

## 34. Interim Report of the (Shadow) Methodist Heritage Committee

### Basic Information

<b>Contact Name and Details</b>	The Revd Dr Leslie Griffiths, Chair of the (Shadow) Methodist Heritage Committee Joanne Hibbard, Methodist Heritage Officer (MCH ext. 5247)
<b>Status of Paper</b>	Interim
<b>Resolution</b>	<ol style="list-style-type: none"> <li>1. The Conference receives the interim Report of the (Shadow) Methodist Heritage Committee.</li> <li>2. The Conference approves the developments agreed by the Methodist Council to the composition and remit of the Methodist Heritage Committee and the main tasks of the Heritage Officer.</li> <li>3. The Conference directs the Methodist Council to approve nominations for members of the Methodist Heritage Committee.</li> <li>4. The Conference directs the Methodist Heritage Committee, in liaison with the Faith and Order Committee, to continue work on developing the theology of 'Methodist Heritage &amp; Mission'.</li> <li>5. The Conference directs the Methodist Heritage Committee, in liaison with the Archives and History Committee, to bring appropriate Standing Order changes to the Conference of 2010.</li> <li>6. The Conference adopts the processes and principles for the allocation of Heritage grants, and directs the Methodist Heritage Committee to devise criteria to recommend to the Connexional Grants Committee to approve grant funds in the Heritage Grant Stream from September 2009, and to report to the Methodist Council.</li> </ol>

### Summary of Content

<b>Subject and Aims</b>	This paper describes progress on establishing a Methodist Heritage Committee for the Methodist Church and appointing a Methodist Heritage Officer as directed by the Conference in 2008.
<b>Main Points</b>	<ol style="list-style-type: none"> <li>1. Background to this Report</li> <li>2. Revisions to Conference 2008 decisions</li> <li>3. (Shadow) Methodist Heritage Committee Status Report</li> <li>4. Inter-relationships of the Methodist Heritage Committee and Methodist Heritage Officer with other Connexional groups</li> <li>5. Heritage budget and grant funds</li> </ol>

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<p><b>Background Context and Relevant Documents (with function)</b></p>	<p><b>Methodist Conference 2008</b> <i>Methodist Heritage and Contemporary Mission</i> <b>Methodist Council, October 2008</b> <i>Methodist Heritage: The Way Forward</i> <b>Methodist Council, April 2009</b> <i>Report of the (Shadow) Methodist Heritage Committee and Methodist Heritage Officer</i> <b>Appendix 1:</b> Terms of Reference for the (Shadow) Methodist Heritage Committee <b>Appendix 2:</b> Main Tasks of the Methodist Heritage Officer</p>
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### **The Methodist Heritage Committee: 'one body [with] the Church's responsibility both for preserving its heritage and for using it for mission'**

(5.4 'Methodist Heritage & Contemporary Mission' Conference report 2008)

#### **1. Background to this Report**

- 1.1 The report Methodist Heritage and Contemporary Mission was received by the Conference in 2008. It sought to 'demonstrate ways in which we can enhance the mission of the Church by paying greater attention to our heritage'. As a result, a Methodist Heritage Steering Group was appointed by the Methodist Council to be responsible for the initial implementation of the report. This group was instituted as an interim measure to oversee the progress of 'Methodist Heritage & Mission' until the convening of the (Shadow) Methodist Heritage Committee and the appointment of a Methodist Heritage Officer.
- 1.2 The Steering Group outlined its progress in the report to the Methodist Council, *Methodist Heritage: The Way Forward*, in October 2008. This paper made practical recommendations about how to deliver the aims of the

paper Methodist Heritage and Contemporary Mission, including requiring revisions to some of its previous proposals that would bring them into conformity with broader decisions made through the Conference (see 2 below).

- 1.3 Further progress, specifically in appointing the Chair, convening the (Shadow) Methodist Heritage Committee and in defining and appointing to the role of Methodist Heritage Officer, was reported to the Methodist Council in April 2009 in the Report of the (Shadow) Methodist Heritage Committee and Methodist Heritage Officer, and is summarised at 3 (below).
- 1.4 At its April 2009 meeting, the Methodist Council agreed that since the first meeting of the (Shadow) Methodist Heritage Committee had been held only six weeks prior to the April Council meeting and that many matters of governance and policy are still to be resolved, the (Shadow) Methodist Heritage Committee should present only a brief summary report of its activities to date to the Conference in 2009. This interim report demonstrates progress and outcomes from the Conference resolutions in 2008.

