

Godmanchester Baptist Church - Leadership Team Responsibilities - March 2013

| Part 1 – GBC ministries, activities and programmes | | |
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| <i>Area</i> | <i>LT member responsible or with oversight</i> | <i>Other LT involvement, Church Officer, (or other designated person)</i> |
| Sunday morning <i>Sunday evening, Worship Team</i> | John Smith | David Rootham |
| Songs of Praise <i>Sheltered accommodation, hospital services, Holiday at home, lunch club</i> | John Smith | Delia Steer, Roz Brench, Tony and Rita Goodwin |
| D-Caf <i>Kings Ripton</i> | Adrian Woodbridge | Joe George |
| Generation Rising | Daniel Beckett | Joe George |
| Prayer | Pastors | |
| Small Groups | John Smith | Delia Steer, Eileen Campbell Small group leaders |
| Adult Pastoral Care Team <i>Welcome team; vulnerable adult</i> | | Helen Healy, Ruth Blakey, Rachel Thurley, Ken Collett, Rita Goodwin, Annette Hickling |
| Children's ministry <i>Crèche and Little Stars, Kids Kingdom, Littlefoot, Explorers</i> | Daniel Beckett | Sarah Shefford, Hayley Beckett, Jane Fasham, Christine Heaton John Smith |
| Local Mission | Staff Team | |
| World Mission <i>BUGB Home Mission</i> | John Smith | Tim Martindale <i>David Taylor</i> |
| Youth ministry including schools | Daniel Beckett | Joe George, John Stevens |
| ICT <i>Audio, visuals; telecoms, computers, printers and copiers</i> | Brett Mickelburgh | Ian Heaton, John Smith |
| Communication <i>Publicity; website; advertising; branding; signs</i> | Staff team | |
| Building Project | John Stevens | Brett Mickelburgh, John Pickersgill, Paul Hamilton |
| Foodbank | Joe George | Christine Bradshaw, Karen Smith |
| Administration | John Smith | Ruth Blakey |

| Part 2 Legal responsibilities | | |
|---|--|---|
| Buildings Maintenance <i>Kitchen equipment</i> | John Stevens | Ken Collett, Andrew Fasham |
| Child Protection | Daniel Beckett and Delia Steer | John Brown |
| HR <i>Appointment of staff; Staffing; Appraisal; Training; Sickness reporting; Grievance, discipline and other policies</i> | Delia Steer and John Pickersgill | |
| Finance <i>Budget; Expenditure; Gift Aid; Salaries; Mobile phones; Annual charity report</i> | John Pickersgill Brett Mickelburgh | Wendy Pointer (Salaries), Sally King (Gift Aid), John Smith, David Fennell, Andrew Shefford |
| Charity governance <i>Charity commission; Constitution; Covenant; Changes of trusteeship; Buildings trustees; Data protection</i> | John Pickersgill | Mark Jordan |
| Inclusion and accessibility | Helen Healy | Kath Pickersgill |
| Health & Safety* <i>First aid; First aid equipment; Training and certification of individuals</i> | Jim Alexander | Tim Hayes |
| <i>Risk assessments for GBC events, buildings, lettings</i> | | Phil Jones |
| <i>Safety inspections; Statutory notices; Security alarm testing; PAT testing;</i> | John Stevens | Phil Jones |
| <i>Fire alarm testing; Fire procedures</i> | | Gary Buckenham |
| <i>Food hygiene, kitchen, environmental health food certification of individuals</i> | Eileen Campbell | Hayley Beckett |

Names in bold type indicate the lead person who may not be the LT member with oversight.