

Hexham Abbey Policies

Hexham Abbey PCC has the following policies:

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The PCC will review these policies on an annual basis.

Canon Graham B Usher
Rector

Ms Gill Alexander
Lay Chair

Accounting Practices

Bank Accounts

Establishing accounts and signatories requires the prior approval of the PCC
All cheques must have two signatures, neither of which should stand to gain from the payment.

Invoices

Are paid after ratification by a Churchwarden, member of the clergy or representative of the relevant budget heading (eg Property Committee for repairs and renewals, Director of Music for music, Verger for service items etc).

Expenses

Cheques are not signed by the recipient and expenses claims must be approved by another signatory.

Salaries

To be processed by the last working day of the month and are paid through the BACS system via internet banking – the screen for payments must be ratified, by a member of the clergy or Churchwarden or the Treasurer.

Petty Cash

A small petty cash float (less than £100) is kept by the Administrator for payment of miscellaneous items (eg stamps, cleaning stuff, refreshments). Purchases are recorded in a petty cash book by the Administrator or Finance Officer and the book is reconciled at the end of each month.

Small cash receipts, (eg for photocopying/car park keys), are received as petty cash and recorded in the petty cash book.

Cash Counting

All cash/envelopes are handled in accordance with the agreed Cash Handling Policy.

Two people usually count **all collections** (including 'contra collections' – collections taken during a service where there has been a request for the money to be paid to another party eg charity)

Cash is kept in the vestry safe until such time as counters are available

Cash is counted either in the vestry or in the Parish Centre when there are at least 2 people present.

Cash is banked as soon as possible after its receipt. Where there are sums in excess of £2,500, 2 people take the money to the bank.

The Visitor's Chest and votive candle stands are emptied on a regular usually daily basis by 2 members of staff and the cash stored in the vestry safe until the cash is counted (usually each week) by cash counters in the Parish Centre.

Envelopes

1. **Blue Planned giving envelopes** (from the collection plate or wall safe) are stored in the vestry safe (or remain in the wall safe) before being opened, counted and processed by a team of volunteers on a weekly basis. Two people are present and the amounts are recorded on each envelope and on a master sheet which is then transferred to a spreadsheet for collating. At the end of each quarter the total amount for each giver is calculated and entered into the gift computer package for processing the gift aid claim.
2. **White heritage envelopes** are counted with the other monies from the visitor's chest and the amount recorded on each and the name, postcode and amount given recorded on a spread sheet. The total collected is then available (together with the names and post codes of the givers) for processing at the end of the quarter gift aid claim.
3. **Yellow PCC envelopes** and **purple flower envelopes** are processed in the same way.
4. **Baptism and wedding gift aid envelopes** are similarly processed.

All envelopes and lists of gift aid givers names are kept in storage boxes (one per accounting year) in the (locked) Treasurer's cupboard in the parish centre.

Gift Aid

Signed Gift Aid forms are kept in a lockable filing cabinet (copies are also held by the planned giving recorder)

At the end of each quarter the data for the gift claim is produced by the Finance Officer and sent to the Planned Giving Recorder for final processing and claiming.

VAT

A quarterly VAT return is prepared as required and submitted to the Treasurer for signing and returning to the VAT office. Currently 45% of VAT paid can be reclaimed.

Computerised Systems (accounts package, data base, payroll)

Back ups

Back ups are taken at regular intervals (at least weekly) of computerised accounts data. Removable media copies are taken and at least one stored in a location other than the Parish Centre.

Payroll back ups are taken on a monthly basis.

Storage of Archive data

Accounts files will be kept for 7 years after which time the records will be shredded.

Agreed by the PCC: 18 May 2010

Issue number: 4

Review date: May 2011

Admission of Baptised Children to Holy Communion prior to Confirmation

In line with the Admission of Baptised Children to Holy Communion Regulations 2006, Hexham Abbey adopts the practice of inviting children to take communion, subject to suitable preparation.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011

Baptism

We welcome anyone from our parish for baptism and invite them to explore the Christian faith.

- We never deny baptism to anyone from our parish.
- We only accept candidates for baptism (or in the case of infants/children, their parents/guardians) who are resident in the Parish or on the Electoral Roll or regular worshippers at Hexham Abbey.

Procedure:

- **Initial Contact:** Those requesting baptism will be given dates of baptism preparation meetings and asked to book in on one of these. Dates for baptism services are not discussed at this stage. Godparents and others who support the family may also attend the preparation meeting.
- **Visit:** A member of the baptism visiting team (or a member of the clergy) takes a sheet with information about baptism to the candidates' home, together with written confirmation/invitation to the meeting and information about what we offer for children/infants on a Sunday morning.

