

Godmanchester Baptist Church - Leadership Team Responsibilities – March 2016

Part 1 – GBC ministries, activities and programmes		
Area	LT member responsible or with oversight	Other LT involvement, Church Officer, (or other designated person)
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
Generation Rising	Daniel Beckett	Joe George
Prayer <i>Prayer team</i>	Pastors	Liesl Houghton
Small Groups	John Smith	Delia Steer, Small group leaders
Adult Pastoral Care Team <i>Welcome team; vulnerable adults</i>		Ruth Blakey, Laurel Fennell, 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, Ian Lasseter
Local Mission	Staff Team	
World Mission <i>BUGB Home Mission</i>	John Smith	Tim Martindale Chris Easley
Youth ministry including schools	Daniel Beckett	Joe George, John Stevens
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
Safeguarding: Children Safeguarding: Vulnerable Adults	Daniel Beckett and Delia Steer Delia Steer	Claire Pitcher Rob Alliot
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	John Pickersgill (Salaries), Hazel Bray (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	Tony Goodwin	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>		Phil Jones
<i>Food hygiene, kitchen, environmental health food certification of individuals</i>	Tony Goodwin	Chris Cowan

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