

ARISE Church Review Advisory Committee

Terms of Reference

Review Advisory Committee

1. *Constitution*

The Review Advisory Committee (RAC) shall be a committee established by the ARISE Church board, to seek and incorporate feedback from the ARISE staff and congregation.

2. *Objectives*

The objective of the RAC is in two parts:

- a. to oversee the receipt of the various reviews, consult with appropriate persons from the wider ARISE membership and staff and propose, to the Board, any final recommendations
- b. oversee the implementation of the accepted recommendations in order to provide transparency and accountability to the wider church.

The Board may make changes to the RAC members after the completion of part a.

3. *Membership*

Final membership of the RAC shall comprise members appointed by the board. Certain roles will be selected by members nominated by the wider ARISE membership and staff. The number of members of the RAC shall be not less than 9 and a maximum of 13. The composition of the RAC shall also, if possible, demonstrate a commitment to diversity.

The RAC should include:

- a) External representation by a practising lawyer (to chair)
 - Selected by board.
- b) Arise Board representatives (1-2 people)
 - Nominated and selected by board.
- c) Arise leadership representatives (2-3 campus pastors/LT)
 - Nominated by at least two campus pastors/LT, selected by board.
- d) Arise staff representatives (1-2 staff, excluding campus pastors)
 - Nominated by at least two staff, excluding campus pastors/LT, selected by board.
- e) Arise congregational representatives (2-3 people)
 - Nominated by at least two life group leaders or other group leaders, endorsed by a campus pastor, selected by board.
- f) Theological expertise – internal and external to Arise (2 people)
 - Nominated by anybody, selected by board.
 - Criteria:
 - (1) Formal theological training.
 - (2) At least one a member of a New Zealand Pentecostal church movement.

Additional criteria for selection for all RAC members:

- Must have a character and reputation that is beyond reproach
- (Other than members from outside Arise e.g. Chair), must be in good standing with their Campus pastor or Church Leader.
- Have a Christian faith.

The selection process will be completed by the board in consultation with the campus pastors, leadership team, and RAC Chair. The purpose is to ensure the RAC includes a variety of experiences and capabilities including tenure, governance and/or management experience (church or otherwise), financial expertise, legal expertise, theological training, pastoral experience, gender and ethnicity.

The Chair may appoint any RAC member to the position of Deputy Chair to have operate in the role of Chair in the event the RAC Chair is unable to do so. The RAC can, at any time, be dis-established by the Board and the Board can add or remove a RAC member on reasonable notice.

4. Meetings

1. The secretary of the RAC shall be appointed by the RAC.
2. A quorum of members of the RAC shall be six.
3. All trustees are entitled to attend meetings of the RAC, except those trustees whose positions as trustees are under consideration by the RAC in which case attendance is with consent of the RAC only. Any trustee in attendance who is not a RAC member is as an observer only.
4. Reasonable notice of meetings and the business to be conducted shall be given to the members of the RAC and all other members of the board.
5. Meetings shall be held as often as agreed by the newly formed RAC, having regard to the member hui and roadmap. Any member of the RAC may request a meeting at any time if they consider it necessary.
6. Minutes of all meetings shall be kept.
7. The agenda and minutes of all RAC meetings shall be circulated to members of the board, and to such other persons as the board directs.
8. The RAC Chair shall have the authority to procedurally run meetings and have final determination on procedural disputes
9. Meetings may be held in person, or by electronic means such as Zoom, MS Teams, teleconference, or otherwise, as is considered most appropriate for the circumstances.

5. Responsibilities & Scope

The responsibilities of the RAC are as follows:

1. ~~Attend RAC meetings.~~
2. Attend staff and member hui.
3. Facilitate presentation to hui for feedback.
4. Consider all feedback from the Pathfinding Review, Duncan Cotterill Review, BDO Review and any other reviews initiated by the board for the purposes of the RAC.
5. Consider all feedback from the staff and member hui.
6. Obtain further spiritual and theological advice.
7. Present a finalised set of recommendations across the following areas:

