

The Vision, Governance and Membership of C.O.R.E @ St Catherine's

C.O.R.E @ St Catherine's is a Trust church within the Church of Ireland. A Trust is an equitable obligation, binding on the Trustees to deal with property over which he/she has control (which is called the trust property) either for the benefit of persons (who are called the beneficiaries) of whom he/she may be one or for a charitable purpose.

The purpose of C.O.R.E @ St. Catherine's is set out in the Vision Statement, but in short it is to be a Church with an evangelical and charismatic ethos.

The purpose of the governance document is to set out the structures and organisation by which C.O.R.E @ St Catherine's aims to fulfil the vision to which God has called the church.

There are seven main parties to the governance of C.O.R.E @ St Catherine's:

- i) The Trustees
- ii) The Minister-in-Charge (M.I.C)
- iii) The Archbishop of Dublin
- iv) The Nehemiah group
- v) The Barnabas Group
- vi) The Staff
- vii) The Congregation

This document sets out firstly of the Vision of C.O.R.E, which is the context within which the Governance is placed, and basis on which the various parties are related. The document then describes graphically the interactions between the Groups listed above, both in terms of authority and communication.

For the Trustees, the Minister-in-Charge, the Nehemiah Group and the Barnabas Group, the document then outlines

- a) Their roles
- b) Their composition and methods of appointment and election

Finally, the level of delegated authority from the Trustees to the Nehemiah Group is outlined.

This document represents a consensus between the various parties as to how the governance of C.O.R.E is best administered at the current time. By agreement with the various parties and, in particular, that of the Trustees and the Archbishop, amendments can be made to this document from time to time.

This document is to be read alongside the Trust document.

Vision Statement

C.O.R.E. operates within the terms of the Constitution of the Church of Ireland. Accordingly, C.O.R.E. affirms the Articles of Faith of the Church of Ireland as set forth in the Book of Common Prayer. Our aim is to be a church which can effectively reach each consecutive generation and draw them into the Kingdom of God. We want to express the Love and Power of God the Father as we experience His healing and are equipped and trained for the work of the Kingdom. We aim to do this through:

1. Renewal of the Church

We understand that the on-going Renewal of the Church happens as we encourage Christians to grow day by day into a deeper personal walk with God through the power of the Holy Spirit. This is facilitated through Celebration Services, small groups as well as through other events which can encourage the Church to actively give away and minister what God has given us.

2. Outreach into city and nation

We are committed to bringing people into a personal relationship with Jesus Christ as Lord and Saviour and to a knowledge of what it means to be a part of God's Kingdom.

C.O.R.E. has an Anglican perspective on the Sacraments, Scriptures and Authority and within that framework there are some specifics which develop as its ministry is specifically Evangelical and Charismatic. These specifics are set out under two headings.

A) Loving God

1. Worship

The worship, when the church gathers, should be in a style which is intimate, dynamic, life-changing and culturally relevant. There should be a combination of old and new in the worship because the primary aim is to be relevant to the present generation and not to simply draw from the past. Any worship should leave room for creative expressions as are available within the congregation.

2. Preaching and Teaching

The preaching and teaching will be contemporary and firmly biblical, supplemented (never supplanted) by the prophetic ministry

3. Intercession

Intercession is a vital part of the Church's ministry and life. We aim to value this at every level of the Church's life.

4. The Ministry of the Holy Spirit

We believe that all Christians are called to serve in the Kingdom of God in the power of the Holy Spirit. We are called to do the ministry of Jesus in the world today, to carry on His work. This includes preaching, teaching, healing of the sick, caring for underprivileged and using the gifts of the Spirit as God gave them to us.

5. Discipleship

The on-going development of small groups is essential to enable people to mature in their Christian walk, to grow in relationship with the Body of Christ, and to equip them to reach out.

B) Loving Others

1. Evangelism

Each generation will have a different way of focusing on reaching others. However, it should always be a major priority of the Church. Our understanding is that, along with Worship, Evangelism is the key thrust of the Church “to represent Jesus Christ in the power of the Holy Spirit that men (i.e. everyone) shall come to put their trust in God through fellowship of His Church (Archbishop’s Committee of Enquiry on the Evangelistic Work of the Church 1918).

2. Compassion

Evangelism and Worship must go hand in hand with a work of Compassion. We recognise that the Church is called to express God’s love and mercy unreservedly and so we also want to practically work out this call in our ministry to the poor and needy of our society.

