

## P 3.2 PASTORAL RELATIONS COMMITTEE

### NAME AND STATUS

- P 3.2.1 The name of the Committee is the "Pastoral Relations Committee" (herein after called the "Committee"), a committee appointed by and responsible to the Presbytery of Western Australia

### DEFINITIONS

- P 3.2.2 For the purpose of these Rules:

"body" or "bodies" means any council, Committee, sub-committee, division, department, college, agency or other institution of the Church.

"Church Centre Staff" means people who are in placement with or employed by the Presbytery or Synod of the Uniting Church in Western Australia.

"Church's Manual for Meetings" means the current *Manual for Meetings* published by The National Assembly of the Uniting Church in Australia.

"Permanent sub-committee" means a sub-committee of the Committee which is established under Rule 3.2.27 for a particular purpose and continues to exercise its role as stated in these Rules until such time as the Committee or the Presbytery deems it no longer necessary to the life of the church.

"Sub-committee" means a committee under Rule 3.2.25

"Ministry Agent" means a person, lay or ordained, engaged in a placement approved by the Presbytery.

"the Church" means the Uniting Church in Australia

"the Church in Western Australia" means the Synod of Western Australia

### PURPOSE OF THE COMMITTEE

- P 3.2.3 The purpose of the Committee:

- (a) to assist the Presbytery fulfil its duties in regard to the pastoral and administrative oversight of all ministers and pastoral charges within the Presbytery;
- (b) to work with other Committees of the Presbytery in ensuring that the plans and strategies of the Presbytery are considered in all pastoral relations activities;
- (c) to consult with the Synod Placements Commission on placements.

### RESPONSIBILITIES

- P 3.2.4 The Committee shall fulfil all the responsibilities required by the Regulations including:

- (a) determining applications for persons other than Ministers of the Word or Deacons to preside at the celebration of the sacraments;
- (b) maintaining the Presbytery roll of Ministers in conjunction with Synod Placements Commission and dealing with the enrolment of Ministers on Congregational rolls;
- (c) the withdrawal of the recognition of a Minister;

- (d) oversight of the induction of Ministers;
- (e) determining any limitations on the exercise of any or all of functions of ministerial office;
- (f) working with the Theological Hall and the Candidates for the Ministries Committee in the placement, ordination and induction of exit students; and
- (g) advising the Presbytery regarding the recognition and oversight of a faith community;
- (h) oversight of congregations including Life and Witness consultations and reviews; and
- (i) Mission planning.

P 3.2.5 The Committee shall

- (a) make recommendations to the Presbytery, or the Presbytery Standing Committee when needed or requested; and
- (b) be accountable to the Presbytery for any funds allocated for its purposes.

### **DELEGATIONS**

P 3.2.6 The Committee in accordance with the Regulations, By-Laws, Rules and decisions of Presbytery as made or varied from time to time:

- (a) will determine delegations of its powers and authorities (except for the power of delegation);
- (b) may establish sub-committees such as steering sub-committees, advisory groups, reference groups, task groups, working groups and special purpose sub-committees;
- (c) will consider matters referred by Sub-committees of the Committee as being matters of significance or outside the Sub-committees delegated authority; and
- (d) may require Sub-committees of the Committee to refer specific matters to the Committee for consideration.

### **MEMBERSHIP OF THE COMMITTEE**

P 3.2.7 The Committee shall be appointed by the Presbytery and shall consist of:

- (a) a Chairperson elected annually by the Presbytery;
- (b) a staff member appointed by the General Secretary;
- (c) the General Secretary of the Synod;
- (d) six members elected by the Presbytery such that 2 are ordained ministers, one person, and one youthful person.

P 3.2.8 The Committee may co-opt up to two members subject to the endorsement by the Presbytery Standing Committee, to ensure balanced representation or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee.

P 3.2.9 Two of the elected members shall be appointed to the Synod Placements Commission.

