



In all we do, we will seek to live out  
Jesus' command to draw close to  
the love of God in worship and to  
share this by loving our neighbour

**PARISH HANDBOOK: An Introduction to our work**

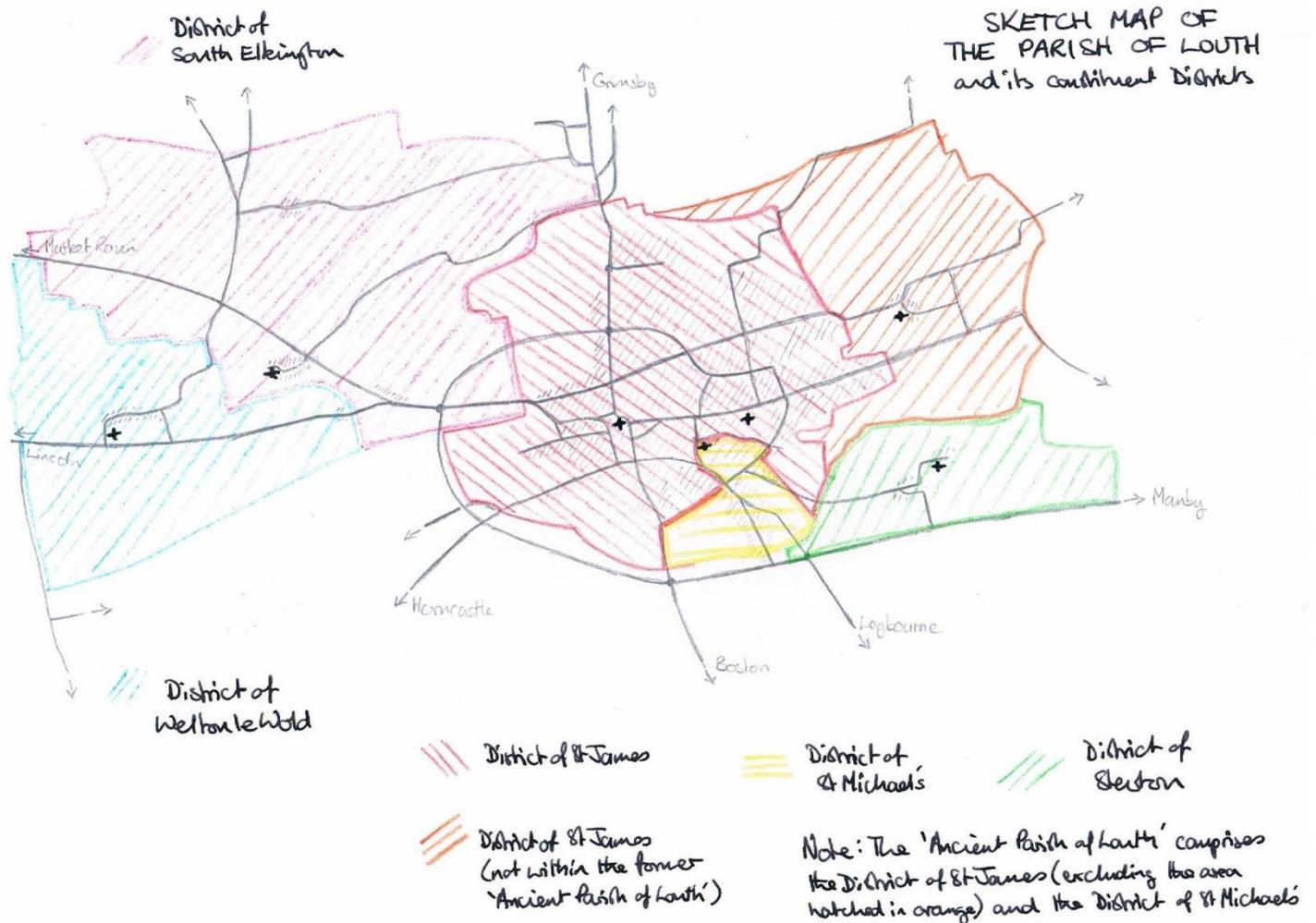
# Parish of Louth

## PARISH HANDBOOK: An Introduction to our work

### INTRODUCTION: The Parish of Louth

#### The communities in the Parish of Louth

The Parish of Louth encompasses the town of Louth and outlying villages to east and west; namely, Stewton and Keddington to the east, and North Elkington, South Elkington and Welton le Wold to the west. The component parishes that historically served these communities were united as 'The Parish of Louth' in 1974. At this time a Team Ministry was established to serve the spiritual needs of the communities.<sup>1</sup>



<sup>1</sup> Appendix A

## SECTION 1: Our common life and ministry

The following descriptions of areas of our common life and ministry correlate with the themes of the Mission Plan for the Ministry Team. An updated version of this plan is published in the Annual Report presented to the APCM in April of each year. Each area has at least one nominated person responsible for its oversight; with a member of the Team Chapter working alongside one or more other members of the Ministry Team in most cases.

**A1. Maintaining a rhythm of Prayer and resourcing Worship** *One of our callings as a Church is to be a people of prayer; encouraging opportunities for private prayer, sustaining the life of the local community through our corporate prayer, and grounding our mission in the community in a rhythm of prayer and worship.*

### **Prayer and Worship: Ministry Team** (Rector)

The Ministry Team fulfils its duty to pray for and on behalf of the local community by the following corporate routine of daily prayer:

Sunday	6pm	*Choral Evensong (or Evensong with hymns) at St James'
Monday	8 30am	*Morning Prayer at St James'
Tuesday	8 30am	*Morning Prayer at Trinity Centre
Wednesday	8 30am	*Morning Prayer and Litany at St James'
Thursday	8 30am	*Eucharist at St James'
Friday	8 30am	*Morning Prayer at St James'
Saturday	12 30pm	Midday Prayer at St James'

All stipendiary members of the Ministry Team are expected to attend those services marked '\*' when it is not their day off. In addition, members of the Ministry Team gather to share communion at 11am on those Tuesdays when there is a Ministry Team meeting. In fulfilling our canonical obligation to prayer we commit to say privately Morning or Evening Prayer when we do not say them together. Red Letter Days falling on a day when there is no scheduled communion service are normally marked either with a Eucharist in place of Morning Prayer at St James' or an evening Eucharist in one of the other churches.