- At the **Baptism Preparation meeting** an introduction to baptism / the Christian faith is offered, appropriate to those attending. A Service of Thanksgiving for the Gift of a Child is offered as an alternative to baptism. Forms are filled in and dates for the baptism or thanksgiving service are confirmed.

A card is sent on the first anniversary of the baptism. Following the baptism service there is a further visit to the family, usually by a member of the baptism visiting team, to extend an invitation to an Abbey service perhaps accompanied by that person. Baptism families are invited to special services, eg Mothering Sunday, or Junior Church events, etc.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011

Car Park

The PCC has the following categories for car park fees:

- ❖ Abbey members for personal use only
- ❖ Abbey members who currently volunteer to help at the Abbey and require occasional personal use

Car parking is on a first come, first served basis and is limited to a maximum of four hours in any one day.

The PCC give free permits to:

- ❖ Volunteers for use only while on official Abbey duties
- ❖ Members of staff and retired clergy

Where more than one car parking permit has been issued, only one car at any one time may be present in the car park.

Agreed by the PCC: 18 May 2010

Issue number: 2

Review date: May 2011

Charitable Giving

The PCC's annual budget includes a sum for charitable giving made up of 10% of planned giving and 10% of the surplus raised by Abbey Teas.

Agreed by the PCC: 18 May 2010
Issue number: 4
Review date: May 2010

4/5th of the annual budget for the Aid and Global Issues Committee is used to support four projects (one in our link Diocese of Botswana, one other overseas project through USPG, one within the north-east of England possibly within the Diocese of Newcastle, and one within our own Parish). These projects would be supported on a rolling programme for four years. The remaining 1/5th of the budget is used to make smaller grants or to respond to emergency appeals to a maximum of eight charities per year. All grants are to approved by the PCC and those emergency appeals can receive retrospective approval. (Chair of the sub-committee and a member of the Standing Committee are to approve emergency appeals.)

Agreed by the PCC: 18 May 2010
Issue number: 3
Review date: May 2011

Collections at Funeral and Special Services

A minimum of 50% of the collection taken at funeral, carol, and special services organised by external organizations, held in Hexham Abbey is for the PCC's work.

All of these collections are counted and banked by the Abbey with the relevant cheque(s) then being issued to the charity concerned.

Agreed by the PCC: 18 May 2010
Issue number: 1
Review date: May 2011

Commitment to the Environment

1. Hexham Abbey PCC affirms that it will strive to safeguard the integrity of creation and sustain and renew the earth.
2. We will seek to make environmental concerns an integral part of our life and work. As a general rule, we will seek to do things more environmentally, rather than do more environmental things.
3. Each year we will identify one aspect (or more) of our premises and activities, with a view to improving what we do in line with best environmental practice.
4. We will identify a named individual to monitor the implementation of this commitment.

Agreed by the PCC: 18 May 2010

Issue number: 2

Review date: May 2011

Disability Statement

The PCC recognises that many of its parishioners, whether disabled or otherwise, have individual needs when making use of its services.

However, the PCC also recognises that for some people the nature of their disabilities may mean they experience specific difficulties related to access to its services, meetings and events.

As part of its ongoing commitment to equality of access, the PCC will endeavour to ensure that disabled parishioners and visitors receive the same standards of service as everyone else.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011

Equal Opportunities

STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. The PCC and those involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by at least two persons representing diversity within the population.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. The PCC will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-

- a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011

Ethical Investment

Ethical considerations form an integral part of Hexham Abbey PCC's investment management process in keeping with its Christian witness and values.

Hexham Abbey PCC seeks to invest in companies that will successfully develop their business financially in the interests of their shareholders, but which also demonstrate responsible employment and best corporate governance practices, are conscientious with regard to environmental performance and human rights and act with sensitivity to the communities in which they operate. The use of 'positive' ethical criteria in assessing companies is thus firmly incorporated within our ethical investment policy, although we continue to apply 'negative' criteria as well.

We do not invest in any company that promotes pornography or supplies armaments and we do not invest in companies whose management practices are judged by us to be unacceptable. In addition, investment is avoided in any company, a major part of whose business activity or focus is gambling or the supply of tobacco products, alcoholic beverages or non-offensive military equipment. In order that we should not be identified with any political viewpoint, or associated with unacceptable news reporting standards, investment is normally avoided in newspaper publishing. Given the complexity of many companies, some will have business interests in areas we seek to avoid and these are closely monitored to ensure they meet our broader criteria.

We generally accept the right of nations to defend themselves and to engage in peacekeeping initiatives. However, we do not invest in companies that manufacture weapons platforms such as aircraft, naval vessels, helicopters or tanks and neither will we invest in companies that manufacture weapons or weapons systems.

Investment in selected companies that have diversified away from brewing into catering, hotels, health and family focused activities is allowed. These companies, as well as complying with our stated positive ethical criteria, must also demonstrate a commitment to community involvement and to socially responsible policies that relate to alcohol consumption.

