

# **REGULATIONS**

# THE UNITING CHURCH IN AUSTRALIA

## REGULATIONS

### DEFINITIONS

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Unless the context or subject matter otherwise indicates, the definitions in Clause 3 of the Constitution shall apply to words when used in the Regulations and —

**Beneficiary Fund** means the Beneficiary Fund established pursuant to Regulation 6.1.1;

**Code of Ethics** means the Code of Ethics for Ministers of the Word, Deacons, Deaconesses, Youth Workers, Community Ministers and Lay Pastors relating to their professional and pastoral responsibilities, as approved by the Assembly or the Assembly Standing Committee from time to time;

**Policies for the Prevention of Sexual Misconduct** means those policies approved by the Assembly or the Assembly Standing Committee from time to time to deal with allegations of sexual misconduct against lay staff of the Church and its agencies, against members, adherents and volunteers, and against members in positions of leadership or responsibility;

**Professional Supervision** means the relationship a Minister has with another professional or group whereby the Minister is assisted to maintain the boundaries of the pastoral relationship and the quality of their ministry;

**Responsible body** means any body of the Church to which specific responsibilities are assigned by the Constitution or by any Regulation, by-law or rule;

**Youth Worker** means a person accredited by the Church to the specified ministry of Youth Worker.

Words in the singular shall include the plural and vice versa. Reference to a **Congregation** may thus refer to more than one Congregation where those Congregations are linked together for particular purposes.

**[NOTE:**

- the word “Korean” in brackets after a Regulation indicates that there is an approved alternative Regulation for Korean congregations. The alternative Regulations are found elsewhere in this publication;
- the words “Small Congregations” in brackets after a Regulation indicates that there is an alternative Regulation for small congregations. The alternative Regulations are found elsewhere in this publication.]

# 1. MEMBERSHIP

## GENERAL

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### RECOGNITION OF MEMBERS

**1.1.1** The members of the Church shall be:

- (a) those persons who at the date of the first Assembly are members of any one of the uniting churches, except those who may decline to be members of the Church;
- (b) persons who at a later date become members in accordance with the procedures of the Church.

### FORMS OF MEMBERSHIP

**1.1.2** The membership of the Church shall be in one of the following forms:

- (a) baptised members — comprising all baptised persons not yet admitted to confirmation;
- (b) confirmed members — comprising persons confirmed by the Church or in a manner recognised by the Church;
- (c) members-in-association — being persons who are granted such recognition in accordance with Regulations 1.1.11. and 1.1.12.

## BAPTISED MEMBERS

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### BAPTISED MEMBERS

- 1.1.3**
- (a) The names of candidates for baptism shall normally be submitted to the Church Council for prior approval.
  - (b) The sacrament shall be administered by water and in the name of the Father and of the Son and of the Holy Spirit according to an order which meets the requirements of the Assembly.
  - (c) Normally the sacrament shall be administered in the presence of the Congregation within whose life the candidates or the parents of the candidates are currently or promise in future to be involved.

### RECORD OF BAPTISMS

**1.1.4** A record of each person baptised shall be made as prescribed in the records of the Congregation in which the sacrament was administered.

### BAPTISMAL CERTIFICATE

**1.1.5** All persons baptised shall be issued with a baptismal certificate in the form approved by the Assembly.

### NURTURE OF BAPTISED PERSONS

**1.1.6** The Congregation and the Church Council shall seek to ensure that all baptised persons are nurtured within the fellowship of the Church, equipped for witness and service in the community and prepared for confirmation.

## CONFIRMED MEMBERS

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## **CONFIRMED MEMBERS**

**1.1.7** Prior to confirmation the names of candidates shall be submitted to the Church Council for approval.

## **PREPARATION FOR CONFIRMATION**

**1.1.8** Candidates for confirmation who have not been previously baptised shall be baptised either prior to or in conjunction with the confirmation.

## **CONDITIONS AND MODE OF CONFIRMATION**

**1.1.9** Confirmation shall be according to an order which meets the requirements of the Assembly and which shall make provision for the candidate to declare: acknowledgement of Jesus Christ as Saviour and Lord, determination to follow him in daily life, intention to participate actively in the fellowship of the Church and to support its work, and resolution to seek the extension of the reign of God in human society.

## **CONFIRMED MEMBERS ROLL**

**1.1.10** Following confirmation the person's name shall be recorded on the roll of confirmed members.

## **MEMBERS-IN-ASSOCIATION**

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### **MEMBERS-IN-ASSOCIATION**

**1.1.11** A person may apply to the Church Council for recognition as a member-in-association if the person:-

- (a) is a member of another Christian denomination but not actively engaged in the life of that denomination and participates in the corporate life of the Congregation and accepts the polity and discipline of the Church; or
- (b) participates actively in the corporate life of two Congregations of the Church and is enrolled as a confirmed member of the other Congregation.

### **ADMISSION OF MEMBERS-IN-ASSOCIATION**

**1.1.12** A person so recognised by the Church Council shall be admitted to membership according to an order which meets the requirements of the Assembly and the person's name shall then be entered on the roll of members-in-association.

## **MEMBERS' RIGHT TO VOTE**

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**1.1.13** All confirmed members and members-in-association shall have the right to vote:

- (a) at meetings of the Congregation in respect of which they are enrolled;
- (b) in any committee, council or other body to which they, being eligible, have been appointed.

## **MEMBERSHIP ROLLS**

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### **MEMBERSHIP ROLLS**

**1.1.14** (a) The rolls of the Congregation shall be kept by the Church Council and shall include:  
(i) a roll of baptised members indicating the name, place and date of baptism, and, in the case of infants, the date of birth of the infant and the names of parents;  
(ii) a roll of confirmed members indicating the name, the date of admission, transfer, removal or other action concerning each member;

- (iii) a roll of members-in-association, including the name of the other denomination and congregation in which membership is retained; and
  - (iv) a roll of adherents.
- (b) The Church Council shall annually undertake a review of the rolls and in making the review, shall consider whether any person who is enrolled as a member-in-association pursuant to Regulation 1.1.11(b) continues to participate actively in the corporate life of both Congregations.

#### **REMOVAL OF NAME FROM ROLL**

- 1.1.15** (a) A member's name shall be removed from the roll when such member
- (i) dies;
  - (ii) is transferred to another Congregation;
  - (iii) resigns or otherwise signifies a desire to discontinue membership; and
  - (iv) is declared by the Church Council to be a person no longer qualified to be recognised as a member.
- (b) The removal of a member's name from the roll in accordance with (a)(iv) hereof shall not be effected until the member has first been given reasonable notice that the matter is to be considered, and until reasonable efforts have been made by the Minister and the Church Council to offer the member pastoral care.
- (c) Any person who considers that their name has been wrongfully removed from the roll of members shall have the same rights of appeal as those set out in Regulation 7.2.4.

#### **INSPECTION OF ROLLS BY PRESBYTERY**

- 1.1.16** The rolls shall be available for inspection by the Presbytery at such intervals as it determines. In the event of a Congregation being disbanded its roll shall be forwarded to Presbytery for safe keeping.

### **TRANSFERS**

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#### **TRANSFER OF MEMBERS**

- 1.1.17** A member or the parents or guardians of a baptised member moving beyond the bounds of a Congregation may request and shall be granted by the Church Council a certificate of transfer to a specific Congregation in another place, in which event the name shall be removed from the members' roll. In addition, the secretary of the Church Council shall forward an appropriate letter to the secretary of the Church Council related to the new Congregation.
- 1.1.18** In the event of a member moving beyond the bounds of the Congregation but no certificate of transfer being sought, the secretary of the Church Council shall forward an appropriate letter to the secretary of the Church Council related to the new Congregation, if known. If no request for transfer is received within two years of a member leaving the Congregation the member's name shall be removed from the members' roll and the reason for the removal entered therein.

#### **LIST OF ABSENT MEMBERS**

- 1.1.19** If a member moves beyond the bounds of the Congregation to a district where there is no Congregation of the Church, then at the request of the member (or the guardian of a baptised member who is a minor) the member's name shall be retained on a list of absent members until it is again feasible for the member to participate in the life of the Church or

until the member joins another denomination. In the meantime, the Church Council shall endeavour to maintain contact with that member.

#### **ADMISSION OF MEMBERS BY TRANSFER**

**1.1.20** Any member of the Church possessing a certificate of transfer may apply to the appropriate Church Council and shall be granted admission to membership, which shall be recognised by an appropriate ceremony and the member's name entered on the roll.

**1.1.21** A person who is a confirmed member of another denomination desiring to transfer membership to the Church shall present a certificate of transfer or other evidence to the Church Council which shall determine the matter. A person so accepted shall be received and recognised at an appropriate ceremony and the member's name entered on the roll of confirmed members.

### **ADHERENTS**

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#### **ADHERENTS**

**1.1.22** In addition to a roll of members, a roll of persons who, though not members or members-in-association, regularly attend the services of worship and share in the life of the Church shall be kept. Such persons shall be known as adherents of the Church.

#### **PRIVILEGES AND RESPONSIBILITIES**

**1.1.23** (a) Adherents may attend and speak at meetings of the Congregation but shall not have the right to vote.

(b) Adherents may be appointed as members of committees of the Congregation.

#### **TRANSFER OF ADHERENTS**

**1.1.24** In the event of an adherent moving beyond the bounds of a Congregation, the secretary of the Church Council shall forward an appropriate letter informing the secretary of the Church Council related to the new Congregation of the change.

## 2. MINISTRY

### DEFINITIONS

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**2.1.1** In Regulations 2.1.1 to 2.3.9A and 2.9.1 to 2.9.3 unless the context or subject matter otherwise indicates:

**Applicant** means a person who has applied to become a candidate for the ministry of Minister of the Word or of Deacon or of Youth Worker;

**Candidate** means a person preparing for ministry as a Minister of the Word or Deacon or Youth Worker, whose application for candidature has been approved in accordance with these Regulations;

**Certificated Candidate** means a candidate to whom the Ministerial Education Commission has issued a statement certifying that the requirements of Phase Two have been fulfilled;

**Intern** means a Certified Candidate undertaking the Licensed Year within the meaning of Regulation 2.1.1;

**Licensed year** means a period after the completion of core theological education in which the candidate for Minister of the Word, Deacon or Youth Worker will combine the practice of ministry with significant periods of study and reflection;

**Period of discernment** means a period during which a person will engage with the Church to explore a call to ministry;

**Selection panel** means the selection panel referred to in Regulation 2.2.9;

**Student** means a person who is undertaking a course of study in a theological college; the term 'student' does not carry any necessary implication, either explicit or implicit, of subsequent candidature for ministry.

[Korean]

### SELECTION

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#### PERIOD OF DISCERNMENT

- 2.2.1**
- (a) A member of the Church who is considering making application for candidature for ministry shall engage in a period of discernment. The purpose is to enable the member and the Church together to discern the nature of the ministry to which God is calling the member.
  - (b) Participation in the period of discernment shall be in accordance with guidelines approved from time to time by the Assembly Standing Committee on the advice of the Ministerial Education Commission.

#### QUALIFICATIONS REQUIRED OF AN APPLICANT FOR MINISTER OF THE WORD OR DEACON

- 2.2.2**
- (a) An applicant for candidature as a Minister shall satisfy the Presbytery:
    - (i) that the applicant is, and for the period of twelve months prior to making an application under Regulation 2.2.4(a) has been, a confirmed member of the Church, unless the Presbytery decides that exceptional circumstances exist;

- (ii) that the applicant is suitable in character, personality and spiritual maturity and has the capacity to exercise the responsibilities of the specific ministry for which application is made; and
  - (iii) that the applicant has engaged satisfactorily in the period of discernment.
- (b) An applicant for candidature as a Minister shall, in addition to the requirements of paragraph (a) hereof, satisfy the Presbytery:
- (i) that the applicant has satisfactorily completed the final years of secondary education in an Australian State or Territory at a level sufficient to secure entrance to a degree course in an Australian University or College of Advanced Education; or
  - (ii) that the applicant has educational qualifications acceptable by the Assembly as equivalent thereto.

provided that any applicant who cannot so satisfy the Presbytery may be permitted to proceed with the application upon condition that prior to final determination of the application by the Synod selection panel under Regulation 2.2.12, an academic qualification referred to in clauses (i) and (ii) hereof is obtained or the applicant undertakes and satisfactorily completes a precandidature course of education which complies with the standards prescribed from time to time by the Ministerial Education Commission and for which course credit may, where appropriate, be given in the course of training for the specific ministry.

- (c) Experience  
In dealing with an application for candidature as a Minister the Presbytery shall have regard to the principle that applicants will normally be expected to have had some experience of life other than the purely academic before final acceptance by the Presbytery.

#### **QUALIFICATIONS REQUIRED OF AN APPLICANT FOR YOUTH WORKER**

**2.2.3** An applicant for candidature as a Youth Worker shall satisfy the Presbytery:

- (a) that the applicant is, and for the period of twelve months prior to making an application under Regulation 2.2.4(a) has been, a confirmed member or member-in-association of the Church, unless the Presbytery decides that exceptional circumstances exist;
- (b) that the applicant is suitable in character, personality and spiritual maturity and has the capacity to exercise the responsibilities of the specific ministry for which application is made;
- (c) that the applicant has engaged satisfactorily in the period of discernment; and
- (d) that the applicant demonstrates a capacity to meet the requirements of the course of studies for the ministry of Youth Worker.

#### **METHOD AND TIMING OF APPLICATION**

- 2.2.4** (a) Any person seeking to become a candidate shall make written application to the Presbytery through the Minister of the Congregation (or through the appropriate member of the ministerial team in the Congregation) in which the applicant holds membership and shall make available to the Presbytery such additional information and material as is prescribed under these Regulations or as may be required by the Presbytery or by the Ministerial Education Board, including information on the applicant's participation in the period of discernment.

- (b) An application may be lodged at any time prior to the commencement of a course of studies or during a course of study or subsequent to a course of study, provided that any candidate must fulfil or have fulfilled the pre-requisites for and the demands of the course of studies as set out in these Regulations and further provided that acceptance as a student of a theological college or as a candidate neither presupposes nor precludes subsequent acceptance for service in one of the specified ministries of the Church.

#### **RESPONSIBILITIES OF PRESBYTERY**

**2.2.5** As soon as possible following receipt of an application the Presbytery shall request a confidential report from the appropriate Minister and shall seek comment from the relevant Church Council and other referees, and shall then consider the application in accordance with the provisions set out hereunder.

**2.2.6** The Presbytery or a designated committee of the Presbytery shall:

- (a) receive the application together with the confidential report of the Minister and the comments of the Church Council;
- (b) consider the references submitted by the nominated referees and by other persons as it sees fit;
- (c) interview the applicant;
- (d) conduct such other tests or call for such other information as it may require or as may be required by the selection panel; and
- (e) prepare a report and recommendation to the selection panel.

**2.2.7** In considering its report and recommendation under Regulation 2.2.6(e) the Presbytery or Presbytery committee shall satisfy itself regarding the matters mentioned in Regulation 2.2.2 or 2.2.3, and have regard, among other things, to:

- (a) the nature of the services to be performed within the ministry for which application is made;
- (b) the present qualifications and apparent potential of the applicant;
- (c) the spiritual maturity and motivations of the applicant; and
- (d) the applicant's personality and character.

A two-thirds majority of members present shall be required to commend the applicant to the selection panel as suitable for candidature. Alternatively, the Presbytery may defer such commendation or may reject the application.

**2.2.8** Where the Presbytery resolves to commend the applicant to the selection panel, the Presbytery shall forward to the selection panel its report and resolutions together with other reports, references and information conveyed to it in accordance with Regulation 2.2.6.

#### **SELECTION PANEL**

**2.2.9** Each application for candidature shall be considered by a selection panel comprising the members appointed by the Ministerial Education Board pursuant to Regulation 2.2.20(c)(iii) and a representative appointed by the applicant's Presbytery. A Presbytery may appoint a different representative in relation to each application for candidature from the Presbytery.

#### **DUTIES OF SELECTION PANEL**

**2.2.10** The selection panel shall have before it all relevant documents and shall:

- (a) arrange for such examinations as are appropriate;
- (b) arrange for medical and psychological assessments and such other tests as may be appropriate;
- (c) seek such further information as it considers necessary;
- (d) meet with the applicants; and
- (e) determine the outcome of applications forwarded by Presbyteries.

**2.2.11** In considering the applications before it, the selection panel shall have regard, among other things, to:

- (a) the spiritual maturity and motivation of each applicant;
- (b) the capacities and assessed potential for leadership of each applicant;
- (c) the ability and assessed potential of each applicant to fulfil the requirements of the course of studies (where applicable) and the responsibilities of the specified ministry;
- (d) the most appropriate vocational direction for each applicant in accordance with the applicant's gifts; and
- (e) the character and personality of the applicant.

**2.2.12** The selection panel shall determine the application by:

- (a) acceptance of the applicant as a candidate for the ministry applied for, with or without any conditions attached to that acceptance, or
- (b) deferral of the application, with or without any conditions which must be satisfied before further consideration of the application; or
- (c) acceptance of the applicant for a form of ministry other than that for which application was made, or
- (d) encouragement of the applicant to continue to exercise a ministry as a lay member of the Church but rejection of the application to serve in one of the specified ministries,

and shall inform the applicant and the Presbytery of its decision.

**2.2.13** The resolution of the selection panel accepting an applicant shall:

- (a) specify the ministry for which the applicant is accepted as a candidate and, if appropriate, specify any conditions which may attach to the acceptance, and make recommendations relative to the candidature; and
- (b) refer the candidate to the Ministerial Education Board.

**RIGHT OF APPEAL AGAINST A DECISION OF THE PRESBYTERY OR THE SELECTION PANEL**

**2.2.14** An applicant may appeal against a decision made pursuant to Regulation 2.2.7, or 2.2.12(b), (c) or (d), only on the ground that correct procedures have not been followed in accordance with the Regulations. The appeal is to be made within 14 days of receipt of the communication of the decision. The appeal shall be lodged with the Synod Secretary in writing. The Synod Standing Committee shall appoint an appeal committee of three persons

to determine the matter. The appeal committee shall consult with the applicant and the Presbytery and, when appropriate, the selection panel, and shall then either dismiss the appeal or require the Presbytery or the selection panel to reconsider the application. The decision of the appeal committee shall be final and there shall be no further right of appeal.

## **EDUCATION OF MINISTERS**

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### **MINISTERIAL EDUCATION COMMISSION**

**2.2.15** The Assembly shall establish a Ministerial Education Commission which shall consist of:

- (a) a chairperson and a secretary appointed by the Assembly;
- (b) the principal (or an alternate appointed by the principal) of each theological college recognised by the Assembly;
- (c) two persons appointed by each Synod, one of whom shall have expertise in education for lay specified ministries;
- (d) one person appointed by the Presbytery of Tasmania;
- (e) two persons appointed by the Uniting Aboriginal and Islander Christian Congress; and
- (f) the chairperson of each working group appointed by the Commission, provided that a working group may appoint another of its members active in the ministry concerned to serve as a member of the Commission in the place of the chairperson of the working group.

**2.2.16** Persons appointed under the provisions of Regulation 2.2.15 shall hold office between consecutive ordinary meetings of the Assembly. Any vacancies occurring in such appointments within that period shall be filled by the relevant appointing body or principal.

- 2.2.17**
- (a) There shall be an executive committee of the Commission which shall consist of the chairperson and secretary of the Commission as appointed under Regulation 2.2.15; the other members of the Commission resident within a Synod designated by the Assembly; not more than four additional persons (who need not be members of the Commission but who shall be resident in the designated Synod) appointed by the Commission for a term of not more than three years and under such conditions as the Commission shall determine; not more than two additional persons (who need not be members of the Commission but who shall be resident in the designated Synod) co-opted by the above members of the executive committee for a term of not more than three years and under such conditions as the committee shall determine.
  - (b) The executive committee may act for and on behalf of the Commission between its meetings in all matters except as may be specifically precluded by the Commission.

**2.2.18** The responsibilities of the Ministerial Education Commission shall be:

- (a) to recommend to the Assembly the colleges to be recognised by the Church as approved centres for training for ministry;
- (b) to recommend to the Assembly the pre-requisites for admission to candidature and the standards of ministerial education to be required of a candidate to qualify for recognition as a Minister or Youth Worker, including the requirements for completion of the period of discernment;
- (c) to prescribe the areas of study and the minimum requirements within each area which shall comprise an acceptable course of study for the various ministries of the Church,

including the requirements of the licensed year for mentoring and support for newly ordained ministers during the first three years of their ministry;

- (d) to receive annually for review from the faculty of each recognised theological college a report on ways in which the prescriptions specified under (c) are being met;
- (e) to maintain a roll of candidates;
- (f) to set standards for qualifying examinations where appropriate for applicants seeking acceptance as candidates for specified ministries and to arrange for the administration of such examinations;
- (g) to prescribe the conditions under which a candidate qualifies for ordination and/or recognition and to issue a statement certifying that the requirements of Phase Two have been fulfilled in respect of each candidate on receipt of advice from the faculty concerned that all requirements of the course have been satisfactorily met;
- (h) to encourage the several theological colleges to participate in ecumenical theological education so long as direct responsibility for each candidate is maintained and all regulations of the Commission adhered to;
- (i) to arrange regular consultations of staff of the several theological colleges as may be appropriate;
- (j) to recommend to the Assembly guidelines whereby Ministers and Youth Workers shall fulfil the requirement for three to five year continuing education agreements with their Presbytery or other appointing body;
- (k) to receive reports on ministerial education from the Synods and to report to the Assembly;
- (l) to do such other things as may be required of it by the Assembly.

#### **MINISTERIAL EDUCATION BOARD**

- 2.2.19**
- (a) Each Synod shall appoint a Ministerial Education Board or designate an appropriate body or bodies to exercise the responsibilities of a Ministerial Education Board.
  - (b) Ministerial Education Boards shall include both lay and ministerial members, and in those Synods in which there is a theological college constituted by the Synod the Ministerial Education Board shall also include representatives of the faculty of the theological college, representatives of its student body and such heads of university colleges with which the theological college is associated as may be determined by the Synod.
  - (c) The Uniting Aboriginal and Islander Christian Congress shall appoint a Ministerial Education Board with responsibilities as provided in Regulations 2.2.20(b) and (c) in relation to Aboriginal and Islander candidates.

#### **RESPONSIBILITIES OF MINISTERIAL EDUCATION BOARD**

**2.2.20** The responsibilities of the Ministerial Educational Board shall include the following:

- (a) in relation to theological colleges constituted by the Synod:
  - (i) to provide for adequate academic and administrative staffing, accommodation and facilities for the work of the theological college and to determine the terms and conditions of appointment for staff other than those specified in clause (ii) hereof;

- (ii) to report for the decision of the Synod upon all matters relating to the appointment and termination of appointment of the principal, professors and teachers in the theological college except as hereinafter provided;
  - (iii) to determine the conditions under which study leave shall be granted to members of the staff of the theological college and to make adequate provision therefor;
  - (iv) to be responsible for the income and expenditure of the theological college and prepare an annual budget for the Synod.
- (b) in relation to candidates:
- (i) to refer candidates to a faculty or a theological college council which shall determine the appropriate course of studies for ministerial education and where that faculty is not within the same Synod to enter into negotiations through the Ministerial Education Board of the Synod concerned for the reception of the candidate and for the meeting of the costs involved;
  - (ii) to make provision for scholarship aid, living allowances and accommodation for candidates;
  - (iii) to determine, on the advice of the faculty or theological college council, requests from candidates for leave of absence or deferral of studies and to advise Presbyteries and the Ministerial Education Commission accordingly;
  - (iv) to co-operate and consult with and report to Presbytery in regard to matters relating to candidates;
  - (v) to receive from the faculty or theological college council and forward to Presbytery any recommendations concerning termination of candidature on academic or other grounds.
- (c) general requirements:  
either separately or in co-operation with the Synod or agency of the Church:
- (i) to make provision for the continuing education of Ministers and Youth Workers, post-graduate and other forms of advanced ministerial education, and other theological education and for relating ministerial and lay education to the overall life and mission of the Church;
  - (ii) to make, on the advice of the faculty or theological college council, by-laws to govern admission to courses, suspension from courses, fees, discipline and other matters relating to students who are not candidates;
  - (iii) to appoint members of selection panels other than the Presbytery representatives and make facilities available for the proper and professional appraisal of applicants for the ministries of the Church;
  - (iv) to report as may be requested on the qualifications of any Minister applying for recognition and acceptance on transfer from another church;
  - (v) to nominate to the Synod one person to represent the Synod on the Ministerial Education Commission;
  - (vi) to co-operate with the Ministerial Education Commission in the planning and financing of regular consultations for the staff of the several theological colleges;

- (vii) to report annually to the Synod and to the Ministerial Education Commission;
- (viii) to appoint such committees as may be appropriate for the effective fulfillment of the responsibilities of the Board;
- (ix) to ensure resources are available to assist members and the Church in the period of discernment (see Regulation 2.2.1).

**2.2.21** In a Synod where a theological college is recognised by the Synod as a teaching institution for training students for ministry but is not constituted by the Synod, the Ministerial Education Board shall undertake all responsibilities in Regulation 2.2.20 not otherwise legislated for in the constitution and by-laws of the theological college concerned and shall make recommendations to the Synod concerning any financial support of such theological college.

#### **APPOINTMENT OF THEOLOGICAL COLLEGE STAFF**

**2.2.22** The procedures for the nomination and/or appointment of staff of any recognised theological colleges within the bounds and the terms of appointment shall be as determined or agreed by the Synod.

#### **THEOLOGICAL COLLEGES**

- 2.2.23** (a) The Synods shall do one or more of the following:
- (i) establish and maintain theological colleges;
  - (ii) co-operate with theological colleges within the bounds of other Synods or with other theological training institutions which provide the basic requirements for education for ministry and which have been recognised by the Assembly.
- (b) For such theological colleges as the Synods may establish and maintain, each such Synod shall provide for appropriate staffing, educational resources, management, administration and finance, and, subject to any relevant Regulations of the Assembly or its Ministerial Education Commission, shall specify the responsibilities of the college.
- (c) The colleges established by Synods may offer programmes and courses in theological education and provide residential accommodation for students who are not candidates, provided that the requirements for training candidates for specified ministries are fully met.
- (d) Courses offered by a theological college constituted by a Synod shall be available to any persons seeking to undertake such courses and willing to abide by the rules laid down by the Ministerial Education Board on the advice of the faculty or college.

#### **THE FACULTY**

- 2.2.24** (a) Within each theological college constituted by a Synod and recognised by the Assembly, there shall be a faculty responsible to the Synod, to the Ministerial Education Board and to the Ministerial Education Commission.
- (b) The faculty shall comprise the principal, all full-time teaching members of the staff of the theological college who have been appointed to their office by the Synod, or who are recognised by the Synod as constituting the faculty, together with any others appointed on the nomination of the faculty by the Synod or Ministerial Education Board.
- (c) The faculty shall be responsible to the Assembly through the Ministerial Education Commission for meeting prescriptions in respect of training of Ministers and Youth

Workers, and for the standard and quality of education which it offers Ministers and Youth Workers.

- (d) The faculty shall be responsible with the Ministerial Education Board to the Synod for the work of the theological college constituted by the Synod, and for theological education within the Synod.
- (e) The faculty shall share with Presbyteries the responsibility for the pastoral care and oversight of candidates for the ministry.
- (f) Where appropriate a Synod may approve the council of the theological college or other appropriate body exercising some or all of the powers or responsibilities of the faculty specified above.

~~(g) The faculty shall liaise with the Advisory Committee on Ministerial Placements in relation to the licensed year.~~

#### **PASTORAL CARE OF CANDIDATES AND CERTIFICATED CANDIDATES**

- 2.2.25**
- (a) The Presbytery which commended the applicant who has been accepted as a candidate shall arrange for the pastoral care and oversight of the candidate in consultation with the faculty or theological college council.
  - (b) A candidate who has satisfactorily completed the prescribed course shall remain under the pastoral care and oversight of the Presbytery until the candidate is ordained or otherwise admitted to a specified form of service of the Church or resigns or has the candidature terminated as provided for under these Regulations or is transferred to the pastoral care and oversight of another Presbytery.
  - (c) When a Presbytery transfers a candidate or certificated candidate to the pastoral care and oversight of another Presbytery, it shall provide the latter Presbytery with a report on progress towards readiness for the ministry intended.

~~(d) In the licensed year, the candidate shall normally be transferred to the pastoral care and oversight of the Presbytery in which the candidate is exercising ministry.~~

#### **TERMINATION OF CANDIDATURE**

**2.2.26** The Presbytery which has the pastoral care and oversight of the candidate may terminate the candidature on any one of the following grounds:

- (a) that the candidate has resigned;
- (b) that, following consultation with the faculty and the Ministerial Education Board, in the judgment of the Presbytery, the candidate is not considered suitable for the work of the specified ministry;
- (c) that, as advised by the faculty or other training authority, the candidate has not attained satisfactory standards in the course of training or that, in the judgment of the faculty, the candidate is not considered suitable for the work of the specified ministry.

Consideration of termination of candidature may be initiated by the Presbytery, the faculty or the Ministerial Education Board.

#### **RIGHT OF APPEAL AGAINST TERMINATION OF CANDIDATURE**

- 2.2.27 Any candidate for ministry whose candidature has been terminated by the Presbytery under Regulation 2.2.26 (b) or (c) may appeal to the Synod which shall refer the matter to the Convenor of the Standing Appeal Panel to be dealt with under Part 8 of these Regulations.

#### **DECISION TO ORDAIN OR COMMISSION**

~~2.2.28 At the conclusion of the licensed year the Presbytery which had pastoral care and oversight of the candidate during the period of core theological education shall, following consideration of an appraisal from and consultation with the Presbytery in which the candidate exercised ministry in the licensed year, determine whether or not to ordain or, in the case of a Youth Worker, commission the candidate, taking into account the requirements of the Church, including Regulations 2.3.1 or 2.9.2.~~

## **ORDINATION, ADMISSION AND RECOGNITION OF MINISTERS OF THE WORD AND DEACONS**

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### **ORDINATION OF MINISTERS OF THE WORD AND DEACONS**

- 2.3.1 (a) A candidate for ordination shall:
- (i) affirm a sense of vocation appropriate to a Minister of the Word or a Deacon;
  - (ii) express adherence to the polity and discipline of the Church, and be prepared to make the required ordination vows;
  - (iii) have complied with the current requirements of the Church for the education of Ministers of the Word or of Deacons;
  - (iv) submit, where applicable, an enrolment form and health statement for membership of the Beneficiary Fund or such other required particulars to enable the candidate to become a member of the Beneficiary Fund
- (b) The ordaining Presbytery shall be satisfied as to the suitability of the character and abilities of the candidate for ministry as a Minister of the Word or a Deacon as the case may be. In the case where the ordaining Presbytery has not previously had pastoral care of the candidate, it shall be guided in its decision by the report of that Presbytery which last had pastoral care of the candidate.
- (c) A person who fulfils the requirements for ordination shall be ordained, provided that such ordinand has accepted a call made or approved by a Presbytery, Synod or the Assembly. The Presbytery with the pastoral responsibility for the ordinand may itself perform the ordination or, if the ordinand is to minister within another Presbytery, may arrange for that other Presbytery to ordain the ordinand.
- (d) If a candidate has fulfilled all other requirements for ordination and, with the prior approval of the Presbytery and Synod, has accepted a call to a pastoral charge overseas, the Presbytery may ordain that person.

### **FORM OF ORDINATION SERVICE DETERMINED BY ASSEMBLY**

- 2.3.2 The ordination service shall be conducted by the Presbytery in accordance with a form authorised by the Assembly.

### **ORDINATION IN PRESENCE OF CHURCH MEMBERS**

- 2.3.3 The ordination shall take place at such time as the Presbytery may arrange and shall normally be in the presence of a Congregation, though not necessarily the Congregation among whom the ordinand is to minister.

## **CONDUCT OF THE ORDINATION**

- 2.3.4**
- (a) Ordination shall be by prayer and the laying on of hands.
  - (b) The ordination shall be presided over by the chairperson of the Presbytery or the chairperson's appointee.
  - (c) At least four members of the ordaining Presbytery (at least two of whom shall be Ministers and at least two of whom shall be lay persons) shall take part in the ordination.

## **ADMISSION OF MINISTER FROM ANOTHER DENOMINATION**

- 2.3.5**
- (a) Any person in the ministry of another denomination may apply to a Synod for admission to a ministry in the Church.
  - (b) The criteria for eligibility of a minister of another denomination for admission as a Minister in the Church shall be:
    - (i) if the applicant be seeking admission to the ministry of the Word, the applicant's ordination shall have been to the ministry of the Word and Sacraments in a denomination of the church catholic recognised by the Church for the purposes of this Regulation;
    - (ii) if the applicant be seeking admission to the ministry of Deacon, the applicant shall have been admitted to a ministry comparable to the ministry of Deacon in the Church in a denomination of the church catholic recognised by the Church for the purpose of this Regulation;
    - (iii) unless there are special circumstances the applicant shall have received an education (academic study and ministerial formation) comparable to that required of certificated candidates for the corresponding ministry in the Church or attained competency comparable to that required of Ministers;
    - (iv) the applicant shall declare that upon admission to the particular ministry the undertakings required by the Church will be given;
    - (v) unless there are special circumstances the applicant shall produce evidence of good standing in the denomination from which the applicant comes.
  - (c) The question whether an applicant has satisfied the criteria for eligibility shall be decided by or at the direction of a committee on the reception of Ministers from other denominations appointed by the Assembly Standing Committee.
  - (d)
    - (i) Where a decision has been made pursuant to Regulation 2.3.5(c) that an applicant does not meet the criteria for eligibility in Regulation 2.3.5(b), the applicant may seek a review of the decision by request in writing to the General Secretary of the Assembly on the ground that having regard to all the material before the decision-makers the decision was unreasonable. The request for review shall be made no later than 21 days after notification of the decision and shall contain the arguments upon which the applicant relies in requesting the review.
    - (ii) Upon receipt of the written request for review the General Secretary of the Assembly shall appoint a review panel consisting of three persons, at least one of whom shall have expertise in the issues which are the subject of the review. The review panel shall elect its own chairperson.
    - (iii) The review panel shall be provided with the written request for review and with all documents and materials relied upon in the making of the decision under review, together with a report outlining the reasons for the decision reached, and may at its discretion consider such further information.

- (iv) The review panel may
  - dismiss the application for review,
  - refer the matter back to the committee referred to in Regulation 2.3.5(c) for reconsideration, or
  - set aside the decision and determine that the criteria for eligibility have been met, where it determines that having regard to the material before it the decision was unreasonable.