### **Prayer and Worship: Provision in Districts** (Rector, with local ministers where relevant<sup>2</sup>)

Each DCC supports a pattern of worship that aims to meet the needs of those in its care. This provision is largely focused on weekly or fortnightly worship on Sunday mornings, but also includes a weekly celebration of Holy Communion on a Tuesday morning, a monthly service of Compline and the monthly Messy Church event on a Saturday morning. Exploration of how we might engage with further 'Fresh Expressions' of worship include a developing Café Church, taking place in the Trinity Centre.

**A2. Encouraging people to draw closer to God in faith** *Fundamental to the health of the Church is the opportunity for individuals to grow in faith; we seek to find a variety of ways for people, both within the gathered church and the wider community, to engage with matters of faith.*

### **Discipleship and Spirituality** (Rector/Team Vicar and Paul Hill)

The Ministry Team consult with the Discipleship Sub-committee of the PCC to plan a series of activities that provide people with the opportunity to deepen their faith. With some seasonal variation this provision includes:

- Groups meeting to pray and reflect using the 'Pilgrim Course' material
- Occasional Bible Study sessions, including Lent Courses
- 'Prayer and Pint' – Discussion session following a theme, following Compline
- A regular Discussion Group for those exploring how they might develop their own ministry
- 'Exploring...' sessions, which explore in some depth a particular issue or topic

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<sup>2</sup> Currently: Robert Mansfield (Stewton), Sylvia Pounds (Welton), Kate Toogood (St James), Robert Mansfield/Ian Partridge (St Michael's) and Matt Harbage (South Elkington)

Another key part of the Ministry Team's work is building and maintaining relationships with schools within the parish. We have regular engagement with most schools in the Parish – either visiting them or welcoming them to use our churches for services, events and learning. As part of our provision for Families and young people the following activities regularly take place:

- 'Tinies Breakfast' – fortnightly at St Michael's
- 'Parent and Toddlers' – weekly in Church House
- 'Messy Church' – monthly at Trinity Centre

In addition to this regular provision there are opportunities for 'one-off' events which are included in the biannual programme.

**A3. Reaching out beyond the boundaries of the gathered Church to all those touched by Christ** *In joining in the missionary call to recognise God at work in the community is our work both within both the gathered church and the wider community; often identifying the grace of God in peoples lives through the celebration of the sacraments or journeying with them and marking God's presence alongside people through our ministry of pastoral care.*

**Pastoral care and occasional offices** (Rector/Team Vicar and Sylvia Pounds)

General pastoral care for congregations is offered on an 'as-needed' basis, and each District is developing patterns by which pastoral needs can be identified and responded to. Beyond the gathered congregations clergy are available to respond to the needs of the wider community, and to minister to those who meet the Church through the occasional offices. Arrangements for these are generally as below:

**Baptisms**

Many approaches relating to baptism may arise from other pastoral ministry but the formal process normally follows the following pattern:

- (a) Initial enquiry by parents to Deanery Administrator who checks availability and makes provisional booking. A letter is sent out with basic information and an Application Form.
- (b) Application Form information passed to the officiating priest who arranges to visit the family in the week prior to the Baptism, accompanied by a Baptism Partner. (The Baptism Partner is a member of the Church who will keep in occasional contact with the family in the years between baptism and the child starting school.)
- (c) Baptism Visit, during which the priest and Baptism Partner get to know the family and explore the following areas:
  - a. The meaning of Baptism: Thanksgiving for a life, Welcome to the Church, Asking for the blessing and protection of God's grace on the child's life
  - b. The practicalities of the service
  - c. Opportunities for the family to engage with the Church's wider life following Baptism
- (d) Baptism service
- (e) Follow-up, by the Baptism Partner as appropriate.

**Weddings**

Bookings are made through the Deanery Administrator who co-ordinates the provision of the required people/additional extras. Where either of the applicants is divorced, or not a British/EU/EEA national the application will be referred to the Rector before it is confirmed. On confirming their booking couples are provided with information about the preparation, which normally includes:

- (a) Invitation to a social evening (normally held at the end of January) to meet other couples and the priest taking the service;
- (b) Preparation Day (normally held at the beginning February) covering some relationship issues and the practical and legal aspects of getting married;
- (c) An individual preparation session with the priest taking the service;
- (d) A rehearsal in the church a day or two before the wedding; and
- (e) The Wedding Service and celebrations.

The officiating minister is responsible for ensuring that all legalities are complete, and advising the couple so that legal preliminaries are correctly carried out. (This includes advising couples that they must apply in person for banns to be read in other parishes.)

### **Funerals**

Funeral arrangements are normally made by the undertakers who approach the Deanery Administrator, who makes the necessary arrangements. The officiating minister's ministry normally includes:

- (a) Initial clergy visit, after which the deceased and loved one are included in our prayers as a parish. At this meeting the arrangements for the service are discussed and, where required, a draft order of service is agreed for the undertakers to print. If not already done by the undertakers, the organist needs to be informed of the musical requirements. This stage may require further visits depending on the situation and needs of the family.
- (b) Funeral service and committal.
- (c) Follow-up visit – which may be followed by more visits if required, or referral to another member of the Team/other professional when required.
- (d) Invitation to relatives to join the Ministry Team in praying for their loved one at the annual All Souls Service, normally held on the nearest Sunday to 2<sup>nd</sup> November.

