



MINUTES OF BISHOP MISSION ORDER BOARD MEETING (LIGHTWAVE COMMUNITY)

held on Tuesday 3rd November 2020, 7.00pm to 9.00pm – online via Zoom

Present:

Ex Officio Chair	The Ven Canon Sally Gaze, Archdeacon for Rural Mission and Leader of the Lightwave Community (SG)
Secretary to the Bishop’s Mission Order Board	Nina Seaman, Growing in God in the Countryside, Administrator & Prayer Facilitator (NS)
Treasurer & Stewardship Officer	Andrew Gosden, Growing in God in the Countryside, Project Manager (AG)
Elected members of Lightwave Community	Sophie Charlton (SC) Rev Canon Julia Lall (JL) Claire Marshall (CM) David Theobald (DT)
Bishop’s Appointment	Rev Tiffer Robinson (TR) Peter Plummer (PP) Bob Hamilton, Pioneer Developer, Inspiring Ipswich (BH)
Bishop’s Safeguarding Rep	Karen Galloway, Diocesan Safeguarding Advisor (KG)
Bishop’s Ecumenical Appointment:	Rev Colin Watkins, Methodist Superintendent Minister for Ely and Newmarket circuit (CW)

Apologies:

Bishop’s Finance Rep	Gary Peverley, Director of Finance (GP)
Bishop’s Visitor:	Right Rev Dr Mike Harrison, Bishop of Dunwich (MH)

ITEM NO.	SUBJECT DESCRIPTION AND PURPOSE
20.79	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>SG opened the meeting in prayer. Apologies were noted from GP and MH. New members of the board were welcomed and introductions took place, including a brief overview of Lightwave for new members.</p>

ITEM NO.	SUBJECT DESCRIPTION AND PURPOSE
	<p>A proposal was going through the process of approval by the Bishop's Council and Governance Committee to establish;</p> <ol style="list-style-type: none"> 1. a new BMO Council supported by a new Charitable Incorporated Organisation (CIO) chaired by SG, focussing on Lightwave mission on the ground and 2. a separate Project Board meeting chaired by Bishop Mike reporting to the DBF and through them to the SDF to monitor the entire Growing in God in the Countryside Project and monitor progress against targets. <p>ACTION: AG to send round terms of reference for BMO Council to BMO Board.</p>
20.80	<p>MINUTES OF PREVIOUS MEETING</p> <p>There was one correction by JL from the Minutes of the last BMO meeting on the 7th of Sept 2020, under item 20.71. The Lightwave giving group from South Hartismere was led by Julia Lall not the Curate. The Minutes were agreed subject to this amendment.</p> <p>REVIEW OF OUTSTANDING ACTIONS</p> <p>19.20 – update from SG. There are two Lightwave Elders who are part of the Lightwave community, finding their own way to becoming Lightwave group leaders and both have Licences to preach.</p> <p>20.72 – Rev Jane Held has completed the picture of the BMO governance structure but AG and SG need to review and update before it is circulated to all the BMO Council.</p> <p>ACTION: SG and AG to review and update JH's document on the BMO governance and circulate to BMO.</p> <p>20.76(b) – Update from AG. He has met with GP re two new posts for Red Lodge and there are currently two applicants, one for each post.</p>
20.81	<p>UPDATE ON 2020 PROJECT PROGRESS (INCLUDING RECRUITMENT UPDATE)</p> <p>SG presented a paper SDF Programme - COVID-19 Impact Analysis - October 2020 prepared at the request of the Strategic Development Unit. Covid has had a mixed effect on the project, it has affected the project progress in terms of growing numbers, but has allowed people time to explore their missional vision for the future. There are 17 Lightwave groups signed up to Learning Communities so far and the project goal is 60 by end 2024.</p>
20.82	<p>TRAINING AND COACHING</p> <p>Three Learning communities in the North, South and West of the Diocese were currently in the process of being set up, facilitated by Archdeacons Jeanette Gosney and David Jenkins and by the Director of Mission and Ministry, Dave Gardner. The groups will facilitate the sharing of wisdom from Lightwave groups as participants share what they are doing. The Lightwave group leaders often feel they didn't need the coaching which was previously being offered and the Learning Communities are being introduced to replace this approach.</p> <p>Mission Shaped Ministry Flexi (MSM-Flexi) is a course running to help train people for pioneering mission and is usually run with small groups from churches. Six MSM flexi groups are led by people on the Auxiliary Ordinands Pathway, with people across parishes in Suffolk.</p>
20.83	<p>LIGHTWAVE GROUP MEMBERSHIP APPLICATIONS/RURAL OUTREACH PIONEER (ROP) APPLICATIONS AND NEWS/LEARNING FROM LIGHTWAVE GROUPS</p>

