Resourcing the frontline: effective parish administration especially during a vacancy

Parish context

- single parish benefice – multi parish benefice
- church – multiple churches – team ministry – group ministry
- churchwardens - readers – ALMs – volunteers – employed staff – organist – ChYPs ministry - The PCC

Parish Maps and demographics: ArcGIS link: http://www.arcgis.com/home/webmap

Key People: Roles and Responsibilities

<table>
<thead>
<tr>
<th>Parish</th>
<th>Deanery</th>
<th>Diocese</th>
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<tbody>
<tr>
<td>Incumbent</td>
<td>Area Dean</td>
<td>The Archdeacon (&amp; PA)</td>
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<tr>
<td>Churchwardens</td>
<td>Lay Chair</td>
<td>Diocesan House staff (finance, data, frameworks, communications, safeguarding)</td>
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<td>Ministry Leadership Team (MLT)</td>
<td>Deanery Reader Representative</td>
<td>(Diocesan online directory)</td>
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<td>members (clergy, Readers, ALMs, others)</td>
<td>Dean Synod (Secretary)</td>
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<td>PCC Secretary</td>
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<td>PCC Treasurer</td>
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<td>Webmaster</td>
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<td>Parish Disclosures Officer (PDO)</td>
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<td>Safeguarding Coordinator</td>
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<td>PCC</td>
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<td>Employed staff</td>
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Handy hints and tips

Be clear about Roles and Responsibilities (key ones listed in the table above)

Maintain accurate and clear Information:

- website, social media
- parish diary/calendar of events
- contact lists (noting GDPR compliance)

Have good processes for:

- Bookings (church hall, life events, eg baptisms, weddings & funerals)
- Record keeping (occasional offices (life events), Sunday attendance/Mission stats, parish registers)
- Finances (banking church collections, fees, ministry cover/travel)
- Contingency plans (theft, building damage/emergency repair, safeguarding, health & Safety etc)

Know who to ask:
- within the parish
- within the deanery
- within the diocese
- Diocesan online directory (data protection)  
  https://www.canterburydiocese.org/directory/

Additional tasks when in a vacancy:
Anything the vicar used to do, including: quarterly marriage returns, data administration, website (A church near you)

‘Locum’ Clergy cover:
- travel costs:
  - Occasional Duties - £51.50 single Sunday service, £103 full Sunday duties plus travel and hospitality (for retired clergy only)
  - Travel costs payable at 45p pm per mile (under 10,000 miles)
- access to the church
- practical help with how things are done

Nigel Collins, October 2019  
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Pastoral Secretary & Warden of Readers