



St Edburg's Foundation

Terms of Reference

2021

Name:

St Edburg's Foundation within the Parochial Church Council of Bicester with Caversfield.

Vision / Goal:

Offering abundant life – growing God's kingdom

Introduction:

St Edburg's Foundation is a sub-committee within the St Edburg's Church, Bicester and St Laurence Church, Caversfield Parochial Church Council (PCC). The purpose of this document is to provide members with an overview of the responsibilities associated with being a member of St Edburg's Foundation.

This document should be read in conjunction with the St. Edburg's constitution signed on 13th April 2011 by the current management committee. It is reviewed annually at the St. Edburg's Foundation AGM.

Committee members:

The committee shall be made up of a minimum of 5 and a maximum of 10 members. The key roles are as follows:

- President (ex-officio): usually the Incumbent of St. Edburg's Church
- Chairperson manages the work of the committee and leads meetings
- Treasurer: manages funds received by the Foundation
- Secretary: sets agendas and distributes minutes
- Membership secretary: liaises with current members and manages new membership

Committee members are responsible to the membership of the St. Edburg's Foundation regarding reporting news and events. A newsletter will be prepared and sent to every member of the Foundation outlining future events and reviewing recent achievements.

The committee will organise and hold an annual meeting for its members. This will be held in St. Edburg's Church whenever possible, and 14 days' notice will be given to all registered members of the Foundation. The Foundation accounts will be presented at the AGM by the treasurer. The Chair will provide a report at the AGM.

The committee currently sits as a subsidiary to the Parochial Church Council of St. Edburg's Church and as a result is obliged to provide an annual report on its achievements.

Terms of office for this committee last for one year.

Responsibility of members:

The St. Edburg's Foundation is established to promote and enhance the community's awareness, understanding and use of the Parish Church, and to strengthen the sense of its history and heritage in the local community. It is the committee's role to discuss, plan and realise ways of bringing about the core purpose of the Foundation.

Principal objectives:

- To promote awareness and understanding of the building and its history
- To identify opportunities for enhancing the relevance of the building
- To take steps that encourage community use and appreciation
- To encourage participation in events and build membership of the Foundation
- To explore new avenues to appeal to the breadth of the community
- To promote projects that will enhance the building and its use, both internally and externally
- To promote events that will engage the community, raise funds that support the aims of the Foundation, and enhance its profile
- To work with the Church Council to ensure that projects and events respect St. Edburg's church as a place of Christian worship and the range of activities that it hosts throughout the year.

Operating rules including:

- Meetings shall take place at least 3 times a year
- An agenda will be sent to the committee before the start of each meeting by the secretary who will take and distribute the minutes from each meeting
- 50% of the committee need to be present at meetings in order to declare them quorate. Members of the committee will automatically be entitled to one vote or the right to abstain on issues which require a voting decision to be taken. In the event of a tied vote, the chair shall have the casting vote to any motion.