

BISHOP'S MISSION ORDER LIGHTWAVE COMMUNITY COUNCIL



Terms of Reference

Context

The aim of Growing in God in the Countryside is to grow new disciples in the countryside with an ambitious goal of 1,500 new disciples by 2026. It has two workstreams:

- The growth of the Lightwave Community as a diocesan community of small disciple-making groups which will continue to flourish and grow after the end of the project
- Facilitating ongoing cultural change for Rural Mission

In December 2018 a Suffolk Fresh Expressions Community (Lightwave Community) Bishop's Mission Order was created across the Diocese of St Edmundsbury and Ipswich to facilitate the growth and operation of the Community.

This was revised in December 2020 to support the creation of a Charitable Incorporated Organisation (the Lightwave Community CIO) as a charity under the Bishop's Mission Order, to be governed by a newly constituted Lightwave Community Council (the LCC, to replace the existing BMO Board) who form the Trustees of the CIO. This CIO was approved by the Charities Commission on 25th January 2021.

The GIGitC Project governance role previously undertaken by BMO Board is, as part of this change, transitioned to a newly created GIGitC Project Board, which reports to the Diocese of St Edmundsbury and Ipswich Strategic Programme Board.

Purpose of the Council

Under clauses 4 and 5 of the Bishop's Mission Order (BMO) for the Suffolk Fresh Expressions Community Mission Initiative (known as the Lightwave Community), the Mission Initiative shall have a BMO Council which shall report to the Bishop through the Growing in God in the Countryside Project Board of Diocesan Board of Finance ("DBF") and shall make suitable arrangements for oversight of giving, stewardship and fundraising for the various parts of the initiative

Aims of the Council

In order to fulfil these aims the Council will

- Provide visible leadership for the Lightwave Community and model new ways of working
- Fundraise to maintain sustainability
- Ensure appropriate stakeholders are engaged throughout the work of the Light-wave Community and approve its communication plan
- Track progress against agreed outcomes from the bid using both lead and lag indicators and report to Growing in God in the Countryside Project Board
- Provide direction and support to the Light-wave Community team in handling risks and resolving issues
- Manage ongoing finance and stewardship for the Lightwave Community, including the giving of members and expenditure from that giving.
- Potentially manage property of the Lightwave Community if the need arises
- Potentially employ staff of the Lightwave Community (funded from giving or grants to the CIO).
- Oversee the payment of "parish share" as a Lightwave Rural Hub Church contribution to the stipend of ministers on Common Tenure, when this becomes appropriate

Membership, Recruitment and Voting

The membership of the Lightwave Community Council (LCC) shall comprise the following who shall also be the Trustees of the Lightwave Community CIO:

- The Leader - such person as the Bishop shall appoint – currently The Ven Canon Sally Ann Gaze, who is the Archdeacon for Rural Mission
- The Visitor - The Right Reverend Michael Robert Harrison, Bishop of Dunwich (appointed by the Bishop)
- An ecumenical representative from another denomination appointed by the Bishop
- One or two other persons appointed by the Bishop
- Not less than four nor more than six members of the Suffolk Fresh Expressions Community elected at the Annual General Meeting by the members of the Lightwave Community Electoral Roll. .

The Leaders and Trustees shall carry out the Mission Initiative (i.e. the work of the Lightwave Community) subject to and in accordance with the 2011 Measure and this Order and shall be responsible to the Bishop for its conduct.

The LCC shall appoint a dedicated officer for safeguarding in the Lightwave Community to ensure the safeguarding of children and adults at risk and that the necessary Disclosure and Barring Service checks are made.

The LCC shall, with the prior approval of the Visitor appoint a suitable person to be the Treasurer of the Initiative.

Trustees will be elected for a term of three years (see Clause 9.4) and can serve a maximum of three terms (9 years) before standing down for at least one term of three years (Clause 9.6).

In order to ensure the right mix of skills and experience for the needs of the CIO the Council may

- appoint other trustees with the agreement of the Bishop / Bishop's Visitor to fill any casual vacancies, up to a maximum of 11 trustees in total;
- appoint other non-voting members of the council who are not Trustees

The following posts will be appointed at the first meeting after each AGM

- Secretary
- Treasurer (with the prior approval of the Visitor)
- Stewardship Officer
- Safeguarding Officer

Quorum

The Quorum is defined in the CIO Constitution para 15.3 which at present (16th December 2020) is as follows. As there are 11 trustees at present, this makes the current quorum 4 trustees:

No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

Frequency

The Council will meet at least 6 times a year. It is envisaged that they will initially meet six weekly in order to be responsive to missional need and applications for assistance from Lightwave Groups. Meetings typically last for 2 hours and take place in the evening to enable people who work during the day to attend. Currently meetings in the winter normally take place on zoom, while those in the summer are face to face.

Standing Agenda

Items for the Council agenda will normally include

- Tracking growth of lightwave groups, leaders and new disciples
- Training and Coaching effectiveness
- Safeguarding
- Treasurer's report (Budgets, balance sheet, funding position and cash flow forecasts)
- Lightwave Community Membership (FxC and LWG) – Members and Associates including application for funds for Rural Outreach Pioneers and Small Mission Initiatives, Growing Younger
- Forthcoming and recent events

Reporting

The notes of the meetings will be circulated to the GiGitC Project Board and the DBF Strategic Programme Board and publicly available on the Lightwave website, apart from any confidential minutes.

