

Sydney Central Coast Presbytery Governance Manual

Our Mission:

To be a Catalyst for generous, inclusive and courageous congregations

Our Vision:

A world transformed by vibrant, Christ-centred communities



**uniting
church**

Sydney Central Coast
Presbytery

LAST SAVED:
Saturday, 14 October 2017
10:56

Contents

1	Introduction	4
2	Governance Policy	4
2.1	Define Good Governance	4
2.2	Governance Policy.....	4
2.3	Our Vision and Values	5
2.4	Basis of Union	5
2.5	Constitution	5
2.6	Regulations	6
3	Governance Structure.....	6
3.1	Presbytery Meeting.....	6
3.1.1	The Purpose of a Presbytery Meeting	6
3.1.2	Who comprises Presbytery	7
3.1.3	Reason for Co-option to Presbytery (if not otherwise members)	7
3.1.4	Extra members of Presbytery by other means	7
3.2	Committees.....	7
3.2.1	Standing Committee.....	7
3.2.2	Pastoral Relations Committee (PRC)	8
3.2.3	Business Committee	9
3.2.4	Life and Witness Committee	9
3.2.5	Other committees	9
3.3	Office Bearers.....	9
4	Staff.....	10
5	Zones.....	10
6	Conflict of Interest	11
7	Manual for Meetings	11
8	Risk.....	12
8.1	Risk responsibilities and key risk areas.....	12
8.2	Risk Register	12
8.3	Risk Review	13
9	Calendar.....	13
10	Supporting Documents	14
11	Appendices	16
11.1	Appendix A – Regulations relating to Presbytery	16
11.2	Appendix B – Membership of Presbytery.....	20

1 Introduction

This Manual has been prepared to provide structure to the process of establishing and documenting a system of governance for the Sydney Central Coast Presbytery.

The Manual is divided into three sections:

1. Governance Policy
2. Governance Structures
3. Supporting Documents

This Manual is a work in progress.

The final document will be available to all members of Presbytery and Presbytery staff and will guide them in their work of discernment and decision making for the good governance of the Presbytery.

2 Governance Policy

2.1 Define Good Governance

Governance refers to the processes, activities and relationships of an organisation that make sure it is effectively and properly run¹.

There is ‘good governance’ when an organisation has practices and procedures in place that help it to do its work effectively and openly, and when the roles and responsibilities of people in the organisation are clearly understood. This includes the particular roles of those in elected positions and serving on Presbytery Committees and the roles of staff, volunteers and members of Presbytery. Of course, good governance is more than rules and is much more about working together effectively and efficiently towards a common vision.

Good governance thrives when the focus and culture of an organisation encourages sound practices, is Christ-centred and based on discipleship. Even where there is no explicit guidance or procedures for situations that arise, all will be equipped to make decisions for the good of the Presbytery as whole, including its congregations and members.

2.2 Governance Policy

A policy is a high level statement of principles that govern the way an organisation seeks to operate and fulfil its mission and goals. In establishing policies, procedures and structures for the work of the Presbytery there are a number of supporting and reference documents, including the Basis of Union², the Constitution and the Regulations of the Uniting Church in Australia³. Presbytery policies will be developed in conjunction with an understanding of the shared values and vision of the members that constitute the Presbytery (see below) and the role or mission of the Presbytery (see below).

¹ Source https://www.acnc.gov.au/ACNC/Edu/Tools/GFG/GFG_Intro.aspx “Governance for Good” from the Australian Charities and Not-for-profits Commission.

² Uniting Church in Australia Assembly, Basis of Union, March 2015.

³ Uniting Church in Australia Assembly, Regulations, March 2015.

2.3 Our Vision and Values

Our Vision: A CATALYST FOR GROWING GENEROUS, INCLUSIVE & COURAGEOUS CHURCHES

Our Mission: A world transformed by vibrant, Christ-centred communities

We Value: Generous hospitality, inclusive Christianity, active discipleship, cross-culturalism, courageous mission, transformative leadership, collaborative ministry, accountable stewardship

Role of the Presbytery

The role of the Presbytery is a response to the question - What is the Presbytery called to do and be in order to serve the mission of God in the world and to faithfully respond to the call of Christ? In Sydney Central Coast Presbytery our response to this question is the Mission Statement:

TO BE A CATALYST FOR GENEROUS, INCLUSIVE & COURAGEOUS CHURCHES

Being a catalyst means:

- That the Presbytery will assist in the process of change within the Church
- That the Presbytery exists to spur its congregations, agencies and boards into action
- That the Presbytery acts to enhance and magnify the effectiveness of its congregations, agencies and boards in their participation in the Mission of God
- That the Presbytery seeks to be a self-renewing, self-sustaining, inspiring and transformative body focused on the long term growth of the Uniting Church in Australia, both within the bounds of the Presbytery and beyond

The role of the Presbytery is described in three important foundational documents : The Basis of Union, the Constitution and the Regulations of the Uniting Church in Australia.

