



**MINUTES OF BISHOP MISSION ORDER MEETING (LIGHTWAVE COMMUNITY)**

held on Monday 20<sup>th</sup> July 2020, 7.00pm to 9.00pm – online via Zoom

**Present:**

- Bishop’s Visitor: Right Rev’d Dr Mike Harrison, Bishop of Dunwich (MH)
- Ex Officio Chair: The Ven 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)
- Bishop’s Appointment: Rev’d Jane Held, Missional Small Group Leader (JH)
- Bishop’s Ecumenical Appointment: Rev’d Colin Watkins, Methodist Superintendent Minister for Ely and Newmarket circuit (CW)
- Bishop’s Safeguarding Rep: Karen Galloway, Diocesan Safeguarding Advisor (KG)
- Bishop’s Visitor: Diane Grano, Red Lodge Rural Resourcing Church Leader and Co-Leader of the Lightwave Community (DG)
- Bishop’s Visitor: David Theobald, Administrator for Red Lodge Rural Resourcing Church (DG)

**Apologies:**

- Bishop’s Appointment: Rev’d Mark Cresswell (MC)
- Bishop’s Appointment: Rev’d Tiffer Robinson, Lightwave Community team (TR)
- Bishop’s Finance Rep: Gary Peverley, Director of Finance (GP)

ITEM NO.	SUBJECT DESCRIPTION AND PURPOSE
20.56	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>SG opened the meeting in prayer and apologies were noted from Rev Mark Cresswell, Rev Tiffer</p>

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	Robinson and Gary Peverley.
20.57	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the previous meeting were agreed with no amendments.</p> <p><b>REVIEW OF OUTSTANDING ACTIONS</b></p> <p>NS took the BMO Board through the outstanding Actions on the Action log and updated it.</p>
20.58	<p><b>RED LODGE REPORT</b></p> <p><b>(a) Lightwave Café need</b></p> <p>DG gave an update on the first 6 months of the Lightwave Hub paper BMO(20)M6.20.58(a) refers. The Lightwave café is taking shape and generating good income. Covid has created opportunity for the Rural Resourcing Hub (RRH) to partner with a different group of people through the local school, West Suffolk Home but not Alone and the doctor's surgery. Lightwave have been delivering medication, delivering food parcels and supporting people with online assistance across several rural villages. From 10<sup>th</sup> August 2020, Lightwave will take over 67 people from Churches Together in Newmarket to supply food parcels. This has prompted Lightwave Hub to start a food bank in Red Lodge which will be based in the container given to Lightwave from Crest Nicholson. The container is being insulated and prepared for this purpose.</p> <p>The Lightwave Hub in Red Lodge has two Rural Outreach Workers, but the mission is growing – so they are seeking to turn these roles into 2 x 20 hour a week posts with focused job descriptions, to take care of the ministry already built up. DG is asking the BMO to approve these two roles to help sustain the mission of the Rural Resourcing Hub.</p> <p>Some land may be gifted to Lightwave Red Lodge for a multipurpose building for the Rural Resource hub. It would enable various mission focused ministries such as faith focused cafés, local training, a job club, an expression of church for the unchurched and allow for income to be generated for local mission, contributing to sustainability. The Red Lodge Sports Pavilion, where the Lightwave Pop up Café is currently located, is not a long-term location as the venue is sports focussed and a new sports bar is being built on site.</p> <p><b>Growing New Disciples and New Leaders</b></p> <ul style="list-style-type: none"> <li>• Lightwave volunteers have built relationships through supporting families during Covid, this has created opportunity for potentially three new Lightwave small groups and invitation to the Sunday breakfast chat.</li> </ul> <p><b>Establish Budget for new employees</b> (Not yet discussed with DBF Finance Director)</p> <ul style="list-style-type: none"> <li>• Current spend: Each Rural Outreach Worker is currently being paid £5,000 a year.</li> <li>• These roles would be replaced by two salaried roles with more job security £15,000 - £18,500 each (20 hour a week) for a 4 year fixed term.</li> <li>• So would require £20,000-27,000 additional spend per annum during the lifetime of the SDF funding.</li> <li>• Potential income from the café in the current climate is £10,000 per annum.</li> <li>• In the longer term, Lightwave Red Lodge would need to raise an additional £20,000 to £27,000 additional spend per annum from giving to maintain these posts.</li> </ul>

