

**LMA Standing Orders - Draft Template**

February 2018

*Name of LMA*

February 1, 2018

esgobaeth Tyddewi/diocese of St davids

 P R Mackness

**Terminology**

1. ***The Local Ministry Area Council (LMAC)*** shall be the term used to refer to the bodies referred to as ***The Parochial Church Council (PCC)*** and the ***Deanery Conference*** in the Constitution of the Church in Wales.
2. ***Church Committee (CC)*** shall be the term used to refer to individual church committees that are subordinate to the Local Ministry Area Council
3. ***The LMA Executive (or Standing) Committee*** shall be the term used to refer to an executive or standing committee of the Local Ministry Area Council.
4. ***The Finance and General Purposes Sub-Committee*** shall be the term used to refer to a finance and buildings sub-committee of the LMA Council.

**Standing Orders**

**Composition**

1. Membership of the Local Ministry Area Council shall comprise of the following:

*Ex Officio*

The Local Ministry Area Dean

The Local Ministry Area Vicar(s)

The Assistant Curate(s)

*Any Full-time Stipendiary Lay Workers*

The LMA Dean’s LMA Warden

The People’s LMA Warden

*The Sub-wardens of each church*

*Elected*

*At least one* elected member from every Church within the LMA

*List here the elected membership numbers for each Church Committee*

*Co-opted*

The LMA Council Secretary (if not already a member)

The LMA Council Treasurer (if not already a member)

The LMA Council Safeguarding Co-ordinator (if not already a member)

All Active Readers in the LMA

*(Representative(s) to the Diocesan Conference (if not already members) shall have the right to attend and speak but not vote at meetings.)*

1. The LMA Council shall be empowered to co-opt other members to the LMA Council with the consent of the meeting. Always providing that the number of co-opted members doesn’t exceed the number of Elected Representatives

**General Rules**

1. The LMA Council shall elect a Lay Chair
2. The LMA Council shall elect a Lay Vice-Chair to deputise in his/her absence.
3. The LMA Council shall be sovereign in all matters, but will normally delegate decisions concerning individual church finances, fabric and fundraising to the Church Committees.
4. There shall be at least four meetings of the LMA Council per annum.
5. Quorum for the LMA Council shall be 50% + 1
6. In matters relating to changes affecting the whole LMA, only the Lay Chair, the Clergy, (or in the absence of the Lay Chair, the Lay Vice Chair), the LMA Wardens, Sub-wardens and Elected Representatives shall vote.
7. In the event of any tied vote the Lay Chair shall have a second and casting vote.
8. In matters relating to individual churches the LMA Council shall give the views of the Church Committee, Sub-wardens and Elected Representatives primary consideration.
9. No matter(s) relating to individual churches shall normally be decided upon, without having consulted the relevant Church Committee beforehand.
10. The LMA Council shall appoint an LMA Council Secretary.
11. The LMA Council shall appoint an LMA Council Treasurer
12. The LMA Council shall appoint an LMA Council Safeguarding Co-ordinator
13. The LMA Dean shall appoint an LMA Dean’s LMA Warden (after consulting with the other LMA Vicars)
14. The AGM shall elect a People’s LMA Warden
15. The LMA Wardens shall represent the other wardens at the Standing Committee and elsewhere as required.
16. The LMA Council will also serve as the Deanery Conference. In order to avoid duplication and further bureaucracy, Deanery matters will be a permanent agenda item for the Benefice Council, such Triennial Elections as required by the Constitution of the Church in Wales or the Diocesan Conference Constitution shall be carried out by the LMA Council unless stated otherwise.

**LMA Executive (Standing) Committee and Sub-Committees**

1. The Lay Chair, LMA Dean and LMA Wardens shall be ex officio members of all Committees and Sub-Committees.
2. There shall normally be an LMA Executive (or Standing) Committee of the LMA Council, which shall be an executive committee of the LMA Council, the membership shall comprise of:

The LMA Council Lay Chair (who shall be chair)

The Local Ministry Area Dean

*The Local Ministry Area Vicar(s)*

*The Assistant Curate(s)*

The LMA Dean’s LMA Warden

The People’s LMA Warden

*The Lay Vice Chairman (Unless already a member)*

The LMA Council Secretary (who shall be Secretary)

The LMA Council Treasurer

*The Chairs of any Sub-committee*

*At least one lay representative from each church (which may include those above)*

