

St Matthew Redhill Mission Action Plan 2018-2019

MAC=Mission Action Committee; tbd=to be defined; C&YP=children and young people; PCC=Parochial Church Council

Area	Item Description	Owner	Next Review Date	Resources	Success Criteria	Mark of Mission
1 Communications	General items					
	Investigate possibility of identifying a communications officer	Fr Andrew	MAC - 06/18	-	Report to MAC	Proclaim, Teach, Serve
	Review language and vocabulary used in services and communications	Anne Currie, Ashleigh Davies	MAC - 06/18	-	Report MAC of general findings	Proclaim, Teach, Serve
	External Noticeboards					
	Application for faculty going forward.	Hugh Jones, Fr Andrew	MAC - 06/18	-	Faculty granted	Proclaim, Teach, Serve
	New board for entrance to hall	Hugh Jones, David Hill	MAC - 06/18	tbd	Noticeboard erected	
	Hard copy media					
	Welcome Pack (A5 folder with leaflet style inserts)	Anne Currie, Ashleigh Davies	MAC - 06/18	Printing	Welcome Pack distribution	Proclaim, Teach, Serve
	'business card' bookmark inc service times	Anne Currie, Ashleigh Davies	MAC - 06/18	Printing	Format agreed and initial print run complete	
	Electronic media					
Allocate responsibility of deputy for website maintenance	Fr Andrew, PA, David Jones	MAC - 06/18	tbd	Deputy appointed	Proclaim, Teach, Serve	
Extend WIFI into church	Hugh Jones	MAC - 06/18	tbd	Extended WiFi operational		
General Data Protection Regulations						
Identify GDPR data held	tbd	MAC - 06/18	-	locations and data types listed	Teach	
Identify individuals requiring training	tbd	MAC - 06/18	-	individuals listed		
Identify existing data mgmt processes	tbd	MAC - 06/18	-	processes listed		
Review data mgmt processes for compliance; define any action needed	tbd	MAC - 06/18	-	compliance and action list established		
Define individual training needs	tbd	MAC - 06/18	-	training needs listed		
Update processes where necessary	tbd	MAC - 06/18	tbd	processes updated		
Provide relevant training	tbd	MAC - 06/18	tbd	(initial) training completed		
2 Roles and Responsibilities	Committees					
	Draw up Terms of Reference for committees.	Fr Andrew	MAC - 06/18	-	Committees listed and ToR established for each	Proclaim, Teach, Transform, Safeguard
	Succession planning					
	Complete job descriptions for key roles	Fr Andrew	MAC - 06/18	-	Key roles lists and job descriptions prepared	Proclaim, Teach, Transform, Safeguard
Establish process to ensure handover of responsibilities	Fr Andrew	MAC - 10/18		Process defined and in place		
Define and diarise annual key role and job description review	Fr Andrew	MAC - 06/18		Annual review cycle defined		

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3 Worship and Nurture	General items Worship and nurture to be reviewed generally including: - identified target groups - preferred engagement mechanisms	MAC	MAC - 06/18	tbd	(C&YP - budget and grant) tbd	Proclaim, Teach, Serve, Safeguard
	4 Engagement with the wider community	General items Mission Fundraising Projects 2018 · British Red Cross - South Asian Floods Appeal · Disability Challengers Consider how St Matthew's engages with the fourth Mark of Mission	MAC Rev Helen, Anne Currie	 MAC - 06/18 MAC - 06/18	 - tbd	 Funds sent to charities (Discuss at next MAC)
5 Environment - Safeguarding Integrity and Creation		General items Establish process for annual audits	Scilla Wallis, Rev Helen	MAC - 06/18		
	Carbon footprint				(Plan of action already defined)	Safeguard
	Land and water make the mound an insect friendly place	David Hill, Scilla Wallis	MAC - 06/18		Habitat established	<i>Safeguard</i>
	Power consumption Prepare proposal for sensor lighting in toilets in church and hall Explore possibility of switching to green energy company	Hugh Jones	MAC - 06/18	tbd	Decision recorded	Safeguard
		Fr Andrew/Ray Bolton	MAC - 06/18	tbd	Decision whether to switch	
	Paper products				(All identified actions complete)	Safeguard
	Plastic waste				(All identified actions complete)	Safeguard
Purchasing Establish eco-friendly purchasing policy	tbd	MAC - 06/18	tbd	Eco-friendly purchasing policy defined and implemented	Safeguard	