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	<p><b>Lack of other Public Buildings to house the café</b></p> <p>DG has met with West Suffolk councillors and thought about need and matching them up. Two buildings have been looked at, one is a school building, which is privately rented by a local nursery. This school building is right on the edge of a quiet area of Red Lodge and the area has been identified for developing in the next few years.</p> <p>The size of the Red Lodge Sports Pavilion is limited and is focused on getting the space used for sports and exercise and a sports bar, so is not available for the Lightwave café to be happening there.</p> <p>The Millennium Centre in Red Lodge doesn't lend itself to a Lightwave café because there is a bar and space is rented for a number of other things. Setting up and packing down is challenging in the Millennium Centre and there are no other spaces available within Red Lodge.</p> <p><b>Responsibility for the Building Project</b></p> <p>DT has been involved in a building project for West Suffolk Vineyard Church and their congregation were able to contribute to the building works. DT was deputy chair of this project and is aware of the impact on social needs of the community.</p> <p>DT would continue to discuss with the parish council this possibility and DT would manage the relationship with the parish. He would manage the fundraising so it would not distract DG from leading in mission and discipleship. The key focus of DG's role is relational and if DG was very involved in a building project, her time and resources would be taken away.</p> <p>JH asked whether DT had discussed with the parish council about a Community Interest Company owning the land and the building and therefore the user becomes Lightwave. JH mentioned S136 Building Notice and exploring that and the conditions and didn't want the land being used for accommodation by town planners and social services.</p> <p><b>Potential Timescale</b></p> <p>It is anticipated that after 3 -5 years there would be a facility to use, after raising money for the building, getting designs, going out to contract. DG is looking at future sustainability. SG asked if it is gifted land could the Lightwave café operate out of a portacabin, whilst building works were being completed? DT has refurbished a container and there are quick build options. DG emphasised the need to have a presence in the area she was serving in.</p> <p><b>Insights from a time of silent prayer</b></p> <p>The Board spend some time in silent prayer and then individuals fed back their insights during this time:-</p> <ul style="list-style-type: none"> <li>• MH - to explore the land further with a view to developing the site and draw some plans together that demonstrate how this will take forward service and discipleship now, rather than in 4 years' time.</li> <li>• SG - investigate a Community Interest Partnership Company owning the land to be potentially used by Lightwave. But would need to specify it is a Christian café.</li> <li>• JH - local partners would look to put land to good use and focus on putting the</li> </ul>

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	<p>building there. Carrying developmental aspects but growing community.</p> <ul style="list-style-type: none"> <li>• DG said the leaders of the local community may want a multi faith building. DG had already had a discussion with a County Councillor about this and was exploring further. DG was referred to the Plunkett Foundation (Plunkett.co.uk) to investigate options.</li> <li>• JH suggested there were better ways of raising funds for a building. AG confirmed money is available in the SDF budget to do fundraising.</li> <li>• AG would like to see a business plan for the 2 roles for 20 hours a week and wants to see a funding model and employment model.</li> <li>• SG asked DG to come back with a funding model and staffing and employment model and an engagement and disengagement model.</li> </ul> <p><b>Agreed actions</b></p> <p><b>1. Explore Development of Land:</b> DG and DT to explore the possibility of development on the land to build a suitable building, including whether the building could be owned by a Community Interest Company, with a long term lease to Lightwave, who would own the café and its associated social enterprise. One possible model might be looking at what the Plunkett Foundation do (see link below);  <a href="https://plunkett.co.uk/wp-content/uploads/Community_Shops_in_Churches.pdf">https://plunkett.co.uk/wp-content/uploads/Community_Shops_in_Churches.pdf</a></p> <p><b>2. Presentation focused on growing of new disciples.</b> DG to report back to the BMO Board on 7<sup>th</sup> of September, with a clear proposal on how developing the café using a new building contributes to the mission of the project here and now, (as well as sustainability in 4 years' time.)</p> <p><b>3. Employment of two workers in Red Lodge.</b> DG and DT to come back to the BMO Board on 7<sup>th</sup> September with;  a funding model (how could the roles be funded);  and employment model (job descriptions etc.) and;  a sustainability model (how can the roles be sustained after the project funding comes to an end).</p> <p><b>4. Provision of Information regarding using SDU funding</b>  AG will provide to the BMO Board information on</p> <ul style="list-style-type: none"> <li>• how Lightwave could fund the cost of employment of two workers for Red Lodge from the SDF project funding, including any implications of doing this in terms of mission elsewhere; and</li> <li>• whether additional authorisation from SDU is required.</li> </ul> <p><b>(b) Red Lodge Lay worker role</b></p> <p>CW explained DG was previously a Pioneer Enabler at St Christopher's Church, Red Lodge. St Christopher's is advertising for a Youth, Children's and Family worker rather than a Pioneer Enabler, who would work with the Rural Resourcing Church. The Oversight Group at Red Lodge would pick up any issues, conflict/disputes if they arose between the Rural Resourcing Church and St Christopher's.</p> <p>The Oversight group want to ask the BMO if the Youth, Children's and Family worker role could be part funded by the Lightwave project. The role is fully funded for 4 years and is likely to be a 5 year funding. CW confirmed two thirds is funded from the circuit and one</p>