1. The LMA Executive (or Standing) Committee shall be empowered to co-opt up to 2 additional members. The total number of members must not exceed one third of the number of the members of the LMA Council.
2. The LMA Executive (or Standing) Committee shall meet from time to time to discuss matters relating to the LMA when the LMA Council is not sitting and shall have responsibility for the day-to-day running of the LMA.
3. The LMA Executive (or Standing) Committee shall make recommendations to the LMA Council. It shall also from time to time formulate policy for discussion and ratification by the LMA Council.
4. The LMA Council shall delegate plenary powers to the LMA Executive (or Standing) Committee when it is not sitting.
5. The LMA Council Secretary shall be the Secretary to the LMA Executive (or Standing) Committee.
6. All Committees and Sub-Committees shall be subordinate to the LMA Council and shall report to that body.
7. All Committees and Sub-Committees shall meet as convened by their Chair or the LMA Council Lay Chair or LMA Dean, from time to time, providing that they meet at least twice per annum.
8. With the exception of the LMA Executive (or Standing) Committee as noted in point 25 and the Finance and General Purposes Sub-Committee as noted in point 49 below, all Sub-Committees shall appoint a Secretary from within their number who shall send minutes of meetings to the LMA Council Secretary, LMA Council Lay Chair and LMA Dean.
9. The Quorum for all Committees and Sub-Committees shall be 50% + 1.
10. From time to time the LMA Council or LMA Executive (or Standing) Committee may appoint Working Groups or Sub-Committees to carry out work on its behalf, points 26 to 29 shall apply to such bodies.

**Church Committees (CCs)**

1. There shall normally be a Church Committee (CC) in each of the churches in the LMA, [[1]](#footnote-1)membership shall comprise:

*Ex Officio*

The LMA Council Lay Chair

The LMA Dean

The LMA Dean’s LMA Warden

The People’s LMA Warden

The LMA Vicar with primary pastoral responsibility for that Church

The Assistant Curate(s)

The Sub-Wardens (of the relevant church)

(The LMA Council Lay Chair, LMA Dean, Assistant Curate(s) and LMA Wardens will normally only attend CC meetings when requested to, if not normally a member of that CC)

*Elected* (as detailed below)

 *At least 6* lay elected members

*List here the elected membership numbers for each Church Committee*

The Annual Vestry Meeting shall be empowered to alter the elected membership of each CC .

1. The CCs may co-opt additional members subject to the number of co-opted members not exceeding the number of elected members.
2. The CC shall elect a lay Chair from its members (who may be one of the Sub-Wardens)
3. The LMA Vicar with primary pastoral care shall appoint the Vicar’s Sub-Warden
4. The People’s Sub-Warden shall be elected by the Pre-Vestry meeting.
5. The CC shall appoint a Treasurer
6. The CC shall appoint a Secretary
7. The elected Lay representatives for each church to the Benefice Council shall be nominated from within the lay membership of the CC.
8. All CCs shall meet as convened by the CC Lay Chair or LMA Vicar with primary pastoral responsibility, from time to time, providing that they meet at least four times per annum.
9. The LMA Council Lay Chair and/or the LMA Dean shall be empowered to convene a meeting of the CC.
10. The CCs shall advise the LMA Council and their elected representatives 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.)
11. The CCs shall be responsible for the day-to-day running of each particular church.
12. All CCs are subordinate to the LMA Council.
13. All Faculty applications must be approved by the LMA Council before being made and should be in the first instance be discussed by the Finance and General Purposes Sub-Committee (if there is one).

**Finance & General Purposes Sub-Committee**

1. There shall normally be a Finance & General Purposes Sub-Committee, membership shall comprise of:

The LMA Council Lay Chair

The LMA Dean

The LMA Dean’s LMA Warden

The People’s LMA Warden

The LMA Council Secretary (who shall be Secretary)

The LMA Council Treasurer

The Treasurer of each Church Committee

One additional representative from each Church

1. The Finance & General Purposes Sub-Committee shall be empowered to co-opt up to two additional members.
2. The LMA Vicars shall be entitled to attend and speak, but not vote at the Finance & General Purposes Sub-Committee.
3. The Finance & General Purposes Sub-Committee shall elect a Lay Chair.
4. The LMA Council Secretary shall normally be the Secretary to the Finance & General Purposes Sub-Committee
5. In accordance with the Constitution of the Church in Wales, the Finance & General Purposes Sub-Committee shall produce a budget each year which it shall submit to the LMA Council for ratification.
6. The Finance & General Purposes Sub-Committee shall decide on the allocation each Church shall contribute to the Central Fund
7. The Finance & General Purposes Sub-Committee shall discuss matters relating to Finance and report back to the LMA Council.
8. The Finance & General Purposes Sub-Committee shall also discuss matters relating to the buildings and property within the LMA
9. The Finance & General Purposes Sub-Committee shall meet at least twice a year, one of these meetings shall be for the purpose of setting the budget for the following year.