2.4 Basis of Union

The Basis of Union describes the Presbytery as:

The Presbytery (the district council) consists of such ministers, elders/leaders and other Church members as are appointed thereto, the majority of elders/ leaders and Church members being appointed by Elders'/Leaders' Meetings and/or congregations, on a basis determined by the Synod. Its function is to perform all the acts of oversight necessary to the life and mission of the Church in the area for which it is responsible, except for those agencies which are directly responsible to the Synod or Assembly. It will in particular exercise oversight over the congregations within its bounds, encouraging them to strengthen one another's faith, to bear one another's burdens, and exhorting them to fulfil their high calling in Christ Jesus. It will promote those wider aspects of the work of the Church committed to it by the Synod or Assembly. (Basis of Union Paragraph 15c)

2.5 Constitution

In the Constitution paragraph 26 refers to the Responsibilities of the Presbytery:

The Presbytery shall have such oversight as is necessary to the life and mission of the Church in the area committed to it; it shall stimulate and encourage the Congregations within the bounds, providing them

with opportunities for counsel in the strengthening and assistance of one another and in their participation in wider aspects of the work of the Church. The Presbytery shall also have such further responsibilities as may be assigned to it by the Assembly or Synod and may do such other things as are consistent with the purposes of the Church, not being the exclusive responsibility of any other council or body within the Church.

2.6 Regulations

Various sections of the Regulations refer to the role and functions of the Presbytery - [See Appendix A.](#)

Also, a more recent document, *Episkope*⁴, has been produced by the Presbyteries Task Group of the Synod of NSW and the ACT. It describes the role of the Presbytery most clearly in the language of oversight. The Presbytery in its oversight is exercising a function of the whole people of God, the oversight exists in relationship (be it personal, collegial or communal) and oversight words missing? is part of the ministry of Christ delegated to the Church.

3 Governance Structure

3.1 Presbytery Meeting

The Presbytery must meet at least twice a year (Regulation 3.4.5.a), though in most urban Presbyteries the practice has been to meet four times a year. In Sydney Central Coast Presbytery we will trial meeting three times a year as a full presbytery.

3.1.1 The Purpose of a Presbytery Meeting

Remembering our vision, the purposes for which a Sydney Central Coast Presbytery meeting are held include:

1. making decisions that ensure that the Presbytery as a whole is a catalyst for generous, inclusive & courageous churches
2. resourcing, supporting and encouraging Congregations and Faith Communities
3. agreeing on strategies and directions that impact the whole of the Presbytery
4. providing guidance to the Presbytery Committees and approving and reviewing their charters and delegations as required from time to time
5. reviewing Presbytery actions and outcomes against strategic goals and directions
6. ensuring the accountability of Office Bearers and Presbytery staff by receiving and considering their reports
7. providing connection to the life of the wider church and the opportunity for Presbytery to provide feedback to the Synod and Assembly with respect to issues that impact the church beyond the bounds of the Presbytery
8. celebrating achievements
9. creating a forum for the discussion and consideration of new ideas
10. keeping the mission and ministry of Christ central to the life of the Uniting Church in the Presbytery

⁴ Reference *Episkope – A paper of the Presbyteries Task group of the Uniting Church Synod of NSW ACT*
<http://nswact.uca.org.au/media/1549/episkope-discussion-paper-final-may-2015.pdf>

3.1.2 Who comprises Presbytery

The members of the Presbytery shall be such Ministers and persons in other ministries as may be prescribed, and such confirmed lay members as are elected to represent the Congregations within the bounds and as may be otherwise appointed together with such confirmed lay members as may be prescribed. The lay members of the Presbytery shall be not fewer in number than the ministerial members, and the lay persons elected to represent the Congregations shall be not fewer than half the total number of lay members. (UCA constitution paragraph 27)

The composition of the Presbytery is detailed in [Regulations 3.3.4 – 3.3.6 \(see Appendix B\)](#)

3.1.3 Reason for Co-option to Presbytery (if not otherwise members)

- Member of Presbytery Standing Committee
- Officer of the Presbytery (e.g. Treasurer, Deputy Chairperson)
- Chairpersons of Presbytery Committees
- Candidate for ordained ministry
- Significant Ministries, talents or skills not otherwise represented
- Age bracket or cultural group representation
- Members of Synod Standing Committee who are within the bounds of SCCP

3.1.4 Extra members of Presbytery by other means

The membership of the Presbytery shall consist of:

(e) Two confirmed members representing each of such bodies as may be determined by the Presbytery, to be appointed by those bodies, and with at least one of such representatives being a lay person. (Regulation 3.3.4)

[In Sydney Central Coast Presbytery this may include the following or other bodies as determined by the Presbytery:

- *Tertiary ministry chaplaincies*
- *Uniting ministries*
- *Schools ministries*
- *Korean Presbytery within the bounds*
- *Faith communities]*

3.2 Committees

[Charters, Delegations, roles and position descriptions for Section 3-6 can be found by following this link](#)

Membership of Committees is by election at a Presbytery Meeting in accordance with the Nominations and Elections Policy. Members are appointed for 18 months by the Presbytery.