Where the review panel dismisses the application or determines that the criteria for eligibility have been met, its decision is final.

- 2.3.6**
- (a) An application shall be submitted to the Secretary of the Synod and shall include:
    - (i) an affirmation by the applicant of willingness to accept the doctrine, polity and discipline of the Church;
    - (ii) at least three personal testimonials;
    - (iii) details of education of the applicant;
    - (iv) details of service with any denomination in which the applicant has served;
    - (v) where applicable an enrolment form and health statement for membership of the Beneficiary Fund or such other required particulars to enable the applicant to become a member of the Beneficiary Fund;
    - (vi) such other evidence of eligibility of the applicant for the ministry to which admission is being sought as the Secretary requires.
  - (b) Upon receipt of the application the Secretary shall:
    - (i) arrange for tests and interviews considered to be appropriate by the Synod or its Standing Committee or such other committee as either shall appoint;
    - (ii) seek a determination as to the eligibility of the applicant in accordance with the criteria in Regulation 2.3.5;
    - (iii) seek evidence of the applicant's sincerity of intention and ability to integrate into the Church;
    - (iv) seek a statement from the chairperson of any Presbytery of the Church in whose area the applicant has served another denomination;
    - (v) make such other enquiries as the Secretary thinks fit.
  - (c) The applicant may be required to appear before the Synod or its Standing Committee or other appointed committee.
  - (d) The Secretary shall report to the Synod or its Standing Committee.

**2.3.7** The Synod or its Standing Committee shall then proceed to determine the application in any one of the following ways:

- (a) acceptance;

- (b) provisional acceptance, subject to confirmation of such acceptance following the completion of a satisfactory period of probationary service which may include specified supplementary training;
- (c) deferment for further consideration and determination at the next meeting of the Synod or by its Standing Committee;
- (d) rejection.

#### **ADMISSION OF A FORMER MINISTER**

- 2.3.8** (a) Any former Minister of the Church may apply for readmission and the application shall be dealt with in a similar manner to an application from a minister of another denomination (refer Regulations 2.3.5 - 2.3.7).
- (b) Any person who was a minister or deaconess in one of the uniting churches at any time prior to the date of union may apply for admission as a Minister of the Word or Deacon and the application shall be dealt with in a similar manner to an application from a minister of another denomination (refer Regulations 2.3.5 - 2.3.7).

#### **RECOGNITION OF MINISTER FROM ANOTHER DENOMINATION**

- 2.3.9** A Minister admitted from the ministry of another denomination shall be recognised in a service arranged by the Presbytery in accordance with provisions laid down by the Assembly.

#### **ADMISSION OF A FORMER CERTIFICATED CANDIDATE**

- 2.3.9A** Any former certificated candidate of the Church may apply to a Presbytery for readmission as a candidate, in which case Regulations 2.2.1-2.2.15 shall apply.

## **RECOGNITION AND DUTIES OF A MINISTER**

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#### **RECOGNITION OF A MINISTER**

- 2.4.1** A Minister is recognised by ordination, by admission from another denomination, or by the re-admission of a former Minister. A Minister is recognised as such for the whole of life unless that recognition is withdrawn.

#### **DUTIES OF A MINISTER**

- 2.4.2** Within the ministry of the whole Church, Jesus Christ calls men and women to proclamation of the gospel in word and deed through the ministry of the Word and the ministry of Deacon. This calling is exercised by:
- (a) preaching of the Word;
  - (b) presiding at the celebration of the sacraments;
  - (c) providing for other persons to preside at worship and/or preach within the pastoral charge in which the Minister is in placement;
  - (d) witnessing in the community to the gospel of Jesus Christ;
  - (e) guiding and instructing the members of the Church and equipping them for their ministry in the community;
  - (f) nurturing candidates for baptism and confirmation;
  - (g) pastoral oversight and counsel wherever needed;

- (h) serving in the community, especially among those who are hurt, dis-advantaged, oppressed or marginalized;
- (i) careful attention to administrative responsibilities;
- (j) due observance of the discipline of the Church;
- (k) the enhancement of the Minister's own gifts for the work of ministry;
- (l) pioneering new expressions of the gospel and encouraging effective ways of fulfilling the mission of the Church.

**2.4.3** Every Minister shall participate fully and regularly in the public worship of God and the mission and fellowship of the Congregation with which the Minister is enrolled (Regulations 2.4.12-14).

**2.4.4** Every Minister shall report annually to the Presbytery with which the Minister is enrolled on the ways in which the duties of a Minister as prescribed in Regulations 2.4.2 and 2.4.3 are being exercised.

#### **ACTIVE SERVICE**

**2.4.5** A Minister shall be designated as in active service if the Minister is

- (a) in an approved placement designated by a Synod or the Assembly for the regular exercise of the duties of a Minister (Regulation 2.4.2);
- (b) seconded to another church for a defined period by the Placements Committee of the Synod at the request of such other church for the regular exercise of the duties of a Minister (Regulation 2.4.2). Such period of secondment may be extended or varied by the Placements Committee;
- (c) serving in an ecumenical or Church-related body for a defined period with the approval of the Placements Committee of the Synod for the regular exercise of the duties of a Minister (Regulation 2.4.2). Such period of service may be extended or varied by the Placements Committee;
- (d) regularly and faithfully exercising the duties of a Minister (Regulation 2.4.2) in a situation other than those described in (a), (b) or (c) above, with the approval of the Placements Committee on the recommendation of the Presbytery. The Placements Committee may at any time, after review of the work of the Minister or on the recommendation of the Presbytery, declare that the Minister is no longer in active service.

#### **LEAVE OF ABSENCE**

**2.4.6** A Minister may be granted leave of absence from active service by the Placements Committee on the recommendation of the Presbytery for a defined period

- (a) to undertake an approved course of study;
- (b) for family or other pastoral reasons; or
- (c) for other reasons which the Placements Committee considers sufficient.

#### **RETIREMENT**

**2.4.7** A Minister may retire

- (a) permanently
  - (i) after reaching the age of 55;

- (ii) on the issue of a medical certificate by the Synod's Medical Advisers that the Minister is unfit for active service and the Beneficiary Fund has determined a pension will be paid, or
  - (iii) for any other reason which the Placements Committee after consultation with the Presbytery considers sufficient.
- (b) temporarily for a defined period with the approval of the Placements Committee of the Synod on the recommendation of or with the concurrence of the Presbytery on the issue of a medical certificate by the Synod's Medical Advisers that the Minister is temporarily unfit for active service and the Beneficiary Fund has determined a pension will be paid. Such temporary retirement may be extended or varied by the Placements Committee and at the end of the period of temporary retirement the Minister shall be available for active service or seek permanent retirement.

#### **NOT AVAILABLE FOR PLACEMENT**

**2.4.8** A Minister shall be designated as not available for placement

- (a) at any time when the Placements Committee on the recommendation of or with the concurrence of the Presbytery determines that for a defined period the Minister shall not be in active service for any reason which the Placements Committee and the Presbytery consider to be sufficient, and such designation may be extended or varied by the Placements Committee after consultation with and concurrence of the Presbytery;
- (b) pursuant to any determination of the Committee for Discipline to suspend a Minister from active service (Reg 7.8.16 (c) and (e)), such designation being for the period determined by the Committee for Discipline.

#### **AWAITING PLACEMENT**

**2.4.9** Any Minister who is not in active service and who is not on leave of absence, retired or designated not available for placement shall be designated as awaiting placement. Unless the Placements Committee and the Presbytery both agree, by a two-thirds majority of those present and voting, that there are circumstances which warrant the extension of the term by a further year, the Minister who continues in the designation of awaiting placement for more than two years may have their recognition withdrawn by the Synod in accordance with Regulation 2.4.23(b). Any Minister who ceases to be recognised under this Regulation is eligible for re-admission in accordance with Regulation 2.3.8.

#### **PRESBYTERY ROLLS**

**2.4.10** The name of each Minister shall be listed on the roll of the Presbytery to which the Minister shall be answerable in matters of faith and discipline. A Minister shall be designated as on active service, on leave of absence, retired, not available for placement or awaiting placement. The Presbytery shall review the roll of Ministers each year to ensure that each Minister is designated correctly.

**2.4.11** A Presbytery shall list on its roll of Ministers:

- (a) Ministers in approved placements in the Assembly or a Synod who are placed on the roll of the Presbytery by designation of the Assembly or that Synod;
- (b) Ministers in approved placements in the Presbytery;
- (c) Ministers in approved placements in Congregations or other pastoral charges within the bounds of the Presbytery; and
- (d) Ministers who are listed on the rolls of confirmed members of Congregations within the bounds of the Presbytery other than those who are on the rolls of other Presbyteries by reason of (a), (b) or (c) or by decision of the Synod.

- 2.4.12** The Presbytery shall record on its roll of Ministers, the Minister's designation and the name of the Congregation on whose roll of confirmed members the Minister is listed.

#### **CONFIRMED MEMBERS ROLLS**

- 2.4.13** A Minister in a placement in a Congregation(s) shall be listed on the roll of confirmed members of one Congregation within the pastoral charge.

- 2.4.14** In all other cases, a Minister shall be listed on the roll of confirmed members of the Congregation with which the Minister chooses to be actively involved and the Minister shall advise the Presbytery of the Congregation chosen.

#### **MINISTERS-IN-ASSOCIATION**

- 2.4.15** Any Minister who is not in an approved placement in a Congregation(s) nor designated not available for placement may on the invitation of a Church Council and with the approval of the Presbytery become a Minister-in-Association within the Congregation or Pastoral Charge to fulfil such pastoral, preaching or other responsibilities as may be agreed with the inducted Minister(s) prior to the approval by Presbytery.

- 2.4.16** (a) The term of service of a Minister-in-Association shall be not more than two years. It may be renewed with the approval of the Presbytery.
- (b) The term of service of a Minister-in-Association shall cease whenever there is a change of or within any placement in the Congregation or Pastoral Charge. A new invitation may be issued after the change in accordance with Regulation 2.4.15.

The Church Council shall be responsible for determining any appropriate remuneration for a Minister-in-Association.

#### **CHANGE OF ORDAINED MINISTRY**

- 2.4.17** (a) A Minister of the Word may apply to the Presbytery to be accepted as a candidate for the ministry of Deacon. If accepted, and when all requirements for ordination to the ministry of Deacon have been satisfied, such person shall be ordained as a Deacon, and shall thereupon cease to be recognised as a Minister of the Word.
- (b) A Deacon may apply to the Presbytery to be accepted as a candidate for the ministry of the Word. If accepted, and when all requirements for ordination to the ministry of the Word have been satisfied, such person shall be ordained as a Minister of the Word, and shall thereupon cease to be recognised as a Deacon.
- (c) Applications shall be in writing.
- (d) The Presbytery shall deal with the application in terms of Regulations 2.2.6 to 2.2.14, with the exception of requiring a report and recommendations of the Church Council and confidential report of the Minister.

#### **COLLEGIATE MINISTRIES**

- 2.4.18** Where within any one pastoral charge more than one Minister is placed to share the ministerial responsibilities,

- (a) they shall be recognised as colleagues of equal standing;
- (b) for the better fulfilment of the mission of the Church, the better use of gifts and graces of the Ministers and the better ordering of the life of the pastoral charge, specified responsibilities may from time to time be allocated to a particular Minister, as determined either
- (i) by the Ministers serving in the pastoral charge, with the approval of the Church Council; or

- (ii) by the Church Council, with the approval of the Ministers serving in the pastoral charge.

In the event of disagreement, then either the Church Council or any of the Ministers may refer the matter to the Presbytery which shall investigate and determine any or all of the matters in question. Any arrangements made at the time of the commencement of the placement of the Ministers shall be taken into account in any determinations made under this Regulation.

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## **MINISTRY TEAMS**

- 2.4.19**
- (a) Church Councils and other appropriate bodies may determine that a ministry team is to function within a pastoral charge or part of a pastoral charge, for the purpose of better enabling Christ's mission within the pastoral charge, and shall designate the members of the ministry team. A ministry team may consist of Ministers serving in placements in the pastoral charge, those in specified ministries serving in the pastoral charge, and other lay and ordained leaders, whether stipended or non-stipended.
  - (b) A Church Council or other appropriate body will designate the member of the ministry team who has responsibility for convening meetings and co-ordinating ministry functions.
  - (c) In the event of disagreement on the composition of the ministry team or the designation of the person designated under (b) above, then the Church Council or any of the Ministers, Lay Pastors or Youth Workers within the pastoral charge may refer the matter to the Presbytery, which shall investigate and determine the matter.
  - (d) The composition of the ministry team and the designation of the person under (b) above may be reviewed by the Church Council or other appropriate body whenever deemed appropriate, and shall be reviewed when there is a change in a ministerial placement.

## **STIPENDS**

- 2.4.20**
- (a) A Minister called to serve in an approved placement under the jurisdiction of the Church shall be paid a stipend:
    - (i) if full-time, not less than the minimum rate determined by the Synod;
    - (ii) if part-time, calculated on a proportionate basis of the minimum rate determined by the Synod.
  - (b) In exceptional circumstances a Minister serving in a particular full-time or part-time approved placement may be paid a stipend less than provided for in (a) above or no stipend subject to:
    - (i) the approval of the Minister; and
    - (ii) the approval of the Presbytery or other appointing body and the Placements Committee, taking into account the fairness of the arrangements in the circumstances; and
    - (iii) a review at any time at the request of the Minister; and
    - (iv) no less frequently than every two years, after a review initiated by the Presbytery or other appointing body, a reassessment of the stipend approved by the Minister, the Presbytery or other appointing body and the Placements Committee.

Any such arrangement shall not transfer to another Minister called to serve in the placement.

#### **PROVISIONS AND ALLOWANCES**

**2.4.21** Provision for the housing of Ministers in placement and for travelling allowances, leave entitlements, insurances and expenses of such Ministers shall be made in accordance with the determination of the Synod or other determining body.

#### **BENEFICIARY FUNDS**

**2.4.22** The Assembly shall establish and maintain a retirement fund and such other beneficiary funds for Ministers as the Assembly may consider appropriate, and shall determine the conditions upon which a Minister may be required to participate or may be exempt from participation in such funds.

#### **WITHDRAWAL OF RECOGNITION**

**2.4.23** The recognition of a Minister may be withdrawn by the Synod by reason of

- (a) the acceptance by the Presbytery with which the Minister is enrolled of a resignation from the Ministry, or
- (b) continuing in the designation of awaiting placement for more than two years or three years in the event of an approved extension pursuant to Regulation 2.4.9, or
- (c) a determination of the Committee for Discipline pursuant to Regulation 7.8.16(f).

*(Regulations previously found in 2.5 and 2.6 have been incorporated into 2.4 following a revision of certain Regulations in 2001)*

## **PLACEMENT OF MINISTERS**

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#### **APPROVED PLACEMENTS**

**2.7.1** (a) (i) An approved placement is the position of responsibility for the regular discharge of the duties of the ministerial office to which a Minister is or may be called.

(ii) A Synod may from time to time declare that certain positions which are not under the jurisdiction of the Church (but which require the regular discharge of the duties of the ministerial office) are approved placements in which Ministers or ordinands may serve. Deacons, because of the particular focus of their ministry, may often serve in placements which are not under the jurisdiction of the Church.

(b) A Minister shall be called to serve in an approved placement as provided in these Regulations.

(c) A call to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the Minister concerned. After careful consideration and prayer, the Minister discerns therein an expression of the will of God in relation to ministry at that time.

(d) With the agreement of the Minister and the body which called the minister to a placement within the bounds, a Presbytery may determine that a portion of the Minister's time be available to serve the Church beyond the particular placement. Such time shall be related to specific activities and the arrangements shall be documented, monitored and reconsidered annually.

**2.7.2** (a) Approved placements within the bounds of the Assembly shall be designated by the Assembly or its Standing Committee.

- (b) Approved placements within the bounds of a Synod shall be designated by the Placements Committee.

#### **ADVISORY COMMITTEE ON MINISTERIAL PLACEMENTS**

**2.7.3** (a) Each Synod shall establish an Advisory Committee on Ministerial Placements (to be known as the Placements Committee).

- (b) The Placements Committee shall consist of:
  - (i) a chairperson, elected by each ordinary meeting of the Synod;
  - (ii) the Secretary of Synod (or nominee);
  - (iii) one or two persons, as determined by the Synod, appointed by each Presbytery;
  - (iv) up to six persons elected by the Synod Standing Committee, after advice from the Placements Committee taking account of factors such as gender, age, ethnicity, rural/urban, specialist knowledge/experience and the need for Deacons and Youth Workers to be represented.

provided that a majority of members shall be appointed by Presbyteries.

#### **DUTIES OF THE PLACEMENTS COMMITTEE**

**2.7.4** The Placements Committee shall:

- (a) determine, after consultation with the Presbyteries and the relevant bodies of the Synod, the full list of placements to which Ministers, ordinands and Pastors may be called;
- (b) exercise an overview of placements for Ministers and ordinands;
- (c) exercise an overview of placements for Lay Pastors;
- (d) exercise an overview of placements for Youth Workers;
- (e) exercise an overview of appointments for Community Ministers;
- (f) take initiatives towards:
  - (i) the deployment of available ministry in such a way that approved placements with imperative needs are not left vacant;
  - (ii) ensuring that Ministers with particular needs are suitably placed;
- (g) establish such order of priority for approved placements as it may deem appropriate;
- (h) at any time initiate (after consultation with the Ministers, Congregations, Presbyteries and other bodies concerned) action (including the disturbance of existing placements) to provide a Minister for a Priority placement;
- (i) supply relevant information to persons or bodies concerned with calling a Minister.
- (j) negotiate with other Synods and bodies concerned regarding the transfer of Ministers between Synods;
- (k) recommend to the Synod and the Presbyteries the making of such by-laws and rules as may be necessary or convenient for the effective operation of placement procedures;

- (l) recommend to Joint Nominating Committees the names of Pastors considered suitable for placement under Regulation 2.14.8;
- (m) recommend to Joint Nominating Committees the names of Ministers considered to be suitable for a placement (see Regulations 2.7.16 - 2.7.17); and
- (n) seek to achieve the most appropriate placement of Ministers having regard to the interests of the whole Church.

**ISSUING CALLS**

- 2.7.5** (a) The Placements Committee has responsibility for issuing calls:
- (i) to ordinands and graduating Youth Workers in respect of their initial placements;
  - (ii) to Ministers received under Regulations 2.3.5 - 2.3.8 in respect of their initial placements;
  - (iii) for filling Priority placements;
  - (iv) for filling placements at the request of a Presbytery.
- (b) Placements within the bounds of a Presbytery shall be made by the Presbytery with the exceptions listed in Regulation 2.7.5(a). The Presbytery shall consult with the Placements Committee concerning all vacancies in the Presbytery.
- (c) Any Presbytery may refer any or all of its responsibilities in placement matters to the Placements Committee.
- (d) A Presbytery may delegate any or all of its responsibilities regarding placements to its Pastoral Relations Committee.
- (e) Synod placements shall be made by the Synod with the exception of placements listed in Reg. 2.7.5 (a).
- (f) Assembly placements shall be made by the Assembly.
- (g) Each placement shall be made in consultation with the Minister and any other body concerned.

**DURATION AND TERMINATION OF PLACEMENTS**

**2.7.6** The placement of a Minister in a pastoral charge shall normally be made for an undefined term but shall not continue beyond ten years except as provided in Reg. 2.7.10.

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- 2.7.7** (a) A placement in a Congregation within the bounds of a Presbytery may be terminated at any time by the Presbytery according to the procedures in this Regulation.
- (b) Any decision by a Presbytery to terminate a placement in a Congregation shall normally be made as a result of a consultation on the life and witness of the Congregation. The Presbytery shall consider any request for the termination of a placement in a Congregation made by the Church Council pursuant to a resolution carried by a two thirds majority of members present at a special meeting.

Whenever a Presbytery is considering terminating a placement in a Congregation, the Presbytery shall appoint a person to provide pastoral care and support to the Minister.

- (c) A placement in a pastoral charge shall not be terminated by the Presbytery within the first five years (or in the case of the first placement of a Minister following ordination, three years) except in special circumstances, and either:
  - (i) at the request of the Minister, or
  - (ii) at the request of the Church Council by a two thirds majority of members present at a special meeting, or
  - (iii) at the initiative of the Presbytery after consultation with the Placements Committee.
- (d) Where a Presbytery has delegated its authority to its Pastoral Relations Committee a Church Council may appeal to the Presbytery against any decision of the Committee.
- (e) Any decision of the Presbytery or its Pastoral Relations Committee to terminate a placement shall be by a two thirds majority of those present at the meeting.
- (f) A placement in a pastoral charge shall not be terminated by a Presbytery during the term of any extension beyond ten years pursuant to Regulation 2.7.10 except on the same conditions as set out in (c) above.

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**2.7.8** Placements other than in Congregations:

- (a) shall be of such duration as the body making the placement determines.
- (b) shall normally be reviewed every fifth year in a manner to be determined by the body making the placement.
- (c) may be terminated at any time by the Presbytery, Synod or Assembly as the case may be, after consultation with the Minister and other bodies concerned.

Whenever a Presbytery, Synod or Assembly is considering terminating a placement it shall appoint a person to provide pastoral care and support to the Minister.

**2.7.9** The Placements Committee:

- (a) acting on its own initiative or on the request of a Presbytery, the Synod or the Assembly may terminate a placement at any time;
- (b) shall act on its own initiative only after consideration of the good of the whole Church and either in order to meet the particular needs of a Minister or to provide ministry in a Priority placement;
- (c) shall terminate a placement only after consultation with the Minister, the pastoral charge, the relevant Presbytery, and other appropriate bodies.

Whenever a Placements Committee is considering terminating a placement it shall appoint a person to provide pastoral care and support to the Minister.

[Korean]

**2.7.9A** A Minister whose placement has been terminated shall have a right of appeal, subject to the following provisions:

- (a) An appeal against a termination decision:

- (i) by a Presbytery or its Pastoral Relations Committee pursuant to Regulation 2.7.7 or 2.7.8(c) shall be directed to the Synod Secretary and shall be dealt with in accordance with Part 8 of these Regulations;
- (ii) by a Synod or a body responsible to a Synod pursuant to Regulation 2.7.8(c) or 2.7.9(a) or to a by-law of a Synod shall be directed to the General Secretary of the Assembly and shall be dealt with in accordance Regulation 8.6; and
- (iii) by the Assembly or a body responsible to the Assembly pursuant to Regulation 2.7.8(c) or 2.7.9(a) shall be directed to the General Secretary of the Assembly and shall be dealt with in accordance Regulation 8.6 and the Appeal panel appointed shall not include any members of the Standing Committee of the Assembly.

**EXTENSION OF CONGREGATION PLACEMENTS BEYOND THE TENTH YEAR**

- 2.7.10**
- (a)
    - (i) A placement in a Congregation may be extended by the Presbytery beyond the tenth year by agreement of the Minister, Congregation and Presbytery;
    - (ii) Any extension shall require a two-thirds majority by secret ballot of those present in each of the meetings of the Church Council, the Congregation and the Presbytery.
  - (b) Such extensions may be for periods of up to five years at a time.
  - (c) A decision to extend a placement may be made at any time during the ninth and tenth year of a placement, or, in the case of any subsequent extension, at any time during the last two years of the current extension.
  - (d) When considering requests for extension the Presbytery shall:
    - (i) consult with the congregation, and give consideration to the continued growth in the mission and development of the congregation;
    - (ii) consult with the Minister, and give consideration to the welfare and vocational growth of the Minister;
    - (iii) seek advice from the Placements Committee.

[Korean]

**COMMENCEMENT AND TERMINATION  
DATES OF PLACEMENTS**

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- 2.7.11**
- (a) A placement of a Minister shall normally commence on the first day of the month and terminate on the last day of the month.
  - (b) A placement may commence and terminate at any time as agreed between the Presbytery and Congregation or other body which calls the Minister, having regard to the needs of the Minister and the Congregation or other body to which the Minister is called and the normal expectation that not less than three months notice of termination of a placement will be given.
  - (c) A Minister entering a new placement may be permitted by the Congregation or other body to which the Minister is called or, failing their agreement, by the Presbytery, to assume responsibilities on a designated date after the placement commencement date but normally no later than:

- (i) the fifteenth day after the placement commencement date in respect of an intrasynod move;
- (ii) the twenty-first day after the placement commencement date in respect of an intersynod move.

#### **CHANGES IN APPROVED PLACEMENTS**

- 2.7.12** (a) Any change in the number, distribution or designation of approved placements within the bounds of the Synod shall be made by the Placements Committee:
- (i) within a Congregation: on the recommendations of the Presbytery and a meeting of the Congregation;
  - (ii) within a Presbytery: on the recommendation of the Presbytery;
  - (iii) within the Synod: on the recommendation of the relevant Synod body.
- (b) Any change in the number, distribution or designation of approved placements under the jurisdiction of the Assembly shall be made by the Assembly or its Standing Committee.

#### **PRIORITY PLACEMENTS**

- 2.7.13** (a) The Placements Committee may designate certain approved placements as Priority placements.
- (b) Priority placements shall be made by the Placements Committee.
- (c) Subject to consultation with the Presbytery or other body concerned, the Placements Committee may approach any Minister in whatever year of placement to fill a Priority placement.

#### **DECISION TO SEEK A PLACEMENT**

- 2.7.14** (a) At the earliest opportunity after a vacancy exists or is known to be impending in a placement over which the Presbytery has oversight, the Presbytery and the Congregation or other body affected by the vacancy shall jointly conduct a special consultation/mission study in order to:
- (i) recommend if the vacancy shall be filled, and if so:
  - (ii) recommend whether the placement will be a Presbytery, Congregation or other body placement;
  - (iii) recommend if the placement is to be filled by call of the Congregation, other body, the Presbytery or the Placements Committee;
  - (iv) recommend which specified ministry may best suit the ministry and mission situation of the Congregation or other body;
  - (v) prepare a profile on the placement according to Assembly guidelines;
  - (vi) recommend whether to seek Placements Committee approval to advertise for expressions of interest, although such approval is not required in respect of Youth Worker placements.
- (b) The profile shall be submitted for approval by the Church Council or other body and by the Presbytery.

- 2.7.15** When the steps described in Regulation 2.7.14 have been completed to the satisfaction of the Placements Committee, the process of filling the vacancy can begin.

## **CONGREGATION AND PRESBYTERY PLACEMENTS**

- 2.7.16** (a) For a placement to be filled by call of the Congregation, a Joint Nominating Committee shall be constituted as follows:
- (i) at least two persons appointed by the Presbytery, one of whom shall be appointed by the Presbytery as chairperson, and preferably at least one of whom shall be a member of the Pastoral Relations Committee;
  - (ii) two to six persons appointed by the Congregation;
  - (iii) In circumstances where the Presbytery considers a larger Joint Nominating Committee advisable, up to four additional persons appointed by the Congregation.
- (b) Not less than half the number of members of the Joint Nominating Committee, or if an odd number of members then one member more than half, shall constitute a quorum, of whom at least one shall be a Presbytery representative and at least one shall be an appointee of the Congregation or other body.
- (c) The Joint Nominating Committee shall familiarise itself with the processes of placement and the appropriate ways to mutually explore ministry needs and opportunities with prospective Ministers.
- (d) For a placement to be filled by the call of the Presbytery, Presbytery shall appoint a Joint Nominating Committee with a maximum of eight members, the majority of whom are Presbytery members. Other persons with involvement or interest in the particular ministry may be included.
- (e) For placements known as Presbytery Minister/Officer, the Joint Nominating Committee will consist of those appointed by the Presbytery together with two persons appointed by the Placements Committee, at least one of whom is not a serving Presbytery Minister/Officer.
- (f) After considering the placement profile and the list of Ministers eligible for a new placement, the Placements Committee shall recommend up to three Ministers for consideration by the Joint Nominating Committee:
- (i) the Placements Committee may choose to appoint one of its members together with a Placements Committee member from the Presbytery concerned, to meet with the Joint Nominating Committee prior to consideration of eligible Ministers;
  - (ii) the Joint Nominating Committee may itself suggest names of Ministers for the Placements Committee to consider;
  - (iii) Ministers may express interest in having their names considered for one or more placements;
  - (iv) the Placements Committee may recommend a Minister for no more than two placements at any one time.
- (g) The profile of each recommended Minister will be forwarded to the Joint Nominating Committee, and the reasons for the recommendation shall be communicated by the Placements Committee to the Joint Nominating Committee.
- (h) The profile of the Congregation or other body will be forwarded to the Ministers concerned, and the reasons for the recommendation shall be communicated by the Placements Committee to the Ministers.

- (i) The Pastoral Relations Committee on behalf of the Presbytery may, if it wishes, comment to the Joint Nominating Committee on the appropriateness of one or more of the names of Ministers recommended by the Placements Committee to fill the vacancy.
- (j) The Joint Nominating Committee may approach for conversation only those Ministers whose names have been recommended to it by the Placements Committee. Similarly, Ministers may approach for conversation only those Joint Nominating Committees recommended to them by the Placements Committee:
  - (i) conversation may include formal and informal discussions, mutual visits and informal gatherings;
  - (ii) while there is no obligation on either the Joint Nominating Committee or a Minister to proceed to call, they are to take into account that the recommendations emerge from the collective wisdom of the Church;
  - (iii) the Joint Nominating Committee may have conversations with each recommended Minister before making a decision on any; similarly, Ministers may have conversations with each Joint Nominating Committee before making a decision on any;
  - (iv) at any time a Minister or a Joint Nominating Committee may decline to proceed with a conversation and will advise the Placements Committee in writing of their reasons for doing so.
- (k) The Joint Nominating Committee shall make a decision about the recommended names of Ministers provided by the Placements Committee within two months of receiving them. This decision will normally be conveyed to the Placements Committee through the Presbytery representative/s on the Joint Nominating Committee.
- (l) When the Joint Nominating Committee wishes to recommend that a call be issued, it must obtain the approval of the Presbytery or, where authority has been delegated under Regulation 3.4.38(c)(vi), of the Pastoral Relations Committee. When such approval has been granted, and the Minister consents to the recommendation, the Joint Nominating Committee shall:
  - (i) for placements in a Congregation, recommend to a meeting of each Congregation involved in the placement that a call be issued;
  - (ii) for Presbytery placements, recommend to a meeting of the Presbytery that a call be issued; if the Presbytery placement is to provide the primary ministry in particular Congregations, those Congregations shall be given opportunity to express their mind on the recommendation prior to any Presbytery decision to issue a call.
- (m) Letters of call are to be sent within three days of the decision being made by the body issuing the call. The letter shall include the date on which the placement will commence. The minister shall respond within fourteen days of receiving the letter of call.
- (n) The date of the service of induction to the placement shall be set by the Presbytery after consultation with the Minister and the Congregation.

**PLACEMENTS OTHER THAN CONGREGATIONS AND PRESBYTERIES**

**2.7.17** Where the body in which a Minister is to be placed is neither a Congregation nor Presbytery, the principles set out in Regulation 2.7.16 shall be followed as closely as possible.

- (a) If the placement is a Chaplaincy position, the Joint Nominating Committee should include representatives of the Presbytery, the agency in which the placement is situated and at least one serving chaplain.
- (b) Joint Nominating Committees responsible for Synod or Assembly placements shall seek from Placement Committees the names of persons who could be considered suitable to fill a vacancy. These Joint Nominating Committees may also advertise for expressions of interest.

#### **MINISTERS ELIGIBLE FOR CALL**

- 2.7.18**
- (a) The secretary of the Placements Committee shall prepare and maintain a list of Ministers who are eligible to accept a call.
  - (b) The list shall include the names of Ministers in the fifth and subsequent years of a placement (or, in the case of a first placement following ordination, the third or subsequent year).
  - (c) A Minister in placement shall be eligible to accept another placement to become effective at any time after the completion of five years (or, in the case of a first placement after ordination, three years).
  - (d) No approach shall be made except by the Placements Committee to any Minister whose name does not appear on the list. When a Congregation or other body wishes for special reasons to approach such a Minister, it shall request the Placements Committee (in the case of a Congregation, the request shall be made through its Presbytery), and the Placements Committee may at its discretion approach the Minister concerned after consultation with the Presbytery in the bounds of which the Minister is placed or with any other appropriate body. In the case of an approach to a Minister not listed which may result in an inter-Synod transfer, the prior consent of the Placements Committee of the other Synod shall be obtained.
  - (e) Ministers who are listed as eligible to accept a call shall ensure that an up-to-date ministerial profile, prepared according to Assembly guidelines, is lodged with the secretary of the Placements Committee.

#### **INDUCTIONS**

- 2.7.19**
- (a) The Presbytery shall be responsible for inducting a Minister into a placement within the bounds of the Presbytery.
  - (b) The Synod shall be responsible for inducting a Minister into a Synod placement and shall ensure that the appropriate Presbytery participates.
  - (c) The Assembly shall be responsible for inducting a Minister into an Assembly placement and shall ensure that the appropriate Presbytery participates.
  - (d) The Presbytery shall be responsible for, or shall participate in, any service of worship in which a Minister is inducted or commissioned.

#### **EXISTING PLACEMENTS TO STAND**

- 2.7.20** Placements current at the date of the first Assembly may be continued in accordance with the provisions of Regulations 2.7.6 to 2.7.10, the period being calculated from the date the placement commenced; provided that in any case where the original terms of placement allowed for continuance for a longer period, the placement may continue in accordance with those terms unless otherwise agreed between the parties.

#### **EXERCISE OF MINISTERIAL FUNCTION**

- 2.7.21** Presbytery may determine from time to time, and for good and sufficient reasons, the extent to which a Minister who is designated as on leave of absence, retired or not available for placement (Regulations 2.4.6, 2.4.7 and 2.4.8) shall be limited in the exercise of all or any

of the functions of ministerial office. Any such determination shall be immediately reported to the Moderator and the Secretary of the Synod.

#### **MINISTER FROM ANOTHER DENOMINATION**

- 2.7.22** (a) A person who is ordained or recognised as a minister in a church of another denomination recognised by the Church, and who
- (i) has been seconded, commissioned, released or otherwise authorised by that other denomination to work in the Church, and
  - (ii) is serving in an approved placement to fulfil substantially the responsibilities of a Minister,
- shall be eligible to be elected or appointed to membership of any body or council of the Church (including but not limited to, a Church Council, a Synod or the Assembly).
- (b) If such body or council is so constituted that any member must be counted as either a lay or a ministerial member, then a person so appointed or elected shall be counted as a ministerial member.
  - (c) A person who satisfies the provisions of Regulation 2.7.22(a) and who would if a Minister of the Church be, ex officio, a member of any council of the Church shall, while so serving, be a member ex officio of such council.
  - (d) Except as may have been otherwise arranged by the Church with a person serving in accordance with this Regulation such a person shall (except in respect of any matter affecting the status of the person as a minister in a church of another denomination) as far as possible enjoy all the rights and privileges and be subject to the same responsibilities and obligations as would apply to a Minister of the Church.

