



Church Life Review-Phase 2 (Design) Local Lay Workers (employed) Task Group: Remit and Terms of Reference

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 Workers.
- 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 for the Local Lay Workers (employed) Task Group

The Local Lay Workers (employed) Task Group (the Task Group) will focus upon the paid roles that can support the life and mission of local churches to flourish. The options are many, and range from caretakers, community development roles, to children and youth work, chaplaincy, as just some of the many roles which can assist the worship and discipleship of a congregation. They would be roles rooted in a specific congregation or pastorate.

Specifically, the General Assembly requests this Task Group to: -

1. Identify and examine effective models for employing lay people who will work in local churches.
2. Identify the infrastructure that will be needed across the wider church to enable a variety of employed lay workers in local churches. This may be achieved by: -
 - Identifying and assessing existing support mechanisms across the URC
 - Identifying and assessing other federated models
 - Identifying possible ecumenical models to share employment
 - Consulting churches, Synods and Assembly Committees and functions for potential options.
 - Liaising with the Support Services Task Group to explore and develop synergies

- Undertaking feasibility studies for each option to be proposed to General Assembly.
 - Outlining how to identify the mission principles for a lay post.
3. Provide three models and recommendations to General Assembly in 2025. This may be achieved by: -
- Utilising existing research and information to identify roles which have proved effective or may be helpful in a variety of contexts.
 - Assessing potential options using the values and principles agreed by Assembly.
 - Identifying the different employment models used by others and reach a point of recommending *three* models.
 - Considering the administrative, management and practitioner infrastructure necessary to help these roles flourish.
 - Consulting churches and Synods upon potential roles and identify the feasibility and cost of differing infrastructure models.
 - Liaising with other Task Groups to ensure complementarity of action.
4. The final report to General Assembly will identify the wider structures and resources necessary for lay employed workers to be effective in churches, and the key steps required to realise these.

Church Life Review – Local Lay Workers (employed) – Task Group – Terms of Reference

Name of group	Church Life Review – Phase 2 (design), Local Lay Workers (employed) Task Group
Membership and appointment	<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, 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. <i>Should there be a process/safeguard for co-opting additional people including whether they become voting members?</i></p> <p>A deep knowledge of mission and lay roles will be present within the group.</p>

	<p>The Task Group can call upon professional legal, financial and other technical expertise, as required and administrative support can be provided.</p>
Convenor	<p>The convenor will be selected by the Business Committee utilising the safer recruitment process.</p>
Frequency of meetings & Quoracy	<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>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>
Records of meeting and data	<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 procedures.</p>
Reporting mechanisms	<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 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 steering group will receive and respond to updates from the Programme Board, team members, other groups/stakeholders.</p>
<p>Functions and delegated authority</p>	<p>The Task Group will be responsible for:</p> <ul style="list-style-type: none"> ▪ Investigating which lay roles have been or could effectively support churches in differing contexts. ▪ Identifying the infrastructure required for lay roles to flourish. ▪ Consulting upon potential roles with congregations, Synods and Church House to identify opportunities and issues which may require resolution. ▪ Identifying the administrative, management and practice infrastructure required for any lay ministry roles to flourish. <p>The Task Group:-</p> <ul style="list-style-type: none"> ▪ will make appropriate recommendations to General Assembly 2025. ▪ 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 Business Committee. ▪ may act on behalf of others involved in the Church Life Review Programme, where this is clearly recorded and agreed by the Programme Manager in conjunction with the Business Committee <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>

<p>Scope</p>	<p>What is included: -</p> <ul style="list-style-type: none"> • The tasks and functions which fall to volunteers in church congregations and supporting projects. • Any activities relating to the discipleship, worship, outreach and mission of a given church community which may be undertaken by a volunteer or lay paid role. • The roles of consultants, employees or paid sessional or casual workers currently supporting local churches • The roles of staff and consultants paid for or employed by Synods which support local churches • The roles of Synod staff which support local churches <p>What is excluded:-</p> <ul style="list-style-type: none"> • roles recognised as ordained Minister of Words and Sacraments, Church Related Community Ministers, nor any other self-supporting roles which include these workers. • the functions of the Elders' Meeting. • Administrative and technical tasks and functions that would be employed by a wider entity to support a number of local churches in a region, since this will be the remit of the Support Services Task Group. It is recognised there may be some interdependencies here, and close liaison will be required.
<p>Inter-dependencies</p>	<p>The 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>The task group considering Support Services may establish or identify some patterns of working which may be helpful to this Task Group, and vice versa.</p>
<p>Version</p>	<p>Draft 3 – January 2024</p>