

## Godmanchester Baptist Church - Leadership Team Responsibilities – March 2018

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 and Sunday evening, <i>Worship Team Prayer team Welcome Team</i>	<b>John Smith</b>	David Rootham, David Fennell Liesl Houghton Ruth Blakey
Songs of Praise	<b>John Smith</b>	Tony Goodwin, Ruth Blakey, David Fennell
Generation Rising	<b>Daniel Beckett</b>	Joe George
Messy Church	<b>Daniel Beckett</b>	Hazel Bray
Prayer	<b>Pastors</b>	
Pastoral Care	<b>Pastors</b>	
Small Groups	<b>John Smith</b>	Delia Steer, Hazel Bray, small group leaders
Seniors Ministry <i>Seniors Pastoral Care Team Sheltered accommodation, Tuesday Treat</i>	<b>Ruth Blakey</b>	Jo Hitchins, David Fennell Tony and Rita Goodwin
Women's Ministry	<b>Delia Steer</b>	Helen Healy
Men's Ministry		<b>Mark Moughton</b>
Youth ministry including schools	Daniel Beckett	Joe George
Local Mission	<b>Staff team</b>	
Hospital services	<b>Delia Steer</b>	
World Mission <i>BUGB Home Mission</i>	John Smith	<b>Tim Martindale</b> Chris Easley
Foodbank	Joe George	<b>Phil Jones</b>
Communication <i>Publicity; website; advertising; branding; signs</i>	<b>Staff team</b>	
Administration	John Smith	<b>Ruth Blakey</b>
Building management/caretaking		

Part 2 Legal responsibilities		
<b>Buildings Maintenance</b> <i>Kitchen equipment</i>	<b>John Stevens</b>	Andrew Fasham (Caretaker – Tony Davis)
<b>Safeguarding: Designated Trustee</b> <b>Safeguarding: Children</b> <b>Safeguarding: Vulnerable Adults</b>	<b>Delia Steer</b>	<b>Daniel Beckett</b> and Claire Pitcher <b>Rob Alliot</b> and Nicky Rattigan
<b>HR</b> <i>Staffing; Appraisal; Training; Sickness reporting; Grievance, discipline, and other policies</i>	<b>Delia Steer</b> and <b>David Fennell</b>	
<b>Finance</b> <i>Budget; Expenditure; Gift Aid; Salaries; Mobile phones; Annual charity report</i>	<b>Brett Mickelburgh</b>	John Pickersgill (Salaries), Hazel Bray (Gift Aid), Helen Blake (Finance Assistant) John Smith, David Fennell, Andrew Shefford,
<b>Charity governance</b> <i>Charity commission; Constitution; Covenant; Changes of trusteeship; Buildings trustees; Data protection</i>	<b>Brett Mickelburgh</b>	Mark Jordan
<b>Inclusion and accessibility</b>	Tony Goodwin	<b>Kath Pickersgill</b>
<b>Health &amp; Safety</b> <i>Safety inspections; Statutory notices; Security alarm testing; PAT testing;</i>	<b>Jo Hitchins</b>	<b>Phil Jones</b> <b>Tony Davis (caretaker)</b>
<i>First aid; First aid equipment; Training and certification of individuals</i>		<b>Tom Houghton</b>
<i>Risk assessments for events, buildings, lettings, insurance</i>		<b>Phil Jones</b>
<i>Fire alarm testing; Fire procedures</i>	Joe George	<b>Tony Davis</b>
<i>Food hygiene, kitchen, environmental health food certification of individuals</i>	<b>Tony Goodwin</b>	Chris Cowan

Names in bold type indicate the lead person who may not be the LT member with oversight. (revised March 2018)