

St Andrew's Presbyterian Church Hamilton

Mission Plan 2017-2022



St Andrew's Presbyterian Church, Hamilton

Mission Plan July 2017- June 2022

Approved by Parish Council on 22 August 2017.

A. Who we are

Founded in 1885, St Andrew's draws people from across the city and the surrounding districts, more so than from notional parish boundaries (as is the typical converging nature of city churches).

Since 1995, the Church has developed a more multi-cultural flavour, including a sizeable and growing group of Korean parishioners. "The Hamilton Korean Church within St Andrew's" is an integral part of our worshipping community and we have deliberately chosen to have one Parish Council. We worship in two languages. Some Koreans attend the Kiwi service or attend both Kiwi and Korean. Kiwis and Koreans meet for bilingual combined services about five times a year. The Parish includes people originating from at least ten other countries.

We have a full-time Korean Minister Rev Ham Tae Ju, who is an Ordained Minister of the PCANZ. Our full-time Kiwi Minister position is currently vacant, with Transitional Ministry being provided by Rev Ken Wall. A Ministry Settlement Board is seeking a new full-time Senior Minister. We have a full-time Manager for The Link: St Andrew's Church Community Centre (Ian Jamieson) and a three-quarter time Office Secretary (Jacky Overdeest). The Parish Clerk is Elaine Riddell and the Associate Parish Clerk is Lance Kendrick.

The Church and The Link are located in Claudelands, on the corner of River Road and Te Aroha Street.

The Church is a much-loved, heritage-listed neo-gothic building. Additional information is given in Section F: Specific mission project: Seismic strengthening of the Church building.

The Link was opened in December 2010 after a major \$1.9M redesign and redevelopment of the 1955 Church Centre, to create a 21st century facility for Church and community use. The Link facilitates events and programmes for both the community and our Parish. It is hired by community groups at heavily-discounted rates and by businesses for seminars and small conferences at full rates. The Link is used by about 500 people per week. There are more than 30 groups a month hiring The Link and the Church buildings. The Link comprises 970m² and houses a variety of lounges, meeting rooms, halls, offices, kitchens, a library and a media room.

Part of the original vision for The Link was that it could be used for informal Café Church services, especially if a professionally-operated café were to be established at a later date. Since initial scoping in July 2012, a long process of fundraising and development has enabled completion. A 35m² deck and gazebo were added to the building frontage, in addition to a full-scale commercial kitchen and bathroom in the internal 70m² fitout. “The Kirk Café” opened in January 2017. It is anticipated that future Café Church services - held outside usual trading hours - will be quite informal and especially aimed at 25 to 45 year olds. The Kirk Café already enables the users of The Link to enjoy convivial times together over refreshments. The café is an opportunity to bring passersby and neighbours onsite, and build their familiarity with St Andrew’s. At times of crisis or spiritual searching, they can know that St Andrew’s is there for them.

The central business district and main shopping area are a five minute walk away across the Claudelands bridge.

The immediate neighbourhood of the Church consists of flats, houses and a number of small businesses.

The Ministry Settlement Board developed a Parish Profile which is available on the Church’s website: www.standrewshamilton.org.nz . This contains additional background. Most of all, the Church is the people, putting words into action.

B. Our Parish Mission

“To worship and work with God in the world.”

Together we seek to know, and make known, the amazing opportunity for reconciliation to God through Christ. We strive to explore new ways, and to be

- inclusive and ecumenical in outlook
- supportive and encouraging to each other in action
- sensitive and responsive to the needs of those who live within this city.

We celebrate the diversity of language and culture in our nation and seek to work in partnership with people of faith and goodwill everywhere to bear witness to the realm of God in our world.

C. Our Parish Vision

“A bridge to the city... where love and friendship meet.”

Our vision is based around the bridge metaphor. Just as the Church and city are linked by a bridge across the Waikato River, we see St Andrew's as a bridge between the people of the city and God, a bridge joining people together: connecting, alive, caring, and learning about Jesus Christ.

D. Parish Council and its Committees: strategic agencies of mission

Seven Parish Council Committees (previously called Sector Groups) have largely been operational at St Andrew's since the 1986 restructuring of our Session and Board of Managers into one Parish Council. All members of Parish Council are Elders. A revised *Parish Council Governance Structure* policy was approved by the congregation on 22 February 2015.

