

Godmanchester Baptist Church - Leadership Team Responsibilities – December 2015

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, David Fennell
Songs of Praise <i>Sheltered accommodation, hospital services, Holiday at home, lunch club</i>	John Smith	Delia Steer, Tony Goodwin, Ruth Blakey, David Fennell, Rita Goodwin, Roz Brench
Generation Rising	Daniel Beckett	Joe George
Prayer	Pastors	
Small Groups	John Smith	Delia Steer, Small group leaders
Adult Pastoral Care Team <i>Welcome team; vulnerable adults</i>		Ruth Blakey, Rachel Thurley, Ken Collett, Rita Goodwin, Annette Hickling, Helen Healy, Philip Thompson
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, Ian Lasseter
Local Mission	Staff Team	
World Mission <i>BUGB Home Mission</i>	John Smith	Tim Martindale TBA
Youth ministry including schools	Daniel Beckett	Joe George, John Stevens, Ian Lasseter
ICT	Brett Mickelburgh	Ian Heaton, John Smith
Communication <i>Publicity; website; advertising; branding; signs</i>	Staff team	
Foodbank	Joe George	
Administration	John Smith	Ruth Blakey
Building management/caretaking	Joe George	
Women's Ministry	Delia Steer	
Men's Ministry	Ian Lasseter	Mark Moughton

Part 2 Legal responsibilities		
Buildings Maintenance <i>Kitchen equipment</i>	John Stevens	Ken Collett, Andrew Fasham
Child Protection	Daniel Beckett and Delia Steer	Claire Pitcher
HR <i>Appointment of staff; Staffing; Appraisal; Training; Sickness reporting; Grievance, discipline and other policies</i>	Delia Steer	
Finance <i>Budget; Expenditure; Gift Aid; Salaries; Mobile phones; Annual charity report</i>	Brett Mickelburgh	Wendy Pointer/John Pickersgill (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>	Ruth Blakey	Mark Jordan
Inclusion and accessibility	TBA	Kath Pickersgill
Health & Safety* <i>Safety inspections; Statutory notices; Security alarm testing; PAT testing;</i>	Sally King	Phil Jones
<i>Fire alarm testing; Fire procedures</i>		Gary Buckenham
<i>First aid; First aid equipment; Training and certification of individuals</i>		Tom Houghton
<i>Risk assessments for events, buildings, lettings, insurance</i>	TBA	Phil Jones
<i>Food hygiene, kitchen, environmental health food certification of individuals</i>	Tony Goodwin	TBA

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