

Protocols for Diocesan Council for Mission

Protocols for Council for Mission

1. Membership

- 1.1. Ex-officio as appointed by the Bishop from the Diocesan Leadership Group.
- 1.2. Ordinary Members at the Bishop's discretion, with a letter of appointment with term of office specified.

2. Cessation

- 2.1. A person ceases to be an Ordinary Member of the Diocesan Council for Mission if the member:
 - 2.1.1. Fails to attend three (3) consecutive meetings of the Council for Mission without prior reasonable explanation
 - 2.1.2. Is deemed by the Bishop, to be no longer suitable or capable of carrying out the duties of a member
 - 2.1.3. Resigns by written notice to the Bishop
 - 2.1.4. Dies
- 2.2. The cessation of membership shall be recorded in the minutes, the individual notified in writing by the Executive Secretary and a replacement chosen as per section 3 of the Statutes.

3. Terms of Office

- 3.1. Terms shall be for a maximum of two (2) three (3) year terms but appointments should allow for the maintenance of continuity and renewal of Council membership.
- 3.2. A member who has served for six (6) consecutive years is not able to serve on the Council for Mission until a period of one (1) year has elapsed.
- 3.3. If a person ceases to be a member, the Bishop shall determine the replacement based on the status of their membership, as per 3.2 of Statutes.
- 3.4. The Chair or Co-chairs shall not hold office for more than three (3) consecutive years.
- 3.5. The Bishop may approve any variation to the terms of office.

4. Functioning

The Council for Mission:

- 4.1. Shall meet at least four (4) times a year at a time or place to be determined in consultation with the Bishop.
- 4.2. Quorum shall be half plus one member, one of whom must be the Bishop (or his delegate for that particular meeting).
- 4.3. Members should be physically present, but at times, they may participate via electronic means. The decision to use electronic means lies with the Executive.
- 4.4. Every meeting shall include prayer or reflection.

- 4.5. Agenda items and issues may be sent in writing, to the Council for Mission by individuals and bodies in the diocese.
- 4.6. The Agenda for each meeting of the Council for Mission shall be prepared by the Executive (defined in section 6). The agenda and supporting documentation shall be sent to all members at least ten (10) days before the meeting.
- 4.7. As soon as convenient after the meeting, the Executive Secretary shall send a copy of the minutes to the Co-chairs. Once the Chair or Co-chairs have approved/amended the minutes, a copy shall be distributed to each member.
- 4.8. The Council for Mission shall determine the role, functioning, composition and term of office of any sub-committee or task group that it establishes. Such task groups/sub-committees shall report directly to the Council for Mission.
- 4.9. The Executive, on behalf of the Council for Mission, shall report to the Diocesan community at least once per year.
- 4.10. Ordinary Members are entitled to claim approved expenses associated with their duties on this Council e.g. Mileage, accommodation or development expenses.

5. Relationship to Other Bodies

- 5.1. The Council for Mission, is bound by and guided by the Diocesan Pastoral Plan.
- 5.2. The Council for Mission should be consulted on any major decision being taken by other diocesan bodies and vice versa.
- 5.3. The Council for Mission may request information to help with its deliberations from any diocesan or parish body, and receive prompt replies. If the matter is confidential the Council for Mission shall treat it confidentially.
- 5.4. Where the Council for Mission discusses the recommendation of any Diocesan and/or Parish Council, or any matter affecting those Councils, a summary of that discussion shall be promptly forwarded to that Council.

6. Responsibilities of Members

6.1. Ordinary members must:

- 6.1.1. Attend all Council for Mission meetings or tender an apology
- 6.1.2. Be prepared for the meeting by reading documentation
- 6.1.3. Be attentive to the relevance of information made available to the Council
- 6.1.4. Participate in deliberations to ensure that all perspectives are shared
- 6.1.5. Work collaboratively and be open to decision-making by discernment
- 6.1.6. Be willing to participate in the work of the Council. This could include, joining working parties, undertaking research, or taking minutes etc.
- 6.1.7. Be willing to work collaboratively with other diocesan bodies or groups
- 6.1.8. Attend any training/formation for Council members.

6.2. Chair or Co-chairs must:

In addition to the duties of Ordinary Members, the Chair or Co-Chairs shall:

- 6.2.1. Convene the Council for Mission meetings
- 6.2.2. Oversee the agenda for the Council
- 6.2.3. Oversee the adequacy, timeliness and appropriateness of information provided to Council members
- 6.2.4. Run the Council for Mission meetings by
 - ▶ Ensuring the business of meeting is dealt with effectively and efficiently;
 - ▶ Encouraging participation in deliberations by all Council members so that the benefit of each member's perspective and contribution may be shared and considered;
 - ▶ Maintaining the meeting's focus on strategic and other priority matters;
 - ▶ Setting standards of behaviour and engagement at Council meetings and discouraging behaviour inconsistent with those standards;
 - ▶ Keeping the meeting's focus on the subject matter on hand;
- 6.2.5. Act as the Council representative in communications between the Council and the Bishop.

6.3. Ex-Officio Members

In addition to the duties of Ordinary Members, the Ex-Officio Members shall:

- 6.3.1. Provide information, at the request from the Bishop that is relevant to the item on the agenda and,
- 6.3.2. Raise areas of concern, provide advice and guidance relevant to their role in the diocese with the Council for Mission.

6.4. Executive Secretary

The Executive Secretary shall:

- 6.4.1. Attend to the tasks relevant to their role in the diocese as indicated by the Council for Mission

- 6.4.2. Work with the Executive in planning the agenda for the Council
- 6.4.3. Ensure the financial responsibilities are met by the Council for Mission
- 6.4.4. Ensure that Council members are reimbursed in a timely manner for out of pocket expenses
- 6.4.5. Write all letters and carry out other tasks as directed by the Council.
- 6.4.6. Appoint a minutes' secretary for each meeting.

7. Procedure for Advising the Bishop

- 7.1. The Council for Mission members shall discuss matters tabled as per agenda or notify the Chair or Co-chairs of matters that require the immediate attention of the Council for Mission
- 7.2. After discussion a proposed recommendation is raised and agreed upon by the members. **(the recommendation)**
- 7.3. This recommendation is put to the Bishop for his consideration or for further investigation or discussion
- 7.4. The Bishop determines the decision **(the decision)**
- 7.5. An action plan for following through on the decision is determined **(an action plan)**
- 7.6. If the Bishop chooses to go against the recommendation an informed explanation needs to be provided to the Council

8. Financial Responsibilities

The Council for Mission does not have financial responsibility, but an amount is allocated in the diocesan budget and is managed by the Executive Secretary to support the work of the Council, including:

- 8.1. For the normal function of the Council for Mission
- 8.2. During an Assembly or Gathering process
- 8.3. If a recommendation requires financial support
- 8.4. To cover expenses incurred by Ordinary members in performing their duties
- 8.5. The Director Pastoral Ministries, who acts as an Executive Secretary to the Council for Mission is responsible for the Council for Mission budget allocation