

Navigation team meeting

Date: 12/03/2026



Attendance

Attendees: Rev Martin Cox (Chair), David Clifton, Ruth Fielding (Parish Administrator), Rev Martin Fuller, Lisa Gilligan (Change Facilitator), Paul Hancock, Kath Pennington, Liz Thomas, Fiona Glover, Rev Chris Stafford

Apologies: Fr Michael Vyse

	Action summary from the previous meeting (04/03/2026)	By whom	By when
1.	Martin will amend the stipendiary allocation proposal based on feedback from the team.	MC	See below
2.	Martin and Lisa will discuss the possibility of cross-licensing with AD Simon.	MC/LG	See below
3.	There is Treasurer's meeting to discuss parish share on April 22 nd . Martin will prepare a presentation for this.	MC	Ongoing
4.	The team discussed making a podcast episode, potentially in an interview format. Martin will draft a script for this.	MC	Ongoing
5.	Members of the navigation team will attend the upcoming information sessions on buildings, support services and cultivate to support and feedback.	All	
6.	Lisa will look into how minutes can be uploaded onto a Church Near You.	LG	See below
7.	Martin will design a visual for the 'cycle of doom' and invitation to Cultivate information session.	MF	Complete

Minutes of the meeting

<u>Agenda item</u>	<u>Summary of the discussion</u>	<u>Actions agreed</u>
1. Action point review	<p>Lisa is still waiting on information about how minutes can be added to a Church Near You. For now, they have been added into a shared folder that the navigation team and CLT have access to.</p> <p>All other action points are confirmed to be complete or ongoing.</p>	
2. Change Lead Update	<p>Martin and Lisa have met with AD Simon. The deployment paper has been discussed and has been edited to reflect more accurately the current situation of the parish based stipendiary posts rather than the parish historically.</p> <p>AD Simon has met with Bishop Ruth. It was advised that following on from the Rector Designate post there will be an Associate Rector post.</p> <p>Martin raised the potential of cross licensing with AD Simon, who expressed concern that it may be confusing and overly time-consuming, but that instead the Rector</p>	

	<p>Designate only could be cross licensed to allow them to move across the whole LSP.</p> <p>4 Vacancies:</p> <ul style="list-style-type: none"> • Rector (Designate) • Associate Rector – Hollinfare and Glazebury • Lowton and Golborne • St John and St Michael’s Burtonwood 	
<p>3. Rector Designate Appointment process</p>	<p>AD Simon will contact all eligible clergy within the LSP to invite them to express an interest in applying for the role of Rector (Designate).</p> <p>Paul, Martin and Liz will meet separately to discuss the sequencing of how the DMPC will approve the plan.</p> <p>Martin distributed an appointment process document, which Lisa emphasised was a version based on the process in other deaneries, and that AD Simon is drafting a new version specific to Winwick.</p>	
<p>4. Churchwardens' updates</p>	<p>The recent churchwarden session was helpful but had low attendance due to individual’s availability.</p> <p>The next meeting will take place on April 18th where churchwardens have been asked to bring job descriptions, inventory, logs and terriers to review.</p> <p>The goal currently is for the CWs to assess where they are up to and what will need to be done in the future, ensuring everyone has a full understanding of their role.</p> <p>It was also recommended for the churchwardens to do monthly checks of the building, indoors weekly and outdoors monthly, keeping an eye on any changes or progressions of issues.</p> <p>Job descriptions are required to be developed by the churchwarden for all roles within the church for full safeguarding compliance under safer recruitment. Examples and templates are available that can be edited to the needs of specific churches. In Liverpool South, responsibility for developing this lay with the navigation team alongside the churchwardens.</p> <p>Action: Martin will draft a letter to the churchwardens encouraging their attendance at future meetings. Share with Lisa to distribute to churchwardens and clergy.</p> <p>Some churches have limited to no handovers for churchwardens despite their legal responsibility explained. FfM is aiming to find where there are these gaps and put support in place for CWs to work effectively and sustainably.</p> <p>Lisa introduced the idea of ‘good gossip’, with people reassuring others and sharing positive meeting</p>	<p>MC</p>