- a) The Board and Governance at Arise including:
- The selection and appointment of new board members
 - Board representation and diversity
 - Board membership terms
 - Board powers and processes including:
 - (a) Appointment of the Chair and the roles and responsibilities
 - (b) Approval of budgets and delegated financial authorities (DFAs)
 - (c) Employment and workplace health and safety
 - (d) Board subcommittees
 - (e) Board delegations
 - (f) Board engagement and consultation with Eldership, Spiritual Oversight and SLT.
- b) The operation and function of a Spiritual Oversight and/or establishment of an Eldership including:
- Selection and appointment of Spiritual Oversight and/or Elders
 - Representation and diversity of Spiritual Oversight and/or Eldership
 - Eldership and/or Spiritual Oversight terms
 - The relationship and interplay between the Arise Board, Spiritual Oversight and Eldership
 - Roles and responsibilities including:
 - (a) Appointment of members
 - (b) Involvement in pastoral appointments
 - (c) Spiritual and moral guidance for pastoral staff and Board
 - (d) Advice to the Arise Board on spiritual and moral matters
- c) The Organisational and Leadership structure of Arise including:
- The role and function of potential Senior Pastors
 - The role and function of Campus Pastors
 - The role, make up and function of the Senior Leadership Team and Church Management
 - The roles, responsibilities, and authorities at Campus Level and Head Office Level, and the relationships between each
 - Accountability mechanisms
- d) Arise's Privacy and Data policies and processes — to ensure member data is safe and secure and Arise is compliant with Privacy Legislation. Will look at specifically:
- How information is given and collected from members
 - How information is stored and accessed and who has confidential access to this information
 - Streamlining privacy concerns and request
- e) Arise's Financial Management and Oversight — to further improve the existing financial controls and stewardship within Arise including:

- Reviewing DFA's at an individual employee and campus level
 - Reviewing salaries, entitlements, and benefits of all employees across the organisation
 - Reviewing how budgets are set and expenditure allocated across Arise
 - Reviewing policies and process regarding expenditure on guest speakers
 - Reviewing budget allocation for Arise Care and pastoral support for members
 - Enhancing the level of reporting and improving the transparency in reporting of expenditure
8. Prepare and oversee an implementation plan for the board approved recommendations.
 9. Provide regular updates to the board and church on the progress of implementation and opportunities for contribution including through member and staff hui.
 10. General Scope -where considered appropriate to report on or make recommendations on such incidental or related matters that arise during the above tasks that are within the general spirit and intent of the objectives of the RAC.

Qualifications to 1)-10)

- I. The RAC does not have scope to seek people's personal experiences or encourage any disclosures of personal information, or investigate incidents and allegations. It is acknowledged that where interviewees or hui participants wish to illustrate general ideas and suggestions from past experiences, that they do so in a general way so as to avoid identification of other individuals and where such identification is inadvertently made or easily inferable that the RAC will take all necessary steps to ensure such identification is not recorded without permission.
- II. Where the RAC, in carrying out the tasks above reasonably considers a matter to be beyond its scope or ability to bring to a satisfactory recommendation, then it shall refer the matter back to the Board for advice with, or without a recommendation as to which person, expert or appropriate entity may be more appropriate to address the matter further.

6. Authorities

The RAC will make recommendations to the board on all matters requiring a decision. The RAC does not have the power or authority to make a decision in the Board's name or on its behalf.

The RAC is not expected to seek independent legal advice on any recommendations it may make. The responsibility to ensure any recommendation adopted by the Board meets legislative and legal responsibility rests entirely with the Board.

7. Expenses

Committee members are entitled to recover all out of pocket expenses necessary to attend meetings but only with prior approval of the Board.

It is acknowledged by all RAC members that they are providing their time voluntarily. The Board may at its sole discretion elect to recognise RAC members time by way of a koha.

8. Deliverables

Final recommendations will be made to the board by 28 February 2023, or a date as mutually agreed with the Arise Board and notified to the congregation..

9. Reporting procedures and Communications

After each meeting the chair will report a brief summary of the RAC's activities to the board. The minutes of all RAC meetings will be circulated to members of the board and to such other persons as the board directs.

At the completion of all hui the RAC chair will present a draft report to the board summarising the RAC's activities, findings, and recommendations. The Board will have an opportunity to provide feedback on this report to the RAC prior to it finalising its report.

The Board will publish an Executive Summary of the recommendations made by the RAC.

Except where specifically authorised in writing by the Board, or required by law, the RAC does not have any authority to comment publicly to any person or media entity by any means on any matter relating to the RAC including its purposes, procedures, deliberations or recommendations. Where a disclosure is authorised it will unless agreed otherwise, be through the RAC Chair.

All external enquiries to RAC shall be referred to the RAC Chair in the first instance.

10. Review

The RAC will be responsible for reviewing the implementation of the Board's final changes on yet to be specified dates in 2024 and 2025.

These review dates will be set by the RAC and Board when presenting final recommendations.

Terms of reference adopted by the Board 31 August 2022