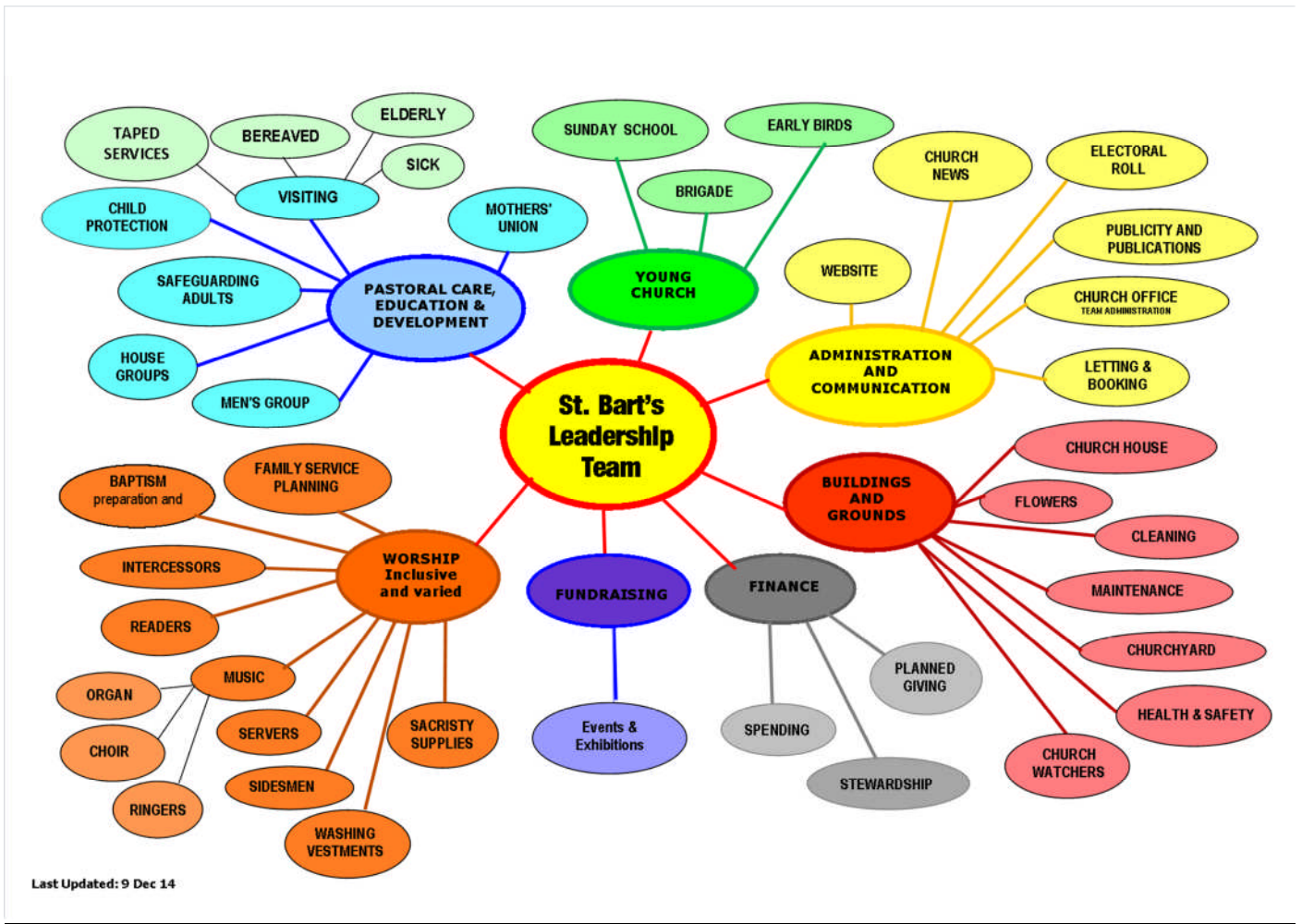




# **ST. BART'S BUBBLES**

**(Version 4.2 – 9 Dec 14)**



**Leadership Team**

**Revd Dr Andrew Johnson** (Rector)  
**John Stott** (Church Warden)  
**L'nora Olney** (Church Warden)  
**TBD** (PCC Secretary)

**Bubble Heads**

**Administration & Communications**

**Brian Trood**

**Buildings and Grounds**

**John Stott**

**Finance**

**David Clowes**

**Fundraising**

**Kate Stethridge**

**Pastoral Care, Education & Development**

**Revd Dr Andrew Johnson**

**Worship**

**Revd Dr Andrew Johnson**

**Youth Church**

**Nigel Millward**

## Administration & Communications

### **Purpose:**

To provide communications, administrative support and expertise to the St Bartholomew's church and PCC (and the wider team of parishes where appropriate) to aid the dissemination of information both within and outside the parish.