### **Home Communion and home visits**

Monthly communion services take place in each of the Care/Nursing Homes that requires it. In addition, Home Communion is taken to those unable to attend church if requested. Reserved Sacrament for use in emergencies is kept in the Angel Chapel at St James', with the elements consecrated at the main Sunday Eucharist. The elements for regular Home Communion are normally consecrated at a convenient Sunday service and taken from that service by the person administering communion.

**A4. Serving the wider community and making visible God's love for all** *We recognise that God calls us to mission in the wider community and that a significant part of our life is to serve those in need, regardless of their commitment to the worshipping community of the Church or their attitude to faith.*

### **Mission to the Community** (Community Outreach Manager and Rector)

Community outreach takes place in many ways – some well-established and some more transient. Each district relates to its local community, and there is a wider programme of outreach activities based at, or resourced by Trinity Centre and its staff. Key to this aspect of our work are the following regular activities:

#### **Organised and Based at Trinity Centre**

- Food and Fellowship - Tasty Tuesday (monthly 1<sup>st</sup> Tuesday), Fish on Friday (weekly), Sunday Lunch (monthly 3<sup>rd</sup> Sunday) and, in partnership with RVS, Camaraderie Club (monthly 4<sup>th</sup> Tuesday)
- 'Wednesday Drop-in' – part of the Centre's role as hub for the delivery of local services in partnership with East Lindsey District Council and other bodies
- Community Larder – managed by Trinity Centre on behalf of Churches Together
- Dementia café – A weekly club for sufferers of dementia and their carers

#### **Hosted and/or supported by Trinity Centre**

- Louth Men's Shed (Thames Street)
- Community Lincs T.E.D. – Talk Eat Drink (Room 2 at Trinity Centre)
- Be A Friend (Sofa Room at Trinity Centre)

#### **Families and Young People**

- 'Tinies' Breakfast' – fortnightly at St Michael's
- 'Parent and Toddlers' – weekly in St James Church House
- 'Messy Church' – monthly at Trinity Centre

#### **Fresh expressions**

- 'Café Church' – Monthly at Trinity Centre
- TAB (Twenties and beyond) – a group who meet for social and other events

The Parish of Louth has a range of engagement with local authorities/public bodies, and the wider local community. This civic ministry tends to focus on St James' and Trinity Centre, but includes the development of programmes such as the pilot 'Street Chaplains' project which has seen a mix of lay and ordained 'chaplains' work alongside the Community Policing Team on selected evenings.

Supporting the mission of the wider church and providing international support is an area where we are currently not as strong as we might be – though several districts support various projects both at home and abroad.

**A5. Enabling each of us, as the body of Christ, to fulfil our vocation by resourcing our work** *We are clear that our ability to fulfil our calling as a people of God and to engage fully in the missionary life of the Church is in part dependent on the gifts of God, but also enabled by our stewardship of the resources we have. This is about sensitively creating opportunities to allow people to use their gifts and talents, and a belief that each of us has something to offer so that our calling as a people of God enables us to engage fully in the missionary life of the Church.*

**Resourcing our life and work** (Rector and Lay Vice-chair of the PCC)

this includes the following three aspects:

**Planning our work and responding to God's call in our communities**

In responding to God's call we have sought to identify likely priorities in our work of Prayer and Service. These are contained in the Annual Report and are regularly reviewed and updated. There are sections for the work of the Ministry Team across the Parish as a whole and for each individual District within the Parish.

**Finance and Stewardship**

Each DCC is responsible for stewardship within its own congregation and, from its available resources, supports a life of worship and mission and maintains the building. Each DCC also contributes towards the total costs of ministry by payment of District Share to the PCC. This is the PCC's main source of income for paying Parish Share into the Diocesan 'Common Fund' and for covering parish-wide expenses. Other sources of income to the PCC include:

- income from investments;
- parish-wide fund-raising; and
- parish-wide planned giving.

**Continuing Education within the Ministry Team**

We commit to our own development as ministers, which includes participating in the Diocese of Lincoln's Ministry Development Review (MDR), Continuing Ministerial Development (CMD) or IME provision as appropriate. In the local context, and building on our role as a Training Hub for those in IME 4-7 we provide a certain amount of 'home-grown' training as an extension of our Discipleship programme. The aim of this is to share the expertise and interests we have within the Ministry Team. The most obvious aspect of this is the 'Exploring...' programme of events and the monthly Discussion Group, but possibilities are open for either one-off or regular events to stimulate us in our ministries as people's interests demand and allow.

## Summary of oversight and responsibility

Amended for Jan 2017 to cover Team Vicar Vacancy. Changed responsibilities are highlighted in RED.