The Parish Council Committees address aspects of the life and mission of the Parish. These meet monthly and work separately from the monthly plenary Parish Council meeting. Interested members of the Congregation are co-opted onto the Committees for annual terms. The Parish Council Committees report to Parish Council and are accountable to it.

Mission spheres include worship, social justice and service, Kiwi-Korean understanding, pastoral care, Christian education, fellowship, and stewardship. Annual Parish Council planning workshops are to be programmed.

As a congregation St Andrew's has deeply committed to meeting the needs of not only Church members but also those of our local community - on site, and beyond. Programmes which the Church organises for the general public include social justice activities; fostering multicultural understanding in Hamilton e.g. through supporting the NZ-Republic of Korea Friendship Society; arranging musical and cultural events (both Church-related and of interest to the wider Hamilton community); organising public information meetings around events such as elections; contributing to the running of Link House including a foodbank; providing volunteers to assist with services and visiting at the Hospital and in retirement homes; providing catering for funerals held at the Church on request (not just for Church members); contributing to the Combined Christian Foodbank in Hamilton; running social events for the community including Gold Coin lunches; sessions of bowls and table tennis; and parenting courses.

One topic to be workshopped on the next planning day is the trend in ageing of the committed Kiwi members, particularly in terms of the senior-middle-aged parishioners who are still deeply involved and do a lot of the voluntary work for the Kiwi contribution to the life of St Andrew's. Organising big events takes a large amount of physical energy and stamina and this is getting harder. Our Korean membership has a broader age-range and vitality.

D. 1. Worship Committee

Mission:

To ensure St Andrew's congregation and community have a variety of opportunities to worship God.

Full details in Appendix 1.

D. 2. Social & Ecumenical Action Committee (SEA Committee)

Mission:

To promote St Andrew's activities in the areas of social justice and wellbeing, public questions and ecumenical co-operation.

Full details in Appendix 2.

D. 3. Kiwi-Korean Liaison Committee

Mission:

To promote understanding and co-operation between Korean and all other members of St Andrew's congregation so that together we can be involved in the Church's basic mission of making Jesus Christ known.

Full details in Appendix 3.

D. 4. Pastoral Care Committee

Mission:

Caring for each other is seen to be the strength of a congregation. The Pastoral Care Group, along with the Minister, has oversight of pastoral care to all within the Church family.

Full details in Appendix 4.

D. 5. Christian Education Committee

Mission:

To develop a comprehensive plan for Christian education in St Andrew's, maintaining oversight and giving particular attention to the various educational needs of adults, youth and children and to the different ways that Christian education can be provided in family, class, group and camp activities.

Full details in Appendix 5.

D.6. Church Life Committee

Mission:

To promote St Andrew's social activities to further the life of our Church community.

Full details in Appendix 6.

D. 7. Resource Management Committee (RMC)

Mission:

To exercise management of the employees and the resources of St Andrew's Presbyterian Church, Hamilton, in regard to the buildings, grounds and finances; and to respect and care for the 'Taonga' (Treasured things) that previous generations of Church members have provided.

Full details in Appendix 7.

E. Other groups at St Andrew's

In addition to these seven Parish Council committees, a number of other groups bring mission to life. They are ostensibly sub-committees of the seven Parish Council committees. The **Prayer Chain** is a small group which prays for concerns and individual needs within the Parish and beyond. The **Church Library Committee** manages the extensive library from which parishioners may borrow books. The library is open at morning tea time on Sundays. The **Mini Movers** group provides outreach - music, play, and socialising - to families with young children. The **Social Group** has met weekly for about five years, sometimes to engage in crafts and mainly to play indoor bowls. The Social Group enjoy a monthly gold-coin lunch. Up to 20 people have been involved, both Kiwi and Korean and both within and beyond St Andrew's. The **St Andrew's Women's Group** meets monthly for a programme of

education and fellowship, with a mission “To offer care and empathy to all women of the congregation.” Attendance for 2016 was typically about 15 women. **Busy Men’s Breakfast** has provided outreach to the men of the congregation and others for the last 10 years. The outreach has been low key at a monthly breakfast from 7 am to 8 am and usually with a speaker. Attendance varies between 15 and 25 people at the breakfast.

F. Specific mission project: Seismic strengthening of the Church building.

Significance of the Church building in the mission of St Andrew’s: Why it must be strengthened

The Church, opened in 1914 and extended in 1934-35, is a neo-gothic building which is much-loved in the community. The Church has a Hamilton City Council category-A ranking, and is deemed to be a building of “highly-significant heritage value”. Many people have a long history and connection to the Church.

