

Appendix 13

Shared Management & Oversight Responsibilities for CRCW ministry once a CRCW has been called:

Church Related Community Worker (CRCW)	Local Steering Group (LSG)	Church-in-Community (Local Church(es))	Synod	Accreditations (CRCW & SCM) Sub-Committee (ASC)
<p>Sign the Terms of Settlement and move house.</p> <p>Co-organise & attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service.</p>	<p>Ensure that the Terms of Settlement are written and agreed and housing provision is in order. Co-organise & attend the Commissioning &/or Induction Service (The moderator to preside) and sign The CRCW Covenant.</p>	<p>Attend the Commissioning &/or Induction Service and sign The CRCW Covenant.</p>
<p>Undertake the induction programme that the Local Steering Group and the Synod have devised.</p>	<p>Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations who are key to the development of the project.</p>	<p>Contribute to and participate in the induction process.</p>	<p>Co-develop an induction programme designed to introduce the CRCW to key people, partners and organisations in the synod. Identify a person to link with the LSG & to attend key meetings and reviews.</p>	<p>Advise about the induction programme, if requested. Monitor the induction programme at the 6-month review.</p>
<p>Meet regularly with the LSG key contact/Chairperson and with the minister of W&S. Convene a personal support group.</p>	<p>Allocate a key contact person from the LSG for the CRCW to act as a day-to-day contact and liaison person.</p>	<p>Ensure that the CRCW is effectively supported and ensure that the Terms of Settlement are implemented.</p>		<p>Monitor LSG progress at the 6-month review.</p>
<p>Develop effective communication and a team approach with the Local Steering Group, the local church(es), the synod and other partner organisations.</p>	<p>Develop effective communication and a team approach with the CRCW and the local church(es).</p>	<p>Develop effective communication and a team approach in working with the CRCW.</p>	<p>Develop effective communication with the CRCW. Provide effective support and oversight for the CRCW. Provide mediation if problems develop in the working</p>	<p>In liaison with the synod, provide advice and support to projects where difficulties are being experienced</p>

			relationships within the project.	
Theologically reflect on the work that is being undertaken.	Theologically reflect on the work that is to be undertaken.	Theologically reflect on the work that is to be undertaken.	Theologically reflect on the work that is to be undertaken.	Support the development of tools for enabling theological reflection.
With the LSG, establish and agree aims and objectives for the work along with a work plan, outputs and outcomes for the work.	Establish and agree the aims and objectives for the work along with a work plan, outputs and outcomes for the work.	Reflect on how the CRCW ministry contributes to the mission of the church.	Reflect on how the CRCW ministry contributes to the life and mission of the synod.	Provide support, where requested in developing clear work programmes for the project.
Provide regular reports to the Local Steering Group and theologically reflect on the issues.	Meet approximately every 2 months to receive reports, review the work plan progress and to discuss opportunities.	Receive regular reports from the LSG and widely publicise around the church(es).	Request & receive reports from the LSG when appropriate and widely publicise around the synod and to interested parties.	Publicise and promote stories about the CRCW ministry.
Provide a written, annual report with the Local Steering Group, to be publicised widely.	Publish a colourful Annual Report for the CRCW PSC and for general circulation.	Contribute to the Annual Report.	Receive and publicise the Annual Report.	Receive and publicise the Annual Report.
Meet with the CRCW Development Worker for the 6-month review and also with an ASC member for the arranged visits.	Meet with the CRCW Development Worker for the 6-month review and also with a ASC member for arranged visits. See 6-month Review and Visits pro formas		Meet with the CRCW Development Worker and the ASC member at the arranged visits.	Receive the 6-month and visit reports and provide feedback to the CRCW, LSG & synod.
Attend a CRCW cluster group, the annual CRCW residential and other CRCW events.	(Attend the annual CRCW consultation event?)			(Co-ordinate an annual CRCW consultation event?)
Attend Synod meetings and events, including spring/summer schools. Consider a role in the wider Church, on a Committee, etc.			Include CRCW's in Synod EM training, summer schools & key meetings. Consider if the CRCW would be useful on synod groups.	

Take part in the bi-annual ministerial appraisal scheme. See Ministry Appraisal (MASA)	Contribute to the ministerial appraisal of the CRCW work.	Contribute to the ministerial appraisal of the CRCW work.	Receive copies of the ministerial appraisal and monitor.	Encourage CRCW's and churches to develop good practice around appraisals for CRCW's.
Meet with the synod 1 st Term Review team.	Meet with the synod 1 st Term Review team.	Contribute to the 1 st Term Review.	After 3.5 years of the project, undertake the 1 st Term Review and submit a report & recommendations to the PSC before the end of the 4 th year of the project. See 1st Term Review pro forma The 1 st Term Review should recommend (or not) the continuation of the CRCW ministry.	Provide the format and advice for the 1 st Term Review. Concur with or challenge the 1st Term Review and (ideally) accredit a 2nd Term.
Identify and undertake personal training & EM.	Self assess the effectiveness of this committee & identify areas for development. Identify and undertake training as required.	Undertake training to support the development of the CRCW ministry.	Include CRCW's training in the annual education for learning and ministry programme that is developed across the Synod.	Advocate training to the Education & Learning committee. Respond to the training needs identified for CRCW's, LSGs, churches, Synods & the URC.
Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.	Ensure that the work carried out reflects the principles and practice of community development work ministry.
Ensure that legal requirements including Safeguarding and health and safety are complied with.	Ensure that legal requirements including Safeguarding and health and safety are complied with.	Ensure that legal requirements including Safeguarding and health and safety are complied with.	Ensure that legal requirements including Safeguarding and health and safety are complied with.	
Provide information for the End of Term evaluation and report.	Write or commission an End of Term evaluation and report.	Provide information for the End of Term evaluation and report.	Receive the End of Term report and publish stories and examples of good practice.	Receive the End of Term report, consider learning points and publish stories

	See <i>End-of-2nd Term Review pro forma</i>		Synod Moderator to conduct the exit Interview with the CRCW.	and examples of good practice.
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