Theme	A1. Prayer and Worship	A2. Discipleship	A3. Pastoral Care	A4. Outreach	A5. Resourcing our work
Overall oversight	<b>Rector</b>	<b>Rector and Paul Hill</b>	<b>RECTOR</b> and Sylvia Pounds	<b>Community Outreach Manager and Rector</b>	<b>Rector and Lay Vice-chair of PCC</b>
Responsibility for the Team's ministry for individual elements	<p><b>Prayer and Worship</b> (Daily prayer for the Parish and wider Church) <b>Rector</b></p> <p><b>Prayer and Worship</b> (Gathered communities/Districts):</p> <ul style="list-style-type: none"> <li>St James: <ul style="list-style-type: none"> <li>Place of prayer <b>Rector and Kate Toogood</b></li> <li>Place for visitors <b>Rector</b></li> <li>Fellowship <b>RECTOR</b></li> </ul> </li> <li>St Michael's <b>ROBERT MANSFIELD and Rector</b></li> <li>Holy Trinity/Trinity Centre: <ul style="list-style-type: none"> <li>Resource for the wider community <b>Trinity Centre Administrator</b></li> <li>Projects and partnerships with other groups <b>Projects Administrator and Community Outreach Manager</b></li> <li>Encountering God on their own terms <b>RECTOR (and see below)</b></li> </ul> </li> <li>Messy Church <b>Kate Toogood</b></li> <li>Café Church <b>Matt Harbage and RECTOR</b></li> <li>Stewton <b>Robert Mansfield</b></li> <li>South Elkington <b>Rector and Matt Harbage</b></li> <li>Welton le Wold <b>Sylvia Pounds</b></li> </ul>	<p><b>Engagement with schools:</b></p> <ul style="list-style-type: none"> <li>Cordeaux <b>Rector and Matt Harbage</b></li> <li>KEVIGS <b>Rector and Kate Toogood</b></li> <li>Monks Dyke <b>(Rector)</b></li> <li>St Michael's <b>Rector and Matt Harbage</b></li> <li>Kidgate <b>Team-Vicar and Kate Toogood</b></li> <li>Eastfield/Lacey Gardens <b>Rector and Matt Harbage</b></li> <li>Greenwich House School <b>Rector</b></li> <li>St Bernard's <b>(Team-Vicar)</b></li> <li>Curriculum Support <b>Kate Toogood</b></li> </ul> <p><b>Families and young people</b></p> <ul style="list-style-type: none"> <li>Parent and Toddlers <b>Rector</b></li> <li>Tinies Breakfast <b>Ronnie Partridge</b></li> <li>(Messy Church <b>Kate Toogood</b>)</li> </ul> <p><b>Discipleship Programme</b></p> <ul style="list-style-type: none"> <li>'Exploring...' <b>Paul Hill</b></li> <li>'Pilgrim' groups <b>Paul Hill</b></li> <li>'Prayer and Pint' <b>Rector, Kate Toogood and Paul Hill</b></li> <li>Lay Ministry Discussion Group <b>Rector and Team-Vicar</b></li> </ul>	<p><b>Occasional Offices</b></p> <p>Baptisms and Baptism Partner Scheme <b>RECTOR</b></p> <p>Weddings and Wedding Preparation <b>RECTOR</b></p> <p>Funerals and Bereavement Ministry <b>RECTOR and SYLVIA POUNDS</b></p> <p><b>Pastoral Care</b></p> <p>Home communions/home visits <b>RECTOR and Sylvia Pounds</b></p> <p>Pastoral Care Network <b>RECTOR</b></p>	<p><b>Support for Trinity Centre</b></p> <p><b>Community Outreach Manager</b></p> <p><b>Outreach groups:</b></p> <p>Men's Shed <b>Community Outreach Manager</b></p> <p>Street Chaplains <b>Matt Harbage</b></p> <p>'TAB' Group <b>Matt Harbage</b></p> <p><b>Liaison with external groups and civic bodies</b></p> <p><b>Rector and Community Outreach Manager</b></p>	<p><b>Planning our work</b></p> <p><b>Rector</b></p> <p><b>Finance and Stewardship</b></p> <p><b>Mike Crosby</b></p> <p><b>Safeguarding</b></p> <p><b>Rector with Frances Green, Mandy Gilbert and Caitlin Green</b></p> <p><b>Continuing education within the Ministry Team</b></p> <p><b>Rector and Team-Vicar</b></p>

Note: Each theme of the Strategic Plan is under the oversight of one or more members of the Team Chapter. Each member of the Ministry Team has responsibility for one or more elements within these themes and pastoral responsibility for one or more of the gathered congregations.

## SECTION 2: The legal bodies in the Parish

There are three legal entities within any Parish:

- The Minister, who is responsible for the spiritual care of the parish under the authority of the Bishop and in collaboration with the laity (represented by the churchwardens and PCC). In legal terms the Minister (as incumbent) is a 'corporation sole' that holds all benefice property and rights in trust for its successors. The Minister may share or delegate areas of ministry to others (ordained or lay) who hold an appropriate Bishop's Licence or other permission.

In the case of a Team Ministry such as exists in the Parish of Louth, the role of Minister is formally shared by the Team Rector (who is legally the incumbent) with any Team Vicars that may be licensed by the Bishop.

- The Churchwardens, who are responsible for working alongside the Minister with a number of specific legal responsibilities, including providing the requisites for the sacramental ministry of the clergy, looking after the moveables, maintaining buildings, and helping ensure the welfare and good health of the parish (in its broadest terms).
- The Parochial Church Council (PCC), which is a legal body that co-operates with the Minister in furthering the mission of the Church and is responsible for both the financial health of the parish and its resources. In law it is a charitable body and its members are trustees.

## SECTION 3: The Ministry Team (including the Parish of Louth Team Ministry)

### Team Ministry

The Team Ministry, as established, allows for the appointment of a Team Rector and two Team Vicars to share the pastoral care of the communities within the parish of Louth. Whilst these were initially linked to individual church buildings they have in recent years worked across the whole parish, with the general cure of souls being shared by all members of the Team Chapter, led by the Team Rector.<sup>3</sup> As legally constituted, the Team Chapter comprises the Team Rector and any Team Vicars in post.<sup>4</sup>

### The Ministry Team

All members work as part of a collaborative team under the collegial leadership of the Team Chapter (Rector and Team Vicars). Within this context, individual members of the Ministry Team have responsibility for particular aspects of the Church's work and its pastoral care for groups within the parish which are clearly identified. All members of the Ministry Team follow the guidance contained in the *Guidelines for the Professional Conduct of the clergy* (in the case of lay members, in so far as they can apply to them). In terms of supervision, the Team Chapter is a supervisory group responsible for the work of other members of the Ministry Team as interested persons.<sup>5</sup> All people holding office within the Ministry Team are required to follow the various policies relating to safeguarding and child protection.

### Training Hub

The Team Rector, as Training Incumbent, is responsible to the Bishop of Lincoln for the overall provision of appropriate opportunities for training of those Assistant Curates within the Ministry Team who are in IME4-7. This training is provided in the context of a tripartite supervision arrangement where the Assistant Curate is supported in their training by a Theological Reflector who provides a context for regular reflection

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<sup>3</sup> Code of Practice, (<https://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/mpm2011code.aspx>), 6.5

<sup>4</sup> For this purpose, the Community Outreach Manager has normally been treated as a member of the Team Chapter in lieu of the second Team Vicar that is provided for in the Pastoral Scheme.