The Church is known to be a sacred place, as specifically declared on the welcome plaque at the front doors; it is our spiritual home. For more than a century people have congregated in the Church for faithful worship. The Church witnesses to the community on its prominent street-corner location. It is unmissable, a statement to the city that “We are here for you”. Passers-by are drawn to the building. The bell-tower is a beacon on the skyline, a landmark visible from the CBD and the Claudelands Bridge.

The Church is a popular concert, wedding, baptism and funeral venue, reflective of both the building and, we are told, the welcoming nature of the Parish. It seats 350 people. The pipe organ was built by George Croft of Auckland and played for the first time at the Christmas services in 1928. In 1988 it underwent a full restoration by the South Island Organ Co. to ensure that it remains one of Croft’s finest examples. Organ music has special meaning at St Andrew’s, both in worship and in recital.

The Church building is an important part of our whole St Andrew’s complex, along with The Link and the café. More than this, though, the Church radiates more than 100 years of devotion and shows who we are: our identity now and into the future. Its role is intrinsic to our vision as a community of faith: “A bridge to the city...where love and friendship meet”. Given that it is fundamental to community life and our mission “To worship and work with God in the world” we must be good stewards of this taonga and ensure that the building is strengthened. We are committed.

Detailed Seismic Assessment

A Detailed Seismic Assessment (DSA) of the Church building was completed by Holmes Consulting in May 2017. [Available from the Church Office as a pdf file.] Their Initial Seismic Assessment had been 32% of New Building Standard (NBS) and the engineers thought it might well get up over the 34% NBS minimum when the DSA was carried out - which has involved invasive testing and concrete scanning. Unfortunately the DSA end-result is 25% NBS, mainly due to the weakness of the top third of the belltower. To fix that is likely to cost an "order of estimate" of \$50,000 – plus potentially \$20,000 for "exclusions". The tower would be cross-braced Internally. The Presbyterian Church Property Trustees have set a higher standard than 34% NBS i.e. 67% NBS. That can be achieved for an "order of estimate" of \$300,000 plus "exclusions". In the rest of the building the main problem is the arch in front of the sanctuary and the intersection of the nave end-walls and roof. Some of the building is much stronger, up to 100%. Apart from the financial challenge there is a shortage of seismic engineers for peer review, and builders.

Immediate Goal

To fundraise and strengthen the building to 34% NBS. The building has been closed temporarily by Parish Council until this is achieved. To assess and upgrade the building's electrical system.

Medium-term Goal

To fundraise and complete seismic strengthening of the building to 67% NBS.

Action Plan

The Parish Council's Resource Management Committee made a presentation to the Congregation on 6 August 2017, sharing information about the DSA and the implications for St Andrew's. An Action Plan will subsequently be prepared by the RMC. Members of the RMC will be augmented by a few members of the Parish who have particular complementary skills. The Kaimai Presbytery and Presbyterian Church Property Trustees then require a two-step process of approval to proceed, with Motions strongly-carried by the Parish Council and then the Congregation.

As well as engineering and construction, the Action Plan will include fundraising proposals and major matters which must be addressed in any application to the Presbyterian Church Property Trustees on the form *Application for Approval to Undertake Major Repairs or Alterations* (2015) in accord with *The Property Handbook* (July 2012). This Action Plan will cover both the Immediate and Medium-term Goals.

APPENDIX 1

D. 1. Worship Committee

Mission:

To ensure St Andrew's congregation and community have a variety of opportunities to worship God in a variety of ways.

Goals:

- 1 To make recommendations to Parish Council that ensure the requirements of section 7.2 (3) of the Book of Order are met, viz
 - (a) fix the times and places of public worship,
 - (b) along with the Minister (or interim Moderator) ensure there is leadership in worship,
 - (c) provide for the celebration of the sacraments of baptism and holy communion,
 - (d) ensure the Minister (or local ministry team) has final authority as to who preaches and conducts public worship, and
 - (e) apply to presbytery to train and commission elders to celebrate the sacraments of baptism and communion.

- 2 To support the ordained Ministers, the two Elders currently authorised by Kaimai Presbytery to celebrate communion, and others leading worship e.g. visiting Ministers, Parish Council Committees.