3. Training

To encourage all of the above, we are committed to “on the job” training in which people are introduced to ministry alongside those with more experience. They are taught and given encouragement during and after their experience. We believe that Jesus constantly trained His disciples as they watched Him minister. Later He sent them out to continue and multiply the work of God in the lives of many. In the going out there was further training as the Holy Spirit led them and taught them “on the job”.

The Vision of C.O.R.E is carried out through people who are in partnership with one another and committed to Christ, His Cause and His Church and specifically committed to carrying that out through the ministry of C.O.R.E.

Membership

The governance of C.O.R.E involves general meetings and a number of the posts are elected. For the governance to work practically, a form of membership of the church is required.

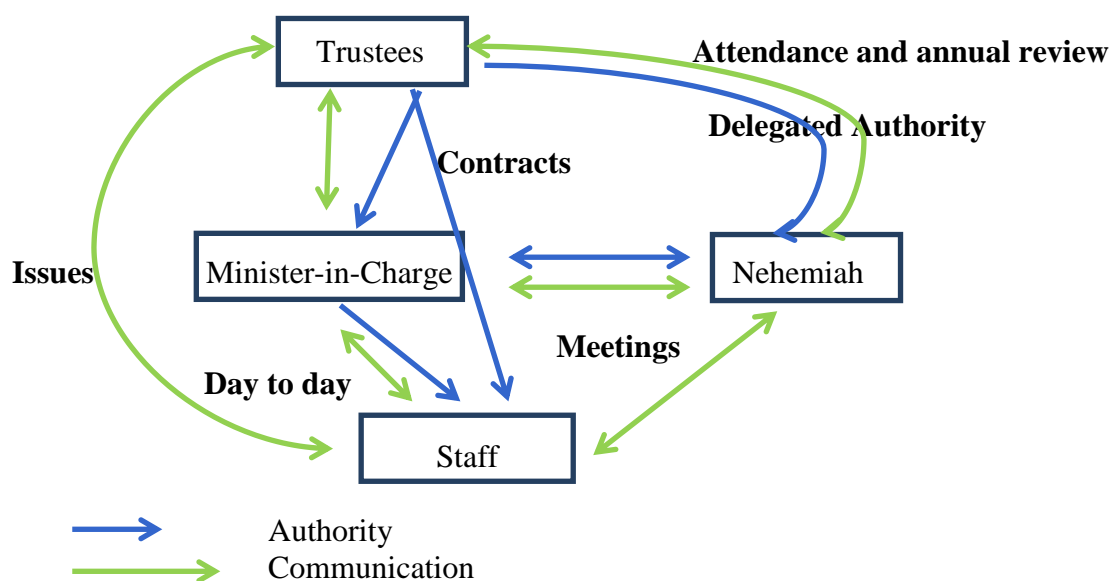
The requirements of membership of C.O.R.E. are:

1. Support of the Vision of C.O.R.E.
2. Profess the Christian Faith (the Creed) and a belief in the Trinity
3. Attendance at the church for at least 3 months
4. Over the age of 18

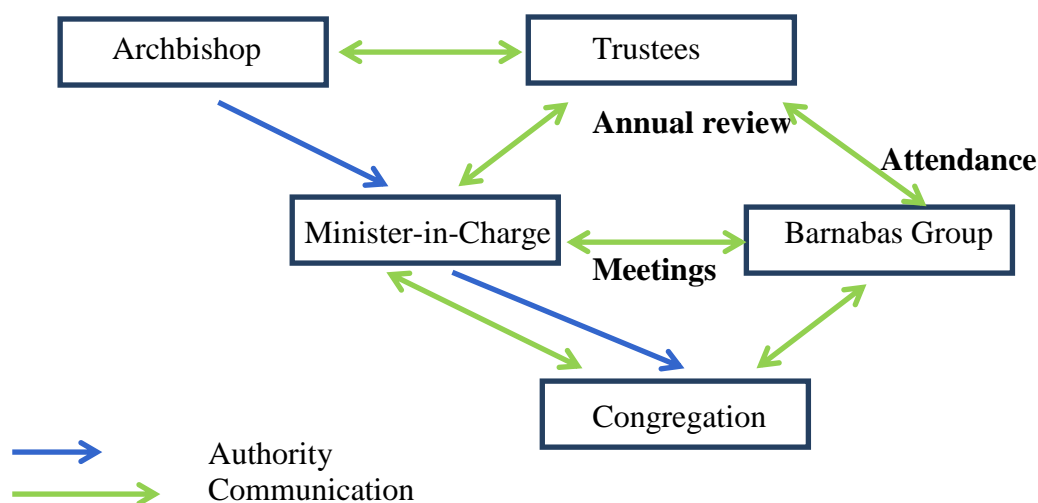
C.O.R.E. desires to recognise, value and protect the rich tradition and heritage of the many Christian denominations from which its members come and choosing to be a member of C.O.R.E. expressly does not involve any breaking with that heritage.

