



Memorandum of Agreement
between
Church Army
and
**The Scottish Episcopal Church,
College of Bishops**



The purpose of this agreement is setting the framework so that the Scottish Episcopal Church and Church Army (CA) can work collaboratively in building the Kingdom of God through Centres of Mission (CoM), training, deployment and other forms of partnership. This agreement presents norms for these activities and processes that will be followed for normal operation as well as when issues may arise. This MOA forms a top-level agreement below which other agreements may be created for provincial/diocesan/local activity.

The agreement does not remove any obligations or benefits under employment law or Church Army HR policy and practice does not supersede the canons of the Scottish Episcopal Church. Church Army employees working in Scotland will have the same rights and privileges and be managed under the same policies as all other CA employees within the UK.

1 Parties

The Scottish Episcopal Church (College of Bishops) and Church Army (Senior Leadership Team).

2 This agreement is intended to:

Find a way of working that enables us to work together in the Scottish Episcopal context of mission whilst both 'doing' and 'enabling' mission.

Set out the vision/values, wider purpose and objectives of the Province and Church Army. These values will include:

- mutual accountability
- collaboration
- support
- mutual understanding
- mutual respect
- hope

Note, affirm, value and encourage our relations. Set out our collective aspiration to seek even greater collaboration, enabling deeper engagement and sharing of the Good News.

Set out the ways in which the work of Church Army and the College of Bishops may efficiently work to support each other.

Create a strategic framework under which Dioceses will enter into their own Memorandums of Agreement with the Church Army where those Dioceses are hosting

Church Army members so together we can better serve God and the communities which we share.

Acknowledge that we have significant responsibilities to each other, expectations of each other, and mutual accountability.

3 Executive Level Representatives/Communication

The appropriate representative within the College of Bishops and Church Army leading on our executive level relationship is bishop to director.

This will start with the Director of Operations and a College nominated Bishop (the Lead Bishop)). The CEO and Primus (as an ex- officio Vice President of CA) are a higher-level connection within this relationship. These representatives may be varied by mutual agreement but will remain at bishop/director level.

The representatives in 3.1 and 3.2 will meet at least annually as well as when required by situations arising. The Mission Development Officer will produce a report for CA Mission Operations Team, College of Bishops, SEC Synod (see section 13).

4 Consultation/Co-ordination regarding Centres of Mission

The Diocesan Bishop and the Director of Mission Operations with the Mission Development Officer for Scotland will identify actions that the parties agree to consult each other (and/or the host Diocese) on prior to decisions being made. Such actions might include entering into significant long-term commitments (or bringing them to an end) in relation to Centres of Mission in Scotland, or their oversight. This might involve financial, physical and human resources (including making/renewing certain appointments and filling certain posts).

Principles for consultation and co-ordination:

- a) Each Centre of Mission will have a steering group with representatives from diocese & CA (e.g. CA Development Officer) as well as any local reps. This group will have defined authority from Bishop & CA for local decisions within agreed framework of the MoA. The process for establishing the Steering group will be overseen by the Diocesan Bishop and the Mission Development Officer for Scotland. Where there are multiple vestries within a centre of mission careful thought should be given to the relationship between the steering group and the vestries. The steering group and the vestry(s) should be clear on where the demarcations of authority lie.
- b) Where issues arise that go beyond the scope or ability of the Steering group to resolve, they will escalate this to Diocesan Bishop and the Mission Development Officer (and if necessary, onwards to CA Director of Operations and Lead Bishop) for example intervention by a third party/mediator.
- c) If mediation/intervention does not resolve the issue, the Canons, Constitutions and CA HR procedures will be followed as appropriate. The transition to these formal processes will be agreed in conjunction with the Diocesan Bishop and Mission Development Officer/Director of Operations.

Other areas where consultation and co-ordination might take place are:

- Promotional campaigns
- Senior staff visits from CA/Anglican churches

A communication strategy covering e.g. acceptable use of social media & other media engagement will be part of the MoA for the CoM not least so that support can be given to those within the other's organisation that may be concerned or affected. The Comms team within Church Army will work with Communications within the host diocese / the SEC.

