

## **BAILDON METHODIST CHURCH LEADERSHIP TEAM.**

### **TERMS OF REFERENCE**

#### **1. Primary purposes of the Leadership Team.**

- a) To act as a forum for discussing, taking decisions, and responding to issues which arise relating to the day to day running and management of Baildon Methodist Church. (Issues for consideration may arise from the Ministerial Team; individual church members or users of Wesley's; groups which meet at the Church Centre; partner agencies and external bodies; Church Committees etc.)
- b) To refer issues, when appropriate, (with or without recommendations from the Leadership Team), to the Ministerial Team; Church Council; Stewards Meeting; or other Church Committees as appropriate. The Leadership Team must not take decisions which legitimately and appropriately should be taken by these other bodies except in emergencies.
- c) To reflect and represent the needs, interests, and views of members of Baildon Methodist Church and users of Wesleys in relation to the Ministerial Team and external agencies, and to provide a mechanism for consultations by the Ministerial Team on urgent matters.
- d) To act according to the doctrines and policies of the Methodist Church and policy decisions made by the Church Council, and to report regularly to the Church Council.

#### **2. Membership.**

- a) The Leadership Team shall have 6 members:
  - Two Stewards including the Senior Steward and one other.
  - Representative of Pastoral Committee
  - Representative of Worship and Church Life Committee
  - Representative of Property and/or Enabling Committee
  - Representative of youth workers.
- b) A member of the Ministerial Team is welcome to attend the meetings of the Leadership Team at any time.
- c) The Leadership Team may invite (by majority vote) other people to attend all or part of a meeting, and contribute to discussion at the discretion of the Chair, but these visitors may not take a part in decision-making and must be asked to leave if any confidential matters are discussed.

#### **3. Decision-making.**

- a) Meetings of the Leadership Team will normally take place not less than monthly, but will initially take place every two weeks. Emergency meetings may be called if necessary.
- b) Whenever possible, the Leadership Team will strive to take decisions based on consensus following discussion. However, when this is not possible a vote shall be taken.
- c) The quorum for the Team shall be 4. When there is not a quorum present, a meeting can go ahead and issues be discussed but decisions will have to be referred either to the Ministerial Team or to the subsequent meeting of the Leadership Team.
- d) When the results of a vote are tied, the Chair shall have a casting vote.

#### **4. Officers of the Leadership Team.**

- a) The Senior Steward will normally Chair the meetings of the Leadership Team. In her / his absence, or if she/he so wishes, another member of the Leadership Team may be nominated to Chair one or more meetings of the Team.
- b) A Secretary shall be appointed from within the membership of the Leadership Team to:
  - prepare agendas with the Chair and circulate to the members in advance of the meetings;
  - write up and distribute the minutes of meetings;
  - send written referrals of issues to relevant other Teams / Committees / Church Council etc.;
  - communicate decisions to those who need to know;
  - prepare a report to each Church Council meeting.

#### **5. Communication.**

- a) Publicity should be given to the existence of the Leadership Team (via Pews News, website, and noticeboards) with information about who to contact if there is an issue that anyone wishes the Leadership Team to consider.
- b) Except where matters under discussion are confidential, the minutes of the Leadership Team meetings shall be made available to members and users of Baildon Methodist Church by displaying them on the church notice board and via the website.
- c) Minutes of the Leadership Team will be circulated to the Ministerial Team.

*June 2012*