Companies are monitored according to our ethical investment policy and, where appropriate, by developing an ongoing engagement with them. We believe this to be the best means of exercising our responsibility and communicating Church concerns. Disinvestment, if recommended, remains the preserve of the PCC, and is considered if a company is in clear breach of our ethical investment policy or if, after sustained dialogue, it does not respond positively to our concerns.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011

Expenditure Control

In drafting this document the following assumptions have been made;-

1. That the effective and efficient running of the Abbey is best achieved through the delegation of authority for financial matters to named individuals.
2. That any delegation of authority relies on trust. That abuse is always possible but can be reduced if proper controls and monitoring procedures are in place.
3. That those to whom authority is delegated are competent and willing to take on the responsibilities identified.

Delegated authority to the Rector

That PCC delegate authority to the Rector to authorize expenditure up to limits identified in the Budget. The following criteria apply;-

1. In authorizing expenditure care must be taken by the Rector to ensure that Budgets will not be overspent. Where an over spend against a particular budget heading is anticipated it must be authorized (or not) by the Standing Committee before the expenditure is committed to.
2. Budgeted expenditure amounts may be revised upwards or downwards during the year by SC to reflect changes in income levels. The revised levels to become the new budget limits up to which the Rector can authorize expenditure.
3. That no contract extending for more than 12 months can be entered into without prior approval of the SC.
4. That any single item of expenditure, exceeding £1,500, which has not been specifically identified in the Budget, must be authorized by SC.

Delegated authority to others

That the Rector may delegate authority to individuals, nominated by him, to incur expenditure for specified items to an agreed limit. Such nominations are to be presented to SC for ratification. In each case the Rector must make clear what the items and limits are. The limit is not to exceed £250 for any single item of expenditure.

Emergency authorisation

In the event of an urgent and unforeseen need, the Rector in liaison with two other SC members, comprising at least either the Hon. Treasurer or a Warden, may authorize expenditure outside the limits defined above.

Agreed by the PCC: 18 May 2010
Issue number: 3
Review date: May 2011

Fixed Assets and Depreciation Policy

All assets costing more than £1000 (excluding VAT), are capitalised and depreciated over their expected useful life on the basis of:

Freehold Property	2%	Straight Line
Office Equipment	25%	Straight Line

Consecrated and benefice properties are excluded from the accounts by virtue of s.96(2)(a) &(c) of the Charities Act 1993. From Jan 2006, relevant expenditure on improvements to consecrated or beneficial buildings and movable church furnishings is also capitalised, under the new SORP.

Other land and buildings held on behalf of the PCC for its own purposes are valued at market value.

Agreed by the PCC: 18 May 2010
Issue number: 2
Review date: May 2011

Governance

This policy is based on the following assumptions:

- that the overall policy direction of the Parish lies with the PCC
- that decisions are made at the lowest possible level
- that given the scale of our responsibilities the PCC delegates certain areas of responsibility either to its sub-committees or to the Standing Committee, acting as an executive body
- that all Committees and Task Groups are accountable to the PCC and have clear annually decided goals
- that when the charitable company limited by guarantee, Hexham Abbey Heritage, is established further areas will be delegated by the PCC.

The Governance Policy of Hexham Abbey aims to support our vision

of a world where God's love is enjoyed, celebrated and shared.

and our mission to become

*an open community of Christ's disciples,
sharing our worship, engaging our faith with the world,
and offering our lives to serve God's kingdom.*

ANNUAL SCHEME OF MEETINGS

	Sub-Committee	Standing Committee <i>9 meetings per year</i>	PCC <i>6 meetings per year</i>
MAY	<p>Meeting throughout the year working on a workplan agreed with the PCC:</p> <ul style="list-style-type: none"> Property Committee Being Safe Committee Learning and Education Committee Aid and Global Issues Committee Social and Caring Committee <p>Together with the following Task Groups:</p> <ul style="list-style-type: none"> Music in the Abbey Nurturing Children and Young People Hexham Abbey Project Steering Group 	<p>Week 18</p> <p>Review policies</p>	<p>Week 20</p> <p>Draft sub-committee membership</p> <p>Appointment of sub committees</p> <p>Review of all policies</p> <p>Confirmation of Strategic plan</p> <p>Confirmation of sub committee workplans</p>
JUNE		<p>Week 23</p>	
JULY		<p>Week 27</p> <p>Property Committee chairman</p>	<p>Week 28</p> <p>Topical issue</p> <p>Property Committee review</p> <p>Financial review</p>
AUGUST			
SEPTEMBER		<p>Week 36</p> <p>Being Safe Committee Chairman</p>	<p>Week 38</p> <p>Topical issue</p> <p>Being Safe Committee review</p>
OCTOBER		<p>AWAY DAY every two years</p> <p>Week 40</p> <p>Draft budget</p> <p>Staff salary review</p>	
NOVEMBER		<p>Week 45</p> <p>Learning and Education Chairman</p> <p>Fees approved</p>	<p>Week 47</p> <p>Budget approval</p> <p>Topical issue</p> <p>Learning & Education Committee review</p>
DECEMBER			
JANUARY		<p>Week 2</p> <p>Aid & Global Issues Chairman</p>	<p>Week 4</p> <p>Topical issue</p> <p>Aid & Global Issues Committee Review</p>
FEBRUARY		<p>Week 6</p>	