- 3 To ascertain the worshipping needs of the Congregation and community and explore how these needs can be satisfied through, but not limited to,
 - (a) different services on a Sunday – traditional, contemporary, English/Korean/other language, morning, evening, formal, informal (eg café, Messy Church), age-groups, combined languages/styles, other. We see a variety of worship opportunities, but taking place in the ambience that the Church structure provides at special times, such as weddings and funerals. We would like the flexibility of not having pews and opening up to other activities such recitals/performances/lectures/addresses.
 - (b) services on other days of the week – Wednesday evening Korean language, mid-week morning communion, other.
 - (c) services appropriate to the Christian year, especially the Easter and Christmas seasons.
 - (d) services at places other than St Andrew's including those that connect St Andrew's congregation with other worshipping communities in Hamilton.

- 4 To support the involvement of members in the leadership of worship (such as leading prayers, reading the Bible, music – instrumental and vocal) and the development of leaders of worship.
- 5 To inform participants in other activities on the St Andrew’s site and in the wider community of the worship opportunities available at St Andrew’s.
- 6 To take responsibility for particular services (such as evening services) in conjunction with the Minister.
- 7 To conduct worship services on occasions, when the minister is absent.

Worship Committee Action Points to June 2022:

- From time to time review our Terms of Reference
- Continue to meet and have discussions around worship styles
- Support the Ministers’ vision
- Work with the Ministers and KKL Committee in planning for Combined Services – and with other committees when they initiate a “theme” for a service
- Be open to meeting the changing needs of the Parish
- With the support of Parish Council, identify the needs of the community
- With the Minister, explore (and implement) Café Church
- With the SEA Committee, explore the possibilities for combined worship with Hamilton East Churches
- Make the case for removal of the pews and contribute to planning and provision of other activities in the Church building if the pews are replaced by flexible seating.

APPENDIX 2

D. 2. Social & Ecumenical Action Committee (SEA Committee)

Mission:

To promote St Andrew’s activities in the areas of social justice and wellbeing, public questions and ecumenical co-operation.

SEA Committee Goals:

1. To work for social justice and the transformation of society, making Jesus Christ known through word and deed.
2. To serve those in need.
3. To develop and communicate informed comments about social, environmental and moral issues, particularly from a mainstream Christian perspective.
4. To promote co-operation with other Churches, aiming to grow in the unity of Christ.
5. To promote interfaith understanding.
6. To work with Church groups such as Presbyterian Support and Christian World Service, and agencies such as Link House and Fairtrade Australia New Zealand/Trade Aid.

SEA Committee Action Points to June 2022:

1. To promote the ongoing Link House Foodbank, started by us from the time of the 1991 benefit cuts.
2. To arrange the “*St Andrew’s Coffee Series*” public meetings in The Link, with keynote speakers on a variety of social issues - accompanied by The Kirk’s coffee and cake.
3. To make submissions, and give feedback on discussion papers, as a way of our Church visibly engaging in social issues in a wider sphere. Submissions will be local, regional or national. [Past examples include: City Council brothels bylaw; Easter trading laws (about 5 times over the years, to Parliamentary Select Committees and in 2017 the City Council); TVNZ Charter Review; City Council Class 4 Gaming machines (pokies) bylaw; human embryo research; various Human Rights Commission discussion papers; City Council Cemeteries and Crematorium bylaw; Local Alcohol Policies.]
4. To consider becoming involved in the national Neighbours’ Day Aotearoa in March 2018, and to consider other ways of interacting with, and supporting, Te Aroha Street residents.
5. To continue involvement in the Fairtrade Church movement; CWS Christmas Appeal and other CWS Appeals; PCANZ Global Mission work; promoting Presbyterian Support. To investigate if this could include a CWS meeting with speaker and prayers; and praying for reunification of the Korean peninsula.
6. To arrange public meetings leading up to the General Election (Hamilton East Electorate) in 2017 and Hamilton City Council elections (East Ward) in 2019 and with all candidates invited to be present.
7. To investigate subsidising another parenting course for single parents.
8. To investigate making more use of the PCANZ social issues study booklets, such as PresCare’s *Justice and action*.

APPENDIX 3

D. 3. Kiwi-Korean Liaison Committee (KKL Committee)

(Established in 1998.)

Mission:

To promote understanding and co-operation between Korean and all other members of St Andrew's congregation so that together we can be involved in the Church's basic mission of making Jesus Christ known.

