



Church Life Review Task Group Convenor

	<h2>Church Life Review Task Group Convenor</h2>
Reporting to	<p>Business Committee</p>
Working alongside	<p>The Programme Manager, other volunteers in the task groups, the Church Life Review Programme Board, people across the denomination, paid workers and consultants supporting the groups.</p>
Location	<p>Task group meetings may take place online, or at an agreed convenient location. There may be some travel to locations across the UK.</p>
Remuneration	<p>Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Church Life Review Task Groups will be reimbursed, in accordance with the URC expenses policy.</p>
Time Commitment	<p>It is likely the convenor will be arranging task groups to meet twice each month, wherever possible outside working hours. There will be occasional full day or residential events.</p> <p>At times the work of the group may be pacy and it is possible the group members will take an advisory role, to guide and oversee consultants and others, working with the task groups.</p> <p>The convenor will also attend Programme and other Church Life Review meetings. Convenors can expect contact between meetings, usually by email, or online.</p> <p>We welcome and appreciate the time volunteers with particular skills or knowledge dedicate to support their area of interest and expertise to support their task group.</p>
Term of Office	<p>The task groups are appointed for an initial two years. There may be the possibility of some convenors continuing to support the implementation phase, where this is agreeable to the volunteer and helpful to the Church Life Review progress.</p>
Benefits for Volunteers	<p>Being involved with the Church Life Review offers a unique opportunity to be part of the URC's future ways of being church. Above all, it is to discern, encourage and assist the URC to become God's church for tomorrow</p>

Role Summary: The purpose of the role is to organise and convene the task group and participate in wider programme meetings and activities. This will include ensuring the task group fulfils its remit, enthusing and encouraging the group to discern future possibilities, to be innovative, and to find solutions, and guide them through feasibility studies. The convenor will understand and identify interdependencies with other task groups and address these with the Programme Manager. The role may involve meeting people across the denomination, analysing information, producing information for others, producing models and diagrams, using project templates and materials, assessing options and designing consultations. Volunteers with specialist skills may be asked to support the group with specific legal, financial, HR or similar tasks. Convenors may be asked to guide paid people working alongside the task group.

These tasks are illustrative and not exhaustive, since specific activities will vary according to the task group, the stage of design, together with individual expertise, and capacity.

Background:

The Church Life Review began in 2020, in this second design phase, three Task Groups will help design future arrangements for support services, paid lay ministries, and financial and legal systems.

The task groups will be responsible for:

- Identifying/designing options for future ways of operating relevant to their group's remit
- Undertaking feasibility studies for possible models
- Testing models against the values and principles agreed by General Assembly
- Consulting widely upon potential changes
- Producing recommendations for General Assembly in 2025

Each of the three task groups will be led by a convenor and supported by administrative, legal and technical expertise, as needed.

Principal responsibilities and duties

Task Group Convenors will:-

1. work within all relevant statutory and regulatory frameworks and to abide by the URC's policies including equalities and diversity, safeguarding, GDPR and health and safety.
2. support the task group by ensuring it fulfil its remits within agreed timescales, co-operating with others and ensuring the progress and success of their task group.

3. support the Church Life Review to take considered decisions, identifying and taking into account the levels of risk of different ventures, recommending or seeking professional advice to avoid any breach of duty.
4. ensure their actions do not bring about misuse of the URC's finances, intellectual or physical property.
5. act with honesty and integrity, ensuring their actions do not bring the URC into disrepute, safeguarding the good reputation of the denomination.
6. Acknowledge all conflicts of interest and influence to ensure difficulties are avoided and ensure that Task Group members do likewise.
7. encourage and enable volunteers by supporting equal participation of members and collective decision-making. This is helped by contributing to discussions, bringing focus to specific issues, and studying any papers and reports.
8. support and assist volunteers wherever possible.
9. Ensure their task group collaborates with other task groups appropriately throughout the process.
10. Work collaboratively with the CLR Programme Manager, CLR programme Board and Business committee throughout the process.

Expected Standards

This section refers to the way in which the role is undertaken rather than the duties/responsibilities.

1. Promote a culture of open and effective communication to enable constructive relationships with volunteers and paid staff alike.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Act in ways that protect own and others' health safety and security.
4. Ensure compliance with data protection principles and practice.
5. Ensure compliance with Safeguarding practice

Person Specification

Role Title: CLR Task Group Convenors

Requirements	Essential	Desirable
Experience and Knowledge	<ol style="list-style-type: none"> 1. Hold, or quickly develop, an in-depth understanding of their remit and the purpose and expectations of their task group 	Experience of working within the charitable or faith sector.
Skills and Abilities	<ol style="list-style-type: none"> 3. strong inter-personal skills 4. enthusiastic and committed to the purpose and aspirations of the Church Life Review 5. able to encourage others in the task. 6. able to facilitate group members to creatively engage with developing longer-term plans and strategies, and be able to turn these into practical options. 7. can work as a team, and understand positive group dynamics 8. Able to create space and opportunity for all to offer and voice their sound advice and guidance. 9. willing to share relevant professional expertise of strategic management, finance, legal, mission, communications, employment or project management practice, to contribute to the effective working of the Task Groups 	Facilitation skills and training Strong digital skills Communication skills
Other	<ol style="list-style-type: none"> 10. Be a member of the United Reformed Church or be willing to work within the Christian ethos of the United Reformed Church. 11. legally eligible to fulfil the role, in line with statutory requirements, and Charity Commission regulations 12. willing and able to devote the time and commitment required to fulfil the role effectively. 13. Convenors have access to email, and can attend meetings online. 	