



Terms of Reference

Raleigh Street Christian Centre – Culture Review

1. Background

Raleigh Street Christian Centre (RSCC) is a Cambridge-based Christian community church with roots in the Open Brethren movement. The church operates under RSCC Inc., an incorporated society with 205 registered members. Sunday services attract approximately 600 attendees, with an additional 500 people engaged weekly through 12 ministries. The church maintains a contact list of 1,700 individuals and is supported by 17 staff members and 150 volunteers.

RSCC has a long history, starting with a small group of Christian people meeting together from 1896, to worship, to share God's story, and to bless the surrounding community.

Following a period of some unrest within the church over recent years, the church is currently undergoing a significant review. Core to these efforts is the hope that RSCC can move forward as a community that is effective in glorifying God and sharing His love. The Board of RSCC Inc. and the Elders are united in their desire to understand the historic and current challenges, and opportunities, so that a strong plan for the future can be developed.

2. Parties

The parties to this agreement are the RSCC Inc. Board and Charlotte Cummings Ltd., trading as Pathfinding.

Reviewer

The Culture Review will be conducted by Pathfinding, an organisation experienced in supporting churches and Christian organisations throughout New Zealand. The

Culture Review will be led by Charlotte Cummings. The work Pathfinding undertakes will also be supported by three other individuals with experience in ministry and church governance – Stephen Moe (lawyer), Steve Batten (retired pastor) and Steven Goulstone (Pastor of Wellington South Baptist Church).

Peer Review

The data and final reports from the Culture Review will be independently peer reviewed by an appropriately qualified and experienced individual, as an additional measure to ensure reporting accurately reflects the experiences shared by participants. This individual will be determined as the Culture Review process nears its conclusion, and will be approved by the RSCC Inc. Board.

1. Objectives

The core objective of this Culture Review is to gain a thorough understanding of people's experience of being part of RSCC.

The Culture Review will seek to understand:

- What attracts people to attending or becoming a member of RSCC, and their perception of the church's strengths.
- What people's experiences of being part of RSCC have been.
- What people's experiences of involvement as volunteers has been – including what motivates them to contribute, and barriers to involvement.
- Members/attendees perceptions of the challenges that need to be addressed within RSCC.
- The reasons former members/attendees no longer belong to RSCC.
- The future hopes members/attendees have for RSCC.

Throughout this process consideration will be given to how well RSCC aligns with its stated mission, vision and values. The Culture Review will analyse people's experiences against RSCC's mission, vision and values.

2. Scope

Time period

The review will focus on the past 10 years, with flexibility to examine people's prior experiences where relevant.

Participants

Participants in the Culture Review will be:

- a) Current members, attendees or staff of RSCC
- b) Past members, attendees or staff of RSCC, where these individuals have been involved within the last 10 years.

3. Process

The Culture Review will utilise two key processes:

- A. Survey – two online surveys will be developed, with questions relevant to the objectives of the Culture Review. The two surveys allow for some variance in questions asked between those whose involvement with RSCC is current, and those who have previously been involved with RSCC.
- B. Interviews – interviews will be held with a sample of individuals, allowing time for more detailed discussion. Interviews are guided by an interview script, with some variance expected in interviews depending on the individual's experiences. The RSCC Inc. Board will be involved with drafting a list of potential interview participants. The target number for interviews is between 20-30, and the final number will be determined collaboratively between the RSCC Inc. Board and Pathfinding. Interviews will be conducted with a cross-section of individuals, with consideration given to:
 - Roles
 - Length of involvement
 - Level of involvement
 - Individual background (eg. - cultural background, gender, age)

Survey and interview questions will be drafted by Pathfinding, and signed off by the RSCC Inc. Board.

Confidentiality

Participation in the Culture Review will be confidential. It is noted that the RSCC Inc. Board will be involved in formulating a list of individuals to be offered an interview, though whether individuals choose to participate will be kept in confidence.

Individuals completing the survey will be asked to share their name and contact details, for the purpose of enabling Pathfinding to make contact with them for follow up if required.

Any information shared will be de-identified if used in reporting from the Culture Review. For example, if a quote is shared, Pathfinding will ensure the quote in no way identifies the individual participant.

4. Reporting

Pathfinding will prepare two reports from the Culture Review:

- A. A comprehensive report, delivered to the Board of RSCC Inc. and the Elders of RSCC.
- B. A summary report, which will be made available for attendees and members of the RSCC.

5. Accountability

RSCC will ensure there are appropriate accountability mechanisms established, to honour the time people contribute to informing this Culture Review. This will be discussed as the Culture Review process draws to a close, and communicated with RSCC attendees and members.

6. Time Frame

The Culture Review will commence mid-July, 2025. The completion date will be determined between the RSCC Inc. Board and Pathfinding, and will be dependent on the number of people who participate, and the volume and complexity of the data gathered.

7. Cost

The cost of the work required for the Culture Review is set out in a contract between Pathfinding and RSCC Inc.

8. Safety

Should any criminal matters be disclosed throughout the course of the Culture Review process, Pathfinding will ensure appropriate follow up occurs around this.

Criminal matters will be disclosed to the board of RSCC Inc. If an individual raises an issue that relates to the safety of themselves or another person, Pathfinding will ensure appropriate follow up measures are undertaken. Safety concerns will be managed as confidentially as possible, though Pathfinding may involve RSCC staff or governance if this is deemed to be required.