

## **P4.1 CONGREGATIONAL COMMUNITY SERVICES COMMITTEE**

### **NAME**

P4.1.1 The name of the Committee is the "Congregational Community Services Committee" (hereinafter called the "Committee"), a committee appointed by and responsible to the Presbytery of Western Australia

### **MEMBERSHIP**

P4.1.2 The Committee is appointed by each annual meeting of the Presbytery and consists of:

- (a) the Chairperson, elected annually by the Presbytery;
- (b) The Secretary of Presbytery or nominee; and
- (d) up to 3 other persons, elected annually by the Presbytery.

P4.1.3 The Committee may co-opt up to three further members, for terms not exceeding twelve months at a time, to ensure balanced representation or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee.

### **DEFINITION**

P4.1.4 A "Congregational Community Service Activity" is one established by the decision of a Congregation or Church Council to provide a welfare or supportive service to members of the community and that remains under the authority of a Congregation or Church Council. If the Church Council appoints a body to control the congregational community service activity, then Regulation 3.8.2 [2015 Edition] applies.

### **PURPOSE**

P4.1.5 The purpose of the Committee is act for the Presbytery in supporting and exercising oversight of congregational community service activities.

### **RESPONSIBILITIES**

P4.1.6 The functions of the Committee include:

- (a) exercising, on behalf of the Presbytery, oversight of all congregational community service activities in accordance with Regulation 3.1.3(e)(i) and (iii)[2015 Edition], ensuring that they express the theology and ethos of the Uniting Church in its community services and that they account appropriately and adequately to the Presbytery through the Committee in matters of governance and service delivery.
- (b) to act for the Presbytery in:
  - (i) maintaining a register of all congregational community service activities;
  - (ii) reviewing congregational community service activities from time to time as required;
  - (iii) assisting Church Councils and other bodies to exercise their duty of care and their obligation to comply with Church and public regulations;

- (iv) reviewing applications for public funding and ensuring that appropriate arrangements are in place for managing any funding granted;
- (v) reviewing proposals to employ staff and ensuring that appropriate arrangements are in place for meeting all obligations arising from such employment;
- (vi) providing support in governance and management matters including human resources, finances and service delivery;
- (vii) liaising with the Synod UnitingCare agencies and other bodies to provide specialised assistance to congregational community service activities from time to time;
- (viii) assessing when a congregational community service activity would be better structured as part of a Synod agency and facilitating such a transfer in conjunction with the Church Council and UnitingCare WA; and
- (ix) any other matters concerning congregational community service activities.

## **MEETINGS AND REPORTING**

P4.1.7 The Committee will:

- (a) meet at least four times each year; and
- (b) report to the Presbytery at each Presbytery meeting and to the Presbytery Standing Committee as requested or when necessary; and
- (c) Forward the minutes of each meeting to the Secretary of Presbytery.

## **QUORUM**

P4.1.8 The quorum for a Committee meeting shall be a simple majority, in person including those attending through teleconference, or equivalent, link.