

 <p>The United Reformed Church</p>	<p><b>Thames North Synod</b>  <b>16<sup>th</sup> March 2019</b>  <b>Synod Committees – for</b>  <b>Information</b></p>	<p><b>Paper</b>  <b>C1</b></p>
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## **SYNOD EXECUTIVE**

### Purpose

Between Synod meetings, to take such actions as will advance Synod decisions relating to the mission, welfare, good governance and well-being of the Thames North Synod of the United Reformed Church. The Executive has a co-ordinating and facilitating role in relation to the work of the other committees and is also the Trustee of Synod in relation to specified staffing, financial and property matters.

### Key activities include:

- 1) Listening to the needs of Local Area Groups and being creative and proactive in seeking out opportunities and encouraging growth across Synod
- 2) Developing and approving strategies, plans and budgets to inspire future mission (current objectives: growth in numbers, discipleship and external impact)
- 3) Meeting regularly with Synod committees and staff to build a strong leadership team and develop a common mind on key issues
- 4) Receiving regular reports on the progress of Synod committees in implementing agreed plans, and supporting and challenging them to achieve even more
- 5) Ensuring effective communications between Synod, Synod committees and Local Area Groups, consulting on issues and responding to concerns as appropriate
- 6) Acting as managing trustee of Synod buildings, funds and resources (including approving budgets and accounts, approving loans and grants, and monitoring expenditure)
- 7) Supporting the Moderator and Synod Officers to provide leadership and support to Synod
- 8) Employing and managing all Synod staff and activities (may be delegated to a sub-committee)
- 9) Being accountable to Synod for the performance of Synod committees and officers, and for reviewing their membership and terms of reference from time to time
- 10) At the request of any Synod committee, agreeing the basis on which specified activities may be referred by the committee to specialist advisers or to sub-groups of committee members for detailed work and reported back to the committee for decision.

### Functions of a possible Management sub-group

- 1) Staffing and HR matters
- 2) Managing Synod office activities
- 3) Procuring equipment and facilities (including IT services/ support)
- 4) Improving internal and external communications (including media relations, website)

### Knowledge and skills required within the Executive

Vision and decision-making abilities, keeping confidences  
Knowledge of Synod churches, activities and working arrangements  
Prior experience on another Synod committee  
Specialist knowledge relating to an area of Executive responsibility  
Experience of Trustee responsibility

### Supported by:

Synod HR Adviser, Finance Officer, Officers of Thames North Trust

## Membership

<b>Members</b>	<b>Term Period</b>	<b>Term No.</b>	<b>Role</b>
Mrs Bridget Akinyombo	2018-21	1st	Member
Mr Tony Alderman	2018-21	2nd	Member
Revd John Danso	2018-21	2nd	Member
Mrs Yetunde Oniwinde	2017-20	1st	Member
Mrs Ann Woodhurst	2018-21	2nd	Member
<b>Ex officio</b>			
Revd Dr Andrew Prasad			Moderator/Convenor
Mr Simon Fairnington			Synod Clerk/Secretary
Mr Tony Obi-Ezekpazu			Treasurer
Mr Brian Hosier			Assistant treasurer

## 2 DISCIPLESHIP COMMITTEE

### Purpose

To review and update strategies and plans for nurturing faith across all age ranges and for promoting new patterns of activity to further Synod's mission and growth objectives in the context of Vision 2020; and to encourage and challenge diverse Local Area Groups across Synod to identify local priorities for growth and service and to respond

### Key activities include:

- 1) Helping Local Area Groups to assess local needs and to identify realistic opportunities for nurturing faith, mission and service by actively sponsoring and supporting the CLR process
- 2) Championing work with children, young people and the 20-40 age group across Synod, as well as particularly disadvantaged groups with unserved needs that are present in several local areas
- 3) Agreeing which local priorities warrant Synod support in order to maximise growth across Synod (jointly with Pastoral committee)
- 4) Providing information and training, grants and project support so as to make best use of limited Synod and local resources to achieve growth
- 5) Encouraging and promoting discussion of Synod wide issues and opportunities, and developing new resources and support to meet common needs, including planning events and promoting dialogue between networks of churches for mutual support, fellowship and to share experiences and best practice
- 6) Promoting Synod's relationships with ecumenical, inter-faith and racial justice partners at all levels, and channelling relevant information to Local Area Groups
- 7) Supporting the work of related Synod programme staff and helping to shape manageable workplans, as well as supporting chaplaincies and other special ministries within Synod
- 8) Reporting regularly to the Executive and to Synod on plans, priorities and achievements, both celebrating and challenging progress in achieving growth across Synod

With the agreement of the Executive, specified activities may be referred for detailed work to specialist advisers or to sub-groups of committee members before being brought back for decision (e.g. Children and Youth work, CLR support, Information and project support).

