BENEFICE STEERING GROUP TERMS OF REFERENCE

1. The Benefice Steering Group (BSG) comprises the Rector, Lay Reader and Church Wardens of the four parishes, and reports to the Parochial Church Councils (PCCs).
2. The BSG is empowered to advise the PCCs as to the development of the Benefice both temporal and spiritual, subject only to ratification of any actions by the PCCs.
3. The proceedings of the BSG are recorded in note form. These notes are created by one ofthe members of the BSG and ratified at the following meeting.
4. The BSG will normally meet bi-monthly.
5. The BSG's terms of reference shall be approved by all the PCCs and reviewed annually.
6. The chairperson of the BSG shall be the Rector. A lay chair (who could deputise as chair in the Rector's absence) shall be elected annually and rotated around the four parishes.
7. The quorum for the BSG shall be 50% of the membership of the BSG at a meeting for which two weeks' notice has been give and for which an agenda has been distributed.
8. The Rector shall be responsible for issuing the agenda for the BSG meeting at least 7 days priorto the meeting taking place.
9. Additional functions, powers and responsibilities of the BSG are set out below: -
    a. The BSG may act on behalf of the PCCs in matters of urgency that arise between meetings of the PCCs but must report such matters to the PCCs who need to ratify decisions of the BSG, if need be, by calling an Extraordinary PCC Meeting which can be via Zoom or e-mail.
    b. The BSG is in the main an advisory committee, not a policy committee. Advice must be ratified and accepted by a majority of the 4 PCCs before it can be put into effect.
    c. The BSG, at the direction of the Rector or any PCC, may consider policy matters in preparation for consideration by all the PCCs; however, any decision on such matters is the responsibility of the PCCs The BSG is not empowered to implement policy decisions.
    d. Any recommendation made by the BSG shall be reported to, and recorded in theminutes of, the next meeting of the PCCs.
    e. The BSG is empowered to spend up to £1000 (£250 for each parish) without prior reference to the four PCCs. Any such expenditure shall then be reported to the PCCs as soon as practicable.

Adopted by the PCC(s) during PCC meetings in……June/July 2026

Signed (The Rector). ……Jeremy Brading……