KKL Committee Goals:

- 1 Support the ongoing development of the St Andrew's community of faith by worshipping, studying and working together.
- 2 Help members of St Andrew's learn about one another's culture.
- 3 Ensure Korean points of view are heard and accommodated in the life, worship and development of St Andrew's.
- 4 Listen to and help resolve concerns of any members about our multi-cultural congregation.
- 5 Assist members to understand and deal with social and political issues including health, welfare, education, immigration, employment, and elections.
- 6 Appreciate and be involved in the mission of St Andrew's.
- 7 Support Korean ministers and missionaries in their ministry.
- 8 Be involved in visits of groups of people between Korea and New Zealand.

KKL Committee Action Points to June 2022:

According to the Kiwi-Korean Liaison Committee's goal, relationship and fellowship has been developed through combined various activities or cooperated works. In view of this, we would maintain the current line. We should do basic activities in the areas of service, fellowship or social activities or cooperative missions. However, we will need to improve deeper relationship and fellowship between Kiwi-Korean congregations, to focus on some activities, or to do new activities. We would develop some items to improve relationship and

to achieve our goals as one body in Jesus.

1. Items to maintain or to improve deeper

1) Services

- Four combined services and fellowship
- Four Communion Services

2) Cooperative Activities

- KKL Committee's meeting (each month) & Parish Council Meeting, RMC and SEA
- St Andrew's Food and Craft Fair
- Working Bee
- Link House Food Bank
- One-off work (e.g. Stocktaking)

3) Social or fellowship activities

- Bowls, Gold Coin Lunch, Busy Men's Breakfast
- Hospitality
- Special Invitation; Carmichael's Garden Party, Elders' Garden Party at end of a year.
- NZROK Activity
- One-off events; e.g. Talent performance, Mid-winter Christmas Day, any other special events

2. Items to focus on

1) Four Combined Services and fellowship

2) Fellowship Activities

- Social activities; Bowls, Garden parties, any extra events

3. New items

- 1) To develop Kiwi-Korean combined youth programme

For consistent growing of Korean congregation, we will do our own activities continually and we will develop new activities.

1. Items to maintain and improve within Korean congregation

1) Korean Services

- Sunday Service, Wednesday service
- Early Morning Prayer Meeting
- Friday Cell Group meeting
- Sunday School for children, youth, and Senior youth
- Visiting to members' homes
- Outdoor service (Two times a year)

2)Activities to comfort members and invitation for neighbours
-Seasonal events; New Year's Day, Easter Sunday, Full Moon Festival, Thanksgiving Day, Christmas Day

2. New items to grow and change Korean congregation

- 1)To run our service friendly for new generation or those who don't speak Korean.
- 2)To manage the children, youth, adult youth groups, small groups for adults efficiently.
- 3)To research and develop suitable content of sermon for immigrant society.
- 4) Establish appropriate research and systems to resolve conflicts and conflicts within Korean members.

APPENDIX 4

D. 4. Pastoral Care Committee

Mission:

Caring for each other is seen to be the strength of a congregation. The Pastoral Care Committee, along with the Minister, has oversight of pastoral care to all within the Church family.

Goals:

Care of Elders:

- Personal oversight of the well-being of Elders (in liaison with Ministers)
- Care of Retired Elders through the Visitors programme.

Care of Parishioners:

- Liaising with office staff and Ministers regarding parishioners' needs
- Welcoming new folk to St Andrew's with an up-to-date pack
- Overseeing pastoral visiting by Elders and Visitors
- Ensuring everyone on the roll is allocated a Visitor and delivered SPANZ and the newsletter
- Ensuring that home communion is offered to those who cannot attend
- Ensuring people can attend church by overseeing transport arrangements.

Care of Pastoral Visitors (Pastoral Visitors may be Elders or members of the congregation):

- Inducting and supporting new Visitors in their role
- Ensuring that all Visitors have a contact/liaison person on the Pastoral Care Committee
- Contacting all Visitors at least once a year for support and review

- Providing support for Visitors including letters of introduction and leave cover.

Hospital Services:

- Organising people to help with hospital services according to the roster (currently other parishioners do this).

Maintenance of the Roll:

- Liaising with office staff and maintaining the roll with reference to the Book of Order's requirements
- Following up parishioners, as required, to confirm their desire to remain on the roll
- Reviewing and making recommendations about how the roll is recorded.

Development of Pastoral Care:

- Developing other ways of caring pastorally for Elders and the congregation.