## **LAY PREACHERS**

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#### **MINISTRY OF LAY PREACHER**

- 2.8.1** The ministry of Lay Preacher is one in which lay persons may participate in the proclamation of the gospel and in witness to Christian faith and experience, and for which they have received gifts and are called by the Holy Spirit.

#### **DEFINITION**

- 2.8.2** A Lay Preacher is a member of the Church who is authorised to conduct services of worship in the Congregation in which such Lay Preacher holds membership and in any other Congregation to which the Lay Preacher may be invited by the Minister thereof.

#### **RECOGNITION**

- 2.8.3** (a) The Church recognises as Lay Preachers:
- (i) persons who at the time of the inauguration held the office of Lay Preacher or Local Preacher in any one of the uniting churches, and who signified adherence to the Basis of Union;
  - (ii) persons who are subsequently accredited as Lay Preachers in accordance with procedures prescribed by the Assembly.
- (b) A former Minister whose recognition has been withdrawn under the provisions of Regulation 2.4.23(a), and who is in good standing with the Church, may upon request be accredited as a Lay Preacher.

## **SELECTION**

- 2.8.4** (a) Any person offering for service as a Lay Preacher shall be required to satisfy the Presbytery with respect to the following:
- (i) **Church Membership.** The applicant must be a confirmed member of the Church and must have held the status of a confirmed member for twelve months or more or have held equivalent status in another church acknowledged by the Church.
  - (ii) **Suitability.** The applicant must be a person suitable in character, personality, spiritual maturity and capacity to exercise the responsibilities of Lay Preacher.
- (b) Applicants shall make written application to the Presbytery through the Minister of the Congregation (or through the appropriate member of the ministerial team in the Congregation) in which the applicant holds membership.
- (c) The Church Council shall interview the applicant and forward the application, with its report and recommendations, to the Presbytery within ninety days after receipt of the application by the Minister.
- (d) The Presbytery shall make such investigations and enquiries as it sees fit and may interview the applicant and shall either accept the applicant as a candidate for training as a Lay Preacher or reject the application providing that a two-thirds majority vote of members present shall be required for acceptance.

## **TRAINING**

- 2.8.5** (a) The Synod shall establish or approve training centres to assist in the training of Lay Preachers and shall establish a committee or other such body to direct such training and to conduct such examinations as are prescribed at a standard determined by the Ministerial Education Commission.
- (b) Candidates for training as Lay Preachers shall be required to participate in lecture and/or correspondence courses, attend such residential training conferences as may be required, undertake practical training and gain experience in preaching, and pass such examinations as are prescribed by the Ministerial Education Commission.

## **ACCREDITATION**

- 2.8.6** (a) Candidates who have fulfilled the training requirements and passed the prescribed examinations may apply to the Presbytery through their Church Council for accreditation as Lay Preachers.
- (b) Accreditation is dependent upon the candidate demonstrating an understanding of and affirming adherence to the Basis of Union.
- (c) The Presbytery shall determine whether or not a candidate is to be accredited as a Lay Preacher and shall, where appropriate, arrange for a service of worship at which such accreditation will be acknowledged before the Church, and shall issue a certificate of accreditation as a Lay Preacher.
- (d) The Presbytery shall exercise oversight of Lay Preachers within its bounds and may withdraw accreditation from persons whom it determines to be no longer acceptable to the Church as Lay Preachers.
- (e) Any decision to accredit or withdraw accreditation shall require a two thirds majority of the members present at the meeting of the committee of the Presbytery or the Presbytery.

- (f) Each Presbytery shall maintain a roll of Lay Preachers and on the advice of the appropriate Church Council shall from time to time enter the names of Lay Preachers according to the following classifications:
  - (i) active;
  - (ii) inactive - unavailable for an extended period;
  - (iii) retired.

#### **TRANSFER TO ANOTHER CONGREGATION**

**2.8.7** Any Lay Preacher transferring membership from one Congregation to another shall be recognised as such in the Congregation to which transfer is made.

#### **REVIEW AND REPORT**

**2.8.8** At the time of any consultation on the life and witness of a Congregation in accordance with the provisions of Regulation 3.4.5, the Church Council shall review the list of Lay Preachers recognised within the Congregation, and shall enquire as to whether they continue to perform the ministry to which they have been accredited. The result of that review shall be reported to the Presbytery. In cases of doubt as to whether a Lay Preacher satisfies the requirements of the office, explanation or amendment of the situation shall be sought by the Church Council. If still unsatisfactory the Lay Preacher concerned shall be warned that recognition may be withdrawn.

#### **WITHDRAWAL OF RECOGNITION**

- 2.8.9**
- (a) Recognition shall be withdrawn by the Presbytery if the Lay Preacher ceases to be a member of the Church.
  - (b) The Presbytery may withdraw recognition by a two thirds majority of those present, if after receiving a report from the Church Council, it determines that the Lay Preacher has failed to maintain a satisfactory relationship with the life of the Church or is no longer conforming to standards of a member and Lay Preacher of the Church or complying with the discipline of the Church.

#### **RIGHT OF APPEAL**

**2.8.10** Any Lay Preacher whose recognition has been withdrawn by the Presbytery may make appeal to the Synod which shall appoint a committee to review the matter and the determination of this committee shall be final.

#### **REINSTATEMENT OF A LAY PREACHER**

**2.8.11** If a Lay Preacher whose recognition has been withdrawn in accordance with the provisions of Regulation 2.8.9 seeks to be reinstated, the Church Council shall consider and determine the matter, after consultation with the Presbytery by which recognition was withdrawn.

#### **LAY PREACHERS ASSOCIATION**

**2.8.12** Each Synod and each Presbytery may arrange for the formation of a Lay Preachers' association.

- 2.8.13**
- (a) Each Presbytery will appoint a Lay Preacher contact person and notify the Synod accordingly.
  - (b) Each Synod shall maintain a register of Presbytery Lay Preacher contact persons.

## **YOUTH WORKERS**

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### **DEFINITION AND SCOPE OF THE MINISTRY**

**2.9.1** In these Regulations Youth Worker means a person accredited by the Church to the specified ministry of Youth Worker, a ministry directed primarily to persons aged between 12 and 25 years. The scope of this ministry includes:

- (a) assisting the Church to proclaim the gospel of Jesus Christ to young people;
- (b) assisting the Church to guide and nurture young people in the Christian faith and membership of the Church;
- (c) training and assisting leaders and other volunteers in youth ministry;
- (d) empowering young people for participation in the community and in the Church;
- (e) assisting the Church in mission with young people in the community and engaging in mission with young people on behalf of the Church;
- (f) being an advocate for young people in the community and in the Church;
- (g) undertaking activities which enhance the Youth Worker's gifts and skills in youth ministry;
- (h) co-operating with other Youth Workers, with members of other specified ministries and with lay members of the Church in the above areas of ministry.

#### **ACCREDITATION**

- 2.9.2** (a) When a candidate has fulfilled all the requirements for accreditation to the ministry of Youth Worker, including the satisfactory completion of the required course of studies and in the Presbytery's opinion readiness to exercise the ministry of Youth Worker, the Presbytery which had pastoral care and oversight of the candidate during the period of core theological education shall, following consideration of an appraisal from and consultation with the Presbytery in which the candidate exercised ministry in the licensed year, determine whether or not the candidate is to be accredited. The Presbytery shall then arrange for a service of commissioning, such service to be in accordance with a form authorised by the Assembly.
- (b) Subject to Regulation 2.9.3, the accreditation of a Youth Worker shall continue:
- (i) while the Youth Worker is in a placement;
  - (ii) while the Youth Worker is awaiting an initial or new placement; or
  - (iii) where the Placements Committee, on the recommendation of the relevant Presbytery, has granted a leave of absence for a defined period for the Youth Worker to undertake a course of study approved by the Placements Committee, or for family or other pastoral reasons, or for other reasons which the Placements Committee considers sufficient.

#### **WITHDRAWAL OF ACCREDITATION**

- 2.9.3** (a) The accreditation of a Youth Worker may be withdrawn by the Synod by reason of:
- (i) the acceptance by a Presbytery of a resignation from the ministry of Youth Worker;
  - (ii) continued failure to accept a placement without, in the opinion of the Synod, reasonable cause.

- (b) The accreditation of a Youth Worker shall, subject to the Regulations relating to review and appeal, be withdrawn by the Synod where the Committee for Discipline has so determined pursuant to Regulation 7.8.16(f).

## **MEMBERSHIP, STIPENDS AND BENEFITS FOR YOUTH WORKERS IN APPROVED PLACEMENTS**

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### **MEMBERSHIP**

- 2.10.1** (a) A Youth Worker in an approved placement in a Congregation shall:
- (i) be placed on the roll of confirmed members or members-in-association of the Congregation and shall be a member of the Church Council of the Congregation;
  - (ii) be placed under the oversight and pastoral care of the Presbytery which has oversight of the Congregation;
  - (iii) be a member of that Presbytery.
- (b) A Youth Worker in an approved placement in a Presbytery shall:
- (i) be placed under the oversight and pastoral care of that Presbytery;
  - (ii) be a member of that Presbytery;
  - (iii) be placed on the roll of confirmed members or members-in-association of the Congregation with which the Youth Worker chooses to be actively involved.
- (c) A Youth Worker in an approved placement in the Assembly or a Synod shall:
- (i) be placed under the oversight and pastoral care of a Presbytery designated by the Assembly or Synod respectively;
  - (ii) be a member of that Presbytery;
  - (iii) be placed on the roll of confirmed members or members-in-association of the Congregation with which the Youth Worker chooses to be actively involved.
- (d) A Youth Worker in an approved placement other than in a Congregation, Presbytery, Synod or Assembly shall:
- (i) be placed on the roll of confirmed members or members-in-association of the Congregation with which the Youth Worker chooses to be actively involved;
  - (ii) be placed under the oversight and pastoral care of the Presbytery which has oversight of that Congregation;
  - (iii) be a member of that Presbytery.
- (e) Youth Workers shall be answerable in matters of faith and discipline to the Presbytery which has oversight of the Youth Worker.
- (f) In relation to the exercise of their ministry Youth Workers shall be responsible:
- (i) to the Presbytery, in the case of placements in a Congregation or a Presbytery;

- (ii) to the Synod or its delegated body, in the case of placements in a Synod or Synod agency;
- (iii) to the Assembly or its delegated body, in the case of placements in the Assembly or an Assembly agency;
- (iv) to the body with whom the Youth Worker is placed, and the Synod or its delegated body, in the case of placements other than in a Congregation, Presbytery, Synod or the Assembly.

#### **STIPENDS, PROVISIONS AND ALLOWANCES**

- 2.10.2** (a) Stipends, provisions and allowances for Youth Workers in approved placements within the jurisdiction of the Church shall be not less than the stipends, provisions and allowances for ordained ministers within the same Synod.
- (b) If the Placements Committee determines that special circumstances exist in a particular placement due to the application of industrial agreements or legislation, it may authorise a departure from the requirements of Regulation 2.10.2(a), provided that both the body with whom the Youth Worker is placed and the Youth Worker agree to the terms and conditions of placement.

#### **SUPERANNUATION**

- 2.10.3** Each Synod shall make provision for Youth Workers in approved placements within the bounds of the Synod to enable them to have membership in a Synod lay staff superannuation scheme.

### **PLACEMENT OF YOUTH WORKERS**

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- 2.11.1** (a) An approved placement is determined by the Advisory Committee on Ministerial Placements or its delegated body, or the Assembly Standing Committee or its delegated body, as a position of ministry in which the responsibilities are consistent with the provisions of Regulation 2.9.1.
- (b) A Congregation or other body seeking the placement of a Youth Worker shall be required to consult with those responsible for youth ministry within the Synod, in formulating a job description.
- 2.11.2** (a) Placement of a Youth Worker in a Congregation within the bounds of a Presbytery shall be made by the Presbytery in response to a request from the Congregation and after consultation with the Advisory Committee on Ministerial Placements which shall exercise an overview of Youth Worker placements in the Synod.
- (b) Placement of a Youth Worker in a Presbytery shall be made by the Presbytery, after consultation with the Advisory Committee on Ministerial Placements.
- (c) Placement of a Youth Worker in a Synod or Synod agency shall be made by the Synod Standing Committee or its delegated body on the advice of the Advisory Committee on Ministerial Placements.
- (d) Placement of a Youth Worker in the Assembly or an Assembly agency shall be made by the Assembly Standing Committee or its delegated body.
- (e) Placement of a Youth Worker in an approved placement other than in a Congregation, Presbytery, Synod or the Assembly shall be made by the Synod Standing Committee or its delegated body on the advice of the Advisory Committee on Ministerial Placements.

### **SERVICE TO MARK THE COMMENCEMENT OF A PLACEMENT**

- 2.11.3** (a) The Presbytery shall be responsible for conducting a service to mark the commencement of a placement of a Youth Worker in a placement within the bounds of the Presbytery.
- (b) The Synod shall be responsible for conducting a service to mark the commencement of a placement of a Youth Worker in a placement in the Synod or Synod agency, and shall ensure that the appropriate Presbytery participates.
- (c) The Assembly shall be responsible for conducting a service to mark the commencement of a placement of a Youth Worker in a placement in the Assembly or the Assembly agency and shall ensure that the appropriate Presbytery participates.
- (d) The Synod shall be responsible for conducting a service to mark the commencement of a placement of a Youth Worker in a placement other than in a Congregation, Presbytery, Synod or the Assembly and shall ensure that the appropriate Presbytery participates.

### **DURATION OF PLACEMENTS**

- 2.11.4** (a) A placement of a Youth Worker shall normally be made for a period of three years, with the possibility of extensions normally of two or three years at a time, to a total maximum of ten years. In the final year of an extension, a decision shall be taken by the body making the placement as to whether or not the Youth Worker is invited to continue for a further term in the placement. In the case of a placement in a Congregation, the decision of the Presbytery shall be made on the advice of the Church Council.
- (b) (i) In the case of placements in a Congregation, the maximum term of ten years may be exceeded with the approval of the Presbytery;
- (ii) in the case of Presbytery and Synod placements, the maximum term of ten years may be exceeded with the approval of the Synod;
- (iii) in the case of Assembly placements the maximum term of ten years may be exceeded with the approval of the Assembly Standing Committee;
- (iv) in the case of placements other than in a Congregation, Presbytery, Synod or the Assembly the maximum term of ten years may be exceeded with the approval of the Synod Standing Committee.
- (c) A placement of a Youth Worker for a term of less than three years may be approved by a Presbytery, a Synod or the Assembly for specified short-term tasks by agreement of the Youth Worker and Congregation or other body making the placement.

### **TERMINATION OF PLACEMENTS**

- 2.11.5** (a) A placement within the bounds of a Presbytery may be terminated at any time by the Presbytery, in accordance with the provisions set out hereunder.
- (b) The Presbytery may terminate a placement in a Congregation at the request of the Youth Worker.
- (c) The Presbytery shall consider any request for termination of a placement in a Congregation made by the Church Council pursuant to a resolution carried by a two-thirds majority of members present at a special meeting.
- (d) The Presbytery may act on its own initiative to terminate a placement in a Congregation.

- (e) Any decision by a Presbytery or its Pastoral Relations Committee to terminate a placement shall be by a two-thirds majority of those present at the meeting.
- 2.11.6** Placements other than in a Congregation may be terminated at any time by the Presbytery, Synod or Assembly as the case may be, after consultation with the Youth Worker and other bodies concerned.
- 2.11.7** (a) A Youth Worker whose placement has been terminated by a Presbytery or a Synod shall have a right of appeal to the Synod. The Synod shall refer the matter to the Convenor of the Standing Appeal Panel to be dealt with under Part 8 of these Regulations.
- (b) A Youth Worker whose placement has been terminated by the Assembly shall have a right of appeal to the Assembly, under the provisions of Part 8 of these Regulations. The Appeal Panel shall be appointed under the provisions of Regulation 8.6.

#### **AVAILABILITY OF PLACEMENTS FOR YOUTH WORKERS**

- 2.11.8** The Synod shall, through the Advisory Committee on Ministerial Placements and by assistance to the Presbyteries, ensure that as far as possible every Youth Worker available for active service shall have a placement.

#### **LIST OF AVAILABLE YOUTH WORKERS**

- 2.11.9** Each Advisory Committee on Ministerial Placements shall ensure the availability of a regularly up-dated list of Youth Workers seeking placement and a list of Congregations and other bodies seeking Youth Workers.

## **COMMUNITY MINISTERS**

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#### **DEFINITION AND SCOPE OF THE MINISTRY**

- 2.12.1** Community ministry is a specified lay ministry of the Church.
- 2.12.2** In Regulations 2.12.1 - 2.12.23 unless the context or subject matter otherwise indicates:
- (a) **community** means people of a particular locality or people who belong to a particular cultural group or sub-group.
  - (b) **Community Minister** means a leader from within a community commissioned by a Presbytery to minister within that community; Community Ministers are normally non-stipended and part-time.
- 2.12.3** The scope of the community ministry will be determined by the Presbytery and may include:
- (a) providing a ministry of service within a community;
  - (b) seeking to establish a new Congregation in a community;
  - (c) working within an existing Congregation.

#### **ESTABLISHING A COMMUNITY MINISTRY**

- 2.12.4** (a) A proposal to establish a community ministry is made to a Presbytery, and may be initiated by a community, Congregation, other appropriate body or the Presbytery.
- (b) The Presbytery shall evaluate the proposal in consultation with the community, any potentially affected Congregations and other appropriate bodies, and shall notify the Advisory Committee on Ministerial Placements of the proposal.

- (c) When the Presbytery has resolved to establish a community ministry, it will advise the community, Congregations and the Placements Committee.

#### **SELECTION OF CANDIDATES FOR COMMUNITY MINISTER**

- 2.12.5** (a) The initiative in identifying a person as suitable for community ministry may be taken by the community, Congregation, Presbytery, or other appropriate body.
- (b) The person so identified shall be invited by the Presbytery to consider whether he/she is called to this ministry.
- (c) Only persons who are confirmed members of the Church of at least twelve months standing are eligible to be considered.
- 2.12.6** (a) The Presbytery shall appoint a selection panel to prepare a report and recommendation to the Presbytery on the suitability of the person for community ministry. The panel shall consist of:
- two persons nominated by the Presbytery,
  - two persons nominated by the community, Congregation or other appropriate body,
  - one person appointed by the Ministerial Education Board.
- (b) The panel shall:
- (i) interview the person;
  - (ii) seek confidential testimonials;
  - (iii) have regard among other things to:
    - the nature of the services to be performed in the community ministry;
    - the acceptability of the person to the community, Congregation or other appropriate body;
    - the present qualifications and evident potential of the person;
    - the spiritual maturity and motivation of the person;
    - the person's personality and character;
    - the person's willingness to adhere to the Basis of Union and to live within the ethos, polity and discipline of the Uniting Church in Australia;
  - (iv) prepare a report to the Presbytery and recommend either that the person be accepted provisionally or not accepted as a candidate for this ministry.

#### **ACCEPTANCE OF A CANDIDATE**

- 2.12.7** A person accepted provisionally as a candidate shall serve in the community ministry for a period of six months, under the supervision of a person appointed by the Presbytery.
- 2.12.8** The Presbytery shall conduct a service to mark the commencement of the ministry, at the beginning of the period of provisional acceptance.
- 2.12.9** At the end of the six months the Presbytery shall consult with the candidate and with the community, Congregation or other appropriate body, and shall resolve whether or not to confirm the person as a candidate for Community Minister.
- 2.12.10** During the period of candidature, provisional and confirmed, the candidate shall:
- (a) undertake the required studies, as determined by the Ministerial Education Board;
  - (b) minister under the terms and conditions, approved by the Presbytery, which shall include:
    - (i) a description of the ministry;

- (ii) how the minister will relate to other ministers, lay and ordained;
- (iii) proportion of time to be given to the ministry;
- (iv) any provision for expenses and other financial arrangements;
- (v) anticipated duration of the placement.

#### **EDUCATION**

**2.12.11** The Ministerial Education Board shall appoint a community ministry committee, which shall advise the Board on the educational requirements for each candidate. In determining the educational requirements the Board shall take into account the candidate's life experience and experience in the church, the part-time nature of community ministry, and the specific nature of the ministry to be exercised.

**2.12.12** The Presbytery shall monitor the candidate's progress and provide regular reports to the Ministerial Education Board committee.

#### **COMMISSIONING**

**2.12.13** A candidate will be commissioned by the Presbytery, according to the form of service authorised by the Assembly, when

- (a) the Ministerial Education Commission (on the recommendation of the Ministerial Education Board) certifies that the required course of studies has been completed;
- (b) the Presbytery is satisfied as to the candidate's readiness for commissioning, and
- (c) the community, Congregation or other appropriate body affirms that it will accept the candidate as a Community Minister.

#### **CONDITIONS OF APPOINTMENT**

**2.12.14** Prior to commissioning the Presbytery shall consult with the candidate and with the community, Congregation or other appropriate body, to consider the need for any revision to the position description and conditions of appointment, as per Regulation 2.12.10(b).

**2.12.15** The Presbytery may review the terms and conditions of appointment as and when it sees fit and shall do so no less frequently than each two years.

#### **DURATION OF APPOINTMENT**

**2.12.16** (a) The minimum term of appointment of a Community Minister is two years. The appointment may continue for an indefinite period subject to regular evaluation by the Presbytery in consultation with the Community Minister, the community, Congregation or other appropriate body.

- (b) The Presbytery shall evaluate the community ministry no less frequently than each two years, and may do so at any time at its own initiative or at the request of the Community Minister, the community, Congregation or other appropriate body.

#### **CONTINUING EDUCATION**

**2.12.17** A Community Minister shall undertake continuing education under the direction of the Ministerial Education Board and the supervision of the Presbytery.

#### **TERMINATION OF APPOINTMENT**

**2.12.18** The Presbytery may terminate the appointment at any time when, after consultation with the Community Minister and with the community, Congregation or other appropriate body, it is satisfied of any of these reasons:

- (a) the request of the Community Minister, the community, Congregation or other appropriate body;

- (b) the need for the community ministry has ceased;
- (c) the Community Minister is no longer a member of the community;
- (d) the Community Minister is no longer living within the faith and unity of the Church as expressed in the Basis of Union;
- (e) the Community Minister's refusal to undertake continuing education;
- (f) the Community Minister's refusal to accept the oversight of the Presbytery;
- (g) the Community Minister is no longer able to fulfil the requirements of the ministry.

A decision to terminate the appointment requires a two thirds majority of those present and voting at a Presbytery meeting. Before a decision is taken, the Presbytery shall afford the Community Minister an opportunity to address the Presbytery, in person or through a representative.

- 2.12.19** The Presbytery shall terminate the appointment when the Committee for Discipline has so determined pursuant to Regulation 7.8.16(f).
- 2.12.20** In the event of termination of appointment, the Presbytery is responsible for the ongoing pastoral care of the person, the community, Congregation or other appropriate body.
- 2.12.21** When an appointment is terminated, the person ceases to be a Community Minister. Such a person is eligible to be invited to take up community ministry in another community, in which case the person's previous preparation, experience and record of ministry shall be taken into account by the Presbytery and the Ministerial Education Board.

#### **MEMBERSHIP**

- 2.12.22** (a) A Community Minister is:
  - (i) a member of the appropriate Church Council and of other bodies as defined in the position description;
  - (ii) a member of Presbytery;
  - (iii) eligible for election as a lay member of the synod and the Assembly.
- (b) A candidate for Community Minister is:
  - (i) a member of the appropriate Church Council and of other bodies as defined in the position description;
  - (ii) an associate member of Presbytery;
  - (iii) eligible for election as a lay member of the Synod and the Assembly.

#### **RESPONSIBILITY TO PRESBYTERY**

- 2.12.23** Community Ministers and candidates for Community Minister are under the pastoral care and oversight of the Presbytery and are responsible to the Presbytery in matters of faith and discipline and for the exercise of their ministry.

## **LAY PASTORS**

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#### **SCOPE OF THE MINISTRY**

- 2.13.1** The ministry of Lay Pastor is a specified lay ministry, normally stipended and full-time, and is a pastoral ministry within a local or particular setting.

## **QUALIFICATIONS REQUIRED OF AN APPLICANT**

**2.13.2** An applicant for the ministry of Lay Pastor shall be:

- (a) a confirmed member of the Church of at least twelve months standing;
- (b) a person who accepts the doctrine, polity and discipline of the Church;
- (c) a person actively involved in the life of the Church, including leadership experience;
- (d) a person whose life experience is seen as appropriate for this ministry;
- (e) a person who has satisfied the Synod as to their profession of faith and sense of call, and as to their capacity for exercising this ministry;
- (f) a person prepared to serve wherever the Synod deems appropriate.

## **METHOD OF APPLICATION**

**2.13.3** An applicant for the ministry of Lay Pastor shall make written application to the Synod through the Minister of the Congregation (or through the appropriate member of the ministerial team in the Congregation) in which the applicant holds membership.

**2.13.4** A Synod body designated by the Synod shall have responsibility for considering and determining the application. The procedures to be followed by the Synod body shall be approved by the Synod and shall include:

- (a) requests for confidential testimonials from the Minister of the applicant's Congregation and the Church Council;
- (b) an interview with the applicant;
- (c) consideration of:
  - (i) the spiritual maturity and motivation of the applicant;
  - (ii) the applicant's personality and character;
  - (iii) the matters referred to in Regulation 2.13.2;
  - (iv) the applicant's capacity and perceived potential to fulfil the requirements of the course of studies.

## **CANDIDATURE**

**2.13.5** Immediately an application is approved the candidate will be referred by the Synod body to the Ministerial Education Board for any education and training.

**2.13.6** The Synod body designated by the Synod is responsible for the oversight of candidates and for ensuring appropriate pastoral care of candidates.

**2.13.7** Candidature may be terminated by the Synod body at any time on any of the following grounds:

- (a) the acceptance of a resignation from candidature;
- (b) that, in the opinion of the Synod body, the candidate is not considered suitable for the work of the ministry of Lay Pastor;
- (c) that, as advised by the faculty or other training authority, the candidate has not attained satisfactory standards in the course of training.

- 2.13.8** Any candidate for lay pastor whose candidature has been terminated by the Presbytery may appeal to the Synod which shall refer the matter to the Convenor of the Standing Appeal Panel to be dealt with under Part 8 of these Regulations.

#### **MINISTRY PRIOR TO RECOGNITION**

- 2.13.9** A candidate may commence ministry in a placement prior to recognition as a Lay Pastor, if the Presbytery and the Placements Committee and any other Synod body designated by the Synod agree that there are special circumstances which warrant early commencement.

#### **RECOGNITION**

- 2.13.10** (a) When a candidate has fulfilled all requirements, including satisfactory completion of the course of studies and in the Synod body's opinion is ready to exercise the ministry of Lay Pastor, the Synod shall certify that the person is ready to exercise the ministry of Lay Pastor.
- (b) The Synod shall recognise a person as a Lay Pastor when the person, who is so certified, commences an approved placement or other ministry positions recognised by a Presbytery.

#### **WITHDRAWAL OF RECOGNITION**

- 2.13.11** The recognition of a Lay Pastor shall cease upon:

- (a) the acceptance by the Synod of a resignation from the ministry of Lay Pastor;
- (b) the termination of the placement of, or expiry of a leave of absence granted to, a Lay Pastor where the Lay Pastor does not immediately commence a new placement or other ministry position recognised by a Presbytery;
- (c) the determination of the Committee for Discipline pursuant to Regulation 7.8.16(f), subject to the Regulations relating to review and appeal.

#### **MEMBERSHIP**

- 2.13.12** A Lay Pastor in an approved placement shall be:

- (a) included on the roll of confirmed members of a Congregation in which the Lay Pastor is placed, or, where the placement is other than in a Congregation, included on the roll of confirmed members of the Congregation with which the Lay Pastor chooses to be actively involved,
- (b) a member of the Church Council of the Congregation in which the Lay Pastor is placed;
- (c) under the oversight and pastoral care of the Presbytery which has oversight of the placement;
- (d) a member of the Presbytery [refer Regulation 3.4.15(c)(i)].

#### **ACCOUNTABILITY**

- 2.13.13** Lay Pastors shall be answerable to the Presbytery which has oversight of the Lay Pastor in matters of faith and discipline and for the exercise of their ministry. Lay Pastors are subject also to Regulations 7.1.1 - 7.13.1.

#### **STIPENDS, PROVISIONS AND ALLOWANCES**

- 2.13.14** Stipends, provisions and allowances for Lay Pastors in approved placements shall be not less than the stipends, provisions and allowances for Ministers in the same Synod, subject only to Regulation 2.13.15.

#### **SUPERANNUATION**

- 2.13.15** The Synod shall make provision for Lay Pastors in approved placements to enable them to have membership in a Synod lay staff superannuation scheme.

## **PLACEMENT OF LAY PASTORS**

**2.13.16** Placement of a Lay Pastor shall be made by the Presbytery after consultation with the Congregation and the Placements Committee and any other Synod body designated by the Synod.

## **SERVICE TO MARK THE COMMENCEMENT OF A PLACEMENT**

**2.13.17** The Presbytery shall be responsible for conducting a service of commissioning at the commencement of a placement of a Lay Pastor, in accordance with a form authorised by the Assembly.

## **DURATION OF PLACEMENTS**

**2.13.18** A placement of a Lay Pastor shall normally be made for an initial period of up to three years, with the possibility of extensions of up to three years to a total maximum of ten years. In the final year of the initial placement and of any extension before the tenth year, a decision shall be taken by the Presbytery as to whether or not the Lay Pastor is to be invited to continue in the placement, following consultation with the Congregation or employing body and the Placements Committee and any other Synod body designated by the Synod.

## **TERMINATION OF PLACEMENTS**

**2.13.19** The placement of a Lay Pastor may be terminated at any time by the Presbytery:

- (a) at the request of the Lay Pastor;
- (b) at the request of the Church Council pursuant to a resolution carried by a two thirds majority at a special meeting;
- (c) at the Presbytery's initiative, after consulting with the Congregation and the Lay Pastor;
- (d) at the request of the Placements Committee and any other Synod body designated by the Synod.

The Presbytery may delegate its authority to its Pastoral Relations Committee. The Congregation may appeal to the Presbytery against any decision of the Pastoral Relations Committee. Any decision by the Presbytery or its Pastoral Relations Committee to terminate a placement shall be by a two-thirds majority of those present at the meeting.

**2.13.20** A Lay Pastor whose placement has been terminated by the Presbytery shall have a right of appeal to the Synod. The Synod shall refer the matter to the Chairperson of the Standing Appeals Panel to be dealt with under Part 8 of these Regulations.

## **INTER-SYNOD TRANSFERS**

**2.13.21** Synods may arrange for the transfer of Lay Pastors from one Synod to another.

## **LEAVE OF ABSENCE**

**2.13.22** The Placements Committee may, on the recommendation of the relevant Presbytery, grant a leave of absence for a defined period for the Lay Pastor to undertake a course of study approved by Committee, or for family or other pastoral reasons, or for other reasons which the placements Committee considers sufficient.

# **PASTORS**

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## **DEFINITION AND SCOPE OF THE MINISTRY**

**Core competencies** means those competencies determined by the Ministerial Education Commission as essential for all persons that exercise the Ministry of Pastor.

**General competencies** means those competencies determined by the Ministerial Education Commission as essential for all persons exercising a particular ministry role, for example chaplain, youth worker, etc.

**2.14.1** Pastor is a specified lay ministry of the Church and means a lay person commissioned by a Presbytery, (or a Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), to minister within a Congregation, community or Church based organisation for the purpose of undertaking one or more of the tasks outlined in Regulation 2.14.2.

**2.14.2** The ministry of Pastor includes:

- (a) teaching the beliefs and practices of the Church; and / or
- (b) pastoral oversight of members and / or groups operating under the auspices of the Church; and / or
- (c) leadership of worship in congregations or faith communities of the Church; and / or
- (d) evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.

**2.14.3** No appointment of a person to a remunerated position, which involves the exercise of the responsibilities outlined in Regulation 2.14.2, shall be made without prior consultation with the Presbytery (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment).

**2.14.4** From the effective date of the Regulations on the Ministry of Pastor, lay persons who are contributing their gifts to the Church by fulfilling any of the tasks set out in Regulation 2.14.2 in ministry locations designated as appropriate for the ministry of Pastor (see Regulation 2.14.5), particularly if receiving remuneration for doing so, shall be subject to the operation of these Regulations.

#### **DESIGNATING AN APPOINTMENT AS APPROPRIATE FOR THE MINISTRY OF PASTOR**

- 2.14.5**
- (a) A ministry location shall be designated as an appropriate appointment for the exercise of the ministry of Pastor for the purposes of these Regulations when
    - (i) The position description of the role the person undertakes includes one or more of the tasks named in Regulation 2.14.2; and the Presbytery, (or Synod in the case of a Synod appointment, or Assembly in the case of an Assembly appointment) designates that the position description and ministry location are suitable for the exercise of the ministry of Pastor; or
    - (ii) a lay person is appointed to fill an approved placement; and
  - (b) When the Presbytery, (or Synod in the case of a Synod appointment, or Assembly in the case of an Assembly appointment), has resolved to recognise a ministry location as appropriate for the exercise of the ministry of Pastor, it shall advise the faith community, congregation(s) or other appropriate body and the Placements Committee.

#### **METHOD OF APPLICATION AND APPOINTMENT**

**2.14.6** A person may make application for the ministry of Pastor by

- (a) applying for a ministry appointment that is designated by the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), as appropriate for the exercise of the ministry of Pastor; or

- (b) offering to serve the church in an approved placement, through a written application to the Synod.

**2.14.7** In considering and determining applications made under Regulation 2.14.6 (a) the appointing body shall have reference to:

- (a) confidential testimonials, supplied at the request of the appointing body, from the Minister of the applicant's Congregation and the Church Council;
- (b) the gifts and graces appropriate to the particular expression of the ministry of Pastor for which the person is applying;
- (c) the applicant's spiritual maturity and sense of call;
- (d) the applicant's capacity for exercising this ministry and perceived potential to meet the required competencies for the ministry of Pastor;
- (e) the applicant's personality and character; and
- (f) the applicant's willingness to accept the doctrine, polity and discipline of the Church.

