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**NORTH CARDIFF MINISTRY AREA  
STANDING ORDERS**

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November 2021

## I. Terminology

- (a) **The Ministry Area Council (MAC)** shall be the term used to refer to the body referred to as **The Parochial Church Council (PCC)** in the Constitution of the Church in Wales.
- (b) **Church Committee (CC)** shall be the term used to refer to individual church committees that are subordinate to the Ministry Area Council
- (c) **The Leadership Team (LT)** shall be the term used to refer to the executive committee of the Ministry Area Council.
- (d) **The Governance, Audit and Risk Sub-committee (GAR)** shall be the term used to refer to the sub-committee of the MAC which deals with all matters affecting governance, audit and risk.
- (e) **The Finance and Buildings Sub-Committee (FAB)** shall be the term used to refer to the sub-committee of the MAC which deals with all matters affecting finance and buildings.
- (f) **Congregational Meeting (CM)**. A Congregational Meeting is a meeting of those members on the electoral roll attached to one particular church; it is for the purpose of electing the Church Committee for that church and for electing representatives for nomination to the MAC.

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## 2. Standing Orders

### 2.1 Composition

I. Membership of the MAC shall comprise:

- (a) Lay Chair <sup>1</sup>
- (b) Ministry Area Leader (MAL) <sup>2</sup>
- (c) Ministry Area Vicars (2) <sup>2</sup>
- (d) Associate Priests/NSMs <sup>2</sup>
- (e) Full-time stipendiary lay workers <sup>2</sup>
- (f) Ministry Area People's Warden <sup>3</sup>
- (g) MAL's Warden <sup>4</sup>

- (h) Congregational Members comprising:
  - (i) 2 representatives from Christ Church <sup>5</sup>
  - (ii) 2 representatives from St Denys <sup>5</sup>
  - (iii) 2 representatives from St Isan <sup>5</sup>
  - (iv) 1 representative from St Faith <sup>5</sup>
- (i) Deputy Lay Chair<sup>6</sup>
- (j) Treasurer <sup>7</sup>
- (k) Secretary <sup>7</sup>
- (l) Lay chair of Buildings and Finance sub-committee <sup>7</sup>
- (m) Lay chair of Governance, Audit and Risk Committee <sup>7</sup>
- (n) Licensed<sup>7</sup>

<sup>1</sup> Appointed by the bishop triennially

<sup>2</sup> Appointed *ex officio*

<sup>3</sup> Elected annually at Ministry Area Vestry Meeting (AVM). No Ministry Area People's Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a Ministry Area People's Warden to serve longer, which will be reviewed annually. In accordance with Chapter IV C, Regulations Relating to Parochial Administration V.14.5 of the Constitution of the Church in Wales the Ministry Area People's Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Wardens wishing to continue their service beyond this age should discuss their position with their incumbent, the Ministry Area Leader and the Archdeacon.

<sup>4</sup> Appointed annually by the MAL. No Ministry Area Leader's Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a Ministry Area Leader's Warden to serve longer, which will be reviewed annually. In accordance with Chapter IV C, Regulations Relating to Parochial Administration V.14.5 of the Constitution of the Church in Wales the Ministry Area People's Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Wardens wishing to continue their service beyond this age should discuss their position with their incumbent, the Ministry Area Leader and the Archdeacon.

<sup>5</sup> Nominated annually by local churches and elected at the AVM. No Congregational Member shall ordinarily hold office for more than 3 years consecutively. Any previous term of office held at church level shall not count for the purposes of calculating this 3 year period. The MAC shall retain a discretion to extend this 3 year period as it sees fit. Persons who are receiving remuneration from the MAC, whether employed or self-employed, may act as Congregational Members but are not entitled to vote at MAC meetings.

<sup>6</sup> Appointed annually by the MAC from among its members. No Deputy Chair shall ordinarily hold office for more than 3 years consecutively. Any previous term of office held at church level shall not count for the purposes of calculating this 3 year period. The MAC shall retain a discretion to extend this 3 year period as it sees fit.

<sup>7</sup> Co-opted unless elected or appointed *ex officio*.

