

## Clarendon Team Governance Working Party

The Governance Working Party is now in a position to present to the Team Council their recommendations for the future governance of the Clarendon Team, and those recommendations are contained in the following pages. This letter gives some indication of the methodology the Working Party adopted, the main issues that confronted us, and the resolutions which ultimately seemed to be workable.

I was asked in January, after my retirement as Canon Precentor of Salisbury Cathedral (and now living within the benefice), if I would chair the Working Party, which I agreed to do. We had our first meeting at Sarum College on March 30 and we met on eight subsequent occasions. The names of the other Working Party members, which included the Rector and several members of the ministerial team, and lay representatives of each of the parishes within the benefice, are included in the following paper.

Our objective was to try to rationalise the governance structure of the benefice, if possible to reduce the number of meetings that currently take place in a multi-parish benefice, and certainly to reduce the administrative work load that fell upon the Rector. At the same time we wanted both to strengthen the sense that the six parishes were part of a single team (in more than an administrative sense) and protect and encourage the initiatives and traditions of the individual parishes, and the access of their congregations to the pastoral and decision making, and policy forming aspects of the Team's mission and ministry.

The detail of our proposals is contained on the following pages, so there is no need for me to repeat it, beyond identifying a number of points that seem to me to be the most important results of our deliberations.

- we decided not to try to change the legal basis on which the Clarendon Team had originally been set up (which means that the Team Council continues to have statutory responsibility with the bishop for the appointment of a Team rector and the PCCs retain their statutory responsibilities and rights), but to operate the suggested changes in governance on a consensual rather than a legalistic basis.
- we have tried to recognise the different (though inevitably over-lapping) functions of the Team Council and the PCCs and we have tried to strengthen the links between TC and PCC, by emphasising the importance of parish representatives at Team Council meetings (and attendance at them) and by recognising the support that such representatives may need in fulfilling their obligations.
- The Team Council will inevitably have a role in developing policy and generating liturgical, social and spiritual events that affect the whole Team and strengthen it. But it will also have a strategic role in planning for the mid and long term future of the parishes within the Team and in looking out to the wider church and world to bring to the attention of the Team as a whole important issues that might otherwise be overlooked.
- The PCCs meanwhile will continue to meet and plan their individual events (liturgical and social) and the ministerial team under the Rector's direction will continue to resource the congregations of each church pastorally, spiritually and liturgically.
- We recognised the importance of the Ministerial Team both in terms of individual ministries but also as an influential player in the way the Team Council and local

parishes operate. And we recognised that attendance at a PCC might well be delegated from the Rector to another member of the Ministerial Team.

- The joint PCC, meeting about three times a year, will continue to have a role in the governance of the Team, though due to its potential size (around eighty people attending) it will be less of a decision making body, but will present opportunities for parishes within the Team to comment or report on matters of mutual concern to their neighbour parishes.

During our discussions, I became aware that an important factor in facilitating the effective working of the Team's governance would be the recruitment of a Team Administrator who would back up the administrative work of the ministerial team (including the booking of marriages, baptisms and funerals) and also co-ordinate the operation of the Team across and within the parishes.

If I can add a final personal comment, we have tried to fulfil the brief that was asked of us conscious that a formula however much discussed in detail will only succeed if the participants in the parishes, and on the various councils, are prepared to make it work. No plan is fool proof and no doubt the suggestions made here (if approved) will need to be amended and improved in the light of practical experience.

I would like to take this opportunity of thanking the members of the Governance Working Party for the amount of time and trouble they have taken, and the amount of insightful comment they have provided in a process that has been both fascinating and, at times, tricky. This report with its recommendations comes to the Team Council with our unanimous support, and we hope that the Council will accept the proposals we make.

Jeremy Davies  
September 2012

***Report of the***  
**GOVERNANCE WORKING PARTY**  
***to the***  
**CLARENDON TEAM COUNCIL**

**“The mission of the Clarendon Team ministry is to combine our gifts and resources where they will enable us to be more effective in making Christ known”**

## **Proposed Terms of Reference**

### **1. Main Purpose**

The Team Council will act as the primary body to work with the ministry team. Through the collaboration of the clergy and lay representatives, the Team Council will seek to be an instrument for the building of God's Kingdom within our parishes, and through mission, ministry and worship will witness to God's presence as we respond to the needs and concerns of the world in which we live.