**2.14.8** A Synod body designated by the Synod shall have responsibility for considering and determining applications made under Regulation 2.14.6 (b). The procedures to be followed by the Synod body shall be approved by the Synod and shall include:

- (a) requests for confidential testimonials from the Minister of the applicant's Congregation and the Church Council;
- (b) an interview with the applicant;
- (c) consideration of:
  - (i) the gifts and graces appropriate to the ministry of Pastor;
  - (ii) the applicant's spiritual maturity and sense of call;
  - (iii) the applicant's capacity for exercising this ministry and perceived potential to meet the required competencies for the ministry of Pastor;
  - (iv) the applicant's personality and character; and
  - (v) the applicant's willingness to accept the doctrine, polity and discipline of the Church.

- 2.14.9**
- (a) Before making an appointment
    - (i) the appointing body in the case of an application made under Regulation 2.14.7 shall obtain advice from the Presbytery that the applicant has been able to demonstrate the core competencies; and
    - (ii) the Synod body in the case of applications made under Regulation 2.14.8 shall satisfy itself that the applicant can demonstrate the core competencies for the ministry of Pastor.
  - (b) Where an applicant cannot demonstrate the core competencies the Presbytery (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), may grant permission to make the appointment subject to a three month probation period by the end of which time the person shall have demonstrated the core competencies.

## **CONDITIONS OF APPOINTMENT**

- 2.14.10** (a) The Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), shall approve the terms and conditions of appointment.
- (b) The appointment shall be subject to regular evaluation by the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), in consultation with the Pastor and the Congregation or other appropriate body.
- (c) Pastors are subject to Regulations 2.14.1 – 2.14.17.

#### **RECOGNITION**

**2.14.11** A person shall be recognised as a Pastor when:

- (a) the person has been a confirmed member or member in association of the Church for a period of twelve months prior to being recognised as a Pastor; and
- (b) the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), is satisfied that the applicant can demonstrate the core competencies; and
- (c) when the person is appointed to a ministry location designated as appropriate for the ministry of Pastor (see Regulation 2.14.5).

At the time of recognition the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), shall advise the Placements Committee.

#### **SERVICE TO MARK THE COMMENCEMENT OF AN APPOINTMENT**

**2.14.12** The Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), shall be responsible for conducting a service of commissioning. The commissioning service shall be conducted on the commencement of an appointment of a Pastor and in accordance with a form authorised by the Assembly.

#### **COMPETENCY DEVELOPMENT**

- 2.14.13** (a) A Pastor shall develop the general competencies identified by the Ministerial Education Commission as appropriate for the particular ministry in which the Pastor is engaged.
- (b) The Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), shall identify the general competencies yet to be developed by the Pastor and the time frame within which they shall be acquired.
- (c) The Presbytery that has oversight of the Pastor, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), shall monitor the progress of the Pastor to ensure that the relevant competencies are being developed.

#### **ACCOUNTABILITY**

- 2.14.14** (a) A Pastor shall be answerable to the Presbytery which has oversight of the Pastor in matters of faith and discipline and to the appointing body for the exercise of their ministry.
- (b) Pastors are subject to the Code of Ethics and Regulations 7.1.1 – 7.13.1.

#### **TERMINATION OF APPOINTMENT / DISCIPLINE**

**2.14.15** The recognition of a Pastor shall cease upon:

- (a) the acceptance by the appointing body of the Pastor's resignation from a ministry location which has been designated as appropriate for the ministry of Pastor; or

- (b) the determination by the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment), that the general competencies identified by the Ministerial Education Commission as appropriate for the particular ministry in which the Pastor is engaged have not been demonstrated within the period of time determined by the Presbytery, (or the Synod in the case of a Synod appointment, or the Assembly in the case of an Assembly appointment); or
- (c) the termination of the appointment of the Pastor for whatever reason;
- (d) the determination of the Committee for Discipline pursuant to Regulation 7.8.16(f), subject to the Regulations relating to review and appeal.

**2.14.16** Where a lay person, other than those in the Specified Ministries of Youth Worker, Lay Pastor or Community Minister, is appointed to an approved placement the Regulations related to the termination of a placement shall not apply.

**MEMBERSHIP**

**2.14.17** A Pastor shall be:

- (a) included on the roll of confirmed members, or members in association, of a Congregation in which the Pastor is serving, or, where the appointment is other than in a Congregation, included on the roll of confirmed members, or members in association, of the Congregation with which the Pastor chooses to be actively involved;
- (b) a member of the Church Council of the Congregation in which the Pastor is serving, if serving in a congregational context unless the Presbytery, after consultation with the Congregation, determines otherwise;
- (c) a member of the Presbytery [refer Regulation 3.4.15(c)(i)], and eligible for election as a lay member of the Synod and the Assembly.

**2.15.1** Ministers, Community Ministers, Lay Pastors, Pastors and Youth Workers shall exercise their ministries in accordance with the Code of Ethics.

# 3. GOVERNMENT AND ADMINISTRATION

## CONGREGATIONS

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### THE CONGREGATION

- 3.1.1** (a) A Congregation, as the embodiment in one place of the one holy catholic and apostolic church, shall be those members and adherents who worship, witness and serve as a fellowship of the Spirit in Christ, and who meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share the wider responsibilities of the Church, and to serve the world, and who are recognised as a Congregation by the Presbytery.
- (b) In fulfilling its purpose a Congregation shall:
- (i) bear witness to that unity that is both Christ's gift and his will;
  - (ii) build up the members and adherents in faith and love;
  - (iii) sustain the members and adherents in hope;
  - (iv) nurture the members and adherents in their growth in grace;
  - (v) equip the members and adherents for engagement in worship, witness and service in the world as they participate in the mission of Christ;
  - (vi) discipline its members in love;
  - (vii) maintain pastoral oversight;
  - (viii) encourage each member and adherent to participate in the life of the Congregation and endeavour to provide opportunity for that participation; and
  - (ix) provide means whereby the members and adherents may be sustained in fellowship, in prayer and in confession, in baptism and in the Lord's Supper, in mutual reception of and mutual exertion in the Gospel proclamation and service.

### FORMING AND RECOGNISING CONGREGATIONS

- 3.1.2** (a) A Congregation shall be recognised by resolution of a Presbytery.
- (b) A Presbytery may recognise a Congregation when:
- (i) a group of people apply to be so recognised, and demonstrate that their life and mission is consistent with the definition of a Congregation, and
  - (ii) the group of people applying have amongst them persons who hold membership of the Church in another Congregation or recorded with the Presbytery, and who seek to transfer their membership upon recognition being given, and/or those who are seeking to be recognised as members;
  - (iii) the Pastoral Relations Committee or another body authorised by the Presbytery recommends that the group applying be so recognised; and
  - (iv) the group of people applying shall include sufficient voting members to constitute a quorum at a meeting of the Congregation [refer Regulation 3.1.9(h)].

- (c) The Presbytery shall assist the nurture and care of a new Congregation by designating an appropriate person to liaise with the Congregation on behalf of the Presbytery until the Presbytery determines such a liaison role is no longer warranted.
- (d) The Presbytery shall make provision for the sacraments to be celebrated in the life of a new Congregation.

#### **RELATIONSHIPS BETWEEN CONGREGATIONS**

- 3.1.3**
- (a) A Congregation may relate to one or more other Congregations for the better exercise of their mission, at the initiative of a Congregation or of the Presbytery. Ongoing structured relationships between Congregations require Presbytery approval.
  - (b) Related Congregations may hold a joint meeting of the Congregations, on the initiative of any of the related Congregations or of the Presbytery.

#### **AMALGAMATION OR DIVISION OF CONGREGATIONS**

- 3.1.4**
- (a) Where a Presbytery considers that it is in the best interests of the mission, witness and service of the Church, it may:
    - (i) amalgamate two or more Congregations;
    - (ii) divide a Congregation into two or more portions, and each portion may then be recognised as a Congregation or become amalgamated with another Congregation or Congregations.
  - (b) Any action under (a) may be at the initiative of the Congregation(s) or of the Presbytery.
  - (c) In the application of this Regulation:
    - (i) the Presbytery shall take proper account of the purpose, functions, responsibilities and rights of the Congregation as the primary expression of the corporate life of the Church;
    - (ii) the Presbytery shall ensure that any Congregation and any other Presbytery affected shall consult adequately, and shall provide any such Congregation and other Presbytery with the reasons for any proposals and for any decisions which it makes;
    - (iii) each Presbytery and Congregation affected has a responsibility to listen faithfully to one another.

**3.1.5** The Presbytery shall ensure:

- (a) that, in the amalgamation of Congregations pursuant to Regulation 3.1.4(a), all rolls and other records of the Congregations affected accompany those Congregations;
- (b) that, in dividing a Congregation pursuant to Regulation 3.1.4(a), all rolls and other records of the Congregation being divided are placed in the custody of the appropriate officer(s) of the Church;
- (c) that in each case proper arrangements are made to deal with any property affected;
- (d) that the matter is reported to the next meeting of the Synod.

#### **DISBANDING OF A CONGREGATION**

- 3.1.6**
- (a) A Congregation shall be disbanded and cease to be recognised when, in the opinion of the Presbytery, the conditions for the recognition of a Congregation are no longer satisfactorily met.

- (b) A Presbytery may disband 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.
- (c) In the application of this Regulation:
  - (i) the Presbytery shall take proper account of the purpose, functions, responsibilities and rights of the Congregation as the primary expression of the corporate life of the Church;
  - (ii) the Presbytery shall consult adequately with the Congregation and with any other Congregation to which the Congregation is related by the Presbytery and shall provide the Congregation(s) with the reasons for any proposals and for any decision which it makes;
  - (iii) the Presbytery and the Congregation(s) have a responsibility to listen faithfully to one another;
  - (iv) the conditions for the recognition of a Congregation referred to in paragraph (a) are that it is capable of and will fulfil the purpose, functions and responsibilities specified in Regulations 3.1.1 and 3.1.8 as far as the circumstances justify.

**3.1.7** When a Congregation is no longer recognised the Presbytery shall ensure:

- (a) that each member and adherent of the Congregation is transferred to a roll of another Congregation;
- (b) that all rolls and other records of the Congregation are placed in the custody of an appropriate officer of the Church;
- (c) that in each case proper arrangements are made to deal with any property affected;
- (d) that the matter is reported to the next meeting of the Synod.

## **RESPONSIBILITIES**

**3.1.8** The responsibilities of a Congregation include:

- (a) the matters listed in Regulation 3.1.1;
- (b) participating in shared responsibilities with any related Congregations;
- (c) fulfilling the ministry of the Church in and to the community;
- (d) appointing Elders and other members of the Church Council, and members of other bodies, as required;
- (e) appointing the Congregation's representative(s) to the Presbytery;
- (f) making arrangements to call a Minister in accordance with the Regulations;
- (g) providing facilities and resources in support of the work of the Congregation, including stipends and allowances and other provisions for the support of the ministry, provided that stipends shall be the first charge on the funds of the Congregation;
- (h) meeting as required to transact business that belongs to the Congregation;
- (i) advising the Church Council on property matters affecting the Congregation;

- (j) maintaining all necessary and appropriate relationships with the Presbytery and other councils and bodies.

A Congregation may do such other things as are consistent with the purposes of the Church and not the specific responsibility of any other council or body within the Church. A Congregation shall recognise the limits of its own authority and give heed to other councils of the Church.

## **MEETINGS OF THE CONGREGATION**

### **3.1.9 (a) Membership of meeting of the Congregation**

The following persons shall be entitled to vote at meetings of the Congregation, (referred to in this Regulation as voting members):

- (i) all Ministers, Pastors and Lay Pastors who hold membership in the Congregation;
- (ii) all other confirmed members of the Congregation;
- (iii) all members-in-association with the Congregation;
- (iv) all Ministers, **Pastors** and Lay Pastors serving in approved placements in the Congregation.

Adherents and members not yet confirmed may attend but not vote at the meetings.

### **(b) Chairperson and Secretary**

The meeting of a Congregation shall appoint a chairperson and a secretary. They shall hold office for periods determined by the Congregation. If the elected chairperson or secretary is not present at a meeting, the Congregation may appoint another of its members to act as chairperson or secretary.

The secretary shall be responsible for taking and recording the minutes of meetings of the Congregation.

### **(c) General meetings**

- (i) General meetings of the Congregation shall be held at least twice in each year and shall be convened by the chairperson and secretary, or if there is a vacancy in one of those positions by the remaining officer;
- (ii) At least once each year at a meeting or meetings of the Congregation:
  - financial reports shall be presented;
  - policies, plans, budgets, appointments and other matters within the responsibility of the Congregation shall be determined.

### **(d) Special Meetings**

The chairperson and secretary of the Congregation may convene a special meeting, due notice being given, and shall do so if requested in writing by at least seven members eligible to vote or a number representing at least 10% of the members eligible to vote, whichever is the greater, of the Congregation. A special meeting shall deal only with matters specified in the notice of meeting.

- (e) If, in the opinion of the Pastoral Relations Committee of the Presbytery, circumstances warrant, the chairperson of the Presbytery or the chairperson's nominee may convene a general or special meeting of the Congregation.

### **(f) Notice of Meetings**

Due notice of all meetings shall be given either by public announcement at a time of public worship at least one week prior to the date of the meeting, or by such other means as the Congregation may determine.

- (g) **Conduct of Meetings**  
Meetings shall be conducted in accordance with “A Manual for Meetings in the Uniting Church” unless the Congregation has adopted or shall adopt other standing orders or meeting procedures.
- (h) **Quorum**
  - (i) Eight voting members or one-tenth of the voting members of the Congregation whichever number is the greater shall constitute a quorum, unless otherwise determined by the Presbytery in respect of a particular Congregation.
  - (ii) If no quorum be present the meeting shall be reconvened by the chairperson and if the chairperson be unavailable by the secretary. If a quorum be not present at the reconvened meeting the business of the meeting may be conducted by those present.

## **ELDERS**

- 3.1.10**
- (a) The ministry of Elder is one of spiritual oversight, and may also be exercised in pastoral visitation, teaching, encouraging members of the Congregation to share in mission, and assisting the Minister in leadership of worship and administration of the sacraments and other areas in the life of the Congregation. Elders who serve on the Church Council have a particular responsibility to ensure that matters of spiritual oversight, pastoral care and the mission of the Church have priority in the work of the Church Council.
  - (b) Members who held life tenure as Elders at the inauguration of the Church and have not relinquished their life tenure shall continue to be recognised as Elders.
  - (c) Elders holding life tenure who have not relinquished their life tenure and who have maintained continuous membership of the Congregation in which they held membership at the inauguration of the Church shall be entitled to be members of the Church Council of that Congregation.
  - (d) Elders holding life tenure and whose membership has been transferred to another Congregation since the inauguration of the Church may stand for election as Elders and members of Church Council under the provisions of Regulations 3.1.12, 3.1.14 and 3.1.16. They shall not be entitled to serve as Elders or members of the Church Council in the other Congregation unless they are elected.
  - (e) A Congregation may choose to use the term “Leader” instead of “Elder” for those fulfilling the ministry of Elder.

[Korean]

## **COUNCILS AND COMMITTEES OF THE CONGREGATION**

- 3.1.11**
- (a) The Congregation shall form a Church Council and make such other provisions as are appropriate for the fulfillment of its responsibilities.
  - (b) In determining the composition of the Church Council or any committee or other body, the Congregation shall have regard to the principle that in accordance with the call and gifts of the Spirit each member shall have a part in the ministry of the Church, and that government of the Church will be “entrusted to representatives, men and women, bearing gifts and graces with which God has endowed them for the building up of the Church”.
  - (c) In furtherance of the principle set out in 3.1.11(b), the Church Council and committees and other bodies shall as far as practicable include a significant proportion of members of the younger age groups to enable them to exercise their gifts.

## **CHURCH COUNCIL**

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- 3.1.12** (a) The Church Council shall consist of:
- (i) the Ministers, ~~Interns~~ Youth Workers, Pastors and Lay Pastors who are serving in approved placements in the Congregation;
  - (ii) Community Ministers and candidates for Community Minister who are serving in community ministry in the Congregation;
  - (iii) Ministers, being members of the Congregation, who are Ministers-in-Association in accordance with Regulation 2.4.15;
  - (iv) subject to paragraph (b), Elders; and
  - (v) other confirmed members or members-in-association elected by the Congregation.

Subject to paragraph (b), the Church Council may co-opt not more than two other members or members-in-association of the Congregation to membership of the Church Council for such term not exceeding two years as the Church Council shall determine.

- (b) Unless the Presbytery authorises otherwise, Elders shall be members of the Church Council and shall comprise at least one half of the membership of the Church Council.
- (c) The Church Council shall meet at least quarterly on dates to be determined by the Council to deal with all matters relating to the responsibilities of the Church Council having particular regard to any matters referred to the Council by the Congregation. Additional meetings shall be held when convened by the chairperson or at the direction of a Congregational meeting, Presbytery, Synod or Assembly.
- (d) The chairperson shall convene a special meeting of the Church Council within fourteen days of being so requested by five or more members of the Council or by no fewer than half in number of the membership of the Church Council, whichever is the less. The business of such special meeting shall be restricted to the matters listed in the notice convening the meeting.
- (e) The Presbytery may authorise the appointment of one Church Council where Congregations are related to each other.
- (f) Church Councils of related Congregations may act conjointly in respect of all or some of the duties and responsibilities described in Regulation 3.1.13.

### **DUTIES AND RESPONSIBILITIES OF THE CHURCH COUNCIL**

- 3.1.13** (a) The Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ's mission in the world. This priority shall be reflected in the agenda of its ordinary meetings.
- (b) The duties and responsibilities of the Church Council include the following:
- (i) sharing with the Minister(s) in mission and in the pastoral care and spiritual oversight of the Congregation;
  - (ii) nurturing the members and adherents in their growth in grace;
  - (iii) making decisions in accordance with the Regulations concerning baptism, confirmation and membership, and the keeping and reviewing of the rolls of the Congregation;

- (iv) assisting the Minister(s) in the conduct of worship and in the administration of the sacraments;
  - (v) determining the time and place of services of public worship;
  - (vi) carrying out its functions concerning applicants for the ministries of Minister of the Word, Deacon, Community Minister, Pastor, Lay Pastor, Lay Preacher and Youth Worker, having regard to the Regulations;
  - (vii) managing the financial affairs and the general administration of the Congregation including the reception, preparation and presentation of all necessary budgets, statements and reports;
  - (viii) managing and controlling property in accordance with the Regulations;
  - (ix) preparing and presenting to a meeting of the Congregation an annual report concerning the life and work of the Congregation including its worship, mission and service, and making recommendations with regard to the program for the ensuing year;
  - (x) exercising oversight of the appointment of officers and leaders of Congregational organisations;
  - (xi) referral of matters to Presbytery as prescribed.
- (c) **Conduct of Meetings**  
Meetings shall be conducted in accordance with “A Manual for Meetings in the Uniting Church” unless the Church Council has adopted or shall adopt other standing orders or meeting procedures.

#### **ELECTIONS OF ELDERS AND CHURCH COUNCILLORS**

- 3.1.14** (a) In electing Elders and Church Councillors, the Congregation shall recognise and appoint confirmed members or members-in-association who are endowed with gifts fitting them for the responsibilities of the office.
- (b) Election shall be by written ballot in a meeting of the Congregation. Prior notice of intention to hold such a ballot must be given and the names of nominees shall be publicly announced at least two weeks prior to the ballot being held. Nominations must be made in writing to the secretary or other appropriate officer over the signature of two persons who are confirmed members or members-in-association of the Congregation. The meeting shall not be obliged to fill any or all positions vacant and shall declare to be elected only such persons as receive the support of a majority of those participating in the ballot, or such higher percentage of those participating in the ballot as the Congregation may have determined prior to the call for nominations.
- (c) The maximum number of Elders and other Church Councillors to be elected, in addition to any Elders holding life tenure, shall be determined by the Congregation from time to time after advice from the Church Council.

#### **SETTING APART OF ELDERS AND CHURCH COUNCILLORS**

- 3.1.15** Elders and other Church Councillors shall be set apart by prayer in a service of worship conducted by the Minister of the Congregation, or if unavailable, by another person appointed to perform this duty by the Presbytery.

#### **TERM OF OFFICE**

- 3.1.16** The term of office of an Elder and an elected Church Councillor is such period from one to five years as is stipulated by the nominee and for which period the person is then elected by the Congregation. At the expiry of the term the Elder or Church Councillor shall be eligible for re-election.

[Korean]

#### **ELDERS AND CHURCH COUNCILLORS - TERMINATION OF OFFICE**

- 3.1.17** (a) An Elder and a Church Councillor respectively shall relinquish office in the Congregation and cease to be recognised if he or she:
- (i) resigns from the particular office by notice in writing, posted or delivered to the secretary of the Congregation, which resignation shall be effective from the date of its acceptance by the Congregation; or
  - (ii) declines to carry out the responsibilities of the particular office; or
  - (iii) transfers membership to another Congregation.
- (b) If in the opinion of the Church Council an Elder or Church Councillor is no longer conforming to the standards of a member of the Church, or complying with its discipline or carrying out the responsibilities of the particular office, the Church Council may recommend to a meeting of the Congregation that the Elder or Church Councillor be removed from office, provided that the Elder or Church Councillor so removed shall have the right of appeal to the Presbytery. The decision of the Presbytery to dismiss or re-instate the Elder or Church Councillor shall be final.

[Korean]

#### **CHAIRPERSON**

- 3.1.18** The Church Council shall elect annually one of its members as chairperson.

#### **ACTING CHAIRPERSON**

- 3.1.19** If the elected Chairperson is not present at a meeting, the Church Council may appoint another of its members to act as Chairperson.

#### **SECRETARY**

- 3.1.20** The Church Council shall appoint annually from among its members a secretary who shall keep minutes of meetings of the Church Council, take care of all records and papers of the Congregation, except such as are within the specific responsibility of any other body or officer, and shall carry out other duties as the Church Council may require.

#### **TREASURER**

- 3.1.21** The Church Council shall appoint annually from among its members a treasurer who shall:
- (a) keep the books of account, enter therein a record of all monies received and of all payments made, and produce this at all general meetings of the Congregation;
  - (b) lodge all monies received in an account identified as belonging to the Congregation in any one or more of the financial institutions satisfying the requirements of Regulation 5.5.10(b);
  - (c) produce the records and other evidence of transactions whenever called upon to do so by the Church Council; and
  - (d) prepare financial statements for the consideration of the Church Council and the Congregation.

#### **QUORUM**

- 3.1.22** Not less than one half of the total membership of the Church Council shall constitute a quorum. Should a quorum not be obtained the meeting shall be re-convened.

#### **COMMITTEES OF THE CHURCH COUNCIL**

- 3.1.23** In fulfilling its role and to assist its functioning the Church Council may appoint an Executive and other committees and/or task groups to assist the Church Council in any of its responsibilities.
- 3.1.24** Membership of the committees and/or task groups of the Church Council shall not be restricted to members of the Church Council but at least one member of each of such committees and task groups shall be appointed from among the members of the Church Council.
- 3.1.25** Any Executive, committee or task group shall have only an advisory role unless it has been given a specific power to act, and shall report to the Church Council on a regular basis.
- 3.1.26** The Church Council may delegate to any committee the power to determine its own rules and procedures unless otherwise prescribed.

#### **AUDIT**

- 3.1.27** The Church Council shall make arrangements for audit, presentation and examination of the accounts of all the funds of the Congregation as required by Regulation 5.5.10.

#### **PARISH MISSION**

- 3.1.28** A Synod, after consultation with the Presbytery, may designate a Congregation or related Congregations within its bounds as a Parish Mission if, in the opinion of the Synod, such Congregation is responsible for approved ministries of such special character and extent that the Congregation should be allowed to do one or more of the following:
- (a) to look beyond its own membership and bounds for additional persons to assist in the general oversight and management of the responsibilities of the Congregation;
  - (b) to seek additional financial support by appeal beyond the bounds of the Congregation, provided that such appeals shall not be addressed to Congregations without prior consent of the appropriate body appointed or designated by the Synod;
  - (c) to make a case for the extension of ministerial placements beyond the normal maximum term when the proper exercise of the special ministries so requires.
- 3.1.29** (a) Except as may be determined in accordance with (b) hereof, Presbytery may, in respect of each Parish Mission, appoint any number from one to ten persons to be members of the Church Council in addition to those listed in Regulation 3.1.12(a). The Church Council may nominate to the Presbytery names of persons to be considered when such appointments are being made.
- (b) Synod may, at its discretion, determine that in regard to any particular Parish Mission the Synod or a Synod body determined by it shall make the additional appointments to Church Council set out in (a) hereof.
- 3.1.30** A Parish Mission, in addition to such reports as would normally be made by a Congregation to the Presbytery, shall report annually to the Synod or a body determined by the Synod regarding the special ministries and shall present financial statements as the Synod shall determine.
- 3.1.31** If, in the opinion of the Synod, after consultation with the Presbytery, the special ministries no longer justify the designation of Parish Mission, the designation and the provisions pertaining thereto shall be withdrawn following reasonable notice to the Congregation concerned.

#### **FAITH COMMUNITIES**

- 3.1.32** (a) A Presbytery may recognise as a Faith Community a grouping of people who, seeking to explore the implications of faith in God, gather in order to serve the community and/or nurture one another in faith and/or worship together, and who are seeking to relate to the Church for nurture and support, and who apply to the Presbytery to be recognised as a Faith Community.

- (b) A Faith Community may include confirmed members of the Church who hold their membership in a Congregation or who have their membership recorded with the Presbytery.
- (c) A Faith Community will order its life, under the oversight of the Presbytery, so as to encourage its participants, develop its mission, and be accountable for its resources, and may seek the guidance of a Presbytery about possible ways to do so.
- (d) A Faith Community may appoint leaders from its participants and may designate a participant to attend meetings of the Presbytery.
- (e) A Faith Community may apply to Presbytery to be recognised as a Congregation. A Presbytery may request a Faith Community to make such an application.
- (f) A Presbytery may cease to recognise a Faith Community.

[Korean – alternative Regulations 3.1.33-3.1.35 re Elders, 3.1.36-3.1.40 re Kwonsas and Jibsas, 3.1.41 re by-laws and 3.1.42-3.1.45 re decision to follow the Alternative Korean Regulations.]

*(Regulations 3.2.1 – 3.3.20 deleted in 1999)*

## **THE PRESBYTERY**

### **FORMATION BY SYNOD**

- 3.4.1** A Presbytery shall be formed by the Synod, which shall determine the name of the Presbytery, fix its bounds and arrange for its first meeting.

### **MINUTE TO BE RECORDED**

- 3.4.2** The minute of the Synod constituting the Presbytery shall be inserted in the first minutes of the Presbytery.

### **ALTERATIONS TO NAMES AND BOUNDS**

- 3.4.3** Alterations to the name or to the bounds of a Presbytery may be made by the Synod on its own motion or at the request of the Presbytery, provided that any Presbytery affected by the change shall first be notified of the proposal and have the right to make a submission thereon.

### **RESPONSIBILITIES OF THE PRESBYTERY**

- 3.4.4** The Presbytery shall have responsibility for such pastoral and administrative oversight as is necessary to the life and mission of the Church within the bounds and to stimulate and encourage the Congregations within the bounds, in their strengthening and assistance of one another and in their participation in the wider aspects of the work of the Church. A Presbytery 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. In furtherance of and in addition to the responsibilities referred to above, the Presbytery shall give attention to the following matters:

- (a) the pastoral and administrative oversight of all Ministers and pastoral charges within the bounds, including its responsibility for counselling and discipline of Ministers in accordance with Regulations 7.6.1-7.6.4 and for ensuring Ministers receive regular professional supervision;
- (b) consultations on the life and witness of Congregations within the bounds in accordance with Regulation 3.4.5;

- (c) the formation of, the alteration of the bounds of and the dissolution of Congregations and other pastoral charges within the bounds;
- (d) the promotion and conduct throughout the Presbytery of such activities as will encourage and instruct the people generally toward a better understanding and a fuller participation in the whole range of Christian witness and service;
- (e) receiving and dealing with matters referred to it by Congregations and the transmission of those matters where appropriate;
- (f) taking such part in the selection, pastoral care and oversight of candidates for the specified ministries of the Church as required by the Synod and/or Assembly, normally including the pastoral care and oversight of candidates for Minister of the Word, Deacon and Youth Worker who are exercising ministry within the bounds during the licensed year;
- (g) the ordination of candidates who have fulfilled the prescribed requirements for the office of Minister of the Word or Deacon;
- (h) dealing with applications from Ministers of the Word or Deacons concerning change of ordained ministry in accordance with Regulation 2.4.17;
- (i) the supervision of vacancies in pastoral charges and the filling thereof subject to any right of the bodies concerned to take part in the placement of Ministers;
- (j) the placement of a Pastor and Lay Pastor as may be required;
- (k) the appointment of a suitable representative to participate in Congregation Youth Worker and Pastor interview panels;
- (l) the placement of a Youth Worker as may be required;
- (m) accrediting Lay Preachers and recognising other specified ministries;
- (n) provision for persons other than Ministers of the Word or Deacons to preside at the celebration of the sacraments where, in the opinion of the Presbytery, circumstances so require;
- (o) the provision of opportunities for further training for Ministers, Pastors, Lay Pastors and Lay Preachers serving within the Presbytery;
- (p) promoting the wider aspects of the work of the Church;
- (q) setting up agencies as may be determined;
- (r) arranging for the contribution by Congregations of funds for the purposes of the Presbytery, the Synod and the Assembly and other approved purposes;
- (s) receiving and dealing with applications to acquire property or to sell, mortgage, exchange or lease the property of pastoral charges in accordance with the provisions of the relevant Acts and Regulations;
- (t) such administrative functions as may be necessary for the satisfactory working of the Presbytery.
- (u) the submission of Presbytery reports and records annually to the Synod;

- (v) such other responsibilities as may be prescribed by the Assembly or Synod including the appointment of representatives thereto;
- (w) determining the intervals at which Ministers shall be counselled by its Pastoral Relations Committee in accordance with Regulations 3.4.38(c) and 7.6.2(a).

### **CONSULTATIONS ON LIFE AND WITNESS OF A CONGREGATION**

- 3.4.5** (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 and 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.
- (c) A consultation shall normally take place every five years at the discretion of the Presbytery regardless of the duration of any current placement.
- (d) The Presbytery may conduct a consultation at any time on its own initiative, or at the request of the Church Council or of a Minister serving in a placement in the Congregation.
- (e) Any such consultation shall be conducted with such bodies and persons within the Congregation as is thought fit, and by such persons as the Presbytery appoints, and they shall report to the Presbytery and the Congregation with such recommendations regarding the life and witness of the Congregation (including matters relating to placements and property) as they think fit.

### **SUPERVISION OF VACANCIES IN PASTORAL CHARGES**

- 3.4.5A** In the exercise of its responsibility for the supervision of vacancies in pastoral charges, the Presbytery shall appoint one or more Presbytery Liaison Persons who shall have the right to attend and speak at any meeting of the Congregation or its Church Council during the vacancy. In most cases this role will be given to one or more of the Presbytery-appointed members of the Joint Nominating Committee.

## **MEETINGS OF PRESBYTERY**

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### **FIRST MEETING**

- 3.4.6** The time and place for the first meeting of a Presbytery shall be determined by the Synod, which shall appoint a member of the Church to convene, constitute and preside over the meeting till such time as the Presbytery elects a chairperson.

### **REGULAR MEETINGS**

- 3.4.7** Unless otherwise provided for by the Synod, a Presbytery shall meet at least once each quarter and at such other times as the Presbytery may determine.

### **TIME AND PLACE OF NEXT MEETING**

- 3.4.8** It shall be part of the business of each regular meeting of the Presbytery to fix the date, time and place of the next regular meeting.

### **CHANGE OF DATE**

- 3.4.9** When, in the opinion of the chairperson and secretary, a change of date, time or place of meeting is warranted they may appoint another date, time or place provided that each member of the Presbytery is given at least ten days notice thereof in writing.

### **SPECIAL MEETINGS**

- 3.4.10** If, in the opinion of the chairperson, urgent business warrants the holding of a special meeting, or on written request from at least seven members or a number representing at least 10% of the members, whichever is the greater, of the Presbytery, the chairperson shall instruct the secretary to convene a special meeting.

#### **NOTICE OF SPECIAL MEETING**

- 3.4.11** At least fourteen days' notice of a special meeting of the Presbytery shall be given to each member in writing. Such notice shall state the nature of the business to be considered.

#### **RESTRICTION ON BUSINESS OF SPECIAL MEETING**

- 3.4.12** A special meeting shall not deal with business other than the items listed on the notice of meeting.

#### **CONDUCT OF MEETINGS**

- 3.4.12A** Meetings shall be conducted in accordance with "A Manual for Meetings in the Uniting Church" unless the Presbytery has adopted or shall adopt other standing orders or meeting procedures.

#### **QUORUM**

- 3.4.13** Not less than one-third of the voting members representing at least half the number of the Congregations of the Presbytery shall form a quorum for any meeting of the Presbytery. If a Minister, Youth Worker, Pastor or Lay Pastor is serving in an approved placement in more than one Congregation, that person shall be deemed to represent all those Congregations for the purpose of determining whether at least half the number of Congregations are represented at the meeting.

#### **MEETINGS NOT TO COINCIDE WITH SYNOD AND ASSEMBLY**

- 3.4.14** No meeting of Presbytery shall be held while the relevant Synod or the Assembly is in session.

## **MEMBERSHIP OF PRESBYTERY**

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#### **MEMBERS**

- 3.4.15** 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 co-opted by the Presbytery to full membership during all or part of their term of office.
- (c)
  - (i) Pastors and Lay Pastors in active service within the bounds or engaged in special activities approved by the Presbytery.
  - (ii) Lay Preachers classified as active who are elected by the Presbytery, of such number as the Presbytery shall determine.
  - (iii) Youth Workers in approved placements in accord with Regulation 2.10.1.
  - (iv) Community Ministers serving within the Presbytery in accord with Regulation 2.12.22(a).

(v) — Interns for whom the Presbytery has pastoral care and oversight in accordance with Regulation 2.2.25.

- (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) Confirmed lay members as co-opted persons up to a maximum of one for each five lay members of Presbytery, such co-options being made for such reasons as the Presbytery considers appropriate, including the following:

to include 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.

