



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

Chair of the Glebe Management Committee

The Diocese of Truro

The Truro Diocesan Board of Finance (TDBF) is a company limited by guarantee and a registered charity, whose responsibilities include managing the assets of the Diocese, providing administration and holding property on behalf of Diocesan Synod (as the Diocesan Synod is legally unable to do so). It acts in accordance with the policy and directives of the Diocesan Synod and the Bishop's Diocesan Council.

The Diocese of Truro has a key relationship with the 215 parishes and 12 deaneries of the diocese, they are where most of the work takes place. The diocese is committed to a vision of "Discovering God's Kingdom; Growing the Church." It is also a land (known as Glebe) owner of around 2000 acres across separate parcels of land, scattered across the Diocese, usually close to churches.

Glebe land consists of agricultural, commercial, recreational and residential land and property. The income from glebe land, most commonly rental income or proceeds from sale, is reinvested so as to provide continuous income and a good return to the Diocesan Stipend Fund. The Glebe Management Committee's role is to ensure that Diocesan Glebe shall be managed for the benefit of the diocesan stipends fund, except in circumstances where the Endowments and Glebe Measure 1976 expressly permits otherwise.

The Glebe Management Committee has its responsibilities delegated to it from the TDBF and is responsible for:

- Overseeing the management and development of the Glebe portfolio.
- Approving and overseeing significant glebe developments.

There are 4 meetings a year, each lasting roughly 2.5 hours.

Chair of the Glebe Committee and the purpose of their role

The role of the Chair of the Glebe Management Committee is a voluntary one, being an opportunity for a person to offer a significant Christian service to the life of the Diocese of Truro. The Chair is to oversee the operation of the committee. The executive functions of TDBF are carried out by the Diocesan Secretary (or their deputy), Director of Finance and Assets, and the Diocesan Land Agent.

The chair of the Glebe Management Committee does not engage in the day-to-day management of the organisation but is sometimes involved in making operational decisions on matters such as rent reviews and visiting sites where decisions are to be made. The chair's principal task is to lead the Committee in its activities, ensuring careful scrutiny and a focus on its strategic purposes.

This description is how the role currently operates in this Diocese. However, any person in such a role will bring different skills and will wish to develop the role in their own way, within the governance and operational frameworks.

Responsibilities of the Chair of the Glebe Management Committee

- To lead the Committee in meeting its responsibilities including chairing meetings.
- Work with the officers to ensure effective running of the Committee.
- To ensure that the Committee meets its responsibilities in regard to reporting to the Finance, Assets and Risk Committee.
- To liaise with the Land Agent and Diocesan Secretary (or their deputy) to facilitate the effectiveness of the Committee and the management of Glebe.
- To be involved in the appointment of the Land Agent/Land Management company.
- To contribute to the work of the Committee, using their experience and knowledge.

Time commitment

As per the above regarding meetings. The time commitment beyond meetings depends upon the capacity of the individual.

Key relationships:

- The membership of the Glebe Management Committee
- The Director of Finance and Assets and the Diocesan Secretary (or their deputy)
- The Land Agent/Land Management company.

Person Specification

Essential

- Have a desire and willingness to support the overall vision and objectives of the Diocese of Truro.
- Proven ability as a chair at balancing conflicting views and reaching, and taking responsibility for, decisions.
- Excellent written and oral communications skills.
- The ability to lead, inspire and foster a collegiate manner of working.
- The ability to act fairly and impartially in the interests of the Diocese and the TDBF, using independent judgment and confidentiality as appropriate.
- The ability to think strategically about both finance, assets and mission as well as understand and interpret financial and property information.
- The ability to demonstrate sound financial, business and problem-solving skills.
- Have the ability and willingness to challenge as well as to support others.
- Experience in property or land management/development or similar.
- Commitment to Safeguarding.

Desirable

- Be a practising Christian.
- Have knowledge, sympathy and understanding of the work of Church of England is highly desirable.