Social and Caring Chairman

MARCH

Week 10
Draft annual report and accounts
Chairs of all sub-committees
accounts

Week 13
Review of Strategic Plan
Approval of annual report & discuss work plan

Topical issue
Social and Caring Committee review

APRIL

Week18 – Annual Parochial Church Meeting

Decision Planner

Key function	No.	TASKS	Decision Level				Frequency
			1	2	3	4	
Budget	1	To approve the budget plan for the financial year	0				Annual
	2	To arrange for an audit of financial records	0				Annual
	3	To present annual accounts and annual report to APCM	0				Annual
	4	Set a 3-5 year budget	0				Annual
	5	Approval of variations within budget		0			As required
	6	Authorisation of amounts which will exceed £1,500 included in the overall budget plan		0			As required
	7	Authorisation of amounts up to £1,500				0	As required
	8	Ratification of any authority delegated, by the Rector, to others		0			As required
	9	Charging and remission policy		0			As required
	10	Approval of sponsorship appeals		0			As required
	11	To enter into contracts (may be delegated in advance)	0				As required
	12	To monitor income and expenditure		0			Monthly
	13	Review income and expenditure against budget	0				Semi-annual
	14	To ensure appropriate financial records are kept	0				Annual
Staffing	15	Appointment of support staff		0		0	As required
	16	Staff policy, procedures, support and welfare		0			Ongoing
	17	Day to day management of staff				0	Daily
	18	Pay discretionary and salary reviews		0			Annual

	19	Determining staff complement	0				As required
	20	Disciplinary/Grievance/Capability procedures	0	0			As required

Decision Levels: 1=PCC, 2=SC, 3=Sub-committee, 4=Rector

Key function	No.	TASKS	1	2	3	4	Frequency
Development Planning							
	21	Set the overall Policy, Vision and Mission of the Abbey	0				Annual
	22	To approve the parish development plan	0				Annual
	23	Regular review and oversight of the parish development plan		0			Quarterly
Premises and insurance	24	Keep proper records, including terrier of lands and inventory of articles belonging to the Church		0			Annual
	25	Keep a log of additions, alterations and repairs		0			Annual
	26	Develop a plan for maintaining and developing the building including organising inspections and contracts			0		Annual
	27	Approve the plan for maintaining and developing the building including organising inspections and contracts	0				Annual
	28	Deliver a fabric report to the PCC and APCM including an account of inspections, activities undertaken and implementation of the quinquennial inspection			0		Annual
	29	Approve the fabric report	0				Annual
	30	Provide answers to the Articles of Enquiry and complete the annual returns required by the Diocese		0		0	Annual
	31	Consider and approve all applications for faculties	0				As required
	32	Secure appropriate buildings and public liability insurance	0				Annual
Health and Safety	33	To formulate and review a health and safety policy and management arrangements			0		Annual
	34	To approve the Health and Safety policy and arrangements	0				Annual
	35	To monitor against the Health and Safety policy			0		Ongoing

	36	To formulate a responsible caring policy			0		Annual
	37	To approve a responsible caring policy	0				Annual
	38	To evaluate the effectiveness of the responsible caring policy			0		Ongoing
	39	To approve visits and trips organised for choir and young peoples' groups		0			As required
Governance Arrangements	40	Determine policy arrangements	0				Annual
	41	To establish sub-committees, appoint chairs and members, approve their terms of reference	0				Annual
	42	Review the progress of sub-committees	0				Annual
	43	Establish an annual schedule of meetings	0				Annual
Life and Mission of the Church	44	Responsible for Liturgy				0	Ongoing
	45	Ultimate responsibility for music performed during Liturgy in co-operation with the Director of Music				0	Ongoing
	46	Celebrate Eucharist and administer other rites and sacraments				0	Ongoing
	47	To preach/instruct parishioners in the Christian faith/prepare candidates for confirmation/visit sick/provide spiritual counsel/advice				0	Ongoing
	48	To consult with the incumbent on matters of general concern and importance to the parish	0			0	As required
	49	To co-operate with incumbent in reviewing and promoting the Mission of the Church	0			0	As required
	50	Discuss matters concerning the Church of England or of religious or public interest	0			0	As required
'External Affairs'	51	Review the findings and recommendations of Deanery Synod	0				As required
	52	Ensure appropriate links are maintained with Churches Together in Hexham	0				As required
	53	General correspondence to PCC				0	Ongoing
	54	Editorial role re Abbey News and Views, of website, and approval of press releases				0	As required

