

STANDING ORDERS

1. 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) 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.

2. Standing Orders

2.1 Composition

1. Membership of the MAC shall comprise:

Lay Chair ¹

Ministry Area Leader (MAL) ²

Ministry Area Vicars, including Assistant Curates ²

Employed lay workers ²

Ministry Area People's Warden ³

MAL's Warden ⁴

Congregational Members comprising of a maximum of two representative from:

Christ Church & St Gwynno's Church (combined) ⁵

St Luke's Church Cilfynydd ⁵

St Luke's Church Rhydyfelin ⁵

St Catherine's Church ⁵

St John the Evangelist Church ⁵

Deputy Lay Chair (Optional) ⁶

MAC Treasurer ⁷

MAC Secretary ⁷

¹ Appointed by the bishop triennially

² Appointed ex officio

³ 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.

⁴ 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.

⁵ 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.

⁶ 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.

⁷ 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, 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 may 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 a MA Safeguarding Co-ordinator.

11. The MAC shall appoint a MA Health and Safety Co-ordinator.

12. The AVM shall appoint an MA Treasurer.

13. The AVM shall elect a People's MA Warden.

14. The roles in paras 8-14 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 local church.

15. Those who hold the offices set out in paras 8-12 shall do so at the discretion of the MAC.

16. Those taking up the roles set out in paras 10-14 are not ex officio members of the MAC.

17. The MA Wardens shall represent the Congregational Members at the meetings of the Leadership Team and elsewhere as required.

18. 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.

19. 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 (MALT)

20. 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

- The MAC Treasurer

And, when required by the clergy and lay chair:

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

21. The MALT shall be empowered to co-opt such additional members as it requires.

22. The MALT 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.

23. The MALT shall make recommendations to the MAC. It shall also from time to time formulate policy for discussion and ratification by the MAC.

24. The MAC shall delegate plenary powers to the MALT when it is not sitting.

25. The MAC Secretary shall be the Secretary to the MALT.

Committees and Sub-committees: General

26. From time to time the MAC or Leadership Team may appoint sub-committees to carry out work on its behalf.

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

28. 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.

29. With the exception of the Leadership Team, 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.

30. The Quorum for all Committees and Sub-Committees shall be 50% +

Local Church Committees (LCC)

31. All MA Local Church Committee (LCC) shall comprise of:

- The MA Vicar with primary pastoral responsibility for the Church(es)
- Any Assistant Curate(s)
- Employed lay workers with responsibility for the location
- Vicar's Local Sub Warden (VLSW)
- People's Local Sub Warden (PLSW)
- MAC Members of the location
- Local Finance Champion
- Local Safeguarding Champion
- LCC Secretary
- Up to 4 elected Lay Members
- Any other members of the MAC who normally attend that church

32. The LCCs may co-opt additional members subject to the number of co-opted members not exceeding the number of elected members (PLSW, Local MAC Members, 4 Lay Members).

33. The LCC shall elect a Local Lay Chair from its members (who may be one of the Local Sub 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 MALT.

34. The MA Vicar with primary pastoral care for the church shall appoint the Vicar's Local Sub Warden. No Local Sub Warden shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a VLSW to serve longer, which will be reviewed annually.

35. The Vicar's Local Sub Warden may hold office up to the age of those serving on Governing Body (currently 75 years of age). Local Sub Wardens wishing to continue their service beyond this age

should discuss their position with the MA Vicar with primary pastoral responsibility for the Church and the Ministry Area Leader.

36. The People's Local Sub Warden shall be elected by the church's congregation. No PLSW shall ordinarily hold office for more than 6 years. Dispensation can be given by the Archdeacon to enable a People's Local Sub Warden to serve longer, which will be reviewed annually. The People's Local Sub 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.

37. The LCC shall appoint a Finance Champion.

38. The LCC shall appoint a Safeguarding Champion.

39. The CC shall appoint a Secretary.

40. The Lay Members shall be elected annually at the AVM.

41. No Lay Member shall ordinarily hold office for more than 3 years consecutively.

42. All LCCs shall meet as convened by the LCC Lay Chair or Vicar with primary pastoral responsibility, from time to time, providing that they meet at least four times per annum.