3.2.1 Standing Committee

In the language of corporate governance, the Presbytery Standing Committee is the “board” of the Presbytery, and answerable to the Presbytery (“shareholders”). This means the Standing Committee is not only responsible for leading the Presbytery, but has certain legal responsibilities.

Members of Standing Committee are charged with making decisions in the best interest of the whole Presbytery. Although the other committees of the Presbytery also hold responsibility for the life and work of the Presbytery in their hands, the Standing Committee holds the responsibility of overseeing all of the other committees in their work, to progress the vision and mission of the Presbytery and ensure the well-being and safety of people and staff of the Presbytery as a whole.

The Standing Committee also is responsible to ensure the good stewardship of the church's financial resources and to manage risk.

Working with other members of the Presbytery the Standing Committee sets out the mission of the Presbytery, (the mission is approved by the Presbytery not Standing Committee) and calls others in its bounds to live out their "high-calling" in Christ to be bearers and servants of the Gospel message in the congregations and agencies that lie within the bounds of the Presbytery.

Standing Committee also has a responsibility to model best practice for the other Committees of the Presbytery, the Congregations within the Presbytery and the Presbytery when it meets as a whole. It is important not to underestimate the leadership role of Standing Committee and its members. The manner in which Standing Committee conducts itself will in time create a new culture and will influence the manner in which the Presbytery and the Congregations and Agencies within the bounds of the Presbytery behave.

The Standing Committee is comprised of:

- Presbytery Chairperson;
- Presbytery Deputy Chairperson(s)
- Presbytery Secretary;
- Presbytery Treasurer;
- Chair of Pastoral Relations Committee (or nominee);
- Chair of Business Committee (or nominee);
- Chair of Life & Witness Committee (or nominee);
- Presbytery Minister; and Presbytery Development Officer (both non-voting);
- 2 people appointed by the Presbytery
- 2 co-options appointed by the Standing Committee for skills needed for the committee to carry out their responsibilities.
 - A Minute Secretary may also be appointed, as required (but such person cannot vote)

The 2 co-options appointed by the Standing Committee will need to be endorsed at the next meeting of presbytery.

Standing Committee is authorised to fill any vacancies.

3.2.2 Pastoral Relations Committee (PRC)

The role of PRC is first and foremost defined by [Regulation 3.7.3](#), which sets out its membership, its responsibilities and the method of appointment of its Chairperson. The PRC is established to exercise the tasks and responsibilities of a Pastoral Relations Committee as are outlined in the Regulations or as delegated by the Presbytery.

The PRC provides training, education, oversight, discipline and pastoral care for Ministers and Congregations of the Presbytery. Specifically, it is delegated:

- To do all things necessary to give force to the Regulations, save only that for serious matters of discipline and in circumstances where it is proposed that a Minister be removed from a Placement a recommendation be provided to Standing Committee.
- To approve the Call for ministry placements, save only for those situations where the Standing Committee has designated the placement as ‘significant to the life of the Presbytery’.

The PRC membership is comprised of:

- No more than 12 elected members (including the Chairperson).
- The Committee membership shall also include the Chair of the Ministry Committee, the Presbytery Minister and the Chair of the Tertiary Ministry Committee (or nominee).
- The membership shall include at least two Ministers, two lay persons, in so far as possible one member from each zone, and the Presbytery’s representatives to the Advisory Committee on Ministerial Placements.

3.2.3 Business Committee

The Business Committee supports the Treasurer and advises the Standing Committee in managing the business (including finance, property and staffing) affairs of the Presbytery, consistent with the Presbytery’s Mission Plan and providing oversight of the business for all member congregations and faith communities. The Business Committee has specific responsibilities in finance, property and staffing.

The role of Business Committee with respect to property matters is defined by [Regulation 4.3](#) and includes advising Congregations with respect to property matters, considering property applications and making recommendations to Synod, initiating proposals with respect to property matters and arranging inspections of Presbytery and Congregation properties.