HEXHAM ABBEY PROJECT

Specific Delegations

The PCC meeting on 27 Nov 08 delegated to the core members of the Steering Group and John Robinson, responsibility to develop clear recommendations on the following issues, for eventual decision by the full PCC:

- the governance arrangements and legal structures to be used for the development and implementation Hexham Abbey Project
- all legal matters relating to the acquisition and ownership of any property related to the Project.

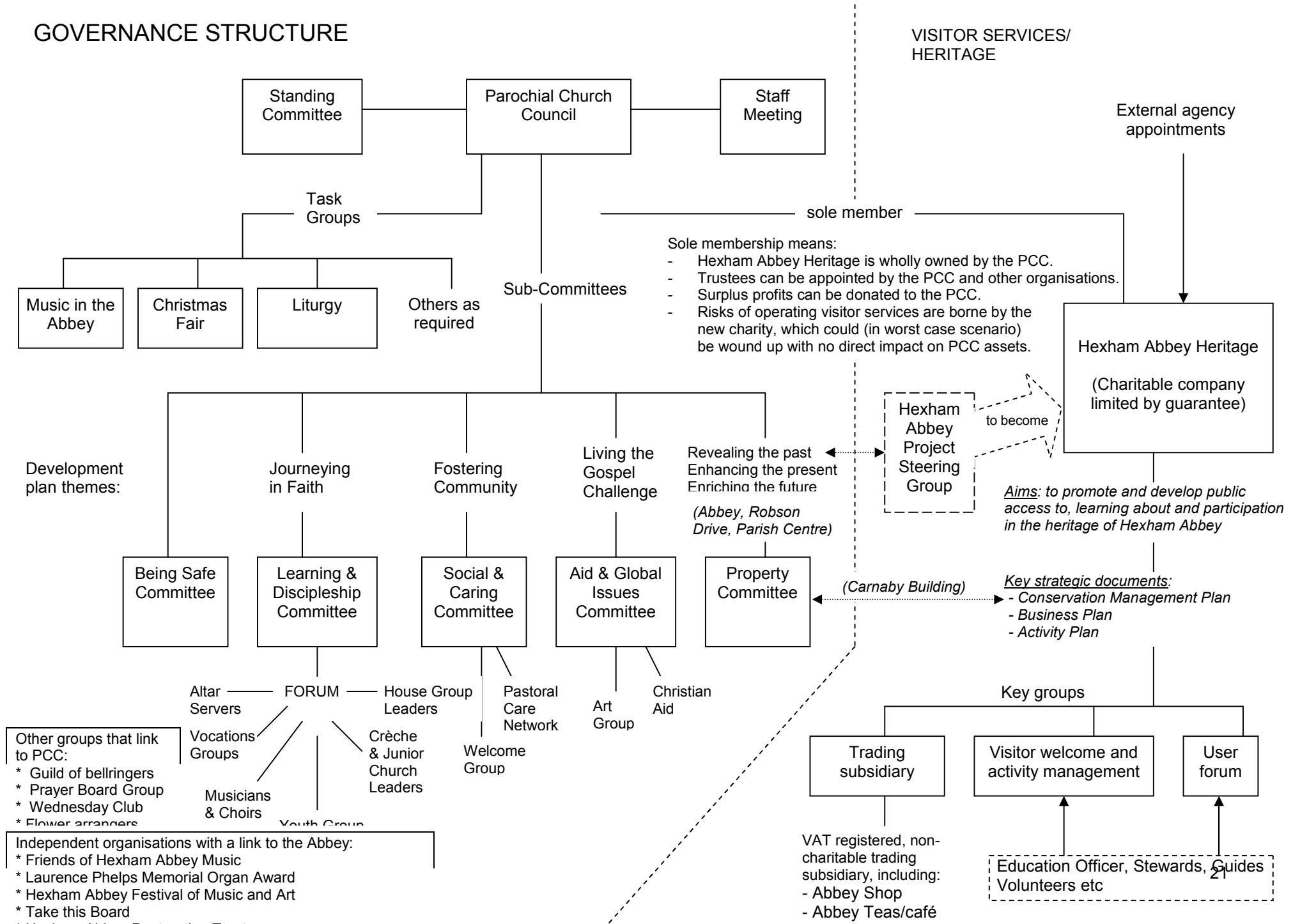
Further Delegations

Where appropriate, core members may further delegate to the Rector, Project Manager and/or Finance Officer authority to decide matters within their own delegated authority.