	<p>experiences with others throughout the parish to encourage further involvement.</p> <p>A query was raised on how the content of this meeting and others like it will be shared with those unable to attend. A process will be developed for the minutes being accessible.</p> <p>A bulletin on the meetings of the week, their content and future meetings was discussed. The team discussed the best way to share this kind of information until the LSP website is prepared. Christ Church can host a temporary holding page on their website for now which Martin can develop. This can host upcoming dates, links to minutes etc.</p>	
<p>5. Comms update</p>	<p>Clare has circulated a workshop follow up email which everyone has received. This asks churches to complete a comms checklist and calls for volunteers for comms champions for each church. Local reminders may be needed. There will also be a volunteer comms lead who co-ordinates the communications. Martin suggested releasing an expression of interest form with a closing date to convey the importance of the role.</p> <p>Action: Lisa will put together this form, with it being ready to share at the deanery synod. The team agreed for a deadline of April 18th.</p> <p>There is a £5,000 allotment to comms in the budget. This has also included hospitality in other budgets. Martin suggested offering a small pay for the co-ordinator role but there was concern about how this will reflect on other volunteer recruitment. It is a possibility as a last resort.</p> <p>Once a team has been formed, a strategy will be developed.</p> <p>Lisa emphasised the importance of the comms lead being based in the local community with and understanding of their church and the parish, and there being a close link between this person and the transition team.</p> <p>The team confirmed that the holding page will refer to the LSP as 'Winwick Deanery Larger Single Parish'.</p> <p>Once Ruth is in post, a bulletin can be developed with clear mailing lists.</p>	<p>LG</p>
<p>6. Building information session planning</p>	<p>The buildings session is on March 14th at St Peters.</p> <p>Lisa encouraged the team to continue to promote this, as it is an opportunity for those nervous about buildings to alleviate their fears.</p>	

	<p>The session will explain the process and the people involved, then individuals from other LSPs have been invited to talk about their experiences of the process. The session will end with a call for volunteers for the buildings team, which Martin will carry out.</p> <p>The expression of interest form for the buildings team has a deadline of April 18th.</p>	
7. Cultivate information session planning	<p>Lisa distributed a plan that Lisa and Martin have been working on to review.</p> <p>In other deaneries, clergy are expected to help co-ordinate the cultivate program, the mission 360s and oversee new worshipping communities. Due to capacity, Lisa, Martin and Ann Cheung will meet to discuss how it can work for the Winwick CLT, then with Frank Hinds to discuss how it has worked in other deaneries.</p> <p>This information session will give an overview, in preparation for cultivate to begin in autumn.</p> <p>The team discussed how the 'out' parishes will be included in the process. Lisa suggested that it may be easiest to the whole deanery at once but will discuss this with Frank.</p> <p>The team confirmed that they are happy with the plan so far, with further organisation and discussion to follow.</p>	
8. Agree monthly bulletin content	<p>The team confirmed they would still like a monthly bulletin alongside the new holding page.</p> <p>This will include:</p> <ul style="list-style-type: none"> - Info sessions that have been held: churchwardens, comms - New website address - Upcoming events: Buildings, cultivate - Mention of Easter and the goals of church growth - Parish prayer - Contact information for Ruth once she's in post - Choral evensong, 4th October 	
9. Questions/AOB/ Agree action points	<p>Lisa shared funding information which can be discussed at the next meeting.</p> <p>An idea was raised on the future funding grants: if the parishes contribute £5000 into a central pool, this could pay for the school's minister post, releasing a .5 post back to the parish.</p> <p>St Johns has a monthly worship event at 7pm on Sunday 15th March.</p>	

Future Navigation Team Meetings:

Tuesday 17th March 3-5pm, St Oswald's Parish Hall

Thursday 26th March 3-5pm, St Oswald's Parish Hall

Wednesday 22nd April 2.30 -4.30, St Oswald's Parish Hall

Future Information Sessions:

Buildings Information Session - Saturday 14th March, 10-12, St Peter's church

Cultivate Information Session – Saturday 25th April, 10-12, St Oswald's Parish Hall

Support Services Information Session – Saturday 16th May, venue tbc

Change Team Meetings:

Parish Safeguarding Officers – Thursday 19th March, 6.30-8pm St Oswalds

Joint deanery ascension service – May 14th, 7pm at St Thomas'