3.2.4 Life and Witness Committee

The Life & Witness Committee is a committee of the Standing Committee. The Life & Witness committee acts on behalf of the Presbytery within [Regulations 3.1.4](#). The core responsibility of the Presbytery is to oversight and strengthen the life and witness of the congregations within its bounds. Exercise of these responsibilities is critical to the ongoing health and vitality of congregations. When the Presbytery undertakes its role diligently and faithfully it also builds a strong working relationship between the whole Presbytery and the congregations in its care.

The Committee Chair will be appointed by the members of the Committee. Meetings to be held no less than quarterly.

3.2.5 Other committees

Other committees may be created by Presbytery as required.

3.3 Office Bearers

Officers of the Presbytery all play a central role in the leadership of Presbytery.

All Officers of the Presbytery must hold, share and be able to articulate a clear understanding and vision for the place and role of the Presbytery in the life of the Uniting Church and the service of Jesus Christ.

Chairperson

The office of the Chairperson of the Presbytery is defined by [Regulation 3.6.2 a-e](#). Some of the duties listed may be delegated to the Deputy Chairperson with the approval of the Presbytery.

Deputy Chairperson

The Office of the Deputy Chairperson of the Presbytery is created under [Regulation 3.8.3](#) and shall share duties with the Chairperson as the Presbytery shall determine.

Secretary

The office of the Secretary of the Presbytery is defined by [Regulation 3.6.2 f-h](#).

Treasurer

The office of the Treasurer of the Presbytery is defined by [Regulation 3.6.2 i-j](#).

4 Staff

The presbytery may employ staff and place ministry agents as determined by the presbytery from time to time. The Standing Committee will be the registered employer.

The current staffing model of the Presbytery includes two full time staff and administration staff as employed from time to time.

- Full time Presbytery Minister primarily responsible for oversight of ministers within the bounds of the Presbytery
- Full time Presbytery Development Officer primarily responsible for the oversight of Congregations within the bounds of the Presbytery
- Administration staff as employed from time to time.

5 Zones

Section to be updated following decisions of the October 2016 Presbytery Meeting. This will include a link to the final zones document.

From the Zone Discussion Paper. The Challenge:

The new Presbytery will include at present count approximately 65 ministers and many more lay leaders serving 75 congregations, faith communities, schools, health facilities and other services, across ¼ of Sydney PLUS the Central Coast.

Central oversight through PRC and SC will by necessity become more specific and relate to regulated issues of placement, consultation, complaints or other problems, and a helicopter-view of mission planning and strategy.

The more in-depth discussion of individual ministry or congregational needs which those committees sometimes engage in will become much harder under the pressure of time and good governance. How do we work through the complexities and detail of ministry and mission, with time to listen and discuss with each other?

(Zones document for circulation at July Presbytery Meeting.)

6 Conflict of Interest

A conflict of interest in the Church is not just limited to fiduciary matters. We are a Church governed by its members; as such a conflict of interest leading to biased decisions can arise when individuals and/or Church communities are affected by decisions, even when those individuals making these decisions do not gain any financial benefit. A real or perceived conflict of interest may exist because of connection with the issue at hand; be it by a particular relationship, historical connection or membership in a particular congregation. As such Conflict of Interest Guidelines need to cover more than fiduciary matters.

See also ACNC's (Australian Charities and Not-for-Profits Commission) Paper [Managing Conflicts of Interest](#)

Theological Rationale for Conflict of Interest Guidelines

(Based on Newfoundland and Labrador Conference United Church of Canada Conflict of Interest Document)

Being part of Christ's church, we endeavour to model relationships founded upon love and justice. Love and justice are intertwined and are to be part of the embodiment of Christ in the world. In our decision-making processes, we strive to be Christlike. We trust that the Spirit of God is present in us and in others.

We acknowledge that:

- as part of our human frailty, we experience the demands of competing interests,
- our decision-making must not only embody love and justice, but also be seen to do so, and
- in our striving to be Christlike in decision-making, people of faith will experience pain and grief.

So that the church may be seen as an embodiment of Christ and decision-making processes may be seen as comprising love and justice, we therefore commit ourselves in journeying with others in faith by being open to the constant transforming Spirit of God in our relationships and decision-making. As a church we seek both to epitomise behaving in a manner to be above reproach, we must also be seen to be doing so. As such, we commit to adhere to Conflict of Interest Guidelines, recognizing that these Guidelines reflect our current understanding and that these Guidelines, like our very lives, are in constant need of God's transforming love.

7 Manual for Meetings

As a Presbytery and its committees we will follow the Uniting Church in Australia Manual for Meetings. Section 1.1 of the Manual for Meetings notes that:

When a council of the church makes decisions, it is aiming to discern the guidance of the Spirit in response to the word of God. In retrospect however, some decisions are considered to have been visionary and innovative, others inappropriate and destructive, whether or not they were seen that way at the time – discernment is not something for which we can set down the rules.