Standing Delegations

The Rector and/or Project Manager are authorised to approve any expenditure from project budgets that have been properly agreed for the project, provided such expenditure does not exceed the agreed budgets and is appropriate to the purposes for which the relevant budgets have been approved.

GOVERNANCE STRUCTURE



TERMS OF REFERENCE

Parochial Church Council

Hexham Abbey Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for St Mary's Church, Lowgate, which has closed.

Its meetings follow a format of receiving and scrutinising Standing Committee minutes, reviewing the work of one of its sub-committees, items of relevance from the decision planner, and looking at one or more issues to do with the mission and ministry of Hexham Abbey. These issues are publicised in advance so that PCC members can gain opinions from the congregation. Summaries of PCC meetings are published in *News and Views*.

Membership: 3 Clergy, 5 Churchwardens, 5 Deanery Synod representatives, 9 Elected members, co-opted members and invited staff in attendance. Churchwardens are appointed annually at the Annual Meeting of Parishioners, Deanery Synod and Elected members for a period of three years at the Annual Parochial Church Meeting. Co-opted members are appointed for one year and may be re-co-opted.

Standing Committee

This is the only committee required by Church Representation Rules. It is responsible for the day to day management of the Abbey and has power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing Committee records its business and these minutes are circulated to the PCC, except those items deemed confidential in nature.

Membership: 2 clergy, 5 Churchwardens, Lay Chair (who may be a Churchwarden), Hon. Treasurer, Hon. Secretary.

Hexham Abbey Sub-committees

Sub-committees work under the Vision, Mission and overall direction of the Rector, Churchwardens and PCC. They complete specific areas of work on the PCC's behalf, agreed annually by the PCC, and report back to the PCC to whom they are responsible. All sub-committees should prepare summary notes of the outcomes of their meetings and copies should be sent to the Rector, the representative Churchwarden and the PCC Secretary.

Membership: The Chair and members of each sub-committee are appointed by the PCC. The sub-committees can co-opt additional members for specific tasks during the course of the year. Each sub-committee has at least one member of the PCC. It is hoped that

all PCC members will serve on a sub-committee. The Rector and Churchwardens are ex-officio on all sub-committees and should be informed about meeting dates. In practice the Associate Priest or Assistant Priest may represent the Rector, and one Churchwarden is assigned to each sub-committee.

Property Committee

This Committee's responsibilities are the maintenance, repair and improvement of Hexham Abbey, St Mary's Church at Lowgate (emergency repairs only), the Parish Centre, the car park and the Associate Priest's house at Robson Drive. It also attends to the repair and maintenance of the fixtures and fittings in the Monastic Workshop, which the PCC rents from Northumberland County Council.

The Committee works in close collaboration with the Abbey's Architect, the Diocesan Advisory Committee, English Heritage, local authority and amenity societies and makes recommendations to the PCC. Members of the committee each have a particular responsibility for an area of its work.

Being Safe Committee

This Committee's responsibility is to attend to (i) all aspects of our responsibilities for health and safety both for running buildings that are open to the public and as an employer of staff, and (ii) co-ordinating, promoting and evaluating our responsibility towards the care of children, young people and vulnerable adults as laid down in the parish policy and guidelines, taking on board future advice published by the Diocese.

Learning and Education Committee

This Committee's responsibility is to evaluate, develop and promote learning and education for 0-18 and adults, as well as oversee our welcome to visitors and pilgrims (including literature, Stewards and Guides), and co-operate with other relevant agencies in the area.

Social and Caring Committee

This Committee's responsibility is to ensure a welcome for all who attend the Abbey (particularly newcomers) for worship, to provide for the housebound and those in need (Caring for One Another Project) and to organise various events during the year for the congregation and newcomers to meet outside the context of worship and so build up our community life.

Aid and Global Issues Committee

This Committee's responsibility is to organise the PCC's corporate charitable giving and to promote the work of recipients to the congregation. It does this by fostering close partnerships with Christian missionary and aid agencies so that we can fund specific projects and regularly hear, read and pray for their work. In addition this Committee promotes the work of Christian Aid (including

organising Christian Aid Week) and encourages our thinking about world issues, eg. poverty, HIV/AIDS, war and peace, environment, and marginalised people within our own society.

Other meetings

Staff Meeting

The Staff Meeting is responsible for the smooth running of the Abbey's daily life, particularly the organisation of the parish diary, in-house publications, preparation of services, administration, and the organisation of events within the buildings. The group can approve concerts (in consultation with members of Music in the Abbey), events, displays, cake stalls, and small scale fundraising events. Generally they meet twice per month.

