

## **1.0 Finance & Administration Group.**

		<p>Tony Lyons who reports to the Parish Priest and at the Parish Pastoral Council heads the Finance &amp; Administration Group.</p> <p>It is his responsibility to act as the representative of the following Ministries on the Parish Pastoral Committee</p>	The Parish Pastoral Committee will consider any items brought forward by Tony Lyons at each meeting	Meetings can be formed and held as necessary with any Ministry Member
	<b>Ministry</b>	<b>Person Responsible</b>	<b>Role</b>	<b>Contact - Tony Lyons</b>
<b>1.1</b>	Property	Tony Lyons & Judith Davys	<p>Review any legal matters relating to Parish property i.e. Planning Applications on adjoining properties, rights of way etc across the Parish.</p> <p>Review insurance values of Parish Properties by September each year.</p>	
<b>1.2</b>	Buildings & Maintenance	<p>Tony Lyons – OLoL</p> <p>Mike Danson – St. T's</p> <p>Ken Browne – St.A's</p>	<p>Regularly review the buildings in the Parish and organise maintenance and repairs as needed. Approval to proceed with work to be obtained from the Parish Priest.</p> <p>Quinquennial Reports to be review and requirement for maintenance and repair to be reviewed and implemented. Approval to proceed with work to be obtained from the Parish Priest.</p>	

<b>1.3</b>	Health & Safety	Tony Lyons – OLoL Mike Danson – St. T's George Cooke & Dave Caush – St.A's	<p>Complete the annual and bi-monthly assessments as required by the Diocese via the Safety Tool Box.</p> <p>Carry out inspections of the Parish Properties to enable completion of the Assessments.</p> <p>Organise for the necessary Emergency Lighting, Fire Extinguisher and other tests and upload certificates into the Safety Tool Box.</p>
<b>1.4</b>	CDM Regulation Compliance	Tony Lyons – OLoL Mike Danson – St. T's George Cooke – St.A's	<p>Ensure that the Parish complies with the requirements of the Construction Design and Management (Regulations) 2015.</p> <p>The Parish is a Charity for the purposes of these Regulations and thus all work over the minimum level must comply with these Regulations.</p>
<b>1.5</b>	Safeguarding	Pat Blades - OLoL Monica King – St.T's George Cooke - St. A's	<p>To assist the Parish in complying with the national safeguarding procedures for the Catholic Church.</p> <p>Comply with the policies of the Diocese of Arundel and Brighton</p>
<b>1.6</b>	Parish Office	Diane Breen	<p>All general Administration duties for the churches and Fr. Irek.</p> <p>Schedule Suppliers and Sub-contractors used by the Parish</p> <p>Liaise with the Accountant.</p>
<b>1.7</b>	Parish Bulletin	Diane Breen	Produce and print Weekly Bulletin.
<b>1.8</b>	Parish Sacramental Registrars	Parish Priest & Diane Breen	Keep all official records for Sacraments held in the churches.
<b>1.9</b>	Church Hall & Parish Calendars	Diane Breen	Update Bookings Calendars and look after those who book the Church Hall. Replenish items used when necessary. Organise cleaners.

<b>1.10</b>	Parish Family Database	Diane Breen	Update and keep safe the Parish database.
<b>1.11</b>	Parish Website	Kevin Kerrigan & Gill Boreham	Update the website regularly with changes in Parish activities and Masses including the photo gallery. Update website to include current members of the Parish Finance Committee and Parish Pastoral Council .
<b>1.12</b>	Parish Room	Carole Holloway	Update Bookings Calendar and look after those who book the Parish Room. Replenish items used when necessary. Organise cleaners.  Agree maintenance works and issue up to date Fire and Emergency Evacuation Procedures.
<b>1.13</b>	Parish Hall	Martin Ripley & Judith Davys	Prepare the necessary Licences and Leases for users of the Church Hall.  Agree maintenance works and issue up to date Fire and Emergency Evacuation Procedures.
<b>1.14</b>	The Crypt	Judith Davys	Prepare the necessary Licences and Leases and liaise with the Anglican Churches who use the Crypt.  Agree maintenance works and issue up to date Fire and Emergency Evacuation Procedures.
<b>1.15</b>	Collection Counters	Diane Breen  The Counter are currently;  Raymond Breen - OLoL David Allen - OLoL Judith Davys - OLoL Maura Deacon – OLoL Peter Morton - OLoL Mary Smith - OLoL	Preparing Rotas for four teams of three counters from across the Parish of Haslemere, Hindhead & Chiddingfold and then banking money once completed. Training to be provided with the counting being in the Upper room of the Parish Hall.
<b>1.16</b>	Accountancy	Allan Revers	Prepare the annual statements of account as required by the Diocese in the Parish Administration Manual including SOFA.

			Prepare projections and schedules of likely expenditure
<b>1.17</b>	Gift Aid Co-ordinator	Terry Henley	Co-ordinate the Gift Aid donations of the Parish and complete all of the necessary Diocesan Forms and liaise with the Diocese Auditor.  Issue annual Statement to Donors
<b>1.18</b>	Parish Inventory	Judith Davys & Dee Kerrigan	Prepare an inventory of the parish Assets as required in the Parish Administration Manual.  Take the necessary photographic record and store in Safe.
<b>1.19</b>	Wedding Registrars	Parish Priest & Mary Smith	Complete necessary paperwork before wedding and keep records for Diocese, attend weddings for certification completion.