

Mission Committee Terms of Reference

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed:

Role:

Date:

Introduction

The aim of this document is to help the Mission Committee to serve the congregation on the basis of a clear set of aims within the vision of St Luke's Church. This document will help to address the need for a committee that can bring energy and enthusiasm to keep the church outward looking.

Aims

We would like as a Church to actively support a range of charitable work beyond the life of our own Christian Community. While we recognise that many of our members individually support a wide range of charitable work, it is the PCC's wish that we take responsibility **as a Christian community** for a range of charitable and Christian activities and promote them within St Luke's.

The Mission Committee will:

- Encourage interest in mission work in the UK and overseas;
- Maintain active contact with the church's Primary Mission Links (see Responsibilities below);
- Nurture and strengthen support (financial, practical, prayer, personal) between the primary mission links and members of St Luke's;
- Promote their activities and their work within St Luke's in whatever ways will help deepen people's interest;
- Plan a consistent level of support for primary charitable organisations, whilst recognising that some individuals may choose to support other organisations.
- Direct our 'Charitable Giving' as identified in the Budget Report to the AGM, through which we seek to honour God by the giving of our 'first-fruits' to the primary links, but also the secondary links according to the committee's policy on financial support;
- Inform and stimulate interest within the congregation about what is happening beyond the parish;
- Encourage individuals in their own ministry and sense of calling.

Responsibilities

To establish and maintain a clear policy for selecting our primary mission links and responding to requests for support from charitable organisations and individuals;

To identify, develop and maintain Primary Mission Links with up to four suitable organisations and individuals.

To regularly review our mission links so as to ensure that our support is not spread too thinly, but remains substantial, lively and fruitful both for the links and for us.

To develop the interest of the congregation in the Primary Missionary Links. To use whatever means at their disposal for doing this.

To direct budgeted funds to the primary mission links and other carefully selected causes (secondary mission links). The total budgeted fund (the 'Charitable Giving') will be decided by the PCC, but the way it is to be spent will be proposed by the Mission Committee and submitted to the PCC for confirmation each autumn as part of the budgeting process.

To respond to major national or world crises with advice and ideas for how St Luke's might itself respond.

To test, support and encourage individuals who feel called to short or long term mission

To notify all mission organisation representatives of mission committee meetings who may participate as non-voting members.

To provide minutes of meetings as per PCC guidelines and additionally to circulate them to all mission organisation representatives.

To report to the APCM each year on the relevant activities of all mission links.

Mission Budget

Primary Mission Links: we will build long-term relationships with these organisations, and commit the majority of our budget to a level of regular support, as agreed by PCC.

The remaining budget will be split between the following areas subject to the needs in place at any time. Urgent requests can be agreed outside of meetings, but most requests will be discussed and agreed at the next available committee meeting. All support is subject to budget and the committee retains discretion over all requests, however the type of projects considered are listed below.

Support for individuals to explore their mission calling.

Response to Crises: We will respond to major crisis appeals as appropriate, subject to the details of each appeal. Where possible we will make our response through Tear Fund.

Secondary Mission Links: we will consider other requests for financial support using the following criteria.

- Involvement of St Luke's with the organisation (either corporately or members individually)
- Appeal is for a one-off project/need rather than on-going "general funding"
- Options available for promotion of the organisation within St Luke's (e.g. mission speaker)

Modus Operandi

Refer to Appendix 2 of the PCC Brief for details of the Team's standing orders.

Membership is to be notified to and confirmed by the PCC.

The committee is to meet as often as it deems appropriate, but not less than four times a year.

Criteria for supporting a primary mission link

Definition: A primary mission link is one of a small number of charities that St Luke's chooses to support, financially and in other ways, over an extended period of time (to be decided by the mission committee and reviewed annually), with the intention of building and maintaining a strong relationship. One of the main aims of a primary mission relationship is that both sides will engage in an active partnering role for the benefit of both parties.

Before entering into a long term relationship with a charity, consideration should be given to the following;

- The charity is appropriately registered with the Charities Commission.
- A review of the annual accounts should be undertaken, checking issues such as proportion of revenues used in administration, reserves policy etc
- A review of the governance structure – e.g. that there is a functional independent board of trustees
- The charity (or the project area of the charity to be supported) is aligned to the vision and mission statement of St Luke's.
- The charity has a proven track record of success and can provide practical examples of where it has, and is continuing to, fulfil the aims and objectives of the charity.
- The level of interaction required from both sides of the relationship and whether the two are compatible.

For example:

Will a St Luke's representative be required from the charity in order to make the most of the relationship?

Is training required for a St Luke's Church representative? What is the time and cost commitment for this?

Is giving from St Luke's required/able to be ring fenced for specific projects?

Will the charity be able to provide sufficient feedback on the progress of projects or equivalent, to inform the St Luke's community?

Will representatives of the charity be required to present at St Luke's church services and/ or events. Is this possible? What would be the frequency?

If it is deemed that the charity is not able to accommodate the requirements of the St Luke's Mission Committee, then it may be possible for a shorter term of support to be agreed wherein the relationship and project progress can be reviewed with a view to building or terminating the relationship as appropriate.

Primary mission links are to be in three areas and the committee will endeavour to maintain a balance between these areas:

- ✓ Local organisations/people (St Albans/Hertfordshire – but outside the St Luke's parish)
- ✓ National organisations/people (Britain)
- ✓ International organisations/people

Each primary mission relationship should be reviewed annually by the Mission Committee to ensure that any goals agreed with the charity at the outset are being achieved and that the relationship is as fruitful as it can be for both sides.

Criteria for supporting individual congregation members

St Luke's Mission Committee is keen to support the individual callings of congregation members to personal mission endeavours.

Those wishing to approach the mission committee for support, either financial or otherwise must be assured of a clear and transparent process that ensures the fair treatment of all applicants.

Application process

Potential applicants will be asked to submit in writing to the Mission Committee a brief summary of their chosen mission calling and will be asked to include the following details;

- Personal details: name, address, length of time and level of involvement with St Luke's, email address, phone number.
- A brief summary of the mission work including the following: charity or organisation leading the mission (if applicable), any previous experience that the individual has had of working with that charity, brief project description, and what the charity will bring to the community.
- Whether the charity is a Christian organisation, or otherwise how the mission supports Christian values.
- What gifts and skills the individual is hoping to use and/or learn as part of the mission.
- Applicants may wish to indicate the level and type of support required, e.g. financial, prayer, fundraising support, raising awareness, etc.

The above details will be considered at the earliest Mission Committee meeting after an application is submitted.

Applicants may be asked to meet with the Mission Committee, and present to St Luke's (at a church service or equivalent) details of their proposed trip or work.

If the applicant is successful, the Mission Committee may stipulate some or all of the following criteria which the applicant must adhere to,

- If the mission does not proceed for any reason, any funds transferred to the applicant must be returned.
- Any funds are to be used as stipulated by the Mission Committee (to be agreed with the applicant during the application process).
- The applicant should give feedback to St Luke's (either written report, or presented to an appropriate church service/meeting) once the project or mission is completed.

All applications will be considered at the discretion of the Mission Committee and in discussion with the vicar where appropriate.

All applications will be viewed in light of number of applicants received, annual budget available and the length and scale of the commitment required.