**Finance (General)**

1. The LMA Council shall operate a Central Fund for the payment of Clergy expenses, office costs and day-to-day running expenses of the LMA. The signatories for this account shall be the LMA Council Chair, the LMA Dean, the LMA Council Treasurer, the LMA Council Secretary and the LMA Wardens. Any two signatures shall be acceptable.
2. In accordance with the Constitution of the Church in Wales, the LMA Council shall produce a budget each year (see point 50)
3. Individual Churches shall normally maintain General Purpose Accounts[[2]](#footnote-2). Each Church shall pay a figure determined by the LMA Council, as advised by the Finance & General Purposes Sub-Committee (see point 51) towards the Central Fund (see point 55).
4. Each CC shall be responsible for the payment of Ministry Share, insurance, *Altar Requisites,* utility bills and other general running costs. The LMA Council shall normally delegate decisions concerning individual church finances, fabric, social and fundraising and mission and outreach to the DCCs.
5. No CC may spend more than \*\*\*% of retained or reserve money or £\*\*\*\*\* without the consent of the LMA Council (or the LMA Executive (or Standing) Committee where appropriate). Any large expenditure must be reported to the next meeting of the LMA Council, with the exception of Ministry Share and insurance payments.
6. Each church shall maintain a Churchyard account where appropriate.[[3]](#footnote-3)
7. Appropriate professional or legal advice should be sought in relation to existing bequests and properties held in trust.[[4]](#footnote-4)
8. Each church as appropriate shall maintain separate Hall Accounts which shall be submitted to the LMA Council Lay Chair, LMA Dean and/or LMA Council Treasurer upon request and/or at the end of the Parish financial year.
9. Copies of all financial accounts held by CCs shall be submitted to the LMA Council Treasurer for inclusion in the consolidated accounts for the Rectorial Benefice in accordance with Charity law.
10. The Benefice Council shall be sovereign in all matters relating to finance in accordance with Point 5 and the Constitution of the Church in Wales.

**Electoral Roll**

1. There shall be an electoral roll for the LMA
2. The LMA Council shall be responsible for the compiling of the Electoral Roll in accordance with the Constitution of the Church in Wales.
3. The LMA Council shall appoint an Electoral Roll Officer, who shall co-ordinate the compilation and revision of the Electoral Roll
4. Each member of the Electoral Roll shall indicate which church building they wish to be associated with for the purpose of Church Committees and Pre-Vestry meetings

**Annual Vestry Meeting (AGM) & Pre-Vestry Meetings**

1. There shall be an Annual Vestry Meeting or AGM which shall be in accordance with the Constitution of the Church in Wales.
2. Prior to the Annual Vestry Meeting or AGM there shall be Pre-Vestry Meetings for each church.[[5]](#footnote-5) These will be congregational meetings that shall elect the Church Committee, People’s Sub-Warden and nominate elected members to the Annual Vestry Meeting for election to the Benefice Council
3. The LMA Dean and/or LMA Vicar(s) shall act as Returning Officers for elections.

**Interpretation**

1. Interpretation of these Standing Orders shall rest with the LMA Council Lay Chair. In the event of a dispute the matter should be referred in the first instance to the Archdeacon.
2. 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 Constitution 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.
3. Revisions to these Standing Orders shall normally be the responsibility of the LMA Executive (or Standing) Committee, subject to ratification by the LMA Council. Any changes must be reported to the Annual Vestry Meeting.

**Date Adopted:**

**Amendments:**

*A copy of these Standing Orders should be deposited with the Joint secretaries of the Diocesan Conference*

1. The LMA Council may decide not to fully adopt this if churches have historically been linked or merged e.g. Mother Church & daughter church, where a Parish has previously been united etc. [↑](#footnote-ref-1)
2. The LMA Council may decide not to fully adopt this if churches have historically been linked or merged e.g. Mother Church & daughter church, where a Parish has previously been united etc. [↑](#footnote-ref-2)
3. Where a church building has closed the LMA Council will be responsible for the Churchyard and keep a separate account for each Churchyard. [↑](#footnote-ref-3)
4. Any advice should be recorded and appended to the Standing Orders [↑](#footnote-ref-4)
5. The LMA Council may decide not to fully adopt this if churches have historically been linked or merged e.g. Mother Church & daughter church, where a Parish has previously been united etc. [↑](#footnote-ref-5)