But the processes we use to create community and communicate in our meetings can themselves assist in the discernment process. This will be enhanced if people come expecting to be open both to the Spirit and to each other. By creating and sustaining effective communications in the context of a Christian community, we will be more likely to discern the guidance of the Spirit and reflect this in our decision-making.

That is not to say that community should be ‘nice’ all the time. We will struggle through pain and difficulty together as well as experiencing the joy of open and honest communication, being unified in our brokenness and our common identity under God.

8 Risk

Management of risk is another crucial Standing Committee responsibility. The Presbytery should establish a sound system of determining risk appetite, oversight, recognition, management, mitigation and control. It is often helpful to think about risk in a strategic and cultural context – having a sound system to manage matters of risk will enable the Presbytery to do the things it needs to do and make it more robust.⁵ It will enable the Presbytery to take calculated risks to further the mission of God within its bounds that are consistent with its “risk appetite”.

8.1 Risk responsibilities and key risk areas

For Presbyteries, the Synod Risk and Oversight Committee (SROC) has identified two areas of responsibility regarding risk.

1. Risk management and mitigation for the Presbytery itself
2. Risk management and mitigation in Congregations as part of the Presbytery’s role of oversight.

SROC has also identified the five key areas of risk faced by the Church:

1. Stewardship of property and assets
2. Employment of staff and volunteers
3. Establishment of Safe Church Policies and Procedures (including reporting)
4. Compliance with UCA Regulations and Synod By-Laws
5. Monitoring and Assessment of Risk Mitigation.

8.2 Risk Register

The Presbytery will have a risk register ([Link to register will be created once established](#)). The Risk Register includes the risk, likelihood, consequence, and priority level, what mitigation/control is to be in place and, who is responsible for ensuring the mitigation/control is in place.

An example of a likelihood, consequence and priority rating system is illustrated below:⁶

Likelihood rating

Frequent – likely to occur frequently

Probable – would occur but not frequently

Occasional – could happen occasionally

⁵ (Good Governance Principles and Guidance for Not-for-Profit Organisations. p26

⁶ <https://www.communitydirectors.com.au/icda/tools/?articleId=1363>

Remote – rare, not likely but possible
 Improbable – highly unlikely but still possible

Consequence rating

Catastrophic – may result in death or loss of bodily functions
 Critical – may cause severe injury, illness
 Marginal – may cause injury or illness resulting in loss of work as an example
 Negligible – may cause minor injury or illness

A rating table can then be developed that will assist in evaluating your risks in the next step.

	Frequent	Probable	Occasional	Remote	Improbable
Catastrophic	High	High	High	High	High
Critical	High	High	High	Medium	Low
Marginal	High	Medium	Medium	Low	Low
Negligible	Medium	Low	Low	Low	Low

The chart above provides a good starting point to approach the management of risks in some order. Then a responsible body can examine the adequacy of existing controls and decide which risks are to be eliminated, mitigated or accepted.

8.3 Risk Review

The risk register and activities of the Presbytery shall be audited and reviewed annually by the Presbytery Standing Committee.

9 Calendar

Following is a calendar recording the months in which meetings will occur and the business that is to be discussed and/or approved. e.g. budgets, annual plans, end of year reports, audits, reviewing policies, etc

There are three Presbytery Meetings a year and at least one zone meeting a year. Standing Committee and PRC will meet every six weeks, Business Committee will meet bi-monthly.

Month	Meeting	Focus
January	PRC	
February	Standing Committee	Final planning for February Presbytery meeting
February	PRC	Review Life and Witness and Vital Ministry Schedule for the calendar year
February	Business Committee	Identify any specific changes for the budget in the next financial year. Advise Treasurer and Standing Committee
February	Presbytery Meeting	
March	Standing Committee	Draft the next year’s Action Plan, consistent with the longer-term Mission Plan.

		At the end of each Mission Plan, develop a new Plan for the next term (usually 3-5 years). Identify needs for the budget for next financial year and advise the Business Committee. Plan for May Presbytery meeting
April	PRC	
April	Business Committee	Review draft budget to be presented to Standing Committee
May	Standing Committee	Finalise next year's Action Plan and review draft budget for recommendation to Presbytery Meeting Final planning for May Presbytery meeting
May	PRC	
May	Presbytery Meeting	Approve next year Action Plan and Budget Candidates for commendation to Synod Selection Panel
June		Levy notices sent to Congregations
June	Standing Committee	
June	PRC	Review Policies and Procedures relating to the work of PRC
June	Business Committee	Review Policies and Procedures relating to the work of Business Committee
July	Standing Committee	Review Policies and Procedures including proposals from PRC and Business Committee Plan for September Presbytery meeting
August	PRC	
August	Business Committee	Review financial performance for previous year
September	Standing Committee	Final planning for September Presbytery meeting
September	PRC	
September	Presbytery Meeting	Receive Audited Financial Statements (if available)/receive report on Financial Performance for previous year?
October	Standing Committee	Review the Risk Profile and Risk mitigation activities of the Presbytery
November	PRC	
December	Standing Committee	Plan for the February Presbytery Meeting
December	PRC	

