

# Paper A4

## WFO Terms of Reference

### Business Committee

#### Basic information

<b>Contact name and email address</b>	Robert Pope (Convenor) <b>rpp20@cam.ac.uk</b> Andy Braunston (Secretary) <b>andy.braunston@urc.org.uk</b>
<b>Action required</b>	Note.
<b>Draft resolution(s)</b>	<b>None.</b>

#### Summary of content

<b>Subject and aim(s)</b>	To record the Terms of Reference for the Worship Faith and Order Committee.
<b>Main points</b>	To note the delegated authority of the Committee in support of the work of the Minister for Digital Worship.
<b>Previous relevant documents</b>	Record of Assembly, 2023, pp. 29-30.
<b>Consultation has taken place with...</b>	N/A

#### Summary of impact

<b>Financial</b>	None.
<b>External (eg ecumenical)</b>	None.

### Responsibilities

The Worship, Faith and Order Committee's remit was established by General Assembly in 2023:

- to address issues of worship, faith and order on behalf of the URC
- to participate in and respond to ecumenical and inter-faith discussions on faith and order issues
- to advise the assembly, its officers and committees on questions of worship, faith and order
- to listen to concerns raised by local Churches, Synods and individuals and to advise as appropriate
- to publish and disseminate occasional materials relating to questions of worship, faith and order

- to act as a sounding board for the Minister for Digital Worship
- to receive reports from the United Reformed Church Spirituality Group.

The Committee has delegated authority from the General Assembly in relation to matters of worship and the curation of worship resources, including those previously published. In exercising this authority, the Committee shall:

- respond, as necessary, to ecumenical papers around worship
- oversee the curation of worship materials undertaken by the Minister for Digital Worship and
- establish, from time to time, working groups to create or revise published liturgies.

## **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 Chief Operating Officer for unbudgeted professional fees.

The Committee has discretion to seek input from the wider staff team as deemed necessary.