- (g) Ministers who are not otherwise members of the Presbytery as co-opted persons up to a maximum of one for each five ministerial members of Presbytery (Ministers of the Word, Deacons and Deaconesses) such co-options being made for such reasons as the Presbytery considers appropriate, including the following:

to include persons with special gifts not otherwise available to the Presbytery and engaged in a significant ministry within the bounds of the Presbytery.

Co-options shall be for a period of one year. A co-opted member is eligible for further co-option, without limit to the number of years of consecutive service. Co-opted members shall have the right to vote. The number of co-opted members from any one Congregation shall not exceed three lay members and three ministerial members.

For the first six years after inauguration of the Church at least one third of the lay representatives shall be women unless circumstances make it impossible to achieve this.

In the event of any person who is a member of the Presbytery by virtue of Regulation 3.4.15(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**

- 3.4.16** (a) Ministers who are on leave of absence, retired or awaiting placement shall be associate members of Presbytery unless they are members of the Presbytery under the provisions of Regulation 3.4.15.
- (b) Candidates for Community Minister shall be associate members of the Presbytery which has oversight of them.

- (c) Associate members of the Presbytery shall have the right to speak but not to vote at the meetings of Presbytery.

#### **TRANSFER OF ASSOCIATE MEMBERS**

- 3.4.17** A Minister who is an associate member of a Presbytery may be transferred to the oversight of another Presbytery, subject to the approval of the Synod.

#### **TERM OF APPOINTMENT**

- 3.4.18** Lay persons who are members of Presbytery pursuant to Regulation 3.4.15(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.

#### **CASUAL VACANCIES**

- 3.4.19** 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.

#### **DUAL MEMBERSHIP**

- 3.4.20** No person may hold membership in more than one Presbytery at any one time.

### **OFFICERS OF PRESBYTERY**

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#### **BASIS OF APPOINTMENTS**

- 3.4.21** 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.

#### **ELECTION OF CHAIRPERSON**

- 3.4.22** 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.

#### **TERM OF OFFICE**

- 3.4.23** The chairperson shall be elected for such term up to five years, as the Presbytery may determine. The retiring chairperson shall be eligible for re-election for further terms provided the total period shall not exceed ten years.

#### **DUTIES OF CHAIRPERSON**

- 3.4.24** 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.

#### **VACANCY**

- 3.4.25** If by reason of death, transfer or any other cause 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 till the Presbytery is able to meet and elect a chairperson.

#### **ACTING CHAIRPERSON**

- 3.4.26** 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 till such time as they are resumed by the chairperson.

#### **ELECTION OF SECRETARY**

- 3.4.27** 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.

### **TREASURER**

**3.4.28** The Presbytery shall appoint a treasurer for such period up to five years as the Presbytery shall determine.

**3.4.29** The treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account, 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.

### **ELIGIBILITY FOR RE-ELECTION**

**3.4.30** The retiring secretary and treasurer shall be eligible for re-election for a further term of office.

### **OTHER OFFICERS**

**3.4.31** The Presbytery may elect other officers as the Presbytery shall determine.

### **DUTIES OF SECRETARY**

**3.4.32** The duties of the secretary shall include the following:

- (a) to keep a record of all proceedings of the Presbytery;
- (b) to keep the roll of the Presbytery;
- (c) to advise all affected parties of the decisions of the Presbytery and to attend to all other correspondence on behalf of the Presbytery;
- (d) to have custody of the books and records of the Presbytery, except such as may be assigned to other officers;
- (e) to furnish all such information and reports to the Synod and Assembly and to other bodies as may be required;
- (f) to perform such other duties as may be assigned by the Presbytery;
- (g) to deal with property matters in accordance with Regulations in that regard;
- (h) to attend to such disciplinary matters as may be prescribed;
- (i) to convene meetings of the Presbytery and prepare the agenda.

### **ACTING SECRETARY**

**3.4.33** 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 till such time as the secretary is available to resume those duties or another secretary is elected.

### **DELEGATION OF RESPONSIBILITIES**

**3.4.34** The duties of an officer of the Presbytery may be delegated to another officer as the Presbytery may determine.

### **AUDITORS**

**3.4.35** The Presbytery shall appoint a qualified auditor who shall audit the books of account and report to the Presbytery at least annually.

## **COMMITTEES AND AGENCIES OF PRESBYTERY**

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- 3.4.36** (a) The Presbytery shall establish:
- (i) a Standing Committee;
  - (ii) a Pastoral Relations Committee;
  - (iii) a Property Committee;
  - (iv) such other committees as may be prescribed or as it deems necessary or desirable, and may disband any committees so established.
- (b) The Presbytery may establish and disband such working groups, task forces and other bodies as it deems necessary or desirable.
- (c) The terms of appointment for all committees and bodies shall be as the Presbytery determines.
- (d) Each committee and body shall make a report to the Presbytery as may be required.

#### **FUNCTIONS AND COMPOSITION**

**3.4.37** Subject to these Regulations,

- (a) the Presbytery shall appoint the members of each of the committees referred to in Regulation 3.4.36(a), a majority of whom shall be members of the Presbytery;
- (b) the Presbytery may appoint to any of the working groups, task forces and other bodies referred to in Regulation 3.4.36(b) such persons as it considers appropriate;
- (c) the committees referred to in Regulation 3.4.36 shall have such powers and responsibilities as may be prescribed or as the Presbytery may determine, including such of the powers and responsibilities of the Presbytery as it may delegate thereto;
- (d) the working groups and task forces and other bodies referred to in Regulation 3.4.36 shall have such powers and responsibilities as the Presbytery shall determine, including such of the powers and responsibilities of the Presbytery as it may delegate thereto, provided that no delegation shall be effective unless a majority of the members of the working groups, task forces or other bodies are members of the Presbytery.

#### **PASTORAL RELATIONS COMMITTEE**

**3.4.38** (a) **Membership**

The Committee shall consist of the Presbytery's representatives to the Advisory Committee on Ministerial Placements 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.

(b) **Chairperson**

The Presbytery shall appoint one of its members to chair the Pastoral Relations Committee.

(c) **Duties**

In Regulation 3.4.38(c) Minister includes Community Minister, Lay Pastor and Youth Worker.

- (i) To have oversight on behalf of the Presbytery of the pastoral relations between the Ministers and Congregations within the Presbytery;

- (ii) to be accessible to Ministers and Congregational representatives to give counsel on matters relating to pastoral relationships and responsibilities;
- (iii) to counsel Ministers for their encouragement and enrichment in the fulfillment of their ministries, including reference to the Code of Ethics;
- (iv) to provide such reports as may be required by the Presbytery, with due regard to the confidentiality of information given to the Committee;
- (v) to confer with Ministers and Congregations to ascertain relevant information in all cases where changes in placement are involved and to advise the Presbytery accordingly;
- (vi) to deal with matters relating to the placement of Ministers as may be delegated to it;
- (vii) to deal with complaints as set out in the Regulations on Church Discipline;
- (viii) to make provision for the appropriate pastoral support and accountability of Ministers in active service who are not in approved placements;
- (ix) to review the list of Ministers under its care who are awaiting placement with a view to either assisting such Ministers 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) to determine the manner of appointment of persons to preside at worship and preach in a Congregation during times when there is no Minister in placement.

## **THE SYNOD**

### **FORMATION**

**3.5.1** A Synod shall be a council of the Church formed by the Assembly, and shall have such name and such bounds, responsibilities and relationships with other councils of the Church as the Assembly shall prescribe. In cases where the proposal to form a new Synod affects the bounds of an existing Synod the Assembly shall advise such existing Synods of the proposal and shall consider any submissions from those Synods in regard thereto. A Synod may be dissolved by the Assembly in accordance with prescribed procedure.

### **MEMBERSHIP**

**3.5.2** The membership of the Synod shall consist of such number as the Synod shall determine up to a maximum of 500 persons, or such other maximum number as the Assembly may approve in respect of a particular Synod, and whose names are listed on the roll of Synod members as per Regulation 3.5.4, and shall include:

- (a) the President and General Secretary of the Assembly;
- (b) the Moderator, ex-Moderator, Moderator-elect and Secretary of the Synod at the time of convening of the Synod, and such further ex-officio members as the Synod may determine;
- (c) Ministers of the Word, Deaconesses, Deacons, ~~Interns~~, Community Ministers, Lay Pastors and Youth Workers who are members of a Presbytery within the bounds, appointed by each Presbytery, the number being such proportion as the Synod shall determine;

- (d) confirmed lay members appointed or elected by each Presbytery, being not fewer than the number of ministerial members, after the Presbytery has invited Congregations to submit nominations;
- (e) such confirmed members representing bodies directly responsible to the Synod as the Synod shall determine;
- (f) two candidates for the ministries of Minister of the Word, Deacon or Youth Worker, elected by the candidates for these ministries within the bounds;
- (g) co-opted confirmed members appointed in accordance with the provisions of Regulation 3.5.3.

The total number of lay members shall be not fewer than the total number of ministerial members (Ministers of the Word, Deacons and Deaconesses).

- 3.5.3**
- (a) A Synod through its Standing Committee shall provide for the co-option of such additional persons as may be necessary to ensure that the number of lay members is not fewer than the number of ministerial members, and may co-opt further persons for either of the following purposes:
    - (i) to make available to the Synod the participation of persons whose gifts and experience would be of special value and not otherwise available to the Synod;
    - (ii) to achieve a better proportion of age groups, gender balance and cross-cultural representation.
  - (b) The total of co-opted persons must not exceed one tenth of those appointed or elected in accordance with Regulations 3.5.2(c), (d), (e) and (f).

#### **ROLL OF SYNOD MEMBERS**

- 3.5.4** The roll of Synod members consists of those listed in Regulations 3.5.2(a) and (b) and those in attendance at the ordinary meeting of the Synod appointed under Regulations 3.5.2 (c), (d), (e), (f) and (g). The Synod may make by-laws to allow for the inclusion on the roll of those excused from attendance for special and exceptional circumstances.

#### **NOTIFICATION TO SECRETARY OF SYNOD**

- 3.5.5** The Secretary of the Synod shall be notified of the names and addresses of all representatives at least two months prior to the commencement of the Synod meeting or by such other date as the Synod Standing Committee shall determine, and shall also be advised in writing of any changes in the appointed representatives.

#### **MEETINGS OF SYNOD**

- 3.5.6**
- (a) Each Synod shall hold an ordinary meeting at a frequency determined by the Synod and at least once every three years between ordinary meetings of the Assembly.
  - (b) A Synod may hold special meetings at such other times and for such purposes as the Synod determines.
  - (c) A special meeting of the Synod may be convened by the Moderator or the Synod Standing Committee for special and urgent reasons.

For the purposes of (b) and (c) the members shall be those listed on the roll of members of the last ordinary meeting of the Synod who are still eligible to be appointed as a Synod member, provided that where a member is unable to attend a special meeting or has become ineligible to be appointed as a Synod member, the appointing body may appoint a replacement member.

#### **FIRST SESSION OF SYNOD**

- 3.5.7** The first session of each ordinary meeting of the Synod shall consist of a public act of worship and whenever applicable an incoming Moderator shall be installed in conjunction with that act of worship.

#### **CONDUCT OF SYNOD BUSINESS**

- 3.5.8** (a) Meetings shall be conducted in accordance with “A Manual for Meetings in the Uniting Church” unless the Synod has adopted or shall adopt other standing orders or meeting procedures.
- (b) The Synod, in respect of those matters committed to it by the Constitution or which may hereafter be assigned to it, possesses that inherent power by which it may deal with and dispose of any matter before it for which no precise or sufficient Regulation has been made and the use of such power shall be included in the minutes.

#### **QUORUM**

- 3.5.9** A quorum for meetings of the Synod shall consist of at least half the number of members of the Synod within which number at least two-thirds of the Presbyteries shall be represented.

#### **NEXT MEETING**

- 3.5.10** The Synod or its Standing Committee shall fix the time and place for the commencement of the next ordinary meeting of the Synod.

### **RESPONSIBILITIES OF A SYNOD**

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- 3.5.11** The Synod shall have general oversight, direction and administration of the Church’s worship, witness and service within its bounds, shall exercise pastoral, executive, administrative and disciplinary responsibilities in relation to the Presbyteries within its bounds, shall deal with matters referred to it from Presbyteries and shall establish and maintain such bodies as are appropriate to the furtherance of its responsibilities. The Synod shall also consider submissions and recommendations presented in such manner as the Synod shall determine.
- 3.5.12** Without limiting the generality of the responsibilities of a Synod as set out in Regulation 3.5.11, a Synod shall be responsible for:
- (a) promotion and encouragement of the mission of the Church within the bounds of the Synod.;
  - (b) the formation, naming, and the fixing of the bounds of Presbyteries within the Synod, the variation of the bounds and the dissolution of Presbyteries, provided:
    - (i) that where any such proposal is initiated in the Synod, each Presbytery affected shall be given opportunity to consider the proposal and to make a submission thereon to the Synod before the matter is determined;
    - (ii) that where any proposal is initiated in a Presbytery, notice of the proposal shall be furnished to any other Presbytery affected, such Presbytery to have opportunity to submit its comment to the meeting of the Synod which shall determine the matter;
    - (iii) that the Synod shall determine the basic requirements that must be met for the establishment or continuance of a Presbytery;
  - (c) selection of representatives of Synod to the Assembly;
  - (d) co-operation in the selection of candidates for ministry in the Church;

- (e) oversight of any theological college within the bounds;
- (f) reception of Ministers and Congregations from other denominations as prescribed;
- (g) oversight of the colleges and schools and other institutions within the bounds;
- (h) sending to the Assembly such records as the Assembly may require;
- (i) determining the amount of money to be asked of other councils and bodies within the bounds for the purposes of the Synod including its responsibility to the Assembly;
- (j) the general oversight and management of Synod funds and of Synod policy and procedures relating to property;
- (k) the making of Synod by-laws pursuant to the Constitution and Regulations.

## **MODERATOR**

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- 3.5.13** (a) The Moderator shall be elected by the Synod, subject to the following provisos and subject to such further procedures as may be determined by the Synod:
- (i) a Moderator shall be elected and designated Moderator-elect by a meeting of the Synod prior to the one at which the person will take office;
  - (ii) the election shall be by written ballot;
  - (iii) nominations may be submitted by the Presbyteries.
- (b) If the Moderator-elect dies, resigns or is unable for any other reasons to take up office, a Moderator shall be elected or appointed in the manner provided by the by-laws of Synod, provided that in the event of there being no such provision the Standing Committee of the Assembly may determine the manner in which the appointment is to be made.

### **MODERATOR'S TERM OF OFFICE**

- 3.5.14** The Moderator of the Synod shall be elected for such period up to three years as the Synod shall determine and shall hold office from the time of installation until the next Moderator is installed.

### **RE-ELECTION OF MODERATOR**

- 3.5.15** Any person having fulfilled a term as Moderator shall not be eligible for re-election until after the expiry of one further term, unless the provisions of this Regulation have been waived by the Assembly in respect of the particular Synod.

### **INABILITY OF MODERATOR TO ACT**

- 3.5.16** When, by reason of death, illness, absence or other sufficient cause, the Moderator is unable to fulfil the duties and responsibilities of the office, the ex-Moderator or a person appointed by the Standing Committee shall act and shall have all the powers and authorities of a Moderator until such time as the Moderator resumes responsibilities or a new Moderator is elected.

### **DUTIES AND RESPONSIBILITIES OF THE MODERATOR**

- 3.5.17** The duties and responsibilities of the Moderator shall include the following:
- (a) to give general and pastoral leadership to the Ministers and people within the bounds;

- (b) to assist and encourage the expression and fulfillment of the mission and witness of the Church;
- (c) to counsel and advise, as may be necessary and helpful, to ensure that the life of the Church expresses the faith, the policies, standards and procedures to which it is committed;
- (d) to preside over the meetings of the Synod, its Standing Committee and such other of its boards and committees as may be required by the by-laws of the Synod;
- (e) in respect of appointments normally made by the Synod and in consultation with the Standing Committee and other bodies concerned, to fill such vacancies as may arise between meetings of the Synod and which need to be filled and for the filling of which other provision has not been made;
- (f) to give an interpretation where necessary of any doubtful or disputed decision of the Synod, such interpretation to be authoritative until confirmed or varied by the next meeting of the Synod or of the Standing Committee;
- (g) to speak on public issues on behalf of the Synod;
- (h) to represent the Church as may be desirable on public occasions and in inter-church councils;
- (i) to administer the discipline of the Church as may be required by any Regulation, by-law or rule;
- (j) when the Moderator considers it expedient so to do, to enquire into any grievance, complaint or other circumstance which, in the opinion of the Moderator, adversely affects the good name of the Church, or the order and peace of its Congregations or the progress of the work of God, and to seek a remedy for such situations; in so doing the Moderator shall consult with one or more past Moderators and the chairperson of any Presbytery concerned.

## **SECRETARY OF SYNOD AND OTHER OFFICERS**

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### **APPOINTMENT OF SECRETARY**

**3.5.18** The Synod shall appoint a Secretary of the Synod.

### **TERM OF OFFICE OF SECRETARY**

**3.5.19** The initial term of office shall normally be five years. The appointment shall be reviewed during the last two years of the initial appointment and during the last two years of any extension of appointment. Any extension may be for a period of up to five years.

### **VACANCIES**

**3.5.20** Should a vacancy occur in the office of Secretary between ordinary meetings of the Synod, the Standing Committee of the Synod shall make an appointment to fill the vacancy until the next ordinary meeting of the Synod.

### **FULL OR PART-TIME APPOINTMENT**

**3.5.21** The appointment of Secretary of the Synod may be either a full or part-time appointment as the Synod shall determine.

### **REMUNERATION**

**3.5.22** The Synod shall provide an appropriate stipend, salary or honorarium, and allowances for the Secretary of the Synod.

#### **DUTIES OF SECRETARY**

**3.5.23** The Secretary of the Synod shall have a pastoral and advisory role and be responsible for the following:

- (a) to prepare all material for presentation in the agenda of the Synod;
- (b) to attend to the proper conduct of the business of the Synod;
- (c) to ensure that a correct entry of the decisions of the Synod is kept in the minutes;
- (d) to maintain in complete and accurate form such other records as are required by the Synod;
- (e) to convey the resolutions of the Synod as may be required to those concerned and to act as the liaison officer of the Synod with the Presbyteries and other bodies within the bounds;
- (f) to attend to other correspondence of the Synod;
- (g) to furnish all necessary information to the treasurers of beneficiary funds, to the Registrar-General and to other authorities;
- (h) to furnish copies of the printed minutes to all persons entitled to receive them;
- (i) to keep copies of reports and other documents furnished to the Synod by the committees, councils and boards of the Synod;
- (j) to provide all necessary reports and information as may be required by the Assembly;
- (k) to provide secretarial facilities for the Standing Committee of the Synod;
- (l) to discharge such other duties as the Synod may prescribe.

#### **OTHER OFFICERS**

**3.5.24** The Synod may appoint other officers upon such terms and to perform such duties as it may prescribe.

#### **REPRESENTATIVES TO ASSEMBLY**

**3.5.25** Within the number of persons the Synod is entitled to appoint as representatives to the Assembly, the Synod shall include:

- (a) the Moderator of the Synod;
- (b) the Secretary of the Synod.

**3.5.26** Subject to Regulation 3.5.25, each Synod shall elect by written ballot such number of Ministers and lay persons as are necessary to comply with Regulations 3.6.2(d).

**3.5.27** Nominations of persons for election as representatives may be by:

- (a) any Presbytery within the bounds;
- (b) any member of the Synod immediately preceding the Assembly.

- 3.5.28** Nominations must be on a form provided by the Secretary of the Synod, and must bear the signature of the nominee consenting to the nomination.
- 3.5.29** In the event of any elected representative being unable to attend the Assembly, the vacancy shall be filled by the person with the next highest number of votes to those elected in the ballot, or otherwise by a person selected by the Moderator.

## **SELECTION, EDUCATION AND TRAINING FOR THE MINISTRY**

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### **BOARD OF MINISTERIAL EDUCATION AND TRAINING**

- 3.5.30** Each Synod, except as otherwise provided by the Assembly, shall appoint a Ministerial Education Board.

### **TRAINING FACILITIES**

- 3.5.31** In accordance with standards prescribed by the Assembly the Synod shall, either by itself or by arrangement with other Synods, ensure that appropriate training facilities are available, such facilities to consist of either a college established and maintained by the Synod or an independent college, seminary or university offering courses of approved content and standard.

### **FINANCIAL PROVISION**

- 3.5.32** The Synod, by such means as it shall determine or as directed by the Assembly, shall make provision for the cost of education and training of candidates.

### **MANAGEMENT OF THEOLOGICAL COLLEGE**

- 3.5.33** The Synod shall appoint members to the council of any theological college for which it has a responsibility and through such councillors shall give oversight to the proper administration and operation of the college.

## **INSTITUTIONS**

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- 3.5.34** (a) For the purposes of this and the succeeding Regulation, unless the context or subject matter otherwise indicates:
- (i) **institution** means any body whether incorporated or unincorporated established by or on behalf of the Church or any of the uniting churches or in which the Church participates for a religious, educational, charitable, commercial or other purpose;
  - (ii) **person** includes a church, a body corporate and an unincorporated body;
  - (iii) **the Church** includes any body of the Church;
  - (iv) **Synod** includes the Standing Committee thereof.
- (b) Subject to any directions by the Assembly on matters of policy, the Synod, paying due regard to the responsibilities of any other body:
- (i) shall determine what institutions shall be continued, established, conducted or discontinued by or on behalf of the Church;
  - (ii) may authorise the establishment or continuation of any institution by the Church conjointly with another person, or require the withdrawal of the Church

from any institution which has been or may hereafter be established by the Church conjointly with another person;

- (iii) may approve or authorise the participation of the Church in, or the association of the Church with, any institution, or may terminate or cause to be terminated any such participation or association;
  - (iv) may authorise affiliation of the Church with, or membership of the Church in, such bodies (being bodies conducting or connected or associated with an institution or with which an institution is associated) as shall seem appropriate to the Synod, and may terminate or cause to be terminated any such affiliation or membership;
  - (v) may make any such determination, authorisation, approval, termination or requirement subject to conditions and from time to time vary such conditions.
- (c) The Synod may authorise the separate incorporation of any institution or the participation of the Church in, or its association with, an incorporated institution.
- (d) (i) The property of any institution referred to in paragraph (b)(i) shall, subject to any special trusts which may be applicable, be vested in the appropriate Synod Property Trust or in some other person as the Synod sees fit.
- (ii) In the case of each other institution referred to in paragraph (b) the Synod may concur in the property of that institution being vested in the Synod Property Trust or in such other person and subject to such terms and conditions as to the Synod shall seem proper.
- (e) In respect of institutions established or conducted by or on behalf of the Church and the Church's participation in or association with other institutions and its membership of or affiliation with bodies pursuant to paragraph (b)(iv) the Synod may
- (i) oversee and from time to time review the same;
  - (ii) appoint an official visitor thereto for the purpose of exercising oversight;
  - (iii) intervene in such manner as it is able and as it considers necessary or proper in the interests of the Church.
- (f) Subject to any by-laws and any conditions applicable pursuant to paragraph (b)(v), an institution which is established or conducted by or on behalf of the Church or the council or other authority administering the institution:
- (i) shall be responsible and accountable for its proper management to the Synod or such body as it designates;
  - (ii) may exercise all the powers and functions delegated to it by the Synod or such body as it designates; and
  - (iii) shall report and present audited financial statements to the Synod or such body as it designates at least annually and at other times as the Synod requires.
- (g) Where an institution is established and conducted by the Church conjointly with any other person, the provisions of paragraph (f) shall apply, subject to any relevant provisions contained in any constitution or any other instrument relating to the joint establishment and conduct of the institution.

- (h) Where an institution is primarily responsible to a body of the Church within the bounds of a particular Synod, that Synod shall have the powers and responsibilities given to the Synod under this and the succeeding Regulations.

**3.5.35** In relation to an institution, and to the extent to which the Church is concerned:

- (a) The constitution or other instrument whereby an institution is established, continued or conducted by or on behalf of the Church shall:
  - (i) define the name, purpose and management procedures of the institution;
  - (ii) provide for effective representation of the Synod, the Presbytery, the Church Council or other body as the case may be on the managing or controlling authority of the institution;
  - (iii) provide for the furnishing of regular reports and financial statements to the Synod or such body as it designates.
- (b)
  - (i) The Synod shall be responsible for granting or approving the constitution or other instrument whereby the institution is established, conducted or continued and shall have authority to amend, revoke or suspend the operation of such constitution or instrument, notwithstanding any provisions within the constitution or other instrument.
  - (ii) No alteration of such constitution or other instrument shall be operative unless and until it is approved by the Synod.

## **PROMOTION AND ENCOURAGEMENT OF THE MISSION OF THE CHURCH**

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### **REPORTS FROM PRESBYTERIES**

**3.5.36** The Synod shall receive from each Presbytery within the bounds regular reports concerning the membership and mission activities of the Congregations within that Presbytery and in the light thereof may give such counsel or take such action as it sees fit, having regard both to the promotion and encouragement of the mission of the Church in particular Congregations and by the Church generally.

### **ASSISTANCE TO CONGREGATIONS AND PRESBYTERIES**

**3.5.37** To assist Congregations and Presbyteries in their missionary responsibility the Synod may do any or all of the following:

- (a) produce and distribute resource materials;
- (b) provide training courses for Pastors, Lay Preachers, teachers, Elders and other workers and leaders;
- (c) provide re-training courses for Ministers;
- (d) recruit and train Pastors, Lay Pastors, lay administrators and other workers;
- (e) provide for consultations, conferences and other procedures to share missionary insights and plan programmes of witness and service;
- (f) undertake such other things as, in the opinion of the Synod, will promote and encourage the mission of the Church.

## **SYNOD BODIES**

- 3.5.38** Toward the better fulfilment of the mission of the Church the Synod may establish such bodies as it sees fit to carry out such duties and responsibilities as the Synod may determine.
- 3.5.39** The membership and the period of appointment of bodies established by the Synod shall be as determined by the Synod or by a body appointed by the Synod for that purpose.

## **BODIES RESPONSIBLE TO SYNOD**

- 3.5.40** Each such body shall be responsible to the Synod and shall furnish a report at such times and in such manner as the Synod may determine.

## **STAFF**

- 3.5.41** Synod may make available for call or call Ministers to serve in placements with bodies directly responsible to or associated with the Synod and may permit any such body to engage other staff.

## **CONDITIONS OF PLACEMENT**

- 3.5.42** Ministers called to serve under any body of the Synod shall do so subject to such conditions as the Synod may prescribe as to term of office, duties and responsibilities and stipends and allowances, provided that in these matters the Synod may delegate such part of its authority as it sees fit.

## **STANDING COMMITTEE**

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- 3.5.43** The Synod shall appoint a Standing Committee in accordance with the provisions laid down by the Assembly, and shall determine the number of persons to comprise the Committee and how they are to be elected.

## **MEMBERSHIP OF STANDING COMMITTEE**

- 3.5.44** The membership of the Standing Committee shall consist of:
- (a) the Moderator, the ex-Moderator, the Moderator-Elect and the Secretary of the Synod as ex-officio members;
  - (b) such other ex-officio members as the Synod may determine;
  - (c) other members of the Synod elected by it to serve until the next ordinary meeting of the Synod;
  - (d) no more than two persons co-opted by the Standing Committee.

Only members of the Synod are eligible for membership of the Standing Committee.

- 3.5.45** Ministers and lay persons shall be appointed, the lay members being not fewer in number than the ministerial members.

## **PRESIDING OFFICER**

- 3.5.46** The Moderator or the ex-Moderator shall preside at meetings of the Standing Committee. If neither shall be available, the meeting shall elect a chairperson.

## **SECRETARY**

- 3.5.47** The Secretary of the Synod shall be secretary of the Standing Committee.

## **MEETINGS OF STANDING COMMITTEE**

- 3.5.48** (a) The Standing Committee shall meet at such times and places as are determined by the Committee or as called by the Moderator.

- (b) **Conduct of Meetings**  
Meetings shall be conducted in accordance with “A Manual for Meetings in the Uniting Church” unless the Standing Committee has adopted or shall adopt other standing orders or meeting procedures.

#### **POWERS AND RESPONSIBILITIES OF STANDING COMMITTEE**

- 3.5.49** (a) The Standing Committee is empowered to act on behalf of the Synod between meetings of the Synod in respect of any of the responsibilities of the Synod except such as the Synod may determine.
- (b) The Standing Committee shall deal with matters referred to it by the Synod.
- (c) In dealing with matters which have not been referred, unless otherwise prescribed by the Synod:
- (i) the quorum shall be the number nearest two-thirds of the members of the Standing Committee; and
  - (ii) in order to carry the relevant motion a majority of three-fourths of those present shall be required.

#### **QUORUM**

- 3.5.50** Except as provided in Regulation 3.5.49(c) the number next above half the number of members on the Committee shall be a quorum.

#### **REPORT TO SYNOD**

- 3.5.51** The Standing Committee shall report its decisions to the next ordinary meeting of the Synod, which shall give directions as to the publishing thereof, and as to any further action that may be required.

### **PROPERTY**

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#### **APPOINTMENTS**

- 3.5.52** (a) The Synod shall appoint the elected members of the corporate trust in accordance with the provisions of the Uniting Church in Australia Act (or Ordinance) 1977 (as amended) as the case may be in the State or Territory concerned.
- (b) The Synod shall appoint the members of the Property Board and make any other appointments required under the provisions of the property Regulations.
- (c) The Synod shall appoint an officer to administer property affairs and related matters.

#### **PROPERTY SUPERVISION**

- 3.5.53** The Synod shall provide for the effective supervision of property matters within the bounds, in accordance with the property Regulations and relevant by-laws of the Synod.

### **GENERAL**

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#### **AFFILIATIONS**

- 3.5.54** The Synod may enter into membership or affiliation with Church councils, ecumenical organisations or other organisations in such way as it sees fit.

#### **GENERAL ACTIVITIES**

**3.5.55** The Synod may enter into or establish such activities and enterprises as it deems expedient for the furtherance of the life and witness of the Church, and may set up organisations, either temporary or permanent, for any purposes consistent with the policy and procedures of the Church.

#### **DISCIPLINE**

**3.5.56** The Synod shall be generally responsible to see that the discipline of the Church is being exercised in accordance with the Regulations and where necessary shall provide for the hearing of appeals.

#### **ALTERATIONS TO THE BOUNDS**

**3.5.57** Any alterations to the boundaries or to the specific responsibilities of any Synod may be made by the Assembly provided:

- (a) that the Synod may request the Assembly so to do;
- (b) that a Synod requesting the Assembly with a view to any alteration of the bounds of the Synod shall, either before or at the time of presenting the request, notify any other Synod affected by the proposal;
- (c) that any Synod concerned shall have the right to make a submission concerning any proposed alteration which originates otherwise than by its own request;
- (d) that any Presbytery or other body affected may make a submission concerning such proposal.

## **THE ASSEMBLY**

#### **NATURE AND POWERS**

- 3.6.1**
- (a) The Assembly is a council of the Church established in accordance with the Constitution, having power to make final decisions in respect of all matters committed to it by the Constitution including the amendment of the Constitution.
  - (b) The Assembly, in respect of those matters committed to it by the Constitution or which may hereafter be assigned to it, possesses that inherent power by which it may deal with and dispose of any matter before it for which no precise or sufficient Regulation has been made and the use of such power shall be included in the minutes.

#### **MEMBERS OF THE ASSEMBLY**

**3.6.2** The membership of the Assembly shall consist of:

(a) ex-officio members:

- (i) the President of the Assembly;
- (ii) the General Secretary of the Assembly;
- (iii) the ex-President of the Assembly;
- (iv) the President-elect of the Assembly;
- (v) the Chairperson of the Uniting Aboriginal and Islander Christian Congress;
- (vi) the National Administrator of the Uniting Aboriginal and Islander Christian Congress.

(b) sixteen members of the Uniting Aboriginal and Islander Christian Congress appointed by it, of whom no more than eight shall be Ministers;

(c) Ministers and confirmed lay members from within the bounds of each Synod appointed as follows:

(i) number of members to be appointed from within the bounds of each Synod:

Synod	
NSW and ACT	54
Northern	10
Queensland	36
South Australia	34
Victoria and Tasmania	58
Western Australia	20

(ii) equal numbers of Ministers and lay members shall be appointed;

(iii) not fewer than one in every five of the lay members shall be a person who, in the opinion of the Synod, could reasonably be regarded as of youthful age;

(iv) in its appointments the Synod shall take account of Regulation 3.5.25;

(v) each Presbytery within the bounds of the Synod shall appoint one Minister and one lay member and may appoint such number of additional members as the Synod in session decides;

(vi) the Synod shall appoint the remaining members and shall be responsible for ensuring compliance with sub-paragraph (ii) and (iii) regarding the total number of members appointed from within the bounds of the Synod under this paragraph (c);

(d) such confirmed members appointed by bodies directly responsible to the Assembly as the Standing Committee shall determine, each making its own appointments;

(e) Ministers and confirmed members, up to 20 in total, appointed by the outgoing Standing Committee having regard to the gifts, skills and experience needed by the Assembly.

**3.6.3** The appointing council or body may make provision for an alternate to attend the Assembly in the place of any member unable to be present.

**3.6.4** The Assembly shall make provision in such manner as it shall determine to ensure that the total number of lay members is not fewer than the number of ministerial members by reason of the number of ex-officio members and members appointed by the Assembly or Standing Committee who are Ministers.

#### **RESPONSIBILITIES OF THE ASSEMBLY**

**3.6.5** The responsibilities of the Assembly shall be as set out in paragraphs 38 and 39 of the Constitution. In furtherance of those responsibilities the Assembly:

- (a) may approve confessional statements on behalf of the Church;
- (b) may approve orders of service for general use within the Church and make prescriptions in particular cases;
- (c) may establish such councils or other bodies as it sees fit for:

- (i) the fulfilment of the mission of the Church;
  - (ii) the management and administration of the Church;
  - (iii) research, planning and co-ordination of activities;
  - (iv) the development and maintenance of relationships with and witness and service to the community;
  - (v) the provision of information;
  - (vi) such other purposes as the Assembly may consider appropriate;
- (d) shall make provision for beneficiary and/or provident funds as appropriate for persons serving in the specified ministries of the Church;
  - (e) shall establish funds out of which the expenditures of the Assembly shall be met;
  - (f) shall make due provision for the raising of funds for the support of activities under the oversight of the Assembly, and shall prescribe the budgeting and reporting procedures required in relation to such funds;
  - (g) may approve a Code of Ethics;
  - (h) may approve Policies for the Prevention of Sexual Misconduct;
  - (i) may do such other things as are necessary or convenient to be done in the proper discharge of the responsibilities of the Assembly.