10 Supporting Documents

(references/links to be supplied for each of these)

Basis of Union (1992 edition)

<https://assembly.uca.org.au/images/stories/Regulations/2012/Basis1992.pdf>

Constitution and Regulations

https://assembly.uca.org.au/images/resources/Regulations_Policies/Constitution_Regulations2015.pdf

Code of Ethics and Ministry Practice

https://assembly.uca.org.au/images/stories/Regulations/2012/A5_-Code_of_Ethics-2010-UPDATED-and-_CORRECTED-2012.pdf

Code of Conduct for Lay Leaders

https://assembly.uca.org.au/images/stories/ASCMinutes/2015/november/15.11Minutes_Attachment_B_Code_of_Conduct_for_Lay_Leaders.pdf

Conflict of Interest Guideline

Manual for Meetings

<https://assembly.uca.org.au/images/MfM2015.pdf>

Synod Media Kit

<http://nswact.uca.org.au/media/1376/media-kit-for-congregations-presbyteries-synod-entities.pdf>

Social media Guidelines

<http://nswact.uca.org.au/media/1102/Social-Media-Guidelines.pdf>

Safe Church/Working with Children

http://childrensministry.org.au/wp-content/uploads/safe_place_for_children.pdf

11 Appendices

11.1 Appendix A – Regulations relating to Presbytery

Sections 3.1.3, 3.1.4, 3.4.2, 3.4.3, 3.4.4, 3.6.2, 3.8.3 3.7.3 and 4.3 of the Regulations refer to the role and functions of the Presbytery:

3.1.3 RESPONSIBILITIES OF THE PRESBYTERY

3.1.3 Without limiting the generality of the responsibilities of a Presbytery as set out in Paragraph 26 of the Constitution, a Presbytery shall be responsible for:

Oversight of Ministers (3.1.3 a-c)

Oversight of Congregations (3.1.3 d)

Wider Work of the Church (3.1.3 e)

Selection and Oversight of Candidates (3.1.3 f-g)

Ordination, Accreditation or Recognition of Specified Ministries (3.1.3 h-i)

Oversight of Lay Preachers (3.1.3 j)

Placement and Appointment of Specified Ministries and Supervision of Vacancies (3.1.3 k-n)

Administration (3.1.3 o)

Other (3.1.3 p-s) (including tasks delegated to the Presbytery by Assembly or Synod)

3.1.4 LIFE AND WITNESS CONSULTATIONS

3.1.4 (a) Consultations on the life and witness of a Congregation shall be conducted by the Presbytery with the Congregation including any Ministers, Youth Workers, Pastors or Lay Pastors serving in placements in the Congregation and any Community Ministers serving in the Congregation.

(b) The purpose of the consultation shall be to strengthen the life and witness of the Congregation, to assess future ministerial and lay leadership needs, and to review the records of the Congregation.

3.4.2 RELATIONSHIPS BETWEEN CONGREGATIONS

“...Ongoing structured relationships between Congregations require Presbytery Approval.

3.4.3 DISSOLUTION OF A CONGREGATION

(a) A Congregation shall be dissolved or cease to be recognised when, in the opinion of the Presbytery it is not capable of and / or unwilling to fulfil the purpose, functions and responsibilities specified in Regulation 3.1.1.

(b) A Presbytery may dissolve and cease to recognise a Congregation for reasons which it considers are in the best interests of the mission, witness and service of the Church within the bounds of the Presbytery.

3.4.4 AMALGAMATION OR DIVISION OF CONGREGATIONS

3.4.4(a) Where a Presbytery, at its own initiative or at the initiative of one or more of its Congregations, considers that it is in the best interests of the mission, witness and service of the Church, it may [amalgamate or divide Congregation(s)]

3.6.2 OFFICERS OF THE PRESBYTERY

3.6.2 Officers of the Presbytery may be appointed on an honorary basis or, subject to the approval of the Synod, on a full or part-time stipendiary basis.

Chairperson

(a) A chairperson of the Presbytery shall be elected at a meeting of the Presbytery by a vote taken in such manner as the Presbytery may determine. The chairperson shall be a confirmed member of the Church.

(b) The chairperson shall be elected for such term up to five years as the Presbytery may determine.

(c) The duties of the chairperson shall be to constitute, preside over and generally direct the business of the meetings of the Presbytery, to exercise pastoral oversight and to perform such other duties as may be prescribed.