### **Areas Covered:**

- Website
- Church News and
- St Bart's Weekly News
- Electoral Roll
- Church Office
- Letting & Booking
- Audio/visual support
- Graphics

### **We do this by:**

- Creating, maintaining and governing the church website. (*Content to be uploaded by individuals but bubble retains responsibility for format, structure and administration*);
- Providing and maintaining a Church Office facility;
- Providing and maintaining a printing facility in the Church Office;
- Producing and distributing "Church News";
- Providing expertise to church groups on administrative and communications matters;
- Management and maintenance of the church PA system;
- Management and maintenance of the LCD projector and screens;
- Provision of additional audio/visual services to support services or activities;
- Assisting groups with advertising their events by production of suitable posters or other publicity material;
- Co-ordinating Media communications;
- Production of tapes for the housebound (*distributed via the Pastoral Care bubble*);
- Maintaining links with the Diocesan communications team;
- Attending LT, PCC and other meetings when invited or where appropriate.

### **Who are we?**

Brian Trood	Church News, Audio/visual systems, Printing Officer
Roger Parry	Graphics, publicity and other documents production (also youth bubble rep)
Peter Wilder	Graphics Designer
Nigel Jackson	External agencies liaison and tourism
Ted Davies	Team Administrator
Sian Cooper	Electoral Registration Officer
Nick Brakspear	Diocesan Representative
Jessica Webb	Ecumenical committee representative

## **Buildings and Grounds**

### **Purpose:**

To manage the fabric of St Bartholomew's church and its contents and the surrounding churchyard, Church House and the other properties which are in the ownership of the PCC. To provide support and assistance with all those who give their time and skills to this work, either on a regular or occasional basis, in order that they are available for the church family and the wider community to enjoy.

### **Areas Covered:**

- Upkeep of St Bartholomew's Church, Church House & other properties
- Maintenance of the Churchyard
- Administration of the Health & Safety policy
- Cleaning Rota
- Flower Rota
- Health & Safety Policy
- Church Watch Rota

### **What we do:**

- Manage the upkeep of St. Bartholomew's Church, Church House, Ladbrook Lane Chapel, and two residential properties;
- Set and administer the Health & Safety Policy for employees and volunteer helpers
- Arrange routine maintenance inspections as required by Diocesan and Statutory regulations;
- Maintaining the churchyard in a tidy and safe condition in a manner that supports the established wildlife environment ;
- Arrange the provision of flowers in the church for Sunday and other special Services (incl. weddings if requested);
- Organize a rota of cleaners to dust, Hoover and polish the woodwork and brass and generally keep the interior of the church looking smart.
- Organise a rota of people to welcome visitors to the church at weekends and on Bank Holidays during the summer months.

*The Friends of St. Bart's look after the maintenance of the clock, the pew cushions, and hassocks,*

### **Who are we?**

John Stott	Bubble lead
Anthony Hall	Grounds and grass
Richard Thackeray	Heating
John Stott	Property Manager, The Tynings
L'nora Olney	Property Manager, Lypiatt Road
Phyl Fry	Verger & Church House
Nigel Millward	

## Finance

### **Purpose:**

To ensure the church is run on a sound financial footing both in the present and the future in order for it to continue its mission to the congregation and people of Corsham. It will:

- Manage the stewardship of the church including Planned Giving, Gift Aid and legacies
- Monitor regular spending and make recommendations to the PCC..

### **Areas Covered:**

- Church Income
- Planned Giving, Gift Aid and Legacies
- Church spending (other than for the Fabric Upkeep fund)
- Church Finances
- Make recommendations to PCC re. spending

### **What we do:**

- Ensure that the church's spending does not exceed income;
- Work with clergy to plan stewardship;
- Ensure that all members of the church are thanked for what they give;
- Communicate the truth about our financial state to everyone;
- Make it easy for people to give, to gift aid their gift, to make a legacy;
- Work with the other bubbles when appropriate;
- Attend PCC meetings so they are also informed.

### **Who are we?**

David Clowes	Finance leader
Ruth Bridgwater	PCC treasurer
Mike Alexander	Planned Giving officer
L'nora Olney	Church Warden

# Fundraising

## **Purpose:**

To ensure that events and activities run within, or on behalf of, the church are well coordinated, appropriately organised and supervised, appeal to the target audience from whom funds are to be raised and encourage such events to be mindful of spreading Christian fellowship and values.

