

Godmanchester Baptist Church - Leadership Team Responsibilities - September 2013

Part 1 – GBC ministries, activities and programmes		
<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
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 adults</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.