<sup>5</sup> Guidelines, (<https://www.churchofengland.org/media/1168846/guidelines%20for%20the%20professional%20conduct%20of%20the%20clergy.pdf>), 3.13

on the developing role as a minister and a Supervisor who helps ensure that the requirements of end of curacy assessment will be met. Assistant Curates are expected to follow the requirements for their ministry and training as laid down in their Learning Agreement.

### **Extended Ministry Teams**

As well as the formal Ministry Team serving the whole Parish of Louth there are many individuals who have a ministry within the component elements that go to make up the Parish of Louth. Members serving the Church in this way include those in many roles including:

#### **Worship**

Vergers, Sacristans and Servers, Musicians, Readers and Intercessors, Flower Arrangers, Bell Ringers

#### **Ministry to Visitors**

Coffee Shop Volunteers, Gift Shop Volunteers and Church Guides

#### **Outreach**

Project Volunteers, including Food and Fellowship at Trinity, Men's Shed, Parent and Toddler Group/Tinies Breakfast/Messy Church, Baptism Partners

Each person within one of these roles is accountable to a member of the formal Ministry Team.

## **SECTION 4: The Parochial Church Council**

### **The Parochial Church Council of the Ecclesiastical Parish of Louth**

The Parochial Church Council of the Parish of Louth is a corporate body established in law as part of the Church of England. The PCC operates under the legal powers and provisions of the Parochial Church Council Powers Measure<sup>6</sup> and the Church Representation Rules.<sup>7</sup> The PCC exceeds the limits for exemption from registering with the Charity Commission, and is therefore registered under the name of 'The Parochial Church Council of the Ecclesiastical Parish of Louth' (Charity No. 1132658). The primary object of the PCC is 'the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England'. In doing so it 'co-operates with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.<sup>8</sup> All clergy licenced by the Bishop to work within the Parish of Louth (including Assistant Curates) are ex officio members of the PCC and therefore have legal duties as trustees. The PCC is responsible for the financial and physical resources of the Church relating to the Parish of Louth, though much of its work is delegated to District Church Councils (DCCs) by a scheme which established DCCs for the following churches:

- The Parish Church of Louth St James, Westgate;
- The Parish Church of St Michael and All Angels, Church Street, Louth;
- The Parish Church of St Andrew, Stewton;
- The Parish Church of All Saints, South Elkington; and
- The Parish Church of St Martin, Welton le Wold.

In addition there are four formal sub-committees of the PCC serving particular functions:

- The Trinity Centre Committee;
- Discipleship Sub-committee;
- The 'Louth Cross' Committee; and
- Finance Sub-committee.

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<sup>6</sup> <http://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>

<sup>7</sup> <https://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>

<sup>8</sup> PCC (Powers) Measure 1956.

The PCC normally meets four times each year, and by recent tradition this has normally been on a Thursday evening.

### **Scheme of Delegation to DCCs**

The scheme of delegation relating to the Parish of Louth was last reviewed in 1995. It establishes DCCs as outlined above and mandates them the following functions powers and duties:

- (a) To co-operate in promoting in the Parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- (b) To co-operate in promoting in the District the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- (c) To have responsibility with the Ministry Team for the ordering of the liturgy in that church.
- (d) To ensure the essential maintenance of the fabric, goods and ornaments of the church; to submit requests for faculties to the Parochial Church Council; and to report to the Annual Parochial Church Meeting on the life and activities of the District.
- (e) To co-operate with the Parochial Church Council in the financing of the Parish.
- (f) To establish a District Bank Account.
- (g) To keep proper minutes of meetings of the District Church Council, and to send a copy of these to the Team Rector and Secretary of the Parochial Church Council.

In essence these provide for the day-to-day activity of the PCC to be carried out by the DCCs on its behalf, giving them powers nearly equivalent to that of the PCC itself. This places an onus on members of the PCC to make sure that DCCs remain accountable to the PCC as the legally responsible body.

### **Trinity Centre**

The day-to-day work taking place at Trinity Centre is led by a team of three lay workers, including the Community Outreach Manager, Trinity Centre Administrator and Projects Administrator. Together with the Team Chapter and two Churchwardens (or other representatives of the wider Parish nominated by the PCC) they form the Trinity Centre Committee which oversees the work of Trinity Centre on behalf of the PCC. The Trinity Centre also exercises the residual rights and duties of the DCC of Holy Trinity where required, and the person responsible for the accounts relating to the DCC is co-opted as a member of the Committee. Other members of the Ministry Team may attend the meetings of this committee – particularly if it relates to aspects of their work.

### **Accountability of outreach programmes**

There are often outreach programmes established within the Parish of Louth (e.g. Community Larder, Men's Shed, Street Chaplains) and it is important that these have both a member of the Ministry Team responsible for them, and a reporting line to the PCC, a DCC or formally established sub-committee.

## **SECTION 5: Administration and finance**

### **Ministry Team Meetings**

The full Ministry Team generally meets twice a month, generally after the service of Holy Communion on a Tuesday morning.

In addition to these meetings, the stipendiary members of the Ministry Team meet at 9am on a Thursday morning to review diaries, plan the week ahead and generally co-ordinate their work. Other members of the Ministry Team are always welcome to attend these Diary Meetings, and they are normally also attended by the Deanery Administrator and one of the vergers from St James'.

### **Support from the Deanery Administrator**

The Deanery Administrator is responsible for the administration of matters relating to Baptisms, Weddings and Funerals across the Deanery. This includes taking bookings, liaising with families, clergy and external bodies and ensuring that fees are correctly administered. In addition to this core role the Deanery Administrator arranges for the printing of the weekly Parish Notes, monthly Parish Magazine ('The Herald') and will print off orders of service as required.