- P 3.2.10 The Chairperson and Secretary of the Presbytery have the right to attend and speak at any meeting of the Committee but not vote.
- P 3.2.11 All members of the Committee will be members of the Church and, as far as possible, the Committee membership shall include at least one-third women and one-third men and at least one youthful person.
- P 3.2.12 Church Centre staff, except those mentioned in 3.2.7, may be present and speak to assist the Committee in the fulfilling of its purpose and responsibilities but are not eligible to vote.

## **MEETINGS AND REPORTING**

### **Frequency of meetings**

- P 3.2.13
- (a) The Committee will meet at least six times per year with at least four held in person .
  - (b) The Permanent sub-committees will each meet in accordance with their rules.
  - (c) The Committee and Sub-committees of the Committee may adjourn, determine time and place of meetings and otherwise regulate meetings as they consider appropriate subject to compliance with the Regulations and Rules.

### **Technology**

- P 3.2.14 A Committee or Committee Sub-committee meeting may be called or held using any technology agreed to, in advance, by all the members of the Committee or Sub-committee.

### **Quorum of the Committee**

- P 3.2.15 The quorum for a Committee meeting shall be a simple majority plus two, in person of members eligible to vote.

### **Quorum of Permanent Sub-Committees**

- P 3.2.16 The quorum for the Permanent sub-committees shall be a simple majority of members including at least one Committee member.

### **Circulating Resolution Quorum**

- P 3.2.17 The quorum for a circulating resolution shall be all members entitled to vote on the resolution provided that this number is equal to or greater than the quorum for a meeting of the Committee or sub-committee as stated in these Rules.

### **Minutes**

- P 3.2.18
- (a) Minutes will be kept of all meetings of the Committee and Committee Sub-committees and will be confirmed by the next succeeding meeting of the Committee or sub-committee and signed by the Chairperson of that meeting.
  - (b) Minutes of all Sub-committee meetings will be provided to the Committee prior to the succeeding meeting of the Committee.

### **Circulating Resolutions**

- P 3.2.19 The Committee or a Sub-committee

- (a) may make decisions by a circular or electronic poll of all members entitled to vote, provided no decision of such a poll is binding unless there are no dissenting votes. The resolution is passed when the last member signifies agreement.
- (b) is not entitled to vote on a circulating resolution if she or he has a conflict of interest unless it has been disclosed and dealt with in accordance with these Rules and procedures set down by the Committee.
- (c) Shall ensure that copies of all resolutions passed as circulating resolutions will be kept and signed by the Chairperson of the next meeting.

### **Officers**

- P 3.2.20 In the absence of the Chairperson/Convener the members present at any meeting of the Committee or Sub-committees of the Committee may elect a chairperson/convener of the meeting from amongst those present.

### **Calling a Meeting**

- P 3.2.21
- (a) The Chairperson or the Secretary may convene a meeting of the Committee at any time. The Secretary shall on receipt of a requisition in writing by any three members, convene a meeting of the Committee.
  - (b) The Convener of a Sub-committee of the Committee or the Chairperson of the Committee may convene a meeting of the Sub-committee at any time. The Convener or the Chairperson of the Committee shall on receipt of a requisition in writing by any three members of the sub-committee, convene a meeting of the sub-committee.
  - (c) The requisition for a meeting shall specify the reason for which the meeting is to be convened.
  - (d) At least seven days written notice of every Committee and Sub-committee of the Committee meeting shall be given to all members of the relevant group unless the Chairperson considers an emergency exists in which case a meeting may be convened on shorter notice.

The non-receipt by a member of a Committee or Sub-committee of the Committee of a notice of meeting does not invalidate the meeting.

### **Conduct of meetings**

- P 3.2.22 The procedures of the Church's Manual for Meetings apply as far as practicable to all meetings of the Committee and Sub-committees of the Committee.

Each member of the Committee or sub-committee of the Committee has and may exercise one vote.

