

# BRITAIN YEARLY MEETING YEARLY MEETING AGENDA COMMITTEE

## YEARLY MEETING PASTORAL CARE GROUP

### Terms of Reference

#### 1. SUMMARY OF PURPOSE

*How can we make the meeting a community in which each person is accepted and nurtured and strangers are welcome?*

*(Advices & queries 18).*

Accountable to Yearly Meeting Agenda Committee, the Pastoral Care Group's role is, as far as is practical and reasonable, to make provision of pastoral oversight for, and facilitate the inclusion for, all those who attend Yearly Meetings and Yearly Meeting Gatherings.

#### 2. MEMBERSHIP

2.1. Appointments shall run from the end of Yearly Meeting in which an appointment is made until the end of the Yearly Meeting in the concluding year. The membership shall consist of:

- a. Four Friends (members or attenders in good standing) appointed by Yearly Meeting in session for a three-year period on the advice of Central Nominations Committee; some retiring every year, though eligible for reappointment for up to three triennia.
- b. One Friend appointed by Yearly Meeting Agenda Committee from among its membership for one year ~~to be the convenor~~.
- c. One Friend nominated by Quaker Disability Equality Group and appointed by Yearly Meeting Agenda Committee for a three year term and eligible for reappointment twice.

The convenor is appointed by Yearly Meeting Agenda Committee from amongst the membership of the group.

There should be balance in the group between those experienced in providing care, professionally and personally; those with a disability; and those with organisational skills, as these skills and experience are integral to the efficient operation of the service.

2.2. The initial membership of the Pastoral Care Group will be formed from current members of the Yearly Meeting Accessibility & Support Group who will serve out their term of service, if willing.

2.3. Current Yearly Meeting overseers will serve out their term as additional members of the Group.

- 2.4. The Group will meet with the Assistant Recording Clerk and/or a member of staff to act as secretary to the group as determined by the Recording Clerk.
- 2.5. The Group may invite other Friends, staff or others with specialist knowledge to attend particular meetings. The group may not co-opt.

### **3. DUTIES AND RESPONSIBILITIES**

- 3.1. Co-ordinating of the pastoral and oversight provision at Yearly Meetings and Yearly Meeting Gatherings, liaising with the staff, committees and other groups as appropriate to ensure comprehensiveness of inclusion and delivery.
- 3.2. Making arrangements for an oversight presence at a pastoral care desk and in main sessions.
- 3.3. Ensuring advocacy for those with disabilities within the planning process.
- 3.4. Offering support to those attending Yearly Meeting and Yearly Meeting Gatherings so their needs for personal space, personal growth, enjoyment and relaxation may be enhanced. Ensuring the planning groups are aware of the requirement for the 'emotional, material and physical care for each member of the Quaker community' (*Quaker faith & practice* 12.14).
- 3.5. Liaising with those responsible for the provision of pastoral care for the Children & Young People's Programme and Junior Yearly Meeting (when appropriate) at Yearly Meetings and Yearly Meeting Gatherings.
- 3.6. Assessing venues (including Friends House) and working, through the Yearly Meeting events manager and other staff as appropriate.
- 3.7. Working with those responsible for planning the programme to ensure best use of facilities for people with disabilities and to disseminate information to allow Friends to plan for their own needs.
- 3.8. Making an active and central contribution to the planning and implementation of pastoral care provision for Yearly Meetings and Yearly Meeting Gatherings.
- 3.9. Recommending text on pastoral oversight for inclusion in event documentation and booking forms.
- 3.10. Providing such assistance and arrangements as to facilitate and encourage all who wish to take part in events. This may include providing for needs where possible on request and recruiting and organising volunteers to assist as necessary.
- 3.11. Liaising with and advising area and local meetings in providing oversight support at Yearly Meetings.

- 3.12. Enabling Friends and Meetings to recognise the need for and support the use of specialist help if needs are beyond the group's capacity to assist with.
- 3.13. Checking that disabilities discrimination legislation and best practice (including on confidentiality) are followed by the venue providers and planning groups.
- 3.14. Ensuring that the experience and wisdom which is accrued from year to year is passed on in a meaningful way to inform planning for future events.
- 3.15. Reporting annually to Manner of Holding Yearly Meeting Group on the group's function at Yearly Meeting or Yearly Meeting Gathering.

#### **4. FREQUENCY OF MEETINGS**

- 4.1. The Committee shall meet as frequently as appropriate for discernment and accountability, with meetings fitting in the calendar agreed with the Recording Clerk. Some meetings might be held as telephone conferences, but the group should meet together at least once a year, and additionally ensure it is able to assess venues for Yearly Meeting Gatherings at a suitable stage in the planning process.

#### **5. AUTHORITY**

- 5.1. The Committee shall work within these terms of reference under the authority of minute YMAC 2012/01/10 of Yearly Meeting Agenda Committee held 14 January 2012.