5 Supporting Regulatory & Constitutional Compliance

In each Centre of Mission or other project evangelists will be supported to comply with their obligations to Church Army, the SEC, the host Diocese and the Centre of Mission. These obligations will be set out in writing and captured within the job description and contract. This is a complex area and will require details of compliance in each CoM MoA. to ensure harmonious compliance with all relevant Church Army and Diocese/Province regulations, HR best practice and employment law. Where there are inconsistencies between these areas on compliance a process to address such inconsistency will be described in the CoM MoA.

Appointments to posts will be compliant with either the SEC or CA procedures (as applicable) in all ways in accordance with the appropriate employer's policy and procedures. Line management elements will be clearly stated in the CoM MoAs e.g. CA contracts to be based on actual context (e.g. a matrix approach with ordained lead evangelist holding day to day oversight of the pioneer, but line management remaining with the employers appointed representative. The Steering group will aim to address any problems between the organisations, staff and any processes before they become problematic.

Where written contracts are used there may be areas where these can be shared and developed across the province e.g..

- Template CA contract for Lay Pioneers
- SEC Licensing of Ordained Leads

Where individuals have concurrent line management and ministry authorisation, how that line management and authority can be supported should be consistent and complementary.

With the 'matrix management' approach described above, SEC/CA empowered oversight from the Steering Group will support the CoM (lead evangelist and vestries). The steering groups will not line manage the lead evangelist or the Centre of Mission but help to steer the Centre of Mission towards agreed objectives. The typical structure (explored in more detail below) would be:

Post:	Lead Evangelist	Pioneer
Status:	Usually, a Licensed SEC Priest in Charge (but in certain circumstances could be lay)	CA employee
Line Manager:	Diocesan Bishop (if lay another arrangement may be made)	Lead evangelist holds day to day oversight but Mission Development Officer Line manager
Problem arises?	Steering group	
Escalation?	Diocesan Bishop & CA Development	
And, if required...?	AND Lead Bishop/Director of ops jointly	

Dual accountability: Commissioned CA evangelists are accountable to CEO of CA and ordained evangelists are accountable to the Diocesan Bishop. If any issue arises that might lead to the removal of a CA evangelist's commission or the withdrawal of an ordained evangelist's licence there shall be a shared discussion via the Lead Bishop and the CA Director of Operations,

Risks associated with particular Centres of Mission will be assessed jointly for SEC/CA by Lead Evangelist and Mission Development Officer and shared with the steering group. The Steering Group will report for Diocese/CA on delivery of mitigations based on this risk assessment.

Safeguarding policies procedures and training will all be SEC/CA as appropriate. Because the context is an SEC charge, any safeguarding issue will be initially reported through the SEC safeguarding systems, then dealt with appropriately based on SEC/CA employment status etc. of those involved.

6 Creating Opportunities to Share Best Practice across the Province

This agreement commits the parties to creating opportunities for sharing experiences, identifying best practice and "lessons learned" to be shared across the province at and from the executive level through the Mission Development Officer role. This could include how best to promote healthy and collaborative relationships and ministry between colleagues within host Diocese. For example, creating opportunities for informed and focused prayer across the province in relation to Centres of Mission.

The Steering Group for each CoM will have a remit to identify these opportunities and will be taken forward by the executive level representatives of CA & SEC to progress communication and/or dissemination with the Mission Development Officer.

7 Framework for Host Diocese and Church Army Relations

In each diocesan CoM context possible ways will be explored for each individual Diocese and Church Army to work alongside/ in partnership with each other to encourage and enable wider pioneering and evangelism across the host Diocese; to prosper the work and witness of the host Diocese; to network with others in the host Diocese so that doing, advocating, resourcing and enabling evangelism is a shared way of life.

For the Memorandum of Agreement between Church Army and host Diocese a Template CoM MoA will be adopted.

The processes for allocated funding from SEC Diocese/charges and CA for Centres of Mission will be shared, and where practicable for the commencement/ending of particular funding to be discussed, known of and planned for well in advance between the Church Army and the host Diocese. Ideally, financially sustainable long-term projects will be established.

The MOA will identify which evangelists are responsible to (in terms of employment) and who they relate to, and the nature of those relationships (line management and otherwise). The norm will be as described in 5.5 above

A norm for contracting/licensing (basis for 'employment') is:

- a) An ordained lead evangelist would be licensed by the Bishop as a Rector or

Priest in Charge within the Canons of the SEC and the Constitution of the charge involved.

- b) A lay pioneer (or lay lead evangelist) would be employed under a Church Army contract, line managed by the Mission Development Officer or the Lead Evangelist and contract administered by CA in Sheffield.

