

Name of group: The Methodist Church in Cardiff and Caerphilly Circuit Mission Committee**Title: Terms of reference** (01 January 2019)**Purpose / role of the group:**

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission. God's mission is expressed both locally and globally. Participation in God's mission and the proclamation of God's kingdom are at the heart of Jesus' message and continue to be empowered by the Holy Spirit's activity in the church and in the world. Every Methodist is called to share in this mission, working together in cooperation, partnership and collaboration wherever they are. Sharing God's mission embraces and unites social action and evangelical proclamation as good news for all people in every aspect of their being. It is through that mission that God will enable holiness, transforming lives, communities, nations and the world (One Mission Statement).

The Circuit Mission Committee will comprise of church members and ministers from the Methodist Church in Cardiff and Caerphilly. The Committee meets to specifically focus on the mission of the church. The Committee believes in the privilege of serving as a member of a group of people called to transact the business of the Lord. The Committee has a **facilitative and collaborative** role in **sharing**, coordinating and creating mission awareness and opportunities within the church, in worship, in home fellowship/ bible study groups, in youth group, in Sunday school and in the leadership team to learn about local and global ministries through planned church activities which support mission-related projects. The Committee's mission involvement crosses many layers in the life of a local church. The purpose / responsibility is to find ways to express, discuss, and make decisions with reference to matters that specifically enhance our capacity to fulfil our commission. The agenda of our meeting will be about our Father's business and should deal with the most essential items that contribute to the fulfilling of the mission of the church.

Membership:

To make participation effective and efficient, the Committee will compose of broad-based participation and representation from the Methodist Church in Cardiff and Caerphilly who wish to be actively committed to give time to articulate, discuss, and decide how the work of the Committee and its relation to the mission of the church can be accomplished. Other representatives from other organisations may be included in the group as required.

The role of the individual members includes:

- Attending regular meetings as required (x 4 per year) at a church venue as agreed. If unable to do so, notifies the Chair and delegates a substitute to attend the meeting if desired;
- Take time to pray seeking the blessing of the Lord;
- Actively participate in the Committee's work;
- Form working groups as needed to further the work of the Committee
- Advocate, [sharing needs](#), information and [resources around the Circuit](#);
- Give updates regarding mission work and ministries in church through [for example](#): newsletters, church website and blog;
- Coordinate and create ongoing communication to the congregation about mission work and reporting back on activities of the Committee; and
- Review the relevance and value of the Committee's work and the terms of reference.

Working methods / ways of working:

The Committee will meet four times a year at a church venue as agreed.

A meeting schedule will be determined.

There will be a call for agenda items one month before the meeting.

The agenda, with attached meeting papers, will be distributed at least two weeks prior to the next scheduled meeting via electronic mail.

Secretariat support for the group (note-taking) will be on a voluntary basis.

The Chairperson Responsibilities will include:

- Call and chair committee meetings;
- Prepare the agenda for the meetings;
- Ensure mandate of committee is carried out; and
- Provide an activity report to the Leadership Team and Circuit Meeting.

Formation of Working/ Sub-Groups: will be formed as needed to carry out specific goals.

Review:

The effectiveness and membership of the Circuit Mission Committee and the Terms of Reference will be reviewed annually. Ongoing group may choose to allocate a time during a specific meeting every year for this process to occur.