



## INITIAL TERMS OF REFERENCE FOR THE RESOURCES AND ADMINISTRATION MINISTRY UNIT

### ***Purpose***

The Ministry Unit exists to encourage and facilitate initiatives to increase the resources available to the Diocese for the purpose of extending ministry.

### ***It will***

- meet together to pray, to think, to plan and enable
- consult regularly with the Archbishop and Diocesan Council
- do what needs to be done to ensure the ministries outlined in the focus areas happen

### ***So what are the focus areas?***

In the period 2007 – 2009 the Ministry Unit will focus on–

- identifying the strategic issues in this area for the Archbishop and Diocesan Council and helping them to think the issues through
- identifying, marshalling and releasing diocesan resources
- implementing the endorsed projects within the Diocesan Council's Financial Strategy.
- reviewing rebuilding governance and management structures and practice
- coordinating the annual budget process
- providing advice to the Archbishop and Diocesan Council on significant financial and administrative matters

The Ministry Unit is asked to

- make recommendations to inform the diocesan budget development process
- review and develop its commission for recommendation to the Archbishop with Diocesan Council by June 2007
- operate within the current delegations to the Diocesan Administration Council with the task of reviewing the delegations to provide recommendations to the Archbishop with Diocesan Council by June 2007.

### ***So who is going to be involved?***

We are looking for a team of nine people who have the analytic and strategic skills and who feel called, and are equipped to work with legal, financial and administrative matters and who are able to make a commitment of time.

- Five people will be appointed by the Diocesan Council
- Two people will be appointed by the Archbishop
- The Ministry Unit can also choose two people

As well, the Archbishop will often be present at the meetings of the Unit.. The Diocesan Executive Officer will attend and participate fully.

***How business-like must we be?***

The Archbishop is going to appoint someone from the team to be the Convenor.

The Ministry Unit needs to make sure that suitable records of its meeting are kept.

The Ministry Unit needs to report to the Diocesan Council three times a year.

***The work of the Ministry Unit contributes to the overall direction in this area***

- The Diocesan Executive Officer will manage the budget within the policies determined from time to time by the Diocesan Council
- The Diocesan Executive Officer will manage the employment of administrative staff in Church Office