

**The Uniting Church in Australia**

**Western Australia**



**Minutes  
of  
The Meeting of the 11<sup>th</sup> Annual General Meeting of  
Presbytery of Western Australia**

**Saturday, 5 November 2016**

These Minutes record events and the business of those committees or bodies that relate to the Presbytery of Western Australia.

The following documents are included with the Minutes:

- Annexure 1 - Membership Attendance List
- Annexure 2 - Nominating Committee List
- Annexure 3 - Rules of Presbytery
- Annexure 4 - Safe Church - Supplementary Report Professional Standards

The Business Session was conducted at Billabong Uniting Church, on Saturday, 5 November 2016

## **PART I – CONSTITUTION**

### **CONSTITUTION OF THE MEETINGS OF PRESBYTERY**

The General Secretary, Rev David de Kock opened the meeting and welcomed all those in attendance. It was noted that Rev de Kock would remain as Secretary of this meeting due to the election of a new Secretary of Presbytery later in the proceedings.

### **PART 2 – OPENING WORSHIP**

The Moderator, Rev Steve Francis led the Opening Worship. Rev Lesley de Grussa delivered a reading from Jeremiah Chapter 31 verses 31-34. Coral Richards continued with a reading from Matthew Chapter 28 verses 1 - 10. The message was brought by Rev Cathie Lambert.

### **INDUCTION SERVICE - REV DR IAN TOZER AS DEPUTY GENERAL SECRETARY**

The Moderator inducted Rev Dr Ian Tozer as Deputy General Secretary and appropriate symbols were presented. Rev Tozer was welcomed by Presbytery members.

### **PROPOSAL I - BUSINESS COMMITTEE**

#### **RESOLUTION 1/2016-17**

That Presbytery of Western Australia approved by consensus:

1. Adopt the Order of Business
2. Affirm Rev David de Kock, Rev Steve Francis, Bruce Wilson, Maggie Johns, Rev Dr Ian Tozer, Maree Kemp, Amanda Badenhorst, Justine Woodward, Clare Ligtermoet and Frances Stanley as members of the Business Committee
3. Appoint Amanda Badenhorst as Minute Taker.
4. Appoint Clare Ligtermoet and Rev Mark Illingworth as Screen Managers.
5. Appoint Janine McDonald as timekeeper and first aider.
6. Appoint Margaret Martin, Ian Passmore and Tom Stokes as scrutineers for the ballots with Maree Kemp (EA to General Secretary) assisting with administrative support in relation to the nominating committee.
7. Appoint Rev Mark Illingworth and Rev Ruth Vertigan as Presbytery chaplains.
8. Co-opt Rev Bev Fabb, Rev Jean Mayers, Rev Mervyn Anderson, Rev Marie Wilson, Justine Wall, Ps Kristin Grainger, Clare Ligtermoet, Margaret Johnston, Margaret Martin, Ian Passmore, Ashley McMillan, Maggie Johns, Trevor Thomas, Rev Karama Ioapo, Robert Watson, Dr Elaine Ledgerwood and Travis Windsor.
9. Appoint Rev David de Kock, Rev Steve Francis, Coral Richards and Margaret Johnston to be responsible for the confirmation of the minutes for the 2016 November Presbytery meeting.
10. Re-affirm the membership of the Presbytery to include confirmed members representing bodies that are directly responsible to the Presbytery and authorise the Standing Committee to enact the By Laws and Rules to this effect.

## **PROPOSALS 2 AND 3 - CANDIDATES FOR MINISTRIES COMMITTEE**

Due to Justine Wall being in hospital, a statement she had prepared outlining her call and experience during formation was presented to the Presbytery.

Rev Craig Collas, Chair of the Candidates for Ministries Committee, proposed that permission be given for Rev Anne McAndrew to serve as a member of the Candidates for Ministries Committee for one more year, noting that Anne had already served on this Commission for the past 10 years.

### **RESOLUTION 2/2016-17**

*A ballot was conducted and the Presbytery agreed to the ordination of Justine Wall as Minister of the Word subject to her receiving a certificate of completion of studies and being called to a placement.*

### **RESOLUTION 3/2016**

*Presbytery agreed by consensus to grant permission for Rev Anne McAndrew to serve as a member of the Candidates for Ministries Commission for one year.*

## **PRESBYTERY REPORTS**

The following reports were presented (Annexure 1)

Report 1	Candidates for the Ministries Commission
Report 2	Church Law
Report 3	Commission for Education for Discipleship and Leadership (CEDAL)
Report 4	Congregational Community Services Commission (CCSC)
Report 5	First Third Working Group (FTWG)
Report 6	Liturgy Committee
Report 7	Ministers Benefit Fund (Not Submitted)
Report 8	Multicultural Ministries Commission
Report 9	Pastoral Relations & Placements Commission
Report 11	Perth College of Divinity (PCD)
Report 11(a)	Perth College of Divinity (PCD)-Churches' Review of the PCD's role in Formation 2016
Report 12	Rural Ministry Working Group (RMWG)
Report 13	Safe Church Awareness Training
Report 13.1	Safe Church – Supplementary Report – Professional Standards - See Annexure 4 ( <i>Distributed at the meeting</i> )
Report 14	Strategy & Missing Planning Commission (SMPC)
Report 15	Royal Commission Synod Task Group
Report 16	Uniting Church Mission Fellowship

There was some discussion and the following was noted:

- Report 2 Church Law - Remove Dr French from the membership

The merits of receiving the reports 'en bloc' were discussed.

### **RESOLUTION 4/2016-17**

*Presbytery received the Presbytery Reports as presented to the meeting.*

### **RESOLUTION 5/2016-17**

*Presbytery approved by consensus that future Presbytery Reports are to be received and discussed separately.*

## **NEW CHURCH STRUCTURE**

The General Secretary and Rev Lorraine Stokes presented an overview of the new Church Structure. A power point presentation relating to the separation of the Synod and the Presbytery was presented and booklets were made available.

## **PLENARY DISCUSSION**

The following was noted:

- A. At the rise of the Presbytery meeting the following will be established:
  - (1) a Presbytery Standing Committee,
  - (2) a Pastoral Relations Committee, and
  - (3) a Presbytery Property Committee.
- B. Election of new Presbytery officers - Chair, Secretary and Treasurer - will take place today.
- C. Changes to the Presbytery Rules and the Bylaws for Synod approved in September will be enacted.
- D. Membership of the Presbytery has been brought into line with the current Regulations.

There was general discussion relating to some of the Committees and Commissions within the new structure. It was noted that further changes will be required as the changes primarily separate Synod and Presbytery. The General Secretary acknowledged the work of the General Council and the Standing Committee in the preparation of the new structure.

### **RESOLUTION 6/2016-17**

*Presbytery approved by consensus to resolve in principle that the structure of Presbytery be separated out from the Synod as outlined in the Regulations. It was further agreed that the Presbytery Chair, the Secretary and the Treasurer be separate from the Synod.*

After general discussion, it was suggested:

- A. papers for future Presbytery meetings are received at least a week prior to the meeting.
- B. Suggestion that Mission Planning continue with the current rules for Strategy & Mission Planning Committee to allow time for further consultation about the future direction of the Church. It was also suggested that a proposal be brought to the May 2017 Presbytery meeting.

### **RESOLUTION 7/2016-17**

*Presbytery approved by consensus that Mission Planning continue with the current rules for Strategy & Mission Planning Committee, that the nominations for the Mission Planning Sub-Committee be accepted as the nominations for Strategy and Mission Planning Committee and that a proposal be brought back to the May 2017 Presbytery meeting.*

### **RESOLUTION 8/2016-17**

*Presbytery approved by consensus that the Presbytery Standing Committee undertake a view to clarify the roles, structure and purpose of the Presbytery Regions and Regional Pastors and report on this to the May 2017 Presbytery Meeting.*

## CHURCH LAW

Paul Olney, Chair of the Church Law Committee, presented the report of the Church Law Committee and proposed the adoption of Proposal 4 with amendments as listed.

### PROPOSAL 4

It was noted that the form in which Rule 3.5 was presented contained errors.

- I. Agree to adopt the following Rules of the WA Presbytery:
  - a) 1.1 Introduction of Rules of the Presbytery
  - b) 1.2 Enactment amendment and repeal of Rules
  - c) 2.1 Membership of Presbytery
  - d) 2.2 Presbytery meetings
  - e) 2.3 Presbytery regions
  - f) 2.4 Officers of the Presbytery
  - g) 2.5 Election of Presbytery Bodies
  - h) 3.1 Presbytery Standing Committee
  - i) 3.2 Pastoral Relations Committee
  - j) 3.3 Candidates for Ministries Committee
  - k) 3.4 Property Committee
  - l) 3.5 Commission for Education for Discipleship and Leadership
  - m) 4.1 Congregational Community Services Committee
  - n) 4.2 Rural Ministry Committee
  - o) 4.3 First Third Committee
  - p) 4.4 Multicultural and Cross-Cultural Committee
  - q) 4.5 Liturgy Committee

### **RESOLUTION 9/2016-17**

*Presbytery approved by consensus to replace Rule 3.15 Commission for Education and Leadership (CEDAL) with Rule 3.5 - Commission for Education for Discipleship and Leadership and authorise Presbytery Standing Committee to make changes needed to correct typographical errors.*

Paul Olney presented the other rules as listed, noting the following notes and amendments:

- Removal of the provision for the Mission Planning Sub-Committee from Rule 3.2 Pastoral Relations Committee as assumed in Resolution 7/2016-17
- Deletion of Rule 4.5 Liturgy Committee
- Noting that the Business Committee, Church Law Committee, Liturgy Committee and Nominating Committee are joint committees of both Synod and Presbytery and that the By Law relating to these are approved by the Synod.

After extensive discussion, Presbytery was not able to reach consensus on the adoption of the other rules as amended. The chairperson then asked if those who did not support the

majority position were prepared to live with the majority view and allow the Presbytery to record an agreement. This was not agreed.

Rev Ken Williams then explained the voting process. If consensus is not obtained, those disagreeing are asked to acknowledge that they have been heard. If there is no movement to agreement, a proposal needs to be put that this matter needs to be determined today. Only the chair can bring that proposal. If more than 75% of the Presbytery agree then the Presbytery goes into formal proceedings.

The Chairperson proposed that the Presbytery needed to resolve the question at this meeting and that the matter be decided by using formal procedures. This was agreed. The Chairperson ruled (in terms of Manual for Meetings Para 7.10) that the debate had become unduly extended and repetitious and that the motion be put to the vote immediately without debate.