Membership: Rector, Associate Priest, Administrator, Finance Officer, Director of Music, Assistant Organist, Shop Manager, Verger, Second Verger, Volunteer Co-ordinator, Children's Education Officer, Hexham Abbey Project Project Managers.

In addition the Rector, Associate Priest and Assistant Priest have meetings directly with members of the staff team on a regular basis.

Task Groups

The PCC may, from time to time, appoint task groups who have the responsibility to deliver a particular piece of work and whose life span is time limited. Task Groups from May 2008 are to be:

- **Music in the Abbey Task Group** responsible for the organisation and management of all musical events held within Hexham Abbey, except those organised by the Hexham Abbey Festival of Music and Art, with any financial surplus raised contributing towards the musical life and heritage of Hexham Abbey.
- **Christmas Fair Task Group**
- **Hexham Abbey Project Project Steering Group** is responsible for overseeing the co-ordination of all project activity on behalf of the PCC; making informed decisions on project-related decisions within authority delegated by the PCC; advising the PCC on all project issues, providing clear recommendations on any decisions beyond its delegated authority; keeping partner organisations aware of project progress and ensure senior level engagement and support; supporting and assisting the Rector and Project Managers as required, drawing on the expertise, resources and networks of members and their organisations for the benefit of the project..

Abbey Organisations

Currently the following groups operate within the life of Hexham Abbey and are thus under the general direction of the PCC. The finances of these groups (where relevant) are included in the PCC annual accounts.

- Guild of Bellringers
- Altar Servers
- Friday Zone and Candles
- Creche and Junior Church
- Choirs
- Flower arrangers
- Group with no Name
- Open House
- Prayer Board Group
- Wednesday Club
- Sewing Group
- Abbey Teas
- Women's Group
- Housegroups

Independent Organisations connected with Hexham Abbey

The following, whilst linked with Hexham Abbey, are independently constituted bodies:

- Friends of Hexham Abbey Music
- Laurence Phelps Memorial Organ Award
- Hexham Abbey Festival of Music and Art
- Hexham Abbey Shop Ltd
- Take This Board
- Hexham Abbey Restoration Trust
- Hexham Abbey Mothers' Union

Agreed by the PCC: 18 May 2009

Issue number: 6

Review date: May 2010

Induction and Training of PCC

New PCC members are given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Rector and Lay Chair.

Agreed by the PCC: 18 May 2010

Issue number: 2

Review date: May 2011

Reserves

The PCC's policy is to maintain reserves of £300,000.

Agreed by the PCC: 18 May 2010

Issue number: 6

Review date: May 2011

Responsible Caring Policy

Hexham Abbey is committed to the safe care of young people under the age of 18 and of vulnerable adults in our church community.

This Responsible Caring Policy sets out how we will protect these vulnerable members of our church from harm; and how we will protect all those who work with them. It follows the Principles of the Church of England House of Bishop's Child Protection Policy and is based on the Child Protection Policy and Guidelines published by the Diocese of Newcastle. Reported incidents and concerns will be passed to Northumberland County Council's Child protection team.

Our policy is to:

- Provide a safe and welcoming environment
- Select leaders and others in key positions carefully

- Guide those who care for and teach young people
- Check activities are suitably organised
- Ensure everyone knows how to raise any concerns about welfare
- Appoint a parish Being Safe Sub-Committee to coordinate these responsibilities
- Check that this policy is followed

Providing a safe and welcoming environment

For all activities involving young people:

A **risk assessment** must be carried out for the activity beforehand.

A **first aid** kit, trained first-aider and telephone must be available.

An **attendance register** must be kept.

The number of **leaders** and assistants must meet Diocesan guidelines – the minimum is two who have an enhanced CRB disclosure (and, where appropriate, have been approved by the PCC) for such work. There should, if possible, always be a female adult present in any activity which includes girls.

Parents/carers must give written **medical consent** and provide contact details and information about any special needs or access restrictions beforehand.

Any **physical contact** with young people should reflect their needs, not the adult's; should take place in public; should reflect the age and understanding of the young person and should be initiated by them.

Where any **trips away** from the Abbey are organised, specific written permission for the approved leaders to act in loco parentis must be obtained from parents/carers for all young people to attend.

All **drivers** should have held a full driving licence for more than 2 years. All cars must be roadworthy and have seat belts for every person carried: and the driver must ensure that their insurance covers them for carrying young people from the Abbey on such an activity.

All **information** provided by parents/carers must be kept securely and in confidence.

For all venues used for activities involving young people, a risk assessment must be carried out annually. All non-domestic venues must have a **fire evacuation plan**, which must be practised annually.

Selecting leaders and others

All Abbey staff and volunteers who work with young people – or who may be seen by vulnerable adults as figures of authority – must be aged 18 or over and must obtain an **enhanced CRB disclosure** for this role, before starting work. This disclosure must be renewed at intervals in accordance with Diocesan guidance.