The usual situation would therefore be an SEC-licensed/instituted ordained lead evangelist with day-to-day oversight for a CA-employed lay pioneer evangelist. This 'matrix' of line management with different employment status/lines does not affect the day-to-day activity and responsibilities within the Centre of Mission. The oversight of the CoM, with whatever employment structure, will be carried out by the Steering Group, with authorised representatives of both the Bishop and CA. If any problem arose with this matrix, (e.g. a disciplinary matter) the processes under section 4.1 will ensure that the problem can be safely resolved at the first opportunity. The table in section 5.5. describes how such matters may be escalated.

The norm of ordained CoM staff being SEC clergy and lay CoM staff being CA employees would apply no matter the relative funding breakdown.

The MoA will clearly state expectations around use of premises as bases and resources for Centres for Mission, including expenses arising in relation thereto, exclusivity thereof and the duration of any such arrangement (and the extent to which such agreements should be documented).

The MoA will identify the remit of the Steering Group. This will have staff drawn from the lead partners. The Steering Group will support the direction the projects take with regular meetings (defined in the MoA). They should meet at least quarterly. The Steering Group will be chaired by the CA Mission Development Officer and will have representation from the Diocese with the aim of helping the Centres of Mission share and benefit from insights from other Centres of Mission from across the host Diocese and the wider Province.

The MOA will set out the membership and role of Steering Group strengthened with authorised representatives and shared oversight function for the CoM. The Bishop could be a member of steering group (e.g. in lean staffed diocese). The steering group should be made up of members chosen for their responsibilities skills and experience and with a clear remit and authority. The Steering Group has a key executive function in oversight, supported by Diocesan Bishop and CA.

There may be occasions where advice on matters that would usually be taken locally could usefully be elevated to the College of Bishops and Church Army SLT via the Lead Bishop and Director of Ops. Such issues may relate to matters of policy which would impact more than one COM. This is not a route for an 'appeal route' for potential problems which should be addressed per 5.5 and 7.6 above.

8 Supporting evangelists being fully part of Church Army and of the host Diocese

Church Army will give guidance around expectations to help evangelists act in the best interests of, and responsibilities to, Church Army, the host Diocese and the Centre of Mission all at the same time.

Church Army will give guidance around expectations to help the evangelists engage in the life and initiatives of the Diocese this may include key things they should attend

giving clear rationale of the benefits so they can be measured.

Church Army and the host Diocese will consider in the MoA whether and to what extent Lead Evangelists could take a role in leading the inherited church. This is because a balance may be needed given usual SEC funding model: charges are paying for a priest, so some 'pastoral role' is expected of them. This will be set out in the MoA for the CoM and (if needed) a parallel MoA for the charges involved in the funding and support of the CoM.

The MoA will consider anticipated sources of pastoral support for evangelists in different roles (including as Priest) and how that can best be accommodated within existing SEC and Church Army structures. SEC pastoral support will be available to all CoM staff. CA extended community support will also be available to all CoM staff.

9 Training and Vocations at Diocesan and Provincial Level

At DIOCESAN level:

The Steering group (via Diocesan structures) will identify opportunities for evangelists and others to deliver or share appropriate training to and with others in ministry within the host Diocese and from Church Army.

The Steering Group will ensure ongoing learning and development is included in all job descriptions and identifying opportunities for evangelists to receive appropriate training from others in ministry within the host Diocese and the Province.

At PROVINCIAL level:

The Lead Bishop and Director of Operations will oversee the discussions on potential for Church Army lay training courses being offered into the Province and Dioceses, and how they might best be supported and co-ordinated. The Scottish Episcopal Institute as the SEC TEI (Theological Educational Institute) will also be offered sight (via Lead Bishop) of such plans. The Development Officer would liaise between Diocesan Lay Training structures for agreed programmes and facilitate continuing collaboration between diocesan and Church Army Officers with lead responsibilities. Examples of courses /events/vocations include:

- Faith Pictures
- Faith Shared (based on stepping into evangelism)
- Faith Empowered. Designed for the diocese to train lay evangelists. CA also offer train the trainer course.
- Church Army Vocational process working to see how this can dovetail with those identified by the SEC
- Envoy
- Evangelism exploration days

The SEC discernment processes will be used to identify opportunities to support the growth in vocations within the host Diocese and the Province and how this might best be supported and co-ordinated, including the process for sponsoring of candidates.

