. The front page and monitoring form does not form part of your application and will therefore be detached from it and stored separately.

Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Date of Birth:	Age:
Marital Status (please tick appropriate)			
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Partnered <input type="checkbox"/>			
Race, Nationality, Ethnic Origin (Please Tick as appropriate)			
<i>White</i>		<i>Mixed</i>	
Welsh <input type="checkbox"/>	English <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	
Irish <input type="checkbox"/>	Scottish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	
Other white background (please specify)		White and Black British <input type="checkbox"/>	
		White and Black African <input type="checkbox"/>	
		Other mixed background (please specify)	
<i>Asian</i>		<i>Black</i>	
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	British <input type="checkbox"/>	British <input type="checkbox"/>	
Other Asian background (please specify)		Other black background (please specify)	

Sexual Orientation *(Please tick as appropriate)*

Heterosexual Homosexual Bisexual Transsexual
Prefer not to say

Religion

Please state preferred religion or belief

Disability

None Physical Disability Mental Disability Prefer not to say

If you are disabled please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010:

Welsh Language

Are you a Welsh speaker Yes No

Where did you see the advertisement for this post?

Diocesan/Church in Wales publication or website Local Press

Internet Job Centre Professional Publication

Word of Mouth

Other - please provide details

REFERENCES

Please supply the names, addresses, telephone numbers and email addresses of two referees, one of which must be your present employer. If you are not currently in employment, please include your last employer. You should note that any of your previous employers may be contacted for a reference.

UNLESS YOU INDICATE TO THE CONTRARY, REFERENCES WILL BE REQUESTED FOR SHORTLISTED CANDIDATES PRIOR TO INTERVIEW.

Title / Name:

Profession:

Relationship to applicant

Address:

Post Code:

Tel No:

E-mail:

Title / Name:

Profession:

Relationship to applicant

Address:

Post Code:

Tel No:

E-mail:

Are you related to a member or employee of **INSERT NAME OF EMPLOYER?**

Yes No

If yes, please provide details

DECLARATION

I declare that the information set out in this application form is true in all respects and I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed. I am also aware that canvassing of members or employees of INSERT NAME OF EMPLOYER will disqualify me.

I hereby give my consent to the organisation processing the data supplied on this application form for the purpose of recruitment and selection.

Signed _____

Date _____

Data Protection Act 1998 – Information provided by you will be held and automatically processed as data on a computer system. **INSERT NAME OF EMPLOYER** will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act.

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Grade of Membership	Date of Admission	How did you achieve this membership?

ARE YOU UNDERTAKING ANY COURSE OF STUDY AT PRESENT?
if so please give details

Date	Training Course Title	Duration of course	Organising Body

TRAINING RECEIVED during the past 3 years.

Date	Training Course Title	Duration of course	Organising Body

IT IS OUR POLICY TO VERIFY THE QUALIFICATIONS OF ALL SUCCESSFUL JOB APPLICANTS AND YOU MAY BE ASKED AT A LATER STAGE IN THE RECRUITMENT PROCESS FOR YOUR CONSENT TO CHECKS BEING CARRIED OUT

EMPLOYMENT HISTORY

Present or most recent employment (paid or unpaid)

Job Title**Current salary****Name and address of present or most recent employer:-****Start date _____ Leaving date (if appropriate)****Reason for leaving****Brief description of job and main duties****Notice period required by present employer****Previous Employment History**

Please give details of previous employment history, most recent first. You can include any unpaid or voluntary work you have undertaken. Any dismissal or redundancy must be clearly stated. Please continue on a separate sheet if necessary.

Dates		Employer/Self Employed Please include name and address	Post Held and Main Responsibilities	salary	Reason for Leaving
From Mth/Yr	To Mth/Yr				

ADDITIONAL INFORMATION

Please give details of time not accounted for elsewhere on this application form.

Do you hold a current United Kingdom driving licence? Yes No

Do you have use of a car? Yes No

If "Yes" do you have any current endorsements

Do you currently have any other employment other than your main job? Yes
No

If 'Yes', please provide details below:

Post:

Hours worked per week

CONVICTIONS

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions.



