

Serving Gods Church

A Guide to Roles and Responsibilities
in Managing and Caring for the
Churches and Congregations
entrusted to us by God.

Mynydd bedwellte Ministry Area

Registered Charity in England and Wales: 1203311



Introduction

1 Corinthians 12:12-13:

"Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptized by one Spirit so as to form one body—whether Jews or Gentiles, slave or free—and we were all given the one Spirit to drink."

Serving God's Church

The Church is not just a building—it is a living, worshipping community called to serve God and one another. For our churches to thrive, we need good governance, clear structures, and a shared commitment to working together in faith.

This document is designed to help **inform congregation members** about the governance structures of our Ministry Area, how we seek to manage them well, and how each person can contribute as part of God's people. Whether through leadership, financial stewardship, or participation in church meetings, every role is important in shaping the life and mission of our churches.

By understanding these structures and engaging with them, we can work together to ensure that our churches remain places of worship, service, and welcome for all.



Structure

Ministry Area Council (MAC) & Church Council Meetings

MAC and Church Council meetings take place **at least four times a year** and can be held **online or in person**. These meetings are vital opportunities to ensure our churches are **well-managed, financially accountable, and mission-focused**. If you want to **have a voice** in the decisions that shape our churches, your participation is essential.

Annual Vestry & Church Meetings

Each year, around **Easter**, we hold **Annual Vestry Meetings (AVM)** and **Annual Church Meetings (ACM)**. These meetings serve as key moments to:

- **Receive and review** church accounts, which have been **approved by the MAC**.
- **Elect new members** to the **Church Councils, MAC**, and other key roles.
- Reflect on the past year and **plan for the future** of our Ministry Area.

Your involvement in these meetings helps shape the life and mission of our churches—**everyone has a part to play!**

MAC

The Ministry Area Council (MAC) serves as the charity trustees for the Mynydd Bedwellte Ministry Area, ensuring the effective governance of its churches. Their responsibilities include overseeing finances, maintaining church buildings, and ensuring legal and safeguarding obligations are met. The MAC supports clergy and church councils in sustaining worship, pastoral care, and mission while fostering a culture of good stewardship and accountability. By working together, they ensure the churches remain vibrant, well-managed, and focused.

Church Council

The church councils of St David's & St Paul's, St Dingat's & St Sannan's, and St George's continue the tradition of historic PCCs, ensuring the upkeep and development of their church buildings. They oversee repairs, improvements, and fundraising while ensuring worship, mission, and community activities remain central. Each council works to create a welcoming space for faith and fellowship, balancing practical responsibilities with spiritual growth, ensuring their churches thrive as places of worship and service within the local community.



Clergy Team

The clergy team in the Mynydd Bedwellte Ministry Area works collaboratively to provide pastoral care, ensure worship services take place, and offer spiritual support across the community. Emphasising shared responsibility, the team works together to nurture faith, support those in need, and sustain the life of the church. By pooling resources and gifts, they create a strong, united presence that ensures all congregations receive guidance, prayer, and pastoral attention, fostering a welcoming and spiritually enriching environment for all.



Saints

Saints is a network of church plants in the Diocese of Monmouth, part of the Church in Wales. We have one of these Hubs based in St Georges Tredegar. Each church is unique to its community but shares a core vision: to be a welcoming family, both now and forever. Focused on reaching younger generations, Saints aims to create self-sustaining faith communities and pioneer new evangelism. The name reflects a belief in belonging both to the church family and the wider communion of saints in heaven. Their mission is to see the lonely welcomed into a flourishing family.



Organisation

Charity Status

The Mynydd Bedwellte Ministry Area is a **registered charity** with the Charity Commission (Charity No: **1203311**).

This means we are committed to **good governance**, ensuring our finances are well-managed and transparent. As a charity, we benefit from **VAT relief** on certain purchases and can access some items at a reduced rate.

Being a registered charity also means we are legally required to operate transparently and in accordance with **charity law**, upholding the highest standards in our mission and stewardship.

Financial Status

We take a **unified approach** to our finances, **sharing resources and a single bank account** while maintaining **separate funds** in our accounting software to clearly track the money allocated to each church.

Our accounts are **independently examined** annually by a **registered accountant** and submitted to both the **Charity Commission** and the **Church in Wales**, ensuring transparency and accountability.

As a registered charity, we can **claim Gift Aid**, allowing donations to have an even greater impact. The **most effective way to give** is through the **Church in Wales Gift Direct scheme**, providing a secure and convenient way to support our churches.

