

Inclusive Gathering Leadership Community - Role Description

Summary: Everyone in our **Leadership Community** is committed to growing in leadership, mucking in (on the stuff that is fun and the stuff that isn't) and taking the initiative in loving and caring for others. We love drawing on the strengths, insights and skills that we have as a group when we work humbly together.

Our commitments to each other

1. **Being Present** - While we often say in church 'do what is life-giving to you' to allow folks the space that they need at IGB to engage or heal, joining the Leadership Community is a deeper commitment to be physically and spiritually present, to offer time & resources, and to proactively use our skills to build community and love others.
2. **Being Open** - We are committed to spiritual growth, learning and prayer for one another, for IGB and for the wider community. Spiritual growth can look like learning or unlearning. It can be a step toward the Divine or recognising we are taking a step backward. We want to develop friendships where we help one another to flourish and be honest about our journeys. There is grace for this here.
3. **Being Honest** - We want to model grace to one another and to the wider IGB community - there are often circumstances that mean there might be seasons where members of the leadership community need to 'step back' from activity due to family, work, mental, spiritual or physical health. This is more than fine - it's really normal. If you find yourself struggling, please have a chat with Danielle or someone from the Core Leadership team and fill them in, because we want to support without you feeling guilty about what you can or can't do or be in any particular season.
4. **Being Committed** - Many of us have been 'over-worked' at church, and so we can be hesitant to define what we actually mean by 'being physically and spiritually present' - but clarity is helpful! - Minimum involvement in the IGB Leadership Community will generally look like:
 - a. Aiming to be present for the first Sunday of the month (where possible) and at least one other gathering in the month in person or online. If you cannot be present on the 1st Sunday of the month, let the Core Team know.
 - b. We'd also like everyone to sign up on the Leadership Community rota to help in some capacity at least once a month or have an ongoing responsibility (like music, hospitality, community group leading, online stewarding, social media).
 - c. Make it a priority to attend the monthly Leadership Community meeting (and make the pastor aware if this is not possible). If you do not attend a meeting, make it a point to catch up on any missed action points or recordings.
 - d. We encourage members of the Leadership Community to include contributions to IGB in their regular giving in line with their own capacity to do so in any particular season. Financial giving is by no means a requirement for leadership - we recognise everyone's situation is different, but for many of us this is an important part of our worship and commitment to the flourishing of IGB.

- e. There is plenty of flexibility here and some of us will naturally do more, or a bit less, depending on the month or the season of life we are in.
5. **Being Supportive** - We want to be people who seek the best for one another. That means offering to help one another when we are struggling, honouring one another's boundaries, seeking to resolve conflicts with one another and not being afraid to lovingly disagree when that is needed. We recognise that it is a gift of our community that many of us hold different views and convictions. This is a good thing. But where these differences impact our ability to live well together, it's important that we talk about it and address any conflict appropriately. Most differences can be addressed relationally (or with support from the pastor and a member of the core team), but where this is not possible, there are more formal processes in place. (See below).
6. **Being Resistant to Injustice** - Many of those who attend IGB have experienced injustice and misuses of power in other faith communities and in the wider world. For this reason, it's particularly important as a leadership community that we are specific in the ways that we will actively choose to resist injustice:
- a. We will not tolerate bullying, racism, homophobia, transphobia, etc - as a Leadership Community we commit to challenging these behaviours wherever we see them, even within our team or ourselves. Most of the time, it's possible to help one another to grow with gentleness, kindness and love. But if there are members of the leadership community who display these characteristics without a willingness to grow or change, they will be asked to step down from the team.
 - b. We are also committed to being aware of any (intentional or unintentional) power imbalances in our community. Healthy romantic relationships that develop in our growing community are to be expected and are generally a positive thing. To help safeguard against potential power imbalances in any developing relationships, members of the leadership community that begin new romantic relationships within the community should inform the Core Team/ Pastor about their relationship for transparency. This can be kept confidential by the Core Team if desired. If difficulties or the end of a relationship has an impact on the community, support will be offered by the pastor/ core team as needed. If you have concerns or questions about this, please speak with Danielle or a member of the Core Team.
 - c. We will undertake appropriate levels of safeguarding training under the auspices of the Methodist Church. For most of the Leadership Community, basic safeguarding is sufficient. For some roles (such as community group leaders and childcare) advanced safeguarding is recommended.

Inclusive Gathering Core Leadership Team - Role Description

SUMMARY: Our **Core Leadership Team** share a deeper level of spiritual and practical responsibility for Inclusive Gathering Birmingham and also are committed to supporting the wider Leadership Community. The Core Team is roughly equivalent to a church council. All members of the Core Team are also part of the Leadership Community. The pastor is a member of both the Core Team and Leadership Community.

