

Information for the Church Council Secretaries Session in the Bradford North Circuit.

Statistics For Mission including The October Count.

This is filled in online through the Circuit Office. It is therefore vital that all information is returned to the Circuit Office **In the week following the last Sunday in October at the VERY LATEST**. The online reporting of this information is only open for a limited time, it is therefore essential that churches return the information promptly.

Again, it is vital that people **fill in the form provided** and do not offer the information in any other way.

Much of the information required for Statistics for Mission can be filled in as soon as the forms arrive, it is merely the October Count figures that mean we have to wait till the end of the month.

Property Schedule A and A Supplement:

This really ought to be carried out over the summer and presented to the Autumn Church Councils (September/October) and returned to the Circuit Office **by 15th November**.

Standard Forms of Accounts

These need to be returned to the Circuit Office **by 15 December** each year. If your independent examiner/auditor is not able to meet this deadline, then please send in a DRAFT COPY indicating that it is a draft.

For purposes of working out the Annual Assessments, a break down of the "Other Income" on line "A5" of the form is also required.

Church Stewards:

These are appointed at the General Church Meeting, which for many churches is held around April/May each year where named reps to Circuit Meeting and named substitutes are recorded.

It would be helpful if their term of office commenced as of **1st September** each year, this would ensure that the Circuit Directory was correct for the whole year and that contact details remained correct.

Circuit Directory:

This is compiled from **Mid June** each year. Accuracy with the Directory is dependent on:

- a) the information supplied by the local church and
- b) that the forms you are asked to fill in are filled in.

A lot of time is wasted by churches NOT completing the forms and sending in the information in other ways.

Please check details of Names, Addresses, Email Addresses and phone numbers carefully. Typo errors are made by everyone, so please check carefully.

Not all roles listed on the form will be required by every church. Please indicate clearly where this is the case.

Information for the Plan – dates and other information:

Forms are sent out for this. Please use the correct form and reply by the date given.

General Comment:

A great deal of time is wasted in the Circuit Office for two principle reasons:

- 1) People do not use the forms that are sent out.
- 2) Churches have to be chased up because information is not sent in on time.

All the deadlines mentioned above are because work has to be done in the office that relies on having all the information in on time to meet other deadlines. Whilst we may not all see the work that has to be done, it is essential for the smooth running of the Circuit.

Safe Guarding Policy

Review at Spring Church Council and return forms to the Circuit Safe Guarding Officer

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For discussion:

1. Church Council Secretary Role
2. Standardised agenda: Our Calling Headings
 - a. Worship
 - b. Learning & Caring
 - c. Service
 - d. Evangelisminclude those items that need to be done/reviewed on a regular basis (eg Safeguarding)
3. Church Council Appointments – when?
6 year rule – are you able to operate it?
4. Small Church
5. Church Council's meeting together: any examples of partnerships?
6. LEP's
7. Any issues raised by CC Secretaries