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### \*\*\*RESOLUTION

**34/1.** The Conference received the interim Report of the (Shadow) Methodist Heritage Committee.

### **2. Revisions to Conference 2008 decisions**

2.1 The Methodist Council agreed in October 2008 subject to the approval of the Conference, the following revisions to Conference 2008 decisions:

- a. As soon as possible, the process for disbursing heritage grants should be reconciled and integrated with the new grants structure, overseen by the Connexional Grants Committee, through the creation of a Heritage Grants Stream within that structure.
- b. The membership structure of the Methodist Heritage Committee should be more focused than was originally proposed and should be revised to adhere to the definition of a Committee as described in the Team Focus report to the Conference in 2008.
- c. The Methodist Heritage Officer should be a member of the Connexional Team, reporting within the lines of accountability for all Connexional Team staff rather than being accountable only to the Methodist Heritage Committee.

### **3. (Shadow) Methodist Heritage Committee Status Report**

3.1 The Revd Dr Lord Griffiths of Pembrey and Burry Port was appointed in November 2008 as Chair of the (Shadow) Methodist Heritage Committee, according to the job description presented in *Methodist Heritage: The Way Forward* and subsequently approved by the Council.

3.2 The (Shadow) Methodist Heritage Committee was convened and held its first meeting on 18 February 2009, primarily to agree in advance of the April 2009 Council meeting the Terms of Reference for the Committee (see Appendix 1) and to start to develop its working arrangements from September 2009. Three members are still to be recruited to enhance the skill set and broaden the perspective of the Committee, for example, to give World Church/World Methodist Historical Society representation.

3.3 In line with the review of all connexional committees and groups, the Terms of Reference for the (Shadow) Methodist Heritage Committee have been submitted to and approved by the Secretary for Internal Relationships. While the (Shadow) Methodist Heritage Committee develops, these Terms will remain under review by the Secretary for Internal Relationships.

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- 3.4 As directed by the report Methodist Heritage and Contemporary Mission, the Faith and Order Committee has begun work, in liaison with the Methodist Heritage Committee, on developing the theology of 'Methodist Heritage & Mission'. However, further work is required in order to develop the theological foundation for future policy making in this area.
- 3.5 A proportion of the Connexional budget for 'Methodist Heritage & Mission' work in 2008/09 and 2009/10 will be distributed as Heritage grants. Details of initial arrangements for heritage grant-making are outlined at point 5 below.

### \*\*\*RESOLUTIONS

- 34/2.** The Conference approved the developments agreed by the Methodist Council to the composition and remit of the Methodist Heritage Committee and the main tasks of the Heritage Officer.
- 34/3.** The Conference directed the Methodist Council to appoint the members of the Methodist Heritage Committee.
- 34/4.** The Conference directed the Methodist Heritage Committee, in liaison with the Faith and Order Committee, to continue work on developing the theology of 'Methodist Heritage & Mission'.
- 4. Inter-relationships of the (Shadow) Methodist Heritage Committee and Methodist Heritage Officer with other Connexional groups**
- 4.1 Joanne Hibbard, previously Development Manager at Coventry Cathedral, was appointed in February 2009 as Methodist Heritage Officer. The Main Tasks included in the Methodist Heritage Officer's job description are presented at Appendix 2. The Methodist Heritage Officer attended the first meeting of the (Shadow) Methodist Heritage Committee in the capacity of observer, but will convene future meetings.
- 4.2 The Methodist Heritage Officer's initial activities were reported to the Council in April 2009 and have included attending the 2009 Heritage Forum, becoming acquainted with as many as possible of the individuals and management groups (largely of volunteers) seeking to care for and promote Methodist heritage 'on the ground', and engaging internally with relevant Connexional Team members and externally with equivalent staff in the Roman Catholic and Anglican Churches, English Heritage's Places of Worship Team and a range of regional tourism officers.

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- 4.3 Until the creation of the (Shadow) Methodist Heritage Committee and appointment of the Methodist Heritage Officer, three Connexional 'groups' had assumed responsibilities for and work related to Methodist heritage. These are:
- a. the Archives and History Committee, including the Methodist Heritage Task Group and its Heritage Forum;
  - b. those involved with archiving (in Circuits, Districts and the Connexional Team, plus Methodist Church-funded posts and depositories located in the John Rylands Library, Manchester, and at School of Oriental and African Studies, (SOAS) London);
  - c. the Property Office in Manchester (whose role and responsibilities are under review).

