

# Great Gransden Church Bell Ringers (GGCBR)

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## ST. BARTHOLOMEW'S CHURCH GREAT GRANSDEN

### THE HANDBOOK - 2016

#### 1. OBJECTIVE

Our objective is to promote change ringing at St. Bartholomew's Church Great Gransden and ensure that the bells are rung when required for services and other occasions.

#### 2. OFFICERS

The officers of GGCBR are:

Tower Captain

Deputy Tower Captain

Secretary / Treasurer / Steeple Keeper

#### 3. MEMBERSHIP (See also section "M" members)

All regular Sunday service and / or practice night ringers at the tower are considered members of GGCBR.

("regular" means those ringers who frequently ring for Sunday services or frequently attend practices, who are not members of any other tower in the area)

#### 4. FINANCE

GGCBR holds and maintains its own funds. These are owned jointly by the members and are not part of church funds although details of the year-end balance are provided to the church treasurer upon request.

The bank account is held at Lloyds Bank Ltd., Huntingdon.

A simple majority of members is empowered to make decisions on tower finances. Monies received go into the fund contribute to

maintenance of the bells, teaching and training materials and tower maintenance and improvement.

The financial year ends on 31<sup>st</sup> December.

A statement of accounts is presented to the Ringer's Annual General Meeting (AGM). (See appendix for latest accounts).

## **5. STEEPLAGE**

There is currently no request to the ringers for voluntary donations.

## **6. FEES**

- **WEDDINGS**

The amount charged to ring for weddings is reviewed from time to time at the AGM. The decision is reported to the PCC for ratification.

The fee is made up of an amount for each ringer and the remainder for Great Gransden Bell Fund. (See AGM minutes for details).

- **PEALS & QUARTER PEALS**

The "rope fee" for peals and quarter peals is reviewed from time to time at the AGM.

## **7. RULES**

There is no constitution or any written rules. This handbook reflects the current process of managing the tower.

The Tower Captain leads ringing activities and associated business. Any member may make suggestions or recommendations and these are discussed. Every effort is made to keep members informed of actions taken.

## **8. SAFETY (See also section "S" Safety)**

Safety in the tower is the responsibility of all the ringers.

Safety requirements are explained to new ringers and where appropriate to visitors to the tower.

Members only go beyond the Ringing Room if they are aware of the safety requirements of the area of the tower being visited.

## **9. PRACTICE NIGHTS**

Practices are on Thursdays from 7.30 to 9.00pm.

During each practice at Gransden notices are announced to keep members informed of ringing activities and times. This is also an opportunity to discuss tower matters.

## **10. CHILDREN**

The church operates a Safeguarding Policy which is adhered to by the tower captain and trainers, who receive guidance from the PCC's Safeguarding Co-ordinator.

## **11. TRAINING**

The Tower Secretary is responsible for recruitment and training needs and from time to time reviews plans to continuously develop the band.

Training records for initial training are maintained by the Secretary.

## **12. RINGER'S MEETINGS**

A ringer's annual general meeting is held.

Officers retire at the AGM but are immediately eligible for re-election. There is no restriction on the number of years an officer can serve.

The AGM agenda includes:

- Report of activities during the year.

- Financial report - including examined and signed accounts.

- Election of Officers.

Occasionally, extra ordinary meetings may be held if special events or other business have to be discussed in a more formal context. A record is made of any decisions made at these meetings.

Only resident ringers of the tower are entitled to vote at meetings. (See paragraph 3 for definition).

### **13. DUTIES AND CONDUCT OF MEMBERS**

Members are encouraged to make every reasonable effort to attend practices and Sunday Service ringing, and when called upon to do so, to ring for weddings and special occasions.

Ringers are invited to apply for membership of the Ely Diocesan Association of Church Bell Ringers.

We pride ourselves on creating an atmosphere of friendship, harmony and enjoyment whilst maintaining the high standards expected in the participation of our art and service to the church.

### **14. DUTIES OF OFFICERS**

The following lists are not exhaustive and may change from time to time as needs require.

#### **Tower Captain**

- Liaising with the incumbent/churchwardens regarding ringing times.
- Organising the ringing on all occasions (Ringing Master).
- Maintains an attendance record.
- Ensures effective two-way liaison with the Churchwarden(s) on ringing / tower issues.
- Liaising with the steeple keeper to ensure no conflict of interest between ringing and other issues relating to the tower.

### **Deputy Tower Captain**

- Deputises for the Tower Captain in their absence, chiefly to act as Ringing Master.
- Deputises for the steeple keeper in his absence to carry out clock adjustment, tower cleaning, maintenance duties as required.

### **Secretary / Treasurer**

- Tower correspondent (name and address in the Ely D.A. Annual Report)
- Organises the AGM and other meetings as required.
- Recruitment and training.
- Ensuring members are informed of ringing times.
- Manages the finances of the tower. (There are two signatories for the account, the treasurer and one named ringing member).
- Manages the Safeguarding Policy for ringers under guidance of the PCC. (See also section 8 in section "S" safety)
- Maintains training records for initial training.

### **Steeple Keeper**

(The position of clock winder was originally appointed by the PCC. The responsibilities of this position have extended over the years and are currently carried out by Phillip George)

- Maintains the bells and clock.
- Organises tower clean up days.
- Ensures a trained deputy is available (where possible).

### **Trainers**

Only competent ringers who are confident and capable of training, and who are knowledgeable about tower and personal safety are allowed to train new ringers.

Ringers learning how to train will be supervised and advised by a competent trainer.

A national training scheme which approves trainers and accredits ringers are in use in the tower. Integrated Teacher Training Scheme (ITTS) and Learning the Ropes (LTR).

The current trainers are accredited through ITTS and all ringers are encouraged to take part in LTR.

The ITTS and LTR training schemes are not compulsory.

## **15. INSURANCE**

Personal accident insurance cover is maintained by the PCC. Insured persons are:

Clergy, employees, authorised volunteers, youths or members of a tour you have organised, all aged between 3 and 80 years and whilst engaged in church business.

Cover is as follows:

### **1. Temporary total disablement**

age 3 to 15 years inclusive £10 per week

age 16 to 80 years inclusive £100 per week

### **2. Permanent total disablement:**

age 3 to 15 years inclusive £10,000

age 16 to 18 years inclusive £10,000

### **3. Death**

age 3 to 15 years inclusive £5,000

age 16 to 80 years inclusive £10,000

The insurers are Ecclesiastical Insurance Group

Policy - Parishguard version 4 2009

See policy for more details

Insurance cover is also provided for ringing members of the Ely Diocesan Association of Church Bell Ringers. For details see the Association annual report.

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