APPENDIX A

Responsibilities of Council Members

This appendix to the Terms of Reference outlines the main roles and responsibilities of Lightwave Community Council members. In many ways these are similar to members of a PCC of the Church of England. LCC members are also trustees of the Lightwave Community Council and must adhere to the requirements of the charities commission.

Further information on what it means to be a trustee and PCC member can be found here (including a helpful booklet and video)

<https://www.parishresources.org.uk/pccs/trusteeship/>

Another invaluable resource is the Charity Commission's guide, CC3, "The Essential Trustee". It includes legal requirements, good practice and recent developments.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

The Council makes an active effort to ensure that there are a wide range of Council members with different skills in key areas such as finance, communications, stewardship and fundraising, governance etc.

Meetings

The Terms of Reference explain who is on the Council and how frequent the meetings are etc. Typically papers are issued a few days before each meeting, usually so there is time for papers to be read over the weekend before the meeting.

Time commitment should be 2 hours per meeting and perhaps 1-2 hours to read papers beforehand, but it's hoped that Council members will also play an active part in the community, perhaps at a hub or Lightwave Group, or in some other way.

Responsibilities

Lightwave Community Council Members have, and must accept, ultimate responsibility for directing the affairs of the Community, ensuring that it is solvent and well-run, and delivering its charitable outcomes.

This includes:

Ensuring compliance

LCC Members must ensure that the CIO complies with charity law and with church (ecclesiastical) law as outlined in the Bishop's Mission Order. In particular all charities are required to prepare annual accounts, and report on their work.

Duty of prudence

Trustees must:

Ensure that the CIO is and will remain solvent. This means that they need to keep themselves informed of the Lightwave Community activities and financial position. Use charitable funds and assets wisely, and only to further the purposes and interests of the Lightwave Community. Avoid undertaking activities that might place the Lightwave Community's property, funds, assets or reputation at undue risk. Careful discernment is required when stepping out 'in faith'.

Duty of care

Trustees must:

Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the Lightwave Community is well-run and efficient. Take special care when investing funds, or borrowing funds for the Lightwave Community to use, seeking professional advice where appropriate. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties. To fulfil these responsibilities properly, Council members should make sure that they keep up to date with what the Lightwave Community is doing. They should give enough time and energy to the Lightwave Community's business, and meet regularly enough to make the decisions needed. The ToRs give more details on this.

Practical Considerations

Council members are to work with the other members of the LCC to ensure the effective running of the Lightwave Community. This will involve:

Prayer Members are encouraged to pray for the meetings, other members and the life of the Lightwave Community. This could involve making prayer a priority at meetings and praying regularly outside meetings using the monthly prayer newsletter as a guide, and attending meetings of the community where appropriate.

Attendance and preparation LCC members should aim to attend meetings and to read minutes, financial statements and papers before each meeting, considering how best to contribute to the items to be discussed.

Contribution Each member of the LCC is valued for what they bring: their gifts, skills, experience and knowledge. We expect people to offer these in service of the aims of the LCC, both in the meetings and outside the meetings in the wider life of the Lightwave Community. Inevitably new members can feel somewhat daunted at the outset of their time on the LCC, but be assured the rest of the council will do everything we can to make new members feel at home and quickly able to offer their unique contribution.

Values LCC members should be aware of and subscribe to the Lightwave Core Values (see below). LCC members are part of the leadership of the church, therefore they are expected to model the core values at the heart of church life in their own spiritual journey and the practical outworking of that in their daily lives. Whilst none of will do this perfectly, part of the council's way of working will be to help each other live as disciples of Jesus.

Connection It also helps if LCC members attend major activities of the Lightwave Community where possible, so that they feel part of the wider church family and are aware of what is going on.

The Lightwave Core Values?

"The most important commandment," said Jesus, "is this: 'Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'Love your neighbour as yourself.' " Mark 12.29-31

These commandments reflect Jesus' values – what was important to him – a high view of God, a high view of others, a high view of ourselves, and sacrificial love. We believe that these values can be used to set a life-giving framework in which people can grow and help others to do the same. In Lightwave, they are reflected in a simple "rule of life" for the small groups called the **ABCDE** values:

- **All Involved** - Everyone is included and valued, whoever they are. Everyone has a role to play.
- **Becoming Disciples** - The purpose of the group is to encourage us to love and live more like Jesus.
- **Creating Community** - We will "be real" with each other - honest about the things we go through ourselves and to respond in a loving way to each other. Caring for each other enables us to care for our wider community too.
- **Doing Evangelism** - Being as well as telling good news together. Giving other people the opportunity to learn about Jesus (Not everybody likes the word *evangelism* but really it is just about being the very best of good news for people in what we do and say - so we think it is important to understand this word - it does not involve bible-bashing!)
- **Encountering God** - Meeting with God. It is God who helps us and changes us.

A J Gosden
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