(d) If the position of chairperson falls vacant, the duties of chairperson shall devolve upon the most recent former chairperson of the Presbytery and, if no such person be available, the Moderator of the Synod shall appoint a chairperson. In either case such person shall serve until the Presbytery is able to meet and elect a chairperson.

(e) Should the chairperson be temporarily unavailable to perform the duties of the office, the Presbytery may appoint an acting chairperson who shall exercise all the duties of the office until such time as they are resumed by the chairperson.

Secretary

(f) The Presbytery shall elect a secretary for such period up to five years as the Presbytery may determine. The secretary shall be a confirmed member of the Church.

(g) The duties of the secretary shall include:

(i) convening meetings, preparing the agenda and keeping a record of all proceedings of the Presbytery;

(ii) attending to all other correspondence on behalf of the Presbytery, including advising all affected parties of the decisions of the Presbytery;

(iii) maintaining and having custody of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other officers;

(iv) furnishing information and reports to the Synod and Assembly and to other bodies as required;

(v) dealing with property, disciplinary and other matters in accordance with Regulations;

(vi) performing such other duties as may be assigned by the Presbytery.

(h) Should the secretary be temporarily unable to perform the duties of the office or should the office of secretary fall vacant, the Presbytery may appoint an acting secretary who shall have full authority and responsibility to perform all the duties of the office until such time as the secretary is available to resume those duties or another secretary is elected.

Treasurer

(i) The Presbytery shall appoint a treasurer for such period up to five years as the Presbytery shall determine.

(j) The treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution (See Reg. 3.8.7), keep proper books of account and furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.

Maximum Term of Officers

(k) The retiring chairperson, secretary and treasurer shall be eligible for re-election for a further term or terms of office up to a maximum of ten consecutive years.

3.8.3 OTHER OFFICERS

A Congregation or council may appoint other officers upon such conditions and to have such responsibilities as the council shall determine.

3.7.3 PASTORAL RELATIONS COMMITTEE

Membership

(a) The Pastoral Relations Committee shall consist of the Presbytery's representatives to the Placements Committee together with at least three other persons appointed by the Presbytery, provided that the membership shall include at least two Ministers and two lay persons.

Responsibilities

(b) The responsibilities of the Pastoral Relations Committee shall include:

(i) overseeing on behalf of the Presbytery the pastoral relations between the Ministers, Lay Pastors, Youth Workers, Community Ministers and Pastors and Congregations within the Presbytery;

(ii) being accessible to Ministers, Lay Pastors, Youth Workers, Community Ministers and Pastors and Congregational representatives for the purpose of giving counsel on matters relating to pastoral relationships and responsibilities;

(iii) counselling Ministers, Lay Pastors, Youth Workers, Community Ministers and Pastors for their encouragement and enrichment in the fulfilment of their ministries, including reference to the Code of Ethics;

(iv) providing such reports as may be required by the Presbytery, with due regard to the confidentiality of information given to the Committee;

- (v) conferring with Ministers, Lay Pastors, Youth Workers, Community Ministers, Pastors and Congregations to ascertain relevant information in all cases where changes in placement or appointment are involved and advising the Presbytery regarding those matters;
- (vi) dealing with matters relating to the placement or appointment of Ministers, Lay Pastors, Youth Workers, Community Minister and Pastors as may be delegated to it;
- (vii) dealing with complaints as set out in the Regulations on Church Discipline;
- (viii) making provision for the appropriate pastoral support and accountability of Ministers, Lay Pastors, Youth Workers, Community Ministers and Pastors in active service who are not in approved placements;
- (ix) reviewing the list of Ministers, Lay Pastors or Youth Workers under its care who are awaiting placement with a view to assisting them either to return to active service or to make other appropriate vocational decisions or suggesting to a Church Council that an invitation be extended to the Minister to become a Minister-in-Association;
- (x) determining the manner of appointment of persons to preside at worship and preach in a Congregation during times when there is no Minister in placement.

Chairperson

- (c) The Presbytery shall appoint one of its members to chair the Pastoral Relations Committee.

4.3 PRESBYTERY PROPERTY COMMITTEE

- (a) Each Presbytery shall appoint a Presbytery Property Committee and shall determine the membership and term of appointment of members of the Committee.
- (b) A Presbytery Property Committee, subject to any relevant by-laws and directions of the Presbytery, shall:
 - (i) advise Church Councils and other bodies within the bounds of the Presbytery with respect to property matters for which they are responsible;
 - (ii) receive and consider applications from Church Councils and other bodies within the bounds of the Presbytery with respect to property matters as provided by these Regulations having regard to:
 - the mission of the Church within the bounds of the Presbytery,
 - the policies of the Synod and Presbytery,
 - financial feasibility,
 - design and location,
 - any other relevant matter;
 - (iii) submit proposals from any Church Council or other body within the bounds of the Presbytery to the Synod Property Board with recommendations for final decision;
 - (iv) initiate proposals with respect to property matters within the bounds of the Presbytery; and

(v) regularly inspect or arrange for the regular inspection of properties for which the Presbytery and Church Councils and other bodies within the bounds of the Presbytery are responsible and propose and report to Presbytery such action as may seem desirable to ensure that the properties are maintained in good and safe condition.

