

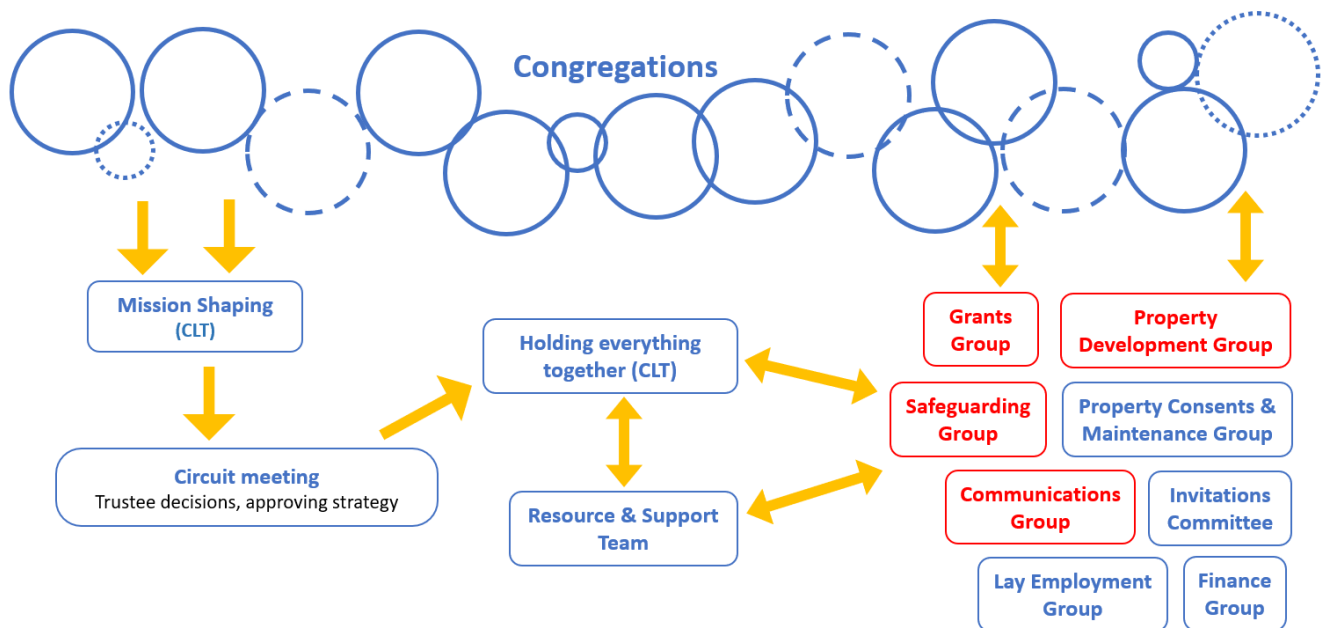


# The Methodist Church in Sheffield

## Casting the net on the other side

### Preparing to implement new Circuit Groups (co-creating)

Since Circuit Meeting last met in June, CLT have continued to make preparations for implementing new Circuit Groups to make our governance more responsive to the missional needs of congregations and new work at this time.



Each group will be responsible for operating within the budget(s) assigned to it, and for communicating pro-actively with the Finance Group if they may need to request unbudgeted expenditure and with other groups where their work may overlap.

All members of CLT will continue to be actively involved in shaping and communicating the circuit's present and future mission, and the ongoing tasks of ensuring that these are prioritised and that the diverse work of the circuit is held together as a coherent whole. The groups will take on some of the discernment and oversight currently undertaken directly by CLT, and so will create more capacity for this strategic thinking.

Levels of delegated authorities to act on behalf of the circuit (which have always existed) have been clarified here. It should be noted that, as managing trustees, Circuit Meeting members remain ultimately responsible for all activities and decisions of the circuit and will continue to be kept informed of significant decisions made under delegated authorities.