### Knowledge and skills required within the committee

Community audit/ Strategic thinking/ creativity, Programme evaluation, Events planning, Information management and communication, Ecumenical/ Inter-faith relations, Social justice, Children & Youth work, Mission

### Supported by

Children & Youth Development Officer, Safeguarding Officer, Children & Youth Work Advocates, Mission Enabler, Equalities Adviser, Interfaith Adviser, Ecumenical Adviser, Racial Justice Advocates, Urban Churches Network Adviser

### **Membership**

<b>Name</b>	<b>Term Period</b>	<b>Term No.</b>	<b>Role</b>
Revd Jane Weedon	2019-2022	2	Convenor
Revd Sally Bateman	2017-2020	1	Member
Ms Liz Boyes	2019-2022	2	Member
Revd James Dalgleish	2019-2022	2	Member
Revd John Hardaker	2017-2020	1	Member
Mrs Margaret Lamptey	2019-2022	1	Member
Revd Sue McCoan	2017-2020	1	Member
<b>Ex Officio</b>			
Mr Tony Obi-Ezekpazu			Treasurer
Revd Dr Andrew Prasad			Moderator
Mr Simon Fairnington			Synod Clerk
<b>In Attendance as Necessary</b>			
Revd Anne Sardeson			Synod Training Officer
Mrs Soo Webster			Regional Pilots Officer

### **3 PASTORAL COMMITTEE**

#### Purpose

In conjunction with the Moderator as required to support ordained ministers, other Synod staff and local church leaders in maintaining and developing the Church's mission and ministry, including supporting Local Area Groups to develop appropriate local responses to achieving Synod's mission and growth objectives

#### Key activities include:

- 1) Supporting Local Area Groups, reviewing group statements of mission priorities (or Church Life Reviews), and agreeing which local priorities warrant Synod support in order to develop a mission strategy that maximises growth across Synod (jointly with Discipleship committee)
- 2) Reviewing and updating policy on the sourcing and deployment of lay and ordained leaders (stipendiary and non-stipendiary, SCMs and CRCWs), managing deployment and working to support effective implementation
- 3) Working with Local Area Groups to find suitable lay leaders, arranging their recruitment, selection and training, including planning for the encouragement of leadership vocations, lay preachers and other worship leaders
- 4) Supporting the selection and formation of candidates for ministry and the continuing education and mentoring of ordained ministers

- 5) Concurring in accepting the resignations and in the calling of ministers/CRCWs, approving the Declaration of Vacancy; overseeing the appointment process; and approving the terms of settlement for ministers/CRCWs; other paid Synod staff and local church workers
- 6) Agreeing and monitoring leadership development and training strategies and plans, taking into account Synod's growth objectives and the changing needs of Local Area Groups
- 7) Supporting ministerial team-working, and ensuring the completion of self-appraisals by ministers, CRCWs and local church leaders (Ministerial Accompanied Self-Appraisal system)
- 8) In conjunction with the Moderator and Synod Pastoral Consultants, ensuring the provision of confidential pastoral care for churches or ministers and their families in conflict or crisis situations and for retired ministers and their spouses
- 9) Advising on and approving LEP constitutions, Local Area Group agreements, and sharing agreements
- 10) Reporting regularly to the Executive and to Synod on achievements and issues in this area

With the agreement of the Executive, specified activities may be referred for detailed work to Synod officers or specialist advisers or to sub-groups of committee members before being brought back for decision (eg deployment).