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	<p>20.83.1 - Farm by the Water- Applications for Rural Outreach Pioneer Funding</p> <p>Two applications had been received from The Farm by the Water</p> <ol style="list-style-type: none"> 1. BMO(20)M8.20.83.1 refers. SC explained The Farm by the Water, led by Kathy Wilson who is a Licensed Pioneer, holds retreats, services and bible journaling which are aimed for those who don't normally go to church. There are prayer meetings on Mondays and Bible study on Fridays on Zoom. Having a Rural Outreach Pioneer one day a week would expand the work at Farm by the Water and aid the development of a retreat space prayer room, which is being converted from garages into a prayer shed. All the ministry which takes place at The Farm by the Water is self funded and relies on giving. 2. The second application from Farm by the Water (BMO(20)M8.20.83.2 refers) is for a Rural Outreach Pioneer to help lead the work of Suffolk in Prayer, which came out of Thy Kingdom Come earlier in 2020. Suffolk in Prayer is led by an ecumenical steering group and this role would help Kathy to develop Farm by the Water's contribution and leadership of Suffolk in Prayer. <p>Rural Outreach Pioneers are currently engaged under a contract for services at £100 a day will be paid, for one day a week.</p> <p>The two applications for Farm by the Water would be directly on making new disciples, through rural outreach. Both would be self-employed roles focussed on missional disciple making.</p> <p>CM said that Kathy has been working towards a number of ministry goals over the last 6 years, before Lightwave involvement and has been self-funded. Kathy has a clear vision and part of that was to become involved in a Lightwave group and see people coming close to God.</p> <p>SC and CM (as members of The Farm by the Water Lightwave Group) went out of the Zoom room whilst these applications were being discussed.</p> <p>SG clarified that Kathy would be accountable to her Lightwave group and through that to the BMO Council and to Sally as Archdeacon for Rural Mission.</p> <p>ACTION: SG and AG to check wording of Lightwave Rural Outreach Pioneer application form and also of the Contract for Services to ensure accountability is clear.</p> <p>PP proposed that the applications be approved, seconded by DT. The proposal was unanimously approved.</p> <p>20.83.2 - South Hartismere application for Rural Outreach Pioneer Funding</p> <p>Application BMO(20).M8.20.83.3 refers. JL has submitted an application for Emma Morris from South Hartismere to become a Rural Outreach Pioneer. JL explained Emma had been coming to the Messy church club after school and from this started going to a small group, which brought mission together through four church schools, the local church and home. JL recognised a lot of gifts in Emma, who has been building relationships intentionally and has been sign-posting families to Fresh Expressions of church.</p> <p>This application was considered by the BMO whilst JL went out of the Zoom room.</p> <p>DT proposed that the application be approved, seconded by TR. The proposal was unanimously approved.</p> <p>SG noted that all applications were conditional on references and safeguarding checks.</p>

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	<p>ACTION: AG, JL and KG to follow up on references and the Lightwave DBS check to be completed on these applications if not already in place.</p> <p>20.83.3 – Gather (St John’s Woodbridge) application for Lightwave Community Membership</p> <p>BMO(20).M8.20.83.4 refers. PP is part of this group of 8 who formed a new missional community sent out from St John’s and are exploring a number of initiatives, praying and seeking what God is saying, developing a mission statement and a sense of direction of what they are called to be doing. Being intentional with its mission (fellowship of life to be missional). The group has a draft website and are going to be commissioned this year.</p> <p>SG mentioned St John’s PCC has raised some questions about this application but indicated the PCC are still in support of this group. SG has spent some time with the congregation and the new St John’s PCC. Membership (not included in the form as presented) is coming from existing homegroups in St John’s church: Gillan Scott, Peter Plummer, Julie Plummer, Caroline Scott, Lucy Penn, Rich Penn, Martin Roberts, Kat McDonald, James McDonald, Neil Clayton, Amanda Clayton, Gillian Coles.</p> <p>Governance would be from the Lightwave BMO council rather than PCC of St John’s church.</p> <p>This application was considered by the BMO Council whilst PP went out of the Zoom room.</p> <p>After discussion BH proposed the proposal, seconded by CW, that: “The BMO agrees to welcome Gather into membership of the Lightwave community and strongly recommends that as a first action they undertake something like the MSM-Flexi course to help them identify their specific missions”.</p> <p>The proposal was agreed unanimously.</p> <p>20.83.4 - Lightwave Risk Assessment for Covid with best practice guidance</p> <p>BMO(2).M8.20.83.5 refers and SG has written a one-sided page to Lightwave groups around good practice on Covid.</p> <p>There is no reference to a standard risk assessment spreadsheet in the guidance and SG confirmed she is not using standard Risk Assessment form for this.</p> <p>ACTION: Any comments on this paper to be fed back offline and sent to AG for consideration.</p>
20.84	<p>GOVERNANCE OF BMO</p> <p>AG asked the board to approve the four papers as follows:</p> <ul style="list-style-type: none"> • BMO(20)M8.20.84.1 CIO Foundation Model Constitution D5 • BMO(20)M8.20.84.2 Bishops Mission Order D4 • BMO(20)M8.20.84.3 Lightwave BMO and CIO Change Summary for governance committee D3 • BMO(20)M8.20.84.4 SLA between Lightwave CIO and DBF Oct 2020 D3 <p>A new BMO Council is being established (see 20.79 above) and Lightwave is applying to become a CIO (charitable incorporated organisation). The new BMO Council members will be the trustees of the CIO. All members will be required to sign the CIO Foundation Model Constitution (based on the template from the charities commission) and once the application is approved will become trustees of the Lightwave</p>

