

ASPC Convenor - Draft Role Description

This role requires that a significant amount of time is spent in conversations, in person, on the telephone, and by email. It is essential to establish basic working relationships and mutual understanding with:

- the Synod Moderator and DSO(s).
- our ecumenical partners (in consultation with the Moderator, DSO, and Ecumenical Officer).

It is important to ensure that the balance of responsibilities is clearly understood between the Convenor and the relevant DSO.

The main functions of the Convenor's role are to:

- chair meetings of ASPC.
- in consultation with the relevant DSO, draw up agenda, ensure minutes are taken, checked and distributed as necessary including the Moderator's PA for Synod records.
- ensure all churches and ministers in the area are in touch with the committee through a nominated member of the ASPC (see role description for Pastoral Committee Church Contact Person).
- contact potential Interim Moderators for vacant churches and get their and the relevant church agreement which is endorsed by the committee.
- ensure that Pastorate Mission Profiles and Summary Sheets of declared vacancies are given to the Synod Moderator.
- ensure that the Synod Clerk is notified of a call from outside the Synod so that concurrence can be sought from the relevant Synod (*and then given by the ASPC?*).
- check that Interim Moderators have the standard Terms of Settlement, and that those agreed by the Pastorate & Minister do not contradict these.
- receive (along with the DSO) requests for authorisation of Lay Presidency for Communion (and in cases of expediency and time give approval) and have same endorsed by the committee.
- receive notification from the LMMR Administrator of forthcoming Church Reviews and communicate this to the relevant church(es) and minister(s) of the Pastorate. At the end of the process to receive the updated Pastorate Mission Profile and note any changes/issues and liaise with the DSO as required, then pass the Profile to the Administrator for filing.
- ensure all the committee's work is carried out in accordance with the Scheme of Union, General Assembly resolutions, and Synod resolutions.