#### **RESOLUTION 10/2016-17**

*It was decided by formal majority to adopt the other rules as listed noting the amendments and that the Presbytery requests the Presbytery Standing Committee review the new rules in consultation with Presbytery Committees, as priority over the next 6 months in order to bring a report on any amendments to the May 2017 meeting of the Presbytery of WA.*

Rev John McKane requested that his dissent be noted as, in his opinion, the Presbytery had not followed procedures.

The Chairperson noted that the formal procedure process had ended.

#### **NOMINATING COMMITTEE**

On behalf of the Nominating Committee, the General Secretary presented the report and noting that a ballot was required for the Multicultural and Cross Cultural Committee and the Chair and Secretary of Presbytery. The Chair of the Multicultural and Cross Cultural Commission gave a brief verbal profile of those nominated.

#### **RESOLUTION 11/2016-17**

*Presbytery agreed to receive the Nominating Committee Report as attached.*

#### Multicultural and Cross Cultural Committee

It was noted that Rev Nalin Perera was the only nominee for Chair of the Multicultural and Cross Cultural Committee and thus no ballot was required

#### **RESOLUTION 12/2016-17**

*After a ballot was conducted and the following 4 members were elected to the Multicultural and Cross Cultural Committee:*

- Rev Jae Boem (David) Park (Presbytery Elect - Multicultural)
- Rev Ciptomaratalu Sapangi (Presbytery Elect - Multicultural)
- Kalo Fotu (Presbytery Elect - Multicultural)
- Rev Judy Sanderson (Presbytery Elect - Non Multicultural)

#### Presbytery Secretary, Chair and Treasurer

No nominations were received for the Treasurer and this will be referred to the Presbytery Standing Committee.

## **RESOLUTION 13/2016-17**

After a ballot was conducted Presbytery appointed the following officers of Presbytery:

- Rev Lorraine Stokes (Chair)
- Rev Dr Ian Tozer (Secretary)

## **FIRST THIRD WORKING GROUP PRESENTATIONS**

Rev Hollis Wilson, Chairperson of the First Third Working Group outlined the redevelopment of the Uniting Church Campsite since its closure back in 2011/2012 and invited everyone to attend the Uniting Church Campsite commissioning service at 12.30pm on Saturday 10 December at 140 Caves Road Busselton.

Rev Brenton Prigge, First Third Specialist (South-West) outlined how Busselton has seen progress in a truly unique context of almost eight years of uninterrupted First third Ministry.

Janine McDonald shared reasons to celebrate in an overview of her work as First Third Officer.

## **FIRST THIRD WORKING GROUP REVIEW**

Travis Windsor, First Third Review convenor, briefly highlighted some of the results of the review gathered through focus groups and an online survey. A written summary together with recommendations had been distributed to the members.

Synod Standing Committee and Presbytery Standing Committee (as the successors of General Council) will carefully consider the content of this significant report and will report back to the 12<sup>th</sup> Annual General Meeting of the Presbytery of Western Australia to be held on Saturday 20 May 2017.

## **OTHER MATTERS**

The Presbytery was constrained by time and did not deal with all matters on Order of Business.

## **CLOSE**

The Closing Reflections and Prayer were conducted by Rev Alan Jeffrey, the Moderator's Chaplain.

In accordance with the Manual for Meetings in the Constitution and Regulations of the Uniting Church, we confirm these Minutes to be a true record of the proceeds of the meeting of Presbytery of Western Australia held on 5 November 2016 at the Billabong Uniting Church.



Moderator

.....

Rev Steve Francis



General Secretary

.....

Rev David de Kock



Coral Richards

.....



Margaret Johnston

.....



**ANNEXURE I  
MEMBERSHIP ATTENDANCE LIST**

**11TH PRESBYTERY MEETING 2016 MEMBERSHIP ATTENDANCE LIST**

<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Title</b>	<b>Gender</b>	<b>Attending/ Apologies</b>
Alison	Atkinson-Phillips	Star Street	Ms	Female	Attended
Emanuel	Audisho	Multicultural	Rev Dr	Male	Attended
Nancy	Ault	CEDAL	Dr	Female	Apology
Amanda	Badenhorst	Staff (Minute Taker)	Mrs	Female	Attended
Glen	Banks	Carramar Uniting Church	Mrs	Female	Did Not Attend
John	Barendrecht	Staff (Manager, PPU)	Rev	Male	Attended
Ann	Barnes	Northam Uniting Church	Ms	Female	Attended
Norma	Bazen	Kalamunda Uniting Church	Mrs	Female	Attended
David	Beards	First Third	Mr	Male	Did Not Attend
Dianne	Bertolino	Queen Elizabeth II Medical Centre	Rev Dr	Female	Apology
Geoff	Bice	Social Justice Unit	Mr	Male	Apology
Kerrie	Birch	Pinjarra Uniting Church	Mrs	Female	Did Not Attend
Neville	Blesing	Nedlands Church Council	Mr	Male	Apology
Helen	Bloomfield	Swanbourne Uniting Church	Mrs	Female	Attended
John	Boon	Willetton Congregation	Mr	Male	Attended
Andrew	Broadbent	Busselton	Rev	Male	Attended
Christine	Bundell	Nedlands Uniting Church	Dr	Female	Attended
Elizabeth	Burns	Albany Uniting Church	Mrs	Female	Attended
Doug	Burtenshaw	Byford Congregation	Mr	Male	Did Not Attend
Neville	Campbell	Retired Minister	Rev	Male	Apology
Ivan	Clark	Melville Congregation	Rev	Male	Attended
Jill	Clements	Presbytery and Dongara Uniting Church	Mrs	Female	Did Not Attend
Craig	Collas	Uniting Church in the City	Rev	Male	Attended
Narelle	Collas	Carramar UCA	Rev	Female	Attended
Gary	Collins	Mt Pleasant	Mr	Male	Did Not Attend
Frances	Conchie-Stanley	Staff	Ms	Female	Attended
Vida	Corbett	South Perth Uniting Church	Ms	Female	Did Not Attend
Victoria	Coyne	Bridgetown	Ms	Female	Attended

Jordan	Crass	Busselton Uniting Church	Mr	Male	Did Not Attend
Pamela	Crass	Busselton Uniting Church	Mrs	Female	Did Not Attend
Izak	Cronje	Bicton	Rev	Male	Attended
David	de Kock	General Secretary	Rev	Male	Attended
Deborah	de Silva	Forest Lakes Faith Community	MRS	Female	Attended
Lesley	deGrussa	Beldon/Iluka	Rev.	Female	Attended
Ken	Devereux	Royal Perth Hospital Chaplaincy	Rev	Male	Attended
John	Dihm	Remote Area Ministry	Rev	Male	Apology
Samuel	Dinah	Congress (BKI)	Rev	Male	Attended
Heather	Dowling	Staff (Media & Communications)	Ms	Female	Attended
Don	Dowling	Retired Minister	Rev	Male	Apology
Robert	Dummermuth	Esperance	Rev	Male	Apology
Reuben	Edmonds	First Third Ministry (attend Wesley Church)	Mr	Male	Did Not Attend
Gay	Eivers	Uniting Church in the City (Ross Memorial)	Ms	Female	Attended
Bron	Elvery	Port Hedland Uniting Church	Rev	Female	Apology
Bev	Fabb	Interim Director of Education and Formation	Rev	Female	Attended
Michael	Fawcett	Leeming Uniting	Rev	Male	Apology
Mitch	Fialkowski	Patrol Ministry Meekatharra	Rev.	Male	Apology
Tile	Filimaua	Perth Samoan Congregation	Mr		Attended
Ray	Foster	Pinjarra Uniting Church (Retired)	Mr	Male	Attended
David	Foster	Wembley UCA	Mr	Male	Did Not Attend
Aladina	Foster	UCAF	Mrs	Female	Attended
Utoikamanu	Fotu	Beth-Shalom Congregation	CM	Male	Attended
Kalo	Fotu	Multicultural & Cross Cultural Commission	Mrs	Female	Attended
Steve	Francis	Synod Office	Rev	Male	Attended
Kim	Francis	Maylands Mt Lawley Uniting Church	Rev	Female	Attended
Bob	French	Merredin congregation	Dr	Male	Attended
Jeremy	Garlett	Beananging Kwuurt Institute	Mr	Male	Apology
Sealin	Garlett	WA Congress	Rev	Male	Apology
Marg	Garrett	Wellington Regional Mission	Mrs	Female	Attended
Caroline	Gepp	Retired Minister	Rev	Female	Apology
Kristin	Grainger	Manjimup	Mrs	Female	Did Not

					Attend
David	Gray	Mount Barker	Mr	Male	Apology
Robert	GREGORY	Kardinya Uniting	Mr	Male	Attended
Alvin	Gunawan	GKI	Mr	Male	Did Not Attend
Margaret	Haddock	Noranda Congregation	Mrs	Female	Attended
Frances	Hadfield	Prison Ministry	Rev	Female	Attended
Hannes	Halgryn	Uniting Church in the City	Rev	Male	Attended
Heather	Hamblin	Trinity North	Mrs	Female	Attended
Ann	Hammer	St Aidan's Congregation, Claremont	Ms	Female	Attended
Wendy	Hendry	Margaret River Uniting Church	Ms	Female	Apology
Sheena	Hesse	Toodyay	Mrs	Female	Apology
Alan	Hortin	Albany Regional Congregations/Lockyer UC	Mr	Male	Apology
DOROTHY	HORTON	Trinity North Uniting Church	Mrs	Female	Attended
Robert	Hunt	Trinity North	Mr	Male	Attended
Mark	Illingworth	Presbytery of WA	Rev	Male	Attended
Karama	Ioapo	Trinity North Uniting Church	Rev	Male	Attended
Judy	Ives	Denmark Congregation	mrs	Female	Attended
Kira	Jamieson	Mundaring Congregation	Rev	Female	Did Not Attend
Alan	Jeffrey	Floreat Uniting Church	Rev	Male	Attended
Robert	Jetta	WA Congress	Rev	Male	Apology
Maggie	Johns	Staff (Media & Communications)	Ms	Female	Attended
Bev	Johnson	Uniting Church Port Hedland	Ms	Female	Apology
Ted	Johnston	Willetton	Mr	Male	Did Not Attend
Margaret	Johnston	Ministry Resourcing Centre	Mrs	Female	Attended
Peter	Johnstone	South Perth Uniting Church	Rev	Male	Attended
Toby	Keva	Rockingham Uniting Church	Rev.	Male	Attended
Kirt	Kirtisingham	Applecross	Mr	Male	Did Not Attend
Valda	Knott	Trayning	CM	Female	Apology
David	Kriel	Presbytery	Rev.	Male	Attended
Cathie	Lambert	Augusta/Margaret River	Rev	Female	Attended
Jan	Larkin	Warren Blackwood	Ms	Female	Apology
Stephen	Larkin	Nedlands Uniting Church	Rev	Male	Attended
Desmond	Lawson	UAICC WA	Mr	Male	Apology

