

## **Terms of Reference of Knox Church sub-committees (2018)**

### **Introduction**

1. These are to be reviewed annually by the Knox Church Council.
2. After consultation with the congregation, the Knox Church Council has adopted the Knox Plan for 2018-2020. The Knox Plan identifies signposts, emphases and directions for the congregation over the next three years. It is not intended to be comprehensive. It provides a framework for identifying opportunities to be picked up, actions to be left and where effort and resources are to be focused. The Church Council is developing an annual plan for 2018.

### **Collaboration and limits**

1. Sub-committees have specific responsibilities. Where there is doubt about which committee provides leadership or there is some impact on other sub-committees, conveners are asked to consult with each other.
2. The conveners and members of sub-committees are appointed by Church Council. The Council and sub-committees can find ways by which the full diversity of the congregation can participate in the ongoing development of the congregation. This includes being thoughtful about newcomers and less obvious people.
3. The term of membership is consistent with the Church Council and the Deacons' Court. Sub-committee members are appointed for up to three years and their term may be extended for a further three years.
4. Where there are issues of general policy, a significant action is proposed, a proposed action may generate conflict or affect other initiatives or there is a need to consult others, it is helpful to seek Council's endorsement. Otherwise sub-committees are encouraged to act and report to Council.
5. It is helpful if each committee can develop a budget by May of each year for the year 1 July to 30 June. This suggests the committee needs to have some idea of what it wishes to achieve in that time. Proposed budgets are endorsed by Council and the Council submits the budget to the Deacons' Court. Once approved, the committee conveners have responsibility for managing the committee budget, approving payments and submitting these to the Treasurer, Janice Tofia.

### **Worship**

Worship has responsibility for policy and general direction in relation to worship. It may be consulted by the minister regarding areas of the minister's responsibility. The Directory for Worship (1995) sets out the responsibilities of the minister and the church council. The committee oversees the choir, music and arts in relation to worship. The Friends of the Choir provide practical support to the choir director. The organist/choir director reports to the minister who has day to day responsibility for worship and music. The committee oversees all rosters relating to worship, including welcoming, worship support, reading, communion preparation, praying and flowers.

### **Caring Community**

Caring Community has responsibility for enabling the diversity of the congregation to gain a sense of belonging and interact with each other outside worship, education and outreach. This includes through organising support for functions Knox hosts including funerals. It also oversees morning and high teas and

evening suppers. The committee helps organise events that enable members of the congregation to interact with each other. Events have included progressive dinners, quiz nights, ten pin bowling and dinners of eight. The committee helps new people to become integrated into the life of the congregation. This could include through ensuring people are connected up with others of similar interests and organising the provision of hospitality after they have been to worship. The committee liaises with the Pastoral Areas Conveners Team. The Pastoral Conveners Team works with the minister to provide pastoral care in the congregation. It is appointed by the Church Council and reports directly to it. The Team has responsibility for maintaining rolls.

## **Education**

Education oversees all aspects of faith development in the congregation from infancy to mature adulthood, noting especially Knox's Kids Friendly accreditation. The committee oversees preparation for and follow up from baptism and confirmation, Sunday School, Youth Group, Young Adults Group, study groups and other small groups. The congregation is a learning community. The sub-committee works with the minister to ensure people at Knox keep growing in discipleship.

## **Outreach**

Outreach enables the congregation to participate in the mission of God beyond the gathered community. Knox works in partnership with other bodies. These presently include Presbyterian Support Otago, Christian World Service, the Global Mission Office of the Assembly of the Presbyterian Church, 350Otago, Oil Free Otago, ARocha and other partnering bodies approved by Council. The Committee enables people in the congregation to support and be involved with these bodies and works with Education and other committees in helping Knox people think about their faith in relation to social issues. The committee also finds ways by which issues of importance to Knox are promoted in Knox and in the wider church and community. Outreach also enables the faith community to share the Christian message beyond the gathered community. It facilitates interaction with neighbours including the University, Polytechnic and local businesses.

## **14 February 2018**

### **Pastoral Area Conveners – March 2018**

- To report to the Church Council;
- To facilitate the pastoral care of people in the pastoral areas - Cargill, Saddle Hill, Flagstaff and Maryhill;
- To appoint pastoral visitors;
- To undertake pastoral visits when necessary;
- To facilitate the distribution of newsletters;
- To work with the minister in ensuring the provision of pastoral care for people in particular need;
- To advise the minister of people in hospital or in need of an urgent pastoral visit by the minister;
- To meet with the minister after each quarterly communion to review the provision of pastoral care, to share any feedback that has been provided and to review the membership rolls so that the Church Council maintains up-to-date rolls;
- To maintain confidentiality;
- To liaise with the Caring Community Committee regarding opportunities for strengthening a sense of community in the congregation.

(N.B. The pastoral area conveners do not have fixed terms)