



# CHARTER: Pastoral Relations Committee

## Mandate

To exercise the tasks and responsibilities of a Pastoral Relations Committee as are outlined in the Regulations or as delegated by the Presbytery.

## Responsibilities

1. Overseeing, on behalf of the Presbytery, the pastoral relations between the Ministers, Pastors, and Other Ministry Agents and Congregations and points of placement [e.g. Uniting Regional Boards, Schools] within the Presbytery;
2. Being accessible to Ministers, Pastors, Other Ministry Agents, and Congregational and Placement representatives for the purpose of giving counsel on matters relating to pastoral relationships and responsibilities;
3. Counselling Ministers, Pastors and Other Ministry Agents for their encouragement and enrichment in the fulfilment of their ministries, including reference to the Code of Ethics;
4. Appointing Presbytery representatives to Joint Nominating Committees (JNC) and to ensure that all JNC members are cognisant of the Presbytery's goals and aspirations;
5. Consulting and working with the Life and Witness Committee on the planning, conduct and follow-up of Life and Witness Consultations and Mission Studies according to the Regulations;
6. Providing such reports as may be required by the Presbytery, with due regard to the confidentiality of information given to the Committee;
7. Conferring with Ministers, Pastors, Other Ministry Agents and Congregations to ascertain relevant information in all cases where changes in placement or appointment are involved and advising the Presbytery regarding those matters;
8. Dealing with matters relating to the placement or appointment of Ministers, Pastors, and Other Ministry Agents as may be delegated to it;
9. Dealing with complaints as set out in the Regulations on Church Discipline;
10. Making provision for the appropriate pastoral support and accountability of Ministers and Lay Pastors in active service who are not in approved placements;
11. Reviewing the list of Ministers and Lay Pastors 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;
12. 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;
  13. Providing oversight of the Presbytery Ministry Committee and the Tertiary Ministry Committee,
  14. Providing oversight, guidance and counsel to Presbytery Zones and receiving reports from Zone Conveners;
  15. Providing support, guidance and counsel to the Presbytery Minister.

### Delegations

1. 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.
2. 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'.

### Appointment

1. Membership and Chairperson elected every 18 months by the Presbytery.
2. The Committee shall consist of no more than 12 elected members (including the Chairperson).
3. The Committee membership shall also include the Chairs of Ministry and the Tertiary Ministry Committee and the Presbytery Minister.
4. The membership shall include at least two Ministers, two lay persons, in so far as possible one member from each zone, and Presbytery's representatives to the Advisory Committee on Ministerial Placements.
5. The Committee may invite additional members where appropriate but invited members to always be less in number than appointed members.
6. Presbytery Standing Committee has the right to remove a member of the Committee at any time.

### Meetings

1. To be held no less than bi-monthly
2. Additional meetings may be convened by the Committee Chair according to need or if requested by two Committee members or the Chairperson of Presbytery

3. Only Presbytery appointed members may vote
4. Quorum shall be 50% of members plus one other member
5. Minutes and Action Log to be prepared after every meeting
6. Minutes to be presented to the next Presbytery Standing Committee after the Committee meeting
7. Minutes to be available, on request to all members of Presbytery – subject to observance of any privacy or commercial interests

### Process for Review

1. Committee Charter and Delegations to be reviewed annually by the Committee and then submitted to Presbytery Standing Committee for ratification
2. Presbytery Standing Committee has the right to amend the Charter and/or Delegations at any time
3. Presbytery to be advised of any changes to the Charter and Delegations.