Cheryl	Lawson	UAICC WA	Mrs	Female	Apology
Elaine	Ledgerwood	Uniting World	Dr	Female	Attended
Vivien	Lee	GKI	Mrs	Female	Did Not Attend
Stephen	Lenghaus	Maylands/Mt Lawley Congregation (By Cheque)	Mr	Male	Attended
Chas	Lewis	Scotch College	Rev	Male	Attended
Clare	Ligtermoet	Business Committee	Miss	Female	Attended (1/2 day)
Gerry	Ligtermoet	Rockingham	Mr	Male	Attended
Geoffrey	Lilburne	Gingin	Rev Dr	Male	Did Not Attend
Sophie	Lizares	Perth Theological Hall	Ms	Female	Did Not Attend
Robert	Locke	Resources Board	Mr	Male	Apology
Kay	Lockley	Bicton	Mrs	Female	Attended
Harry	Lucas	Committee for Counselling	Rev	Male	Apology
Averil	Mackintosh	Maylands/Mount Lawley	Ms	Female	Did Not Attend
Ashley	Macmillan	Wembley Downs / First Third	Ms	Female	Attended
Evan	Maltby	Byford Congregation	Mr	Male	Did Not Attend
JOHN	MARSHALL	Mandurah Congregation	Rev	Male	Did Not Attend
Margaret	Martin	Nominating Committee Convenor/Melville UC	Mrs	Female	Apology
Emma	Matthews	Nedlands	Rev	Female	Apology
Jean	Mayers	Fremantle/Spearwood	Rev	Female	Attended
Anne	McAndrew	Wembley UC	Rev	Female	Attended
Alison	McCubbin	Uniting Church in the City (Wesley)	Mrs	Female	Attended
Janine	McDonald	First Third Ministry	Ms	Female	Attended
John	McKane	Uniting Church Eastern Wheatbelt	Rev.	Male	Attended
Lyn	McLachlan	Beldon Uniting Church	Mrs	Female	Attended
Janette	McLeod	St Martins Uniting Church	Mrs	Female	Apology
Helen	McMillan	Noranda Congregation	Ms	Female	Attended
Alistair	Melville	Rural Ministry Team	Rev	Male	Attended
Ben	Micke	Lighthouse Church Geraldton	Mr	Male	Attended
Andrew	Morris	South Mandurah	Rev	Male	Did Not Attend
Gill	Muir	Uniting Church Adult Fellowship	Mrs	Female	Attended

Robert (Bob)	Nicholls	Swan View Uniting Church	Mr	Male	Attended
Elaenor	Nield	Staff (Media & Communications)	Ms	Female	Attended
Herman	Nienaber	Uniting Church in the City	Rev Dr	Male	Apology
Paul	Olney	St Peter & Emmaus Church	Mr	Male	Attended
Jae Beom	Park	The Korean Uniting Church	Mr	Male	Attended
Ian	Passmore	Congregational Community Services Commission/Coopted member	Mr	Male	Attended
Rick	Pekan	The Billabong Uniting Church	Mr	Male	Attended
Upuia	Peni	Perth Samoan Congregation	Mr	Male	Attended
Nalin	Perera	Wesley College	Rev	Male	Attended
Brenton	Prigge	First Third Ministry / Busselton	Rev	Male	Attended
Sonny	Rajamoney	St Peter & Emmaus Church	Rev Dr	Male	Apology
Vic	Richards	Wembley Downs Uniting Church	Mr	Male	Attended
Coral	Richards	Mandurah Congregation	Ms	Female	Attended
Julie	Ridden	Carramar Uniting Church	Ms	Female	Attended
Mary	Riley	Leeming Uniting Church	Mrs	Female	Attended
Greg	Ross	Wellington Regional Mission	Rev	Male	Attended
Judy	Sanderson	Applecross	Ms	Female	Attended
Ciptomartalu	Sapangi	GKI Perth	Mr	Male	Attended
Viliamu	Saunoa	Perth Samoan Congregation	Mr	Male	Attended
Gordon	Scantlebury	Star Street Uniting Church	Rev	Male	Attended
Clive	Sealey	Carramar	Mr	Male	Did Not Attend
Grant	Shaw	Lighthouse Geraldton	Mr	Male	Attended
Gemmel	Sherwood	Wanneroo Uniting Church / Co-opted	Rev	Male	Attended
Helen	Simcock	Noranda Uniting Church	Mrs	Female	Did Not Attend
Karen	Sloan	Wembley Downs Uniting Church	Mrs	Female	Apology
Edith	Smirk	Armadale/Kelmescott Uniting Church	Mrs	Female	Did Not Attend
Thomas	Stokes	Ministerial Benefits Committee (Co-opted)	Mr	Male	Attended
Andrew	Stokes	Fremantle/Spearwood	Mr	Male	Attended
Lorraine	Stokes	Willetton	Rev	Female	Attended
Alan	Stubbs	Gosnells Uniting Church	Mr	Male	Apology
John	Talbert	Chair CCSC	Mr	Male	Attended
Leonardi	Thamron	GKI Perth	Mr	Male	Did Not attend

Trevor	Thomas	Pinjarra Uniting Church	Mr	Male	Attended
Jenny	Thomas	Pinjarra Uniting Church	Mrs	Female	Attended
Susy	Thomas	South Perth Uniting Church	Mrs	Female	Did Not Attend
Peter	Thomson	Uniting Church in the City (Trinity)	Mr	Male	Attended
Brian	Thorpe	Trinity North	Rev	Male	Attended
Rhondda	Tilbrook	All Saints Floreat Uniting Church	Ms	Female	Apology
John	Tomkins	St Luke's Carnarvon	Mr	Male	Attended
Yuko	Tonai-Moore	Warren Blackwood Congregations	Mrs	Female	Attended
Ian	Tozer	Deputy General Secretary	Rev Dr	Male	Attended
David	Tressler	Kalamunda Uniting Church	Rev	Male	Attended
Traian	Troaca	Multicultural Committee	Rev	Male	Attended
Keith	Truscott	BKI	Mr	Male	Apology
Margaret	Tyrer	St Aidans Uniting Church Claremont	Rev	Female	Attended
Milan	Uskokovic	Beldon/Iluka	Mr	Male	Did Not Attend
Hanamoia	Vaitogi	Perth Samoan congregation	Ms	Female	Attended
John	van den Berg	Kardinya Uniting	Mr	Male	Did Not Attend
Gary	van Heerden	Presbyterian Ladies' College	Rev	Male	Apology
Corina	van Oostende	Northam	Rev	Female	Attended
Stephen	van Schalkwyk	Wagin Congregation	Rev	Male	Attended
Neville	van Wyk	Gosnells Uniting Church	Mr	Male	Did Not Attend
Ruth	Vertigan	Rural Ministry	Rev	Female	Attended
Christina	Vili	Perth Samoan Congregation	Mr	Female	Attended
Justine	Wall	Perth Theological Hall	Ms	Female	Apology
Paul	Walley	UAICC WA	Mr	Male	Did Not Attend
Graham	Wasley	Wagin Group	Mrs	Male	Attended
Ann-Britt	Wasley	Wagin Group	Mrs	Female	Attended
Trevor	Waters	Mount Pleasant	Rev	Male	Apology
Malcolm	Watson	Katanning Group (Kojonup)	Mr	Male	Attended
Robert	Watson	Royal Commission Synod Task Group and UnitingCare WA Forum	Mr	Male	Apology
Margherita	Wells	Wanneroo Crossways Congregation	Ms	Female	Attended

Arthur	West	Quairading	Mr	Male	Attended
Robert	White	Lighthouse Church Geraldton	Mr	Male	Apology
Glenys	White	Wellington Regional Mission	Mrs	Female	Apology
David	Williams	South Mandurah	Mr	Male	Attended
Luke	Williams	The Billabong Uniting Church	Rev	Male	Attended
Ken	Williams	Ex Moderator/Associate Member	Rev	Male	Attended
Bruce	WILSON	Business Committee	Mr	Male	Apology
Hollis	Wilson	First Third Working Group	Rev	Male	Attended
Marie	Wilson	Regional Pastor	Rev	Female	Attended
Travis	Windsor	Trinity North (Co-opted)	Mr	Male	Attended
Elizabeth	Woods	Scarborough Uniting	Miss	Female	Attended
Ian	Wright	Glen Forrest	Mr	Male	Attended
Anne	Wright	Scotch College	Rev Dr	Female	Attended
Alison	Xamon	Star St	Mrs	Female	Attended
Lenny	Yarran	UAICC WA	Mr	Male	Apology
Marie	Yuncken	All Saints Floreat Uniting Church	Mrs	Female	Attended

**ANNEXURE 2**  
**UNITING CHURCH IN AUSTRALIA - PRESBYTERY & JOINT BODIES OF WESTERN AUSTRALIA**  
**NOMINATING COMMITTEE LISTING**

Name of Body & Composition	Category	Name	Continuous From	Election Due
<b>PRESBYTERY COMMISSIONS &amp; COMMITTEES</b>				
<b>Presbytery Officers</b>				
Elected by Synod	Chairperson	Rev Steve Francis	2014	5/2017 (ends)
Elected by Presbytery	Chairperson Elect	Rev Lorraine Stokes	2016	11/2018
Elected by Presbytery	Secretary	Rev Dr Ian Tozer	2016	2021
	Treasurer			
<b>Presbytery Standing Committee</b>				
Standing Committee acts on behalf of Presbytery between Presbytery meetings				
4 members elected by Presbytery 2 member co-options for balance Elected for 2 years Half to retire each year	Chairperson	Rev Steve Francis	X	5/2017 (ends)
	Chairperson elect of Presbytery	Rev Lorraine Stokes	2016	11/2017
	Immediate past Chairperson	Rev Steve Francis	5/2017	5/2019
	Secretary	Rev Dr Ian Tozer	2016	2021
	Treasurer			
	Presbytery	Kalo Fotu	2016	
	Presbytery	Rev Nalin Perera	2016	
	Presbytery	Dr Elaine Ledgerwood	2016	
	Presbytery	Travis Windsor	2016	
<b>Pastoral Relations Committee</b>				
Oversight ministry and congregations, including Life & Witness reviews Mission Planning, Property and Dealing with complaints. Assist the Presbytery to fulfil its duties with regard to oversight of all ministers and pastoral needs To ensure that plans and strategy of Presbytery are considered in all pastoral relation activities To consult with Synod and Placements Commission				
Elected by Presbytery	Chairperson			
Appointed by General Secretary	Staff member	Rev Mark Illingworth	2016	
Ex officio	Deputy General Secretary	Rev Dr Ian Tozer	2016	
6 Elected by Presbytery (Must be 2 Ministers & 1 Lay 1 youthful)	Minister	Rev Trevor Waters	2016	
2 co-options for balance	Minister	Rev Marie Wilson	2016	
Will appoint 2 members to Placements Commission	Lay	John Boon	2016	
	Lay	Geoff Ebell	2016	
	Minister	Rev Frances Hatfield	2016	
	Minister	Rev Corina van Oostende	2016	
<b>Strategy &amp; Mission Planning Committee</b>				
Assist congregations in development of missions plans Review requests for grants				
Convener appointed by PRC	Convener	Rev Greg Ross	2016	
2 members of staff appointed by General Secretary	Staff appointed	Rev Mark Illingworth	2016	
Ex officio	Staff appointed	Rev David Kriel	2016	
1 Appointed by PRC	General Secretary	Rev David de Kock	2016	
	PRC		2016	



