

The Cotteridge Church
Terms of Reference
Pastoral Working Group

Aims and Objective

The Pastoral Working Group reports to the Worship and Pastoral Committee and works on its behalf to oversee Pastoral care at The Cotteridge Church, in pursuit of the following objectives:

1. Supporting the Ministerial team in their pastoral role, as required
2. Being aware of and implementing pastoral guidance from the three denominations
3. Maintaining an active set of Pastoral Links and steering and supporting them in their role
4. Ensuring all members of The Cotteridge Church are aware of the pastoral support available to them.

Membership

The Pastoral Working Group will consist of a minimum of five (5) members with the minister ex officio. The Worship and Pastoral Committee will appoint the Chair, the members will be the pastoral links. A minute secretary will be chosen by the Working Group.

Meeting Procedures

Meetings of the Pastoral Working Group will usually be held every six (6) months, although extraordinary meetings may be held more frequently at the request of the Worship and Pastoral Committee.

A meeting of the Pastoral Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Pastoral Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Pastoral Working Group is set and distributed at least one week before the date of the meeting.
- A Report is provided to the Worship and Pastoral Committee every six months on the status of the objectives of the Pastoral Working Group and any decision required from the Worship and Pastoral Committee, ensuring any required decisions are accompanied by a description of the need for the decision and any financial impact. The report should be presented in a standard format, agreed by JCC.

The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Pastoral Working Group meetings, and then distributed to the Working Group's members.

Finance

The Pastoral Working Group will not have a budget, any required expenditure will be requested from the Finance, Property and Management Committee.