



Succession:

#extracted from our News Sheets of 29th January and 5th February 2023:

See 30th April 2023 Sheet

Behind the Scenes 1:

When you are sitting in your pew do you ever think about what goes into the running of that service? Here are some of the tasks that have to come together to make this happen...

- ⇒ Duty rotas have to be prepared and published
- ⇒ The content of the service has to be prepared
- ⇒ Heating during the colder months has to be programmed in Church and Hall.
- ⇒ The buildings have to be cleaned regularly
- ⇒ The notice boards have to be kept up to date and relevant
- ⇒ The coloured cloths on the Holy Table and Pulpit have to be changed for the different seasons of the Church year
- ⇒ Health and safety checks have to be done.
- ⇒ The building has to be opened before the service
- ⇒ Computer and audio equipment has to be set up and tested.
- ⇒ The Powerpoint slides have to be produced, checked and loaded onto the computer
- ⇒ Computer and sound desk have to be operated during the service.
- ⇒ The correct service sheets and hymn books have to be available for the Sidesmen
- ⇒ The hymn board has to be updated
- ⇒ Music has to be prepared and played
- ⇒ Communion plate and linen has to be set out for Communion Services
- ⇒ Lesson readers have to prepare for their readings
- ⇒ Intercessors have to prepare and deliver their prayers
- ⇒ Preachers have to prepare and deliver their talk
- ⇒ Congregation and communicants have to be counted.
- ⇒ Books and service sheets have to be collected and stored away
- ⇒ Offertory has to be counted by two people and entered in the service register.
- ⇒ Communion plate has to be washed and returned to the safe
- ⇒ Communion linen has to be laundered and maintained.
- ⇒ Refreshments have to be prepared and served, and cleared afterwards
- ⇒ Buildings checked and secured after the service.

Once you have read these lists consider three things
Who performs each of these tasks now?
What do I do to contribute?
What should I do to assist?
take appropriate action

The Parish of Darfield

All Saints Darfield and St Michael Great Houghton

Behind the Scenes 2:

Last week we looked at some of the tasks which had to come together to enable us to worship together. Today we look at the many other background activities involved in running our Parish.

- ⇒ Arranging PCC meetings
- ⇒ collating and distributing agendas
- ⇒ taking minutes and their circulation
- ⇒ actioning PCC decisions
- ⇒ Representing our Parish on the Deanery Synod
- ⇒ Responding to enquiries for weddings, funerals, baptisms and thanksgivings
- ⇒ Making arrangements for these services to take place.
- ⇒ Dealing with applications for new gravestones and additional inscriptions on gravestones.
- ⇒ Liaising with stone masons and grave-diggers.
- ⇒ Dealing with enquiries for Church Hall hires and liaising with existing regular users and our cleaner
- ⇒ Arranging and staffing Church open days and fund raising events
- ⇒ Opening our buildings for school visits and services, for visiting groups and individuals
- ⇒ Monitoring and keeping a record of keyholders for our four buildings.
- ⇒ Recording weekly collections and other transactions in the church accounts
- ⇒ Setting up, monitoring and authorising regular and one-off payments from our bank accounts
- ⇒ Monitoring gas and electricity usage and negotiating annual contracts
- ⇒ Preparing regular financial reports for PCC meetings
- ⇒ Creating and monitoring an annual budget.
- ⇒ Preparing the annual parish accounts for our Annual Meeting
- ⇒ Producing and distributing the PCC's Annual report and accounts
- ⇒ Maintaining the register of Trustees [our PCC members] with the Charity Commission
- ⇒ Reporting annual accounts to the Charity Commission and Sheffield Diocese
- ⇒ Reporting Statistics for Mission to Sheffield Diocese
- ⇒ Facilitating access to our buildings for maintenance for fire extinguishers, alarms, boilers and electrical installations.
- ⇒ Dealing with any claims against our Church Insurance as appropriate
- ⇒ Monitoring, recording and reporting photocopier usage.
- ⇒ Ensuring that the church building is opened for Funerals, weddings, Baptisms and Thanksgivings and that the relevant registers are completed.
- ⇒ Maintaining the Church Log books and inventory of Church contents.
- ⇒ Preparing and updating PCC policy documents
- ⇒ Safeguarding: maintaining records of those eligible for regular Disclosure and Barring Service checks and Safeguarding training records.
- ⇒ Producing, printing and distributing the weekly news sheet