<b>Name of Body &amp; Composition</b>	<b>Category</b>	<b>Name</b>	<b>Continuous From</b>	<b>Election Due</b>
3 Elected by Presbytery 2 co-options for balance	Presbytery Presbytery Presbytery Presbytery	Andrew Stokes Yuko Tonai-Moore Rev Narelle Collas Rev John McKane	2016 2016 2016 2016	
<b>Property Committee</b>	To consider the effect of any property dealing on the mission of the Church Manse inspections			
Elected by Presbytery 2 staff appointed by General Secretary 2 elected by Presbytery 2 co-options for balance	Convener Staff Staff Presbytery Presbytery	Ian Healey Rev Mark Illingworth Christy Rudolf Tasam Rev Bev Fabb	2016 2016	
<b>Candidates for Ministry Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Selection, pastoral care and oversight of candidates Admission of Ministers from other denominations Period of Discernment process			
Chair elected by Presbytery Director of Education & Formation Chair CEDAL 2 Staff appointed by GS 3 elected by Presbytery 2 co-options for balance	Chairperson DEF Chair of CEDAL Presbytery Presbytery	Rev John Squires Rev Bev Fabb Neil Warne Rev Dr Alison Longworth Rev Alistair Melville Rev Anne McAndrew	2017 2016 2016 2016 2016 2016	
<b>Congregation Community Services Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Encourage congregations to connect with communities through service activities Oversight of all congregation community service activities Assist congregations with all compliance matters			
Elected by Presbytery General Secretary or nominee Staff Member appointed by GS 3 Elected by Presbytery 2 co-options for balance	Chair Nominee Staff Presbytery Presbytery Presbytery	John Talbert Rev Dr Ian Tozer Ian Passmore Victor Richards Marie Yuncken Lindsay Wolfe Yvonne Robinson	2016 2016 2016 2016 2016 2016	
<b>Rural Ministry Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Support, encourage and develop ministry in rural areas			
Elected by Presbytery General Secretary or nominee Staff Member appointed by GS 3 elected by Presbytery 2 co-options for balance	Chair Nominee Staff Presbytery Presbytery	Yuko Tonai-Moore Rev Dr Ian Tozer Rev Ruth Vertigan Ann Barnes Dr Robert French	2016 X 2016 2016 2016	
<b>Multicultural and Cross Cultural Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Support, encourage and assist the development of multicultural and cross cultural ministry across the Church			
Elected by Presbytery General Secretary or nominee Staff Member appointed by GS	Chair Nominee Chair of Presbytery Secretary of Presbytery Staff	Rev Nalin Perera Rev Lorraine Stokes Rev Steve Francis Rev Dr Ian Tozer Rev Emanuel Audisho	2016 2016 2016 X X	

<b>Name of Body &amp; Composition</b>	<b>Category</b>	<b>Name</b>	<b>Continuous From</b>	<b>Election Due</b>
4 Elected by Presbytery  (3 Multicultural, 1 other) 1 person aged between 18 - 35 years  2 co-options for balance	Presbytery Multicultural Presbytery Multicultural  Presbytery Multicultural Other Co-opted Co-opted	Rev (Jae Beom) David Park Rev Ciptomaratalu Sapangi  Kalo Fotu Rev Judy Sanderson Traian Troaca Hanamoia Vaitogi	2016  2016  2016 2016 2016 2016	
<b>First Third Ministry Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Encourage the whole church to embrace diversity in expression and intergenerational ministry, with specialised focus on people within the first third of life			
Elected by Presbytery General Secretary or Nominee Staff member appointed by GS 3 elected by Presbytery (at least one in First Third group)  2 co-options	Chair Nominee Staff Presbytery Presbytery Presbytery Co-option	Mr David Beards Rev Dr Ian Tozer Janine McDonald Rev Luke Williams Rev Hollis Wilson Jordan Gibbs Margaret Johnston	2016 X 2016 2016 2016 2016 2016	
<b>Liturgy Committee</b> (Cross Presbytery Committee representing all Presbyteries)	Preparation of special services of worship for Synod and Presbytery			
Co-ordinator appointed by GS Chair of Presbytery 1 member PRC 1 member of CMC 5 Elected Presbytery	Co-ordinator Chairperson PRC Member CMC Member Presbytery	Rev Steve Francis Rev Dr Ian Tozer Rev Anne McAndrew Dorothy Hortin	X 2016 2016 2016	
<b>Commission for Education Discipleship &amp; Leadership (CEDAL)</b>	To foster, encourage and develop all aspects of the educational work of the Presbytery and Synod for faith formation for discipleship and leadership			
Elected by Presbytery Principal/Director and another rep of the Faculty  1 rep of the student body of PTH 1 Lay Preacher 1 Pastor 4 Elected by Presbytery 3 co-options for balance	Chair Principal/Director  Representative Student Body Lay Preacher Pastor Presbytery Presbytery Presbytery Presbytery	Rev Bev Fabb Rev Dr John Squires   Sue Talbert Karen Sloan Rev Dr Anne Wright Rev Lesley de Grussa Rev Stephen Larkin Dorothy Hortin	2016 2017   Elected Elected Elected 2014 Elected 2015 Elected 2015 Elected 2015	
<b>JOINT BODIES OF PRESBYTERY AND SYNOD</b>				
<b>Church Law</b> (Synod Committee serving both Synod and Presbytery)	Develop and maintain the Church's law for the church in Western Australia			
5 Members of Synod	Convener General Secretary Synod	Paul Olney Rev David de Kock Rev Dr Ian Tozer	2016 2016 2016	

<b>Name of Body &amp; Composition</b>	<b>Category</b>	<b>Name</b>	<b>Continuous From</b>	<b>Election Due</b>
2 co-options for balance	Synod Synod Synod	Ian Passmore Bruce Wilson David Foster	2016 2015 2016	
<b>Business Committee</b> (Synod Committee serving both Synod and Presbytery)	To make the necessary arrangements and organise the business for meeting of the Synod and Presbytery			
Convener Moderator  8 other members 2 co-options for balance Staff as required	General Secretary Moderator Moderator Elect   Staff Staff	Rev David de Kock Rev Steve Francis N/A Rev Dr Ian Tozer Rev Stephen Larkin Rev Sealin Garlett Bruce Wilson Maggie Johns Clare Ligtermoet	2016 2016  2016 2016 2016 2016 2016 2016	
<b>Nominating Committee</b> (Synod Committee serving both Synod and Presbytery)	To bring nominations to the Presbytery and Synod for membership of bodies elected by these Councils			
Up to 5 members of Synod  Nominee of UCA Schools Forum Nominee of UnitingCare Forum	Convener General Secretary	Margaret Martin Rev David de Kock Rev Ian Tozer Ian Passmore Thomas Stokes Clare Ligtermoet	2016 2016 2016 2016 2016 2016	
<b>Royal Commission Task Group</b> (Synod Committee serving both Synod and Presbytery)	Helping the Church to comply with requirements of the Royal Commission into Institutional Sexual Abuse Development of training in Safe Church practices			
Congregational Community Scotch College PLC BKI Multicultural UnitingCare West	Chair General Secretary Deputy General Secretary Member Member Member Member Member Member	Robert Watson Rev David de Kock Rev Dr Ian Tozer John Talbert Dr Alec O'Connell Rev Gary van Heerden Rev Sealin Garlett Rev Nalin Perera Sue Ash AO Donald Nicholas	2016 2016 2016 2016 2016 2016 2016 2016 2016 2016	

## **ANNEXURE 3 - RULES OF PRESBYTERY**

### **P 1.2 ENACTMENT, AMENDMENT AND REPEAL OF RULES**

#### **ENACTMENT AND AMENDMENT OF RULES**

- P 1.2.1 Rules may be enacted or amended by addition, deletion or alteration by decision of a meeting of the Presbytery or by the Presbytery Standing Committee when so authorised.
- P 1.2.2 The Presbytery may give directions to the Presbytery Standing Committee in regard to the scope and nature of any By-Laws and Rules that the Presbytery Standing Committee is authorised to enact or amend.
- P 1.2.3 The Presbytery may authorise the Presbytery Standing Committee to amend any Rule as a consequence of decisions of the Assembly, Synod or Presbytery, provided that the Presbytery Standing Committee must report any such amendments to the next ordinary meeting of the Presbytery.
- P 1.2.4 All proposals to enact or amend the Rules must be included in the Presbytery agenda and be available to members of the Presbytery before the commencement of the meeting at which they are to be considered. If any proposal to enact or amend the Rules affects any Synod or Presbytery body, agency or instrumentality, the proposal shall not be considered or approved until there has been consultation with the body, agency or instrumentality affected.
- P 1.2.5 When the Presbytery Standing Committee determines that an urgent or emergent situation requires a decision to enact or amend a Rule before the next Presbytery meeting, then the Presbytery Standing Committee may, in exercise of its powers under and in accordance with the procedures of the Regulations, enact or amend a Rule and give it interim authority until the next Presbytery meeting either confirms its action or takes some alternative action.
- P 1.2.6 All proposals to enact or amend the Rules must be referred to the Church Law Committee for consideration in time for a report and recommendation to be included in the Presbytery or Presbytery Standing Committee agenda and be available to the members before the commencement of the at which they are to be considered.
- P 1.2.7 Enactments and amendments to the Rules will come into force from the conclusion of the Presbytery or Presbytery Standing Committee meeting at which they are approved unless another time is specified.

#### **REPEAL OF RULES**

- P 1.2.8 Rules may be repealed by decision of a meeting of the Presbytery, or by the Presbytery Standing Committee when so authorised by a Presbytery meeting.
- P 1.2.9 All proposals to repeal any Rules must be included in the Presbytery agenda and be available to the members before the commencement of the meeting at which they are to be considered.
- P 1.2.10 If the proposed repeal of a Rule affects any Synod or Presbytery body, agency or instrumentality, the proposal shall not be considered or approved by the Presbytery until the Church Law Committee has considered and reported on the proposal, there has been consultation with the body, agency or instrumentality affected, and arrangements have been made for winding up the activities and affairs of the body, agency or instrumentality affected by the proposed repeal of Rules.
- P 1.2.11 Repeals of Rules will come into force from the conclusion of the Presbytery or Presbytery Standing Committee meeting at which they are approved unless another time is specified.