43. The LCCs shall advise the MAC on matters relating to individual churches by submitting LCC Meeting Minutes in a timely manner; and shall normally be consulted on matters relating specifically to particular churches. (e.g. Building Work, Financial Status, etc.)

44. The LCCs shall be responsible for the day to day running of each particular church.

45. All LCCs are subordinate to the MAC.

46. All Faculty applications must be approved by the MAC before being made.

Conflict of Interest

47. The MAC will submit to the Charity Commission (England and Wales) Guidance of Conflict of interest.

48. Benefits to Trustees must be identified at the formation of the MAC following AVM.

49. To avoid Conflict of Trustees, all business interests and additional Trusteeships must be declared in writing.

50. To avoid Conflict of Loyalty, family members including spouses, should not serve on the MAC at the same time.

Electoral Roll

51. There shall be one electoral roll for the whole MA.

52. The MAC shall be responsible for the compiling of the Electoral Roll in accordance with the Constitution of the Church in Wales.

53. Each member of the Electoral Roll shall indicate which Church they wish to be associated with for the purpose of Local Church Committees and the Annual Vestry Meeting.

Annual Vestry Meeting

54. There shall be a Ministry Area Annual Vestry Meeting (AVM) which shall be in accordance with the Constitution of the Church in Wales.

55. Prior to the AVM there shall be Congregational Meeting for each church in the MA. At these meetings, the congregation shall announce their proposed Members of the MAC, the Lay Members of the LCC, Finance Champion, Safeguarding Champion and Local Lay Chair and the Local Sub Wardens.

56. The MAL and/or MA Vicar(s) shall act as Returning Officers for elections.

Finance

57. The MAC shall operate one bank account for the MA, whilst maintaining budget lines for each location.

58. 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.

59. Each Church shall pay a figure determined by the MAC, towards the Central Fund.

60. The MAC shall produce a MA budget each year.

61. The MAC, shall determine what contribution each Church shall make to the annual Fairer Share payment.

62. Each Church shall create a microbudget for each location and manage/monitor their own budget lines.

63. Each LCC 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 Local Church Committees.

64. Wise stewardship of funds is a collective responsibility. Expenditure over £1,000 needs to be referred to MALT or MAC for approval.

65. The MAC shall be sovereign in all matters relating to finance in accordance with the Constitution of the Church in Wales.

Interpretation

66. 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.

67. 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.

68. Revisions to these Standing Orders shall normally be the responsibility of the MALT, subject to ratification by the MAC. Any changes must be reported to the Annual Vestry Meeting.

69. 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.

3. Code of Conduct

1. The Pontypridd Ministry Area formally adopted the Church in Wales Dignity Charter in 2023. The following Code of Conduct is based upon said Charter:

2. Treat everyone with courtesy, dignity, and respect ensuring that the rights of others are respected and upheld.

3. Be aware how our own behaviour impacts on others, and we will make changes if it has caused offence, or others tell us that it is likely to do so. We will never behave in a manner that could be characterised as bullying, harassing, or victimising.

4. Foster a culture of continuous improvement, recognise that improvement will bring change and that change will often be initiated by challenge. We accept that bringing challenge must be done in a courteous and respectful manner, but that challenge is not inherently bullying, harassment or victimisation.

5. Promote an environment which values all people's differences and does not cause embarrassment, conflict of interest, harassment, alarm, or distress to any other person, nor discriminate unfairly or unlawfully on any grounds.

6. Be aware of the power imbalances which can exist between people working, worshipping, studying, or ministering closely together but with very different roles and levels of seniority and behave accordingly.
7. Be polite in all forms of communication and take a positive, responsive, and considered approach in dealings with others.
8. Acknowledge and learn from our mistakes.
9. Maintain a professional approach to our work, ministry, and common life and always act towards others with integrity.
10. Ensure that everyone has a secure route to notify concerns about the conduct of those senior to them (which for some may be their line manager or Safeguarding Co-ordinator) either in their own diocese or in a wider Church in Wales context.
11. Ensure that everyone has a secure route to notify concerns about the conduct of the people that they lead either in their own diocese or in a wider Church in Wales context.
12. Conduct ourselves in accordance with the procedures and guidance of the Church in Wales.