2. The MAC shall be empowered to co-opt such number (not exceeding seven in total) of lay persons or clerics to the MAC with the consent of the meeting, always providing the total number of co-opted members doesn't exceed the number of Elected Representatives.
3. All members of the MAC with the exception of the Treasurer, the Secretary and anyone who receives remuneration from the MAC, whether employed or self-employed, shall be entitled to vote at MAC meetings. The same persons shall also be trustees of the MAC. No other persons shall be entitled to vote at MAC meetings.

## 2.2 General Rules

### Ministry Area Council

1. The MAC shall be sovereign in all matters, but will normally delegate to the Church Committees decisions concerning the day to day operations of the individual churches such as service patterns, finances, fabric and fundraising.
2. There shall be at least 4 meetings of the MAC per annum.
3. Quorum for the MAC shall be 50% + 1.
4. In matters relating to changes affecting the whole MA, only the Lay Chair (or in the absence of the Lay Chair, the Deputy Lay Chair), the Clergy, the MA Wardens, the FAB Lay Chair, the GAR Lay Chair, and Congregational Members shall vote.
5. In the event of any tied vote the Lay Chair shall have a second and casting vote.

6. In matters relating to individual churches the MAC shall give the views of the relevant Church Committee and Congregational Members primary consideration.
7. No matter(s) relating to individual churches shall normally be decided upon, without having consulted the relevant Church Committee beforehand.
8. The MAC shall elect a Deputy Lay-Chair to deputise in the absence of the Lay Chair.
9. The MAC shall appoint a MAC Secretary.
10. The MAC shall appoint an MA Treasurer.
11. The MAC shall appoint a MA Safeguarding Co-ordinator.
12. The MAC shall appoint a MA Electoral Roll Officer.
13. The MAC shall appoint a MA Gift Aid Secretary.
14. The MAC shall appoint a MA Faculties Officer.
15. The MAC shall appoint a MA Data Protection Officer.
16. The MAC shall appoint a MA Health and Safety Officer.
17. The MAC shall appoint a MA Insurance Officer.
18. The MAL shall appoint an MAL's MA Warden.
19. The AVM shall elect a People's MA Warden.
20. The roles in paras 8-19 may be filled by anyone in the Ministry Area. Holding office as a member of the Church Committee or the MAC is not a prerequisite. However, it is preferable that they hold the equivalent office in their church.
21. Those who hold the offices set out in paras 8-17 shall do so at the discretion of the MAC.
22. Those taking up the roles set out in paras 11-17 are not *ex officio* members of the MAC.
23. The MA Wardens shall represent the Congregational Members at the meetings of the Leadership Team and elsewhere as required.
24. Where a complaint of misconduct is made against any office holder in the MA who is not a member of the MA Leadership Team, the MA Leadership Team may remove them from office pending an investigation.

25. Where a complaint of misconduct is made against any member of the MA Leadership Team, the matter shall be referred to the Archdeacon.

### **MA Leadership Team (Executive Committee)**

26. The MA Leadership Team shall be the Executive Committee of the MAC, the membership of which shall comprise:

- MAC Lay Chair
- Ministry Area Leader
- MA Vicars

And, when required by the clergy and lay chair:

- MA Wardens
- The MAC Secretary (who shall be Secretary)
- The MAC Treasurer

27. The MA Leadership Team (or Executive Committee) shall be empowered to co-opt such additional members as it requires.
28. The MA Leadership Team (or Executive Committee) shall meet from time to time to discuss matters relating to the MA when the MAC is not sitting and shall have responsibility for the day to day running of the MA.
29. The MA Leadership Team (or Executive Committee) shall make recommendations to the MAC. It shall also from time to time formulate policy for discussion and ratification by the MAC.
30. The MAC shall delegate plenary powers to the MA Leadership Team (or Executive Committee) when it is not sitting.
31. The MAC Secretary shall be the Secretary to the MA Leadership Team (or Executive Committee).

### **Governance, Audit and Risk Sub-committee**

32. The Governance, Audit and Risk Sub-committee (GAR) shall be a sub-committee of MAC, the membership of which shall comprise:

- Lay Chair of the GAR
- Secretary of the MAC
- Lay Chair of the MAC

33. The GAR shall be empowered to co-opt up to 5 additional members.

34. The MA Vicars shall be entitled to attend and speak, but not vote at the GAR.
35. The GAR shall meet from time to time to discuss matters relating to the day to day administrative operation of the MA including in particular, Data Protection, Health and Safety, Safeguarding, Insurance and the Electoral Roll.
36. The GAR shall make recommendations to the MAC. It shall also from time to time formulate policy for discussion and ratification by the MAC.