Policies and Procedures

The Ministry Area Council (MAC) ensures key policies—**GDPR, licensing, health and safety, and safeguarding**—are up-to-date and properly followed. While the MAC oversees compliance, it is everyone's responsibility to help keep our churches safe and welcoming for all.

Roles

Roles in the Ministry Area

A well-functioning Ministry Area (MA) relies on the dedication and teamwork of both clergy and lay leaders. Each role within the MA plays a crucial part in ensuring smooth governance, effective financial management, and the spiritual and practical well-being of our church communities.

The following role descriptions outline key responsibilities for those serving within the MA structure. Whether overseeing finances, providing leadership, or supporting local church communities, each role is essential in building a thriving and united Ministry Area.

Lay Co-Chair Role Description:

The Lay Co-Chair supports Ministry/Mission Area (MA) Leaders and Wardens, ensuring effective governance and teamwork within the MA Council (MAC). The role is ideal for someone rooted in the MA's life and worship, who is a team player, effective chair, and good listener.

Key Responsibilities:

- Chair MAC meetings and assist in agenda preparation.
- Ensure meetings are held in a context of prayer and worship.
- Prioritize the MA's vision in discussions and decisions.
- Facilitate good governance and teamwork within the MAC.
- Support MA Wardens in their contributions and roles.
- Interpret MAC Standing Orders.
- Jointly sign contracts, authorize expenditures, and act as a signatory.

The role is typically a one-year appointment, with flexibility for each MA to adjust terms.

MA Warden Role Description:

The Ministry Area (MA) Warden serves as a key lay leader in the Church in Wales, working closely with the Ministry Area Leader (Incumbent) and the Ministry Area Council (MAC). Their role is distinct but complementary to Local Church Wardens.

Key Responsibilities:

- Represent the laity and promote unity within the Ministry Area.
- Work with the MA Leader and MAC to implement the MA strategy.
- Provide support and care for the MA Leader.
- Act as a liaison with the Archdeacon and Bishop when necessary.
- Ensure timely completion of required annual returns.
- Support and enable Local Church Wardens, ensuring continuity in case of sickness or vacancies.
- Assist in the leadership of worship if required, though this is typically handled by Local Church Wardens.
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The MA Warden is not superior to Local Church Wardens but has a broader oversight role, especially in Ministry Areas with multiple church buildings.



MA Treasurer Role Description:

The MA Treasurer oversees the finances of the Ministry Area (MA), reporting to the MA Council (MAC) and supporting strategic planning and budget processes. Tasks can be shared or delegated based on the MA's needs and available resources.

Key Responsibilities:

- Attend MAC meetings to report on MA finances (non-voting if not a trustee).
- Chair or delegate the Finance Sub-Committee.
- Coordinate the annual budget process with the MAC.
- Provide consolidated financial reports using Finance Co-ordinator software.
- Arrange and oversee the annual independent examination/audit.
- Help plan and agree Share division among churches.
- Submit accounts to the Diocese and Charity Commission.
- Inform the MAC and Diocese if a church cannot pay its Share.
- Oversee the MA bank account and ensure timely payments (e.g., Share, clergy expenses, insurance).
- Support and train church treasurers, fostering communication among them.



Local Church Warden Role Description:

Local Church Wardens, also known as Sub-wardens, play a vital role in representing the laity, supporting the Ministry Team, and ensuring the local church community's needs are met. They work closely with MA Wardens and the MA Council (MAC) to promote unity and good practice.

Key Responsibilities:

- Represent the laity in the local community and relay concerns to the MAC via the MA Warden.
- Support the Ministry Team, ensuring church buildings are prepared for worship.
- Attend and assist during the Bishop's visits to the local community.
- Help prepare Annual Returns for the local church.
- Collaborate with MA Wardens during a vacancy for the MA Leader.
- Lead worship in exceptional circumstances if no worship leader is present.
- Inspect and report on the church fabric, ensuring it is in good order.
- Manage church keys, organize building access, and maintain an up-to-date inventory of church contents.



Church Treasurer Role Description:

The Church Treasurer manages the financial records and transactions for a local church (or multiple churches) within a Ministry Area (MA). The role varies based on MA policies, the number of transactions, and whether the MA has properties or investments. Support is available from the Diocesan Office.

Key Responsibilities:

- Maintain up-to-date financial records for the church(es).
- Provide documentation for Independent Examination/Audit.
- Make payments for local church expenses (within agreed limits).
- Bank money received by the church.
- Inform the MA Treasurer of any issues with Share payments.
- Contribute to MA budget planning as requested.
- Provide financial information to the Church Committee or Finance Sub-Committee.
- May also act as Gift Aid Secretary, managing Gift Aid records and claims.





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