New leaders or assistant leaders for Junior Church, Crèche or Youth Groups must also have provided satisfactory **references** for their positions of care and teaching and must be **approved by the PCC** before starting work.

The PCC must keep a list of approved and CRB-checked people and must review and **re-approve** all those on this list annually.

Guiding those who care for and teach young people

All those who work with young people and vulnerable adults at the Abbey must be given a copy of this responsible caring **policy**. Before starting their role, each must also be given an **induction** briefing by an experienced leader, which must include how to put all elements of this policy into practice in their role.

In addition, all leaders or assistant leaders for Junior Church, Crèche or Youth Groups must be given a copy of the Abbey's Responsible Caring **Guide** for Working with Young People. The policy, the Guide and a link to Diocesan Child Protection Policy and Guidelines will be available from the Abbey's website (www.hexhamabbey.org.uk).

Checking activities are suitably organised

Approval must be given by the PCC for all Abbey activities involving young people, before the activity takes place, to confirm that all arrangements for the activity (venues, adult supervision, transport, parental consent and insurance) are satisfactory and that an appropriate risk assessment has been completed.

Approval for the **teaching** programme for Junior Church and Youth Groups must be given by the Clergy.

Where activities involve any **under-8s** and last more than 2 hours, OFSTED must be informed.

Ensuring all know how to raise concerns

Information about what to do if anyone has concerns about the welfare of any young person or vulnerable adult must be displayed on a prominent noticeboard and given to everyone who works with these groups in the Abbey.

This information should clearly identify **who to talk to**, in such an event, including an Independent Person outside the parish and the Diocesan Child Protection Officer; and the 'Childline' phone number.

Any **health and safety concerns** should be raised with the Abbey's Being Safe Sub-Committee for resolution.

Any **accidents or injuries** should be recorded in an Accident Book.

Being Safe Sub-Committee

The PCC has tasked a Being Safe Sub-Committee with coordinating, promoting and evaluating our responsibilities towards the care of young people and vulnerable adults as laid down in this parish policy and guidelines, taking on board advice published by the Diocese.

Checking that this policy is followed

The Being Safe Sub-Committee must **review** adherence to this policy annually and report back to the PCC about any issues and proposed solutions.

Agreed by the PCC: 18 May 2010

Issue number: 5

Review date: May 2011

Risk Policy

Policy statement to introduce the worked out document:

It is the policy of the PCC to maintain a register of the major risks to which it is exposed and the controls it has in place to minimise risks. The PCC may also delegate the maintenance of a risk register for specific project work to sub-committees, task groups or individuals. These registers are reviewed at least annually.

Agreed by the PCC: 18 May 2010

Issue number: 2

Review date: May 2011

Safety

1.1 Safety Policy Statement

It is our policy to promote the well being of all employees and contracted staff and to this end we will provide and maintain safe and healthy working conditions, equipment and system of work and provide such information, training and supervision as is needed for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities. In particular we pay close attention to the well being of visitors to the Abbey, ensuring that access is restricted to those places where such access is safe.

We provide similar safe conditions for those who provide voluntary service to the Abbey and expect them to carry out their services to the same or equivalent standards of safety as those required of our employees.

We require our employees, contractors and volunteers to take all reasonable care of their own health and safety and that of any others who may be affected by their acts or omissions at work. We undertake to adopt ourselves these high standards which we require of others.

Central of our policy is a concern for continuous improvements in the health, safety and general well being at work of all who serve the Abbey. To achieve this we will create an environment where we will always seek to identify hazards and reduce risks to an acceptable level.

The responsibility for this policy is ours, but its implementation will be through designated people who are allocated duties for safety matters. The particular arrangements which we have made or will make to implement this policy are set out in the following sections of this policy document.

1.2 Formulation and Maintenance of Policy

1.2.1 Formulation of Policy

The Parochial Church Council (PCC) of Hexham Abbey are ultimately responsible for the setting of Safety Policy. However, the PCC will set up a Being Safe Sub-Committee that will have general oversight of the safety performance on behalf of the PCC.

The committee is responsible for obtaining the competent health and safety assistance required by the Management of Health and Safety at Work Regulations.

1.2.2 Maintenance of Policy

The Being Safe Sub-Committee will ensure that an annual plan for the improvement of safety performance is prepared and presented to the PCC. The PCC will be responsible for approving a final plan and the Being Safe Sub-Committee will implement and review progress.

This annual plan will be compiled having reviewed all accidents and incidents, and the results of any safety inspections and audits.

Agreed by the PCC: 18 May 2010

Issue number: 4

Review date: May 2011

Standards

PCC believes that no more Standards should be laid up in Hexham Abbey.

Agreed by the PCC: 18 May 2010

Issue number: 3

Review date: May 2011