

MEMORANDUM OF ASSOCIATION 2010 BETWEEN THE METHODIST COUNCIL AND ST JOHN'S COLLEGE, DURHAM

Basic Information

Contact Name and Details	Doug Swanney swanneyd@methodistchurch.org.uk
Status of Paper	Final
Action Required	Decision
Draft Resolution	The Methodist Council agrees to the terms of the Memorandum of Association (2010) Between the Methodist Council and St John's College, Durham, and authorises the Chair of the Council, or their representative, to sign the memorandum on behalf of the Council
Alternative Options to Consider, if Any	N/A

Summary of Content

Subject and Aims	Authorising a revised memorandum of understanding between the Wesley Study Centre (WSC) and St John's College, Durham.
Main Points	WSC works in partnership with St John's College, Durham. The terms of the partnership are established by a memorandum of association. The existing memorandum of association has been revised. The Council is asked to authorise the revised memorandum.
Background Context and Relevant Documents (with function)	N/A
Consultations	The Management Committee of WSC

Summary of Impact

Standing Orders	N/A
Faith and Order	N/A
Financial	N/A – no greater commitment is implied by the revised terms.
Personnel	N/A – no greater personnel commitment is implied by the revised terms.
Legal	N/A
Wider Connexional	N/A
External (e.g. ecumenical)	N/A
Risk	N/A

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1. The Wesley Study Centre (WSC) is an educational foundation, formally structured as an initiative of the Methodist Council. The Methodist Council's governance is habitually exercised through a local Management Committee.
2. WSC works in partnership with St John's College, Durham. WCB occupies a part of St John's College's site; a close relationship also exists between both foundations with regard to the delivery of learning programmes.
3. The terms of the partnership between WSC and St John's College are established by a memorandum of association. A memorandum of association was agreed in 2003. Work has been undertaken during the current connexional year to revise the terms of the memorandum. The revised memorandum is included below. WSC's Management Committee has agreed to the terms of the revised memorandum.

RESOLUTION

The Methodist Council agrees to the terms of the Memorandum of Association (2010) Between the Methodist Council and St John's College, Durham, and authorises the Chair of the Council, or their representative, to sign the memorandum on behalf of the Council.

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Statement of Intent

We rejoice in the partnership between St John's College and the Methodist Church which has provided a framework for the continued cooperation in the training for lay and ordained ministry in the Church of England and the Methodist Church, pioneered by and developed between Cranmer Hall and the Wesley Study Centre since 1988.

In 2010 we reaffirm our intention to:

- seek to move forward together in Christian witness and service in the spheres of theological education and ministry within Higher Education.
- provide a context of worship and formation of the highest quality faithful to our traditions yet innovative and creative in forging new patterns and practices
- work together to support the ongoing education, training and support of those in the Churches' ministries
- sustain high quality in teaching and learning in undergraduate and postgraduate study.
- co-operate and support each other in academic research and development for the benefit of our Churches.
- foster deep understanding of and respect for our respective traditions.
- seek for better forms of partnership and appropriate structures to express our co-operation.
- endeavour to keep in step with and inform the continuing Anglican-Methodist Covenant conversations.

Background

In June 2003 a Memorandum of Association was signed between the Methodist Council and St John's College, Durham. It was signed on behalf of the Methodist Council by the Revd Dr Brian Beck (Former President of Conference) and on behalf of St John's College by the Rt Revd Ian Cundy, Bishop of Peterborough and President of St John's College Council. This Memorandum was the first formal agreement to express a partnership in theological education and higher education which had developed since the foundation of the Wesley Study Centre in 1988.