Interactions Between the Governing Parties

Administrative



Spiritual



AGM

C.O.R.E. will hold an AGM annually within 20 days of Easter at which:

- Elections will be held annually for the Nehemiah Group and Barnabas Group
- Diocesan Synod members will be elected every three years
- The annual audited accounts will be presented and discussed
- Reports will be received from the Minister-in-Charge, the Trustees, the Nehemiah Group, the Barnabas Group, and any relevant ministries
- The AGM can also discuss any topics relevant to C.O.R.E., which have been submitted at least a month beforehand to the Nehemiah Group.

It is also planned that at least one congregational meeting be held annually to discuss current topics relevant to the life of the church, convened by the Minister-in-Charge

Conflict Resolution

Building healthy relationships is a priority for C.O.R.E.. In honest relationships conflict is inevitable. Therefore it is important that we deal with conflict in a biblical manner.

If a Member experiences conflict with another person in the church, the Member should:

- Pray about the situation.
- Not gossip or judge the other person.
- Go speak to the person directly.
- Explain your perspective and how the conflict has impacted you.
- Seek to reach a place of mutual understanding and honour.
- Agree to hold each other in prayer and seek to strengthen the relationship.

If the conflict continues the Member can talk to:

1. The other person's Small Group Leader - if they are in a Small Group
2. The other person's Ministry Leader – if the conflict is related to that ministry
3. A member of the Barnabas/Pastoral Care Team

Conflict between a Member and the Minister-In-Charge

If there is a conflict between a Member and the MIC, the Member should speak directly to the MIC.

If the conflict is not resolved and the issue is:

- Spiritual or pastoral in nature (e.g. the things being preached, the way people are cared for) the Member can discuss the matter with representatives of the Barnabas/Pastoral Care Team.
- Financial or administrative in nature (e.g. decisions about money, the building or relating to church staff) the Member can discuss the matter with representatives of the Nehemiah Team.
- Concern over the personal lifestyle and/or moral decisions of the Minister (e.g. questionable behaviour, or concerns about character issues) the Member can discuss the matter with the Trustees.

In any of the above situations, the below procedure will be followed. As Barnabas and Nehemiah Groups have representation at Trustee level, any issues in relation to the MIC will be brought to the Trustee Board.

1. Contact a representative(s) of the appropriate governing group to request a meeting. You may be requested to present your concern in writing in advance of the meeting.
2. The representatives will hear your concern and take note of the main points. Your meeting will be noted and included as part of the Meeting Minutes of the next Trustees meeting.
3. Following this conversation the Trustees will either:
 - A. Seek to directly mediate or arrange mediation between you and the MIC (possibly involving a representative of the Barnabas/Pastoral Care Team in this conversation).
 - B. Agree that the matter is of a sufficiently serious nature to raise the matter with the Archbishop.

The Trustees and/or appropriate representative body will provide a timely follow-up directly to both the Member and the MIC.

The Parties

1. The Trustees

Overall purpose: The overall purpose of the Board of Trustees is to hold the Vision of C.O.R.E in perpetuity while being ultimately responsible for the buildings owned by the Trust and for the finances of the Church.

Roles:

Under the Deed of Trust (section 4) Trustees have the following powers and duties:

1. To hold the Vision of C.O.R.E in Trust,
2. To nominate for appointment and recommend for removal of the Minister-in-Charge and meet his/her costs,
3. To employ staff, and delegate where appropriate the day to day management of staff,
4. To receive and apply funds for C.O.R.E., maintaining bank accounts and borrowing and otherwise raising funds as appropriate,
5. To hold the St Catherine's property in law, to ensure it is maintained, and to sell, lease and let out as appropriate,
6. To invest C.O.R.E. funds in other building as appropriate,
7. To distribute monies to local needy as appropriate,
8. To maintain proper accounts,
9. To send elected representatives to the Diocesan Synod,
10. To have power to amalgamate with other Anglican organisation,

In addition to the role stipulated by the Trust, the Trustees also have the following roles:

11. Responsibility for ensuring Safe Guarding Trust is adhered to, data protection and public liability
12. Availability to receive any serious written allegation concerning the Minister-in-Charge
13. Engagement in an annual review with the Minister-in-Charge

As outlined in the Appendix, the Trustees have the authority to delegate certain of their duties, and have so delegated some of these.

