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| Ministry                                           | Church Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Vision / Purpose                                   | <p>The Church Council is the main governing body of the congregation. According to the Uniting Church regulations (3.1.2), Church Council's main priority is to <b>build the congregation up in faith and love</b>. This means encouraging each member to be active disciples in all aspects of their life.</p> <p>The point of active discipleship is to participate in Christ's mission in the world. The church believes that mission (loving and serving the world in God's name) belongs to God. God is already doing it in millions of different ways within all our communities. Church Council helps the congregation identify what God is doing and then join in as best they can. This is the main purpose of each meeting and should be reflected in whatever agenda is set.</p> |
| Operating days and times                           | Uniting Church regulations suggest Church Council should meet at least quarterly. GMUC Church Council meets monthly. Currently evenings 7.30pm, 2 <sup>nd</sup> Thurs in month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Operating Site                                     | Local Congregation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Composition of Church Council                      | <p>The Church Council comprises:<br/>The Minister in placement, &amp;<br/>Members elected by the congregation, for a term defined by the congregation, confirmed members or members-in-association who demonstrate faith, commitment, and a willingness to serve.</p> <p><b>GMUC Council</b> has the following roles:<br/>Chairperson, Deputy Chair, Secretary, Deputy Secretary, Treasurer, Elder, Property Convenor, Hall Hire Coordinator, Pastoral Care Convenor, Website and Social Media Coordinator, Safe Church Officer; Representative to Presbytery, Representative to Sutherland Board of Christian Education.</p>                                                                                                                                                               |
| Term of Service                                    | Members are typically elected by the congregation for a term (commonly 1-3 years), renewable based on the local congregation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Brief description of the ministry responsibilities | <p>Spiritual oversight and Leadership<br/>Pastoral Care<br/>Mission and Witness<br/>Governance, Compliance and Administration<br/>Relationship with Wider UCA</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Accountability                                     | <p>Church Council is accountable to the Congregation and responsible to the Presbytery under the UCA Constitution and Regulations.<br/>Operates within the guidance of the Basis of Union, UCA Regulations, and relevant Synod guidelines.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## ROLE DESCRIPTION OF CHURCH COUNCIL MEMBERS

### Spiritual Oversight and Leadership (Reg. 3.1.13 (a))

- Participate in the oversight of worship and the spiritual life of the congregation
- Nurture the faith and discipleship within the congregation
- Support and uphold the Basis of Union and theological commitments of the UCA.

### Pastoral Care (Reg. 3.1.13 (b))

- Contribute to the provision of pastoral care within the congregation
- Encourage a culture of hospitality, inclusion and compassion
- Support and uphold the Basis of Union and theological commitments of the UCA.

#### Mission and Witness (Reg. 3.1.13 (c))

- Help guide the congregation in engaging with and serving the wider community
- Participate in discerning and supporting the congregation's mission initiatives and outreach.

#### Governance and Administration (Reg. 3.1.13 (d) – (g))

- Share in the oversight of congregational property, finances, staffing, and legal compliance
- Approve and monitor the church budget, financial reports, and risk management processes
- Ensure compliance with Culture of Safety policies, including safe church officer, working with children and vulnerable persons
- Support the appointment of office-bearers and participation in wider UCA councils
- Be prepared to meet with other members of Council on a regular basis – in GMUC currently at meetings held monthly.

#### Wider Church Engagement (Reg. 3.1.13 (h))

- Maintain relationships with the Presbytery, Synod and Assembly
- Participate in decision-making processes that reflect the Uniting Church's conciliar governance structure.

#### **Specific Office-bearers in GMUC:**

##### **Chairperson:**

- Organise regular Church Council meetings, work with Secretary to prepare agenda and chair meeting,
- Chair council meetings, debate and reach consensus on all matters arising and organise follow-up meetings and actions as required.
- Gain agreement from council for Minutes and sign off on Minutes of previous meetings as soon as practicable.

##### **Deputy Chairperson:**

- Be prepared to deputise for Chairperson and undertake role if required during their absence due illness or holidays, etc.
- Provide support in Chairperson's duties as required.

##### **Secretary:**

- Meeting Administration: Prepare and distribute agenda of meetings in consultation with Chairperson, take accurate minutes of Council meetings and ensure minutes are distributed and signed off by Chairperson after Council agrees.
- Correspondence:- Handle all inward and outgoing correspondence, giving a briefing on such at each Council meeting.
- Record-keeping: keep accurate and up-to-date records of church council membership, congregation rolls, safe church check requirements, and important documents, ensuring safe storage of legal documents and confidential information.
- Compliance and Reporting: Assist in ensuring compliance with UCA policies and government requirements (e.g. Culture of Safety, WWCC, etc.)
- Facilitate communication between the Church council and congregation, and wider bodies as required, ensuring regular bulletins to congregation of council meeting outcomes.