### **Finance and Buildings Sub-committee**

37. The Finance and Buildings Sub-committee (FAB) shall be a sub-committee of MAC, the membership of which shall comprise of:
  - Lay Chair of the FAB
  - Secretary of the MAC
  - Lay Chair of the MAC
38. The FAB shall be empowered to co-opt up to 5 additional members.
39. The MA Vicars shall be entitled to attend and speak, but not vote at the FAB.
40. The FAB shall meet from time to time to discuss matters relating to matters related to MA finances, buildings, property and employment and report back to the MAC, making recommendations where appropriate.
41. The FAB shall also from time to time formulate policy for discussion and ratification by the MAC.
42. In accordance with the Constitution of the Church in Wales, the FAB shall produce a budget each year which it shall submit to the MAC for ratification.
43. The FAB shall advise the MAC on all matters relating to finance, including the financial policy of the MAC. The final decision on all financial matters shall be taken by the MAC.
44. The FAB shall meet at least twice a year, one of these meetings shall be for the purpose of setting the budget for the following year. This shall be done in liaison with the Treasurers of the individual churches.

### **Committees and Sub-committees: General**

45. All Committees and Sub-Committees shall be subordinate to the MAC and shall report to that body.

46. All Committees and Sub-Committees shall meet as convened by their Chair or the MAC Lay Chair from time to time, providing that they meet at least twice per annum.
47. From time to time the MAC or Leadership Team may appoint sub-committees to carry out work on its behalf.
48. With the exception of the Leadership Team, the FAB and the GAR, all sub-committees shall appoint a Secretary from within their number who shall send minutes of meetings to the MAC Secretary, MAC Lay Chair and MAL.
49. The Quorum for all Committees and Sub-Committees shall be 50% + 1.

### **Church Committees (CCs)**

50. St Denys and Christ Church shall each have a Church Committee (CC). St Isan's and St Faith's shall have a combined Church Committee. Membership of each Church Committee shall comprise:
  - The MA Vicar with primary pastoral responsibility for the Church(es)
  - Any Assistant Curate(s)
  - Full-time stipendiary lay workers
  - Congregational Vicar's Warden(s)
  - Congregational People's Warden(s)
  - The Congregational MAC Members of the relevant church(es)
  - Church Treasurer(s)
  - CC Secretary
  - Up to 4 elected Lay Members
  - Any other members of the MAC who normally attend that church
51. The St Isan's and St Faith's Congregational Meeting may nominate (and the MA Vestry Meeting subsequently elect) Congregational People's Wardens for both St Isan's and for St Faith's.
52. The CCs may co-opt additional members subject to the number of co-opted members not exceeding the number of elected members (Congregational People's Warden(s), Congregational MAC Members, 4 Lay Members).
53. The CC shall elect a Lay Chair from its members (who may be one of the Wardens). If no lay person is willing to act as chair, the MA Vicar with primary

pastoral responsibility for the Church(es) may be appointed as Chair but only if the situation has previously been discussed with the Leadership Team.

54. The MA Vicar with primary pastoral care shall appoint the Congregational Vicar's Warden. No Congregational Vicar's Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a Congregational Vicar's Warden to serve longer, which will be reviewed annually. The Congregational Vicar's Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Wardens wishing to continue their service beyond this age should discuss their position with their incumbent and the Ministry Area Leader.
55. The Congregational People's Warden shall be elected by the church's Congregational Meeting (CM). No Congregational People's Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a Congregational People's Warden to serve longer, which will be reviewed annually. The Congregational People's Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Wardens wishing to continue their service beyond this age should discuss their position with their incumbent and the Ministry Area Leader.
56. The Congregational Members of the MAC shall be elected annually by the CM and shall be appointed to the CC *ex officio*.
57. The CC shall appoint a Treasurer.
58. The CC shall appoint a Secretary.
59. The Lay Members shall be elected annually by the CM.
60. No Lay Member shall ordinarily hold office for more than 3 years consecutively.
61. No Congregational People's Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a Congregational People's Warden to serve longer, which will be reviewed annually. The Congregational People's Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Wardens wishing to continue their service beyond this age should discuss their position with their incumbent and the Ministry Area Leader.
62. All CCs shall meet as convened by the CC Lay Chair or Vicar with primary pastoral responsibility, from time to time, providing that they meet at least four times per annum.