Composition:

The Trust Deed stipulates that a trustee must:

1. Be a member of the Church of Ireland
2. Agree to the charismatic and evangelical Christian nature of C.O.R.E., its main objects and its aims and objectives as set forth in the Vision Statement
3. Be appointed by the Board of Trustees, in agreement with the Archbishop

In addition to the composition stipulated by the Trust:

4. C.O.R.E. will seek to have a majority of Trustees from within the congregation, recognizing it is valuable to have some representation from outside C.O.R.E.
5. The Trustees will seek nominations from within the congregation where appropriate
6. The Board will review membership on the third anniversary of a trustee's appointment or re-appointment, ensuring the full range of skills and insights are available.
7. Trustees will appoint a representative as an ex-officio member of the Nehemiah Group
8. Chair and Treasurer of the Nehemiah Group will be ex-officio members of the Trustees
9. Normally Trustees serve up to a maximum of 10 years

The number of Trustees should be maximum of seven people, with four as a quorum.

2. The Minister-in-Charge

Overall purpose:

The overall purpose of the Minister-in-Charge of C.O.R.E is to be a pastor/teacher who harnesses the resources of the church, both physical and spiritual to fulfil the Vision of C.O.R.E, making it relevant to the current generation.

Roles - The Minister-in-Charge:

1. Is commissioned by the Archbishop, and will lead the church in its vision and mission, including worship, teaching, outreach and pastoral care,
2. Is a member of the Nehemiah Group,
3. Is chairperson of the Barnabas Group and appoints up to two members to same,
4. Appoints small group leaders and others in church and ministry leadership, following such appropriate consultation as the Minister deems appropriate,
5. Meets regularly with staff members and ensures that the effective operation of the church in line with budgets and governance arrangements,
6. Is responsible for the day to day management and supervision of the staff. He/she is required to act within employment law in all appointments, dismissals and day-to-day oversight of the staff,
7. Has delegated authority to operate within the budget for staff and to report staff changes to the Trustees,
8. By agreement with the Trustees, in exceptional circumstances, may act as Chairperson of the Nehemiah Group.

The Minister-in-Charge:

1. Shall subscribe to the charismatic and evangelical Christian nature of C.O.R.E., its main objects and its aims and objectives, as set forth in the Vision Statement and laid out in the C.O.R.E. Trust Deed.
2. Is answerable to the Archbishop as a priest of the Diocese
3. Is employed by the Trustees by way of a contractual arrangement
4. Will conduct an annual review with the Trustees to review objectives and performance

3. The Nehemiah Group

Overall Purpose:

The overall purpose of the Nehemiah Group is, on behalf of the Trustees, to oversee the executive functions of C.O.R.E., administering the Church's Fabric, Furnishing and Finance

Roles:

1. To act as executive in Furnishings, Finance and Fabric within the terms of Trustee approved budgets
2. To develop the annual church budget with the Minister-in-Charge and submit it to the Trustees for approval. To oversee performance against the budget and ensure that the Trustees are made aware of critical variance or other financial risk coming to their attention, and to make recommendations as to the operation of the finances as they see fit.
3. To agree the allocation and distribution of Tithes
4. To ensure the operation of appropriate financial procedures and to audit their application and effectiveness.
5. Generally to work with the Minister-in-Charge and other relevant personnel in ensuring proper management and operations of the buildings, good financial control and stewardship
6. To establish sub-groups if required (e.g. Finance, Buildings, Fund Raising, Tithing), which may have membership for specific gifts co-opted from outside the Nehemiah elected membership. Sub-groups may not make executive decisions (unless such decisions are delegated by the Nehemiah Group).
7. To recruit, select and employ non-ordained staff as delegated by the Trustees in keeping with best practice in employment.
8. To ensure adequate insurance is in place for all aspects of church life including indemnification of Trustees.