### **4.3.1 Archives and History Committee**

- 4.3.1.1 The Methodist Council's responsibility under Standing Order 212(11) for artefacts, publications and records that are Model Trust property and which the Council judges to be of historic significance to the Church was delegated to the Archives and History Committee in 1996. In order to discharge this responsibility, the Heritage Task Group of the Archives and History Committee has been responsible for supporting Methodist heritage sites and advising on conservation matters, including providing small grants. The Archives and History Committee also have delegated responsibility for establishing and maintaining a list of property so specified in accordance with Standing Order 337(2).
- 4.3.1.2 The Heritage Task Group has also been responsible for the production and distribution of the Methodist Heritage Guide to historic Methodist places and events and for convening the annual Methodist Heritage Forum, a meeting of representatives from the sites listed in the Guide. Managing both these activities has been handed over to the Methodist Heritage Officer (see Main Tasks list at Appendix 2).
- 4.3.1.3 The Archives and History Committee supports and advises on a wide range of record management and archiving activities via two further Task Groups. Archiving is managed within the Connexional Team currently by the Support Services Cluster. The (Shadow) Methodist Heritage Committee has been informed that budget responsibility for the Methodist records archivist at the John Rylands Library, Manchester, must lie under the budget heading for 'Heritage & Mission' work from 2009/10. Work is needed as soon as possible to establish a Service Level Agreement with the John Rylands Library. (Partial funding for the Methodist Missionary Society archivist at SOAS, London, has been from World Church Relationships budget.)

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- 4.3.1.4 In line with the recommendations of the Conference paper Methodist Heritage and Contemporary Mission, it was proposed that the Archives and History Committee would report to the Council through the Methodist Heritage Committee, with the consequential need to rewrite Standing Orders in order to transfer some or all of the Archives and History Committee's responsibilities to the Methodist Heritage Committee.
- 4.3.1.5 However, the Executive of the Archives and History Committee have expressed objections to this proposed restructuring and the potential subsequent changes to Standing Orders. Also, the Archives and History Committee, along with its associated Task Groups, are subject currently to appropriate scrutiny as part of the ongoing review of committees. Therefore, it was proposed to the Council in April 2009 that the relationship between the Methodist Heritage and Archives and History Committees should be a key item for further discussion and resolution during the additional time requested from the Council for developing the Methodist Heritage Committee's policies and practices.
- 4.3.1.6 In line with the Council's subsequent recommendation to allow further time for discussion and development, the (Shadow) Methodist Heritage Committee proposes presenting a detailed report to the Conference in 2010, with appropriate prior scrutiny and agreement of the Council in April 2010, outlining proposals for organisational structures for the management of Methodist heritage (including the role of the Archives and History Committee), policy development (including a theology of 'Methodist Heritage & Mission') and the structures and criteria developed for heritage grant-making, together with any necessary changes to Standing Orders.

### \*\*\*RESOLUTION

- 34/5.** The Conference directed the Methodist Heritage Committee, in liaison with the Archives and History Committee, to bring appropriate Standing Order changes to the Conference of 2010.

#### **4.3.2 Property Office:**

- 4.3.2.1 Initial contact has been established between the Methodist Heritage Officer, on behalf of the Methodist Heritage Committee, and the Property Office in Manchester.
- 4.3.2.2 The Property Office warmly welcomed the 'Methodist Heritage & Mission' initiative and emphasised the importance of Methodist Heritage being

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interpreted and promoted. The Property Office fully supports the aims of the (Shadow) Methodist Heritage Committee.

- 4.3.2.3 The Property Office is to undergo review as part of the end of the Team Focus process. The relationship between the Methodist Heritage Committee and Property Office is likely to be impacted by this review.
- 4.3.2.4 It is the Methodist Heritage Committee and Methodist Heritage Officer's intention to aim to develop strong working relationships with the Property Team and actively seek out areas for collaboration, for example, it may be appropriate for the Heritage Officer to support the delivery of the mission aims of historic building development projects proposed to the Property Office
- 4.3.2.5 It is envisaged that requests for building conservation and development grants for heritage sites made through the Heritage Grant Stream, particularly those other than, but also including, chapels and churches, may be considerably more common and for more significant sums than may have been expected. Exact estimates of figures cannot be given yet, but two bids amounting to over £100,000 were received at the (Shadow) Methodist Heritage Committee's first meeting.