Cradle Roll:

- Maintaining the roll of the children baptised and their families, and contacting the children on their birthdays and the families on a regular basis.

Support and care for each other in the carrying out of their duties.

Pastoral Care Committee Action Points to June 2022:

1. Development of Pastoral Care

- To identify ways of building relationships throughout the Parish and so develop a deeper sense of community through visits, telephone, email and letters to connect with parishioners and make known what is happening
- Because more people are not wanting Visitors, devise new ways of offering personal support and care
- With new families and individuals coming to St Andrew's, identify a Visitor to have contact with them.

2. Visitors

- Hold training sessions in October and April/May, avoiding Easter
- Recruit more Visitors
- Contact and review all Visitors in support of their pastoral care.

3. Maintenance of the Roll

In liaison with the office staff, realign the roll so as to facilitate access to the data base (alterations in progress).

APPENDIX 5

D. 5. Christian Education Committee

Mission:

To develop a comprehensive plan for Christian education in St Andrew's, maintaining oversight and giving particular attention to the various educational needs of adults, youth and children and to the different ways that Christian education can be provided in family, class, group and camp activities.

Christian Education Committee Goals:

1. To co-ordinate the educational programmes for adults, youth and children, helping them to work together to achieve the mission of the parish.
2. To recruit, train and support teachers and leaders.
3. To evaluate regularly the effectiveness of existing programmes and to introduce improvements and new programmes for particular needs.
4. To obtain materials, teaching equipment and aids for leaders.
5. To administer and develop resources and audio-visual equipment for all groups in the Church.
6. To plan educational programmes for the parents of cradle roll children.
7. To foster the development of home groups for study and fellowship.
8. To assist the Minister in the process of leading adults to confirmation of child baptism and public profession of faith, or to baptism.
9. To advise the Resource Management Committee of the needs of Christian Education in terms of money, equipment or facilities.
10. To have oversight of the Church Library Committee.

Christian Education Committee Action Points to June 2022:

- a. Complete the Kids Friendly (KF) review
- b. Grow Sunday School by having more children in worship
- c. Appeal to, and cater for, families.
- d. Consistent youth programme February to November including a Communicants'/Faith journey class
- e. Provide faith discussion for different groups [Fireside, men, women]
- f. Develop the CAP programme.

APPENDIX 6

D.6. Church Life Committee

Mission:

To promote St Andrew's social activities to further the life of our Church community.

Goals:

1. To organise and coordinate events and activities for the Congregation.
2. To liaise with other groups.
3. To promote activities such as dinners, parish lunches, outings, walks, debates, musical evenings, garden parties and barbeques.
4. To promote hospitality within St Andrew's.
5. To be responsible for door duty and morning tea rosters.
6. To assist the Minister(s) with arrangements for services such as Harvest Festival.

Church Life Committee Action Points to June 2022:

- To continue to organise and coordinate regular events and activities, such as Sunday Parish Lunches, monthly Tuesday lunches, barbeques and garden parties
- To endeavour to organise at least one big event in the next year. To plan a big event we will be open to suggestions from the Congregation.
- To liaise with the Congregation with regard to social events
- To encourage others within the Congregation to join our Church Life Committee.

APPENDIX 7

D. 7. Resource Management Committee (RMC)

RMC Mission:

To exercise management of the employees and the resources of St Andrew's Presbyterian Church, Hamilton, in regard to the buildings, grounds and finances; and to respect and care

for the 'Taonga' (Treasured things) that previous generations of Church members have provided.

RMC Goals:

- To administer and be responsible for the purchase, sale, lease, utilisation, care and maintenance of the property including the Church, The Link, and the grounds
- To oversee and maintain records of all income and expenditure of the Church and The Link in accordance with the standards and expectations of the PCANZ
- To oversee and maintain all electronic equipment in the Church and The Link including computers, data projectors, sound systems and telephone lines
- To oversee the employees of St Andrew's and maintain good working relationships with all staff and the ministers
- To oversee and develop the marketing and communication strategies of the Church and The Link to achieve optimal use of the facilities
- To support and encourage all appropriate fund-raising efforts to ensure St Andrew's operates a consistently balanced or surplus budget
- To oversee the funding applications and remedial work required to meet the seismic survey requirements.