## **P 2.1 MEMBERSHIP OF THE PRESBYTERY**

### **MEMBERS**

P 2.1.1 The membership of the Presbytery shall be in accordance with the Regulations including two confirmed members (of whom at least one will be a lay person) of The Western Australian Regional Committee of the Aboriginal and Islander Christian Congress.

P 2.1.3 Co-options made under the Regulations shall:

(a) be for a period of one year, but a co-opted member is eligible for further co-option without limit to the number of years of consecutive service.

(b) have all the rights of elected members of the Presbytery, to speak, to vote and to be elected to office.

(c) not exceed in number three lay members and three ministerial members from any one congregation.

### **ASSOCIATE MEMBERS**

P 2.1.6 Associate members shall be those eligible under the Regulations and will have the right to speak but not to vote at the meetings of Presbytery.

### **TERM OF APPOINTMENT**

P 2.1.8 Lay persons elected or appointed as members of the Presbytery will hold office for a term of one year from the commencement of the Annual Meeting of Presbytery till the commencement of the next following Annual Meeting and will be eligible for re-election or re-appointment.

### **CASUAL VACANCIES**

P 2.1.9 Should any casual vacancy occur among the lay membership of the Presbytery, the vacancy may be filled by the appropriate electing or appointing body for the balance of the term of the person who is replaced.

## **P 2.2 PRESBYTERY MEETINGS**

### **ORDINARY MEETINGS**

P 2.2.1 The Presbytery will normally meet in May and October/November each year. The October/November meeting will be designated as the annual meeting of the Presbytery.

### **BUSINESS COMMITTEE**

P 2.2.2 The Business Committee appointed by the Synod will act as Business Committee for the Presbytery.

### **RESPONSIBILITIES OF THE BUSINESS COMMITTEE**

P 2.2.3 The responsibilities of the Business Committee are:

- (a) to make all necessary arrangements for the Presbytery meeting place;
- (b) to develop the Presbytery program and to organise the daily agendas;
- (c) to obtain reports from those bodies required to or desiring to report to the Presbytery, to set the dates by which such reports are to be received, to ensure that such reports are in an appropriate form and to arrange for the printing of such reports and their distribution to the members of the Presbytery.
- (d) to review all proposals to be brought before the Presbytery for determination, to provide advice on the appropriate form of and the wording of such proposals, to set the closing time for the receipt of proposals and to arrange for the printing of such proposals and their distribution to the members of the Presbytery;
- (e) to provide advice to the Chairperson, the Secretary and any member of the Presbytery in regard to the presentation of business to the Presbytery and the procedures to be followed in dealing with the business of the Presbytery.

### **BUSINESS COMMITTEE REPORTS TO THE PRESBYTERY**

P 2.2.4 At the commencement of a business session of the Presbytery, the Business Committee will present a report on the arrangements made for the Presbytery meeting, any matters on which it requires the Presbytery's confirmation or approval and any other matters it wishes to bring to the attention of the Presbytery.

P 2.2.5 The Chairperson may request the Business Committee to report to the Presbytery at any other time.

### **MINUTES OF PRESBYTERY**

P 2.2.6 The Business Committee will appoint a special committee of at least five members of the Presbytery to confirm the minutes of a Presbytery Meeting.

P 2.2.7 The minutes of a Presbytery Meeting will be distributed to Presbytery members within four weeks of the meeting.

### **EQUALITY OF ACCESS TO PRESBYTERY**

P 2.2.8 The Business Committee will ensure Presbytery meetings are held in venues that ensure equality of access for all members of Presbytery.

P 2.2.9 The Business Committee will ensure the arrangements for Presbytery meetings include the provision of facilities for children, child-care, and assistance with the accommodation needs of parents and rural and distant members of Presbytery.

## **P 2.3 PRESBYTERY REGIONS**

### **PRESBYTERY REGIONS**

- P 2.3.1 The Presbytery will be divided into regions to enable members of the Congregations, agencies and other activities of the Church to meet together in smaller groups than the whole Presbytery and with those who share a community of interest.
- P 2.3.2 The Presbytery will determine the number of regions and their boundaries from time to time.

### **REGIONAL GATHERINGS**

- P 2.3.3 There will be at least one Regional Gathering in each region in the period between each normal Presbytery meeting.
- P 2.3.4 Regional Gatherings will provide for educational programs, mission support and networking, major celebrations, inspirational speakers, pastoral support and interaction with the Uniting Church Centre and the wider Church.

### **PARTICIPATION IN REGIONAL GATHERINGS**

- P 2.3.5 Members of Presbytery are expected to participate in Regional Gatherings. However, the Gatherings are open to all members of the Church to participate.

### **REGIONAL PASTORS**

- P 2.3.6 The Presbytery will appoint a Regional Pastor for each region.
- P 2.3.7 The Regional Pastor will be an ex-officio member of the Presbytery's Pastoral Relations Committee.
- P 2.3.8 The Regional Pastor will provide a first contact for pastoral issues for the Ministers and Congregations within the region. Further pastoral action will be taken in the context of the work of the Pastoral Relations Committee.

### **REGIONAL CO-ORDINATORS**

- P 2.3.9 Each region will appoint a Regional Co-ordinator to undertake some organisational responsibilities related to arranging Regional Gatherings.

### **LINK PERSONS**

- P 2.3.10 The General Secretary will appoint a member of the Church Office staff or another officer of the Presbytery to be a Link Person for each region.

### **PRESBYTERY BUSINESS**

- P 2.3.11 Regional Gatherings will not normally do formal business. However, if a matter arises in the context of a Regional Gathering that has the support of those present, a proposal may be sent to the Presbytery or to the Presbytery Standing Committee for consideration and resolution at that body's next meeting. The Presbytery may ask the Regional Gatherings for comment on matters before the Presbytery in order to assist it with its responsibilities.

## **P 2.4 OFFICERS OF THE PRESBYTERY**

### **APPOINTMENT OF OFFICERS**

- P 2.4.1 In accordance with the Regulations, the Presbytery shall appoint the following officers:
- (a) Chairperson,
  - (b) Secretary
  - (c) Treasurer
- P 2.4.2 Such officers will fulfil the duties and responsibilities as required by the Regulations.

### **ELECTION**

- P 2.4.3
- (a) The person to be Chairperson will be elected by secret ballot at the ordinary meeting of the Presbytery prior to the Annual Meeting of the Presbytery at which the person will take office and will be designated as Chairperson-elect.
  - (b) The Secretary and Treasurer will be elected by secret ballot at the Annual Meeting of the Presbytery.
  - (c) No person will be declared elected as an officer of the Presbytery until that person has obtained an absolute majority of the votes cast by the Presbytery.

### **TERMS OF OFFICE**

- P 2.4.4
- (a) The Chairperson shall serve for a period of two years and shall be a voluntary position;
  - (b) The Secretary shall serve for a period of up to five years and may be stipended or salaried;
  - (c) The Treasurer shall serve for a period of up to five years and shall be voluntary.

### **CONFLICT OF INTEREST**

- P 2.4.5 Where an Officer of the Presbytery has a conflict of interest in dealing with a matter, declared by the Officer or perceived by the Presbytery Standing Committee, including matters related to Part 5 of the Regulations, the Presbytery Standing Committee shall meet apart from the Officer involved and shall appoint an Acting Officer for that position for the matter concerned at its discretion.



## **P 2.5 ELECTION OF PRESBYTERY BODIES**

### **NOMINATING COMMITTEE**

P 2.5.1 The Nominating Committee appointed by the Synod will act as Nominating Committee for the Presbytery.

### **RESPONSIBILITIES OF THE NOMINATING COMMITTEE**

P 2.5.2 The responsibilities of the Nominating Committee will be:

- (a) to review the membership of committees or commission appointed by the Presbytery;
- (b) to prepare nominations for those committees or commission elected by the Presbytery;
- (c) to make any recommendations to the Presbytery which will assist the Presbytery to make wise use of the people resources of the Church in the work of those committees or commission;
- (d) to ensure that the nominations submitted to the Presbytery are representative of men, women and young people; and
- (e) to arrange any ballots required by the Presbytery.

### **NOMINATIONS LISTS**

- P 2.5.3
- (a) Each committee or commission will forward to the Nominating Committee a list of suggested nominations at least six (6) weeks prior to the commencement of the annual Presbytery meeting together with such biographical and other information concerning the length of service, eligibility for re-election and date due for retirement as will assist the Nominating Committee in bringing recommendations to the Presbytery.
  - (b) Presbyteries, church councils and members of the Presbytery will forward to the Nominating Committee at least one month prior to the commencement of the annual Presbytery meeting any suggested nominations for membership of any committee or commission together with such biographical information as will assist the Committee in bringing recommendations to the Presbytery.
  - (c) The Nominating Committee may add further names to the list of suggested nominations.
  - (d) From the suggested nominations received, the Nominating Committee will prepare nominations to be considered by the Presbytery after the consent of the persons named has been secured. The list of nominations will be distributed to the members of Presbytery at least one week before the Presbytery meeting commences.
  - (e) If the nominations prepared for the Presbytery include a variation to the list of suggested nominations submitted by any committee, the Nominating Committee will advise that committee or commission.
  - (f) After receipt of the list of nominations prepared by the Nominating Committee, any two members of the Presbytery may, with the consent of the person nominated, make further nominations for any committee or commission any time before the time set by the Presbytery for the close of nominations. Each nomination will include biographical information to assist the Presbytery.

## **BALLOTS**

P 2.5.4 Where there are more nominations than members required the Nominating Committee will arrange for a ballot to be conducted.

### **ELECTIONS**

- P 2.5.5 (a) After any necessary ballots have been conducted, the Nominating Committee will submit a final list of recommended appointments to the Presbytery for election.
- (b) All elections to committees or commission will take effect at the rising of the Presbytery except when otherwise provided in the Rules or determined by the Presbytery.

### **LIMITATION OF TERM OF OFFICE**

- P 2.5.6 (a) No convener or chairperson of a Presbytery committee or commission will hold office for more than ten years unless the Presbytery has provided otherwise or specifically agrees that the period be extended, and then only for a specified time. A convener or chairperson who has completed a maximum term will be eligible for re-election after an interval of two years.
- (b) No member of a Presbytery committee or commission, other than an ex-officio member, will hold membership of that committee or commission for more than ten years without the recommendation of the Nominating Committee and the specific approval of the Presbytery. A member who has completed a maximum term will be eligible for re-election after an interval of two years.

