

Name of group: Clifton Cathedral Development Group

Title: Terms of reference (January 2023)

Purpose:

- To assist and advise the Dean in fulfilling the mission of the parish;
- To proactively develop initiatives - formative, pastoral and social, which will engage the parish community and support its mission of evangelisation and outreach;
- To liaise with other groups and committees within the parish and diocese of Clifton to further the parish mission.

Membership:

Members shall be active participants in the life of the Church and have a reasonable knowledge and understanding of the Catholic Faith. The elected members serve for a period of three years, which may be repeated once.

- Chairperson (elected by the members)
- Secretary (elected by the members)
- Cathedral Administrator (ex officio)
- Representative from the Synod Group
- A minimum of three people representative of the Parish Community

In Attendance

- The Dean or his alternate

A quorum shall be the Chairperson (or alternate), the Cathedral Administrator and at least two other members.

Accountability:

- Representatives of any such parochial group as is represented will be responsible for reporting back on activities of the Development Group to their own group/committee;

- The Dean or his alternate will keep the Development Group informed of future plans within the parish and diocese affecting the mission of the parish and the work of the Development Group;
- The Development Group will publish an annual report by the First Sunday of Advent each year.

Consultative Voting:

- When a decision whether or not to pursue an issue/project is required and where the consensus is equally split the Chairperson shall have the casting vote. The Dean or his alternate is not bound by decisions made by the group (*cf CCL 536/2 with respect to Pastoral Councils*)

Review:

- The group will review the terms of reference every three years.

Ways of working:

- Meetings will be held monthly unless otherwise decided and agreed by the members;
- Agendas will be set by the Chairperson;
- Meeting papers will be circulated by e-mail;
- Non-members will be invited to group meetings or co-opted if and when particular professional expertise is required;
- Action minutes will be circulated after each meeting by the Secretary in a timely manner.

Agreed on 11th January 2023.