

Role Description for Convenor of Church Life Fund Committee

Role Title	Convenor of Church Life Fund Committee
Main Points of Contact	Successor roles to CLR Programme Manager and CLR Administrator (Secretary and Minutes Secretary)
Connected Roles	Members of Church Life Fund Committee Members of Accreditation sub-committee Members of Faith in Action and Ministries Committees Applicants to the Church Life Fund
Sources of Support	Successor role to CLR Programme Manager Successor role to CLR Administrator
Location	The majority of meetings will be online. Where meetings are residential or in person, these will take place at mutually convenient locations. Times will be agreed out once the Committee is formed, to meet the needs of the Committee members.
Time Commitment	Quarterly meetings, consisting of 3 online meetings and 1 in person meeting per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings. 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.
Remuneration	Volunteers are not remunerated. The URC will ensure expenses incurred by volunteers while supporting the work of the Church Life Fund Committee are reimbursed, in accordance with URC expenses policy.
Background:	Following the decisions of the Extraordinary General Assembly 2025, the Church Life Fund Committee has been formed. Under delegated authority, Church Life Fund Committee will provide advice to URC Trust on the expenditure of the restricted Church Life Fund.
Committee Summary:	The Church Life Fund Committee will advise the United Reformed Church Trust on the use of the restricted Church Life Fund, under delegated authority from General Assembly. Its remit includes reviewing and recommending funding for shared services, lay worker grants, and new communities of discipleship and worship grants; ensuring appropriate stewardship of the Fund; and maintaining clear alignment with Assembly decisions, synod contributions, and regulatory requirements. The Committee exercises delegated oversight of applications, monitors outcomes, safeguards good governance and compliance, and ensures that funding decisions reflect the values and priorities set by General Assembly.

Principal responsibilities and duties

Convening and Running Meetings

1. Work with the Secretary of the Committee to plan meetings and ensure that the agenda covers the appropriate items for discussion throughout the year.
2. Ensure that the agenda responds to the work as directed by General Assembly and United Reformed Church Trust.
3. Ensure that the work of the committee remains within its approved Terms of Reference (and delegated authority from General Assembly and URC Trust).
4. Enable equal participation from the membership of the committee through measured chairing of meetings.
5. Approve minutes of each meeting for timely circulation to Committee members.
6. Ensure that the budget is managed by staff members, acting on behalf of URC Trust, and that the Committee has a part in oversight and review.
7. Ensure that the Committee's risk register is reviewed at appropriate intervals during the year and any necessary actions taken, including submission of the risk register at review periods.
8. Work with the Secretary to develop, and keep under review, the three-year plan of Committee work and matters for General Assembly and URC Trust.
9. Act as the point of contact when liaising with other Committees.
10. Oversee the Committee's relationship with URC Trust, Accreditation Subcommittee, other committees, and sub-committees, acting as a key point of contact.
11. Communicate the Committee's advice to URC Trust, in collaboration with the Secretary and other Committee members (particularly those representing URC Trust).
12. Ensure collective responsibility for the Church Life Fund, including its communications, expenditure, and support for applicants.

General Assembly/Assembly Executive

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

Oversee Committee Membership

1. Work in collaboration with the Secretary to ensure that the membership is able to effectively fulfil its role, and that members of different types (synod representatives, URC Trust representatives, etc) are well supported in their work.

2. In the event that an appointed member has to resign before the end of their three-year term, work with the Secretary and Nominations Committee to ensure a process to fill the vacancy is carried out.
3. Encourage and support the members in their work, enabling collaboration and mutual encouragement.

Advocacy and Collaboration

1. Advocate for the Church Life Fund across the denomination, and raise awareness of the opportunities it makes possible.
2. Ensure that the Church Life Fund is accessible to applicants and donors.
3. Actively make and seek connections with other committees.
4. Identify opportunities for external collaboration in conjunction with the Secretary (for example, with external funding bodies).

Training

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Secretary and others, including anti-racism training.

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. This role description will therefore be subject to periodic review and change if required.