### **Expenses**

Working expenses can be claimed in line with the guidance contained in *The parochial expenses of the clergy - A guide to their reimbursement*.<sup>9</sup> Normally these should be claimed from the PCC Treasurer, unless a particular expense is incurred for a specific purpose relating to the work of one of the DCCs.

## **APPENDICES AND OTHER IMPORTANT SOURCES OF INFORMATION**

Appendix A: Pastoral Scheme (1974)

Appendix B: Scheme of Delegation (updated 1995)

Appendix C: Job Description

Full details of all the policies that have been adopted by the PCC are available on the website or from the PCC Secretary. They should also be on display in each of our church buildings for reference.

The Annual Report presented at the APCM contains the most recently updated versions of the Developing Discipleship Plans for the Ministry Team and individual Districts.

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<sup>9</sup> <https://www.churchofengland.org/media/1165912/2013%206%2025%202006%20booklet%20layout%20.pdf>

# APPENDIX A: Pastoral Scheme (1974)

and in the event of failure by the incumbent or sequestrators to produce such accounts or documents the Commissioners shall have all legal remedies for enforcing production thereof.

## Coming into operation of this Scheme

12. This Scheme shall come into operation upon the first day of the month following the date of any Order of Her Majesty in Council confirming this Scheme.

## FIRST SCHEDULE TO THE SCHEME

### Constitution of the Patronage Board

The patronage board referred to in clause 6 of this Scheme shall consist of:—

- (1) the following in right of their respective offices:—
  - (a) the Bishop of Lincoln who shall be chairman of the board;
  - (b) the Chairman of the House of Laity of the Lincoln Diocesan Synod;
  - (c) the Archdeacon of Lindsey;
  - (d) the churchwardens for the time being of the new parish who shall jointly have two votes, and who shall elect two representatives to attend and exercise those votes at meetings of the board;
- (2) Charles Brian Dobson, Esquire, of Achorpe House, South Elkington, Louth in the County of Lincoln.

## SECOND SCHEDULE TO THE SCHEME

For the purposes of this Scheme the income of the endowments of the new benefice shall, without prejudice to the power of determination vested in the Commissioners by virtue of section 90 of the Pastoral Measure 1968, if any question shall arise, be computed by including:—

- (1) all gross secured income payable by the Commissioners and any other person or body; and
- (2) all gross income received from ground rents, chief rents and other fixed charges, other glebe rents and any letting of the parsonage house or a formally divided portion thereof; and by deducting from that income such of the undermentioned outgoings as are met therefrom:—
  - (1) any annual sums charged upon the revenues of the benefice in respect of repairs to glebe under section 7 of the Repair of Benefice Buildings Measure 1968;
  - (2) the rates payable on glebe;
  - (3) the cost of collecting glebe rents;
  - (4) any tithe bounty, rent charge or fee farm rent charged upon glebe;
  - (5) any other outgoings in respect of glebe;
  - (6) any charge upon the benefice income in favour of another benefice or any lay person;
  - (7) the annual payments in respect of capital and interest in respect of any mortgage of the benefice income.

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Louth; the parish church of the parish of Keddington; the parish church of the parish of Stewton; the parish church of the parish of North Elkington; and the parish church of the parish of South Elkington shall all be parish churches of the new parish.

### Archdeaconry and rural deanery

3. The new benefice and parish shall belong to the archdeaconry of Lindsey and the rural deanery of Louthesk.

### Establishment of team ministry

4. A team ministry shall be established for the area of the new benefice and the cure of souls of that area shall be shared by a team of ministers consisting of the incumbent of the benefice, whose office shall be that of rector in the team ministry, and two other ministers, each of whom shall have the title of vicar and a status equal to that of an incumbent of a benefice.

### The office of rector in the team ministry

5. The office of rector in the team ministry shall be held by each holder thereof for a term of seven years, and if immediately before this Scheme comes into operation the Reverend Michael Edgar Adie is incumbent of the benefice of Louth with Welton, he shall be the first rector.

### Presentation of rector

6. Subject to clause 5 hereof, the rector shall be presented by a patronage board constituted in accordance with the provisions of the first Schedule hereto.

### The offices of vicar in the team ministry

7. The vicars in the team ministry shall be chosen by the Bishop and the rector jointly and the office of vicar shall be held by the holder thereof for such term not exceeding seven years as may be specified in a licence of the Bishop under his episcopal seal appointing the holder thereto, and the Bishop's licence may (subject to variation or revocation of any such provision with the consent of the rector and the vicar by subsequent licence under seal):—

- (a) assign to a vicar a special cure of souls in respect of a part of the said area and, if appropriate, the name of vicar of a church in that part;
- (b) assign to a vicar a special responsibility for a particular pastoral function;
- (c) provide that any such special cure or responsibility shall be independent of the rector's general responsibility;
- (d) assign to a vicar a general responsibility to be shared with the rector for the cure of souls in the area as a whole.

### District church councils

8. The Bishop may by Instrument under his hand, with the concurrence of the rector, provide:—

- (a) for the election by the annual parochial meeting of the new parish of a district church council for any district in the parish in which a



At the Court at Buckingham Palace

THE 4th DAY OF DECEMBER 1974

PRESENT,

THE QUEEN'S MOST EXCELLENT MAJESTY  
IN COUNCIL

Whereas the Church Commissioners have duly submitted for confirmation by Her Majesty in Council the Scheme which is set out in the Schedule to this Order:

And whereas the provisions of the Pastoral Measure 1968 relating to the preparation and submission of the said Scheme have been duly complied with:

Now, therefore, Her Majesty, by and with the advice of Her Privy Council, is pleased hereby to confirm the said Scheme.

