

## **What is the Bishop's Council?**

The Bishop's Council performs three distinct functions:

- Mission and Pastoral Committee (Measure 2007) – with the broad remit of keeping under review arrangements for pastoral supervision and care in the diocese and to advise and make recommendations to the Bishop.
- Diocesan Board of Finance (DBF) – the legal entity of the Charity. The DBF supports the work of the wider diocese for example through support of existing ministry, development of future ministry, maintenance of parsonages, payment of the clergy, administration of the DAC, safeguarding, communications and suchlike.
- The standing committee of the Diocesan Synod – initiate proposals and plan its agenda and business.

## **What would your role be?**

We are looking for members with professional and life skills and experiences to form a diverse Bishop's Council, committed and able to debate, discuss, scrutinise, challenge and support the leadership as they develop and implement the strategy that arises from the Vision of Growing in God.

As a member of the Council, you would also be a trustee and director of the Diocesan Board of Finance (DBF). A trustee has certain responsibilities and these are attached at appendix 2 for your information.

We would hope that most members of the Council would also serve on one of the following committees:

- Governance Committee, chaired by Archdeacon David Jenkins
- Finance and Investments Committee, chaired by Steve West, Treasurer
- Parsonages Committee, chaired by Ian Wigston, trustee

Please note that the Bishop's Staff (effectively the executive committee of the Bishop's Council) is appointed by role and comprises for the most part, senior clergy and staff of the DBF.

There are six to seven Bishop's Council meetings and four to six Committee meetings per year, which generally last 2-3 hours and time is required for reading the papers in advance.

The first Bishop's Council of the new triennium (three-year period of the Synod) is 7 October 2021, to be held at 2.00pm and will be held both in person at the diocesan office and on Zoom. Further dates are in appendix 3.

**Knowledge, Skills and Experience**

In 1 Corinthians 12: 27 and 28 we read of the many gifts and roles in the Church, of which good leadership and governance is specifically mentioned. The role description in the appendix contains further details of particular knowledge, skills and experience we are seeking within the membership of the Bishop's Council, and I would ask you to prayerfully consider whether you fulfil one or more of these.

**So what next?**

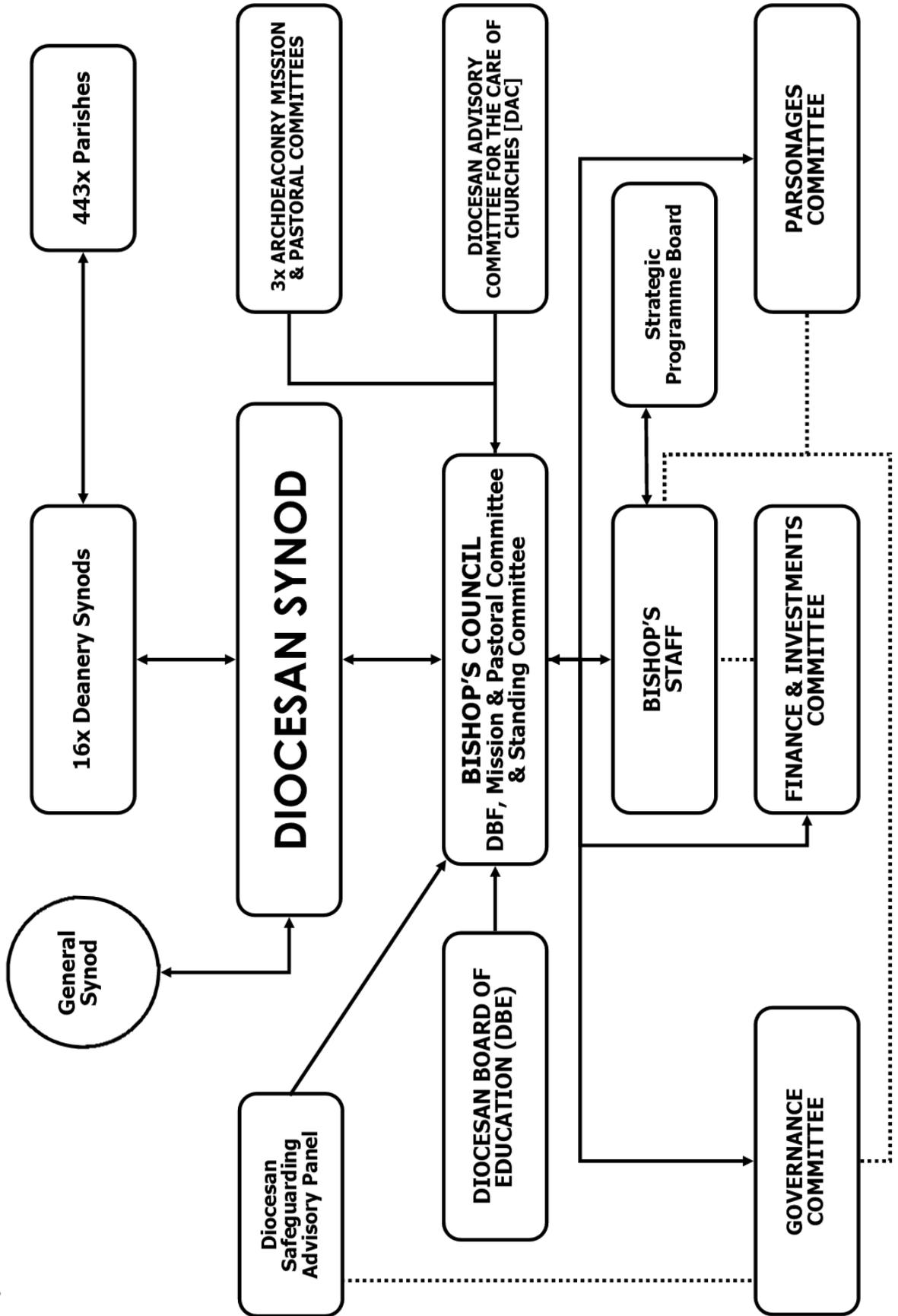
If you think God could be calling you to this role and ministry, please complete the nomination form.