- Understanding of charitable governance.
- Have some knowledge and understanding of wider church matters.

Support

The office of Chair is not remunerated, but the Chair is encouraged to reclaim all necessary expenses of office. This includes things like travel, stationary and childcare to attend meetings.

The Diocesan Secretary (or their deputy) and the Church House staff team will provide administrative support for this role. There can be some communication - e-mails, phone calls, letters - and the diocesan office is willing to support the Chair in handling these. The Finance Team and Land Agent will also provide support on financial and property information.

The Chair will be offered a diocesan email address and will be provided with some IT support in relation to this and may be provided with a secure filing storage facility in the cloud should they wish.

Training, mentoring and coaching can be provided, based on the needs of the individual.

A full induction will be provided.

Appointment process

The Chair is appointed by the Bishops' Diocesan Council in consultation with the Appointments Panel and with the agreement of the Bishop of Truro.

The Chair shall be appointed for a three-year term and may serve up to two further terms.

Please see the next page for a diagram of organisational governance.

GOVERNANCE
Showing the main committee & board structure

Leadership, Management and Programme Boards
A number of groups are not shown on this simplified plan, for instance the Bishops' Staff or the Church House Management Group. These groups are more focussed on leadership and management, rather than governance.

Finance, Assets and Risk Committee (FAR)
Committee of and appointed by BDC
Ensures that TDBF operates appropriate policies, particularly over finance, accounting, assets and risk, oversees compliance and reporting. Scrutiny of executive officers, ensures that strategic frameworks are fit for purpose, receives and considers draft budget and makes recommendations to BDC, reports to BDC

Property Management Committee
Appointed by BDC to oversee the property agent and to make management decisions on behalf of the Board
Reports to FAR

Glebe Management Committee
Appointed by BDC to oversee the glebe agent and to make management decisions on behalf of the Board
Reports to FAR

Investment Management Committee
Appointed by BDC to advise and support the work of the Director of Finance and Assets, particularly providing specialist knowledge and advice on investments
Reports to FAR

TRURO DIOCESAN SYNOD
"Members" of the company and charity
Main functions set out in law, legislative, consultative, receives Annual Report and approves budget

BISHOPS DIOCESAN COUNCIL (BDC)
Trustees of the TDBF Charity
Directors of the TDBF Company
Ex-officio, elected and appointed members
Also functions as the following statutory committees:
Standing Committee of Diocesan Synod
Diocesan Mission & Pastoral Committee
Diocesan Parsonages Board
Diocesan Glebe Committee
BDC "reports" to Synod through the Annual Report and Budget Setting

DIOCESAN BOARD of EDUCATION (DBE)
Appointed by Synod
Statutory Board established under the DBE Measure to promote education across the diocese, to promote RE, to support church schools and to foster co-operation

Askel Veur (AV)
Trustees and Directors
Appointed by bishop & DBE
An incorporated "academy company" set up to provide the "Member" role in academies on behalf of the DBE & diocese
Reports to DBE

Redundant Church Uses Committee (CUC)
2x ADns, DSec, Chair of DAC
Manages closed churches prior to disposal

Diocesan Advisory Committee (DAC)
2x ADns + 12 by BDC
Advises on applications for faculty, statutory duties

Mission & Pastoral Committees (MPC)
Chair, ADns, appointed members
Does the work of the statutory Mission & Pastoral Committee on behalf of BDC

Diocesan Environment Board
Bishop of St Germans & co-Lay Chair & 1 rep per sub group
Oversees environment strategy and action plan

Diocesan Safeguarding Advisory Panel (DSAP)
Ex officio, plus independent members
Provides independent expertise and advice reporting to Bishop and BDC

Programme Board for Change & Renewal
Bishop of St Germans, ADns, Director of F & A, Director of C & R, Dio Sec, Chair TDBF & 3 non execs
Strategic direction & oversight of key programmes

Remuneration Committee
Bishop, chair of DBF, members of BDC
Recommends/sets diocesan stipend level/senior DBF staff salaries