Spent convictions do not have to be declared if the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

YOUR EXPERIENCES AND ACHIEVEMENTS

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application, with specific reference to the job specification. One additional A4 sheet may be attached

Please return your completed form to:

CLOSING DATE:

	NODWCH ENW'R CYFLOGWR YMA	
---	------------------------------	---

Swydd		DEFNYDD MEWNOL YN UNIG Cyfeirnod yr ymgeisydd: Derbyniwyd:
Dyddiad Cau	12.00 hanner dydd	

Manylion Personol

Teitl		
Cyfenw		
Enw(au) cyntaf		
Cyfeiriad		
Cod Post		
Rhif ffôn	Cartref	Symudol
E-bost		

Ydych chi'n un o ddinasyddion Prydain neu unrhyw wlad arall yn yr Undeb Ewropeaidd?
 YDW NAC YDW

Os nad ydych chi, oes gennych chi'r hawl i weithio yn y Deyrnas Unedig, a/neu os oes angen, oes gennych chi drwydded waith/teitheb gyfredol
 OES NAC OES

Os felly, nodwch ddyddiad terfyn eich hawl i weithio yn y Deyrnas Unedig a/neu eich trwydded waith/teitheb.

Cenedligrwydd

Rhif Yswiriant Gwladol

Ffurflen Monitro Cyfle Cyfartal

Yn unol â'i ddatganiad cyfle cyfartal, bydd NODWCH ENW'R CYFLOGWR YMAyn darparu cyfleoedd cyfartal i bob gweithiwr ac ymgeiswyr swydd ac ni fydd yn gwahaniaethu'n uniongyrchol nac yn anuniongyrchol ar sail hil, lliw, tarddiad ethnig, cenedligrwydd, tarddiad cenedlaethol, rhyw, statws priodasol, anabledd, cyfeiriadedd rhywiol, nac oedran.

Fe gewch chi, ar bob cyfrif, benderfynu peidio ag ateb un neu ragor o'r cwestiynau hyn, ond os byddwch yn ymateb, bydd yr holl wybodaeth yn cael ei thrin yn gyfrinachol a bydd yn cael ei defnyddio at y diben o ddarparu ystadegau ar gyfer monitro cyfle cyfartal. Nid yw'r dudalen flaen a'r ffurflen fonitro'n ffurfio rhan o'ch cais ac felly fe fyddan nhw'n cael eu gwahanu a'u storio ar wahân.

Rhyw: Gwryw <input type="checkbox"/> Benyw <input type="checkbox"/>		Dyddiad Geni:	Oedran:
Statws priodasol (<i>Ticiwch fel bo'n briodol</i>)			
Priod <input type="checkbox"/> Wedi ysgaru <input type="checkbox"/> Wedi gwahanu <input type="checkbox"/> Sengl <input type="checkbox"/> Mewn partneriaeth <input type="checkbox"/>			
Hil, Cenedligrwydd, Tarddiad ethnig (<i>Ticiwch fel bo'n briodol</i>)			
<i>Gwyn</i>		<i>Cymysg</i>	
Cymreig <input type="checkbox"/>	Seisnig <input type="checkbox"/>	Gwyn a Du Caribiaidd <input type="checkbox"/> Gwyn ac Asiaidd <input type="checkbox"/>	
Gwyddelig <input type="checkbox"/>	Albanaidd <input type="checkbox"/>	Gwyn a Du Prydeinig <input type="checkbox"/>	
Cefndir gwyn arall (manylwch)		Gwyn a Du Affricanaidd <input type="checkbox"/>	
		Cefndir cymysg arall (manylwch)	
<i>Asiaidd</i>		<i>Du</i>	
Indiaidd <input type="checkbox"/>	Pacistanaid <input type="checkbox"/>	Caribiaidd <input type="checkbox"/> Affricanaidd <input type="checkbox"/>	
Bangladeshaid <input type="checkbox"/>	Prydeinig <input type="checkbox"/>	Prydeinig <input type="checkbox"/>	
Cefndir Asiaidd arall (manylwch)		Cefndir du arall (manylwch)	
Tueddfryd rhywiol (<i>Ticiwch fel bo'n briodol</i>)			
Heterorywiol <input type="checkbox"/> Hoyw <input type="checkbox"/> Deurywiol <input type="checkbox"/> Trawsrywiol <input type="checkbox"/> Gwell gennyf beidio dweud <input type="checkbox"/>			
Crefydd			
Nodwch eich dewis o grefydd neu gred			

Anabledd

Dim Anabledd Corfforol Anabledd Meddyliol Gwell gennyf beidio â dweud

Os ydych yn anabl rhowch fanylion byr am effeithiau eich anabledd ar eich gweithgareddau o ddydd i ddydd, ac unrhyw wybodaeth arall y teimlwch y byddai'n ein helpu i ddarparu ar gyfer eich anghenion yn ystod eich cyfweiliad / asesiad a thrwy hynny fodloni ein rhwymedigaethau dan Ddeddf Cydraddoldeb 2010:

Y Gymraeg

Ydych chi'n siarad Cymraeg Ydw Nac ydw

Ymhle welsoch chi'r hysbyseb ar gyfer y swydd hon?