### **5. Heritage budget and grant funds**

- 5.1 For the Connexional year 2008/9, £250,000 was allocated by the Methodist Conference to establish 'Methodist Heritage & Mission' work, including recruiting and financing the work of a Methodist Heritage Officer, and to make Heritage grants to key historic sites.
- 5.2 A budget of £250,000 has also been proposed in the Connexional Team budget for 2009/10, from which ring-fenced funds for Heritage grant-making will be available. However, from and including 2009/10, Heritage grants may also be made from funds the Council agrees for the Connexional Grants Committee.
- 5.3 For 2010/11 a budget for 'Heritage & Mission' work will be set in the usual way according to a cost forecast and included in the Connexional Team budget. Heritage grants will be made from Connexional grant funds (see below).
- 5.4 In line with the 2008 Conference decision, the money to be disbursed in 2008/09 as Heritage grants is being managed by the (Shadow) Methodist Heritage Committee. So far £101,500 has been given. Four grants of £25,000 each were made to Englesea Brook Chapel & Museum of Primitive Methodism, Epworth Old Rectory, the New Room in Bristol, and Wesley's Chapel and the



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Museum of Methodism, City Road in London, after proposals in line with the aims of Methodist Heritage & Contemporary Mission were received. In addition, two grants of £750 each have also been made so far following invitations for applications. Several more applications are to be considered at an extraordinary meeting of the (Shadow) Methodist Heritage Committee in May 2009.

- 5.5 In 2009/10, the money from the 'Methodist Heritage & Mission' budget to be made available as Heritage grants will be distributed via a new 'Heritage Grants Stream' within Mission in Britain Connexional Grants. The funds will be administered by an independent Heritage Grants Panel of three (to be recruited in 2008/09 if possible), according to criteria devised by the Methodist Heritage Committee.
- 4.4 Draft criteria for the dispersal of the remaining 2008/09 grant funds and as the basis for grant making in 2009/10 will be discussed at the extraordinary meeting of the (Shadow) Methodist Heritage Committee in May 2009. Once agreed by the Committee and with the approval of the Methodist Council, these criteria will be recommended to the Connexional Grants Committee for the Heritage Grants Panel.
- 4.5 It is envisaged that these criteria will be adapted then for future years and reported annually to the Council. It is intended that the criteria will be confirmed or may have specific, time limited, additional aims added on an annual basis with Council approval. For example, for one year the Methodist Heritage Committee may choose to encourage bids that, as well as meeting the Connexional grants criteria for projects of 'Connexional significance' and the general criteria set by the Methodist Heritage Committee for Heritage grant funding, seek to improve disabled visitors' access to information about heritage and the mission of the church.

### \*\*\*RESOLUTION

- 34/6.** The Conference adopted the processes and principles for the allocation of Heritage grants, and directed the Methodist Heritage Committee to devise criteria to recommend to the Connexional Grants Committee to approve grant funds in the Heritage Grant Stream from September 2009, and to report to the Methodist Council.

### APPENDIX 1

#### Terms of Reference

1. **Name:** Methodist Heritage Committee (MHC)

2. **Aims and objectives:**

The Methodist Heritage Committee aims to protect, advocate and advance the interests of Methodist Heritage throughout the Connexion.

To achieve this, the MHC will work with the Connexional Team to formulate and keep under review a policy for the development and advancement of Methodist Heritage, with a particular focus on the role of Methodist Heritage as a tool for the contemporary mission aims of the Methodist Church.

This work will involve:

- ∞ Working with the Methodist Heritage Officer (MHO) to keep under review the policy for 'Heritage and Mission'.
- ∞ Defining the criteria by which the CGC should disperse funds from the Heritage fund, liaising with the CGC to receive information on the use to which grants have been put.
- ∞ Holding designated Heritage sites in trust, if delegated by the Conference/Council.
- ∞ Receiving annual reports from the trustee bodies of Methodist Heritage sites, where the MHC is not the trustee body.
- ∞ Assisting with significant heritage applications processes which impact on the whole Connexion.
- ∞ Monitoring benchmarking schemes and other programmes instigated widely throughout Methodist Heritage sites.
- ∞ Representing the interests of Methodist Heritage in relevant contexts.
- ∞ Reporting annually to the Methodist Council on its activities and the progress of Methodist Heritage more widely. (This function may be reviewed if deemed unnecessary at a later point.)
- ∞ Creating sub-groups to work on its behalf, where necessary, or inviting heritage specialists to work with the Committee where additional specialist knowledge is required.

3. **Authorising body:** The Methodist Council

4. **Reporting to authorising body:**

The Methodist Heritage Committee will report in writing to the Methodist Council once a year.

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The Methodist Heritage Committee will submit a review of the Committee to the Secretary for Internal Relationships every three years. These should be formulated by the Chair of the Committee and the Heritage Officer, in liaison with the Head of the CCE&A cluster, or their representative.

5. **Number of Members:**

The Chairperson; four trustees from the 'major' heritage sites; a member of the Archives & History Committee; two independent advisors; the Director of Communications and Campaigns (or their representative), and such other person(s) as will allow sufficient skills for the completion of the major tasks of the Committee, up to a highest total of 11 people.