#### Knowledge and skills required within the committee

Strategic HR management, Management development and training, Legal advisers, Experience of Mission, Broad knowledge of Local Area Groups/ URC ministry procedures

#### Supported by

Training officer, Candidate secretary, Lay leadership co-ordinator, representative of Synod Pastoral Consultants

<b>Name</b>	<b>Term Period</b>	<b>Role</b>
Revd James Fields	2019-2022	Convenor
Revd Nancy Babarinde	2018-2021	Representative, North Herts LAG
Revd Dorothee B�urma	2017-2020	Representative, Heath & Havering LAG
Revd Dr John Campbell	2019-2022	Representative, South Lea Valley LAG
Revd June Colley	2018-2021	Representative, Forest LAG
Revd Hugh Graham	2018-2021	Representative, Central London LAG
Revd Kate Hackett	2019-2022	Representative, North London LAG
Mr Jim Holliday	2018-2021	Representative, Enfield & East Herts LAG
Mrs Margaret Ingram	2018-2021	Representative, South Herts LAG
Revd Shahbaz Javed	2018-2021	Representative, East London LAG
Ms Elizabeth Plews	2019-2022	Representative, Heartland LAG
Mrs Bridget Powell	2019-2022	Representative, Chiltern LAG
Revd Viv Randles	2017-2020	Representative, South West London
Mrs Cathy Simpson	2018-2021	Representative, Metropolitan North LAG
Revd Rod Woods	2018-2021	Representative, Good News LAG
<b>Ex Officio</b>		
Revd Dr Andrew Prasad		Moderator
Mr Simon Fairnington		Synod Clerk
Mr Tony Obi-Ezekpazu		Treasurer
Mr Brian Hosier		Assistant Treasurer
<b>In Attendance</b>		
Ms Alison Ensor		Secretary

## 4 RESOURCES COMMITTEE

### Purpose

To ensure that Synod's financial and property resources are properly safeguarded and used to best advance Synod's mission and growth objectives and support the ministry of Local Area Groups fairly and appropriately across the Synod area

### Key activities include:

- 1) Requesting from each local church its contribution towards the URC's Ministry and Mission fund (based on the agreed formula, adjusted for LEPs) and, in consultation with the Moderator, entering into discussions with Local Area Groups to ensure achievement of the target income
- 2) In consultation with other Synod committees, advising the Synod Executive on the Synod's overall budget and the allocation of salaries and other expenditure between funds each year
- 3) Preparing annual and management accounts for the various funds, and reporting regularly to the Executive and to Synod
- 4) Recommending financial strategies and policies, including internal controls, in respect of all Synod assets and liabilities, income and expenditure
- 5) Developing investment proposals for Synod funds and related charities (including funds held in trust) and approving requests for release of trust funds
- 6) Making decisions on the purchase, letting, management (including maintenance and insurance) or sale of all properties in which Synod has a financial or custodian interest (including closed churches, staff and retirement housing)
- 7) Reviewing project applications from Local Area Groups under URC property trusts for alterations to operational premises and manses where there is an agreed local priority for Synod support and approving those that maximise the benefit to Synod's growth objectives
- 8) Making grants and loans to Local Area Groups to maximise growth achieved across Synod, including specifying the interest rates and terms that apply, and monitoring the performance of grants and loans in achieving those objectives
- 9) Reporting regularly to the Executive and to Synod on achievements and issues relating to the use of Synod resources

With the agreement of the Executive, specified activities may be referred for detailed work to specialist advisers or to sub-groups of committee members before being brought back for decision (e.g. property management, listed buildings consent, investment management, major project evaluation/ management).

### Knowledge and skills required within the committee

Property management, Project management, Property development, Financial management and control, Investment management, Project evaluation

### Supported by

Accountant, Property Development Worker, Officers of Thames North Trust

### **Members**

<b>Name</b>	<b>Term Period</b>	<b>Term No.</b>	<b>Role</b>
Dr John Wise	2019-2022	2	Convenor
Mrs Janet Coleman	2019-2022	2	Member
Mr Fadi Hayek	2019-2022	2	Member
Mr Martin Powell	2019-2022	2	Member
Mr Philip Read	2019-2022	2	Member

Mr Michael Gould	2018-2021	1	Member
<b>Ex Officio</b>			
Revd Dr A Prasad			Moderator
Mr Tony Obi-Ezekpazu	2019-2022		Treasurer
Revd David Skipp			Property Development Worker
Mr Keith Berry			Trust Secretary
<b>In attendance</b>			
Mr Adam Harvey			Surveyor-Rapleys
Mr Graham Smith			Surveyor-Rapleys
Mr Patrick Daykin			Secretary