In November 2003 a Covenant was signed between the Church of England and the Methodist Church. In this Covenant each Church affirmed the other as a true Church belonging to the One, Holy, Catholic and Apostolic Church of Jesus Christ and as truly participating in the apostolic mission of the whole people of God. The Covenant also committed the two Churches as a priority, to work to overcome the remaining obstacles to the organic unity of the two Churches, on the way to full visible unity; to realise more deeply their common life and mission; and encouraged forms of eucharistic sharing, including eucharistic hospitality, in accordance with the rules of our respective Churches. This was an historic moment which resonated with the Memorandum and gave a larger framework to its commitments. (The Covenant Affirmations and Commitments are appended to this Memorandum)

Since 2003 seven years of close working between the Wesley Study Centre and St John's College has born rich fruits. The achievements of the shared venture have resulted in the development and flourishing of MA and DThM programmes; the widening of the academic partnership and an ever deeper sense of a shared community and enterprise.

Alongside this much has naturally evolved and changed over that period, not least how the Wesley Study Centre works with Cranmer Hall and the broader College community on a day to day basis and the changes in governance in both the College and the Wesley Study Centre. Moreover, the Methodist Church designated the Wesley Study Centre as one of its three centres for full time training (in 2007), and the relationship of Durham University to Cranmer Hall, the Wesley Study, Ushaw College and now Lindisfarne has changed. For these reasons, it seemed wise to revisit our memorandum and set down, for a 5 year period the basis on which we now operate and reaffirm our commitments.

History

St John's College was founded in 1909, in large part due to the energy and inspiration of the Rt Revd. J E Watts-Ditchfield, whose life and ministry was itself shaped by Wesleyan Methodism and the Church of England. It has carried commitments to Higher Education in and through the University of Durham and to the professional training of ordinands from its inception, and has done this within the Evangelical tradition of the Church of England. This tradition is enshrined in its foundation Memorandum of Association. The College's current form is that of two halls combined as a single college, one, John's Hall, composed of undergraduates and postgraduates studying the range of subjects offered in the University and the other, Cranmer Hall, preparing people for ministry in the Church of England and other churches. In total over 600 students make up the college. St John's celebrates and takes delight in the creative learning opportunities made possible by this combination. It also sees itself as uniquely placed to work on the interface of theology and the many disciplines that comprise modern Higher Education (HE), in the search for truth. St John's College has changed and continues to change in response to the developments in Higher Education, the University of Durham, the needs of the Church of England in training women and men for lay and ordained ministry, and the wider Church.

The Wesley Study Centre was founded in 1988, as a response to the need to offer training for, and promote the calling to, ordained ministry in the Methodist Church especially in the North East. The Wesley Study Centre began its life with a handful of part time and full time students. It has gradually grown to be an institution which serves 30-40 students preparing for ministry in various forms and with a

role in supporting lay theological education, and in-service training for ministers of the Methodist Church in the region. Partnership has characterised the Wesley Study Centre's life from the beginning and the partnership with Cranmer Hall has been especially important in its life and development.

The Study Centre is not an independent institution in that it is part of the Connexional structure of the Methodist Church and is dependent on and accountable through the Methodist Council to the Methodist Conference. For the Methodist Church the work of the Wesley Study Centre with St John's College is an expression of the Methodist Church's commitment, not only to ecumenical training of men and women for ministry but also to the Methodist Church's engagement in and support of Higher Education.

In committing ourselves to this memorandum we wish to affirm our desire to respect and honour the traditions out of which both institutions have grown and to learn from each other's traditions in order to enrich our own and better to serve Christ. The Memorandum also recognises that our partnership is part of a wider network of partnerships in the North East which includes Lindisfarne (the Regional Training Partnership), Ushaw College, Diocesan, Regional, District and Circuit agencies and others in Christian education and theological training as well as denominational partnerships. We believe that by setting out the nature of our partnership and our intentions we can strengthen our work with others and make manifest our desire to work towards the greater unity that is both Christ's gift and our calling.

Our ways of working are guided by the following agreements and structures.

Representation on Governing Bodies and Steering Group:

Our partnership is expressed through the principle of mutual representation at a number of different levels and the work of a Steering Group.

