



# The Cotteridge Church Articles of Commission

## Worship and Pastoral Committee

In accordance with the Constitution of The Cotteridge Church Local Ecumenical Partnership [22<sup>nd</sup> June 2010] and in its role as the 'Body of Trustees', The Cotteridge Church Joint Church Council (JCC) has determined to commission the Worship and Pastoral Committee to oversee all the worship and pastoral care undertaken by The Cotteridge Church, to its community, and has delegated authority for this to be achieved. Pastoral care is defined as emotional, social and spiritual support.

These Articles of Commission took effect from November 2020 and will be reviewed after two years.

### Terms of Reference

#### Aims and Objective

The Cotteridge Church JCC requires the Worship and Pastoral Committee to oversee all the worship and pastoral care provided within and by The Cotteridge Church to its community. The Worship and Pastoral Committee reports to JCC.

Each activity that the Committee oversees has its own Working Group (WG), with its own Terms of Reference. Each WG reports to the Worship and Pastoral Committee, which in turn reports to JCC. The WGs overseen by the Worship and Pastoral Committee currently includes:

- Worship Planning WG
- Pastoral WG

Any decisions that have financial implications should be requested via the Finance, Property and Management Committee.

### Membership

The Worship and Pastoral Committee will be made up of at least one representative from each of the working groups it oversees. One person may represent more than one WG. The total membership should consist of a minimum of five (5) members. All or a majority of the Worship and Pastoral Committee members should be Trustees of The Cotteridge Church. The Cotteridge Church JCC will appoint the Chair and remaining members to ensure that the minimum number is met and reflects the community activities taking place in the Church.

Members will serve for a period of three years, commencing on the date of their first meeting of the Worship and Pastoral Committee and cannot serve again for a period of one year after their term has expired, except if approved by JCC in exceptional circumstances.

### Meeting Procedures

Meetings of the Worship and Pastoral Committee will usually be held every two months, although extraordinary meetings may be held more frequently at the request of the Chair or The Cotteridge Church JCC. A report will be provided to JCC after each meeting.

A meeting of the Worship and Pastoral Committee will not be deemed quorate unless a straight majority of members are 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 Chairperson will be selected by majority vote of the members present.

At the first meeting of the Worship and Pastoral Committee a Secretary should be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Worship and Pastoral Committee meets the objectives of its commission.
- An agenda for each meeting of the Worship and Pastoral Committee is set and distributed at least a week before the date of the meeting.
- Membership periods are allocated for all initial members.
- A Report is provided to The Cotteridge Church JCC every two months on the status of the objectives of the Worship and Pastoral Committee and any decision required from the JCC, ensuring any required decisions are accompanied by a description of the need for decision and any financial impact. The report should be presented in a standard format, agreed by JCC.

The Secretary is responsible to ensure that:

- Any required documentation is distributed to the other members of the Worship and Pastoral Committee for discussion at a meeting at least a week before the date of the meeting.
- Minutes are taken of all the Worship and Pastoral Committee meetings, and then distributed to the meetings members and a copy deposited with the Secretary of The Cotteridge Church Joint Church Council.

## Finance

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

This Commission update is authorised by:

Neil Walters  
Chair of The Cotteridge Church Joint Church Council

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