Specific RMC responsibilities and tasks:

Property:

- To maintain the buildings, storage and grounds to a high standard by by:
 - Regular cleaning
 - Consistent repairs and maintenance
 - Biannual working bees or more frequently if required
 - Quarterly organ inspection and maintenance
 - Effective building security
 - Annual buildings Warrant of Fitness
 - Plan and prepare for large items of maintenance (e.g. painting of Church)
 - Ensure all buildings are ready for appropriate use (e.g. warm, clean, light, inviting)
- To ensure all buildings and equipment are appropriately insured
- To maintain guidelines for prioritising use of buildings when there are competing demands
- To maintain an appropriate system for accessing and securing all buildings.

Finances:

- To recommend the Church Treasurer to the Parish Council who make the appointment

- To monitor and revise the scale of charges for both facilities and services.

Specifically for the **Treasurer**, supported by the Secretary:

- To accurately record all income received and payments made for both the Church and The Link
- To pay all approved accounts by the due date
- To prepare an annual budget for St Andrew's Church for endorsement by RMC and the Parish Council, and then presentation and approval at the AGM.
- To prepare a separate budget for The Link. The budget will require the approval of RMC and the Parish Council before presentation and approval at the AGM.
- To provide monthly reports of the current financial performance to the Parish Council via the RMC
- To prepare final accounts (including Profit and Loss accounts for the Church and The Link, Balance Sheet for St Andrew's) for year end June 30th, and arrange a review of these accounts for presentation to the AGM
- To administer an appropriate systematic record of giving to provide bona fide receipts to donors for tax purposes
- To administer all monies gifted to the church either by bequest or general donations
- To review annually all stipends and salaries.

Technology:

- To maintain all electronic equipment to a high standard
- To upgrade electronic equipment as and when needed
- To maintain security systems in consultation with the provider

Human Resources/Staffing

- To carry out recruitment of all salaried staff – including the Office Secretary and The Link Manager - as and when necessary on behalf of Parish Council the employer
- To maintain protocols for Health and Safety
- To deal with employment-related issues with individual staff on behalf of Parish Council including annual reviews, supervision and staff development (facilitating and encouraging up-skilling and training where appropriate)
- To delegate line-management for each salaried position-holder. This role may be filled by the RMC Convenor or other named RMC member (or another named person if required). Each staff member will have her or his specific Line Manager but the RMC nominee may supervise both staff. Line management roles will be held for one year; by mutual consent between a Line Manager and the RMC this is renewable annually.

Specifically for the **Line Managers(s)**, duties include:

- Approving staff Annual Leave and Sick Leave applications and fortnightly timesheets
- Meeting with the staff-member on a regular basis, at least fortnightly
- Providing support and encouragement to the staff-member in carrying out the requirements of her or his job, as set out in the Job Description
- Receiving monthly written reports from the staff-member, then sharing these with the RMC.
- Reporting monthly to RMC on any management issues. In the event of management issues, the RMC may sometimes request a staff-member to attend the meeting
- Handling any complaints from clients or parishioners which are unable to be resolved by the staff-member
- Carrying out, with another RMC-appointed person, an annual performance review of the staff-member, taking into account Objectives previously agreed to by the RMC and the staff-member.

Marketing and Communication:

- To continually review and improve modern means of communication (E.g. Website; Facebook presence; Brochures)
- To utilise all appropriate means of marketing the Church and The Link as venues for a wide range of church-based, community based and commercial events/activities
- To provide the best possible service to clients using the facilities
- To accumulate 'testimonies' of satisfied clients to use in subsequent advertising
- To oversee appropriate media advertising (e.g. newspaper ads for special services such as Christmas, Easter).

Fundraising:

- To support and encourage the work of any specially formed, Parish Council-sanctioned, group (e.g. Parish Action Team 2012) that is seeking to raise funds for specific purposes
- To make applications to relevant trust funders to support the community work of The Link we subsidise
- To oversee regular (i.e. every 5 years) giving reviews
- To consistently pray for God's provision and to work towards an annual balanced budget.

RMC Action Points to June 2022:

1. Carry out the extensive “Specific RMC responsibilities and tasks” as listed on pages 18-20.
2. Financial break-even.
3. Consider installation of wireless in the Church.
4. Financial profitability from The Link and the Café.
5. Earthquake strengthening of the Church: action planning, fundraising, and execution once the project is approved by Parish Council, the Congregation, Kaimai Presbytery and the Presbyterian Church Property Trustees.
6. Oversee Giving Reviews with other relevant committees as required.
7. Stage two of landscaping outside the front of the Church and development of car parks on River Road side.