

Paper M1

The Assistant Clerk

From the Clerk

Contact name and email address	Michael Hopkins michael.hopkins@urc.org.uk
Action required	Decision.
Draft resolution(s)	Acting on behalf of General Assembly, Mission Council resolves that, with immediate effect the Assistant Clerk: a) shall be a member of Mission Council and of General Assembly; b) is authorised to attend any committee or church body that the Clerk attends, and may deputise for the Clerk as a member of those either occasionally or on an on-going basis, noting the caveat on membership of the URC Trust, subject to the agreement of the Clerk and the General Secretary. c) shall be a full member <i>ex officio</i> of both the Law and Polity Advisory Group and the Business Committee. d) may assist with the running of any Appeal, Reference, Constitutional Review, or any aspect of the Disciplinary Process involving the Clerk, or may deputise for the Clerk with the agreement of the Clerk and the General Secretary.

Summary of content

Subject and aim(s)	Removing ambiguity over the role of Assistant Clerk.
Main points	Clarifying the Assistant's responsibilities and membership of governance bodies.
Previous documents	Mission Council minutes May 2019 and November 2019.
Consultation has taken place with...	The Assistant Clerk, the General Secretary.

Summary of impact

Financial	N/A
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External (e.g. ecumenical)	N/A
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1. Mission Council agreed to create the role of Assistant Clerk in May 2019, and in November 2019 Mission Council appointed the Revd Sarah Moore to the role. The church is most grateful to Sarah for taking on this role.
2. The church has not yet made decisions which enable the role to function as it was envisaged, namely about committee and governance body membership.
3. It is therefore proposed, for the avoidance of doubt, that the Assistant Clerk is a member of Mission Council/Assembly Executive and of General Assembly with immediate effect. As it happens this is academic in March 2020 as Sarah had a prior commitment before taking on the role, and so is unable to attend Mission Council.
4. It is also proposed, for the avoidance of doubt, that the Assistant Clerk is able to attend any committee or church body that the Clerk attends, and may deputise for the Clerk as a member of those, subject to the agreement of the Clerk and the General Secretary, either occasionally or on an on-going basis. The caveat about the URC Trust is that its constitution does not permit a deputy to be a voting member.
5. It is also proposed that the Assistant Clerk be a full member *ex officio* of both the Law and Polity Advisory Group and the Business Committee.
6. It is also proposed that the Assistant Clerk may assist with the running of any Appeal, Reference, Constitutional Review, or any aspect of the Disciplinary Process involving the Clerk, or may deputise for the Clerk with the agreement of the Clerk and the General Secretary.