1. The Methodist Church proposes a person for appointment to the Council of St. John's College¹.
2. The Director of the Wesley Study Centre is an ex-officio member of St. John's College Council and the Cranmer Committee. The Warden of Cranmer Hall is an ex-officio member of the WSC Management Committee
3. The Steering Group is to comprise:
 - an external Chair mutually agreed by both parties
 - the Director of the Wesley Study Centre
 - the Chair of the Wesley Study Centre Management Committee
 - the nominee of the Methodist Council to St John's Council
 - the Principal of St. John's College
 - the Warden of Cranmer Hall
 - the President of St. John's College Council or the President's nominee
 - two student representatives, one from Cranmer Hall and one from the Wesley Study Centre
4. The remit of the Steering Group is to oversee the development of the partnership and to act as a place of appeal in the case of disputes, subject to the rights of Conference and the Council of St. John's College.
5. The Steering Group will normally meet annually in the summer term prior to Summer meeting of St John's Council. The meeting will normally be linked with the summer meeting of St. John's College Council and convened by the Chair of the Steering Group

Finance

Our partnership is expressed through the two principles of keeping cross-charging between our institutions to an agreed minimum and that all such cross-charging should be fairly and transparently agreed by all parties. A financial sub-group, which meets in February or March each year will negotiate and monitor details on arrangements and changes over the exchange of payments. This sub-group shall

¹ The Methodist Council nominee would normally be someone with expertise and interest in higher education.

comprise the Director and Treasurer of the Wesley Study Centre, the Warden of Cranmer Hall and the Bursar of St John's College. The basis of the Financial Arrangement is set out in Appendix 2.

Premises

Our partnership is made possible through the Wesley Study Centre being physically located within St John's College.

1. The Wesley Study Centre occupies a number of offices and other rooms in St. John's College: the Wesley Study Centre Common Room; the Director's Office; the Administrator's Office and appropriate provision for full-time and part-time tutors. These rooms are paid for by the Wesley Study Centre according to an agreed formula.
2. In this respect the Wesley Study Centre acts as a tenant, paying a fair rate and thus contributing to the estate of St John's College.
3. The Wesley Study Centre also uses the College teaching rooms, the chapel and other public rooms according to need throughout the year.
4. Decisions about change of use and allocation of rooms are made by the College Officers of St. John's in consultation with the Director of the Wesley Study Centre.

Students

Our partnership comprises oversight of a common student body sharing in courses and other aspects of common life.

1. All Wesley Study Centre students are students of St. John's College. Those undertaking formal courses in theology at St John's or in the University are also students of the University of Durham
2. All Wesley Study Centre students are members of Cranmer Common Room and share in the processes of government of the College by that means. The Wesley Study Centre Senior Student is ex-officio a member of the Cranmer Common Room Executive. All other Executive posts are open to any member of Cranmer Hall or the Wesley Study Centre.
3. Full-time or part-time Wesley Study Centre students are eligible to be considered for accommodation within St John's or external properties administered by the college and subject to the set fees and rents. This accommodation is administered by the Warden's office for Wesley Study Centre and Cranmer Hall students.
4. Wesley Study Centre students who pay rent or maintenance are eligible to the same rights and benefits as Cranmer Hall students. Full-time or part-time Wesley Study Centre students and their families who do not pay a maintenance fee are eligible to eat in St John's College at any time and to pay for meals on a pro-rata basis.
5. All Wesley Study Centre students are eligible to attend major College functions (Festival Dinner, Leavers Dinner, Congregations) on the same basis as other students in Cranmer Hall.
6. St John's College shall provide study space for non-resident WSC students on the same basis as for students of Cranmer Hall.

Staff

Our partnership is expressed through consultation concerning appointments, the development of a common staff team, sharing facilities and academic life.

