

Minutes 28th July 2026 7pm

Navigation Meeting - Sefton

Date:	28 th July 2026
Time:	7pm
Place:	St Lukes
Attendees:	Amanda Bruce, Laura Pilgrim, Louis Johnston, Paul Beardwood, Laura Heywood, Sue Green, Jim Stewart, Dawn Rigby, Clare Coombes, Georgina Abram (minutes), Helen MacKenzie
Apologies:	Helen Hunter, Karen Stark

Prayer: Amanda Bruce

	Who by	When by
Helen MacKenzie attended the meeting to share the work she has been doing with the churchwardens and their next steps. She introduced herself and her role to the team, and the team introduced themselves and their churches. General Updates: All churches have had or arranged their Church 360 with Tania. A role description needs finalising for the team rector designate as they vary by LSP. This is guided by the archdeacon which Amanda will liaise on. Communications Updates: Cultivate leaflets have been received advertising the upcoming workshops. The team discussed how best to distribute these, especially to the churches not represented in the team. Paul is encouraging churches to share upcoming events that the comms team can have added to the holding page, with plenty of notice. The comms team are meeting next week to discuss the branding quotes and Paul will be presenting their recommendation to the navigation team navigation team meeting. Churchwarden: Helen shared multiple documents with the team: churchwarden ToFR, sides person ToFR and a flowchart describing churchwarden structure in an LSP. Helen emphasised that this model is changeable, and each LSP may delegate slightly different things to support services.		

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How have churchwardens been structured under an LSP in other cohorts:

- Liverpool South (Christ our Light): wardens group initially performed the role of sides person with limited churchwarden responsibilities. The navigation team decided that two wardens would be on the PCC as legal wardens, but they elected one due to capacity who the rector had identified in the congregations.
- Winwick: one warden from each church will be the official warden, plus an additional two wardens who will sit on the PCC who don't have specific responsibilities in their church. The role descriptions are now being looked at to reflect this.
- Warrington: the wardens work alongside a buildings team which monitors faculties and reports to the PCC.

In the churchwarden meetings, there has been a focus on the management of both buildings and people when thinking about compliance and risk assessments. Training and support for wardens needs to keep up with the challenges of modern life.

Helen shared terms of reference for churchwardens and sides people to share how she's been helping the churchwardens differentiate the two roles.

A significant focus of the churchwardens' meetings has been updating and managing the terriers. The wardens are at different levels with their terriers and the goal is to get them all up to date to that can be regularly maintained going forward. These can be done digitally or on paper. A separate terrier is needed for the church and the church hall.

Helen continues to support churchwardens over the transition process past the new LSP formation.

The navigation team are responsible for forming a suggestion of how the churchwardens will be structured then consult with the wardens, before refining then taking it to SPCC.

Helen will also be working with the churchwardens on compliance to ensure certificates are in place once quotes begin to be gathered for insurance. This covers health and safety requirements such as PAT testing, fire extinguishers, roller shutters, fire risk assessments, gas boiler etc. Once support services has been set up, the management of this will transfer to the support services manager who will monitor when compliance certificates need renewing and arrange required visits. Compliance doesn't cover churchyards, but it does fall under health and safety.

Fire risk assessments:

- Separate risk assessments needed for church and church hall

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- Fire marshals must be trained
- Fire risk assessments must be signed off by a 'competent person', i.e. someone with qualifications to approve the assessment. Craig Walker in St James House is currently being trained to do this approval.

Several questions were raised for Helen to respond to at a later date:

- Can details of legal responsibilities be added to the CW structure document?
- What is a churchwarden's involvement in worship groups?
- Why is only one churchwarden required on the PCC? What is the reasoning behind this change?

The next steps are for the churchwardens to continue understanding their roles and responsibilities. The navigation team can begin to think about the structure in the meantime and prepare a suggestion. This will likely be towards the end of September/start of October.

Support Services Session Feedback:

The session was successful, but some confusion has been expressed following the session on the difference between support services, support services oversight team and Emily's role.

The title 'oversight team' has led to some misunderstanding about the scope of the role, so the team agreed on renaming the team to 'support services scoping team'.

AOB

Support Services will be revisited next week to continue asking questions and sharing feedback from the information session.

Sue won't be attending next week's meeting.

Louis is covering opening prayer next week.

Next meeting: 4th August 7pm