(c) A Presbytery may authorise the Presbytery Property Committee or another committee or committees to take responsibilities in respect of such one or more of the properties for which the Presbytery is itself responsible, including:

(i) the supervision and use of the property;

(ii) maintaining the property in good repair;

(iii) reporting in respect of such matters as the Presbytery may require; and

(iv) such other matters as the Presbytery may determine.

(d) In a matter of extreme urgency the Presbytery Property Committee may remit any application received by it to the Synod Property Board which shall be entitled to deal with such application without any recommendation thereon having been made by the Presbytery Property Committee, and in cases where the Moderator certifies that circumstances of extreme urgency exist, the Moderator may authorise the Synod Property Officer and the Synod Secretary to make a decision and take action in the name of the Synod Property Board, such action to be subsequently reported to the Board and to the Presbytery Property Committee.

11.2 Appendix B – Membership of Presbytery

Uniting Church in Australia Regulations

MEMBERSHIP OF THE PRESBYTERY

3.3.4 The membership of the Presbytery shall consist of:

(a) The chairperson and secretary of the Presbytery.

(b) Ministers who are

(i) in active service;

(ii) associate members appointed officers of the Presbytery, and coopted by the Presbytery to full membership during all or part of their term of office;

(c) (i) Pastors in approved ministry locations within the bounds;

(ii) Lay Preachers classified as active who are elected by the Presbytery, of such number as the Presbytery shall determine;

(iii) Lay Pastors, Youth Workers and Community Ministers in accordance with Regulation 2.9.7;

(d) (i) One confirmed lay member elected by each Congregation. Where a Congregation includes more than 150 confirmed members and members-in-association in total, one additional confirmed lay member may be elected by the Congregation or where a Congregation includes

more than 250 confirmed members and members-in association in total, two additional confirmed lay members may be elected by the Congregation.

(ii) Such further confirmed lay members as may be determined by the Synod in consultation with the Presbytery and, as appropriate, to be appointed by the Congregations, the Presbytery or the Synod;

(e) Two confirmed members representing each of such bodies as may be determined by the Presbytery, to be appointed by those bodies, and with at least one of such representatives being a lay person.

(f) (i) Confirmed lay members as co-opted persons, such co-options being made for such reasons as the Presbytery considers appropriate, including persons with special gifts not otherwise available to the Presbytery, to ensure that the number of lay members is not less than the members who are Ministers and to establish a better balance in the proportion of younger and older persons who comprise the members of the Presbytery.

(ii) Ministers who are not otherwise members of the Presbytery as co-opted persons, such co-options being made for such reasons as the Presbytery considers appropriate, including persons with special gifts not otherwise available to the Presbytery and engaged in a significant ministry within the bounds of the Presbytery.

(iii) The number of co-opted persons shall not exceed one for each five members of the Presbytery. Each co-option shall be for a period not exceeding one year. A co-opted member is eligible for further co-option. The number of co-opted members from one Congregation shall not exceed three lay members and three ministerial members.

(g) In the event of any person who is a member of the Presbytery by virtue of paragraph (c)(i), (d)(i) and

(e) hereof being unable to attend a meeting of the Presbytery, the place of such person may be taken by an alternate designated for that purpose by the appointing body.

ASSOCIATE MEMBERS OF THE PRESBYTERY

3.3.5 (a) Ministers who are on leave of absence, retired or awaiting placement and candidates for Community Minister shall be associate members of the Presbytery which has oversight of them, unless they are members of the Presbytery in accordance with Regulation 3.3.4.

(b) Associate members of the Presbytery may participate in discussion but not in the deliberation or determination of any item of business of the Presbytery.

TERMS OF APPOINTMENT OF MEMBERS OF THE PRESBYTERY

3.3.6 (a) Lay persons who are members of Presbytery in accordance with Regulation 3.3.4(c)(ii) and (d) shall be elected or appointed for a period of one year and shall be eligible for re-election or re-appointment.

(b) Should any casual vacancy occur among the lay membership of the Presbytery the vacancy may be filled by the appropriate electing body for the balance of the term of the person replaced.

(c) No person may hold membership in more than one Presbytery at any one time.