### Property Development Group (new)

#### Proposed initial membership

Melissa Quinn (Chair, Circuit Development Worker), Rev Phill Borkett, Rev Michelle Deans, Rev Naomi Cooke,

David Burton (Circuit Steward) Anne Lyons (Circuit Steward), Glyn Jones, Peter Brand, John Bailey, Neil Harland (District Mission Enabler, in attendance)

**Responsibilities**

- Assess chapels coming into circuit trusteeship for missional value, community value and financial value (ideally at the invitation of church councils prior to church councils making decisions to cease to meet). Prepare and implement plans arising from these assessments
- Assessment process expected to comprise the following phases. Recommendations will be brought to Circuit Meeting via CLT at each of these decision points:
  1. Initial development case – research and listening to community and missional needs and opportunities; potential partners and funders; mapping missional and community outcomes and high level financial estimates for a range of options. **Decision required each time – in what way(s) do we feel called to manage missional, community and financial value from this building?**
  2. Development plan – detailed plan for how missional, community and financial value will be realised, including resources required (including any employed roles), start up and ongoing finances, property consents anticipated, risk management. **Decision required each time – are we ready to begin implementing this plan?**
  3. Start up phase – implementing the development plan, whilst continuing to listen and respond to context
  4. Transition to sustainable mission (if relevant) – smooth handover from start up phase into an established mission or ministry. **Decision required each time – is this work ready to be held less closely?**
- Manage relationships with relevant partner organisations (e.g. The Foundry Sheffield)
- Monitor Replacement Project levies, such that these are recovered through new capital investment within required timescales where possible
- Manage the Property Consents portal for buildings overseen by the group:
  - For major projects (defined as works costing more than £20k or substantially changing the nature of how the building can be used, or property leases) prior approval will be obtained from the Circuit Meeting, or CLT if urgent
  - For other projects, the Property Development Group will have delegated authority to give consent on behalf of the circuit, and will provide CLT with a list of authorisations it has given.

**Property Consents, Manses & Maintenance Group (existing, with changed responsibilities)****Proposed membership (unchanged)**

Rev Debora Marschner (Chair), Jonathan Dilks (Circuit Steward), Arthur Lyons (Circuit Steward), Joyce Wiles (Circuit Steward), Ruth Ballantyne (Circuit Administrator supporting Property), John Bailey, Margaret Hague, Stuart Hague

**Responsibilities**

- Manage and maintain circuit estate of manses, The Furnival and burial grounds. Manage property consents system for these properties
- Develop an income stream from manses not currently required for housing of ministers
- Proactively oversee quinquennials for churches and manses
- Buy and sell manses as required to ensure that fit for purpose housing is available in the places where the circuit needs to locate its ministers, subject to approval from Circuit Meeting (or CLT in case of urgent transactions).

- For church property projects and projects involving circuit properties overseen by the group, provide circuit property consent where churches have taken appropriate professional advice, selected contractors appropriately and the work underpins an active mission plan (or is urgent and essential)
  - For major projects (defined as works costing more than £20k or substantially changing the nature of how the building can be used, or leases excluding Assured Shorthold Tenancies) prior approval should be obtained from the Circuit Meeting, or CLT if urgent.
  - For other projects (including Assured Shorthold Tenancies) the Property Consents, Manses & Maintenance Group operates with delegated authority and will provide CLT with a list of authorisations it has given or withheld.
  - For very large church redevelopment projects, the group will draw on broader expertise as necessary to assist in its task of scrutiny

### **Lay Employment Group (existing)**

#### **Proposed membership (unchanged)**

Jenny Bywaters (Chair, Circuit Steward), Rev Ian Lucraft, Arthur Lyons (Circuit Steward), Phillippa Dand (Children's Coordinator), Heather Rotherham (Circuit Administrator supporting Finance), Andrew Crawford (District HR Officer, in attendance)