## **P 3.1 PRESBYTERY STANDING COMMITTEE**

### **AUTHORITY**

P 3.1.1 The Presbytery will appoint a Standing Committee in accordance with the Regulations.

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

P 3.1.2 The Standing Committee will fulfill the all the duties and responsibilities of a Presbytery Standing Committee as set out in the Constitution and the Regulations.

### **MEMBERSHIP**

- P 3.1.3 (a) The membership of the Standing Committee consists of:
- i. the Chairperson of the Presbytery, the immediate past Chairperson, the Chairperson-elect, the Secretary and the Treasurer;
  - ii. Four members of Presbytery elected by the Presbytery;
  - iii. not more than two other persons, who are members of Presbytery, co-opted by the Standing Committee to ensure balance of membership.
- (b) The lay members shall not be fewer in number than the ministerial members.
- (c) Election shall be for a period of two years with at least half the committee retiring each year.

### **MEETINGS**

- P 3.1.4 (a) The Standing Committee will meet as determined by the Regulations but not less than once every three months.
- (b) The Standing Committee shall report on its decisions to the next meeting of the Presbytery, which shall give directions as to the publishing thereof, and as to any further action that may be required in accordance with Regulations.

### **TECHNOLOGY**

P 3.1.5 A meeting of the Standing Committee may be called or held using any technology agreed to, in advance, by all the members of the Committee.

### **QUORUM**

P 3.1.7 The quorum for meetings of the Standing Committee shall be in accordance with the regulations.

### **SUBCOMMITTEES**

P 3.1.8 The Standing Committee may establish steering committees, advisory groups, task groups and special purpose committees as may be needed from time to time. The Standing Committee shall specify its membership, duties and responsibilities, and reporting requirements.

### **CIRCULATING RESOLUTION QUORUM**

P 3.1.9 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 3.1.10 (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 3.1.11 (a) The Committee or a sub-committee 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) A Committee or sub-committee member 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 By-Laws and procedures set down by the Committee.
- (c) Copies of all resolutions passed as circulating resolutions will be kept and signed by the Chairperson of the next meeting.

## **OFFICERS**

- P 3.1.12 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 3.1.13 (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 3.1.14 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.

## **CONFLICT OF INTEREST**

P 3.1.15 A member of the Standing 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 Standing Committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Standing Committee the nature and extent of that interest or relationship. The Standing 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 Standing Committee will minute its decision and record that decision in a Register of Conflicts.

## **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.

## **P 3.3 CANDIDATES FOR THE MINISTRIES COMMITTEE**

### **NAME**

- P 3.3.1 The name of the Committee is the “Candidates for the Ministries Committee”, a committee appointed by and responsible to the Presbytery of Western Australia.

### **MEMBERSHIP**

- P 3.3.2 The Candidates for the Ministries Committee will be appointed by the Presbytery and will consist of:

- (a) a Chairperson who will be elected annually by the Presbytery;
- (b) the Principal of the Perth Theological Hall;
- (c) the Chairperson of the Committee for Education for Discipleship and Leadership or their nominee; and
- (d) up to three members elected annually by the Presbytery.

- P 3.3.3 The Committee may co-opt up to two further members to ensure balanced representation or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee.

- P 3.3.4 The General Secretary may appoint up to two Church Office staff who will be members of the Committee to attend and speak but may not vote.

### **PURPOSE**

- P 3.3.5 The purpose of the Committee is:

- (a) to fulfil the Presbytery’s part in the selection, pastoral care and oversight of candidates for the specified ministries of the Church;
- (b) to assist the Presbytery in dealing with applications for admission of ministers from other denominations; and
- (c) to assist the Presbytery in dealing with applications for the re-admission of former ministers of the Church.

### **RESPONSIBILITIES**

- P 3.3.6 The Committee is authorised to act on behalf of the Presbytery in:

- (a) establishing appropriate policies and procedures for the fulfilling of its responsibilities and to undertake continual evaluation of those policies and procedures;
- (b) promoting the call to the specified ministries;
- (c) sharing in the oversight and support of persons undertaking a period of discernment;
- (d) receiving and processing applications for all the specified ministries;
- (e) determining whether to commend an applicant to a Selection Panel;
- (f) appointing Presbytery representatives to any Selection Panel;
- (g) arranging pastoral care for candidates for all the specified ministries;
- (h) dealing with the termination of candidature;
- (i) undertaking assessments to determine whether candidates for all the specified ministries are ready for ordination or commissioning;
- (j) arranging ordination and Commissioning services for candidates for all the specified ministries and the induction of ministers from another denomination;
- (k) undertaking the responsibilities of the Presbytery under the Regulations for the admission of a minister from another denomination; and

- (l) undertaking the responsibilities of the Presbytery under the Regulations for the readmission of a former minister or certificated candidate of the Church.

P 3.3.7 The Committee will make recommendations to the Presbytery on:

- (a) the ordination or commissioning of candidates for all the specified ministries;
- (b) the admission of a minister from another denomination; and
- (c) the readmission of a former minister of the Church.

### **COMMITTEES**

P 3.3.8 The Committee may establish entities such as steering committees, advisory groups, reference groups, task groups, and special purpose sub-committees. Such entities:

- (a) shall be for a specified period not exceeding twelve months, subject to renewal by resolution of 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 committee; and
- (h) shall report to the Committee periodically or when requested to do so by the Committee.

P 3.3.9 The Committee will establish a sub-committee to process applications received by the Presbytery under Rule 3.3.6(k). Membership of the sub-committee will include the Director of Education and Formation and at least two other people with appropriate skills and expertise to be appointed by the Committee in consultation with the General Secretary. This sub-committee to report as required to the Committee.

### **MEETINGS AND REPORTING**

P 3.3.10 The Committee will:

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

### **TECHNOLOGY**

P 3.3.11 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.

### **CIRCULATING RESOLUTIONS**

- P 3.3.12 (a) The Committee or sub-committee may make decisions by a circular or electronic poll of all members entitled to vote, provided that 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) A Committee or sub-committee member 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.

**UNITING CHURCH IN AUSTRALIA  
PRESBYTERY OF WESTERN AUSTRALIA**

**P 3.5 COMMISSION FOR EDUCATION FOR DISCIPLESHIP AND LEADERSHIP  
RULES**

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## STATUS

**P 3.5.1** These Rules provide for the exercise of the powers of the Synod and the Presbytery in regard to the education for discipleship and leadership in the Church as described in these rules. In accordance with Constitution clause 70 (c) all powers and responsibilities of the Synod of WA in relation to ministerial education and the Perth Theological Hall and its Faculty are hereby delegated to the Presbytery of WA in accordance with the minute 8/2009 of the 2009 Synod.

## NAME AND ESTABLISHMENT

**P 3.5.2** In accordance with the resolution of the 2009 annual meeting of the Synod and the 2009 annual meeting of the Presbytery, the Commission for Education for Discipleship and Leadership, hereinafter called “the Commission”, was established.

## DEFINITIONS

**P 3.5.3** For the purpose of these Rules and in addition to the definitions in Rule 1.1.6 unless the context or subject matter indicates otherwise or requires:

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

“Church Centre Staff” (for the purpose of this Rule) means people who are in placement with or employed by the Presbytery or Synod of the Uniting Church in Western Australia, other than those specified as Faculty and the Moderator and General Secretary of the Synod.

“Church’s Manual for Meetings” means the current *Manual for Meetings* published by The National Assembly of the Uniting Church in Australia.

“faith formation” means all aspects of intentional Christian learning and training, including nurturing for discipleship, ministerial formation, continuing education and lay training. It includes three primary areas:

- formation for discipleship among members; the lead role being taken by congregational leadership, lay and ordained, assisted by the Presbytery and Synod;
- formation for all those engaging in leadership in the congregational life and mission of the Church; the lead role and coordinating role being taken by the Presbytery and Synod; and
- formation for all people serving in a vocational capacity in agencies or schools of the Uniting Church; a shared task of the Synod with agency or school leadership.

“Presbytery Standing Committee” means the body appointed by the Presbytery in accordance with Regulations.

“Perth Theological Hall” is the Theological College established by the Synod and approved by the Assembly as a centre for training for ministry according to the Regulations.

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

“Resources Commission” means the body established and appointed by the Synod and Presbytery to exercise the powers and responsibilities for the resources of the church.

“Sub-committee” means a committee established under the guidelines of these Rules

## **PURPOSE OF THE COMMISSION**

**P 3.5.4** The Uniting Church in WA upholds, as a central purpose for its life, the achievement of a culture in which formation for discipleship and leadership becomes prized, appreciated and accessible. To this end the Commission has been established to foster, encourage and develop all aspects of the educational work of the Presbytery and Synod for faith formation for discipleship and leadership.

## **GUIDING PRINCIPLES OF THE COMMISSION**

**P 3.5.5** In accordance with the report received by the 2009 Synod, the Commission in all its decision-making shall be guided by biblical scholarship and the Basis of Union of the Uniting Church in Australia. In particular:

- a) In every age, the church so called and sent, is endowed with gifts of the Spirit, including evangelist and teacher, scholar and prophet, to ‘equip the saints for the work of ministry, for the building up of the body of Christ’. (Ephesians 4:12);
- b) while waiting on God’s Word witnessed to in the scriptures, all shall learn to ‘sharpen their understanding of the will and purpose of God by contact with contemporary thought’. (Basis of Union para. 11) in order to share the message of reconciliation, together being agents of the new creation in Christ;
- c) the mission of tomorrow’s church will require Christians having ‘a reason for the faith that is within us’ (1 Peter 3:15) and its people are to be equipped for the work of ministry and formed as learners and shaped as leaders for the sake of the gospel and the reign of God; and
- d) government (in the Church) is entrusted to representatives, men and women, bearing gifts and graces with which God has endowed them for the building up of the Church.’ The Church in WA is called to exercise good stewardship in oversight for discipleship and leadership by ensuring form follows function, action follows Godly purpose, minimum oversight achieves maximum learning and that ‘Christ alone remains supreme in His Church’.  
(Basis of Union para. 15)

In all matters the Commission shall act ethically within the ethos of the Uniting Church.

## **POWERS AND DUTIES OF THE COMMISSION**

**P 3.5.6** The Commission shall:



- (a) Promote education as a continuing, essential and life-long part of discipleship;
- (b) prepare policies, develop strategies and seek resources for the educational responsibilities of the Presbytery for the approval of the Presbytery;
- (c) provide oversight, guidance and co-ordination for all education for discipleship and leadership within the Presbytery;
- (d) provide assistance and support towards the fulfilment of the educational responsibilities of congregations, agencies and institutions of the Church;
- (e) exercise the responsibilities of a Ministerial Education Board and a Theological College Council as provided for in the Regulations;
- (f) provide support for the key personnel working in educational activities;
- (g) establish and approve bodies to conduct and direct training and assessment of Lay Preachers as required in the Regulations;
- (h) assist the Synod to assess educational attainments and provide education and formation for ministers from other churches seeking admission to the Uniting Church as required in the Regulations;
- (i) assist the Presbytery to identify, assess and monitor Pastor's competency development as required in the Regulations: and
- (j) consult and work together with other Commissions and bodies to further the life of the Presbytery and Synod.