N. E. Leigh

## SCHEDULE TO THE ORDER

### PASTORAL SCHEME

This Scheme is made by the Church Commissioners (hereinafter referred to as "the Commissioners") this 13th day of November 1974 in pursuance of the Pastoral Measure 1968, the Right Reverend Gerald, Bishop of Grimsby, duly appointed in that behalf pursuant to section 85 of the Measure having consented thereto.

### Union of benefices and parishes

1. (1) The benefice of Louth with Welton; the benefice of Holy Trinity, Louth; the benefice of Saint Michael, Louth; the benefice of Keddington; the benefice of Stewton; and the benefice of North Elkington with South Elkington in the diocese of Lincoln shall be united to create a new benefice which shall be named "The Benefice of Louth".

(2) The parish of Louth (Saint James); the parish of Welton le Wold; the parish of Holy Trinity, Louth; the parish of Saint Michael, Louth; the parish of Keddington; the parish of Stewton; the parish of North Elkington; and the parish of South Elkington shall also be united to create a new parish which shall be named "The Parish of Louth" and shall comprise the area of the new benefice.

### Parish churches

2. The parish church of the parish of Louth (Saint James); the parish church of the parish of Welton le Wold; the parish church of the parish of Holy Trinity, Louth; the parish church of the parish of Saint Michael,

church or place of worship is situated and of deputy churchwardens for the church or place of worship;

(b) for assigning to the district church council and deputy churchwardens specified functions of the parochial church council and churchwardens of the parish, being functions relating to the said church or place of worship or district but not including their functions as interested parties under Part I of the Pastoral Measure 1968;

(c) for the chairmanship, constitution, meetings and procedure of the district church council.

### Places of residence

9. (1) The parsonage house of the benefice of Louth with Welton shall be the place of residence of the rector.

(2) Subject to the direction of the Bishop, the vicars in the team ministry shall severally reside in:—

(a) the parsonage house of the benefice of Holy Trinity, Louth;

(b) the parsonage house of the benefice of Saint Michael, Louth;

(c) such other conveniently situated house or houses as may, with the Bishop's approval, be provided in substitution therefor.

### Disposal of parsonage house

10. The parsonage house of the benefice of North Elkington with South Elkington, together with the site and appurtenances thereof and the grounds usually occupied and enjoyed therewith, shall be transferred to the Diocesan Board of Finance for disposal in accordance with the provisions of paragraph 9 of Schedule 3 to the Pastoral Measure 1968.

### Diversion of endowment income

11. (1) The excess, calculated by the Commissioners for the twelve months ending on the 31st day of March in each year, of the income (calculated in accordance with the second Schedule hereto) of the endowments of the new benefice over the sum of £2,000 shall be paid to the income account of the Lincoln diocesan stipends fund (hereinafter called "the diocesan stipends fund").

(2) The income of the endowments, the excess, and the annual sum of £2,000, shall be deemed to accrue from day to day and shall, when the Commissioners deem that circumstances so require, be apportionable accordingly.

(3) Any moneys due to be paid to the income account of the diocesan stipends fund by the incumbent of the new benefice, or during any vacancy in the benefice by the sequestrators thereof as the case may be, upon the calculation of the excess shall be paid by the incumbent or sequestrators to the Commissioners not later than the 30th day of June in each year and shall be recoverable as a debt due to the Commissioners.

(4) For the purpose of ascertaining the amount of the income of the endowments and of the excess the Commissioners shall have power to require production by the incumbent or sequestrators of accounts and other documents in relation thereto, and the accounts for the twelve months to the 31st day of March in each year (or where applicable for a part of the year ending on that date) shall be rendered annually to the Commissioners within six weeks of that date in such form as the Commissioners shall prescribe;

## APPENDIX B: Scheme of Delegation (updated 1995)

### DIOCESE OF LINCOLN

Scheme for establishing District Church Councils pursuant to Rule 16 of the Church Representation Rules.

1. **The Team Parish of Louth** (hereinafter called the Parish) consists of six districts each with a parish church, namely:-
  - The district of St. James, Louth
  - The district of Holy Trinity, Louth
  - The district of St. Michael, Louth
  - The district of Welton le Wold (St. Martin)
  - The district of South Elkington (All Saints)
  - The district of Stewton (St. Andrew)
2. **Electoral Roll**

There shall be one Electoral Roll which shall be compiled in six sections according to the church which each member principally attends.
3. **Appointment of Churchwardens**

Each Annual District Meeting shall recommend two persons to be considered by the Meeting held pursuant to the Churchwardens (Appointment and Resignation) Measure, 1964. Those so appointed who are actual communicant members of the Church of England and whose names are on the Electoral Roll shall be 'ex-officio' members of the Parochial Church Council and of the District Church Council of the particular parish church of which they are Churchwardens.
4. **The Annual Parochial Church Council Meeting**
  - a) shall elect the permitted number of Deanery Synod representatives (who shall be ex-officio members of the Parochial Church Council and of the District Church Council of the parish church which they principally attend);
  - b) shall elect representatives of the laity from each of the districts to the Parochial Church Council on the basis of one representative for every hundred members or part thereof on that District's section of the Electoral Roll, normally accepting the recommendations submitted by each Annual District Meeting. Provided always that the above numbers may be altered from time to time by resolution of the Annual Parochial Church Meeting under Church Representation Rule 12 (1)(f);
  - c) shall elect the number of lay representatives to each District Church Council determined in accordance with Clause 8c) vii), normally accepting the recommendations submitted by each Annual District Meeting;
  - d) shall appoint from among the members of the respective District Church Council the officers and members indicated in 7 c), iv, v, vi, vii) having regard to the recommendations submitted by each Annual District Meeting.
5. **Parochial Church Council**

The duties of the Parochial Church Council shall be to execute all the business and responsibilities as laid down in the Church Representation Rules of the Synodical Government Measure, except insofar as the Parochial Church Council delegates any of those powers (in writing) to District Church Councils, from time to time.
6. **Officers of the Parochial Church Council**

