

# **DIOCESE OF ARUNDEL AND BRIGHTON**

## **PARISH ADMINISTRATION MANUAL**

### **INTRODUCTION ACKNOWLEDGEMENTS AND CONTACTS**

#### **SECTION A**

- 1 PARISH FINANCE COMMITTEES**
- 2 FINANCIAL MANAGEMENT AND BANKING**
- 3 PARISH ACCOUNTING PROCEDURES AND AUDIT**
- 4 GIFT AID**
- 5 PLANNED GIVING**

#### **SECTION B**

- 6 PROPERTY MAINTENANCE**
- 7 BUILDING AND REPAIR PROJECTS**
- 8 PROPERTY MANAGEMENT**
- 9 EQUIPMENT AND SERVICES**
- 10 LEGAL MATTERS**

#### **SECTION C**

- 11 CLERGY**
- 12 PERSONNEL**
- 13 HEALTH & SAFETY**
- 14 CHILD PROTECTION**
- 15 INSURANCE**
- 16 ACCESS FOR ALL**

## **INTRODUCTION**

The Trustees of the Diocese, in common with all other charity trustees, have had to respond to the requirements of the Charities Acts. Whilst understanding the need for greater accountability on behalf of those people who give so generously to charity, this has resulted in an increase in work for all of us. It is important that the available lay expertise is utilised to share this added burden. Collaboration between priests and people in the life and ministry of the church is required in Canon Law. Involvement by the laity in this aspect of parish life is an especially relevant and valuable example of true collaborative ministry. As well as liturgical and pastoral ministry, parish administration provides the opportunity for the laity to contribute their particular gifts to the apostolic mission of the church.

This second edition of the Parish Administration Manual encompasses far more than just financial matters. It draws together all the various booklets and advice notes issued through the Diocesan Finance Office. Some sections have been considerably amended. It is divided into separate sections each dealing with a particular aspect of parish management. Each section can be copied and issued independently to those with a particular responsibility, or the manual treated as a whole for reference on any parish management matter. Sections are cross referenced within the text; further sections may be added later.

This second edition is on the Diocesan website: [www.abdiocese.org.uk/Publications](http://www.abdiocese.org.uk/Publications) as this allows it to be updated on a regular basis. Please email any suggestions for updates to the Contacts given below.

Section A covers all aspects of Parish Financial Management and Control, including the requirements for auditable accounting systems. Section B deals with parish property and legal issues. Section C gives detailed guidance on insurance and on how we manage and care for the Church's people.

J F  
Brothert  
on  
Financial  
Secretar  
y  
[finance@dabnet.org](mailto:finance@dabnet.org)

August 2004

## **ACKNOWLEDGEMENTS**

We are very grateful for all help and advice received from many organisations and individuals. The Dioceses of Westminster,

Portsmouth and Liverpool gave copies of their manuals. The Churches Main Committee gave permission for the reproduction of some of their literature.

The section on Health and Safety is maintained by Nicola Worley consultancy ltd who are our retained health and safety consultants. The insurance section was issued by the Insurance Committee to the Bishops Conference. The section on child protection was issued by the Diocesan child protection department. Apart from the three sections above, all others were produced by the Diocesan Finance Office.

The Diocesan Trustees and Diocesan Finance Committee made many helpful comments for improvements. Finally parish priests and lay people have made very constructive ideas for amendments.

## **CONTACTS**

Vicar General Tel: 01273 859701

Fax:  
01273  
501527  
email: [vg@dabnet.org](mailto:vg@dabnet.org)

Financial Secretary Tel: 01273 859705

Fax:  
01273  
859713  
email: [finance@dabnet.org](mailto:finance@dabnet.org)

Gift Aid Co-ordinators Tel: 01273 859705

Fax:  
01273  
859713  
email: [giftaid@dabnet.org](mailto:giftaid@dabnet.org)

Address: Bishop's House

The  
Upper  
Drive  
Hove  
East Sussex  
BN3 6NE