**Lay Ministry Council**

**Terms of Reference**

**Purpose**

The Lay Ministry Council represents licensed lay ministers in the Diocese of Leicester. Its overarching aims are to support lay ministers, advocate for lay ministry in diocesan structures and to shape, monitor and evaluate the diocesan Growing Vocations Policy as it relates to lay ministry.

**Specific responsibilities**

1. Promote lay ministry and advocate for lay ministers
2. Ensure there is understanding and training supporting a theology and practice for the mutuality of ministry and the flourishing of multi-disciplinary teams.
3. Ensure lay ministers have access to training, support and high quality supervision.
4. Provide opportunities for networking and spiritual nourishment.
5. Develop good channels of communication for lay ministers.
6. Review, monitor and evaluate the diocesan policy Growing Vocations.

**Meetings**

The council will meet quarterly, or more frequently as needed.

**Membership**

The Lay Ministry Council will have 6 members who will be licensed lay ministers or those in training.

Term of office – 3 years with an option to renew for a further 2 years.

Chair – will be chosen from the membership at the first meeting after the Called Together Service.

Secretary - will be chosen from the membership at the first meeting after the Called Together Service.

Recruitment – 2 new members will join the council annually and be commissioned at the Called Together service.

Nominations will be invited from licensed lay ministers at the AGM in March. New members will be selected by the council to ensure diversity is represented in terms of gifts, areas of ministry and across other measures such as age, gender and ethnicity.

**Roles**

Chair - the chair is responsible for:

* calling meetings
* preparing the agenda
* facilitating the meeting
* submitting annual report to Bishop’s Council
* formulate the annual programme

Secretary - the secretary is responsible for:

* writing, distributing and filing minutes
* sending out the agenda before meetings

**Quorum**

Quorum is a majority of committee members (50% plus one member).

Decisions within the scope of the committee's mandate and objectives are made by consensus.

**In attendance**

Discipleship and Vocations Enabler

Will:

* attend meetings
* liaise with and support the Chair
* advise on policy and diocesan priorities
* link to training and discernment processes

**Review**

* An annual report will be submitted to Bishop’s Council
* Conduct an annual review of the annual programme
* Maintain records of meetings and membership
* Prepare for any external review determined by the Nominations and Remuneration Committee.

Terms of Reference were approved by Bishop’s Council on March 21st 2023 and will be reviewed in March 2026.