Structure:

- 12 people including a Treasurer, a Chairperson and the Minister-in-Charge
- Others may attend as an ex-officio non-voting member by agreement of the Group
- Meets at least 4 times annually, but more frequently as the business of the Group dictates and the Chair and Minister-in-Charge may convene additional meetings as required
- If 4 elected members feel a special meeting is required, they may request a special meeting and if this is not called within 10 days may summon such a meeting
- Elections to be held every year at the AGM (by way of Proportional Representation / Single Transfer Voting).
- Vacancies can be filled from the PRSTV list during the year
- Quorum is two-thirds of members
- Chairperson is elected by the Nehemiah Group

4. The Barnabas Group

Overall purpose: The Minister-in-Charge is responsible for the spiritual and pastoral well-being of the church. The Barnabas Group is made up of ministry leaders and those who demonstrate spiritual maturity and/or pastoral gifts who can assist the Minister through providing discerning insight into spiritual matters within the church and through the facilitation of member-to-member pastoral care.

Roles:

- 1) Provides a forum for the Minister-in-Charge to discuss the spiritual development of the church, its ministries and outreach, and to elicit feedback.
- 2) Provides a setting for congregational leaders to give feedback to the Minister-in-Charge relating to spiritual issues within the congregation and the various ministries of the church.
- 3) Allows the Minister-in-Charge to direct specific goals to facilitate the growth of the church (eg. teaching, training, community development, etc).
- 4) Provides a structure for the management of pastoral care in the Church, through a dedicated sub-committee.

Composition:

1. Up to 12 people with automatic placement for:
 - A. Minister-in-Charge, who is Chairperson
 - B. Curate or Assistant Pastor
 - C. Leaders/overseers of ministries within C.O.R.E.
 - i. Small Groups,
 - ii. Prayer ministry,
 - iii. Outreach ministry,
 - iv. Worship Team
 - v. Children's Church (C.O.R.E. kids)
 - D. Two members elected by the congregation at AGM by PRSTV (if vacancy occurs during the year, these can be filled by PRSTV)
 - E. Others as may be appointed by the Minister-in-Charge
 - F. Representatives of a sub-group, as may be appointed by the Minister-in-Charge
2. The Barnabas Group will meet at least three times annually.
 - A. If 4 members feel a special meeting is required, they may request a special meeting and if this is not called within 10 days may summon such a meeting
 - B. Quorum is two-thirds of members
3. The Barnabas Group will elect a member to represent the Barnabas Group at Trustee meetings.

Pastoral Care Sub-Groups:

Under the direction of the Minister-in-Charge, sub-groups of Barnabas may be established that will include members of the church whose gifting will enable them to assist in the effective, fruitful delivery of pastoral care (eg. visiting the sick, caring for the lonely, prayer/intercession, etc.). Specifically, the role of the Pastoral Care sub-group will be to:

1. Provide a structure that utilises the pastoral gifts of those within the congregation
2. Enable prompt communication of specific or urgent pastoral needs within the church
3. Provide individual spiritual guidance as the need arises and to whom the need arises
 - A. Allow for non-professional care to be directed
 - B. Allows for communication of needs for professional pastoral care and structures for dealing with same to be developed.
 - C. Allows for guidelines to be issued

Appendix 1

Trustees Delegation of Authority

Summary

Whereas the Trustees have certain responsibilities which they cannot alienate, other responsibilities may appropriately be delegated to the elected Nehemiah Group or the Minister-in-Charge and this paper sets out those delegated authorities and responsibilities.

Corporate Management Arrangements

Trustee accountability is primarily managed by specific issue review with the Minister, and members of the Nehemiah Group at Trustee meetings, whereby Trustees identify issues of liability and corporate governance and require related actions from them on a review basis. This is the current methodology by which Trustees manage the key corporate risks arising.

Delegation to the Nehemiah Group

The Trustees delegate the following accountabilities to the Nehemiah Group:

1. To act as executive in Furnishings, Finance and Fabric within the terms of Trustee approved budgets
2. To develop the annual church budget with the Minister-in-Charge and submit it to the Trustees for approval. To oversee performance against the budget and ensure that the Trustees are made aware of critical variance or other financial risk coming to their attention, and to make recommendations as to the operation of the finances as they see fit.
3. To agree the allocation and distribution of Tithes
4. To ensure the operation of appropriate financial procedures and to audit their application and effectiveness.
5. Generally to work with the Minister-in-Charge and other relevant personnel in ensuring proper management and operations of the buildings, good financial control and stewardship
6. To establish sub-groups if required (e.g. Finance, Buildings, Fund Raising, Tithing), which may have membership for specific gifts co-opted from outside the Nehemiah elected membership. Sub-groups may not make executive decisions (unless such decisions are delegated by the Nehemiah Group).
7. To recruit, select and employ non-ordained staff as delegated by the Trustees in keeping with best practice in employment.
8. To ensure adequate insurance is in place for all aspects of church life including indemnification of Trustees.
9. Specific authority in spending as discussed in Schedule 1.

