

Navigation Team Details:

Terms of Reference

Context:

The Diocese of Liverpool is on a six-year transformation journey, Fit for Mission, encouraged by and in partnership with the Church Commissioners.

Bishops and Archdeacons are leading us forward to work more collaboratively across deanery-scale geography and to focus more time on four priority areas: introducing people to Jesus, deepening discipleship, developing Christian leaders and working for justice. All activity should be building these areas of focus. There is also a vision to reduce the burden of structural bureaucracy by moving to have fewer larger parishes and deal with our buildings issue.

Fit for Mission will change the way we organise ourselves at parish level, and the way we prioritise our time and resources for mission, pastoral care and governance.

Purpose:

The Navigation team is a team of clergy and lay who have specific skills to serve the emerging larger Parish in navigating the change ahead. The team will meet regularly and a secretary will take action/decision minutes that will be sent to the wider leadership teams for transparency (change teams and FfM PCCs etc). Because one of the important roles of the Navigation team is to coordinate, they must be fully aware of developments in each change team; change team leads will therefore regularly attend Navigation team meetings to update on their area of leadership.

It should be noted that members of the Navigation team are not 'superior' in any way to other change team or worshipping community leads. The Navigation team members will have specific skills that lend themselves to the tasks of strategy development and coordination, and communication and will serve the larger Parish as they use these skills. Permeability of the Navigation team by other leaders and transparency of decisions and actions will be important to make this a reality.

The main tasks for the Navigation team are:

- Change strategy development/enabling
- Prioritisation and coordination of leadership and resources, particularly for ministry and change teams
- Communication with the wider leadership teams (PCCs)
- People development

Standard agenda items may include:

- Overall planning and progress (take action on areas moving slowly etc)
- Programme measurement review
- Structural change, liaison with the BPO team regarding deanery plan and pastoral reorganisation
- Transition progress, and particularly for finance, churchwardens and safeguarding
- Leadership deployment to ministry, change portfolios and worshipping communities
- Portfolio progress (invite portfolio leads on rolling basis)
- Two-way communication with all the churches

Accountability:

The Navigation team will be accountable to each other and to the Change Leader/Rector designate. Ultimate accountability is to the New Parish PCC when formed, and prior to that to the Shadow PCC / Deanery Synod; regular updates will therefore be made to these meetings.

Because communication with leadership is a key element of their work, the Navigation team will be concerned that all current parish PCCs have good regular progress information during the transition phase.

Membership and roles:

The Team Lead will be the Change Leader for the “acting as if” period. It is suggested that the remainder of the team is made up of three other clergy and four lay people. The Change Leader will ensure that the vision and goals of the team are clear and understood. The team will decide who is best to Chair their meeting and appoint a secretary. Clear timely minutes are essential so that the wider team can be fully informed, stay aligned and raise issues as required.

The Navigation team will also include a half-time Change Facilitator during the two years of intensive change. The Change Facilitator will help the team to plan and progress all the areas of change required. In addition coaching will be available during this period to help this team and the wider team develop in their new ways of working.

A half time administrator will be appointed to support the two-year change period, and assist with the change workload and provide admin support for the Change Lead. They will be employed by Liverpool Diocese and line managed by the Change Facilitator.

Term and Frequency:

The Navigation team will define the frequency with which it meets; initially it is likely that 2-hour weekly meetings are required.

Navigation Team Member Role

Purpose:

Through the work of the Navigation Team, ensure that the Fit for Mission transformation takes place in a well-structured way within the change period.

What we are looking for in team members:

- Servant-hearted, being ready to use your strategy development and coordination skills for the good of the whole deanery
- Be committed to the Fit for Mission vision
- Recognise the urgent need for change and be prepared to act
- Ability to think strategically and plan
- Widely trusted on the ground, with influence to help people engage in the change
- Able to work as a 'we' on the team
- Capability to grapple with the important change imperatives
- Capacity to invest the significant amount of time required; ability to stop doing some other things to create the time for this change
- Courage to keep going and ride out the significant challenges which will be part of the journey

Main Responsibilities:

- Participate in the development of strategy, coordination of resources and communication
- Attend meetings as requested.
- Make a significant contribution, as a member of the Navigation team, to ensure the process of transition is successful.
- Support the Navigation team Lead, by sharing the load and looking out for them and other team members.
- Avoid bias, look for the best solutions for the larger parish for the future.
- Take responsibility for one or more specific areas of work within the team e.g. communication, coaching needs, main contact for a ministry or change team, event planning etc.
- Bring any issues or problems to the attention of the Lead.

Term:

Circa 24 months.