

Contemplative Fire Hub Terms of Reference

Purposes:

- To foster the heart and growth of our community.
 - To discuss, decide and make happen (including teaching).
 - To promote openness and the readiness to evolve beyond the tried and tested.
-
- To initiate, plan, and deliver events and teaching which enable the flourishing of our Community under the Rhythm of Life component of “a learning journey”. Including, but not limited to, retreats; Wisdom on the Way; Community Weekend; provision of Lent and Advent resources; and involving the whole Community as appropriate.
-
- With the Trustees and all Companions, to contribute to the flourishing of our Community under the Rhythm of Life components of Still Waters (prayer/worship) and Across the threshold (outward-facing engagement/action).
-
- With the Trustees, to be channels of good communication – via email, website, telephone or face to face – with and between the whole Community. To promote contact response and engagement: Companion to Companion; The Hub to and from Companions; from Hub to Trustees ; Trustees to Hub; and from the Trustees to Companions.
-
- With the Trustees and all Companions, to be missional – seeking out, nurturing, and providing resource for those interested in Contemplative Fire – its national or regional events, activities or groups - as Companions, Friends or enquirers. This to include the exploration of new geographical centres where energy for CF is apparent but there is currently no Contemplative Fire representation, e.g. Birmingham/the Midlands.
-
- With the Trustees, to ensure the Contemplative Fire website and other publicity and written material is fit for purpose, both as a resource for the Community and as a missional tool to those outside the Community (day to day website updating being the responsibility of the Contemplative Fire Administrator).
 - Share information, to discuss , to reach consensus, to reevaluate

Membership:

A maximum of nine Hub members.

This number to include two Trustees; one Trustee to be nominated from the Board to serve on the Hub, with another member of the Board of Trustees to serve on a rotating basis.

Each member to serve for one year minimum as a member of the Hub and not more than 5 years consecutively.

An annual open invitation to join the Hub, with those volunteering to be considered by the Hub on the basis of geography and skillset. New members to be affirmed by the Community at the community weekend/AGM.

The Hub has power to co-opt up to 3 additional persons (not necessarily Companions) in a consultant role.

Method:

It will appoint a suitable steward from amongst its members, to take the chair (who cannot be a trustee) for a 1-year period

Hub to make decisions with a quorum of more than 50 per cent of Hub membership.

The Hub will make arrangements for its own conduct, taking account of the recommendations of the Charity Commission and of the Trustees.

To meet jointly with Trustees at least once a year, with an emphasis on team-building and mutual spiritual nourishment. Together we will discuss the proposed priorities for the coming year and the current accounts, prior to the AGM.

Hub to meet four times a year. Each meeting will have as its secretary the CF administrator. All Hub events will be supported and attended by the CF administrator.

A structured meeting between the chairs of Hub and Trustees and the CF administrator once each year.

Additionally a meeting can be requested by 10% of Companions, or can be requested by Trustees

The Hub may discuss any matter of relevance to the being and action of CF.

The Hub may offer views to the Trustees on any matter including those sought by Trustees

The Hub may put forward proposals on any policies, structures and procedures of CF, which the Trustees must discuss and reply to.

The Hub will prepare an annual review of its work for presentation to Companions

There is financial discretion to support and enable Hub activities, with Hub members able to claim for reasonable personal out-of-pocket expenses. Hospitality from Companions would always be encouraged during travel around the country.