

## Transition meeting: BCLC 24th November 2019

### In attendance:

Deb Udraufski (Deb U)  
 Glyn Udraufski  
 Mark Heydon  
 Lorraine Heydon  
 Gail Thomas (Gail T)  
 Rachel Steed (Rachel S)  
 Lynne Thomas  
 Pam Gladdish (Pam G)  
 Debbie Merridew (Debbie M)  
 Julia Thomas (Julia T)  
 Jane Williams (Jane W)  
 Merlyn Ipinson- Fleming (MIF)

**Intro:** Debbie M opened in prayer and referred to the agenda that had been sent out on the 21st November.

Updates were then provided by those who are supporting the Church and Centre during this transition period.

Activity	Update	Lead and Actions
<b>Speaking rota for Sunday Sessions</b>	Rota filled until the end of January. No issues. Worship being co-ordinated between Laura and Jane M. Liaison now established between Speakers and the Worship team. Christmas Day Speaker - to be confirmed.	Deb U.  Continuation of rota to be reviewed during January.
<b>Worship Team &amp; Production</b>	Laura and Jane M. Happy to continue co-ordinating worship. Laura also looking in to additional music as backing tracks for worship. Training in the Mac (for lyrics, overhead display etc.) will be taking place 2nd Dec 2019, provided by Nicki Berry & Karen M.	Jane W.
<b>Families &amp; Sunday School</b>	All arrangements for Cribfest on the 15th Dec 2019 are in place. Daniel Shaw speaking on the day and volunteers supporting the event met on the 17th Nov 2019.  Reminder to be shared in Notices that no service on the morning of the 15th Dec 2019 (Cribfest in the afternoon)  Rachel raised concerns around the online update that Sarah had shared confirming that Baby Basics would be closing at BCLC.	Rachel S.  MC's for services to announce and on website.  Trustees to follow up.

<p><b>Life Centre Management</b></p>	<p>Centre closed from the 20th December 2019 - 6th Jan (during the week).          Julia advised that there were some concerns had been raised by centre staff and that Nigel was looking in to this.</p> <p>Debbie M confirmed that the trustees had received a senior pastors update and that Nigel was continuing handover with Mark P. , supporting daily by phone and also attending the Centre during the week for face to face support and any required meetings and that this would continue until his departure date on the 8th Dec 2019.</p> <p>Pam G confirmed that she had informed our insurers of our supervised use of candles at the at the Cribfest Carol service 15th Dec 2019. It was also agreed that there would need to be a Health and Safety risk assessment form completed for the activity and that Mark P could provide the form if requested.</p> <p>Hygiene Certificates - Rachel S raised concerns surrounding the status of certificates for the preparation of food during Brunch Clubs and also with those who had formerly had certificates before leaving or retiring.</p>	<p>Mark P has discussed a list of priorities for building maintenance with Nigel and these are being reviewed in terms of priority with Treasurer &amp; Trustees with an action plan to be agreed linked to available funding.</p> <p>Debbie M meeting with Nigel on the 28th Nov 2019.</p> <p>Rachel to follow up getting a copy of form from Mark P.</p> <p>Trustees to clarify status and levels of certificates linked to Kitchens, food preparation, personal vs charity certificates and the status if food sold or given away.</p>
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**Offer of sponsorship for Christmas Hampers**

Debbie M. advised that Jonny Matthews had been offered the opportunity for BCLC Hampers to be sponsored this year (hamper contents are usually supported by partner and community donations) from Payton, Jewell & Caines.

Gail T. Confirmed that there were usually a minimum of 15 hampers prepared and distributed throughout the village and surrounding areas and that each basket cost approximately £22 pounds. Rachel also discussed the potential need of Brunch club users to access the hampers and that it would be an opportunity to leave some at the back of the hall on the day of the Cribfest event, with the clarity that those who needed them can take them as well as partners, discreetly.

Debbie M. To confirm acceptance of the offer but also to clarify the VLE of sponsorship against need so that donations can still be encouraged from the church and community to support this ministry.

Aim would be to create around 22 Hampers for distribution between the 15th and 22nd December 2019.

<p><b>Senior Pastor Advert</b></p>	<p>MIF confirmed that she had been in touch with the Evangelical Alliance, of which BCLC is a member and identified the cost, our membership discount and the process and details that they require for advertising. MIF also confirmed that the job description had been updated, in consultation with our current Senior Pastor as had not been since 1995.</p> <p>The last bit of the advertising admin. process would be to create a landing page on the BCLC website and a link from the publications to the site which Nigel is assisting with.</p> <p>MIF confirmed that the advert administration, should be completed by the end of November and that a closing date in early January was being allowed to reflect the holiday season.</p> <p>MIF also confirmed that the interview process was being agreed by the trustees who were also looking at the involvement of a neutral interviewer, with knowledge about BCLC as a ministry and that MIF would not be taking part in the interview.</p>	<p>Advert now completed and with Evan. Alliance for final admin. Closing date 6th January 2020.</p> <p>Contact has also been made with New Wine Cymru to advertise the role.</p> <p>MIF to share the job description with the group - Completed 28th Nov 2019.</p> <p>Additional discussion required around the centre structure, as Mark P undertaking additional hours since Heulwen had left the Centre Manager role, and that additional thought needed around day to day operational decisions which are currently supported by the Senior Pastor, once he has left the position. - Trustees to follow up on support structure, Gail and Julia continuing to provide ongoing support in the interim.</p> <p>Trustees and Treasurer to meet to discuss salary of new Senior Pastor in line with centre staff structure, as current Senior Pastor has been paying his own National Insurance, Pension contributions and self funding expenses. Post to be advertised at circa £27,000 subject to review.</p>
<p><b>Next Meeting</b></p>	<p>12th January 2020 following Sunday morning service (approximately 1 hour)</p>	<p>Trustees will send a reminder closer to the time.</p>