6. **Membership criteria:**

The possession of skills and experience necessary to complete the aims and objectives of the Committee. This may include knowledge of the interests of particular types of heritage sites or areas of heritage work.

The areas of knowledge/expertise recognised as desirable for members of the Committee include:

- ∞ Education
- ∞ IT
- ∞ Marketing
- ∞ Tourism
- ∞ Knowledge of heritage work (including museum work) outside of the Methodist Church
- ∞ Funding and fundraising, entrepreneurship and skills in budgeting and financial planning, including understanding of Connexional grants processes
- ∞ Benchmarking
- ∞ Events and activity programming
- ∞ Theology
- ∞ Experience or knowledge from the World Church, or a broader ethnic background
- ∞ Issues relating to the care and conservation of historic buildings, artefacts and records

7. **Length of service:** Maximum of 6 years

8. **Processes for recruiting:**

Written role description and person specification based on gaps in needs and post to be filled; advertising and interviewing, where appropriate.

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### 9. **Processes for appointing/electing to particular roles, such as Chair**

Chair – press advertising and interview essential, with a panel to be arranged by agreement between the Chair of the Methodist Council and the Head of the CCE&A cluster.

Representatives from heritage sites to be appointed internally by their trustee groups.

There will be no need for a secretary to be appointed as administrative support to be provided from within the CCE&A Cluster of the Connexional Team.

### 10. **Connexional Team Contact:** Methodist Heritage Officer

### 11. **Number and calendar month(s) during which a face-to-face meeting(s) will occur:**

Two meetings per year: late February/early March and late September/early October

### 12. **Processes for review:**

Time allocated in every third February/March meeting (2011, 2014 and so on) for discussion of the Committee, its membership, its functions and work achieved. Invitation will be made following this for individual comments from Committee members and others who have worked closely with the Committee, to be directed towards, reviewed and summarised (anonymously) for wider use by the Methodist Heritage Officer. This material will be used for the completion of a written report and recommendations, where necessary, to the Secretary for Internal Relationships, to be completed by the MHO and Chair of the MHC, in liaison with the Head of the CCE&A cluster, or their representative.

## **APPENDIX 2**

### **Main Tasks of the Methodist Heritage Officer (MHO)**

It is the aim of the Methodist Church to provide greater financial and organisational support for its heritage sites and to develop their profile as effective tools for achieving the contemporary mission aims of the Church. Working with this brief, it will be the purpose of the Methodist Heritage Officer to work as part of the Connexional Team and in collaboration with the Methodist Heritage Committee (MHC) to:

1. Share with the MHC overall responsibility for the coordination of the Church's interest in and work relating to Methodist heritage and its links with the Church's contemporary mission aims:
  - a) convene the Methodist Heritage Committee and arrange the coordination and servicing of the annual Methodist Heritage Forum;

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- b) attend the Archives and History Committee and act as a link between this and the Heritage Committee;
  - c) arrange the editing and publication of the annual Heritage Guide, and the regular updating of the website;
  - d) work with the MHC in developing and implementing a policy for Heritage and Mission, as outlined in the paper Methodist Heritage and Contemporary Mission, in collaboration with the strategic objectives of the Connexional Team.
2. Develop detailed knowledge of the range of Methodist heritage sites which exist and their varied and common needs and discern the most appropriate means of supporting them centrally and locally. This may include:
- a) enabling specifically Methodist heritage sites to realise their own potential through encouraging best practice in areas of management, IT, marketing, funding, benchmarking and the use of staff and volunteers through central monitoring and local consultation, as needed;
  - b) working with site representatives to raise the profile of heritage sites within their Districts and to increase awareness both of their needs and of their mission potential;
  - c) overseeing and encouraging partnerships between Methodist heritage sites, including, where appropriate, the development of support groups and of regional networks to support the shared use of volunteer resources and the coordinated programming of activities, events and exhibitions;
  - d) encouraging heritage sites and networks to develop links with other associated Church bodies and external tourism and heritage organisations;
  - e) with the MHC, assisting sites with applications for grants, MLA accreditation and other relevant proposals.
3. Work with others in the CCEA cluster to strike an appropriate balance between working directly with heritage sites and using that experience centrally, as an officer of the Connexional Team:
- a) sharing in the strategic thinking of the CCEA cluster so that points of synergy between heritage work and related mission, advocacy and communication work elsewhere in the cluster can be achieved;
  - b) providing a voice for Methodist heritage which represents the needs of heritage sites throughout Britain in decisions made centrally.
4. Perform other reasonable duties as requested by the Director of Communications and Campaigns.