Un o gyhoeddiadau/gwefan yr Esgobaeth/yr Eglwys yng Nghymru

Y wasg leol Y rhyngrwyd Canolfan Waith

Cyhoeddiad Proffesiynol Ar lafar

Arall – rhowch fanylion

GEIRDA

Rhowch enwau, cyfeiriadau, rhifau ffôn a chyfeiriadau e-bost dau ganolwr. Rhaid i'ch cyflogwr presennol fod yn un ohonyn nhw. Os nad ydych mewn cyflogaeth ar hyn o bryd, cofiwch gynnwys eich cyflogwr diwethaf. Dylech nodi y gellid cysylltu ag unrhyw un o'ch cyflogwyr blaenorol i gael geirda.

ONI FYDDWCH YN NODI'N WAHANOL, GOFYNNIR AM EIRDAON AR GYFER YMGEISWYR AR Y RHESTR FER CYN Y CYFWELIAD.

Teitl / Enw:

Proffesiwn:

Perthynas â'r ymgeisydd:

Cyfeiriad:

Cod post:

Rhif Ffôn:

E-bost:

Teitl / Enw:

Proffesiwn:

Perthynas â'r ymgeisydd:

Cyfeiriad:

Cod post:

Rhif Ffôn:

E-bost:

Ydych chi'n perthyn i unrhyw aelod neu weithwyr **NODWCH ENW'R CYFLOGWR YMA?**

Ydw Nac ydw

Os ydych chi, rhowch fanylion os gwelwch yn dda

DATGANIAD

Rwy'n datgan bod yr wybodaeth a nodir yn y ffurflen gais hon yn wir ym mhob ffordd ac rwy'n deall pe darganfyddir wedyn bod unrhyw ddatganiad yn anwir neu'n gamarweiniol, neu fy mod wedi celu gwybodaeth berthnasol, efallai y caiff fy nghais ei wahardd, neu os penodwyd fi'n barod, y gellir fy niswyddo. Rwyf hefyd yn ymwybodol y bydd canfasio aelodau neu gyflogeion NODWCH ENW'R CYFLOGWR YMA yn arwain at fy niarddel.

Rwy'n rhoi fy nghaniatâd drwy hyn i'r sefydliad brosesu'r data a ddarparwyd ar y ffurflen gais hon at ddibenion recriwtio a dethol.

Llofnod _____

Dyddiad _____

Deddf Diogelu Data 1998 - Bydd gwybodaeth a ddarperir gennych yn cael ei chadw a'i phrosesu'n awtomatig fel data ar system gyfrifiadurol. Bydd NODWCH ENW'R CYFLOGWR YMA yn cymryd pob cam rhesymol i sicrhau ei chyfrinachedd ac i gydymffurfio â'r egwyddorion a gynhwysir yn y Ddeddf.

AELODAETH GYFREDOL O GYRFF PROFFESIYNOL

Enw'r corff	Graddfa aelodaeth	Dyddiad derbyn	Sut daethoch chi'n aelod?

YDYCH CHI'N DILYN UNRHYW GWRS AR HYN O BRYD?

Os ydych chi, rhowch fanylion

Dyddiad	Teitl y Cwrs Hyfforddi	Hyd y Cwrs	Corff a drefnodd yr hyfforddiant

HYFFORDDIANT A GAFWYD yn ystod y 3 blynedd ddiwethaf.