## **Areas Covered:**

- Events
- Exhibitions

## **What we do:**

- Co-ordinate all fundraising events;
- Help those who are running fundraising events;
- Devise/suggest new events;
- Work with the other bubbles when appropriate;
- Work with the Buildings Bubble and Leadership Team to prioritise projects to receive funds.

## **Who are we?**

Kate Stethridge	Experienced charity fund raiser and event organiser (Chair)
Peter Wilder	Admin & Comms Rep (Vice Chair)
David Clowes	Finance Rep
Liz Millward	Experienced event organiser and fund raiser
L'nora Olney	Church Warden
John Stott	Church Warden
Roger Parry	Admin & Comms Rep
Richard Thackeray	Buildings and Grounds Rep

## Pastoral Care, Education & Development

### **Purpose:**

To create, within St. Bartholomew's, an environment that promotes the spiritual, emotional, physical and social wellbeing of the church family and the wider community.

### **Areas covered:**

- Pastoral Visiting
- Bereavement care
- Men's group
- Home group
- Mother's Union
- Protection of vulnerable adults
- Child Protection

### **We do this by:**

- Visiting the sick, elderly, housebound and providing taped services where desired;
- Bereavement follow-up by visit, telephone contact and invitation to special services;
- Monthly men's informal meetings on a variety of topics;
- Fortnightly meetings for fellowship, bible study and prayer;
- Monthly meeting for the advancement of Christian values in the area of marriage and family life;
- The welcoming of visitors and new members;
- The exploration and development of faith and fellowship;
- Marriage preparation;
- Maintaining a DBS Register (replacement for CRB)
- Encouraging a culture of prayer at St Bart's;
- Other aspects of church life as agreed with the PCC and clergy.

### **Who are we?**

Revd Dr Andrew Johnson

Chris Alexander

Phyl Fry

Nigel Millward

L'nora Olney

Margaret Price

Pat Owen

Viv Prout

# Worship

## Purpose:

In consultation with the ministers in the Team, assist in developing the worship of St. Bartholomew's with a specific focus on special services. We will work to ensure that opportunities are available to meet the differing needs of the congregation by assisting the other church groups to develop their ideas. The Group will also support the various groups and individuals involved in the preparation and delivery of our services.

## Areas Covered:

- Intercessors
- Music, including Choir and Organists
- Readers
- Ringers
- Sacristy
- Servers
- Sidesmen

## What we do:

- Work with the ministerial team to increase the variety of worship in St Bartholomew's by identifying opportunities for special services;
- Work collaboratively with individuals or groups to develop special services;
- Encourage members of the congregation to become involved in the various worship teams;
- Hold detailed information on the operation and management of the worship teams;
- Assist the management of all services by working closely with the worship teams;
- Provide a forum for the worship teams to raise issues to the Leadership Group and ultimately the PCC for resolution;
- To work with the other Groups for the benefit of St Bartholomew's;
- To provide regular reports to the Leadership Group, seeking their advice and support when appropriate.

## Who are we:

Revd Dr Andrew Johnson

Sian Cooper	Baptism Preparation Team
Phil Hodges	Family Service Planning team
Neil Pidduck	Licensed Lay Ministers
Martyn Piper	Servers
Viv Prout	Choir
Christine Reid	Readers, Intercessors
L'nora Olney	Church Warden
John Stott	Bell Ringers



## Young Church

### **Purpose:**

To offer all young people access to the Christian faith through fellowship and teaching. To encourage and develop that faith and fellowship through the groups we offer in a safe secure environment, at an age appropriate level and in a way that appeals to them.

### **Areas Covered:**

- Youth Group
- Sunday School
- Church Lads & Church Girls Brigade
- Early Birds
- First Steps

### **What we do?**

- Meet periodically as a team to oversee development and progress of the Young Persons groups represented;
- Inform Leadership team of any needs concerning individual Young Persons groups;
- Respective group leaders plan their own forward programme ensuring smooth running of their group;
- Respective group leaders bring encouragement to the Young People within each group with a view to aiding their spiritual development (where appropriate);
- Respective group leaders ensure that Disclosure and Barring Service (DBS) clearance (a replacement for the CRB process) has been made and is extant for their teams who are working with Young Persons;

### **Who are we?**

**Nigel Millward**      **Bubble Leader**

Revd Dr Andrew Johnson

John Price              Church Lads and Girls Brigade Captain

Paul Scotford          Youth Group Adviser

Andrea Unwin          First Steps Leader

Tracey Sluggett        Sunday School Coordinator (Bubble Secretary)

Georgina Storey        Early Birds Leader

Roger Parry             Publicity and Administration Bubble Representative

Sarah Truelove          Early Birds