The Parochial Church Council shall in accordance with the Church Representation Rules, elect a Lay Vice Chairman, and appoint a Secretary, a Treasurer and an Electoral Roll Officer.
7. **Annual District Meetings**
  - a) An Annual District Meeting shall be held for each district not more than 42 days and not less than 7 days before the Annual Parochial Church Meeting. The Clergy Team member normally associated with that church shall act as Chairman of the Annual District Meeting. During a vacancy in the office of Team Vicar, the Team Rector shall preside or, in the absence of both, a Chairman shall be appointed in consultation with the District Church Council.
  - b) The persons entitled to attend an Annual District Meeting shall be those persons on the Electoral Roll who have indicated the parish church of that district as the one they principally attend, also, any clerks in Holy Orders beneficed in or licensed to the Parish, any Lay Workers licensed to the Parish, any Reader who habitually officiates in the parish church of that district and those Churchwardens who are appointed to the Standing Committee of the Parochial Church Council.
  - c) Each Annual District Meeting shall recommend persons to be considered by the Meeting held pursuant to the Churchwardens (Appointed and Resignation) Measure, 1964 or by the Annual Parochial Church Meeting (as the case may be) for the following positions:-
    - i) Two churchwardens of the parish church in question;
    - ii) At least one person willing to serve on the Deanery Synod, recognising that only the permitted number of representatives of the Parish can be elected by the Annual Parochial Church Meeting;
    - iii) One lay representative for every hundred members of part thereof on that District's section of the Electoral Roll, (in addition to the two churchwardens) to serve on the Parochial Church Council;
    - iv) The number of lay representatives to serve on the District Church Council for that District, determined in accordance with clause 8.c)(vii).
    - v) A Secretary of the District Church Council in question;
    - vi) A Treasurer of the District Church Council in question;
    - vii) A Deputy Electoral Roll Officer responsible to the Electoral Roll Officer of the Parish for maintaining that District's section of the Electoral Roll.
8. **District Church Councils**
  - a) District Church Councils shall, as far as may be, (and subject to Clause 9 hereof) have in relation to their respective

churches including the curtilage thereof such of the functions power and duties of Church Councils as the Parochial Church Council may see fit to delegate to them (in writing) from time to time. Each District Church Council shall report its business to the Parochial Church Council annually.

- b) (i) The Clergy team member normally associated with that church, (or in the case of a vacancy in such office the Team Rector), shall act as Chairman; or in the absence of both a Chairman shall be appointed by the Council;
- (ii) The District Church Council shall elect from its membership a lay Vice Chairman.
- c) The District Church Council shall consist of:-
  - (i) All Clerks in Holy Orders beneficed in, or licensed to the Parish;
  - (ii) Any Lay Workers licensed to the Parish;
  - (iii) The Churchwardens of the parish church of that District;
  - (iv) Any Reader who habitually officiates in the parish church of that District;
  - (v) Any lay members of the Deanery, Diocesan or General Synod whose names are on the Electoral Roll and have indicated the parish church of that District as the one which they principally attend.
  - (vi) Persons elected to the Parochial Church Council under clause 4b) of this Scheme.
  - (vii) Persons elected under clause 4c) of this Scheme, being not less than 4 and not more than 20.
  - (viii) Up to three co-opted members if the District Church Council so decides.

#### **9. Commencement**

This Scheme shall come into operation on such date as the Bishop's Council of the Diocese of Lincoln may determine, being a date not later than the date of the Annual Parochial Church Meeting held in the year 1995.

At the time of commencement the Parochial Church Council shall delegate to the District Church Councils the following functions powers and duties:

- a) To co-operate with the Team, Churchwardens and Parochial Church Council in promoting in the Parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- b) To co-operate with the Team Vicar and Churchwardens of that District in promoting in the District the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- c) To have responsibility with the Team Vicar of that District for the ordering of the liturgy in that church.
- d) To ensure the essential maintenance of the fabric, goods and ornaments of the church; to submit requests for faculties to the Parochial Church Council; and to report to the Annual Parochial Church Meeting on the life and activities of the District.
- e) To co-operate with the Parochial Church Council in the financing of the Parish. This will include payment of a District Quota to the Parochial Church Council for payment of the Diocesan quota, Parish expenses, the Parish Office, the Local Ministry Team and such other expenditure as the Parochial Church Council shall incur on behalf of the Parish; and to make such returns of income and expenditure as the Parochial Church Council shall require.
- f) To establish a District Bank Account and appoint three signatories to each account, each transaction requiring any two of the three signatures.
- g) To keep proper minutes of meetings of the District Church Council, and to send a copy of these to the Team Rector and Secretary of the Parochial Church Council.

#### **10. Appointment of Auditors**

The Annual Parochial Church Meeting shall appoint auditors to all the Accounts.

#### **11. Casual Vacancies**

In the event of a casual vacancy amongst the elected members of a District Church Council, that Council shall propose a member to be appointed by the Parochial Church Council for the remainder of the term of office of the vacating member.

#### **RESOLUTION OF THE LOUTH PCC**

This Council, subject to the consent of the Diocesan Synod, varies the provisions of Paragraph 14a of Appendix 2 of the Church Representation Rules. The Council shall have a Standing Committee consisting of nine persons. The Standing Committee shall comprise of the Team Rector, two Churchwardens, lay Vice Chairman, Secretary, Treasurer and three other members of the Council appointed by the Council. The two Churchwardens in question shall be appointed by the churchwardens of the Parish from amongst their number. Unless removed from office, the appointed members shall hold office from the date of their appointment until the conclusion of the next annual meeting of the Parish.

Paragraph 14b of the said Appendix to the Church Representation Rules shall not be varied.

## **APPENDIX C: Your Job Description**

For those in Licenced Ministry the Job Description take the form of your Role Description and/or Working Agreement. For those employed or volunteering within the Parish of Louth it will be issued by the Rector on behalf of the PCC.