



January 2023

TERMS OF REFERENCE OF SYNOD/UNITED AREA PASTORAL COMMITTEES

Responsible to: Synod/United Areas

Reporting to: Synod Ministries through its convener or convener's alternate

Synod/Area Meeting:-Decisions are subject to the approval of Area Meetings.

N.B. Confidentiality will be observed in the case of items relating to pastoral sensitivity and or operational reasons.

Frequency of meetings decided locally (minimum of 3 per year)

Composition: Composition will comprise Convener (appointed by Synod Council), secretary and a mix of ministerial and lay people (appointed by the Area/United Area Meeting).

Ex officio members will be the Synod Moderator and the Synod Area Leader. (All Officers of Synod are ex officio members of all Synod Committees)

Ex officio non-voting: the Mission and Development Officer

The following postholders may also be invited to be members, or attend meetings or send reports, at the discretion of the Synod Area executive.

- 1) Synod/United Area Lay Preaching Co-ordinator
- 2) Synod/United Area LMMR co-ordinator
- 3) Synod/United Area Property Adviser
- 4) Synod/United Area Treasurer
- 5) Synod/United Area Administrator
- 6) Convener of Synod Candidates and Students Committee
- 7) A Local Church Leader
- 8) In the case of a United Area, it may be desirable to invite the Ecumenical Development Officer and a representative of other denominations.

N.B. The Pastoral Committee may invite guest speakers as and when they think it necessary eg Ecumenical Development Officer, Training and Development Officer and CYDO.

1. CARE OF CHURCHES

a. To maintain ongoing contact with churches

- i. To receive reports/updates from churches
- ii. To refer anything in these reports identified as an opportunity or a concern to the relevant Synod Officer or a member of synod staff

b. Vacancies (also see Deployment)

- i. To support Churches as per 'When a minister leaves'
- ii. To appoint a Visionary Companion to creatively explore God's vision for the churches
- ii. If Required, to appoint an Interim Moderator (to operate as per Movement of Ministers document)
- iii. To receive reports on progress of vacancy process from Visionary Companions /interim moderators
- iv. To check the contents of the Pastorate Profile before submitting to the Moderator
- v. To recommend to Synod/United Area concurrence to calls
- vi. To check that Terms of Settlement adhere to the minimum standard of the Synod's Standard Terms of Settlement document and Plan for Partnership
- vii. To notify Synod Office of call and concurrence so that appropriate procedures can be implemented, for example DBS checks

c. Local church leaders (LCLs)

- i. Pastoral Committees will be made aware of those seeking to become Local Church Leaders and will comply with all reference to pastoral committees in the Southern Synod Local Church Leadership document
- ii. To appoint the oversight minister of the church concerned as pastoral advisor (6.3 g. & h. of LCL policy)
- iii. Following reviews (usually through LMMR, otherwise as termed appointment applies) to recommend renewal of appointments to Synod/United Area/Ministries. In the case of concerns to refer to Synod Ministries.

2. DEPLOYMENT

- a. To monitor local deployment targets in line with Synod targets
- b. To strategically consider church groupings and the formation of leadership/ministerial teams as appropriate

- c. To identify and appoint Visionary Companions to creatively explore God's vision for the churches
- d. To appoint and receive reports from Scoping Groups and to make recommendations to the Synod/United Areas regarding vacancies
- e. To appoint Interim Moderators to a group / pastorate as and when required.

3. CARE OF MINISTERS, CHURCH RELATED COMMUNITY WORKERS (CRCWs) AND LOCAL CHURCH LEADERS (LCLs)

- a. In close co-operation with the Moderator, to deal with matters of particular concern relating to specific ministers, CRCWs, LCLs and to receive pastoral news as appropriate
- b. To keep a record of all termed appointments, conduct reviews and deal with requests for extension of such ministries
- c. To receive and recommend concurrence to the call and resignation of ministers, CRCWs and LCLs and to address any pastoral issues for ministers and churches
- d. To notify the Synod/United Area Administrator of changes in personnel. This information also to be forwarded to Synod Office for local and national handbook amendments
- e. To recommend to Synod/United Area approval of overseas exchange visits
- f. In consultation with the Synod Training and Development Officer, to appoint pastoral advisors for EM2 ministers
- g. To maintain pastoral concern for retired ministers and CRCWs, their spouses and widowed spouses, wherever possible through the local churches in the areas in which they reside or worship

4. MISSION

- a. To be aware of local mission initiatives
- b. To encourage mission in the local context in churches in their area via Synod/United Area meeting

5. CANDIDATES AND STUDENTS (C&S) includes Ministers, CRCWs and LCLs

- a. To arrange candidate placements, to find people to carry out assessments of candidates and services as requested by C&S Committee.
- b. To appoint a liaison person for each candidate.
- c. To support students in whatever way is appropriate.

6. LAY PREACHING

- a. To appoint a local Lay Preaching Co-ordinator
- b. To receive reports from the Local Lay Preaching Co-ordinator

7. LAY PRESIDENCY

- a. To receive requests from Churches for lay presidency and authorise training when needed
- b. On the advice that any required training has been completed satisfactorily, or on acceptable request for renewal, to recommend authorisation of lay presidency to the Synod/United Area meeting
- c. Authorisation of Elders and non-Assembly accredited lay preachers is time limited. The Pastoral Committee will seek and consider requests for renewal and seek approval of its recommendations from the Synod/United Area meeting.

8. LOCAL MISSION AND MINISTRY REVIEW (LMMR)

- a. To appoint a LMMR co-ordinator
- b. To maintain a panel of trained people to conduct reviews
- c. To initiate each review and receive its reports (pastorate and minister), taking specific actions necessary and forwarding the reports to Synod in line with LMMR policy

9. CRCW, STRATEGIC AND SPECIAL CATEGORY MINISTRY

- a. To assist in the preparation of applications for Strategic and Special Category Ministers and CRCWs
- b. Where appropriate to set up local Management Committees and support groups
- c. Where appropriate, to make application for funding from the Synod Strategic Mission Fund

9. ECUMENICAL MATTERS

- a. To liaise with the Ecumenical Development Officer
- b. To monitor Local Ecumenical Partnerships (LEPs) where ecumenical arrangements are in place
- c. To support ecumenical relationships

10. TRAINING

- a. To collaborate with appropriate Synod staff in the provision of training events

11. SAFEGUARDING

- a. To promote the attendance at URC Safeguarding training events
- b. To refer concerns relating to safeguarding and governance to the Synod Safeguarding Officer

12. OTHER MATTERS

- a. To comment upon Finance and Property applications to the central structures of Synod as required

Agreed at Ministries Committee January 2023