**MEETINGS OF THE ASSEMBLY**

**3.6.6** The Assembly shall meet as required by the provisions of paragraphs 41, 42 and 43 of the Constitution.

**DATE AND PLACE OF MEETINGS**

**3.6.7** The date and place of the ordinary meetings of the Assembly shall be determined at the preceding ordinary meetings of the Assembly, provided that the date and place so determined may be varied by resolution of the Standing Committee by postal or other vote for what are considered to be urgent and special reasons, provided further that the variation does not exceed ninety days unless a majority of the Synods or their Standing Committees concur. The Standing Committee shall determine what notice of the amended date shall be given.

**ATTENDANCE AT MEETINGS**

**3.6.8** Any member having taken a place in the Assembly shall not thereafter be absent from the meetings of the Assembly or be replaced by an alternate without the leave of the Assembly in each case.

**PRESIDENT OF THE ASSEMBLY**

**3.6.9** A President shall be elected at each ordinary meeting of the Assembly to preside over that Assembly, to hold office until the next succeeding President is installed and to have such responsibilities as may be required in accordance with the Constitution, provided that during the ordinary meetings the Assembly shall by ballot designate a person as President-elect to assume office at the next ordinary Assembly.

**INSTALLATION OF PRESIDENT**

**3.6.10** It shall be the responsibility of the Assembly as soon as may be practicable after the constituting of the Assembly to install the President, such installation to be in conjunction with an act of worship.

### **METHOD OF BALLOTING FOR PRESIDENT-ELECT**

**3.6.11** Nominations for inclusion in the ballot for the President-elect may be made either by a Synod, a Presbytery, or a regional or national committee of the Uniting Church Aboriginal and Islander Christian Congress or by two persons who have been appointed to be members of the Assembly at which the election is to be held, it being necessary in each case that the nomination be submitted in writing on a form containing the consent of the nominee. Nominations will close ninety days prior to the date of the commencement of the meeting of the Assembly at which an election is to be held.

The method of voting shall be as the Assembly determines, provided that no person shall be declared elected until that person has obtained an absolute majority of the votes cast, provided that in the first instance the inaugural Assembly may make such other provisions as it sees fit for designating the President of the next ensuing Assembly.

### **UNAVAILABILITY OF PRESIDENT-ELECT**

**3.6.12** Should a President-elect for any reason be unable to take up the office of President, the Assembly when constituted shall, as its first business, elect a President to take office immediately, and shall as soon as convenient thereafter take a further ballot to designate a President-elect in the normal way.

### **RESPONSIBILITIES OF PRESIDENT**

**3.6.13** The responsibilities of the President shall be to give spiritual leadership and encouragement to the Church generally, to represent the Church as appropriate, to give counsel as occasion requires and to do such other things as may be requested or advised by the Assembly.

### **PRESIDENTIAL RULINGS**

**3.6.14** (a) The President shall give rulings on request from any member of the Assembly or from the Moderator of any Synod on behalf of any member within the bounds of the Synod, subject to the following provisions:

- (i) that any such request must be presented in writing and be accompanied by a statement of the relevant facts;
- (ii) that the request is related to an interpretation of the intention of a resolution of the Assembly, or interpretation of the Constitution or Regulations or a decision as to whether the action of any body within the Church conforms to the Constitution, the relevant Regulations, by-laws or rules;
- (iii) that the President shall invite any person or body who in the opinion of the President is directly affected to submit a statement;
- (iv) that a ruling shall be given after the President has taken such advice as the President considers appropriate;
- (v) that a ruling when given shall be conveyed in writing to the applicant, to any person or body directly affected, to the General Secretary of the Assembly and to the Moderator of each Synod who shall arrange for it to be published or circulated;
- (vi) that each ruling shall be binding until confirmed, varied, modified, rescinded or over-ruled by the Assembly or by the Standing Committee on its behalf.

(b) Notwithstanding (a) the President shall not be obliged to give a ruling if:

- (i) the President considers that it would not be in the interests of the Church to do so; or

- (ii) the ruling is sought in respect of hypothetical circumstances; or
- (iii) there is a genuine dispute as to the material facts in respect of which the ruling is sought.

#### **UNAVAILABILITY OF PRESIDENT**

**3.6.15** If for any sufficient reason the President is unable to fulfil the responsibilities of the Presidency, then either at the request of the President or of the General Secretary as the case shall require, the ex-President shall become the Acting-President and shall have all the responsibilities of the President until such time as the President resumes those responsibilities or a new President takes office.

If the ex-President also be unavailable, the General Secretary shall be the Acting-President, provided that the period shall not exceed three months and that, if necessary, the Standing Committee shall within that time elect an Acting-President.

#### **GENERAL SECRETARY TO BE APPOINTED**

**3.6.16** The Assembly shall appoint a General Secretary to hold office for such term, to receive such stipend and allowances and to be installed in such manner as the Assembly shall determine.

#### **RESPONSIBILITIES OF THE GENERAL SECRETARY**

**3.6.17** The responsibilities of the General Secretary, as executive officer of the Assembly, shall be to give general leadership to the Church, to ensure execution of Assembly policy, to coordinate Assembly activities, to oversee the management of Assembly staff, and to do such other things as the Assembly may require. The General Secretary shall be a member ex-officio of all Assembly bodies.

#### **VACANCY IN SECRETARYSHIP**

**3.6.18** Should the position of General Secretary become vacant between ordinary meetings of the Assembly, the President, on advice from the Standing Committee, shall make a temporary appointment or otherwise arrange for the responsibilities of the General Secretary to be carried out, pending the making of a new appointment by the Assembly.

#### **OTHER OFFICERS**

**3.6.19** The Assembly may appoint other officers upon such conditions and to have such responsibilities as the Assembly shall determine.

#### **CONDUCT OF THE BUSINESS OF THE ASSEMBLY**

**3.6.20** Each meeting of the Assembly shall be presided over by the President or, in the temporary absence of the President by the ex-President. If the ex-President be not available the Assembly shall elect one of its members to preside during such absence of the President.

**3.6.21** Each Assembly shall fix its hours of session and shall determine the order in which the business shall be taken, having regard to the advice of the General Secretary in regard thereto.

**3.6.22** Meetings shall be conducted in accordance with "A Manual for Meetings in the Uniting Church" unless the Assembly has adopted or shall adopt other standing orders or meeting procedures.

#### **QUORUM**

**3.6.23** A quorum shall consist of not less than half of the members of the Assembly representing at least half the number of the Synods.

### **ASSEMBLY STANDING COMMITTEE**

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### **STANDING COMMITTEE**

**3.6.24** The Assembly shall appoint from among its members a Standing Committee to hold office from the conclusion of the meeting of the Assembly at which it is appointed until the conclusion of the ensuing ordinary meeting of the Assembly.

- 3.6.25**
- (a) The Standing Committee shall consist of the President, President-elect, ex-President and General Secretary of the Assembly, the Chairperson and the National Administrator of the Uniting Aboriginal and Islander Christian Congress (all ex officio) and 18 members of the Assembly elected by the Assembly.
  - (b) The elected membership shall include at least one person from each Synod.
  - (c) The number of lay members of the Standing Committee shall be not fewer than the number of members who are Ministers.
  - (d) In the election of members, paragraphs (b) and (c) shall be applied in that sequence in determining the persons elected.
  - (e) The elected membership shall include no more than six persons from any Synod.
  - (f) The Standing Committee may act notwithstanding any vacancy in its membership. Any vacancy may be filled by the Standing Committee appointing a member of the same status, whether Minister or lay person, as the person whose death or resignation caused the vacancy. If the person whose place has become vacant was the only elected member of the Standing Committee from a Synod the new member shall be from the same Synod.

### **RESPONSIBILITIES OF THE STANDING COMMITTEE**

- 3.6.26**
- (a) It shall be the responsibility of the Standing Committee to transact such business as may be referred to it by the Assembly and such other business as may be required or be desirable to be done on behalf of the Assembly between meetings of the Assembly, except such as may be precluded by the Assembly.
  - (b) To assist the Assembly in its discernment, the Standing Committee shall, at least ten months prior to an Assembly meeting, advise the Church on the challenges and issues which may be faced by the President and the Assembly in the seven subsequent years.
  - (c) From time to time the Standing Committee will offer guidance to the President on priorities to be pursued, and the way in which the responsibilities named in Regulation 3.6.13 may be exercised, taking into account the particular gifts and graces of the President.

### **MEETINGS OF THE STANDING COMMITTEE**

- 3.6.27**
- (a) Meetings of the Standing Committee shall be held as required to transact the business and shall be called by the General Secretary:
    - (i) as may be directed by a previous meeting of the Committee;
    - (ii) as requested by the President;
    - (iii) as approved by the President on advice from the General Secretary as to business to be done;
    - (iv) as requested in writing by not fewer than half the members of the Committee, the request to state the purposes of the proposed meeting.

- (b) Any matter coming before the Standing Committee for determination may be dealt with by postal vote, provided that no such matter shall be deemed to be resolved in the affirmative unless at least four-fifths of the members of the Committee vote for the affirmative, and provided further that if within seven days after the referral of such matters to the members of the Committee any three or more members give written notice that they require the matter to be referred to a duly convened meeting of the Committee, the postal vote shall be of no effect.
- (c) The following persons may attend the meetings of the Standing Committee as observers with the right to speak but not to vote:
  - (i) Secretaries of Synods, the Associate General Secretary and the National Director, Theology and Discipleship;
  - (ii) such Assembly staff members as the President and General Secretary, after consultation, may invite, having regard to the agenda.
- (d) **Conduct of Meetings**  
Meetings shall be conducted in accordance with “A Manual for Meetings in the Uniting Church” unless the Assembly Standing Committee has adopted other standing orders or meeting procedures.

#### **NOTICE OF STANDING COMMITTEE MEETINGS**

**3.6.28** At least thirty days’ notice in writing shall be given convening meetings of the Standing Committee, provided that such time may be reduced if, in the opinion of the President, an earlier meeting is required for urgent reasons.

**3.6.29** The Standing Committee:

- (a) shall circulate minutes of its decisions to secretaries of Synods and Presbyteries;
- (b) may publish any of its decisions in such other manner as it shall from time to time determine;
- (c) shall report its decisions to the next meeting of the Assembly.

#### **QUORUM FOR STANDING COMMITTEE**

**3.6.30** A quorum for meetings of the Standing Committee shall be the number next above half the number of members of the Committee.

### **ASSEMBLY FINANCE AND AUDIT COMMITTEE**

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- 3.6.31** (a) The Assembly shall establish a Finance and Audit Committee consisting of:
- (i) a Chairperson appointed by the Standing Committee from the membership of the Standing Committee;
  - (ii) four other persons at least two of whom are not employees of the Church or Ministers;
  - (iii) the General Secretary and chief financial officer of the Assembly who shall be ex officio non-voting members.
- (b) The members shall be appointed by the Standing Committee at its first meeting after each ordinary meeting of the Assembly.

- (c) All members shall hold office until a new committee is appointed according to Regulation 3.6.31(b).
- (d) Casual vacancies may be filled by appointment of the Standing Committee.

**3.6.32** The Finance and Audit Committee shall:

- (a) be accountable to the Assembly and its Standing Committee;
- (b) make to the Assembly such reports and recommendations on financial matters and policies as the Assembly may require or the Finance and Audit Committee considers appropriate.

**3.6.33** The Finance and Audit Committee shall:

- (a) assist the Standing Committee to discharge its responsibility to exercise due care, diligence and skill in relation to:
  - (i) selection and application of accounting policies;
  - (ii) financial budgeting, recording, monitoring and reporting;
  - (iii) management and internal controls;
  - (iv) business policies and practices;
  - (v) compliance with applicable laws, regulations, standards and best practice;
- (b) review and if necessary initiate improvements in the quality of internal and external financial reporting to the Assembly and its agencies;
- (c) review and if necessary initiate improvements in the effectiveness of internal and external audit functions and advise regarding auditors;
- (d) provide a formal forum for communication between the Standing Committee, senior financial management and the external auditor;
- (e) monitor audit and risk management systems put in place by Assembly agencies;
- (f) initiate action to investigate or intervene in any agency/activity of the Assembly where such action is warranted by an audit finding or risk situation.

## **REGULATIONS**

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### **EXEMPTIONS AND ALTERNATIVE REGULATIONS**

**3.6.34** The Assembly in plenary session, or its Standing Committee (if in that Committee's opinion special circumstances exist or it is necessary or convenient in order to give effect to any resolution of the Assembly) by resolution:

- (a) may grant exemption from compliance with all or any of the Regulations of the Assembly; and
- (b) may make alternative Regulations in respect of all or any such matters

in either case to have application either generally or only to such persons, congregations, councils and other bodies and in such circumstances and subject to such conditions as may be specified by resolution.

The granting of an exemption from compliance with a Regulation or Regulations does not have the effect of exempting any person, congregation, council or other body from complying with the Constitution and other Regulations.

#### **ALTERATIONS TO REGULATIONS**

- 3.6.35** These and any other Regulations may be amended by addition, deletion or alteration by a simple majority vote of the Assembly, provided that details of any proposed amendment have been published in the agenda of the Assembly or stated in a notice of motion which has been duly given in accordance with standing orders and which specifically states or necessarily implies that any such proposal involves an amendment to the Regulations.
- 3.6.36** Amendments to the Regulations shall have effect from the time of passing of the relevant resolution or at such other time as the Assembly may specify.
- 3.6.37** Any act or decisions made under Regulations prior to the amendment thereof shall not be rendered invalid by reason of such amendment but shall subsequently be varied to comply with the amended Regulations if so directed by the Assembly or other authority concerned.
- 3.6.38** Any body within the Church affected by Regulations may request the Assembly seeking amendment thereof.

## **UNITING ABORIGINAL AND ISLANDER CHRISTIAN CONGRESS**

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#### **MEMBERSHIP**

- 3.6.39** (a) All Aboriginal and Islander members of the Church are members of the Uniting Aboriginal and Islander Christian Congress (“the Congress”);
- (b) the categories of membership of the Congress shall be as defined by the National Conference of the Congress.

#### **RESPONSIBILITIES**

- 3.6.40** The Congress shall have responsibility for oversight of the Church's life and mission with and for the Aboriginal and Islander people of Australia. In fulfilling this responsibility, the Congress shall seek to work with the Assembly, Synods and Presbyteries. Its responsibilities include, but are not limited to:
- (a) supporting the proclamation of the gospel to Aboriginal and Islander people;
- (b) supporting the establishment of congregations of Aboriginal and Islander people;
- (c) taking action in the Church and in the Australian community in relation to the needs and aspirations of Aboriginal and Islander people;
- (d) encouraging the expression of Christian theology from the perspective of Aboriginal and Islander culture;
- (e) relating to Aboriginal and Islander bodies of other churches in Australia, whether directly or through ecumenical bodies;
- (f) overseeing the Church's relationship with Aboriginal and Islander organisations in Australia;
- (g) relating directly to the indigenous bodies of churches overseas and to international organisations of indigenous peoples;
- (h) appointing representatives of the Congress to the Assembly;

- (i) appointing the Ministerial Education Board of the Congress.

#### **GOVERNING STRUCTURE**

**3.6.41** The Congress shall be governed by its National Conference, which shall meet no less frequently than once every four years. The composition of the voting membership of the National Conference shall be determined by the National Conference.

**3.6.42** The National Conference shall determine other components of the government and administration of the Congress.

#### **OFFICERS**

**3.6.43** The National Conference of the Congress shall appoint a National Chairperson and a National Administrator, whose duties shall be determined by the National Conference. The Congress may appoint other officers as the National Conference sees fit.

#### **REPORTS TO ASSEMBLY AND SYNODS**

**3.6.44** (a) The Congress shall report to each ordinary meeting of the Assembly and as requested to the Assembly Standing Committee.

- (b) The regional body of the Congress may report from time to time to the ordinary meeting of the Synod and to the Synod Standing Committee when requested.

#### **TRANSFERS OF PROPERTY TO ABORIGINAL ORGANISATIONS**

**3.6.45** On receipt of a request from a Synod Property Board for approval of the transfer of real estate from the Church to an Aboriginal and Islander organisation, the National Executive of the Uniting Aboriginal and Islander Christian Congress shall consult with the appropriate regional body or Presbytery of the Uniting Aboriginal and Islander Christian Congress and with the Aboriginal and Islander organisation before making its decision. Refer to Regulation 4.2.1(g).

## 4. PROPERTY

### INTERPRETATION

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#### DEFINITIONS

**4.1.1** In Regulations 4.1.1 to 5.5.10 unless the context or subject matter otherwise indicates:

**Agency** includes any body not separately incorporated or any person acting in the name or on behalf of the Church.

**Building** includes any building used solely or in part for educational, charitable, social, residential, business, commercial or professional purposes.

**Chairperson** includes the deputy chairperson and other person acting as chairperson.

**Church building** means any building ordinarily used for the holding of services for the worship of God.

**Lease** includes:

- (i) any lease, sub-lease, or licence of land or premises granted or taken on behalf of or for the benefit of the Church or any body of the Church,
- (ii) any surrender or variation of lease, sub-lease, or licence, or consent to either transfer or sub-lease of any lease, sub-lease or licence of land or premises.

**Proceeding** means any action, suit, application or proceeding in any court or other tribunal, a reference to arbitration, or other proceeding of conciliation, mediation or adjudication whether judicial or arbitral or not.

**Property** means property of whatsoever nature whether real or personal, and includes money, investments, and rights relating to property.

**Property Trust** means a Property Trust constituted under the Uniting Church in Australia Act or Ordinance of the State or Territory concerned.

**Responsible body** means a body that is responsible for the management and administration of property, and which either itself carries out those responsibilities or appoints another body to undertake them either in whole or in part.

**Standing Committee** means the Standing Committee of Synod by whatever name known or the executive committee or other body having authority to act on its behalf.

**Trust property** means property vested in or acquired by a Property Trust.

### SYNOD PROPERTY BOARD

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#### FUNCTIONS OF PROPERTY BOARD

**4.2.1** Each Synod shall appoint a Property Board which shall:

- (a) advise the Synod with respect to policies relating to property within the bounds of the Synod;

- (b) supervise the implementation of the Synod's policies in regard to property within the bounds of the Synod;
- (c) consult where appropriate and advise Presbyteries, Church Councils, institutions and other agencies of the Church with respect to property matters within their bounds;
- (d) receive proposals with respect to property matters submitted to it by the Presbyteries, Church Councils, institutions or agencies, ensure that each proposal is in accordance with the policies of the Synod with respect to property matters, development and mission and give the final decision with respect to such proposals;
- (e) initiate proposals with respect to property matters;
- (f) carry out functions (b) to (e) above in respect of departmental, institutional and other property outside the jurisdiction of Presbyteries and Church Councils;
- (g) only approve the transfer of any real estate vested in a Uniting Church Property Trust to any Aboriginal and Islander organisation with the prior approval of the National Executive of the Uniting Aboriginal and Islander Christian Congress. Refer to Regulation 3.6.45;
- (h) perform such other duties and functions with respect to property matters as may be referred or delegated to it by the Synod from time to time.

#### **DELEGATION TO PRESBYTERY**

**4.2.2** A Synod Property Board may delegate to:

(a) A Synod Property Board may delegate to:

- (i) the Property Committee of any Presbytery, or
- (ii) another body within the Synod, or
- (iii) a church council of a congregation which is designated as a Parish Mission or a committee of that Church Council, or
- (iv) the Property Officer, and / or specified positions

any of its powers of consent or approval in relation to property, provided that the financial liability involved, or the value of the property concerned, does not exceed such sum or sums as the Synod may determine from time to time.

(b) A Synod Property Board may withdraw such delegation, either generally or in a particular case, at any time.

(c) The delegation shall be made subject to such conditions as the Assembly or the Synod Property Board shall determine from time to time.

#### **MEMBERSHIP**

**4.2.3** The Synod shall determine the membership and terms of appointment of members of the Synod Property Board provided that the membership shall include

- (a) the Synod Property Officer ex officio; and
- (b) at least two other members of the Property Trust.

#### **PRESBYTERY PROPERTY COMMITTEE**

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**4.3.1** Each Presbytery shall appoint a Presbytery Property Committee and shall determine the membership and term of appointment of members of the Committee.

- 4.3.2** (a) 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;
  - (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.
- (b) 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;
  - (iv) such other matters as the Presbytery may determine.

**4.3.3** 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.

## **THE CHURCH COUNCIL**

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### **RESPONSIBILITY FOR PROPERTY**

**4.4.1** Subject to these Regulations 4.1.1 to 5.5.10, the by-laws of the Synod and the rules of Presbytery, the Church Council shall be responsible for the management and administration

of all property of the Church acquired or held for the use of the Congregation, and without limiting the generality of the foregoing shall:

- (a) be responsible for the care and maintenance of property;
- (b) subject to clause (e) of this Regulation, determine the use of land and buildings;
- (c) deal with proposals for the acquisition or disposal of any property or the creation or extinguishment of any rights or interests in property by whatever means;
- (d) consider and if thought fit make recommendations concerning erection, demolition, alteration or enlargement of church and other buildings;
- (e) consult with a Congregation regarding any proposal concerning property that would have a substantial effect on the life, witness and service of the Congregation;
- (f) be responsible for the financial affairs and the management and investment of all funds related to the property;
- (g) do such other things as are necessary or appropriate for the use and management of all property acquired or held for the Congregation.

#### **NOTICE OF BUSINESS**

**4.4.2** Unless at least seven days' notice convening the meeting and specifying the business that shall be dealt with at the meeting has been given it shall not be competent to pass any resolution recommending or resolving to:

- (a) erect, enlarge, demolish, remove or substantially alter any building;
- (b) incur any expense for repairs exceeding such sum as may be determined by the Synod from time to time;
- (c) sell, mortgage, exchange, lease, grant or extinguish any estate, right or interest in any land, or surrender or accept the surrender of any lease;
- (d) acquire any land or interest in land;
- (e) alter the general purposes for which any land or building is or may be used;
- (f) invest any funds other than on short-term deposit with any of the financial institutions satisfying the requirements of Regulation 5.5.10(b);
- (g) appropriate any funds except for current expenses.

**4.4.3** It shall be competent for the Church Council to deal with and resolve any of the matters referred to in Regulation 4.4.2, notwithstanding that the prescribed notice has not been given, if a majority of those present at the meeting of the Church Council resolve to waive such notice, provided that the majority of votes cast in favour of such waiver shall be not less than three-fifths of the total membership of the Church Council.

**4.4.4** At least once in every year the Church Council shall receive the audited accounts and review the following matters in respect of each property for which it is responsible:

- (a) the state of repair;
- (b) the adequacy of the insurance cover;

- (c) arrangements made in respect of public risk insurances and personal accident insurances for voluntary workers;
- (d) the financial position in respect of each property.

**4.4.5** In exercising the responsibilities set out in Regulation 4.4.1 the Church Council may itself carry out all these responsibilities or may appoint one or more committees to be responsible to the Church Council in respect of such one or more properties as the Church Council may specify for:

- (a) the supervision and use of the property;
- (b) maintaining the property in good repair;
- (c) such other responsibilities as the Church Council may determine;
- (d) reporting in respect of such matters as the Church Council may require.

#### **PROPERTY OTHER THAN CONGREGATIONAL PROPERTY**

**4.5.1** Assembly property shall be dealt with in accordance with the provisions of Regulations 4.10.1 - 4.10.5.

- 4.5.2**
- (a) In the case of property (other than property for which a Church Council is the responsible body), acquired or held for the use of a Synod, a Presbytery, or any body within the bounds thereof, the responsible body shall be that Council or body.
  - (b) The responsible body shall determine the manner in which such property is managed and controlled.

### **PROPERTY DEALINGS**

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#### **PROPERTY PROPOSALS**

- 4.6.1**
- (a) A proposal for the purchase, sale, mortgage, lease or the granting or acquiring or disposing of or surrender of any estate or interest in any real property or the erection, demolition or enlargement of a church or other building, or any borrowing of money, may originate in a Church Council or other responsible body or a committee thereof, or in a Congregation.
  - (b) In the event of any such proposal originating in a Congregation or a committee and being accepted for examination and decision, immediate written notice of such proposal shall be given to the Church Council or other responsible body, and when appropriate the originating body shall give advice of its recommendations in respect of such proposal.
  - (c) No such proposal may be put into effect before approval is given in accordance with the Regulations.

#### **LEASES**

- 4.6.2**
- (a) Subject to paragraph (b) of this Regulation, a lease shall not be granted without the prior approval of the Synod Property Board.
  - (b) Approval to grant or vary a lease or accept any surrender thereof may be given by the Church Council or other responsible body where:
    - (i) the term of the lease (including any options for renewal) does not exceed 3 years, and

- (ii) the premises are not a Church building, a Church hall or a Minister's residence.
- (c) A lease shall not be taken without the prior approval of the Synod Property Board.
- (d) All leases shall be executed by a Property Trust unless otherwise authorised by the Synod Property Board on such terms as it thinks fit.
- (e) All leases shall be taken or granted in the name of a Property Trust.
- (f) Each lease, or a copy thereof, shall be lodged with the Property Officer of the Synod.
- (g) This Regulation applies notwithstanding anything elsewhere contained in the Regulations.

### **PROPERTY TRANSACTIONS**

**4.6.3** Unless special circumstances are declared to exist by Synod or its Standing Committee, no real estate shall be acquired, sold, mortgaged or (except as provided in Regulation 4.6.2) leased, or any rights, easements or other estates or interests therein granted or created, assigned or surrendered, or contracts entered into in respect of such matters or in respect of the erection, enlargement, structural alteration, improvement or demolition of any substantial building or the borrowing of any money unless the same shall be approved by the Church Council or other responsible body, the Presbytery and the Synod in the manner required.

### **APPLICATIONS FOR APPROVAL**

**4.6.4** Application to the Presbytery or the Synod for approval of any proposed property transaction shall be made in such form and accompanied by such information as the Synod Property Board may require.

## **EXECUTION OF DOCUMENTS AND MAKING OF AGREEMENTS**

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### **CERTIFICATION OF DOCUMENTS AND AGREEMENTS**

**4.7.1** All documents, agreements in writing and proposals for agreements, to be executed or made by or on behalf of a Property Trust and to which Regulation 4.6.3 applies, shall be submitted to the Property Officer of the Synod accompanied by a certificate in the form required by the Property Trust certifying that the document agreement or proposal has been approved in accordance with Regulation 4.6.3.

### **EXECUTION OF DEEDS**

**4.7.2** Any deed, instrument, contract or agreement relating to any property or matter to which the Regulations apply which, if made or executed by an individual could be, or would (under common or statute law) be required to be, in writing and under seal, may be made or executed under the seal of the Property Trust.

### **MAKING OF AGREEMENTS AND EXECUTION OF DOCUMENTS NOT UNDER SEAL**

- 4.7.3** (a) Any instrument, contract or agreement relating to any property or matter intended to be evidenced in writing but not under seal (whether or not required by law to be in writing) shall be made in writing under the authority and on behalf of the Property Trust in the circumstances and manner, and by the person or persons, authorised by the Property Trust.
- (b) Any contract relating to any property or matter which if made between individuals would by law be valid although made by parol only (and not reduced to writing) may

be made under the authority and on behalf of the Property Trust, in the circumstances and manner, and by the person or persons, authorised by the Property Trust.

#### **DOCUMENTS CONSEQUENTIAL ON AN AGREEMENT**

**4.7.4** In the event of a document to be executed by or on behalf of the Property Trust being consequential upon an agreement entered into by the Property Trust such document may be executed, provided the solicitor or other person properly submitting the same certifies the document to be consequential and in order for execution.

#### **AGREEMENT TO BE BINDING**

**4.7.5** Any deed, instrument, contract or agreement made in accordance with the foregoing provisions shall be effectual in law and shall bind the Property Trust or any responsible body and all other parties thereto and may be varied or discharged in the manner in which it is authorised to be made.

### **APPLICATION OF PROCEEDS OF SALE**

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**4.8.1** The proceeds of any sale of real estate shall, subject to any special trusts upon which it is held, be applied so far as the proceeds will extend in the following order:

- (a) in the discharge of any encumbrances and liabilities whether personal or otherwise lawfully created or contracted or such of them or such part thereof respectively as it may be found necessary or expedient so to discharge;
- (b) in the fulfillment of the conditions (if any) imposed by the Synod when consenting to such sale;
- (c) towards any one or more of the objects hereinafter mentioned:
  - (i) promoting the mission of the Church;
  - (ii) assisting or increasing the funds of any body of the Church;
  - (iii) erecting a new Church building, Church hall, residence or other building on any site vested in the Church;
  - (iv) carrying out improvements and enlargements to any such existing buildings;
  - (v) purchasing land as a site for a Church building, Church hall, residence or other building to be under the control of the Church Council concerned or any other body of the Church;
  - (vi) contributing to the funds, objects or charities under the control or direction of the Presbytery, Synod or the Assembly;
  - (vii) such other purposes as the Synod may approve.

### **LEGAL ACTIONS AND ARBITRATIONS**

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**4.9.1** The Property Trust in the State or Territory where proceedings are being taken may sue or be sued in its name on behalf of the Church or any agency of the Church or in relation to trust property.

**4.9.2** Proceedings shall not be instituted or defended by or in the name of:

- (i) a Property Trust;
- (ii) the Church; or
- (iii) any agency of the Church,

without the prior approval of:

- (a) the Standing Committee of the Synod in the State or Territory in which the proceedings are being taken or of the Moderator of that Synod, or
- (b) in cases of urgency, the Property Officer of that Synod or the chairperson of the Presbytery within the bounds of which the action arose or the property affected by the proceedings is located.

**4.9.3** All persons shall be entitled to rely upon a statement that the required consent has been given, if signed by an officer of the body by which or by the person by whom, the consent was given, without proof of the signature of that person.

## **ASSEMBLY PROPERTY**

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**4.10.1** All real property acquired or held for or on behalf of the Assembly or any agency of the Assembly (hereinafter called Assembly property) shall be managed and administered by

- (a) the governing body of the agency concerned; or
- (b) such officer or body as the Assembly or its Standing Committee designates.

**4.10.2** (a) Proper books of account shall be kept in respect of all Assembly property and shall be audited annually and at such other times as the President or the General Secretary may require.

- (b) A copy of the audited accounts shall be given to the General Secretary forthwith after the completion of the audit.

**4.10.3** (a) Assembly property shall not be purchased, sold, mortgaged, encumbered or leased; and

- (b) no legal or equitable estate or interest in Assembly property shall be granted, transferred, assigned or surrendered; and
- (c) no building on Assembly property shall be erected, demolished, enlarged or substantially altered,

without the consent of the Assembly or its Standing Committee or such other committee as the Assembly or its Standing Committee may designate.

**4.10.4** (a) The legal title to Assembly property shall be vested in the Property Trust of the Church in the State or Territory in which the property is situated, except as may otherwise be approved by the Assembly Standing Committee.

- (b) All documents necessary to be executed by a Property Trust in respect of Assembly property shall be executed by it upon being furnished with a certificate signed by the President or General Secretary or such other person as the Standing Committee of the Assembly shall appoint, evidencing that the document is in order for execution.

- 4.10.5** The Assembly or its Standing Committee may give directions in respect of Assembly property.

## **MISCELLANEOUS**

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### **UNSAFE BUILDINGS**

**4.11.1** Notwithstanding any Regulation or By-law, a Synod Property Officer or Synod Secretary shall have the power, in respect of any property within the bounds of a Synod, owned by the Property Trust of that Synod or any body of the Church, which does not comply with any governmental regulation or requirement or is reported to the Synod Property Officer as being in an unsafe or dangerous condition, to do any or all of the following:

- (a) temporarily or permanently close any building;
- (b) obtain a professional audit or report in relation to the state of the property or any activity conducted thereon;
- (c) ensure that work is undertaken to make safe or obtain compliance;
- (d) require repayment by the body having oversight of the property of any amount expended by the Synod pursuant to this Regulation;
- (e) after consultation with the body having the oversight of the property recommend to the Standing Committee of the Synod:
  - (i) disposal of the property where it is impossible or impracticable to make the property safe or to rectify the non-compliance;
  - (ii) demolition of any building, or;
  - (iii) future use of the property.

**4.11.2** The Standing Committee of the Synod shall have power to determine, or to delegate to its Property Board the right to determine, matters relating to the use or disposal of property or demolition of any building when a recommendation is made pursuant to Regulation 4.11.1.

### **INDEMNITY**

- 4.12.1** (a) Any person acting under the express or implied authority of the Church and who is not an independent contractor shall be indemnified out of trust property against all liability for any matter or thing done or liability incurred except in the case of fraud, criminal act, gross negligence or willful misconduct.
- (b) Without detracting from the generality of paragraph (a), a member of a Church Council or other body responsible for the management and administration of property shall be indemnified out of trust property against liability for any matter or thing done or liability incurred in the performance of functions as a member thereof except in the case of fraud, criminal act, gross negligence or willful misconduct.

### **CUSTODY OF DEEDS**

**4.12.2** All deeds and document of title relating to trust property shall, unless lodged with some person or corporation as security for a loan, be placed in the custody of such person or persons as may be prescribed by the Synod or the Assembly as may be appropriate.

### **UNITED WORK**

**4.12.3** A responsible body may make property available for the purposes of united work with any other denomination or denominations upon such terms and conditions as may be approved

from time to time by the Synod or the committee of the Synod appointed by it for that purpose.

**TO FURNISH INFORMATION**

**4.12.4** A responsible body shall furnish such information regarding property affairs, including audited accounts, as the Presbytery or the Synod or any body so authorised by either of them requires from time to time.

**REGISTER OF PROPERTIES**

**4.12.5** A synod register of properties shall be kept in such form and by such person as shall be prescribed by the Synod.

**INSPECTION OF REGISTER**

**4.12.6** The register shall be kept property posted up and shall be made available for inspection by any member of a responsible body, or the chairperson or secretary of a Presbytery, the Moderator or Property Officer of the Synod, or any person authorised by any of them.

**RETURNS**

**4.12.7** Each responsible body shall furnish such returns to the Presbytery and Synod as shall be prescribed by the Presbytery and the Synod respectively.