In addition to the responsibilities & expectations outlined for members of the IGB Leadership Community, additional IGB Core Leadership Team responsibilities are as follows:

- The Core Leadership Team are responsible (alongside the pastor) for the wider strategy and oversight of Inclusive Gathering Birmingham
- The Core Leadership Team commit to stepping in to form an alternate plan if the pastor is incapacitated or unable to fulfil responsibilities. This should be done with consultation and support from the Birmingham Methodist District (specifically relating to the District Mission Advisor as a point of contact).
- The Core Leadership Team take responsibility for overseeing IGB finance. The team must ensure that appropriate leads are in place for finance and fundraising, with a fundraising plan in place that is held by IGB leadership (not the pastor). The Core Team is expected to regularly review IGB's financial position with IGB's appointed finance lead and with the Birmingham Methodist District treasure.
- With the pastor, the Core Team is accountable to the Birmingham Methodist District for the running of IGB. This includes some members of the Core Team being asked to attend oversight meetings with the District a few times a year.
- The Core Leadership Team holds ultimate responsibility for safeguarding policy. This means ensuring there is a qualified safeguarding lead in place and signing off policy that it is inline with required standards of the Methodist Church. The Core Team commits to reviewing safeguarding policy on an annual basis, in consultation with the Birmingham Methodist District.
- The Core Team is also responsible for addressing complaints raised about the Leadership Community, Core Team and pastor in an appropriate manner. (The Birmingham Methodist District is available for support and advice.)
- If there is disagreement or conflict within the Core Team which cannot be resolved as a group, the District Chair or representative will be included in the discussion. If the dispute cannot be resolved or outside mediation is required, IGB will defer to the established mediation policy of the Methodist Church.

Informal and Formal Complaints

- If concerns that cannot be resolved relationally or formal complaints are made about a (volunteer) member of the IGB Leadership Community, these will be brought to the IGB Core Team for discussion and action.
- If concerns that cannot be resolved relationally or formal complaints are made about a (volunteer) member of the IGB Core Leadership team, these complaints can be brought to the Pastor or any other of the Core Leadership team.
- If complaints are made about the pastor, these can be brought to any member of the IGB Core Leadership team OR for a formal complaint, this can be brought to the Birmingham Methodist District. [NOTE: As the pastor is the only 'employee' at IGB, the official complaints process of the [Birmingham Methodist District](#) can only be used in the instance of complaints about the pastor but the District can be consulted on other matters.]

IGB Leadership Membership Cycle

- New members of the IGB Core Leadership Team are appointed by the Pastor and the Core Team. Any decisions about membership of the Leadership Community (joining or leaving) need to be agreed by a minimum of 50% of the Core Team.
- The Core Team will agree together all new invitations to join the Leadership Community - suggestions for new members of the leadership community (who have been actively involved in the IGB community for several months and display our stated values) can be proposed by any member of the Core Team. Suggestions can also come through the wider community or Leadership Community for discussion in the Core Team.
- Newly invited members of the Leadership Community will be asked to complete and sign:
 - A role registration form (which includes specific agreements to fulfil role requirements and to adhere to IGB values, as well as offering 2 references).
 - An annual pecuniary interest form to safeguard against conflicts of financial and/or personal interest.
 - A safeguarding self-declaration (SD4) form* (This confidential form gives the applicant the opportunity to disclose anything that might be raised by a records check. SD4 does not initiate a DBS. The presence of a police record does not automatically disqualify applicants - the District will be consulted as necessary about disclosures and next steps required).
 - * Members of the Leadership Community that take on additional responsibility as Pastoral Support Team or Community Group Leaders will be asked to fill in a CSD/2 form and put forward for a basic DBS check.
 - * Members of the Leadership Community that take on additional responsibility as members of the Core Leadership Team OR as IGB Kids Club Leaders will be asked to fill in a CSD/1 form and be put forward for an Enhanced DBS check.
- Membership in the Leadership Community is not considered 'official' until all forms are completed and signed off by the Core Team.
- Membership of the Leadership Community will be reviewed on an annual cycle by the Core Team. If a member of the Leadership Community does not attend 3 or 4 Leadership Community meetings (without communicating why) this will be seen as a choice to step out of the Leadership Community.
- The Core Leadership Team reserves the right to remove any member of the Leadership Community from their role if they engage in behaviour incompatible with the values or ethos of IGB.
- Membership of the IGB Core Leadership Team will also be reviewed on an annual cycle as part of a review of the skillsets needed in the coming season, including District representation in the conversation. The Pastor, Safeguarding Officer and Finance/ Fundraising lead will be part of the Core Team as a requirement of their role. Other members of the core team are selected not because of a specific role but because of their experience, character, skillsets and commitment.