Yours sincerely

Mrs Anna Hughes

**Diocesan Secretary & Secretary of the Diocesan Synod**

**Appendix 1 – Governance Structure Chart**



## **Appendix 2**

### **Bishop's Council Role Description & Person Specification**

In performing its function as the Diocesan Board of Finance, members of the Bishop's Council are trustees of the charity and directors of the company limited by guarantee. 'Trustee' is used in this role description to describe the role.

#### **Trustee and Member Duties**

1. To ensure that the St Edmundsbury and Ipswich Diocesan Board of Finance complies with its Memorandum and Articles of Association, charity law, company law, ecclesiastical and other relevant legislation or regulations.
2. To ensure that St Edmundsbury and Ipswich Diocesan Board of Finance pursues its charitable objects
3. To ensure that the St Edmundsbury and Ipswich Diocesan Board of Finance applies its resources exclusively in pursuance of its objects, i.e. not spend money on activities not included in the Articles of Association, no matter how worthwhile or charitable those activities are.
4. To contribute actively by giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the financial stability of the organisation.
7. To protect and manage the property of the organisation and to ensure the proper investment of the Charity's funds.
8. To declare any conflict of interest whilst carrying out the duties of a trustee.
9. To be collectively responsible for the actions of the organisation and other trustees.
10. To abide by the equal opportunities policy.
11. To ensure that the organisation is properly insured against all reasonable liabilities.
12. To attend meetings and to read papers in advance of meetings.
13. To support the Chief Executive in ensuring effective, efficient and economic administration.
14. To participate in other tasks related to the work of the Council as arise from time-to time.

#### **Trustee Person Specification**

Each trustee should have:

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of legal duties and responsibilities of trusteeship

- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to appropriately speak their mind
- An ability to work effectively as a member of a team

Collectively, the Bishop's Council needs skills and experience in the following areas:

- Mission and evangelism, spiritual discernment and ecclesial understanding
- Change management
- Community engagement
- Education
- Environment (A greener diocese)
- Financial/business
- Health, safety and welfare
- Human Resources
- Legal including ecclesiastical law
- Marketing and business development
- Media (including digital), communications and press
- Property (residential & land) management & development
- Safeguarding
- Strategic planning and impact
- Technology and IT

A balanced Council should reflect the breadth of the organisation for which it works and from which it draws. Trustees are encouraged to proactively seek appropriately skilled and talented persons to stand for election to the Council and appointment to subcommittees at the appropriate times.

July 2021

## Appendix 3

### Future Dates of the Bishop's Council

All meetings are held between 2.00pm-5.00pm unless otherwise stated. Due to current restrictions, meetings are currently being held both in person at the diocesan office and on Zoom.

Date	Notes
Wednesday 29 September	This will be an induction for new trustees and will be between 9.30am-12.30pm. Location to be advised.
Thursday 7 October	This is the first meeting in the new triennium of the Bishop's Council.
Thursday 9 December	
<b>2022</b>	
Thursday 3 February	
Thursday 7 April	
Thursday 26 May	
Thursday 21 July	
Thursday 29 September	
Thursday 10 November	