1. The Principal of St. John's College and the Chair of the Management Committee of the WSC shall ensure appropriate consultation with the Warden and the Director in the appointment of all members of staff to Cranmer Hall or the WSC.
2. In the case of the appointment of the Warden of Cranmer Hall, the WSC shall be represented on the advisory panel either by the Director or the Chair of the Management Committee.
3. In the case of the appointment of the Director of the WSC, St. John's College shall be represented on the advisory panel by either the Principal or the Warden.
4. WSC staff share in the facilities offered by St. John's College on the same basis as other academic members of staff.
5. The Director is an ex-officio member of St John's Council and Cranmer Committee and is regularly involved in College Officers meetings (at least twice per term by arrangement). The

Teachers' Meeting handles the business of teaching and learning for the WSC and Cranmer Hall and is chaired alternatively by the Warden and Director.

6. Other WSC staff share in membership of these meetings as appropriate and by agreement with the Warden and Director.

Worship

Our partnership is expressed through shared worship in both Anglican and Methodist forms in an appropriately balanced pattern and a range of styles.

1. Responsibility for worship policy in St. John's College rests with the Principal and the Warden (one of which would be the Ordinary) together with the Chaplain and the Director. Worship policy and planning is undertaken by this group, meeting at least once per term. There is also an advisory group (or groups) to ensure that interested parties are regularly consulted over worship provision. Any unresolvable difficulties in matters of worship should be referred to the annual meeting of the Steering Group.
2. It is understood that in matters of worship each institution is subject to the provision of Canon Law or denominational rules and guidelines.

Period of Association

The intention is for this arrangement to continue for five years. However, it is understood that circumstances beyond those currently envisaged might require either party to request a review of the arrangement within that period. In any such event both parties will act in good faith in undertaking any review and mutually agreeing such changes as may be necessary.

Signed: _____ Date _____
President of St. John's College Council

Signed _____ Date _____
Representative of the Methodist Council

Appendix 1: AN ANGLICAN-METHODIST COVENANT

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Appendix 2: FINANCIAL ARRANGEMENTS BETWEEN THE WESLEY STUDY CENTRE (WSC) AND ST JOHN'S COLLEGE

Introduction

What is required is a set of prescriptions for cross-charging which are:-

- a) justified on logical grounds,
- b) readily calculable with a minimum of basic assumptions,
- c) acceptable for the next five years before a further review.

There are four main areas of cost to which the criteria set out above can be applied. These are:-

1. Space charges for rooms
2. Library costs
3. Teaching charges
4. Academic and other support structures

1. WSC's payment to Cranmer for the use of rooms

The WSC will pay to St John's College for the use of space for staff offices, student carrels and student common room space at a rate of £500/m² at 2010 rates, increased according to inflation in subsequent

years. This increases WSC's room costs from £17,575 (on the present system of cross-charging) to £49,173.

2. Library costs

In 2009-10 direct library costs in St John's are of the order of £30,000. This is presently divided equally between St John's and Cranmer and reflects the relative larger usage of the library by Cranmer/WSC students. Some proportion of the £15,000 charged to Cranmer should be made to WSC. An equitable way of doing this would be to base the charges on the expected student numbers of two thirds and one third respectively for Cranmer and WSC. In 2009-10 this would lead to a charge of £5,000 to WSC. It is agreed that the WSC will pay one third of the library cost allocated to Cranmer Hall, whilst numbers remains roughly in this proportion. In return St John's College will support the development of a Methodist Studies research library by allocating a designated sum for this purpose in the library budget (£1000 per annum in 2009-10)

3. Teaching charges

3.1 Teaching resources

The teaching of the Cranmer courses is provided by full-time staff of Cranmer and WSC, by St John's, by Ushaw and by ancillary staff paid for by Cranmer. The relative contributions from these resources can be estimated in two, similar, ways. The first is to apportion, between the resources, the credit values of the courses that are taught; the second is to apportion the teaching sessions (roughly an hour long each). For example, from the provisional timetable for 2009/10, the apportioning of credit values or teaching sessions is shown in Table 1. There is little difference between the two sets of results. Of the two the second is, statistically, a little more sound and these are the proportions that are used later.

Table 1. Proportions of the teaching load carried out by the contributing groups.

