

Paper A3

Terms of Reference for Children's and Youth Work Committee

Business Committee

Basic information

Contact name and email address	Paul Robinson (Convenor) paul@pjr-robinson.co.uk Sam Richards (Head of Children's and Youth Work) sam.richards@urc.org.uk
Action required	Decision.
Draft resolution(s)	Resolution 1 General Assembly adopts the revised terms of reference for Children's and Youth Work Committee as contained in Paper A3 General Assembly 2024.

Summary of content

Subject and aim(s)	Children's and Youth Work Committee has revised the terms of reference from 1994 when it came into being to reflect the current remit of the committee. Role descriptors have been created to aid the recruitment of future committee members.
Main points	
Previous relevant documents	Appendix III from GA 1994 <i>Book of Reports</i> Committees of The General Assembly May 2013 Mission Council.
Consultation has taken place with...	

Summary of impact

Financial	None.
External (eg ecumenical)	None.

In 1994, General Assembly set up the Youth And Children's Work Committee with the following remit:

This committee supports, encourages and promotes work among children and young people, giving oversight to Pilots, the National Youth Resource Centre at Yardley Hastings, the YLTO and YWCT programme and relating to FURY Council. It also ensures that its concerns are fully taken into account in committees 1, 2 and 3 facilitating the involvement of young people in all the councils of the church.

Assembly Standing Committee: Youth and Children's Work -FURY Council*

* FURY Council is not a committee of the Assembly; its members are not nominated by the Nominations Committee and approved by the Assembly. Placing it here emphasises the importance which the Church gives to this council and enables it to approach the General Assembly through the Youth and Children's Work Committee.

The Committee was renamed Children's and Youth Work Committee at Mission Council in May 2013.

The current Children's and Youth Work Committee has revised the terms of reference to reflect the changes within the URC and the work of the committee, and presents the following for adoption.

Children's and Youth Work Committee Terms of Reference 2024

Committee	Children's and Youth Work.
Convenor	Appointed by General Assembly.
Secretary	Head of Children's and Youth Work (HCYW).
Ex Officio members	CYDO+ team representative URC Youth Moderator, Moderator Elect General Secretary Deputy General Secretary (DGS) for Discipleship Moderator of General Assembly.
General Assembly Appointed members	Convenor Six members with collective experience of local church and wider work with children, young people and young adults, including linked organisations (Pilots, URCGSF, Boys' Brigade, Girls' Brigade, Messy Church) – with a balance of ordained, commissioned and other members (at least one of each). In addition, when appropriate, a Convenor Elect shall be appointed to serve for one year before becoming Convenor.
Length of term	Initial term of four years, which may be extended by up to two years.
In attendance when required (to cover their areas of expertise)	Programme Officer, Children's and Youth Work Secretary for Education and Learning Secretary for Ministries

	Equalities Committee Representative.
Minute Secretary	Administrator, Children's and Youth Work.
Meeting frequency	Two online and two 24-hour residential meetings per year (20 hours).
Sub-groups / sub-committees (as at 2024)	URC Youth Executive URC Children Task Group C&Y Grants Task Group Lundie Award Task Group.
Quoracy	Four members, always to include the Convenor or Convenor Elect.
Accountability and reporting duties	General Assembly report every other year. The Committee will provide an update report to General Assembly and/or Assembly Executive as appropriate. Responsibility for the implementation of policies and decisions of the Children's and Youth Work Committee rests with HCYW, and ultimately, the DGS Discipleship.
Terms of Reference review	Every four years.

Responsibilities

Children, young people and young adults are central to God's mission and Christ's church (Matthew 18:1-14; 19:13-14)

The remit of the Children's and Youth Work Committee (CYWC) is to support, encourage and promote work among children, young people and young adults (0-25 years old) at all levels of the church, and to facilitate the involvement of children and young people in all the councils of the church, ensuring that their voices are heard and all decisions taken consider the impact on future generations.

CYWC Theory of Change

Overall aim: all ages serving, worshipping and being community together.

specific aims: changing church culture to a radical inclusion of children, young people and young adults, focused on whole life discipleship.

objectives: provide strategy and programme of opportunities, resources, support and possibilities to enable churches to engage with children, young people and young adults.

The Children's and Youth Work Committee has key responsibilities across a number of interlinked and interdependent operational areas. These areas are:

- CYDO+ programme – negotiating contributions to the Assembly level programme and resources for Children’s and Youth Work
- URC Youth – supporting the Youth Moderator and Youth Executive in running Youth Assembly and representing URC Youth
- URC Children – enabling children to belong, be seen and heard, supporting all engaging with them in mission and discipleship.

The Committee has delegated authority from the General Assembly in relation to finance. In exercising this authority, the Committee shall:

- Remain within agreed budgetary expenditure
- Manage the various Children’s and Youth Work grant funds and Pilots funds.

The Committee has the authority to set up, and dissolve, subgroups and sub-committees as necessary.

Risk management

The Committee will review the Risk Register as it relates to its key responsibilities at least once per year, but will add additional risks as and when they arise.

Conducting business

Additional meetings can be scheduled, with reasonable notice, if business requires it.

Decisions can be taken via email, with the same rules of quoracy applying. Such decisions will be recorded by the Convenor / Secretary and noted at the next meeting, with updates on progress as needed.

Expertise from outside its membership can be utilised for projects, and it can instruct task groups from beyond its membership to develop specific pieces of work. The Committee has the power to seek external professional advice if it is deemed necessary, with reference to the Deputy General Secretary for Discipleship for unbudgeted professional fees. The Committee has discretion to seek input from the wider staff team as deemed necessary.

Role descriptors – Children’s and Youth Work Committee

Members – four year term

Person specification: Bring experience of and passion for local church and / or wider work with children, young people and young adults including linked organisations (for example Pilots, URCGSF, Boys’ Brigade, Girls’ Brigade, Messy Church).

Commitment to listen to children and / or young people and bring their perspectives to the work of the committee.

Time commitment: Two online and two 24-hour residential meetings per year (20 hours of meeting time).

Willingness to contribute to meetings, help to shape strategic direction, share resources widely, gather feedback on issues and concerns, be an advocate for the role of children and young people in the church.

Willingness to be part of a standing subgroup or sub-committee (such as URC Children, Grants, Lundie Award) or shorter term task and finish group to work on a particular task between meetings.

Convenor – four year term

- Chairing meetings
- Planning the agenda and inviting contributions
- Preparing summary minutes to share with other committees and teams
- Liaising with Head of Children's and Youth Work
- Consulting with other Committee Convenors and Deputy General Secretary for Discipleship
- Represent CYWC at General Assembly and Assembly Executive – presenting reports and resolutions
- Preparing reports and papers
- Invited to attend CYDO+ team meetings; CYDO+ line managers meetings; and Youth Assembly.