

MOULTON PARISH CHURCH

Who's doing what during the Interregnum?

Appointment of new Vicar

Liaising with Patron / Diocese

Preparing Parish Profile

Appointing and liaising with incoming minister

Coordinating prayer during the interregnum

Churchwardens

Churchwardens / PCC / Bridget Ward

Churchwardens

Peter & Juliet Storey

Administration

Overseeing day to day running of the Church & Office

Bridget Ward / Andy Tresias

Baptisms

Taking bookings

Booking minister

Running preparation sessions

Churchwardens / Bridget Ward

Bridget Ward

Peter & Juliet Storey

Buildings

Overseeing maintenance / quinquennial work

Watching over tower and reporting any issues

Watching over Vicarage / reporting to incoming Vicar

Malc Shipley

Barry Care

Churchwardens / David Wilson

Children's & Youth work

Overseeing Junior Church

Overseeing youth work programme

Steve & Karina Morrow

Dani Cook

Christianity Explored / Getting Going

Organising and hosting courses

Neil Menon

Christmas services / events

Coordinating and speaking at extra Christmas events

Staff team

Finances

Overseeing Church finances

Paying invoices / visiting clergy fees

Kelvin Yarker

Bridget Ward

Funerals

Taking bookings and arranging ministers & organists

Arranging visits to bereaved families

Bridget Ward

Shirley Keay

Holiday Club

Planning and organising Holiday Club 2012

Dani Cook / Rachel Menon

Home groups

Coordinating of groups and choosing study material

Andrew Ward

Luncheon Club

Overseeing Luncheon Club, welcoming speakers

Simon Berry / John Spence

Magazine

Editing monthly magazine

Gina Gray

Writing letter at front of magazine

Churchwardens / Preachers / Staff

MAST (Moulton Additional Staff Trust)

Overseeing the work of MAST

Churchwardens / MAST Trustees

Men's Work

Overseeing Options for Men programme

Malc Shipley / Ian Rouse

Coordinating football

Kelvin Yarker

Music

Coordinating groups and choosing songs

Rachel Menon / Dani Cook

PCC (Parochial Church Council)

Chairing and managing the PCC / paperwork / APCM

David Taylor

Chairing Standing & Finance Committee

Kelvin Yarker

Chairing Pastoral Committee

Shirley Keay

Chairing Outreach Committee

Mick Wynne

Chairing Social Committee

Steve Barnes

Chairing Time for Change Committee

Roger Smart

Pastoral issues

Arranging home or hospital visits, sending cards

Shirley Keay

Arranging visits for any who receive home Communion

Shirley Keay

Overseeing prayer triplets

Shirley Keay / Ruth Tomiak

Coordinating Sunday prayer / sick list

Bridget Ward

Preaching and teaching

Overseeing Sunday teaching programme

David Wilson

Safeguarding

Overseeing safeguarding issues and CRB checks

Chris Hamson / Sue Roan

Services

Ensuring services are covered and run smoothly	Churchwardens / David Wilson
Inviting and liaising with visiting clergy over services	Bridget Ward
Preparing rota for preachers / leaders / prayers	Andrew Ward
Preparing rota for wardens / sidespeople / Bible readers	David Taylor
Preparing rota for musicians / sound / songpro	Bridget Ward
Coordinating welcome team & prayer after services	Shirley Keay
Preparing Songpro for services	Simon Berry

Staff

Chairing staff meeting / supervision of staff	Andy Tresias
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Time for Change

Managing Time for Change reordering project	Roger Smart
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Village / Deanery liaison

Liaising with Moulton College / Parish Council	Andy Tresias
Liaising with other Churches	Terry Phillips
Liaising with Deanery	Jane Cosby

Website

Overseeing / updating content of website	Ian Rouse
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Weddings

Taking bookings	Churchwardens / Bridget Ward
Booking minister / organist / rehearsal arrangements	Bridget Ward
Running marriage preparation	Malcolm & Wendy Forsyth
Running Marriage Course	David & Rosie Wilson

Women's Work

Overseeing Options for Women programme	Rachel Menon
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Year plan

Preparing 2012 year plan	Bridget Ward / PCC
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