The SEC discernment process for authorised ministries works for potential pioneer evangelist candidates as follows:

- a) Rector refers to Vocation Advisor (under oversight of PDO, Provincial Director of

Ordinands)

- b) VA confirms or identifies potential vocation to pioneer – refers to Bishop via PDO
- c) Bishop endorses recommendation – PDO refers to CA discernment process

CA discernment (This may not always be followed, when there are no suitable candidates to draw from it may be appropriate to select suitable pioneer evangelist that are outside the normal vocations route. This will only happen with the agreement of CA and the Bishop)

- a) The CA Vocations Officer will work with the local church, the PDO/DDO and others to discern the call
- b) Candidates will attend two panels as part of that discernment
- c) Candidates undertake activities and a project visit as part of the vocational process
- d) When they complete their training they are admitted to the Office of Evangelist by The Archbishop of Canterbury on behalf of the 4 provinces and licensed as CA Pioneer in Scotland by Diocesan Bishop

Funding for training:

Those who are recommended by the SEC and go through the CA process and accepted are funded by CA for their training. It is also possible for the SEC to select candidates and ask CA to train them without them going through the CA discernment process. The SEC will be responsible for their funding in this route.

As a responsible employer Church Army value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. As part of your induction within Church Army the Learning and Development Team will work with the employee to identify any specific training and formational needs that will be key for enabling them in their role and future ministry. They will draw up a plan with the employee, for approval by the Church Army Training Review Panel, setting out how these needs may be addressed. We also expect that as part of the new role they will join the Church Army Mission Community. This again will be picked up with them through induction and through the Community Team.

10 On-going Opportunities for host and neighbouring Diocese to support Centres of Mission

Overseen by the Lead Bishop and the Director of Mission Operations, the Mission Development Officer may consider appropriate funding models that may be adopted and/or adapted for use by Church Army, the local Church and host Diocese "partnerships". Agreed by Diocesan Bishops, staff involved in a Centre of Mission will identify aspirations for evangelists to visit local Churches and opportunities to invite prayer and financial support from the local Episcopal congregations.

Overseen by the Lead Bishop and Director of Ops, staff involved in a Centre of Mission will consider notice of Provincial Church Army executive visits being shared, and the prospect (or presumption) for engagement with the local Bishop (or Bishop's representative) on those occasions. These may be helpful opportunities to create awareness of such engagement with a Diocese audience.

11 Supporting New Worshipping Communities

The Steering Group will identify expectations around gathering those who have been reached into new worshipping communities within the extended structures of the

Scottish Episcopal Church.

Any 'new community' would be a properly constituted charge within the SEC, under the authority of the Canons and the diocesan bishop per the organisational norms for the SEC. This may be an incumbency (if financially viable), a suspended incumbency or a dependent charge (if not yet financially viable).

The diocese can assist with the lightest touch possible for correct governance of any such 'new community' charge.

12 Confidentiality and Data sharing

Under the framework of this agreement there will be a separate data sharing agreement between the SEC and Church Army which sets out the issues of confidentiality and use of the information.

13 Programme for Reviewing and further strengthening the executive-level Relationship

The day-to-day review of this MoA and the relationship will be carried out by the representative Bishop and CA Mission Operations director. A full review of the MoA will be carried out each five years and report annually. The review will be provided to

SEC: College of Bishops; Standing Committee; General Synod

CA: SLT, Mission Development Officer and lead evangelists

An annual report will be produced by the Mission Development Officer for Scotland which cover developments in all areas of collaboration, evidence of successful work and any areas where issues have arisen. Lessons learned and actions taken in all these areas will be reported.

14. Provincial Steering Group and Annual Appraisal

At least once per year, as envisaged in section 3.3 above, the parties will hold a steering group meeting for the Church Army and the SEC with the Director of Mission Operations, the Mission Development Officer for Scotland and a Bishop from the SEC. The appointed Bishop will be representative of the College of Bishops.

The appointed Bishop of the SEC will have the opportunity to contribute to the Annual Appraisal process for the Mission Development Officer for Church Army.

15. Authorisation

This MoA is signed on behalf of the College of Bishops and Church Army as indicated below:

For College of Bishops

Mark Mory (Primus)

Primus

Date: 26th Sept 2023

For Church Army

Pete Raul.

Chief Executive

Date: 26th Sept 2023