

# **Terms of Reference**

(agreed by Council of Assembly, 25<sup>th</sup> July 2009)

## **Leadership Sub-Committee**

### **1. Constitution**

The sub-committee shall be a committee of the Council of Assembly established by the Council.

### **2. Objectives**

The primary objective of the sub-committee is to assist the Council of Assembly in discharging its responsibilities relative to the formation, education, and continuing education of ordained and lay leadership in the Presbyterian Church including recruitment and assessment standards, formation and training modes and outcomes, appraisal standards and processes, human resource policies and practices, human resource legislative compliance, professional development, discipline and performance.

The secondary objective of the sub-group is to advise the AES in the implementation of Council policy, to review policy proposals from the AES or from task groups the Council or the AES have appointed, and to assist in implementation when it feels appropriate on invitation by the AES.

### **3. Membership**

Members of the sub-committee shall comprise members appointed by the Council on the recommendation of the Nominating Committee. The members shall be appointed because of their knowledge and governance skill relating to the responsibilities, with necessary consideration being given to a breadth of perspective. Normally members shall be within reasonable driving distance of the location designated for the sub-committee. At least Two members shall be appointed from outside the designated location..

The number of members of the sub-committee shall be not more than eight and not less than six.

The Council shall appoint a convener and deputy convener.

The term of membership shall be two years after which members may be reappointed for further terms, total service not to exceed six years.

The Nominating Committee will follow its usual approach in seeking nominations. .

#### **ASSOCIATES**

Te Aka Puaho, Pacific Island Synod, Asian Advisory Group, Presbyterian Youth Ministry (Focus Group) and Synod of Otago and Southland may appoint an associate.

The Assembly Executive Secretary, Principal of the Knox Centre for Ministry and Leadership, National Mission Enabler, Human Resource Manager, and the Convenor of the KCML Advisory Board shall be associates. The sub-committee may associate others.

#### **4. Administration and meetings**

The sub-committee shall be based in **Dunedin**.

The Sub-committee shall appoint a minute-secretary.

A quorum of members shall be four.

As well as members and associates, the sub-committee may have in attendance such members of the Service Team (in agreement with the AES) and such other persons as it considers necessary.

Reasonable notice of meetings and the business to be conducted shall be given to the members of the sub-committee, the Principal of the Knox Centre School of Ministry, the Human Resource Manager, the National Mission Enabler and the Assembly Executive Secretary.

Meetings shall be held not less than four times a year having regard to the Council's meeting times and reporting cycle.

Minutes of the meetings shall be kept.

#### **5. Responsibilities**

The sub-committee shall:

- a. Advise Council of Assembly regarding matters within its responsibilities. This responsibility includes advice on:
  - Overall human resource strategy and policies relating to ordained and lay leadership;
  - Policy relating to recruitment, assessment, acceptance, formation, appraisal, continuing education and discipline of ministers of word and sacrament;
  - Policy relating to Ministry Review assessment criteria and processes;
  - Policy relating to parish reviews and mission planning;
  - Knox Centre for Ministry and Leadership business plan;
  - Evaluating, in relation to changing ministry needs and conditions, outcomes, core elements, key values and processes for formation of ministers including Local Ordained Ministry, and Local Ministry Teams and recommending policy relating to these;
  - Approving criteria, processes and policies for accepting ministers from other churches into the ministry of the Presbyterian Church, and advising on policy relating to these;

- Identifying trends in ministry, eldership and church leadership generally, evaluating societal and other changes which will influence those trends, and advising on policy and overall strategy;
- b. Advise the Assembly Executive Secretary relating to the implementation of policy related to the sub-committee's area of responsibility at its own instigation or when it feels appropriate at the invitation of the AES. In the event of the AES declining to take advice the matter may be referred to the Council of Assembly.
  - c. Consider policy advice referred by the Assembly Executive Secretary or any Task Groups she/he appoints in the sub-committee's area of responsibility and advise Council as appropriate regarding proposals, and recommend as appropriate policy or policy change to the Council.
  - d. Assist the Assembly Executive Secretary in implementing Council and/or AES decisions at the invitation of the AES and as it considers appropriate.
  - e. Make decisions on behalf of the Council of Assembly where there are specific delegations to the sub-committee, and report to the Council. These are:
    - Approve criteria and processes of the Personnel Work Group, National Assessment Work Group, and Introduction Work Group and in relation to continuing education, Local Ordained Ministry and Local Ministry Teams;
    - Determine appeals from students for the ministry from decisions of the Knox Centre for Ministry and Leadership relating to assessment, training, or granting of exit certificates;
    - Approve detail of legislative proposals for submission to General Assembly relating to leadership and recommend to General Assembly;

## **6. Service Team**

The AES, the Principal of the KCML, the National Mission Enabler and the Human Resource Manager shall provide reports to the sub-committee in relation to its responsibilities.

The AES shall determine priorities as between the sub-committee's requirements and other Service Team activities, under the general oversight of the Council of Assembly.

## **7. Authority**

The sub-committee is authorised by Council to obtain outside professional advice and to arrange for the attendance at meetings of outside parties with relevant experience and expertise if it considers this necessary, within budget.

## **8. Review of the Sub-committee and the terms of reference**

The Sub-committee shall undertake a bi-annual self-review of its objectives, outcomes, responsibilities and of its terms of reference. Such objectives, outcomes, responsibilities and terms of reference shall also be reviewed by the Council as appropriate.

## **9. Reporting Procedures**

After each sub-committee meeting the convener shall report the sub-committee's work, findings, and recommendations to the Council. The provision of minutes may be sufficient to meet this requirement, at the judgment of the sub-committee convener.

The minutes of all sub-committee meetings shall be circulated to, the AES, the Convenor of the Council of Assembly; and to such other persons as the Council directs.

The convener shall present a report to each Council meeting summarising the sub-committee's activities during the preceding period and any significant results, findings and recommendations.

The Council of Assembly will report to the General Assembly. There may be a sub-report from the sub-committee, endorsed by the Council of Assembly.