	Total	C	W	Cext	StJ	U
Credit values	830	332	265	172	15	47
fractions	1	0.40	0.32	0.21	0.02	0.06
Teaching sessions	1265	501	381	290	18	75
fractions	1	0.40	0.30	0.23	0.01	0.06
C = Cranmer Hall, Cext= Cranmer ancillary staff , W=WSC, StJ=St John's College, U=Ushaw College.						

3.2 Cross-charging for teaching

This is to be calculated on the basis of estimating the total income from the fees charged to students taking the Cranmer courses and dividing that income amongst the several groups contributing to the teaching according to the proportions shown in Table 2. In 2009/10 for the mix of courses to be taken by 21 WSC students the income, in course fees to Cranmer, will be £66,124. For the "independent" students in Cranmer there will be an income of about £80,000 for those taking the MATM, BATM and DMin courses. For the expected number (41) of Anglican ordinands there will be an income from Min Div of £294,500 of which 70% (£206,150) is allocated to teaching. Adding these three sums together gives a total teaching income of about £352,000. St John's makes a 10% charge on all income to offset general overheads. Taking this into account then WSC's share would be 23% of the net fee income giving about £73,000 (compared to £42,000 on the present system). Logically this procedure should also be applied to the other contributing teaching resources shown in Table 1 and give £222,000 to Cranmer, £3,000 to St John's and £19,000 to Ushaw.

4. Payment for academic and support structures

It is difficult to make clear judgments on the levels of support provided by different members of the office staff employed by Cranmer and WSC in respect of undergraduate, MA, and DThM student costs. Although the WSC office does provide administrative support for its students there is further support for

them by the Cranmer Academic Office and its staff, for which there should be some payment by WSC. Wherever possible it is expected that support for Cranmer and WSC students will be given by their respective offices. To a large extent this is already the case. However there are some areas of support that are best provided by one office rather than both. Helping students find accommodation is one of these and this is provided by St John's via Cranmer. For this and other core services it seems fair for WSC to make a contribution. Whilst course fees are intended to, at least in part, cover the cost of administration it is agreed that a payment of £100 per student per year will be made from WSC to St John's in respect of these core services

Other payments

- The WSC pays St John's College directly for services provided by the St John's College Finance office. Currently this is £4,600.
- The WSC makes a contribution towards the cost of a college Chaplain of £300 per year
- The WSC pays for photocopying, telephones and postage according to charges raised for these services by St John's College

5. Benefits from the association of WSC with Cranmer.

The analysis above takes no account of the benefits that WSC's association brings to Cranmer. Although these can be listed they are very difficult to quantify.

6. Variations from year to year

As student numbers and the extent of staff taking part in teaching change from year to year then so will the levels of cross-charging.

Space charges will vary should the cost/m² change but this should be relatively small and take place slowly over several years. Should there be more research fellows, space costs will increase substantially but should be covered by the room allowances in their research grants.

Library costs and teaching income will vary as the relative numbers of Cranmer and WSC students change.

7. Balance sheet of cross-charging.

Table 2 shows the proposed cross-charges which would result in a net movement of about £41,800 from Cranmer to WSC resulting in a net decrease to WSC of about £2,600 compared to the current year.

Table 2. Balance sheet of cross-charging

	Proposed scheme
Teaching fees, Cranmer to WSC	73,000
Postgraduate Tutor, Cranmer to WSC	25,000
Room costs, WSC to Cranmer	49,173
Library costs, WSC to Cranmer	5,000
Administration, WSC to Cranmer	2,000
Net , Cranmer to WSC	41,827

With the increased payment by WSC for student facilities of carrel, common room and library usage of about £1,000/student, there is little justification in charging the present college fee of about £850 to WSC students and this should be discontinued. Overall the support for teaching Anglican ordinands will amount to about £5,000/student/year from Min Div; the support for WSC students will be about £4,500/student/year in terms of fees (about £3,500) and carrel, common room and library usage (about £1,000).

8. Recommendation

The new schemes of cross-charging are recommended in that they are justifiable and readily calculable. They should be reviewed after 5 years, or sooner if there are major changes in the association of Cranmer and WSC.