

# Appendix Four:

## Task Group Terms of Reference



### Asset Strategy Program (ASP) and associated Task Group Property Application Form 2A and or Form 2B Business Case

#### 1. Parties to this Terms of Reference:

- a. The Church Council of the .....UCA
- b. The UCA Presbytery of .....
- c. Property Services, on behalf of the Property Board.

#### 2. Objectives

The Objectives of the Asset Strategy Program or Property Application Business Case is for the Church Council

- a. to receive a recommended Plan [See Reg 4.6.1]
- b. to communicate and consult with the congregation about the Plan recommended by the Task Group and / or Project Control Group [See Reg 4.4.(d)],
- c. to provide the basis for the Church Council's consideration and adoption of a recommended Plan [See Reg 4.4.1(b) and 4.6.3.]
- d. to be supported in its commitment to implement the adopted plan, for a sustainable future in respect to the mission commitments and initiatives of the congregation, and the funds and property under its beneficial use.

#### 3. Task Group Name and source of authority

- 3.1. The name of this body shall be the 'Property for Mission Task Group - [congregation/cluster]' (Task Group)
- 3.2. In the case of a Property Application Major Project, the Task Group is set up within the governance policies and protocols of the Property Board, endorsed by the Synod Standing Committee 2013.
- 3.3. In the case of Asset Strategy Program, the Task Group is set up in accordance with the ASP Policy resolution – SC 14.66.15

#### 4. Oversight and accountabilities for the program or project

For the purpose of delivering the program or project, the Synod and Synod Standing Committee ("SSC") have delegated the responsibility for the oversight of Property Applications and the Asset Strategy Program to the Property Board ("PB").

The PB has appointed a Project Control Group to administer oversight of a major project, or the Asset Strategy Program on its behalf.

The major project or ASP has been established to provide advisory services to the Church Councils of the UCA as per the UCA *Regulations* Section 4.

Oversight of the program or project is exercised by the PCG in the context of monitoring and making decisions related to the services delivered.

**5. Relationship to the UCA Regulations**

The Task Group, formally appointed by the Church Council operates as a committee of the Church Council. Any recommendation will be brought by the Task Group to the Church Council for its consultation with the congregation and consideration for approval forwarding to the Presbytery for the Presbytery’s consideration and endorsement before being presented to the Synod’s Property Board. (See Regs 4.4.1; 4.4.2; 4.4.1; 4.6.3)

**6. Explanations following**

- 6.1. Membership of the Task Group
- 6.2. Functions and expectations of Task Group members
- 6.3. Administrative arrangements

**7. Adoption and agreement to Task Group Terms of Reference**

Adopted by the.....Church Council.

Signed.....Date \_\_\_ / \_\_\_ / \_\_\_  
Church Council Chairperson

Signed.....Date \_\_\_ / \_\_\_ / \_\_\_  
Presbytery Chairperson, Presbytery of .....



**6. Explanations**

**6.1 Membership of the Task Group**

The Church Council and the Presbytery nominate members of the Task Group in their discretion, taking into account the following:

- a. Members of the Task Group are not direct representatives of, or delegates of, their originating Congregation, council or agency.
- b. The sum of the members should reflect the diversity of Congregations and Beneficial Users of Property within the [congregation/cluster] such that it is a forum which provides effective guidance to the Advisory Team.
- c. Members should offer varying skill sets such that the group is able to efficiently advise on and disseminate both the mission and technical related elements of the Advisory Team’s documents and provide clear evaluation of the same against the Task Group’s agreed Property for Mission objectives.
- d. The Task Group shall comprise at least one member nominated by the presbytery and at least 6 members nominated by the Church Council. The Church Council may designate additional members ex-officio as consulting members, who may principally participate on the papers or for specific topics and issues. In the case of two or more Church Councils included in an ASP Church Community, each Church Council will appoint at least 2 members to the Task Group.

In addition to the Task Group membership, it should be noted that:

- e. Whilst the Advisory Team, and at times members of the PCG, will be in attendance at Task Group meetings, they will not be members of the Task Group.

- f. The Task Group may, from time to time, seek counsel from experienced practitioners within the church community stakeholder groups, but outside the Task Group. The stakeholder consultation is welcome within the Task Group meeting forum.

## 6.2 Oversight and function of the Task Group

The PCG requests that the Church Council formally appoint its Task Group members to:

- a. gather the information for each of the 'Property for Mission' inquiries conducted by the Task Group
- b. collaborate with the ASP Team in setting the Joint Objectives of the ASP project
- c. maintain communications with the Church Council, and from the Church Council to the ASP Team in respect to the progress of the ASP project
- d. assist the ASP Team in scheduling meetings with the Church Council
- e. provide to the ASP Team guidance, informed feedback, assessments of the frameworks and options developed accurately reflecting the Property for Mission data
- f. collaborate with and assist the ASP Team in shaping the final recommendations for presentation to and consideration by the Church Council
- g. endorse the final Asset Strategy Plan, and recommend that plan to the Church Council.

The PCG also requests that the Presbytery formally task its members appointed to the Task Group to:

- a. assist the ASP Team to listen to and heed the Presbytery Property Committee's considerations as per Reg 4.3.1 concerning the allocation, use of, responsibilities for and applications in respect to property within its bounds
- b. make known to the ASP Team any presbytery interests in or guidance to the mission of the Church (See Reg 3.1.5a)
- c. communicate the ASP project's progress to the Presbytery's Property Committee, Officers and Standing committee
- d. provide Presbytery feedback to the Task Group and ASP Team
- e. present the completed Property for Mission Reporting Pages Pack to the relevant Presbytery committee responsible for property matters (See Reg 4.3 – Presbytery Property Committee)
- f. support the Task Group and through the Task Group members, the Church Council in its understanding of the ASP
- g. assist the Task Group in the presentation of the Asset Strategy Plan to the Church Council, and support the recommendation of the plan to the Church Council.

## 6.3 Administrative arrangements

### a. Task Group Meetings

Clear communication between the Congregation/Cluster, Presbytery, Stakeholders, Synod (Property Services team), PCG and Advisory Team is critical to the successful delivery of the ASP. On this basis, the Task Group will meet on a regular basis and not less than twice per month. Additional Task group meetings may be called during critical points in the ASP program.

A member may provide feedback on a particular matter in writing (email accepted) via another member if unable to attend a particular meeting.

Minutes of task Group meetings will be taken by a member of the Advisory Team. Task Group member may seek to contribute to these minutes upon review.