Navigation team meeting

Date: 10th June 2026

Attendance

Attendees: Rev Martin Cox (Change Lead), Lisa Gilligan (Change Facilitator), Kath Pennington, David Clifton, Ruth Fielding (Admin), F. Michael Vyse, Rev Martin Fuller, Rev Chris Stafford, Liz Thomas, Paul Hancock, Rachael Patterson(software)

Apologies:

	Action summary from the previous meeting *(date)*	**By whom**	**By when**
1.	Potential venue & cost for an away day	RF	Completed
2.	Photo's for the website still outstanding	MF	In hand
3.			
4.			
5.			
6.			

Minutes of the meeting

Agenda item	**Summary of the discussion**	**Actions agreed**
1. Action Point Review	• 2 venues had been considered for an away day in October 2027. Wychwood Park Hotel was the better option & had been used previously. £58 per head. Includes room hire, unlimited refreshments, buffet lunch, equipment & free parking. Agreed to book for 25 attendees – CLT, Nav team & Shadow PCC approx. cost £1200 Proposed date 9th October 2027 10am -5pm RF to follow up • One photo outstanding for the web site	RF
2. Change Lead Update	MC an update for Church Wardens & the Deanery Plan • Warden structure proposal following on from the meeting of the current churchwardens-framework for the LSP • There will be a pool of 13 CW's • Team Wardens. Two strategic wardens will sit on the single parish PCC. One notionally for two years, the other for 4 years to ensure continuity & experience. Elections will remain annually to maintain legal conformity • Church Wardens: the remaining 11 will maintain localized, operational roles within their respective teams • Next step: MC, LG & HM will draft a formal proposal paper which will then be presented at the deployment summit on 11th July. Then shared with the Church Wardens the following week	MC LG HM

	Deanery Plan • Father Michael chaired a DMPC meeting at St Oswald's. The plan will process through documented consultations & formally pulled together & adopted at the October Deanery Synod	
3. Rachel Patterson-Software	Rachel shared with us a demonstration of 'ChurchSuite' • The team is eager to implement this to streamline the administrative burdens • Whilst an initial launch was planned for September it was agreed the January 1st would be more realistic. Time to establish foundations – LSP name & setting up unified emails etc Sharepoint – consultation in progress with Rachel regarding use of SharePoint to improve local file access	
4. Occasional Office Ministry	Following on from the above – Funerals will be the immediate focus. Sharing calendars & establishing fixed slots to avoid overlap. Clarified that the funeral directors will not have direct access but will make use of digital forms to feed information through to the administrators.	
5. Support Services Team Appointment	Ann Glacki has expressed interest in being part of this team – she has relevant experience as a parish administrator & funeral coordinator. • RF & MC also on the team • Wendy Jones from St Peter's to assist in a flexible role • LT to attend the first meeting to evaluate her capacity & interest Working Structure- the group will break down into smaller groups to handle specific work streams. The central group will reconvene every 2/3 months Initial meeting to be arranged with Emily to structure the work	MC, RF LT
6. Cultivate 7. Update	A 360 Zoom meeting is planned for 20th June • Joy (?) has been appointed as the new Cultivate Enabler & will start on 22nd June • RF to assist in booking individual meetings with clergy members & then scheduling full PCC360 reviews • Plan A has been accepted for the Cultivate courses (one afternoon session, one evening session) Frank will produce the promotional templates to be distributed over the summer	
8. Comms Update	The team is slowly recruiting 'Comms Champions' across the individual parishes. At the next meeting they will review the new social media policy & look at making the bulletin template more dyslexia-friendly.	
9. Questions/AOB	Reflecting on the Deep Dive meeting yesterday with Laura Jones it was noted that lay involvement varies vastly over the 11 parishes. Noted that some parishes require closer communication monitoring so they are not left in the dark and likewise care must be taken to not over burden individual local champions	

Future Navigation Team Meetings:

Wednesday 17th June 2.30pm at St Oswald's, Winwick