# Parish Council Monthly Routine

# Parish Council Annual Routine

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|  | Portfolios | Regular Reports | Special Focus |
| **February** |  |  | Leaders’ retreat |
| **March** | Good Governance**(Property Coordinator and Treasurer attend)** | 1. Finance report
2. Property report
3. Safe Church report
4. Admin. report
5. Op shop report
 | Safe Ministry AGM review |
| **April** | * Worship and Spirituality,
* Empowering Leadership
* Community Engagement
* Pastoral Care
 | 1. Worship and Spirituality
2. Online community engagement
3. CoVe report
4. Play Place
5. Spirit Ability
6. Pastoral Care Report
7. Leadership report
 | Lent and Easter |
| **May** | *No meeting* |
| **June** | Good Governance Parish Council **(Property Coordinator and Treasurer attend)** | 1. Finance report
2. Property report
3. Safe Church report
4. Admin. report
5. Op shop report
 | Finance and parish provider |
| **July**  | * Worship and Spirituality,
* Empowering Leadership
* Community Engagement
* Pastoral Care
 | 1. Anam Cara report
2. S@9 report
3. Fridays @10 report
4. Messy Church report
5. Online community engagement
6. CoVe report
7. Play Place report
8. Spirit Ability
9. Pastoral Care Report
10. Leadership report
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|  | Portfolios | Regular Reports | Special Focus |
| **August** | * Worship and Spirituality,
* Empowering Leadership
* Community Engagement
* Pastoral Care
 | Portfolios reflect on strengths and growth areas.  | Mid-year review and reflection |
| **September** | Good Governance and Parish Council **(Property Coordinator and Treasurer attend)**  | 1. Finance report
2. Property report
3. Safe Church report
4. Admin. Report
5. Op shop report
 | * Year Plan for following year discussed.
* Budget discussed.
* Staff review discussed.
* Call for changes to “Roles and Responsibilities”.
* Ensure Roles and Responsibilities is used and is a helpful tool.
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| **October** | * Worship and Spirituality,
* Empowering Leadership
* Community Engagement
* Pastoral Care
 | 1. Anam Cara report
2. S@9 report
3. Fridays @10 report
4. Messy Church report
5. Online community engagement
6. CoVe report
7. Play Place report
8. Spirit Ability
9. Pastoral Care Report
10. Leadership report
 | * Advent and Christmas worship finalised.
* Initial discussion on Lent and Easter.
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| **November** | Parish Council only | 1. Budget **proposal**
2. Property report
3. Op shop report

(these could possibly be similar to AGM report) | * AGM and Year Plan for following year finalised.
* Staff review report back.
* Budget finalised.
* Changes to Parish Management adopted (e.g. Roles & Responsibilities)
* Fete: initial plan and discussion.
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| **December** | *No meeting. Meeting held if necessary to formalise budget and follow-up misc. issues.* |