#### **Delegations**

**P 3.5.7** The Commission will determine in accordance with the Regulations, By-Laws, Rules and decisions of Synod and Presbytery as made or varied from time to time:

- (a) delegations of its powers and authorities (except for the power of delegation); and
- (b) responsibilities, authority and functions of Commission sub-committees.

**P 3.5.8** The Commission may establish sub-committees such as steering sub-committees, advisory groups, reference groups, task groups and special purpose sub-committees.

**P 3.5.9** The Commission may withdraw delegations, responsibilities and functions of Commission sub-committees, either generally or in a particular case, at any time, except where this would impair compliance to the regulations.

#### **RESPONSIBILITIES OF THE COMMISSION**

**P 3.5.10** The Commission is responsible for policy development, strategic planning for the development of education and faith formation for discipleship and leadership and the co-ordination of services and resources in education and faith formation including:

- (a) The forming of disciples in which all members and seekers in the way of discipleship with Jesus, pursue learning in the faith as a life-long activity towards 'having a reason for the faith that is within them';
- (b) the forming of leadership in the Church in which all members called to the service of Christ commit to being 'equipped for the work of service' in the area of their gifts of the Spirit and their skills.;
- (c) teaching across the whole Church for which those called to the teaching ministries, whether ordained or lay members, hear the call to exercise their ministry for the benefit of the whole Church, not confined to a specific locality, institution or congregation; and

- (d) coordinating oversight for education and formation for discipleship and leadership within the Presbytery and Presbytery in a single body.

**P 3.5.11** Unless the Presbytery or Presbytery Standing Committee determines otherwise the Commission will determine and make recommendations to Presbytery or Presbytery Standing Committee regarding policy and will exercise oversight, facilitate, co-ordinate and provide advice to Presbytery in matters including (or related to):

- (a) faith formation for discipleship;
- (b) ministerial education;
- (c) lay education;
- (d) continuing education;
- (e) Lay Preacher education and formation;
- (f) Pastors competency development; and
- (g) Leadership development.

- P 3.5.12**
- (a) The Commission will consider matters referred by Sub-committees of the Commission as being matters of significance or outside the Sub-committees delegated authority; and
  - (b) the Commission may require Sub-committees of the Commission to refer specific matters to the Commission for consideration.

#### **Budget**

- P 3.5.13**
- (a) The Commission will prepare a recommended budget of all income and expenditure for all its activities, in consultation with its sub committees, and present it to the Resources Commission prior to the setting of the annual Synod Budget.
  - (b) The Commission will seek the approval of the Presbytery Standing Committee for any increase in budgeted expenditure.

#### **Inquiries Regarding Risk**

- P 3.5.14** Where the Commission is of the opinion that an inquiry should be made regarding any risk or contingent liability which 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 Commission will advise the General Secretary.

#### **Plans, Policies and Processes**

- P 3.5.15** The Commission will establish, implement and monitor performance of policy development, strategic planning and performance management of all its operations including its sub-committees.

**P 3.5.16** The Commission will:

- (a) undertake periodic performance reviews of the Commission and Commission sub-committees;
- (b) approve Commission sub-committee competency profiles, identify prospective Commission and sub-committee members, oversee member induction and development; and

- (c) establish succession planning strategies for the Commission and sub-committees.

## **PERMANENT SUB-COMMITTEES OF THE COMMISSION**

### **Perth Theological Hall**

**P 3.5.17** The Faculty of Perth Theological Hall will operate and report as a permanent sub-committee of the Commission

**P 3.5.17.1** Perth Theological Hall is responsible for

- (a) The education and formation of candidates for ordained ministries in accordance with Assembly and Ministerial Education Board requirements;
- (b) Such other activities as directed by the Commission, particularly education and formation that may be required to promote or encourage the mission of the church; and
- (c) co-operation with other educational bodies following the agreement of the Commission.

### **Membership**

**P 3.5.17.2** Membership of the Faculty of Perth Theological Hall is determined by the Regulations.

### **Principal**

**P 3.5.17.3** The Director of Education and Formation, or in their absence another person appointed by Presbytery Standing Committee, on the recommendation of the Commission, will be the Principal of Perth Theological Hall.

### **Responsibilities of the Faculty**

**P 3.5.17.4** The Faculty will, within its area of expertise and responsibility:

- (a) undertake responsibilities and authorities delegated from the Commission;
- (b) deal with matters referred by the Commission;
- (c) provide recommendations and advice to the Commission; and
- (d) refer to the Commission for consideration and/or approval any:
  - (i) policy and strategic matter which has significant implications for the Church;
  - (ii) significant financial matters or desired changes in resource allocations; and/or
  - (iii) matters outside the delegated authority of the Faculty.

### **Reporting**

**P 3.5.17.5** The Faculty shall report to the Presbytery, through the Commission.

### **Appointment to lectureships**

**P 3.5.17.6** The process for appointment to lectureships will be determined by the Presbytery Standing Committee.

**P 3.5.17.7** When an appointment to a lectureship involves a linked complementary or fractional appointment with another institution, the Presbytery or Presbytery Standing Committee shall negotiate with the other institution with regard to the selection criteria and composition of the Joint Nominating Committee.

## **OTHER SUB-COMMITTEES**

**P 3.5.18** The Commission may establish entities such as steering sub-committees, advisory groups, reference groups, task groups, and special purpose sub-committees. Such entities:

- (a) shall be for a specified period not exceeding twelve months, subject to renewal by resolution of the Commission;
- (b) may include persons other than Commission members;
- (c) are to be chaired by a member of the Commission;
- (d) are to have responsibilities, powers and authorities as determined by the Commission;
- (e) may have their responsibilities, powers and authorities revoked or be terminated at any time by the Commission;
- (f) may have any member removed from office by the Commission;
- (g) shall include the Chairperson of the Commission, at their own discretion, at any meeting of a sub-committee; and
- (h) shall report to the Commission periodically or when requested to do so by the Commission.

**P 3.5.19** Sub-committees of the Commission 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 Commission or Sub-committees or formed by co-opting individuals with specific expertise and knowledge.

**P 3.5.20** Powers and responsibilities delegated by the Commission to permanent and other sub-committees of the Commission will not be further delegated.

## **MEMBERSHIP OF THE COMMISSION**

**P 3.5.21** The Commission is appointed annually and consists of:

- (a) the Chairperson, elected by the Presbytery;
- (b) the Principal and another representative of the Faculty;
- (c) one representative of the student body of the Perth Theological Hall;
- (d) one Lay Preacher;
- (e) one Pastor; and
- (e) four members elected by the Presbytery;

**P 3.5.22** The Commission may co-opt up to three further members to ensure balanced representation or to provide the Commission with knowledge, abilities or experience not otherwise available to the Commission. The appointment of co-opted members shall be subject to endorsement by Presbytery or Presbytery Standing Committee.

**P 3.5.23** All members of the Commission will, with the exception of the Faculty, be members of the Church and, as far as possible, the Commission membership shall include at least one-third women and one-third men, and a balance of lay and ordained.

**P 3.5.24** Church Centre Staff may be present and speak to assist the Commission in the fulfilling of its purpose and responsibilities but are not eligible to vote.

## **MEMBERSHIP OF SUB-COMMITTEES**

**P 3.5.25** Membership of sub-committees will be established by the Commission, taking note of Regulations in relation to the Faculty,

**P 3.5.26** The Chairperson of the Commission may, at their own discretion, attend at any meeting of a permanent sub-committee or any other sub-committee.

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

**P 3.5.27** All members of the Commission and sub-committees of the Commission must be persons who have knowledge or experience in any area of the responsibilities of the Commission.

### **Term of Office**

**P 3.5.28** Members of the Commission co-opted in accordance with these Rules 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.

**P 3.5.29** The elected members of the Commission appointed in accordance with the provision of these Rules to the Commission and/or any of its sub-committees will hold office for 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 Presbytery approval. The Faculty representatives shall be eligible for the term of their contract.

## **VACANCIES**

**P 3.5.30** A casual vacancy will occur in the membership of the Commission or a sub- committee of the Commission if a member:

- (a) resigns by notice delivered to the Chairperson of the Commission or sub- committee;
- (b) becomes unable to act as a member of the Commission or sub-committee; or
- (c) is removed from office by resolution of the Presbytery, it being expressly declared that the Presbytery is not required to state any reason for such resolution.

**P 3.5.31** Casual vacancies in the Presbytery appointed membership of the Commission arising between meetings of the Presbytery will be filled by the Presbytery Standing Committee having regard to the skills required by the Commission at the time. The appointee will hold office for the remainder of the term of the member replaced.

**P 3.5.32** If an ordinary vacancy occurs because the Presbytery failed to elect any or all of the elected members of the Commission or sub-committee of the Commission, then the Presbytery Standing Committee may elect persons to fill any or all of the ordinary vacancies.

## **MEETINGS AND REPORTING**

### **Frequency of meetings**

**P 3.5.33** The Commission will meet at least quarterly.

- P 3.5.34** The permanent sub-committees will each meet at least quarterly.
- P 3.5.35** At least four meetings each year of the Commission and its permanent sub- committees must be held in person.
- P 3.5.36** The Commission and sub-committees 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 3.5.37** A Commission or Commission sub-committee meeting may be called or held using any technology agreed to, in advance, by all the members of the Commission or sub-committee.

### **Quorum of the Commission**

- P 3.5.38** The quorum for a Commission meeting shall be a simple majority.

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

- P 3.5.39** The quorum for sub-committees shall be a simple majority including at least one Commission member.

### **Circulating Resolution Quorum**

- P 3.5.40** 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 Commission or sub-committee as stated in these Rules.

### **Minutes**

- P 3.5.41** (a) Minutes will be kept of all meetings of the Commission and Commission Sub-committees in a minute book provided for that purpose and the minutes will be confirmed by the next succeeding meeting of the Commission or sub-committee and signed by the Chairperson of that meeting.
- (b) Minutes of all sub-committee meetings will be provided to the Commission prior to the succeeding meeting of the Commission.

### **Circulating Resolutions**

- P 3.5.42** (a) The Commission or a sub-committee may make decisions by a circular or electronic poll of all members entitled to vote, provided that 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) A Commission or sub-committee member 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 Commission.

