

The Purpose of the Task Groups

Together, as God’s Church, we are exploring our future path.

The Church Life Review (Phase 1) paved the way for three important task groups to help discern our next steps. General Assembly 2023 agreed three separate task groups will: -

- Develop models for future employed, lay ministries,
- Devise options for providing HR, Health and Safety, Safeguarding and similar support to local churches
- Create models for the effective and faithful use of our gifts and resources.

These Task Groups are instigated on the strength of General Assembly resolutions and will be integral to the design of future services and structures. They form Phase 2 (design) of the Church Life Review.

Remit: - Support Services Task Group

The Support Services Task Group (the Task Group) will identify models for providing effective operational, support services to our 1200 churches across three nations.

Such support services to include, but not limited to HR, Health & Safety and Safeguarding. Each model will be tested against the values and principles agreed by General Assembly and the group will devise options to present to General Assembly.

Church Life Review Support Services Task Group – Terms of Reference	
Name of group	Church Life Review - Phase 2 (design), Support Services Task Group

<p>Membership and appointment</p>	<p>Up to ten suitably qualified and experienced individuals appointed by Business Committee. The final size of the Task Group to be at the discretion of the Business Committee.</p> <p>Where possible geographic representation and a balance of gender, ethnicity, lay and ordained interests will be sought.</p> <p>Others may be co-opted to the group for a set period of time, if their knowledge, skill or role will support the work of the Task Group</p> <p>A technical knowledge of operational services, the systems and infrastructures required for them to operate will be present within the group, together with knowledge and understanding of how URC Synods relate to churches.</p> <p>The Task Groups can call upon professional legal, financial and other technical expertise, as required, and administrative support can be provided.</p> <p>The meetings of the Task Group will be quorate with two thirds of its members present for decision making and with one third for discussion. In the event of a meeting not being quorate for decision making, any actions considered can be ratified by email.</p>
<p>Convenor</p>	<p>The convenor will be selected by the Business Committee using safer recruitment.</p>
<p>Frequency of meetings</p>	<p>The Task Group will meet as required to fulfil its remit – this may average to two meetings each calendar month, with additional residential and day events from time-to-time.</p> <p>The Task Group seeks to be inclusive and will attend to communication or any other needs to assist full participation. Equally, the Task Group can determine whether meetings take place in the evenings or during the day, based upon the availability of its members.</p>

<p>Records of meeting and data</p>	<p>Records of meetings, reports, feasibility studies, supporting data and information and all other relevant materials, will be kept and stored electronically in a central CLRG area. Meeting notes will be available within 5 working days.</p> <p>Information will be stored and handled, in line with URC GDPR and data handling policies and procedure.</p>
<p>Reporting mechanisms</p>	<p>The Task Group will be accountable to the Church Life Review Programme Board, and any other groups identified by them.</p> <p>Reporting arrangements will be agreed with the Programme Manager,</p> <p>The Task Group may act on behalf of others involved by the Church Life Review Programme, where this is clearly recorded and agreed by the Board/Programme Manager.</p> <p>The Task Group will ensure relevant stakeholders/staff/groups are apprised of and kept up to date on all significant issues that are likely to arise or which have occurred between meetings.</p> <p>The Task Group will receive and respond to updates from the Programme Board, team members, other groups/stakeholders.</p>
<p>Scope</p>	<p>What is included: -</p> <ul style="list-style-type: none"> • operational services that would enhance the life and support of the churches • paid roles supporting churches and which are employed by churches and Synods • the infrastructures, resources and costs of models recommended to General Assembly <p>What is not included: -</p> <ul style="list-style-type: none"> • Any responsibilities that might be considered as ordained roles • Any roles, tasks or functions that might be considered as mission, ministry, outreach or worship

<p>Inter-dependencies</p>	<p>Interdependencies with other CLR task groups will be managed by: -</p> <ul style="list-style-type: none"> • Reviewing the work of the group each month with the Programme Manager • Agreeing with the Programme manager, and Programme Board/Business Committee how to progress work which overlaps with others remits, or which may impinge upon other areas of activity across the URC. <p>Current work progressing the legal structures of the URC will be relevant to the recommendations provided by this Task Group. Equally the work relating to GA resolution 50 regarding helpful precedents and documentation to support churches is relevant to the work of this Task Group as there will need to be clarity as to what areas are best served through ‘support services’ and where a suite of documentation would suffice.</p>
<p>Functions and delegated authority</p>	<p>The Task Group will be responsible for:</p> <ul style="list-style-type: none"> • Developing, testing and assessing models for providing support services to churches. • Developing and assessing the infrastructures required for support services to flourish. • Undertaking detailed consultations with Synods and churches. • Assessing areas of possible co-operation on support services with ecumenical partners • Working within the resources delegated by the Business Committee. • Providing recommendations to the Business Committee with a view to General Assembly 2025 <p>The Task Group;</p> <ul style="list-style-type: none"> • will make appropriate recommendations to General Assembly • may draw upon professional, consultancy and administrative resources to support, undertake, inform or advise their work, as agreed with Business Committee • will act in accordance with the actions agreed by the Business Committee

	<ul style="list-style-type: none">• may act on behalf of others involved in the Church Life Review Programme, where this is clearly recorded and agreed by the Board/Programme Manager. <p>Task Group members may be delegated authority for specific actions by the Task Group.</p> <p>The Task Group will refer items of expenditure to Business Committee who will follow their delegated authority from the Finance Committee/Resources Committee in relation to the Church Life Review Fund.</p>
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