Delegation to the Minister-in-Charge

While the Trustees are the employers by contract of all non-ordained staff in C.O.R.E, ensuring the day to day satisfactory management of the staff is the responsibility of the Minister-in-Charge.

Similarly, the day to day operation of the church, its ministries and the outworking of its vision are also the responsibility of the Minister-in-Charge, subject to the financial constraints whether held by the Trustees or delegated to the Nehemiah Group. The Minister-in-Charge is under the spiritual authority of the Archbishop of Dublin.

Conditions of Delegation

The Trustees will require the Minister-in-Charge and the Nehemiah Group to function in ways which effect good corporate management and which secure the Trustees' against risk of negligence. In particular:

1. The composition and operation of the Nehemiah Group continues in line with the terms set out in the body of the Governance document
2. The Nehemiah Group shall keep proper notes of all formal meetings and ensure that a fair copy of these is presented to the Trustees at the following Trustees meeting and noted by the Trustees.
3. A robust system will be put in place to ensure proper awareness of meetings and of the business to be discussed.
4. The Nehemiah Group shall seek to ensure a high standard of understanding of the proceedings amongst the group and to encourage value-added participation by members.
5. The Minister-in-Charge shall adhere to good practice relating to Health and Safety standards and Employee rights as laid out in the Employee Handbook.
6. The Nehemiah Group and MIC will provide feedback to the Trustees on a regular basis for accountability, support and good corporate governance.

Schedule 1 – Delegated Authorities

C.O.R.E., St Catherine's, Thomas Street, Dublin

Cheque signing authority levels

1. Over €5,000 – any two Trustees,
2. €501 up to €5,000 – Any two of the Authorised Signatories
3. Up to €500 – Administrator or Minister-in-Charge or Treasurer
4. All subject to:
 - All cheques to be attached to a cheque requisition form or matched invoice signed by relevant expenditure manager and Administrator as per Financial Procedures
 - Any cheque outside of approved budget must be signed by two Trustees.

Staff Expenses Payments

Ordinary staff expense reimbursements (including those of the Minister-in-Charge) in line with Employee Handbook may be authorised by Chairperson of the Nehemiah Group. Extraordinary payments and expense reimbursements require authorisation by the Chairperson and one trustee. Ordinary staff expenses will be noted in a list of approved expense items.

Staff members shall submit expense reports (when they have been incurred) once monthly. These reports should also stipulate the gross amount of cash gifts and/or any material gifts received by the staff member, and some details of any significant gifts within the gross amount, along with a declaration of the intended use of the gifts.

Leave

Ordinary staff leave arrangements in line with Employee Handbook may be authorised by the Minister-in-Charge. Ordinary leave for the Minister-in-Charge may be authorised by the Chairperson of the Trustees. Extraordinary leave arrangements require authorisation by the Chairperson of the Trustees and one other Trustee.

Employment of Staff

All appointments of non-ordained staff and any material changes to contracts or terms of employment are required to be authorized by the Nehemiah Group and noted to the Trustees.

Purchase Orders

All purchase orders are subject to the same signing authorities as bank cheques and must be pre-signed by the relevant expenditure manager and Administrator as per Financial Procedures.

Contracts

All formal contracts binding C.O.R.E. to any future financial or asset related commitment must be authorised by the Trustees and the document signed by a Trustee unless the contract directly equates to an authorised purchase of goods or services.

Schedule 2
Signature of Responsible Parties

Notwithstanding the fact that the contract of employment exists between the Trustees and the Minister-in-Charge; and the fact that the licence to minister is delegated from the Archbishop to the Minister-in-Charge, this document sets out the relationship and interaction between all parties involved.

By way of acknowledging the responsibilities and duties set out above, and by way of committing to upholding the inter-relationships between all parties for the betterment of C.O.R.E. we give our signatures:

_____ Date: _____
Chair of Trustees

_____ Date: _____
Minister-in-Charge

_____ Date: _____
Chair of Nehemiah

_____ Date: _____
On behalf of the Barnabas Group