

# Role Description for Convenor of Ministries Committee



## Role Description

<b>Role Title</b>	Convenor of Ministries Committee
<b>Governance Area</b>	Ministries (as outlined in the Terms of Reference)
<b>Main Points of Contact</b>	Deputy General Secretary (Ministries)
<b>Connected Roles</b>	Convenor of the Ministries Committee is a member of General Assembly and Assembly Executive
<b>Sources of Support</b>	Secretary to the committee is the Deputy General Secretary (Ministries)
<b>Location</b>	The majority of meetings will be online. Where meetings are in person, these are likely to take place at a central location
<b>Time Commitment</b>	<p>4 online meetings and 1 in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings.</p> <p>General Assembly residential meeting (Fri to Mon) in June/July, Assembly Executive one evening in November and a residential meeting (Fri-Sun) in February each year. The Convenor is also a member of the Accreditations Sub-Committee and the MoM Sub-Committee.</p>
<b>Remuneration</b>	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the Ministries Committee will be reimbursed, in accordance with the URC expenses policy.

**Background:** The committee is responsible for the ministry of the Word and Sacraments, Church Related Community Work, Assembly Accredited Lay Preaching, Assembly Accredited Lay Pioneers and Eldership. Through its main committee and sub-committees, it is concerned with facilitating the ministry of the whole people of God in the United Reformed Church through working to promote the policies of the church; advocating ministry in its widest sense; supporting ministry in its varied forms; facilitating the formation, training and learning for accredited ministries of the church.

The committee is intentionally committed to taking seriously the place of safeguarding, equality, diversity and inclusion, Net Zero and being an anti-racist church in all we discuss and decide and listening intently to all voices.

**Committee Summary:** The Ministries Committee carries the General Assembly's responsibility and care for the Ministry of Word and Sacraments, Church Related Community Work, Assembly Accredited Lay Preaching, Locally Recognised Worship Leading, Pioneering both lay and special category, and Eldership;

This responsibility includes all life-long learning for the accredited ministries of the church named above including funding and other educational elements. It is concerned with central care and conditions of service of chaplaincies in industry, healthcare, higher and further education, prisons and in the armed forces and 'special category' ministry; along with Synods it has concern for the well-being of Ministers of the Word and Sacraments, Church Related Community Workers, Assembly Accredited Lay Preachers, Locally Recognised Worship Leaders, Assembly Accredited Lay Pioneers, Special Category Pioneers and Elders including supervision where appropriate, appraisal, self-evaluation and counselling; it has a number of interlinked and interdependent areas, and works closely with the Faith in Action Committee, the CYDO+ team, the Synod Training and Development+ Network, the College Connective and the Ministries and Learning Forum; Ministries Committee has oversight of the Assessment Board and all relevant sub-committees.

## **Principal responsibilities and duties**

### **Convening and Running Meetings**

1. Work with the Secretary of Ministries to ensure that the agenda covers the appropriate items for discussion throughout the year;
2. Ensure that the work of the committee remains within its approved Terms of Reference (and delegated authority from General Assembly or URC Trust);
3. Enable equal participation from the membership of the committee;
4. Approve minutes of each meeting for timely circulation to its members;
5. Ensure that the Committee's risk register is reviewed at appropriate intervals during the year and any necessary actions taken;
6. Submit the Committee's up-to-date risk register as part of the annual review;
7. Work with the Secretary to develop, and keep under review, the five-year plan of committee work and matters to go to General Assembly, and submit to Business Committee as required.

### **General Assembly/Assembly Executive**

1. Ensure appropriate papers for General Assembly and/or Assembly Executive are provided to the Business Committee by the relevant deadline.
2. Present papers and associated resolutions to General Assembly or Assembly Executive with support from Secretary for Ministries as appropriate.

### **Oversee Committee Membership**

1. Ensure that the membership of each committee is diverse and meets the URC's current expectations in terms of Equality Diversity and Inclusion.
2. Work with the committee Secretary and appointed Church House support to

follow safer recruitment procedures in seeking new members of the committee as vacancies arise.

3. Provide a list of appropriate names to Nominations Committee for them to make final nominations to General Assembly.

### **Training**

Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Senior Leadership Team, such training to include anti-racism training.

### **Working with other Committees and Volunteers**

*This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee/ General Secretariat.*

The Convenor of Ministries Committee will also attend:

The Accreditations sub-committee

MoM sub-committee

### **Expected Standards**

*This section refers to the way in which the role should be done as opposed to the duties/ responsibilities themselves.*

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

*This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.*