

Godmanchester Baptist Church - Leadership Team Responsibilities – 4 June 2014

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>		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 , Ian Lasseter
Local Mission	Staff Team	
World Mission <i>BUGB Home Mission</i>	John Smith	Tim Martindale David Taylor
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	
Building Project	John Stevens	Brett Mickelburgh , John Pickersgill , Daniel Beckett , Paul Hamilton
Foodbank	Joe George	Christine Bradshaw
Administration	John Smith	Ruth Blakey
Building management/caretaking	Joe George	
Women's Ministry	Delia Steer	Helen Healy
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	Helen Healy	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>	Sally King	Gary Buckenham
<i>Risk assessments for events, buildings, lettings, insurance</i>	Jim Alexander	Phil Jones
<i>First aid; First aid equipment; Training and certification of individuals</i>	Jim Alexander	Tim Hayes
<i>Food hygiene, kitchen, environmental health food certification of individuals</i>	Tony Goodwin	Hayley Beckett

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