## 5 LISTED BUILDINGS ADVISORY COMMITTEE

### Terms of Reference

The **Listed Buildings Advisory Committee** is a quasi-statutory committee which the Synod is obliged to appoint in accordance with the Revised Procedure for Control of Works to Buildings agreed between the United Reformed Church and the Government under The Planning (Listed Buildings and Conservation Areas) Act 1990 & The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994. (SI 1994 No.1771). It is also distinct from other Synod committees in that it largely operates under Planning Law and not the United Reformed Church legislation.

The **purpose** of the Committee is to receive notice of any work proposed within the curtilage of a Listed Church, currently in use for worship by the URC and held in URC Trusts within Thames North Synod, and after consulting with the local church and appropriate heritage bodies to advise the Synod (through the Synod Resources Committee) as to whether or not to grant Listed Buildings Consent and on what conditions.

Cases involving like-for-like repairs and replacements or relatively minor works that would not require secular Listed Building or Conservation Area Consent in the absence of the Exemption can usually be dealt with informally without going through the full procedure.

The **Membership** is appointed (not elected) and shall consist of a Convenor (Chairman) and a Secretary who must be Members of the United Reformed Church, together with at least four other persons not necessarily Church Members who between them have the particular knowledge and experience as set out in the First Schedule of the United Reformed Church's 'Procedure for Control of Works to Buildings'.

### Members

<b>Name</b>	<b>Role</b>
Mr Simon Fairnington	Convenor, Synod Clerk
Mr Michael Gould	Member
Mr Peter Knowles	Member
Mr James Laurie	Member
Revd Dr James Mather	Member
<b>Ex officio</b>	
Revd David Skipp	Property Development Worker, Secretary

## 6 APPOINTMENTS ADVISORY GROUP

### Purpose

To ensure the best possible candidates are found through an open and transparent process to fill vacancies in Synod committees and task groups and to represent Synod at the General Assembly - increasing the level and range of relevant skills available and providing a more balanced representation of the geographic spread, age, gender and ethnicity of church members where possible

### Key activities include:

- 1) Managing an open process of advertising vacancies and candidate requirements through Local Church Groups, when requested by the Moderator and the relevant committee Convenor, describing the role and time commitment expected and the particular skills and experience being sought, and inviting expressions of interest
- 2) Managing an open application process based on written applications from prospective candidates, setting out their skills and experience for the role applied for and references from the Elders' meeting of the local church or equivalent in LEPs having personal knowledge of them
- 3) Approaching individuals directly through Local Church Groups or committees to invite applications from individuals with particular skills needed to fill vacancies
- 4) Managing a process of open selection based on ranking each applicant against the essential and desirable qualities set out in the advertisement, giving priority to relevant skills and fresh thinking, and holding panel interviews for short-listed candidates
- 5) Providing feedback on non-confidential matters to unsuccessful candidates that will assist them in making any future application
- 6) Making recommendations collectively to Synod on appointments having consulted with the appropriate committee Convenor or, in the case of the appointment of Convenors, with the Moderator and the Synod Executive
- 7) Keeping records of the date of each appointment and its expiry, and alerting committee Convenors in sufficient time to implement the recruitment of a successor

### Knowledge and skills required within the committee

Recruitment and selection, Appraisal interviews, Coaching or counselling, Knowledge of Synod's strategies and needs, Ability to keep confidences

### Supported by

HR Adviser, Moderator's PA, Disability Co-ordinator, representative of Racial Justice Advocates

<b>Name</b>	<b>Term Period</b>	<b>Term No.</b>	<b>Role</b>
Mrs Bridget Akinyombo	2018-2021	1	Member
Revd John Danso	2017-2020	2	Member
Mrs Marion McNeill	2018-2021	1	Member
Mrs Perry Reid	2019-2022	2	Member
Mrs Sue Russell	2019-2022	2	Member
<b>Ex officio</b>			
Revd Dr Andrew Prasad			
Mr Simon Fairnington			Synod clerk
<b>In attendance</b>			
Mrs Colleen Fraser			Secretary