### **2. Key tasks**

- 2.1 Establish a strategic vision for the Clarendon Team, taking account of individual needs of parishes where possible with specific, measurable, achievable, realistic and timely objectives for, amongst other things,
- Mission
  - Worship
  - Nurture
  - Pastoral care
  - Children, young people and schools

These objectives to be reviewed regularly to identify progress in the spiritual, pastoral and cultural development of the parishes within the team.

- 2.2 Agree and review as necessary the worship rota including the allocation of clergy and other resources with particular reference to seasonal variations and the preparation and promotion of Team services.
- 2.3 Agree policies and procedures on pastoral care, occasional offices (including preparation and related fees) and other areas such as safeguarding, admission to communion and confirmation.
- 2.4 Agree the Annual Budget and monitor progress of income and expenditure as appropriate.
- 2.5 Agree the appointment of the Team personnel and their terms of engagement and ensure their performance is reviewed in accordance with their terms of engagement.

### **3. Other tasks**

- 3.1 Carry out the function of each PCC within the team under Part II of the Patronage (Benefices) Measure, 1986 which relates to the appointment of a new Team Rector.
- 3.2 Co-ordinate programmes of mutual benefit across the Team ranging from Stewardship campaigns to team building, social and liturgical events.
- 3.3 Respond to and encourage responses to Deanery and Diocesan requirements (e.g. the Deanery Strategic Plan) and where appropriate, co-ordinate responses.
- 3.4 Consider any other matter of common interest to the parishes.

## Proposed Way of Working

### 1. Composition

The composition of the Team Council is laid down in section 1 of its constitution agreed in April 2005 and is in accordance with the Church Representation Rules but in practice, each PCC will elect two people only to serve on the Team Council.

(The GWP noted that the membership of the Team Council was originally approved by the PCCs and determined by the Bishop's Council in 2005 and were in agreement the formal position should remain unchanged for the time being. We also agreed that the parishes should agree informally that each parish would have 2 members of the Team Council and that this informal arrangement should be reviewed in light of experience.)

### 2. Meetings and procedure

- 2.1 The quorum for all meetings of the Team Council will be not less than two members of the ministry team and no fewer than four parishes represented.
- 2.2 The Team Council will hold a minimum of six meetings per year which will be convened by the Team Rector . The agenda and supporting papers will be circulated seven days before the meeting. The schedule of meetings for the year should be set in advance.
- 2.3 At the first meeting of the Team Council following the annual meetings of Parochial Church Councils, a Lay Chair will be elected for the period until the next APCMs.
- 2.4 The Team Council will establish an annual programme of topics.
- 2.5 Although the Council will normally operate by consensus where matters are decided by a vote a 75% majority will be required.

### 3. Minutes and papers

- 3.1 Minutes of Team Council meetings are to be prepared and issued to all Team Council members as soon as possible after the meeting following approval by the Chair.
- 3.2 Team Council PCC members will pass on the minutes, once approved, to their individual PCC secretary identifying anything for consideration by the PCC.
- 3.3 Minutes may be made available for public inspection by means of, for example, inclusion on the Clarendon website. Minutes made available for public inspection should exclude confidential items, that is, items which refer to an individual person or other items deemed confidential by the Team Council.

## ***Governance Working Party of the Clarendon Team*** **6 September 2012**

### **Members of the Governance Working Party**

Jeremy Davies	Chair and Rector's nominee	Tim Hawkes	Farley with Pitton
Nils Bersweden	Team Rector	Andy Larkham	Alderbury
Alan Bannister	West Dean and East Grimstead	Debbie McIsaac	Lay Chair
Peter Claydon	Whiteparish	Elizabeth Moore-Bick	Clergy representative
Jane Dunlop	Clergy representative	Mike Morgan-Jones	Winterslow
	(Rector's nominee)	Malcolm Read	West Grimstead