#### **Responsibilities**

- Ensure that appropriate HR documentation is in place and processes followed for all circuit and church lay employees
- Review job descriptions, person specifications and terms & conditions of service for legal compliance, reasonableness of workload and relation to local missional plans prior to recruitment for proposed church and circuit lay roles
  - In case of direct replacement roles with no wider strategic implications, to grant approval to recruit and notify CLT
  - In case of new roles or replacement roles with wider strategic implications, to make recommendations about recruitment to Circuit Meeting (or CLT in case of urgent recruitment)
- As and when required, review terms and conditions of existing circuit lay employees for consistency and whether salary levels are appropriate for job responsibilities (noting some members of the group are lay employees, so potential conflicts of interest will need to be mitigated)

### **Safeguarding Group (new)**

#### **Proposed initial membership**

Rev James Morley (Chair), Maryke Turvey (Circuit Steward), Debbie Wheeler (Circuit Administrator supporting Safeguarding), Jane Offord

#### **Responsibilities**

- Oversee safeguarding culture across churches, including review of and response to annual self-audits
- Create a supportive community of practice for church safeguarding officers and work with them to develop new approaches to implementing safeguarding
- Provide a pool of people with expertise for circuit safeguarding officers to turn to for advice
- Organise Foundation Module training

- Prepare safeguarding policies for the circuit's own activities for approval by Circuit Meeting and ensure implementation

### **Finance Group (existing, with changed responsibilities)**

#### **Proposed membership**

Matt Irons (Chair, Circuit Steward), David Burton (Circuit Steward), Arthur Lyons (Circuit Steward), Heather Rotherham (Circuit Administrator supporting Finance), Richard Thomas, Richard Wells

#### **Responsibilities**

- In consultation with CLT and other groups, prepare an annual budget for approval by the Circuit Meeting
- Monitor compliance with budget throughout the year
- Provide regular summarised information about the financial position of the circuit and financial impact of spending proposals beyond the current budget to CLT to support its strategic decision making
- Prepare and file audited annual report and financial statements
- Ensure that sufficient controls and processes are in place to protect the financial assets of the circuit
- Make sufficient financial information available to other groups and budget holders to support their work
- Manage restricted funds and trusts held by the circuit, seeking Circuit Meeting authorisation for changes in restricted purposes.
- Advise churches on how to respond to financial risks and opportunities

### **Grants Group (new)**

**Proposed initial membership** for the group will be brought to the November Circuit Meeting. If urgent grant requests need to be considered before the new group has started, they will be considered by those who have been members of the Mission Vision Team.

#### **Responsibilities**

- Scrutinise grant applications from churches, other related organisations (e.g. ecumenical charities with links to the circuit) and individuals, and recommend grants for approval by the circuit meeting (or CLT in case of urgent grants).
- Obtain and review evaluations of grants previously made
- Keep under review the effectiveness of grants programmes to make best use of limited funds available (currently large grants, small grants and learning & development grants) and criteria, seeking CLT approval for changes to criteria and programmes.
- Prepare reports for Circuit Meeting and CLT of grants proposed and impact of previous grants

### **Communications Group (new)**

**Proposed initial membership** for the group will be brought to the November Circuit Meeting.

#### **Responsibilities**

- Design and implement a proactive communications strategy for the circuit, linked to *casting the net on the other side* and other strategic priorities

- Create, launch and maintain Circuit Information Hub – directory of missional work across the circuit and key contacts for this – to enable networking and sharing of advice
- Build trust through sharing circuit decision-making

**Invitations Committee (existing)****Proposed membership**

*See report CM/24/25*

**Responsibilities**

- Manage consultations, prepare profiles, letters of invitation and organise matching visits regarding re-invitations, invitations and curtailment of appointment of ordained and probationary ministers
- Plan for the future presbyteral and diaconal ministry needs of the circuit, for complementary ministries such as lay pastors
- At all times follow Connexional guidance regarding the stationing process

**RESOLUTIONS**

- 24/1 The Circuit Meeting receives the report.**
- 24/2 The Circuit Meeting agrees to the formation of new groups with their terms of reference, responsibilities and delegated authorities as set out in the report.**
- 24/3 The Circuit Meeting agrees to new names, terms of reference, responsibilities and delegated authorities of existing groups as set out in the report.**