Dyddiad	Teitl y Cwrs Hyfforddi	Hyd y Cwrs	Corff a drefnodd yr hyfforddiant

EIN POLISI NI YW GWIRIO CYMWYSTERAU POB YMGEISYDD LLWYDDIANNUS AM SWYDD AC EFALLAI Y GOFYNNIR I CHI YN DDIWEDDARACH YN Y BROSES RECRIWTIO AM EICH CANIATÂD I GYNNAL ARCHWILIADAU

HANES CYFLOGAETH

Cyflogaeth bresennol neu ddiweddaraf (taledig neu ddi-dâl)

Teitl y Swydd

Cyflog presennol

Enw a chyfeiriad eich cyflogwr presennol neu mwyaf diweddar

Dyddiad dechrau

Dyddiad ymadael (lle bo'n berthnasol)

Rheswm am adael

Disgrifiad byr o'r swydd, a'ch cyfrifoldebau

Cyfnod rhybudd y mae'r cyflogwr presennol ei angen

Hanes cyflogaeth flaenorol

Rhowch fanylion am hanes cyflogaeth flaenorol, gyda'r swydd ddiweddaraf yn gyntaf. Gallwch gynnwys unrhyw waith di-dâl neu wirfoddol rydych wedi ei wneud. Mae'n rhaid datgan yn glir unrhyw achos o ddiswyddo neu golli swydd. Parhewch ar ddalen ar wahân os oes angen.

Dyddiadau		Cyflogwr/ Hunangyflogedig Cofiwch gynnwys enw a chyfeiriad	Manylion y Swydd a'ch prif ddyletswyddau	Cyflog	Rheswm am adael
O Mis/ Blwyddyn	Hyd Mis/ Blwyddyn				

GWYBODAETH YCHWANEGOL

Rhowch fanylion am gyfnodau na fanylwyd arnyn nhw mewn rhannau eraill o'r ffurflen gais hon.

Oes gennych chi drwydded yrru gyfredol yn y Deyrnas Unedig? Oes Nac oes

Oes gennych chi fynediad at gar? Oes Nac oes

Os "Oes", oes gennych chi ardystiadau ar hyn o bryd?

Oes gennych chi swydd arall ac eithrio eich prif swydd ar hyn o bryd? Oes Nac oes

Os 'oes', rhowch fanylion isod:

Swydd:

Oriau gwaith yr wythnos

COLLFARNAU

A gafwyd chi, ryw dro, yn euog o drosedd? Os felly, rhowch fanylion am unrhyw gollfarn heb ddarfod.

Nid oes yn rhaid datgan collfarnau sydd wedi darfod os nad yw'r swydd yn un a ddaw dan ofal Deddf Adsefydlu Troseddwyr 1974 (Eithriadau) Gorchymyn 1975.

EICH PROFIADAU A'CH CYFLAWNIADAU

Defnyddiwch y lle hwn i ddweud pam mae gennych ddi-ddordeb yn y swydd yr ydych wedi ymgeisio amdani, a rhoi unrhyw wybodaeth arall a allai fod o gymorth i'ch cais, gan gyfeirio'n benodol at y fanyleb swydd. Gellir atodi un dudalen A4 ychwanegol

Dychwelwch eich ffurflen wedi ei llenwi at:

DYDDIAD CAU:

6.3 Induction plan

Induction Plan		
Employee's Name:		
Date Employment Started:		
Person Responsible for Induction:		
Activity	Signed by staff	Signed by manager
Initial meeting with manager which covers outline of role, responsibilities, level of authority and work priorities.		
Check that there are no matters outstanding from the recruitment process, e.g. all pre employment checks completed.		
<p>Discuss the terms and conditions of employment and ensure that the following are discussed:</p> <ul style="list-style-type: none"> - Information about pay day & payment method; - Who to contact to report sickness and absence; - Explain annual leave entitlement, where this is recorded and who approves this. <p>Check that all relevant personal information has been obtained, for example, emergency contact.</p> <p>Explain work rules and codes of conduct, including specific points such as no smoking policy, dress code, hours of work, tea and lunch breaks.</p> <p>Provide copies of policies and procedures, ensuring key policies and procedures, such as the disciplinary and grievance procedures, are explained and understood</p>		
Explain the emergency procedures, e.g. evacuation exits and procedure, the sound of the fire alarm.		
Ensure that the new employee knows where the basic amenities are, eg; toilets, tea/coffee making facilities.		
Ensure employee knows how to access all the equipment needed to do your job and are issued any necessary items such as keys, building codes, equipment codes.		
Introductions to key contacts.		
Plan regular meeting with the new employee to discuss workload, progress and any difficulties.		
Employee to sign that they are aware of, and have read, all policies and procedures.		