

The Cotteridge Church  
**Terms of Reference**  
**Cotteridge Mission through Action Working Group**

### **Aims and Objective**

The Cotteridge Mission through Action Working Group (CoMAWG) reports to the Community Services Committee and works on its behalf to oversee the mission activities of The Cotteridge Church in pursuit of the following objectives:

1. To facilitate, encourage and support the local, national and global mission activities of The Cotteridge Church. For this purpose, mission is defined as carrying out the Gospel mandate to alleviate suffering and support the vulnerable through worship and action, in order to share God's love for all.
2. Develop and maintain an overview of the ways in which mission activities (as defined above) are being conducted across all areas of activity of The Cotteridge Church and identify opportunities for mission activity to be enhanced, consulting with relevant governance structures and stakeholders
3. Make recommendations on the ways that mission activity could be incorporated or enhanced in all areas of activity, working with and supporting the sub-Committee, volunteers and staff responsible for each area.
4. Take a lead on the Church's work on challenging and alleviating injustice (taking on the role of the former Church in Society Group), encouraging and supporting existing and new activity with this aim. The work of CoMAWG is an overt manifestation of The Cotteridge Church mission statement:  
*The calling of The Cotteridge Church is to respond to the Gospel of God's love in Christ and to live out its discipleship in worship and mission.*
5. The remit of CoMAWG includes mission work locally, nationally and globally, where:
  - Locally is defined as communities in Cotteridge, Birmingham and the rest of the West Midlands.
  - Nationally is defined as anywhere and everywhere in the United Kingdom
  - Globally is defined as countries outside of the UK, particularly those regarded as developing countries.

### **Membership**

The Cotteridge Mission through Action Working Group will consist of a minimum of five (5) members.

The Community Services Committee will appoint the Chair and remaining members to ensure that the minimum number is met, and that membership includes individuals with current or recent experience of mission activities locally, nationally or globally.

A minute secretary will be chosen by the Working Group.

Members will serve for a period of three years, commencing on the date of their first meeting of the CoMAWG and cannot serve again for a period of one year after their term has expired, except if approved by the Community Services Committee.

### **Meeting Procedures**

Meetings of the CoMAWG will usually be held every two (2) months, although extraordinary meetings may be held more frequently at the request of the Chair of the Community Services Committee.

A meeting of the CoMAWG 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 CoMAWG meets its Terms of Reference.

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- An agenda and papers for each meeting of the CoMAWG is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Community Services Committee every two months on the status of the objectives of the CoMAWG and any decision required the Community Services Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

The Minute Secretary is responsible to ensure that:

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

**Finance**

CoMAWG will have no financial responsibilities and must seek permission for expenditure from the Community Services Committee (CSC will, in turn, seek approval for such expenditure from the Finance, Property and Management Committee).

These Terms of Reference are authorised by

Chair of Community Services Committee

Date \_\_\_\_\_