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	<p>third from the deanery. One year's funding is £11,000 for an 18 hour week role.</p> <p>AG confirmed the Rural Resourcing Church community funding budget has funding upto £106k. Alternatively, there is the ROWs budget but that is not what it was intended for. SG suggested a figure of £1,000 a year.</p> <p>CW would be line managing the Youth, Children and Family worker role. It would need to work synergistically so that it would contribute to the overall project goals and help making new disciples in Red Lodge. CW, Caroline Butcher and Red lodge members would be on the interview team and any applications would be shared with DG and DG would be involved in the selection process, to check the chemistry and right fit. CW wants St Christopher's to also contribute to the financing of this role.</p> <p>MH said money is an indication of partnership intent, if it works synergistically, then more could be invested.</p> <p>A proposal was made by SG to give £1,000 a year to the Youth, Children and Families worker post, subject to further negotiation as necessary for 5 years. This would come from the Community Partnership Fund, which helps churches and Rural Resourcing Churches to become more sustainable.</p> <p>JH proposed and MH seconded. All the Board were in favour.</p> <p><b>ACTION: AG and CW will finalise the funding arrangements and document this for the St Christopher's Youth, Children and Families worker role.</b></p> <p>CW prayed for DG and then DG left the meeting at 8.30pm.</p>
<b>20.59</b>	<p><b>LISTENING PRAYER</b></p> <p>Prayer time was covered above in item 20.58.</p>
<b>20.60</b>	<p><b>UPDATE ON 2020 PROJECT PROGRESS</b></p> <p>This Agenda item was not covered due to time.</p>
<b>20.61</b>	<p><b>TRAINING AND COACHING</b></p> <p>The Learning Communities Facilitators training will take place on 24<sup>th</sup> of September 2020 and will led by Tim Lea. Archdeacons David, Jeanette and Sally, Dave Gardner and Andrew Gosden will be participating in this training.</p>
<b>20.62</b>	<p><b>GOVERNANCE OF BMO</b></p> <p>SG took the BMO through paper BMO(20)M6.20.62, highlighting the need to form a Project Board and a BMO Council. DBF employees doing certain roles will be joining the Project Board and the BMO Council will be made up of more volunteers.</p> <p>SG is talking with James Hall, Diocesan Solicitor, to seek advice on this and what to incorporate into the Terms of Reference for both the project board and the BMO. Also included would need to be how Lightwave would continue its relationship with the DBF, once the project had ended. SG would also be looking at the CIO work which AG had completed and talk through this with James Hall. The CIO would come under the BMO Council. MH asked about liability of the CIO and wants this in the final</p>

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	<p>paper. JH agreed that this was straightforward and a sensible course of action.</p> <p>KG asked whether Safeguarding would be an Agenda item on both the project board and BMO Council? SG confirmed it would be a regular item on the Project Board Agenda.</p> <p>MH would chair the project board and the Leader of the Lightwave Community would chair the BMO Council.</p> <p>SG asked the BMO if there was anything which she needed to draw to James Hall's attention. MH said SG's paper was very comprehensive.</p>
<b>20.63</b>	<p><b>FINANCE AND STEWARDSHIP</b></p> <p>This item wasn't covered in the Agenda due to time.</p>
<b>20.64</b>	<p><b>LIGHTWAVE RURAL HUB 2 AND 3 RECRUITMENT UPDATE</b></p> <p>SG confirmed the project hadn't managed to recruit to the Rural Resourcing Church Lead Otley role and weren't happy with the preferred couple. Bishop Martin wanted to re-open applications. The second couple have agreed to resubmit their application and the closing date for this is 30<sup>th</sup> July 2020.</p> <p>Rural Resourcing Church 3 is starting consultation in Bungay, the Incumbent is retiring and agreed to undertake consultation and interview at the end Oct 2020.</p>
<b>20.65</b>	<p><b>SAFEGUARDING</b></p> <p>KG confirmed JH is going to keep a watching brief on Safeguarding for Lightwave until the BMO APCM in October. SG has given a name to KG for a Lightwave Safeguarding Officer and will talk further with KG outside meeting. SG and KG have been looking at the DBF application form and adapting the question about disclosure from the clergy application form and using this for lay application form. AG has taken the DBF application form and put the confidential declaration on back of the form.</p> <p><b>ACTION: AG to send KG the confidential declaration link and KG will check it meets safeguarding requirements.</b></p>
<b>20.66</b>	<p><b>AOB AND DATE OF NEXT MEETING</b></p> <p><b>AOB</b></p> <p>Kathy Wilson's, Pioneer application needs the commendation of a PCC. The primary church focus is the Lightwave community. The BMO board are happy to commend Kathy as a pioneer starting in September 2020. All the BMO Board were in favour.</p> <p><b>Next meetings</b></p> <p>The next meeting is on Monday 7<sup>th</sup> September 2020, 2pm – 4pm via Zoom.</p> <p>The BMO APCM takes place on Monday 5<sup>th</sup> October 2020 7pm to 9pm and will be a physical meeting and NS is looking into suitable venues.</p>
<b>20.67</b>	<p><b>CLOSING PRAYER AND END</b></p> <p>MH closed in prayer and the meeting finished at 9.00pm.</p>

Sally Gaze

2<sup>nd</sup> December 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chair: SALLY GAZE