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	<p>CIO.</p> <p>A Service Level Agreement is being created, linking the DBF and Lightwave CIO. The CIO will operate as an independent charity, subject to the Bishop. The Governance Committee (GC) will be meeting on the 18th of November and will review the CIO application with James Hall, the senior legal officer for the Diocese. At this meeting any changes required will be approved and AG will resend to the Board.</p> <p>The CIO has been chosen because it is the most similar charity to a PCC. Trustees are like PCC members in terms of their responsibilities.</p> <p>PP – is there reference to conflicts of interest in the CIO document? DT confirmed yes.</p> <p>ACTION: AG to email all BMO Board any revised documents after the GC and will also let BMO know next steps following the Governance Committee meeting.</p>
20.85	<p>FINANCE AND STEWARDSHIP</p> <p>AG presented two documents:</p> <p>BMO(20)M8.20.85.1 2020 P9 Board Trusts Lightwave 50x Giving 29-Oct-2020 D1 and BMO(20)M8.20.85.2 2020 P9 Rural Mission Actuals+Outlook 29-Oct-2020 v1</p> <p>Since the accounts for 2019 were presented to the Lightwave BMO AGM, clarification had been received over the treatment of Housing Costs. The project is being charged an additional £5000 p.a. for housing per post (in addition to the standard £10,500 housing costs budgeted in each ministry line) and this was not reflected in those 2019 accounts. An adjustment has been made in the latest period financial statement and so the year to date spend and spend since the start of the project is now shown correctly.</p>
20.86	<p>LISTENING PRAYER</p> <p>BH read the Bible passage from Mark 6:45-52 and there followed some quiet time to reflect and then everyone was encouraged to feedback what they were struck by from the reading;</p> <p>SG - Jesus getting into the boat and the feeling that when he came through a problem it was like phew/relief! Jesus' disciples hadn't expected to see Jesus walking on the water. The waves looked high and the disciples didn't expect God to intervene and also that Jesus sits in the boat with us when we are going through the storm.</p> <p>BH – Jesus said take courage, do not to be afraid. God gives us courage when we step out and move into new waters and some people in the boat who will take that step. Praying for people to continue to have courage.</p> <p>PP – The disciples were amazed by walking on the water, as humans we sometimes get fearful and we don't always choose the naturally supernatural way. Trust in God and expect miracles, marvel and wonder. The disciples were afraid and God reassured his disciples.</p>
20.87	<p>SAFEGUARDING</p> <p>KG – need to find a safeguarding officer to be on the BMO for Lightwave. There are lots of changes coming into Safeguarding, following the 6th Oct 2020 IEICSA report.</p> <p>Skills for a safeguarding officer, they need to listen and be resilient and not easily shocked, know where support is available and help someone without being overly involved. When people report concerns, they need to take notes and refer to the Diocesan Safeguarding Manager when necessary. The role requires someone to gather information and believe the concerns people are phoning about and in the Safeguarding processes and procedures. The safeguarding officer would need to hold the BMO</p>

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	<p>accountable and encourage every Lightwave group to look out for safeguarding.</p> <p>DT – what is the responsibility of the BMO CIO to have a safeguarding policy in place?</p> <p>SG – there is a Diocesan Safeguarding policy in place which will be adapted to work within the Lightwave structure.</p> <p>DT - is there a job description for the safeguarding officer role?</p> <p>KG will send a copy to NS and NS will circulate to all the BMO.</p> <p>ACTION: (a) NS to circulate Diocesan Parish Safeguarding Officer job description to all BMO.</p> <p>ACTION: (b) If someone is interested in the Lightwave Safeguarding Officer role, speak or contact KG before the next BMO meeting.</p> <p>The Safeguarding officer for Lightwave will be either one of existing trustees of the CIO or the BMO Council can choose to co-opt someone.</p>
20.88	FORTHCOMING AND RECENT EVENTS – NOT COVERED IN THIS MEETING DUE TO TIME
20.89	<p>AOB AND DATES OF MEETINGS IN 2021 – NOT COVERED IN THIS MEETING DUE TO TIME</p> <p>Date of next BMO Meeting – 5th Jan 2021 – 7pm – 9pm on Zoom.</p>
20.90	<p>CLOSING PRAYER AND END</p> <p>The meeting closed at 9.20pm with the BMO Council saying the Grace together.</p>

Sally Gaze

2nd December 2020

Signed: _____

Date: _____

Chair: SALLY GAZE

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