*(Regulations 4.11.1 – 4.11.7 have been renumbered as 4.12.1 – 4.12.7 following inclusion of the new Regulation 4.11 in 2004)*

## **5. FINANCE AND BUDGETING**

### **THE ASSEMBLY FUND**

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- 5.1.1** The Assembly shall establish a fund to be known as the 'Assembly Fund'.
- 5.1.2** The Fund shall be administered and managed by such officers of the Assembly and/or by such body as the Assembly shall determine.
- 5.1.3** The Assembly may raise monies for the Fund by annual assessments payable by the Synods, by endowments, benefactions and legacies at the disposal of the Assembly, from gifts and donations and by such other means as the Assembly may determine.
- 5.1.4** There shall be paid from the Fund all such costs as may be duly incurred in connection with the meetings of the Assembly and as may be necessary in carrying into effect the directions and decisions of the Assembly.
- 5.1.5** The persons appointed to manage the Fund shall make all necessary arrangements for the collection, banking and payment of monies, for proper accounting for the same and for the presentation of budgets and audited financial statements to the Assembly or to such other body as the Assembly may direct.

### **ASSEMBLY AGENCY FUNDS**

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- 5.2.1** Funds required for the work of the several agencies of the Assembly shall be provided as follows:
- (a) in the case of beneficiary funds, by charges approved by the Assembly to be met by the relevant council or other body or person concerned;
  - (b) in the case of mission agencies, by approved askings payable by the Synods; and
  - (c) in other cases, by inclusion as items within the budget of the Assembly Fund.
- 5.2.2** In the case of the funds operating in accordance with Regulations 5.2.1(a) the charges shall be made at such rate as are approved by the Assembly from time to time, and in accordance with the relevant Regulations for the fund concerned.
- 5.2.3** In the case of agencies operating in accordance with Regulation 5.2.1(b) and (c) the provisions and askings shall be in accordance with approvals given under Assembly budgeting procedures.
- 5.2.4** Except as may be otherwise approved by the Assembly, the accounting period for the Assembly Fund and Assembly agency funds shall be from 1st January to the 31st December of each year.

### **UNITING ABORIGINAL AND ISLANDER CHRISTIAN CONGRESS FUND**

- 5.2.5** The Assembly shall establish a fund for the national purposes of the Uniting Aboriginal and Islander Christian Congress. The provisions and askings for this fund shall be in accordance with approvals given under Assembly budgeting procedures.

### **SYNOD FUNDS**

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## **SYNOD FUND**

**5.3.1** Each Synod shall establish a Fund from which to defray the expenses of the Synod.

## **OTHER FUNDS**

**5.3.2** Each Synod shall make provision for the establishment and administration of such loan funds, beneficiary funds, provident, insurance and other funds as it sees fit, or as it may be directed to establish or maintain by or on behalf of the Assembly.

## **BY-LAWS**

**5.3.3** Each Synod shall make by-laws:

- (a) relative to the establishment of the Synod Fund, providing for the sources of income, the management and administration of the Fund and what items are to be charged against the Fund;
- (b) relative to the establishment, management and supervision of other Funds as are necessary for the carrying out of the responsibilities of the Synod and these Regulations.

**5.3.4** The by-laws of a Synod shall include provision for:

- (a) such directives or guidelines as may be necessary or desirable relative to the financial responsibilities and procedures of the Presbyteries, Congregations and other bodies within its bounds;
- (b) appropriate consultation on financial matters between the Synod and the Assembly and between the Synod and other bodies within its bounds;
- (c) the making of fitting contributions from the Synod towards the financial needs of the Assembly and its agencies;
- (d) the use of approved methods of accounting, the regular auditing of accounts by qualified auditors and the presentation of audited statements to the relevant bodies; and
- (e) such other matters consistent with the Constitution and Regulations as the Synod may determine.

## **REPORTS**

**5.3.5** Each Synod shall furnish to the Assembly all such reports and information as may be required.

## **PRESBYTERY FUNDS**

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**5.4.1** The Presbytery may, in consultation with the Synod, arrange for contributions from the Congregations of such funds as are necessary to meet the normal administrative expenses of the Presbytery, and for such other purposes as the Synod may approve.

**5.4.2** All cheques and other instruments drawn against the bank account shall be signed by any two of three or more persons appointed for that purpose by the Presbytery. One of the persons so appointed shall be the treasurer.

**5.4.3** Payments from the Presbytery fund shall be made only for the following purposes:

- (a) to meet the reasonable operating expenses of the Presbytery;

- (b) to reimburse officers of the Presbytery for costs incurred in the discharge of their Presbytery duties;
- (c) to pay to officers of the Presbytery such honoraria or stipends as may be determined by the Presbytery;
- (d) to meet the approved expenses of any commission or committee of the Presbytery;
- (e) to meet such payments as may be required or approved by the Synod or the Assembly;
- (f) in support of an approved mission or service project of the Presbytery;
- (g) such other purposes as the Synod may approve.

## **CONGREGATIONAL FUNDS**

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**5.5.1** A Congregation shall establish a fund to be known as the Congregational Fund, which will be administered by the Church Council. The Presbytery may authorise Congregations which are related to each other to establish a joint Congregational Fund, and if there is more than one Church Council the Presbytery shall determine which Church Council or other body will administer the joint Congregational Fund.

**5.5.2** The Congregational Fund shall, except where the Presbytery otherwise determines, comprise:

- (a) all offerings received at services of worship of the Congregation;
- (b) all donations made to the Congregation for general Church purposes;
- (c) all monies raised on behalf of the Church Council; and
- (d) such other monies as the Church Council may assign thereto;

provided that monies given to or raised for a specific purpose shall be so applied, and any special appeals except those officially approved by the Presbytery, the Synod or Assembly shall first have the approval of the Church Council.

**5.5.3** Monies received into the Congregational Fund shall be used in the following order of priority:

- (a) payment of stipends, salaries and associated allowances and charges;
- (b) payment of essential operating costs which are the responsibility of the Congregation;
- (c) payment of Synod and Presbytery contributions and allocations;
- (d) such other expenditures as the Congregation or Church Council may approve and as are consistent with the purposes of the Church.

**5.5.4** A property fund or funds may be established in respect of one or more of the properties within the responsibility of the Church Council and may be administered by the Church Council or by a committee or committees on its behalf. The Church Council shall have final responsibility for ensuring that the Regulations, by-laws and rules are duly observed, and that the proper banking, accounting and auditing has been carried out.

- 5.5.5** The Church Council may authorise the establishment of other funds in respect of any organisation, body or activity under the oversight of the Church Council, and shall prescribe such conditions as the Church Council considers appropriate as to the sources of income for such funds, the objects for which such funds may be expended and for the proper accounting for those funds.

## **GENERAL**

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### **PRESBYTERY, SYNOD, ASSEMBLY AND OTHER FUNDS**

- 5.5.6** The Presbyteries, Synods, the Assembly and their agencies and organisations may establish funds to provide for the proper discharge of their purposes, responsibilities and objects, and they shall respectively be managed and administered by such persons or bodies and in such manner as the Presbytery, Synod or Assembly may determine.

### **BORROWING**

- 5.5.7** Before any Congregation, Church Council, organisation, or agency of the Church arranges for or incurs a debt by means of borrowing it shall obtain the approval of the Synod Property Board or such body to whom the power of approval is delegated by it.

### **BENEFACTIONS AND BEQUESTS**

- 5.5.8** (a) Any money, shares or other property received as the result of a benefaction to the Church are to be received by or transferred to:
- (i) in the case of specific benefactions — the Property Trust on behalf of the specific beneficiary;
  - (ii) in the case of other benefactions — the Property Trust for use by the councils of the Church as agreed.
- (b) The proper receipt shall be evidenced by:
- (i) in the case of cash, a formal receipt issued by the Property Trust;
  - (ii) in the case of shares or other property, the appropriate form of documentation executed by the Property Trust.
- (c) Proper documentary evidence of the purpose, use and/or disposal of income and capital emanating from the benefaction shall be provided to the Property Trust as the basis for distribution and use of the benefaction.

### **FINANCIAL TRANSACTIONS AND INVESTMENTS**

- 5.5.9** (a) A Synod may, and may establish a body or bodies authorised to:
- (i) invest and manage funds on behalf of the Synod or on behalf of any Presbytery, Congregation or other body within the bounds of the Synod;
  - (ii) accept money on deposit;
  - (iii) borrow, raise, secure the payment of money or otherwise obtain financial accommodation including by the issue of debentures, bonds or other securities;
  - (iv) advance or lend money or otherwise make financial accommodation available or enter into financial transactions with or without security, at such rate of interest (if any) or for such other consideration (if any) and on such terms as to repayment and otherwise as the Synod may authorise;

- (v) issue, draw, accept, endorse or discount bills of exchange, promissory notes, payment orders or other negotiable instruments;
- (vi) enter into any transaction for the purpose of reducing the risk of loss or increasing the prospect of gain arising from changes in interest, discount or currency exchange rates or other rates or factors affecting financial markets;
- (vii) guarantee, indemnify or be surety for the payment of money or performance of contracts or obligations by any person with or without securing the liabilities so incurred.

Subject to Regulation 5.5.9(b) all investments, borrowings and other transactions authorised by this Regulation are to be made in the name of the Property Trust and within such guidelines as the Synod shall determine.

- (b) The body responsible for the management and administration of any fund may invest in its own name monies not immediately required for the purposes of that fund, provided that the amount and the period do not exceed the limits prescribed by the Synod and that the investment is of a nature approved by the Synod. Where the amount or period of a proposed investment exceeds the limits set down by the Synod the specific approval of the Synod shall be obtained for the investment made by the Synod investment agency on behalf of the fund concerned.

## **ACCOUNTING AND AUDIT**

### **5.5.10 Books of Account**

- (a) The proper use of approved methods of accounting is required in relation to all funds of the Church. The body responsible shall keep proper books of account in which shall be entered an account of all receipts and disbursements received or made, of all credits and debts owing or due and of all matters necessary for the due and full explanation of same, and the body responsible shall, upon the request of the chairperson of the Church Council or other appointing body or the Synod Property Officer or any person authorised by any one of them, produce the same together with all supporting or relevant accounts, receipts, documents and writings for inspections, and shall permit extracts therefrom or copies thereof to be made by any such officers of persons authorised as aforesaid.

### **Monies to be banked**

- (b) All monies received from time to time shall be placed to the credit of an account in the name of the body responsible in any one or more of the following institutions:
  - (i) a bank;
  - (ii) a permanent building society;
  - (iii) a credit union;
  - (iv) a fund or agency of the Church;
  - (v) any other body;

provided the particular financial institution has been approved by the Synod.

The body responsible shall appoint two or more persons to operate on such account and may from time to time alter or revoke a previous appointment and/or make new or additional appointments. Any such institution shall be empowered to honour such withdrawals by way of cheque or otherwise bearing the signature of any two of such persons, unless and until written notice shall be given to and received by such institution of any other appointment or the alteration or revocation of any appointment.

**Audit**

- (c) The books of account shall be audited and certified by the auditors at least once in every year and at such other times as may be required by the chairperson of the Church Council or other appointing body as the case may require.

**Appointment of Auditors**

- (d) The auditor or auditors shall be appointed annually. Subject to the variation in (e) below, the auditor(s) shall be a qualified accountant or, if more than one, shall include at least one qualified accountant. For the purpose of this Regulation a qualified accountant means:
- (i) a person who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, or
  - (ii) any other person who has qualifications and experience requisite for registration as a company auditor under the Corporations Law and who in the opinion of the appointing body is a fit and proper person to undertake the responsibility.

**Variations to Qualifications**

- (e) Where the gross income of a Congregation or body or fund in the year is below a figure that equates to 2.5 times the notional stipend the books of account may be audited and certified by two persons who are not qualified in terms of (d) above, but who are, in the opinion of the appointing body, fit and proper persons to undertake the responsibility. Notional stipend for the purpose of this Regulation means the amount determined for the year by the Board of Directors of Benefund Limited.

**Eligibility as Auditor**

- (f) The auditor appointed shall not be a member of the board, council or committee whose accounts are being audited unless a Presbytery with respect to accounts of Congregations or Congregational organisations within its bounds, or the Synod Property Board with respect to accounts of other councils or organisations, determines, at the request of the appointing body, that special circumstances exist in which case a member of the board, council or committee may be appointed to be auditor.

**Presentation of Accounts**

- (g) Audited accounts signed by the auditors and bearing a certificate in such form as the Synod may prescribe shall be submitted to the Church Council, or other appointing body or the body responsible for their administration and control, as may be appropriate, at least once in every year, and to the Synod Property Board and the Presbytery Property Committee (in respect of Congregations and their organisations) whenever required.

**Budgets**

- (h) Comprehensive and detailed budgets should be prepared during the current year for the next succeeding year for:
- (i) a Congregation and its organisations — in the manner directed and approved by the Church Council;
  - (ii) a Presbytery and its committees — in the manner directed and approved by the Presbytery;
  - (iii) Synod divisions, boards, agencies — in the manner directed and approved by the Synod or its delegated authority;
  - (iv) Assembly commissions and agencies — in the manner directed and approved by the Assembly or its delegated authority.

## **6. BENEFICIARY FUND**

### **PURPOSE AND OPERATION**

- 6.1.1** A fund shall be established in conformity with Regulation 2.4.22 to be known as the Uniting Church in Australia Beneficiary Fund (the Fund), such Fund to be an Assembly agency fund in accordance with Regulation 5.2.1 having as its sole purpose the provision of benefits for Ministers, for the spouses and dependant children of deceased Ministers and for such other persons as may be approved by the Assembly or the Assembly Standing Committee (the Assembly) and are acceptable to the Insurance and Superannuation Commission (ISC) to enable the Fund to be a complying superannuation fund under the Superannuation Industry (Supervision) Act 1993 (the Act).
- 6.1.2** The Fund shall commence as from such date as the Assembly shall determine.
- 6.1.3** The Fund shall consist of the contributions of Ministers, congregational levies and other amounts paid by members of the Fund, relevant Congregations and other bodies, together with the income from investments of the Fund and any other amounts properly received by the Fund.
- 6.1.4** The Fund shall be responsible for the payment of benefits to Ministers and other persons as aforesaid, expenses of management, administration and investment of the Fund, and all taxation and other expenses which are properly incurred by the Trustee of the Fund including fees of any professional consultants or advisers.
- 6.1.5** The Fund and the accounts and investments of the Fund shall be kept separate from all other monies, accounts and investments held by the Assembly.
- 6.1.6** If at any time the Trustee as defined in these Regulations is constituted by individual trustees, the sole or primary purpose of the Fund shall be the provision of old age pensions within the meaning of the Act.
- 6.1.7** A reference to “these Regulations” in Regulations 6.1.1 to 6.8.1 shall mean a reference to those Regulations unless the context or subject matter indicates otherwise.

### **TRUSTEE**

- 6.2.1** The Fund shall be managed and administered on behalf of the Assembly and the members of the Fund by Benefund Limited or by such other committee or incorporated body (the Trustee) as the Assembly shall determine provided that the Trustee shall at all times be constituted in such a manner as to ensure that its representation of Fund members complies with the requirements of the Act.
- 6.2.2** The membership of the Board of Directors of Benefund Limited or any other committee or incorporated body which shall be appointed to be Trustee by the Assembly (the Board) shall comprise the following persons:
- (a) six persons from the area of the Synod of Victoria;
  - (b) one person from each of the areas of the Synods of New South Wales, Queensland, South Australia, Tasmania and Western Australia;
  - (c) the Executive Director appointed from time to time.
- 6.2.3** Any casual vacancy occurring in the Board shall be filled by the Assembly.
- 6.2.4** The Chairperson of the Board shall be a member of the Board (other than the Executive Director) designated by the Assembly which person shall hold office as Chairperson for such period as the Assembly shall determine.

- 6.2.5** The Trustee shall at all times administer the Fund and exercise all rights, powers, duties, trusts and discretions under the Regulations and Rules of the Fund in such a manner as to comply with the requirements of the ISC and to ensure that the Fund qualifies as a complying superannuation fund within the meaning of the Act. The Assembly may obtain from the Trustee any covenants, undertakings or indemnities regarding the performance of its obligations under these Regulations but shall not be responsible to supervise or ensure performance by the Trustee.

#### **INVESTMENTS**

- 6.3.1** The assets of the Fund or any part thereof shall be invested at the discretion of the Trustee in any investments and in any manner that the Trustee considers appropriate provided that the Trustee shall take into account but shall not be bound by any guidelines provided by the Assembly in relation to the investments or the investment strategy of the Fund. The Trustee shall advise the Assembly if the Fund wishes to make an investment which is not in accord with the guidelines on investments provided by the Assembly.
- 6.3.2** The assets of the Fund shall not be advanced on any terms to any Synod or other Church property board or trust, nor to any member of the Board of the Trustee nor to any member of any advisory committee of the Fund or any other person directly associated with the Church.
- 6.3.3** The investments of the Fund shall be held in the name of the Trustee or by such custodian as the Trustee with the consent of the Assembly shall determine but shall in all respects be managed and administered by the Trustee.
- 6.3.4** The Trustee, after taking into account the views of the Assembly, shall formulate and give effect to one or more investment strategies that have regard to the whole of the circumstances of the Fund which strategies may be reviewed from time to time and which shall be formulated and effected in accordance with the Act provided that in the event of any change being made to any investment strategies, the Trustee shall advise the Assembly of the proposed change, and seek the views of the Assembly and the Trustee shall take into account but shall not be bound by any view expressed by the Assembly in relation to such change.

#### **BORROWING POWER**

- 6.4.1** The Trustee shall have power to borrow monies from a bank or other financial institution to temporarily finance any investment, any expenses of administration or management, or any benefit payment provided that the exercise of this power shall only be undertaken in the manner permitted under the Act.

#### **ADVISORY COMMITTEES**

- 6.5.1** Each Synod (other than the Northern Synod) shall appoint an Advisory Committee of not less than five nor more than eight (of which the member or members, as the case may be, of the Board representing that Synod shall be included) with such powers and duties as the Regulations or Rules of the Fund provide or which the Board shall specify in accordance with the Act.

#### **OFFICE AND OFFICERS**

- 6.6.1** The principal office of the Fund shall be situated in Melbourne.
- 6.6.2** The Assembly may appoint an Executive Director for such period and upon such terms and conditions as it shall determine. The Executive Director shall, if appointed, be the chief executive officer of the Fund. If no Executive Director has been appointed by the Assembly or the Assembly Standing Committee, the Board of Directors may appoint a chief executive officer.

#### **RULES**

- 6.7.1** The Trustee with the consent of the Assembly may make or vary Rules which are not inconsistent with these Regulations dealing with any matter or aspect of investment,

management or administration of the Fund, including (subject to Regulations 5.2.1(a) and 5.2.2) but not limited to:

- (a) the levels and conditions of Ministers and Congregational contributions and any other contributions and levies;
- (b) the levels and conditions of benefit payments;
- (c) the procedure for the appointment of member representation to the Board;

provided that such Rules are undertaken in accordance with and do not infringe the requirements of the Act.

#### **INFORMATION REQUIRED**

**6.8.1** It shall be the responsibility of the Synod to give notice in writing to the principal office of the Fund through the relevant Synod, or in the case of Assembly bodies either directly or through the General Secretary as the Trustee may determine of the following:

- (a) the acceptance of a call by a Minister to a pastoral charge, and the conclusion of a placement;
- (b) when a Minister has died;
- (c) when a Minister's classification under Regulation 2.4.5 – 2.4.9 changes; or
- (d) when recognition of a Minister is withdrawn (Regulation 2.4.23);

and to supply such particulars as may reasonably be required for the purpose of the Fund.

## 7. CHURCH DISCIPLINE

### INTRODUCTION

- 7.1.1** In Regulations 7.1.1 to 7.13.1 unless the context or subject matter otherwise indicates:  
**Complainant** means the person who is making a complaint;  
**Complaint** means a complaint about the conduct, teaching or ministry of a Minister;  
**Minister** means a Minister as defined in clause 3 of the Constitution, and includes a Community Minister, Lay Pastor, Youth Worker, Pastor, Synod Secretary, Moderator, Assembly General Secretary, President and Presbytery Minister;  
**Pastoral Relations Committee** means the Pastoral Relations Committee of the Presbytery;  
**Respondent** means a Minister against whom a complaint has been made;  
**Standing Committee** means the Standing Committee of the Synod.
- 7.1.2** Discipline in the Church is the exercise of spiritual authority with a view to honouring Christ the Head of the Church and ensuring the spiritual well-being of its members.

### BY WHOM EXERCISED

- 7.1.3** Discipline is to be exercised by the Church Council on behalf of the Congregation in the case of members, except in the case of allegations of sexual misconduct, and by the Presbytery and Synod in the case of Ministers.

## THE DISCIPLINE OF MEMBERS

### PASTORAL CARE OF MEMBERS

- 7.2.1** In cases where, in the opinion of the Church Council, any member of the Church appears to disregard the privileges and obligations of membership or to disregard the discipline of the Church, the Council shall endeavour by visitation and pastoral counsel to restore the relationship of the member to the life of the Church.
- 7.2.2** Any member who declines to renew a satisfactory relationship with the life of the Church shall be advised of the possibility that the name of that member may be removed from the membership roll and shall be given opportunity either in person or in writing to make a submission on the matter to the Church Council.

### SUSPENSION OR TERMINATION OF MEMBERSHIP

- 7.2.3** Where the Church Council has determined that the member has failed to respond to the pastoral care and invitation to renew a satisfactory relationship with the life of the Church, the Church Council may:
- (a) suspend the rights and privileges of membership; or
  - (b) remove the name of the member from the membership roll.

The member shall be notified in writing of any such action.

### RIGHT OF APPEAL

- 7.2.4** A person whose membership rights and privileges have been suspended, or whose name has been removed from the membership roll, may within one month after receipt of the notification in writing require reconsideration by the Church Council. If not satisfied with the outcome of such reconsideration as notified in writing, the person may within one month after receipt of the notification, appeal to the Presbytery by notice in writing. The Presbytery, either itself or by a committee appointed for the purpose, shall determine the matter.

There shall be no right of further appeal.

The person concerned may make a submission personally or in writing to the body considering the matter.

- 7.2.5** In the event of an appeal of a member being sustained the member's name shall be returned to the roll of members and the suspension removed forthwith.

#### **RESTORATION OF MEMBERSHIP**

- 7.2.6** (a) A person whose name has been removed from the roll of a Congregation pursuant to Regulations may have it reinstated by a decision of the Church Council.
- (b) A person whose name has been removed from a membership roll of a Congregation for disciplinary reasons shall not be enrolled as a member of any other Congregation without the prior knowledge of and advice from the council which is responsible for the maintenance of the roll from which the person's name was removed.

#### **ALLEGATIONS OF SEXUAL MISCONDUCT AGAINST MEMBERS OR ADHERENTS**

- 7.2.7** (a) Where a complaint of sexual misconduct is made against a member or adherent the Policies for the Prevention of Sexual Misconduct shall apply, to the exclusion of the process outlined in Regulations 7.2.1-7.2.2.
- (b) The Policies for the Prevention of Sexual Misconduct are binding documents of the Church and require that allegations of sexual misconduct against members and adherents of the Church be dealt with as sensitively and expeditiously as possible. When a complaint is received, the Presbytery and the Church Council shall ensure that the relevant policy is adhered to.

## **THE DISCIPLINE OF OFFICERS**

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#### **RESPONSIBILITY OF OFFICERS**

- 7.3.1** Any person appointed to hold office within the Church shall, unless otherwise provided, be responsible to the body making the appointment as to the manner in which the duties of that office are performed.

## **THE COUNSELLING AND DISCIPLINING OF MINISTERS**

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- 7.4.1** *(incorporated into Regulation 7.1.1 in 1997)*

#### **COMPLAINTS**

- 7.5.1** A complaint may be made:
- (a) to the chairperson of the Presbytery:
- (i) by any member of the Church, provided that in the case of a complaint regarding the chairperson of the Presbytery (being a Minister) it shall be made to the secretary of the Presbytery who shall refer the complaint to the Synod Committee for Counselling and report the referral to the Pastoral Relations Committee; or
- (ii) by the secretary of a Presbytery when so directed by the Presbytery; or
- (b) to the Synod Committee for Counselling by the Secretary of the Synod if so directed by the Moderator, the Synod or its Standing Committee.

#### **RESPONSIBILITIES OF THE PRESBYTERY**

- 7.6.1** Subject to these Regulations, the counselling and discipline of Ministers shall be the responsibility of the Presbytery and in the exercise of such responsibility it shall:
- (a) help them to discern and fulfil their vocations;

- (b) assist them in the nurturing of their gifts;
- (c) provide encouragement and counsel for the enrichment of their ministry;
- (d) advise, admonish, correct and assist them where they appear to require guidance and support;
- (e) assist and encourage observance of the Code of Ethics;
- (f) advise and discipline Ministers in relation to breaches of the Code of Ethics; and
- (g) deal with complaints made against them.

- 7.6.2**
- (a) The Pastoral Relations Committee shall, at such intervals as the Presbytery may determine, counsel each Minister under its oversight.
  - (b) If the Pastoral Relations Committee be concerned that a Minister does not continue to hold to the affirmations and undertakings made at ordination or setting apart, it shall report to the Presbytery, which may take such further action by way of counselling or otherwise as it thinks fit.

1. 7.6.3 (a) amend the following Regulations to read:

7.6.3

The chairperson of the Presbytery shall refer to the Pastoral Relations Committee any complaint with which:

- (a) the chairperson is unable to deal with adequately by counselling; or
- (b) in the chairperson's opinion, warrants no further action.

- 7.6.4**
- (a) The Pastoral Relations Committee shall:
    - (i) confer with the respondent and with the complainant with a view to resolving the matter amicably;
    - (ii) if it thinks fit enquire into the complaint; and
    - (iii) report to the Presbytery.

(b) At any stage after a complaint is referred to it, the Pastoral Relations Committee may determine that the complaint warrants no further action;

(b)(c) When requested by the respondent or by the complainant or where it considers it is necessary to do so, the Pastoral Relations Committee shall refer the complaint to the Synod Committee for Counselling.

## **SYNOD COMMITTEE FOR COUNSELLING**

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**7.7.1** The Synod shall appoint a committee to be known as the Committee for Counselling and shall appoint its chairperson.

**7.7.2** (a) The Moderator and the Secretary of the Synod shall not be eligible for membership of the Committee.

(b) Members of the Committee shall hold office for a term of three years and shall be eligible for reappointment.

- (c) The chairperson or the chairperson's nominee shall chair the Committee and convene its meetings.
  - (d) Three members of the Committee shall constitute a quorum. The members of the Committee who shall constitute the Committee for the purposes of dealing with a particular complaint shall be determined by the chairperson.
  - (e)
    - (i) Where at any stage a member of the Committee, who is one of the Committee dealing with a complaint, withdraws, the remaining members of the Committee may continue to act, so long as at least three members are present and participating.
    - (ii) A person shall be taken to have withdrawn for the purposes of this Regulation, if that person, for any reason, be unwilling or unable to continue to participate.
    - (iii) Where the term of office of a member of the Committee expires and is not renewed, such member may, notwithstanding that membership of the Committee has ceased, continue to act as a member of the Committee dealing with a particular complaint with which the Committee had been dealing prior to that cessation but which had not been finalised prior thereto.
- 7.7.3** (a) In dealing with any complaint referred or made to it the Committee shall counsel and confer with the Respondent, the Complainant and such other persons as it considers desirable with a view to resolving the matter amicably, and make reports to the Synod, the Presbytery and other bodies as it thinks appropriate.

**(b) At any stage after a complaint is referred to it, the Committee may determine that the complaint warrants no further action:**

**(b)(c) If the Committee be satisfied that the matter cannot be dealt with adequately by counseling and that the complaint warrants further action it shall refer the matter to the Committee for Discipline.**

## **SYNOD SEXUAL MISCONDUCT COMPLAINTS COMMITTEE**

### **PREAMBLE**

The Church addresses allegations of sexual misconduct through two distinct processes.

The first process is undertaken by Sexual Misconduct Complaints Committee (SSMCC). It engages with the Complainant, the person against whom the complaint is made and, where necessary, affected persons and Church officers, by investigating the complaint and seeking an agreed outcome that encourages healing and maintains the integrity of ministry within the Church. Where possible, the SSMCC acts pastorally. The SSMCC is able to form opinions on issues of fact for the purpose of deciding on action which the Regulations authorise it to take. Its tools include conversation, inquiry, mediation and collaborative resolution. Legal representation is not permitted before the SSMCC.

The second process is undertaken by the Committee for Discipline. The SSMCC may refer a complaint to the Committee for Discipline. The process undertaken by the Committee for Discipline is similar to the process a court undertakes. The person against whom the complaint is made may be represented by a lawyer or by a member of the Church before the Committee for Discipline. The Committee for Discipline makes findings of fact and may determine disciplinary outcomes affecting the person against whom the complaint is made.

### **DEFINITIONS**

**7.7.4 In Regulations 7.7.4 to 7.7.20, unless the context or subject matter otherwise indicates or requires:**

**Adviser** means the person designated by the Convenor, to assist the Complainant in processing a complaint or the Respondent in facing a complaint through Church procedures;

**Agreed Outcome** is the document signed by the chairperson of the panel selected to deal with the complaint, the Complainant and the Respondent and any other affected person who joins in the agreement at the invitation of the Committee and which includes the actions undertaken or agreed to be undertaken by the parties to the document.

**Chairperson** means the chairperson of the Committee and whenever the Chairperson is unavailable, includes the Deputy Chairperson or other person acting as Chairperson;

**Committee** means the Synod Sexual Misconduct Complaints Committee appointed by the Synod pursuant to Regulation 7.7.6;

**Complaint** means a written, signed complaint of sexual misconduct against a Minister which includes a request that the matter be investigated. The complaint may be of a single incident or a series of incidents;

**Convenor** means the person appointed to be the Synod Convenor of Advisers;

**Minister** means a Minister (as that term is defined in Regulation 7.1.1) or an Intern or Candidate (as that term is defined in Regulation 2.1.1) involved in field education

**Pastoral Relationship** means the relationship between a Minister and another person:

- (a) in which the Minister is providing spiritual care for the person; or
- (b) where the person has looked to the Minister for guidance, protection or care; or
- (c) where the person has made contact with the Minister in their responsibility or function as Minister;

**Pastoral Strategy** means the plan for the management of the complaints process, including the care for the Congregation or faith community and how matters of confidentiality shall be addressed;

**Presbytery Minister** means the Presbytery Minister in placement and includes any other person appointed to act in such capacity by whatever name known;

**Procedural Fairness** refers to the matters set out in Regulation 7.7.13 (a)

**Sexual misconduct** means one or more of the following:

- (a) sexual harassment: any unwelcome sexual advance, or unwelcome request for sexual favours to a person, or engagement in other unwelcome conduct of a sexual nature in relation to that person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the person complaining would be offended, humiliated or intimidated;
- (b) sexual assault: any unwelcome sexual behaviour that may occur along a continuum from verbal insult to sexual intercourse, that makes a person threatened or afraid;
- (c) sexual conduct prohibited by criminal law;
- (d) sexualisation of a pastoral relationship: any interaction, consensual or otherwise, in which the Minister engages in sexualised behaviour with or towards a person with whom he or she is in a pastoral relationship, which is in breach of the Code of Ethics;

**Support person** means the person not otherwise involved in the complaint process who provides emotional support for either the Complainant or the Respondent;

**Synod** means the Synod of the Church, within the bounds of which the Presbytery, in which the Minister is enrolled, falls.

## **COMPLAINTS OF SEXUAL MISCONDUCT**

- 7.7.5**
- (a) Where a complaint of sexual misconduct is made against a Minister the procedures in Regulations 7.7.5 to 7.7.20 inclusive shall apply to the exclusion of the procedures contained in Regulations 7.5.1 to 7.7.3 inclusive.
  - (b) The Chairperson shall determine whether any allegations contained in a complaint amount to a complaint of sexual misconduct against a Minister.
  - (c) When a complaint which is determined by the Chairperson to be a complaint of sexual misconduct includes other matters of complaint of a non sexual nature, the Chairperson may determine that the whole complaint shall be dealt with by the Committee

## COMMITTEE

**7.7.6** (a) The Standing Committee shall appoint a Committee to be known as the Synod Sexual Misconduct Complaints Committee and shall appoint its Chairperson. The Standing Committee may also appoint a Deputy Chairperson. Appointments shall be for a term of up to three years.

Other persons may be co-opted to membership of the Committee from time to time by the Chairperson with the prior consent of the Synod Secretary where particular skills or experience are required ( for example, experience in indigenous or migrant ethnic issues). They may be co-opted for a specific period not exceeding three (3) years or for the purpose of serving on a panel to deal with a particular complaint..

- (b) A Synod may delegate these appointments to another Synod by written agreements between the Synods.
- (c) The Committee shall consist of not fewer than three persons and shall include:
  - (i) at least one member with expertise in sexual abuse issues;
  - (ii) at least one member who is considered skilled in mediation and conciliation.
- (d) Not less than 25 percent of the members of the Committee shall be Ministers, and not less than 25 percent shall be lay persons.
- (e) The members of the Committee need not be members of the Church but the number of non-Church members must be fewer than the number of members of the Church.
- (f) The majority of the Committee shall be women.
- (g) The Chairperson shall be a member of the Church and shall preferably be a woman.
- (h) If a Deputy Chairperson is appointed, the Deputy Chairperson shall fulfil the responsibilities of the Chairperson when the Chairperson is unavailable, unable or unwilling to act.
- (i) The quorum of a panel selected by the Chairperson from amongst the members of the Committee to deal with a particular complaint shall, subject to paragraph (j) of this Regulation, be three, of whom the majority shall be members of the Church and normally the majority shall be women.
- (j) Where any member withdraws the remaining members of the panel may continue to act provided that the number of remaining members is not less than two (2) .
- (k) Unless the Standing Committee considers that there are special circumstances no member shall serve for more than nine years consecutively.
- (l) Neither the Moderator, the Synod Secretary nor any member of the Committee for Discipline shall be a member of the Committee.
- (m) The Chairperson or the Chairperson's nominee shall chair the panel selected to deal with a complaint and convene its meetings.
- (n) The Synod shall arrange training for the members of the Committee.
- (o) Members of the Committee may be drawn from any Synod provided written agreement has been reached between the Synods.
- (p) A panel selected to deal with a complaint shall be, and have the powers of, the Committee for the purpose of dealing with that complaint, and may agree to deal jointly with more than one complaint against the same Respondent including a

separate complaint made pursuant to Regulation 7.7.12 (e) (iii) or a composite complaint made pursuant to Regulation 7.7.12 (e) (iii) in such manner as it shall decide.

