

Terms of Reference for the Ministries Committee

Committee	Ministries
Convenor	Appointed by General Assembly following the nominations safer recruitment process (to be included in the numbers below in Committee makeup).
Secretary	Deputy General Secretary (Ministries)
Members	5 members with experience of the ministries and a range of learning and serving opportunities across the church including eldership, lay preaching, training and development, children and youth (4 lay and 1 ordained); a Synod Moderator; Convener of the Accreditations sub-committee; Convener of the Assessment Board; An RCL Principal representing College Connective A URC Youth representative A representative from the Ministries and Learning Forum) Head of Ministries Learning and Development
In Attendance when required (to cover their areas of expertise)	Convener of MoM sub-committee Convener of Retired Minister' Housing sub-committee (or its successor) Relevant staff members Moderator of General Assembly Members of the Senior Leadership Team
Length of Term	Initial terms of 4 years which may be extended for a further term.
Minute Secretary	PA to the Deputy General Secretary (Ministries)
Frequency of meetings	5 times per year (36 hours). January, April, June, September November (4 online and 1 in person)

Subgroups/Sub committees	The committee has the authority to create sub-committees from time to time to forward its work. Where those sub-committees carry out delegated tasks from the functions of the General Assembly, the Assembly itself shall delegate them through adopting terms of reference or resolution. Otherwise, the committee shall determine the Paper A2 The United Reformed Church - General Assembly, July 2025 structure of its sub-committees as necessary. As of Assembly July 2025, the sub-committees are: Assessment Board; Accreditations sub-committee; Maintenance of the Ministries sub-committee; Retired Ministers' Housing sub-committee; Ministries and Learning Forum; Lay Preaching Advocates Network.
Quoracy	8
Accountability & Reporting Duties	General Assembly
Terms of Reference Review	Every four years

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.

Responsibilities

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.

1. The Committee 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.

2. 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.
3. 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 Transitional Forum (Ministries and Learning Forum)
4. The Committee has oversight of the Ministries budget.
5. The Committee has oversight of the Assessment Board and all relevant sub-committees:
6. Its particular responsibilities are:
 - 6.1 advocacy, recruitment, selection and training of candidates for Ministry of the Word and Sacraments (MWS) and Church Related Community Worker (CRCWs) in co-operation with the Synods;
 - 6.2 relations with Resources Centres for Learning, Synods and external bodies which train MWS and CRCWs, both stipendiary and non-stipendiary, Assembly Accredited Lay Preachers, Locally Recognised Worship Leaders, Assembly Accredited Lay Pioneers, Special Category Pioneers and Elders on behalf of the URC;
 - 6.3 oversight along with Synods of the EM2 and EM3 processes, policies and funding;
 - 6.4 development and revision of policies and processes to support the ministries of the church;
 - 6.5 development and revision of policies and processes and management of the statistics related to deployment;
 - 6.6 development of new ministries to support the life and mission of the church;
 - 6.7 oversight of lifelong learning for the accredited ministries of the church ensuring they are accessible, inclusive, integrated and involve cooperation and collaboration across the whole denomination; it has delegated authority from General Assembly under functions v vi vii as laid down in the *Structure* of the United Reformed Church in *The Manual*
 - 6.8 work with other committees to ensure best practice in relation to Ministries of the church;
 - 6.9 work with the other departments to ensure best practice in relation to Ministries of the church;
 - 6.10** any other pieces of work deemed necessary by the church.

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 instruct task groups from beyond its membership to develop specific pieces of work.