A resolution passed at a meeting of the Committee or a permanent sub-committee of the Committee will not be rescinded at a subsequent meeting unless seven days notice of the intention to propose the rescission is given in the notice convening the meeting.

### **Reporting**

- P 3.2.23 The Committee will report to the Presbytery at each ordinary Presbytery meeting including details of the operation each of its sub-committees and will report to the Presbytery Standing Committee when requested. The Committee may at any time bring a matter before the Presbytery Standing Committee for consideration.

**INQUIRIES REGARDING RISK**

- P 3.2.24 Where the Committee is of the opinion that an inquiry should be made regarding any risk or contingent liability where the inquiry may be, has been or is proposed to be undertaken or incurred in the name or on behalf of the Church, a congregation or body, the Committee will advise the Secretary of the Presbytery.

**SUB-COMMITTEES**

- P 3.2.25 The Committee may establish entities such as steering sub-committees, advisory groups, reference groups, task groups, working groups and special purpose sub-committees. Such entities:
- (a) shall be for a period specified by the Committee;
  - (b) may include persons other than Committee members;
  - (c) are to be chaired by a member of the Committee;
  - (d) are to have responsibilities, powers and authorities as determined by the Committee;
  - (e) may have their responsibilities, powers and authorities revoked or the entity terminated at any time by the Committee;
  - (f) may have any member removed from office by the Committee;
  - (g) shall include the Chairperson of the Committee, at their own discretion, at any meeting of a sub-committee; and
  - (h) shall report to the Committee at each Committee meeting.
- P 3.2.26 Sub-committees of the Committee may establish entities such as steering sub-committees, advisory groups, reference groups, task groups and special purpose sub-committees. Such entities shall be for a specified period not exceeding 12 months, subject to renewal by resolution of the establishing sub-committee and may consist of existing members of the Committee or Committee sub-committees or formed by co-opting individuals with specific expertise and knowledge at the discretion of the Committee.
- Powers and responsibilities delegated by the Committee to Sub-committees of the Committee will not be further delegated.

**PERMANENT SUB-COMMITTEES**

- P 3.2.27 Not in Use (SMPC)

**REPORTING**

- P 3.2.28 Not in use (SMPC)

**COMMITTEE AND SUB-COMMITTEE MEMBER ELIGIBILITY AND COMPETENCIES**

- P 3.2.29 All members of the Committee and Sub-committees of the Committee must be persons who have knowledge or experience in an area of the responsibilities of the Committee.

**TERM OF OFFICE**

- P 3.2.30 The elected members of the Committee appointed in accordance with the provision of these Rules to the Committee and/or any of its Sub-committees will hold office for up to three years from the date of appointment and will be eligible for re-appointment except that such members may not serve for consecutive terms of office exceeding ten years without Synod approval. The Church Centre Staff representatives shall be eligible for the term of their appointment by the General Secretary.
- P 3.2.31 Members of the Committee co-opted in accordance with Rule 3.2.8 will hold office until the next annual meeting of the Presbytery and will be eligible for re-appointment except that such members may not serve for consecutive terms exceeding ten years without Presbytery approval as appropriate.

**VACANCIES**

- P 3.2.32 Should a vacancy occur for any reason in the Committee, it will be filled by the Presbytery Standing Committee having regard to the skills required by the Committee at the time. The appointee will hold office for the remainder of the term of the member replaced.

**CONFLICT OF INTEREST**

- P 3.2.33 A member of the Committee or of any Sub-committee who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Committee or Sub-committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Committee or Sub-committee the nature and extent of that interest or relationship. The Committee or any Sub-committee then determines whether the extent of the interest or relationship disclosed is such that the member should not participate in, vote on, or be present during any debate on that matter. The Committee or any Sub-committee will minute its decision and record that decision in a Register of Conflicts.

**AMENDMENTS TO THESE RULES**

- P 3.2.34 The Committee may submit a request to the Presbytery for the amendment of these Rules which may only be amended in accordance with Rule 1.2.