# 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. |
| **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. |
| **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. |
| **December** | *No meeting. Meeting held if necessary to formalise budget and follow-up misc. issues.* | | |