

# Assembly Arrangements Committee

## The History and work of the Committee

### Basic Information

<b>Contact name and email address</b>	The Revd James Breslin <a href="mailto:james_breslin2@outlook.com">james_breslin2@outlook.com</a>
<b>Action required</b>	None
<b>Draft resolution(s)</b>	<b>None</b>

### Summary of Content

<b>Subject and aim(s)</b>	To report on the work of the Committee
<b>Main points</b>	To give thanks for the work of the Committee
<b>Previous relevant documents</b>	None
<b>Consultation has taken place with...</b>	Assembly Clerk

### Summary of Impact

<b>Financial</b>	None
<b>External (e.g. ecumenical)</b>	None

## The History and work of the Committee

1. Created in 1992 to replace the then Business Committee of Assembly, the Assembly Arrangements Committee has had a wide-ranging remit. This not only included the timetabling of business, but also identifying and booking venues, booking and allocating accommodation for the staff, members and guests of the Assembly, arranging catering for the various official dinners and latterly dealing with all catering. Although not responsible for the *Book of Reports*, this remit included all other printed and otherwise circulated materials. The Revd Michael Davies, who is probably the only person to have attended every URC Assembly, has acted as minute secretary to the Committee and compiler of the information booklet sent to every member of the Assembly as part of their papers.
2. Although the actual membership of the committee is small, its functions relate to every part of the Church's work. Accordingly, attendance is often far greater than the official membership. Three committees in particular, Children's and Youth Work, Equalities and Communications, have contributed greatly to its work, and this should be recognised as the committee's life ends.
3. The Committee sought to ensure that members of the Assembly had good experiences and that the business of the Church was completed as expeditiously as possible. To do so required a large staff. Some were Church House staff, working both before and during each Assembly, some were specialist contractors with several of whom the Church built strong links over many years, but most were volunteers serving as stewards and in a variety of behind-the-scenes roles. The greater proportion of these were drawn from the synod in which the Assembly was meeting, but a small permanent team provided continuity and expertise. In recent years, the Revd Phillip Jones headed up and organised both the permanent team and the recruitment and allocation of the local team; without his diligence and hard work, often involving early mornings and late evenings, the work of the Assembly would have been much more difficult.
4. The COVID-19 pandemic has seriously impacted on the work of the Committee. Most of the fine tuning and detail for our 2020 Assembly would have been carried out in the period from early March to late May. However, even without that, many of the things which would normally have been included in this report would not have appeared, for this is the last time that the Assembly Arrangements Committee will report. With a move to an annual meeting in a fixed venue, the Church has decided to return to having a Business Committee, with a different remit. Accordingly we end by recording the gratitude of the committee and of the Assembly to those who have served it over the last 28 years, in particular its Convenors: Mrs Wilma Frew, the Revd Alasdair Pratt, Mr William McVey, Dr David Robinson, the Revd Michael Hopkins and the Revd James Breslin.