63. The CCs shall advise the MAC on matters relating to individual churches and shall normally be consulted on matters relating specifically to particular churches. (e.g. Building Work, Ministry Share default etc.).
64. The CCs shall be responsible for the day to day running of each particular church.
65. All CCs are subordinate to the MAC.
66. All Faculty applications must be approved by the MAC before being made and should be in the first instance be discussed by the FAB.

### **Electoral Roll**

67. There shall be an electoral roll for the MA.
68. The MAC shall be responsible for the compiling of the Electoral Roll in accordance with the Constitution of the Church in Wales.
69. The MAC shall appoint an Electoral Roll Officer, who shall co-ordinate the compilation and revision of the Electoral Roll.
70. Each member of the Electoral Roll shall indicate which Church they wish to be associated with for the purpose of Church Committees and CAVMs.

### **AVM and CMs**

71. There shall be a Ministry Area Annual Vestry Meeting (AVM) which shall be in accordance with the Constitution of the Church in Wales.
72. Prior to the AVM there shall be CM for each church or cluster of churches in the case of St Isan and St Faith. These will be congregational meetings that shall elect the Congregational Members of the MAC, the Lay Members of the CC and the Congregational Church Warden.
73. The MAL and/or MA Vicar(s) shall act as Returning Officers for elections.

### **Finance**

74. The MAC shall operate a Central Fund for the payment of day to day running expenses of the MA as agreed by the MAC. The signatories for this account shall be the Lay Chair, the MAL and such other persons as shall be agreed by the MAC.
75. Each Church shall pay a figure determined by the MAC, as advised by the FAB, towards the Central Fund.
76. The MAC, as advised by the FAB, shall produce a budget each year.

77. The MAC, as advised by the FAB, shall determine what contribution each Church shall make to the annual Fairer Share payment.
78. Each Church shall normally maintain its own General Purpose Account. The signatories for this account shall be the Church Treasurer, the Incumbent and such other persons as the Church Committee may decide.
79. Each CC shall be responsible for the payment of its contribution to Fairer Share and its own day to day expenses. The MAC shall normally delegate decisions concerning individual church finances, fabric, church halls, social and fundraising and mission and outreach to the Church Committees.
80. Church Committees are authorised to spend up to £3,000 in any single payment. The signatures of two members of the CC shall be required to authorise payment.
81. Where an item of expenditure exceeds £3,000 but is no more than £10,000, the Church Committee is only authorised to make the payment where it has first obtained the permission of the Leadership Team. The signatures of one member of the Leadership Team (who is not a member of the CC of the Church from which the request has originated) and one member of the CC shall be required to authorise payment.
82. Items of expenditure in excess of £10,000 must be authorised by the MAC.
83. Copies of all financial accounts held by CCs shall be submitted to the MA Treasurer at least four weeks before the AVM for inclusion in the consolidated accounts for the AVM in accordance with Charity law.
84. The MAC shall be sovereign in all matters relating to finance in accordance with the Constitution of the Church in Wales.

### **Interpretation**

85. Interpretation of these Standing Orders shall rest with the MAC Lay Chair. In the event of a dispute the matter should be referred in the first instance to the Archdeacon.
86. These Standing Orders shall constitute a form of best practice and procedure but shall always be subordinate to the Constitution of the Church in Wales. In the event of conflict with the said Constitution of the Church in Wales, the latter shall always take precedence. These Standing Orders shall also be subject to any decision of the Diocesan Conference under its powers relating to Parochial Governance.

87. Revisions to these Standing Orders shall normally be the responsibility of the MA Leadership Team (Executive Committee), subject to ratification by the MAC. Any changes must be reported to the Annual Vestry Meeting.
88. The MAC shall retain a discretion to amend these Standing Orders as it sees fit. However, any amendment must be agreed upon by at least two-thirds of the MAC.

**Date Adopted:** 17th November 2021