## **ADVISERS**

- 7.7.7** (a) The Standing Committee shall appoint advisers. In cases of urgency the Synod Secretary, on the advice of the Convenor, may appoint advisers. The Synod shall arrange training for the advisers.
- (b) To be eligible for appointment an adviser shall have appropriate skills and/or knowledge such as:
- (i) counselling and support skills;
  - (ii) advocacy skills;
  - (iii) knowledge of sexual misconduct issues;
  - (iv) knowledge of the processes and structures of the Church;
  - (v) knowledge of the options available to Complainants including legal and community resources.
- (c) Preferably at least one adviser shall have expertise in the area of child sexual abuse and at least one contact person or adviser shall have expertise in working with male victims.
- (d) The Convenor may designate an adviser to provide assistance to a person concerned about conduct which may amount to sexual misconduct before a complaint has been made.
- (e) An adviser, depending upon the assistance required, will seek to:
- (i) listen to the person who is concerned about conduct which may amount to sexual misconduct;
  - (ii) discuss with that person whether the conduct complained of would, if substantiated, appear to be sexual misconduct as defined in these Regulations;
  - (iii) inform the person of their rights and responsibilities;
  - (iv) provide information about the Church's complaints and disciplinary processes and other options available to the person;
  - (v) help the person to consider and choose the appropriate option for dealing with the conduct; and
  - (vi) assist a person to make a complaint.
- (f) An adviser shall not be responsible for investigating or seeking to resolve a complaint.
- (g) An adviser who is designated to a Complainant or a Respondent, will seek to:
- (i) assist the Complainant in processing a complaint or the Respondent in facing a complaint through Church procedures;
  - (ii) ensure that the Complainant or Respondent is adequately informed at all stages of the progress of the complaint; and

- (iii) be available, if the Complainant or Respondent so wishes, to speak at any meeting regarding the complaint that the Complainant or Respondent is required to attend.
- (h) The Standing Committee may withdraw the appointment of any adviser.

#### **CONVENOR OF ADVISERS**

- 7.7.8**
- (a) The Synod shall appoint the Convenor.
  - (b) When a complaint is made, the Convenor shall offer to designate an adviser to each of the Complainant and the Respondent. The designation shall be made if the Complainant or Respondent concurs with the designation.
  - (c) If the Convenor deems it appropriate or if requested, the Convenor shall endeavour to designate an adviser to any other person affected by the alleged misconduct.

#### **MAKING A COMPLAINT**

- 7.7.9**
- (a) Anyone who wishes to make a complaint may do so to the chairperson of the Presbytery, the Presbytery Minister, the Moderator, the Synod Secretary, or the Chairperson of the Committee.
  - (b) A complaint must be put in writing and signed and include a request that the matter be investigated.
  - (c) A complaint shall be referred to the Chairperson as soon as possible.
  - (d) Nothing in these Regulations shall prevent a person from making an informal approach, orally or in writing, to any of the persons referred to in (a) for advice or information with respect to sexual misconduct. Such an approach cannot become a complaint unless it is put in writing with a request that the complaint be investigated.
  - (e) Where a complaint relates to a Respondent's prior service within the bounds of another Synod the complaint shall be dealt with within the Synod in which the Respondent is currently serving, except where:
    - (i) the Complainant and Respondent agree that it be dealt with within the other Synod, or
    - (ii) the Synod in which the Respondent is currently serving determines to transfer to the other Synod all its powers and responsibilities in relation to discipline of the Respondent concerning the Respondent's period of service in the other Synod [refer Constitution clause 70(d)], in which case the other Synod shall deal with the complaint.

#### **RECEIVING A COMPLAINT**

- 7.7.10**
- (a) As soon as possible after receiving the complaint, the Chairperson shall inform the Respondent of the complaint; initially in person or by telephone, followed by a letter giving details of the complaint.
  - (b) The Chairperson shall give prompt confidential notice of the complaint together with relevant information to the Synod Secretary, the Moderator, the chairperson of the Presbytery of the Respondent, the Convenor and where appropriate the chairperson of the Presbytery of the Complainant.
  - (c) Upon receipt of notice, the Presbytery Chairperson(s) [of both the Complainant and Respondent if necessary], in consultation with the Chairperson of the Committee and others as appropriate will arrange for the development of a Pastoral Strategy to assist in managing pastoral issues in relation to the Congregation or faith community.

## **ATTENDANCE AT MEETINGS**

- 7.7.11**
- (a) The Complainant and the Respondent, attending any meeting of or arranged by the Committee, may be accompanied by their adviser and by a person providing emotional support.
  - (b) The person providing emotional support shall not have the right to speak at any meeting unless at the request or with the consent of the person supported, and invited to do so by the chairperson of the panel of the Committee that is dealing with the complaint.
  - (c) The Complainant and the Respondent shall not be legally represented before the Committee.

## **INVESTIGATION AND RESPONSE TO COMPLAINTS**

- 7.7.12**
- (a) Where the Chairperson determines that allegations contained in a complaint amount to a complaint of sexual misconduct against a Minister, the complaint shall be investigated and dealt with by the Committee with a view to facilitating a response that takes into account the interests of the Complainant and the Respondent, and the values by which the Church lives. To that end the Chairperson may appoint a person or persons to investigate matters connected with the complaint and report to the Committee.
  - (b) In exercising its responsibilities under these Regulations, the Committee shall have regard to the following guidelines:-
    - (i) it shall endeavour to act pastorally in its dealings with the Complainant, the Respondent and other affected persons;
    - (ii) it shall seek an Agreed Outcome that encourages healing and maintains the integrity of ministry of the Church;
    - (iii) it shall make use of the tools of conversation, enquiry, mediation and collaborative resolution in seeking an Agreed Outcome; and
    - (iv) it shall not act as an adjudicative body but shall only form opinions on issues of fact when necessary for the purpose of deciding on action to be taken pursuant to paragraph (e) of this Regulation".
  - (c) The nature of the investigation shall be by inquiry and not be adversarial and the Committee may inform itself in such manner as it sees fit. The investigation may proceed without both parties being present as the Committee sees fit.
  - (d) The Committee shall inform the Complainant, the Respondent and any potential witness that their statements may be recorded and may form part of an investigation report which may accompany a referral to the Synod Committee for Discipline.
  - (e) At any stage of its investigation the Committee may:
    - (i) determine that the complaint warrants no further action on the ground that it is frivolous, vexatious, misconceived or unable to be substantiated;
    - (ii) consider allegations of, or information regarding, other conduct of the Respondent of which the Committee becomes aware and which it considers should be dealt with in conjunction with the complaint;
    - (iii) recommend to the Chairperson or to the Standing Committee that action be taken to cause a separate complaint to be made in respect of allegations or on the basis of information of which the Committee has become aware, or to cause a composite complaint to be made including the allegations which were made in the initial complaint and additional allegations or information from other persons or complainants;

- (iv) refer the complaint or a matter which has arisen from or during the Committee's process for conciliation or mediation;
  - (v) refer the complaint or a matter which has arisen from or during the Committee's process to the Synod Committee for Discipline to be dealt with as a complaint under Regulation 7.8.2;
  - (v) refer a matter arising out of the complaint or which has arisen from or during the Committee's process to the Pastoral Relations Committee or the Moderator; the referral may contain recommendations by the Committee concerning counselling, professional supervision, training or other appropriate responses arising out of the complaint and investigation; and may require reporting back to the Committee for further consideration and action by the Committee; and.
  - (vi) enter into an Agreed Outcome
- (f) An Agreed Outcome:
- (i) shall be entered into as a result of negotiations or following a mediation or conciliation;
  - (ii) shall bind the parties to it;
  - (iii) may include, but is not limited to, undertakings by the Respondent to:
    - accept the validity of the complaint, and apologise;
    - provide financial restitution;
    - undergo therapeutic or pastoral counselling;
    - accept supervision; and
    - participate in courses of training; and
  - (iv) shall not preclude the Committee from referring the complaint to the Synod Committee for Discipline under paragraph (e) (v) of this Regulation.
- (g) Where the Committee determines to refer the complaint or a matter which has arisen from or during the Committee process for conciliation or mediation, the Committee shall provide the report of its investigation, including any relevant documents, to the conciliator or mediator;
- (h) Where any of the terms of an Agreed Outcome are not fulfilled, the Committee shall determine what further action shall be taken including possible referral to the Committee for Discipline to be dealt with as a complaint under Regulation 7.8.2(b) or referral to another council of the Church.
- (i) Where the Committee makes a referral to the Synod Committee for Discipline, the Committee shall provide a report of its investigation, including any relevant document received or created in the course of the investigation, including but not limited to a signed statement from any witness, to the Synod Committee for Discipline.
- (j) A copy of any Agreed Outcome and any other decisions will be provided to the Complainant and the Respondent.

#### **PROCEDURAL FAIRNESS**

- 7.7.13** (a) The Committee will ensure that:
- (i) the Respondent is given sufficient information regarding the complaint to know what is being alleged;
  - (ii) the Respondent is given the opportunity and sufficient time to prepare and present a response;

- (iii) no person who is closely associated with the Complainant or Respondent shall participate as a member of the Committee in relation to that complaint.
- (b) Nothing, which is said in the course of discussions with any person appointed to conciliate with any party shall be given in evidence or used in any way in any proceedings before the Synod Committee for Discipline, or before any court or other tribunal whatsoever, except to the extent compellable by law.
- (c) The record of an Agreed Outcome shall be part of the Committee's records and may be given in evidence or used in any proceedings before the Synod Committee for Discipline.

## **RESIGNATION**

- 7.7.14** (a) A Respondent, whose placement has been concluded, shall normally remain under the pastoral and administrative oversight of the Presbytery in which the Respondent was enrolled at the time of the complaint and, subject to these Regulations, that Presbytery shall be responsible for the counselling and discipline of the Respondent with reference to the complaint and for the processing thereof.
- (a) A Presbytery shall not accept the resignation from the ministry by a Respondent before the conclusion of all processes relating to a complaint under Regulations 7.7.12ff and, in the case of a complaint referred under Regulation 7.7.12 (e) (v), the conclusion of all processes relating to the complaint under Regulations 7.8.1ff, unless the Presbytery determines that there are special circumstances which are approved by the Chairperson
  - (c) A complaint may continue to be processed under Regulations 7.7.4 - 7.7.20, notwithstanding the conclusion or termination of the placement, the resignation of a Respondent from the ministry, the retirement of the Respondent or the granting of the Respondent of leave of absence.

## **THERAPY EXPENSES**

- 7.7.15** (a) The Committee may at any time where it feels it is appropriate, recommend to the Moderator and the Synod Secretary that the Synod meet the expenses of therapy for the Complainant and/or the Respondent which relate to the circumstances of the complaint.
- (b) Such expenses shall be met from Synod funds.

## **CONFIDENTIALITY AND PRIVACY**

- 7.7.16** (a) Subject to these Regulations confidentiality shall be observed by all parties.
- (b) Proceedings before the Committee shall be held in private but the Committee may permit such persons as it thinks fit to attend meetings of the Committee.
  - (c) Unless otherwise authorised by the Chairperson or otherwise determined by the Committee no member of the Committee or any person attending a meeting thereof shall divulge outside the Committee any information concerning the complaint or the proceedings.
  - (d) The Committee may make reports to such persons as it thinks fit, at any time, but shall consider carefully whether it is at that time appropriate in all the circumstances and in the best interests of the Church.
  - (e) The Chairperson may make such public statement concerning the proceedings as the Committee considers appropriate.
  - (f) Appropriate information may, with the approval of the Chairperson, be made available to a Congregation regarding the handling of any complaint.

- (g) A breach of confidentiality by the Respondent may be referred to the Committee for Discipline under Regulation 7.8.2 (b).
- (h) A breach of confidentiality by the Complainant may be taken into account by the Committee in its resolution of the Complaint.

## **APPEAL**

- 7.7.17** (a) The Complainant or the Respondent may lodge an appeal:
- (i) against a determination by the Chairperson made pursuant to Regulation 7.7.5(b);
  - (ii) against a determination by the Committee made pursuant to Regulation 7.7.12(e)(i); or
  - (iii) on the grounds that the Committee has acted contrary to procedural fairness.
- (b) An appeal against a decision made pursuant to Regulations 7.7.5(b) or 7.7.12(e)(i) shall be lodged within 14 days of receipt of the communication of the decision. An appeal on the grounds of a breach of procedural fairness may be lodged at any time but no later than 14 days after the signing of an Agreed Outcome or the receipt of communication of a decision of the Committee under Regulation 7.7.12.(e)(v) or (vi).
- (c) The appeal shall be made to the Moderator who shall appoint an appeal committee of three persons to consider it. At least one member of the appeal committee shall have legal expertise. In the event of an appeal against a decision made pursuant to Regulation 7.7.5(b) the appeal committee shall either dismiss the appeal or uphold the appeal and substitute its own decision for that of the Chairperson. In the event of an appeal against a decision made pursuant to Regulation 7.7.12(e)(i) or on the grounds of a breach of procedural fairness the appeal committee shall either dismiss the appeal or if it upholds the appeal remit the complaint to the Committee for its reconsideration. The appeal committee may make a recommendation to the Chairperson whether the panel that dealt with the complaint or a new panel should undertake the reconsideration
- (d) Upon receipt of an appeal the Moderator shall inform the committees, councils and individuals involved of the pending appeal.
- (e) Appeals will be dealt with expeditiously.
- (f) Legal representation before the Appeal Committee is permitted only by leave of the Appeal Committee

## **LEGAL PROCEEDINGS**

- 7.7.18** (a) If criminal legal proceedings relating to the alleged sexual misconduct are commenced against the respondent no further action regarding the Complaint shall be taken by the Committee, until such time as any criminal legal proceedings are concluded.
- (b) If civil proceedings relating to the alleged sexual misconduct are commenced against the Respondent, the Committee may defer dealing with the complaint

## **PUTATIVE ABUSE**

- 7.7.19** (a) Where the Moderator, the Synod Secretary, the chairperson of a Presbytery or the Chairperson receives information which provides reasonable grounds for believing that there has been sexual misconduct by a Minister but no complaint has been made, that person shall seek to take whatever steps are reasonable to clarify the matter.

- (b) If, thereafter, that person considers that there are reasonable grounds for believing that sexual misconduct has occurred, that person shall seek to ensure that a complaint is made.
- (c) If that person considers there are no reasonable grounds for such a belief, that person shall, after consultation with the Minister, seek to ensure that the Minister's name is cleared.

**NEW PLACEMENT**

**7.7.20** Except in special circumstances approved by the Chairperson a new placement of a Respondent shall not be made nor shall a call to a Respondent be sustained, while the complaint has not been resolved or determined.

**SYNOD COMMITTEE FOR DISCIPLINE**

**7.8.1** The Synod shall at least once every three years appoint a committee to be known as the Committee for Discipline.

**7.8.2** The Committee shall consider any complaint to the effect that a Minister has:

- (a) wilfully and persistently neglected the duties of a Minister;
- (b) wilfully failed to comply with any provision of the Constitution, of any Regulation, rule or resolution of the Church or any body of the Church, or any terms of a conciliated or agreed outcome under Regulation 7.7.12, or any lawful direction of the Moderator made pursuant to Regulation 3.5.17(i);
- (c) advocated doctrine contrary to that which the Church has determined essential to the faith;
- (d) engaged in grave conduct unworthy of a Minister; or
- (e) wilfully failed to comply with the principles contained in any Code of Ethics approved by the Assembly or the Assembly Standing Committee;

which has been:

- (i) referred to it by the Committee for Counselling or the Synod Sexual Misconduct Complaints Committee; or
- (ii) made to it by a member of the Church at the direction of the Standing Committee.

No other complaint shall be considered by the Committee.

- 7.8.3**
- (a) The Committee shall consist of not less than seven persons appointed by the Synod.
  - (b) Not less than two members of the Committee shall be Ministers and not less than two shall be lay persons.
  - (c) The Committee shall elect its own chairperson and the Standing Committee shall appoint a person (not being a member of either the Committee for Counselling or the Synod Sexual Misconduct Complaints Committee) to convene the Committee and act as the secretary thereof.
  - (d) The chairperson of the Committee shall be entitled to exercise a deliberative but not a casting vote.
  - (e) The Moderator, Synod Secretary and any person who is a member of the Committee for Counselling or the Synod Sexual Misconduct Complaints Committee shall not be a member of the Committee for Discipline.

- (f) Any casual vacancy on the Committee shall be filled by a person appointed by the Standing Committee or, where time does not permit, by the Moderator.
- 7.8.4**
- (a) A quorum of the Committee shall be three members present during the whole of the proceedings.
  - (b) Where at any stage after the hearing of the proceedings before the Committee have actually commenced and before the Committee's report on the proceedings has been presented to the Standing Committee, a member of the Committee, engaged in considering the complaint, withdraws from the proceedings for any reason, the remaining members of the Committee may continue to act, so long as at least three members are present and participating. Unless the Respondent agrees, there must be at least one member of the Committee hearing the matter who is a Minister and at least one who is a lay person.
  - (c) A person shall be taken to have withdrawn for the purposes of this Regulation, if that person, for any reason, be unwilling or unable to continue to participate.
  - (d) Where the term of office of a member of the Committee expires and is not renewed, such member may, notwithstanding that membership of the Committee has ceased, continue to act as a member in any proceedings in which the member is participating and which had been commenced but not finalised before that cessation.
  - (e) The members of the Committee who shall constitute the Committee for the purposes of dealing with a particular complaint shall be determined by the chairperson of the Committee.
- 7.8.5** The Moderator shall for the purposes of a proceeding before the Committee appoint a person as advocate who shall be responsible for the presentation of the case in support of the complaint and the Moderator may from time to time appoint a substitute as required.
- 7.8.6**
- (a) The complaint with which the Committee is required to deal shall be particularised by the advocate in writing to the secretary of the Committee who shall forthwith deliver a copy to the chairperson of the Committee, the Respondent, the Moderator, the Synod Secretary and the chairperson of the Presbytery which has oversight of the Respondent.
  - (b) The chairperson of the Committee may require the advocate to furnish fuller particulars of the complaint.
- 7.8.7**
- (a) Prior to the proceedings before the Committee, the Standing Committee (or, in cases of urgency, the Moderator) shall appoint or engage a legal assistant to the Committee for the purpose of the proceedings.
  - (b) The legal assistant shall be a member of the Church and desirably a practising barrister or solicitor.
  - (c) The legal assistant shall attend the proceedings and provide the Committee with such advice on procedure and other legal matters as the Committee at any time desires.
- 7.8.8**
- (a) The Committee shall act in accordance with the rules of natural justice and as expeditiously as possible. In its procedure and its decisions it shall be governed by equity and good conscience and it may inform itself in such manner, as it thinks fit in the circumstances.
  - (b) The Committee may receive into evidence any report of the investigation of the Synod Sexual Misconduct Complaints Committee provided that a copy of the report has been made available to the Respondent, the person who made the complaint to the Synod Sexual Misconduct Complaints Committee and the advocate.

- 7.8.9** The Committee shall hear the advocate and the Respondent and shall consider such material as they desire to present so long as the Committee considers it to be relevant. The Committee may give such weight as it thinks appropriate to the contents of any report received into evidence pursuant to Regulation 7.8.8(b). It shall permit the advocate and the Respondent to call such persons to testify before it on such matters as are appropriate. Such persons may be cross examined by the other party but unless leave has been given by the Committee such cross-examination shall only be for the purpose of clarifying or amplifying the testimony or of testing the recollection of the person with regard to the facts concerning which testimony has been given.
- 7.8.10** The advocate and the Respondent may appear personally before the Committee or be represented legally or by another member of the Church. If the Respondent does not appear the Committee may proceed in the absence of the Respondent.
- 7.8.11** (a) The proceedings before the Committee shall be recorded either manually or mechanically.
- (b) (i) The Committee may determine that the record of evidence shall be transcribed.
- (ii) If the Committee so determines, the transcript shall be made available for examination by the advocate and by the Respondent (or by their representatives) and either may obtain a copy upon payment of the charge therefore.
- (iii) If the Committee determines that the record shall not be transcribed, either the advocate or the Respondent may require a transcript to be made and provided on payment of the transcript cost.
- 7.8.12** Proceedings before the Committee shall be held in private and, unless otherwise determined by it, no member of the Committee nor any other person who has been involved in the proceedings shall divulge any information concerning the proceedings to any person except to the extent compellable by law.
- 7.8.13** The Committee may at any time refer all or any of those concerned for counselling in such manner as it thinks fit.
- 7.8.14** (a) The Committee shall consider the substantial merits of the case and shall record such findings of fact and other conclusions as it thinks necessary in the circumstances and decide whether or not the complaint has been made out.
- (b) The complaint shall only be held to be made out if the majority of the members of the Committee who dealt with the matter be so satisfied on the balance of probabilities.
- 7.8.15** As soon as practicable after the conclusion of the proceedings the Committee shall notify the advocate, the Complainant and the Respondent whether it has dismissed the complaint or found it made out and shall supply each of them with a copy of its findings of fact and other conclusions.
- 7.8.16** Where the Committee finds the complaint made out it shall, after giving the Respondent and if it thinks fit the advocate an opportunity to be heard on the question of any disciplinary action to be taken, determine:
- (a) that no action be taken;
- (b) that the Respondent be admonished;
- (c) that the Respondent be suspended from placement or candidature for such period and on such conditions as it specifies;

- (d) that the Respondent's placement or candidature be terminated;
- (e) that the Respondent be suspended from the exercise of all or any of the functions of a Minister for such period and on such conditions as it determines;
- (f) that the recognition of the Respondent as a Minister be withdrawn.

**7.8.17** The Committee, whether it has dismissed the complaint or has found it made out, may determine:

- (a) to make written comment on any aspect of the proceedings in a report to the Standing Committee and/or the Presbytery exercising oversight of the Minister;
- (b) that the Respondent be required to undergo therapeutic or pastoral counselling;
- (c) that the Respondent be subject to supervision;
- (d) that the Respondent participate in courses of training;
- (e) that the Respondent pay financial restitution;
- (f) that the Respondent be stood aside from the exercise of all or any functions of a Minister on such conditions as it determines.

**7.8.18** (a) The secretary of the Committee shall present to the Standing Committee a report of the proceedings.

(b) The report shall contain the complaint, the findings and decisions of the Committee, including the action taken under Regulation 7.8.16 and any response taken under Regulation 7.8.17. The report shall include such other material as the Committee considers appropriate.

(c) The Secretary of the Synod shall send a copy of the report to the Moderator, the Complainant, the advocate, the Respondent and the chairperson of the Presbytery which has oversight of the Respondent.

(d) After consulting the chairperson or secretary of the Committee for Discipline, the Complainant, and the chairperson of the Presbytery which has oversight of the Respondent, the Moderator (or the Secretary of the Synod on the Moderator's behalf) may make such public statement concerning the proceedings as the Moderator considers appropriate.

(e) The Moderator and the chairperson of Presbytery may make a statement to a congregation and/or to relevant bodies about proceedings where appropriate, and shall ensure appropriate pastoral support for such congregations and/or bodies.

**7.8.19** The Standing Committee shall take such action as is necessary to implement the decision of the Committee for Discipline and shall advise the Respondent and the Presbytery.

**7.8.20** The expenses properly incurred by the advocate shall be paid by the Church. The Committee may certify that it is reasonable in the circumstances that the expenses of the Respondent be paid in whole, or in part or to a specified amount by the Church. The Standing Committee shall determine the funds from which such expenses shall be paid.

#### **STANDING ASIDE OF A MINISTER**

**7.9.1** The Moderator, in the exercise of the duties and responsibilities of the Moderator under Regulation 3.5.17(i) may, at any time following the making of a complaint and upon such terms as the Moderator sees fit, stand aside a Respondent from the performance of ministerial duties pending the conclusion of all process relating to the complaint under Division 7 of the

Regulations (Regulation 7.2.1 ff) if such action be considered necessary for the well-being of the Church. The Moderator may inform such people of this action as the Moderator considers necessary in all the circumstances. The Moderator may terminate the standing aside at any time.

- 7.9.2** Such standing aside shall not deprive the Respondent of stipend, allowances and the use of any residence occupied by the Respondent, who shall properly assist any person responsible for the carrying on in the meantime of the duties attaching to the Respondent's placement.

#### **WITHDRAWAL OF RECOGNITION OF A MINISTER**

- 7.10.1** If the recognition of the Respondent is withdrawn the stipend and other allowances of the Respondent shall continue to accrue for 30 days after the meeting of the Standing Committee at which the report under Regulation 7.8.18 is presented, and any housing then occupied by the Respondent shall be vacated as soon as possible but in any case within such 30 days.

- 7.10.2** Payments made from other funds of the Church shall be determined in accordance with the Regulations governing such funds but any period during which a Respondent is stood aside pursuant to Regulation 7.9.1 shall not be included in the determination of the length of ministerial service.

#### **REVIEW BY THE COMMITTEE FOR DISCIPLINE IN SPECIAL CIRCUMSTANCES**

- 7.11.1** The advocate, complainant or respondent may appeal from the decision of the Committee for Discipline to the Synod which shall refer the matter to the Convenor of the Standing Appeal Panel to be dealt with under Part 8 of these Regulations.

#### **STAY OF PROCEEDINGS**

- 7.12.1** Where the Standing Committee has required the Committee for Discipline to undertake a review in accordance with Regulation 7.11.1, the Standing Committee may determine that the operation of any decisions made or actions taken pursuant to Regulations 7.8.16 or 7.8.17 be suspended on such conditions as it thinks fit until the review is completed.

#### **GENERAL**

- 7.13.1** A Synod may appoint members of the Church who are members of a Congregation beyond the bounds of the Synod as members of its Committee for Counselling, its Synod Sexual Misconduct Complaints Committee or its Committee for Discipline.

## PART 8

### REGULATIONS FOR APPEALS

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- 8.1**
- (a) The Synod shall appoint a panel of persons to be known as the Synod Standing Appeal Panel and shall appoint its convenor (“the Convenor”). Appointments shall be for a term of 3 years, unless the Synod determines otherwise.
  - (b) A Synod may delegate these appointments to another Synod by written agreements between the Synods involved.
  - (c) The Synod Standing Appeal Panel shall normally consist of 5-15 members at least one third of whom shall have legal expertise.
  - (d) The members of the Synod Standing Appeal Panel shall be members of the church catholic recognised by the Church for the purposes of this Regulation.
  - (e) At least one third of the Synod Standing Appeal Panel shall be women, and at least one third shall be men.
  - (f) No person shall serve as a member of the Synod Standing Appeal Panel for more than 9 years consecutively.
  - (g) Neither the Moderator nor the Synod Secretary shall be a member of the Synod Standing Appeal Panel.
  - (h) A Synod Standing Appeal Panel may include members who reside within the bounds of another Synod provided written agreement has been reached between the Synods.
  - (i) Where the Convenor decides it is warranted he or she may apply to the Synod for payment to be made to any person or persons for serving on an Appeal Panel or for payment of any other costs or expenses incurred in the course of the Appeal or alternatively the Synod may decide to remunerate members of an Appeal Panel on such terms as the Synod sees fit.

### TIME FOR APPEALS TO WHICH THIS PART 8 APPLIES

- 8.2**
- (a) A person having the right under these Regulations to appeal under this Part 8 (Regulation 8.1-8.7) shall, within 21 days of receiving the Original Decision, deliver to the Synod Secretary a written request for an appeal to be heard. The Synod Secretary shall promptly deliver the request to the Convenor.
  - (b) The request for appeal shall contain details of the particular grounds of appeal, including any procedural or factual bases, and to the extent possible, all material upon which that party intends to rely. The date the request for appeal is received is the Lodgment Date.
  - (c) “Original Decision” means the decision which is being appealed pursuant to this Part 8.
  - (d) An appeal commenced pursuant to this Part 8, is referred in these Regulations as “the Appeal” and the person who requests the Appeal is referred to in the Regulations as “the Appellant”.

### APPOINTMENT OF APPEAL PANEL

- 8.3**
- (a) Within 21 days of the Lodgment Date the Convenor shall appoint a panel of 3 members to deal with the Appeal (“the Appeal Panel”), select a chairperson of the Appeal Panel (“the Chairperson”) and provide members of the Appeal Panel with copies of the documents delivered to the Synod Secretary pursuant to Regulation 8.2 (a) (“the Appeal Papers”).

- (b) At least one member of each Appeal Panel shall have legal expertise, and as far as possible each Appeal Panel shall have members of both genders.
- (c) In addition to the members of the Synod Standing Appeal Panel, the Moderator may, on the application of the Convenor, appoint a person or persons from outside the Synod Standing Appeal Panel and/or outside the Church to serve as a member of an Appeal Panel where that person or persons' expertise would assist.
- (d) Except as provided in paragraph (c), the members of an Appeal Panel shall be members of the Synod Standing Appeal Panel.
- (e) An Appeal Panel shall not include any member of the body which made the Original Decision or any member who the Convenor determines is closely associated with the Appellant or persons directly affected by the Original Decision.

#### **NATURE OF APPEALS**

- 8.4**
- (a) The Appeal Panel shall act expeditiously whilst
    - (i) giving the Appellant sufficient information to know on what basis the Original Decision was reached;
    - (ii) giving the Appellant, and, in its discretion, parties directly affected by the Original Decision, the opportunity and sufficient time to prepare and present a response.
  - (b) The Appeal Panel shall be guided by equity and good conscience and may inform itself in such manner as it sees fit in the circumstances.
  - (c) Where the Appeal Panel receives new information not provided to the Original Decision-maker it may include, exclude or give a degree of weight to that information based on what it considers is equitable and in good conscience in the particular circumstances before it.

#### **APPEAL PROCESS**

- 8.5**
- (a) The Chairperson shall manage the time-table for the Appeal process and have the discretion to vary it. Unless the Chairperson shall decide otherwise, the time-table shall be as follows:
    - (i) within 14 days of the Chairperson's appointment the Chairperson shall, under cover of a letter, provide the person or body which made the Original Decision with a copy of the Appeal Papers and give that person or body an opportunity to provide further written comment. The Chairperson shall also request copies of all documents on which the Original Decision was based, as well as any written reasons given for the Original Decision. The time allowed for this response shall be 14 days from the date of the Chairperson's letter;
    - (ii) also within 14 days of the Lodgment Date any respondent or any other person who, or body which, in the opinion of the Chairperson is directly affected by the Original Decision, will be provided with a copy of the Appeal Papers and given an opportunity to provide further written comment. The time for doing so will be 14 days from the date of the Chairperson's covering letter;
    - (iii) copies of the documents and responses received under Regulation 8.5 (a) (i) and (ii) shall be provided to the Appellant within 7 days of the time expiring under Regulation 8.5 (a) (i) and (ii) above, together with a letter from the Chairperson notifying the Appellant of an opportunity to reply in writing to any matters raised by the documents. The time allowed for the reply shall be 14 days from the date of the Chairperson's covering letter giving this right of reply;

- (iv) having received the Appellant's written reply, if any, the Appeal Panel will set a hearing date to allow the parties a right to be heard ("the Hearing"), where possible within 28 days from the expiry date for the Appellant's reply under para (iii) above. The Appeal Panel at its discretion may invite any person to attend and address the Appeal Panel, and if so, all parties will be notified of this; and
  - (v) the Appeal Panel shall give to the Appellant and Original Decision maker a copy of its written decision, including its reasons, within 14 days of the Hearing.
- (b)
    - (i) A party to the Appeal shall be entitled to have a support person with them during the proceedings of the Appeal Panel. The support person must be a person not otherwise involved in the Appeal or the Original Decision; and
    - (ii) the person providing support shall not have the right to speak during the proceedings of the Appeal Panel unless invited to do so by the Chairperson.
- (c)
    - (i) The Appeal Panel shall determine the Appeal by substituting its own decision for the Original Decision or affirming or varying the Original Decision;
    - (ii) the Appeal Panel shall endeavour to reach its decision by consensus. Failing consensus the Appeal Panel may make a decision by simple majority; and
    - (iii) the decision of the Appeal Panel shall be final, and there shall be no further right of appeal.

**SPECIAL PROVISIONS RELATING TO ASSEMBLY DECISIONS**

- 8.6**
- (a) Where the request for an appeal arises from a decision of the Assembly or a body responsible to the Assembly this Regulation 8.6 shall apply.
  - (b) Any request for an appeal shall be delivered to the General Secretary of the Assembly within the timeframe set out in Regulation 8.2.
  - (c) Within 21 days of a request for an appeal having been delivered, the President shall appoint an Appeal Panel of three persons from among the membership of the Synod Standing Appeal Panels to hear the Appeal, and shall appoint a Chairperson of that Appeal Panel. The President shall provide members of the Appeal Panel with copies of the documents delivered to the General Secretary of the Assembly ("the Appeal Papers").
  - (d) Where the President decides it is warranted he or she may apply to the Assembly for payment to be made to any person or persons for serving on an Appeal Panel or for payment of any other costs or expenses incurred in the course of the Appeal or alternatively the Assembly may decide to remunerate members of an Appeal Panel on such terms as the Assembly sees fit.
  - (e) In addition to the members of the Synod Standing Appeal Panels, the President may appoint a person or persons from outside the Synod Standing Appeal Panels and/or outside the Church to serve as a member of an Appeal Panel where that person or persons' expertise would assist.
  - (f) Except as provided in paragraph (e), the members of an Appeal Panel shall be members of a Synod Standing Appeal Panel.
  - (g) The Appeal Panel convened pursuant to this Regulation 8.6. shall otherwise operate in accordance with the provisions of Regulations 8.2(b), (c) and (d), 8.3(b) and (e), 8.4, 8.5 and 8.7.

## **CONFIDENTIALITY**

- 8.7**
- (a) After the Appeal Panel has determined the Appeal it may make a written comment on any aspect of the proceedings to the Moderator or with respect to an Appeal arising under Regulation 8.6, to the President.
  - (b) After consulting with the Appellant, the Chairperson and any person the Chairperson advises is directly affected by the determination of the Appeal, the Moderator (or with respect to an Appeal under Regulation 8.6, the President)
    - (i) may make such public statement concerning the Appeal as the Moderator (or with respect to an Appeal under Regulation 8.6, the President) considers appropriate; and
    - (ii) may make a statement to a congregation and/or relevant bodies about the Appeal as the Moderator (or with respect to an Appeal under Regulation 8.6, the President) considers appropriate and ensure appropriate pastoral support for such congregations and/or bodies.
  - (c) Except as provided in Regulations 8.7(a) and 8.7(b), all matters concerning the Appeal including the Appeal proceedings shall be confidential. Unless otherwise determined by the Appeal Panel, no member of the Appeal Panel nor any other person who has been involved in the proceedings shall divulge any information about it – except to the extent compellable by law.