##### **Deputy Secretary:**

- Be prepared to deputise for Secretary and undertake the role if required during their absence due illness or holidays, etc.
- Provide support in Secretary's duties as required.

##### **Treasurer:**

- Financial Management: Manage all income and expenditure of the congregation and Church finances, ensuring all financial transactions are recorded accurately and promptly. Bring regular reports to Council meetings for approval. Maintain financial statements and reports and ensure banking arrangements and accounts are managed in accordance with UCA regulations, including dual signatory procedures as required.

- Coordinate income, including weekly service offering, donations, grants and payments, ensuring compliance with money handling procedures of church, and bank cash regularly. Organise third party to check statements of such every half year to ensure independent monitoring.
- Budgeting and Planning: Prepare an annual budget in consultation with council. and maintains financial statements and reports to ensure outgoings are recorded appropriately and bank accounts are maintained.
- Record keeping and systems: Maintain accurate financial records (incl bank statements, receipts, invoices, tax documents). Organise annual audit in accordance with financial requirements of the church and to ensure financial transparency.
- Compliance and Risk Management: Ensure all financial practices comply with UCA Constitution, Regulations and policies, Synod guidelines and legal requirements.
- Assist in managing risks relating to insurance, and fundraising activities.

#### **Elder:**

- Participate in the spiritual oversight of the ministry with the Minister and be involved in supporting the direction of the worship in collaboration with the Church Council, pastoral support, teaching, encouraging members of the Congregation to share in mission.
- Support and assist the Minister in leadership of worship on a regular basis.
- Support the Minister in any matters they may require in terms of the congregation and liaison with other external bodies, such as Presbytery, etc.

#### **Property Convenor:**

- Act as Property Convenor and undertake duties relating to church property, bringing reports on required maintenance and upkeep as well as proposed changes to Church Council for approval.
- Compliance and Risk Management: Ensure properties are managed in compliance with UCA Constitution, Regulations and policies, Synod guidelines and legal requirements.
- Record keeping and systems: Maintain accurate records relating to properties (incl. lease documents, financial transactions, receipts and invoices for works, etc.), liaising with Secretary and Treasurer as required to ensure financial transparency.
- Assist in managing risks relating to property insurance, property use and related activities.

#### **Hall Hire Coordinator:**

- Coordinate all requests for hire of church property from church activity coordinators and external users, ensuring all hirers receive and sign an appropriate up-to-date Agreement, e.g. Hall Hiring Agreement, or NSW User Agreement depending on whether regular hirers or hiring on a one-off basis.
- Ensure external users have understood the compliance issues required by the church, including requirement to have WWCCs if applicable.
- Ensure all regular users are familiar with safety and emergency procedures of the church property and maintain usage in a safe and respectful manner.
- Maintain appropriate records of hall usage and ensure records are kept in confidential storage and provided to Secretary and/or Treasurer as required.

#### **Pastoral Care Convenor:**

- Coordinate the provision of pastoral care to members of the congregation and Ministry agents, as required and ensuring confidentiality.
- Work with Elder and others (as determined by Church Council) to prepare and maintain a register of care support people for each member of the congregation and ensure that this is kept up-to-date and individuals are aware of who their support person is, reviewing this as necessary due to support person's availability and capability and changing requirements of congregation member.
- Ensure Minister and Church Council, as appropriate, is kept informed and up-to-date of any specific needs or concerns relating to pastoral care.
- Review and highlight any safety or welfare issues in liaison with the Safe Church Officer as required, seeking assistance where necessary.

**Website and Social Media Coordinator:**

- Be responsible for content of GMUC social media account, updating and creating content as required.
- Respond to comments, correspondence as required, liaising with Secretary, if applicable.

**Representative to Presbytery:**

- Maintain good working relationship with Presbytery and Synod as required as the representative of the GMUC.
- Attend meetings of Presbytery, either in person or electronically, providing reports to Council on a regular basis.
- Respond to Presbytery correspondence as required, liaising with Secretary if applicable.

**Representative to Sutherland Board of Christian Education:**

- Attend meetings of SBCE, providing reports to Council on a regular basis.
- Respond to SBCE correspondence as required, handing on such to Secretary if applicable.
- Update Council and congregation on fundraising efforts by SBCE, coordinating response from GMUC.

**Safe Church Officer:**

- Act as GMUC Safe Church Officer, responsible for governance and compliance with all requirements of Culture of Safety/ Safe Church initiatives as described by UCA Synod and Presbytery.
- Coordinate meetings of GMUC Safe Church team, ensure action is taken where required and reporting to Church Council on a regular basis.
- Ensure Safe Church matters are raised and kept on Council meeting agendas as ongoing area for review.
- Facilitate record keeping and accurate and up-to-date compliance with training and checks for members of the church who are in leadership roles or roles where contact with children and or vulnerable adults.
- Support Culture of Safety training for relevant volunteers or Ministry workers as required.