### **Officers**

- P 3.5.43** In the absence of the Chairperson, the members present at any meeting of the Commission or sub-committees of the Commission may elect a chairperson/convener of the meeting from amongst those present.

## Calling a Meeting

- P 3.5.44** (a) The Chairperson or the Secretary of The Presbytery may convene a meeting of the Commission at any time. The Secretary of the Presbytery shall on receipt of a requisition in writing by any three members, convene a meeting of the Commission.
- (b) The Convener of a Sub-Committee of the Commission or the Chairperson of the Commission may convene a meeting of the sub-committee at any time. The Convener or the Chairperson of the Commission 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 Commission and Sub-committee of the Commission 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.
- P 3.5.45** The non-receipt by a Commission or Sub-committee of the Commission member of a notice of meeting does not invalidate the meeting.

## Conduct of meetings

- P 3.5.46** The procedures of the Church's Manual for Meetings apply as far as practicable to all meetings of the Commission and Sub-committees of the Commission.
- P 3.5.47** Each member of the Commission or sub-committee of the Commission has and may exercise one vote.
- P 3.5.48** A resolution passed at a meeting of the Commission or a permanent sub-committee of the Commission 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 3.5.49** The Commission 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 Commission may at any time bring a matter before the Presbytery Standing Committee for consideration.
- P 3.5.50** Each sub-committee will report to each meeting of the Commission in a form and content as prescribed by the Commission.
- P 3.5.51** The Commission, acting as a Ministerial Education Board, will report to the Assembly as required in the Regulations.

## CONFLICT OF INTEREST

- P 3.5.52** A member of the Commission or of any sub-committee of the Commission 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 Commission or sub-committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Commission or sub-committee the nature and extent of that interest or relationship. The Commission or any sub-committee of the Commission 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 Commission or any sub-committee will minute its decision and record that decision in a Register of Conflicts.

## **AMENDMENTS TO THESE RULES**

**P 3.5.53** The Commission may submit a request to the Presbytery for the amendment of these Rules which may only be amended in accordance with Rules 1.2.



## **P 4.1 CONGREGATIONAL COMMUNITY SERVICES COMMITTEE**

### **NAME**

- P 4.1.1 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**

- P 4.1.2 The Committee is appointed by each annual meeting of the Presbytery and consists of:
- (a) the Chairperson, elected annually by the Presbytery;
  - (b) The General Secretary or nominee;
  - (c) A staff member appointed by the General Secretary; and
  - (d) up to 3 other persons, elected annually by the Presbytery.
- P 4.1.3 The Committee may co-opt up to two 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**

- P 4.1.4 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 Regulations 3.1.23-26 apply.

### **PURPOSE**

- P 4.1.5 The purpose of the Committee is act for the Presbytery in supporting and exercising oversight of congregational community service activities.

### **RESPONSIBILITIES**

- P 4.1.6 The functions of the Committee include:
- (a) exercising, on behalf of the Presbytery, oversight of all congregational community service activities in accordance with Regulation 3.4.4, 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**

P 4.1.7 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.

## **P 4.2 RURAL MINISTRY COMMITTEE**

### **NAME**

P 4.2.1 The name of the committee is the “Rural Ministry Committee”(herein after called the Committee), a committee appointed by and responsible to the Presbytery of Western Australia.

### **DEFINITION**

P 4.2.2 Rural Ministry Team means those persons appointed as Associates by the Presbytery to provide a network of support to rural congregations who are without an ordained minister in congregational placement, and includes the Rural Ministry Team Co-ordinator.

### **MEMBERSHIP**

P 4.2.3 The Committee is appointed at each annual meeting of the Presbytery and consists of:

- (a) the Chairperson, elected annually by the Presbytery;
- (b) the Rural Ministry Team Co-ordinator or another person appointed by the General Secretary; and
- (c) two representatives from each Presbytery Region being served by the Rural Ministry Team, elected annually by the Presbytery;

P 4.2.4 The Committee may co-opt up to two 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.

### **PURPOSE**

P 4.2.5 The purpose of the Committee is to act for the Presbytery:

- (a) in supporting the Rural Ministry Team; and
- (b) in providing an overview of rural ministry and the development of policies and procedures that support, encourage and challenge ministry in rural areas.

### **RESPONSIBILITIES**

P 4.2.6 The responsibilities of the Committee include:

- (a) developing policy and strategies in conjunction with the Mission Planning Committee to meet the challenges and issues of the rural Church;
- (b) assisting with the monitoring and evaluation of current and new initiatives in rural ministry;
- (c) working collaboratively with the Rural Ministry Team, supporting and encouraging them in their ministries;
- (d) advocating on rural Church issues in the committees, councils and commissions of the Church;
- (e) working collaboratively with the other committees, commissions and staff of the Presbytery to ensure good stewardship of the gifts, resources and skills of the Church;
- (f) encouraging the whole Church to celebrate the achievements of the rural

- Church;
- (g) when requested by the Presbytery, Presbytery Standing Committee or the General Secretary assisting with the review of Rural Ministry Team staff and the appointment of new staff; and
  - (h) any other matters relating to rural ministry that may arise from time to time.

### **MEETINGS AND REPORTING**

P 4.2.6 The Committee will:

- (a) meet face-to-face at least once each year and consult using other means at least quarterly;
- (b) report to the Mission Planning Committee, the Presbytery Standing Committee and the General Secretary as requested or when necessary.

## **P 4.3 FIRST THIRD COMMITTEE**

### **NAME**

P 4.3.1 In accordance with the resolution of the 2007 annual meeting of the Presbytery, the First Third Working Group was established. In November 2016 it was renamed the First Third Committee, hereinafter called the “Committee”.

### **DEFINITIONS**

P 4.3.2 For the purpose of these Rules and in addition to the definitions in Rule 1.1 unless the context or subject matter indicates otherwise or requires:

“First Third” means people in the first third of life being up to and including 30 years of age.

### **PURPOSE**

P 4.3.3 The purpose of the Committee is to encourage the whole church to encompass diversity in expression and ministry by providing leadership for an integrated approach to ministry with a specialized focus on people within the ‘first third of life’.

### **GUIDING PRINCIPLES**

P 4.3.4 In the discharge of its responsibilities the Committee will always be guided by the call to:

- (a) remain open to the Spirit for the continued renewing and challenging of the concept of First Third ministry; and
- (b) connect the mission of First Third ministry with the reality of the church in this time and place for the future calling of God’s people.

### **RESPONSIBILITIES**

P 4.3.5 The responsibilities of the Committee will be:

- (a) To intentionally reflect and review the vision for First Third ministry;
- (b) To monitor and consider emerging trends and influences in the fields of ministry to and with children, young people and families;
- (c) Receive and incorporate new research as appropriate;
- (d) In conjunction with the Mission Planning Committee, to provide oversight and strategic direction for First Third ministry:
  - i. To integrate and reflect the priorities of the Presbytery; and
  - ii. To resource all bodies of the Synod and Presbytery in developing future priorities for mission;
- (e) Supporting and guiding First Third staff in their ministry;
- (f) To intentionally integrate those who are marginalised;
- (g) The celebration of milestones, achievements and the vital activities in ministry and mission; and
- (h) Ensuring communication within the church community and to the wider community of the vision and guiding principle of First Third ministry.

### **INQUIRIES REGARDING RISK**

P 4.3.6 Where the Committee is of the opinion that an inquiry should be made regarding any risk or contingent liability which 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.

### **MEMBERSHIP**

P 4.3.7 The Committee is appointed by each annual Presbytery and consists of:

- (a) Convenor, elected by the Committee;
- (b) The General Secretary or nominee;
- (c) One staff person appointed by the General Secretary;
- (d) Up to three people elected by the Presbytery.

- P 4.3.8 At least two members elected under 4.3.7(d) must be in the first third of life at the time of their appointment.
- P 4.3.9 The Committee may co-opt up to two further members to ensure balanced representation or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee. The appointment of co-opted members shall be notified to the Presbytery Standing Committee through the Nominating Committee.
- P 4.3.10 Church Centre Staff other than those appointed under 4.3.7(c), may be present and speak at a meeting of the Committee to assist the Committee in the fulfilling of its purpose and responsibilities but are not eligible to vote.

### **TERM OF OFFICE**

- P 4.3.11 Members of the Committee appointed in accordance with the provision of these Rules will hold office for 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 Presbytery approval.

### **DELEGATIONS**

- P 4.3.12 The Committee may establish sub-committees such as steering sub-committees, advisory groups, reference groups, task groups and special purpose sub-committees. The Committee shall establish the responsibilities, authority, time period and reporting of all Committee sub-committees.

### **VACANCIES**

- P 4.3.13 A casual vacancy will occur in the membership of the Committee if a member:
- (a) resigns by notice delivered to the Convenor of the Committee;
  - (b) becomes unable to act as a member of the Committee; or
  - (c) is removed from office by resolution of the Presbytery, it being expressly declared that the Presbytery is not required to state any reason for such resolution.
- P 4.3.14 Casual vacancies in the Presbytery appointed membership of the Committee arising between meetings of the Presbytery 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.
- P 4.3.15 If an ordinary vacancy occurs because the Presbytery failed to elect any or all of the elected members of the Committee or sub-committee of the Committee, then the Presbytery Standing Committee may elect persons to fill any or all of the ordinary vacancies.

### **MEETINGS AND REPORTING**

- P 4.3.16 The Committee will report to the Secretary of the Presbytery and the Presbytery as requested.

#### **Frequency of meetings**

- P 4.3.17 The Committee will meet at least six times per year and as required.

#### **Technology**

- P 4.3.18 A Committee meeting may be called or held using any technology agreed to, in advance, by all the members of the Committee.

#### **Quorum**

- P 4.3.19 The quorum for a Committee meeting shall be a simple majority plus one, in person.

## **Minutes**

### **P 4.3.20**

- (a) Minutes will be kept of all meetings of the Committee and Committee Sub-committees in a minute book provided for that purpose and the minutes will be confirmed by the next succeeding meeting of the Committee or sub-committee and signed by the Convenor 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 4.3.21 The Committee or a sub-committee may make decisions by a circular or electronic poll of all members entitled to vote, provided that no decision of such a poll is binding unless there are no dissenting votes. The resolution is passed when the last member signifies agreement.

P 4.3.22 A Committee or sub-committee member 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 By-Laws and procedures set down by the Committee.

P 4.3.23 In the absence of the Convenor the members present at any meeting of the Committee or sub-committees of the Committee may elect a convenor of the meeting from amongst those present.

## **Calling a Meeting**

P 4.3.24 (a) The Convenor or the General Secretary may convene a meeting of the Committee at any time. The General Secretary shall on receipt of a requisition in writing by any three members, convene a meeting of the Committee.

(b) The Convenor of a Sub-Committee of the Committee or the Convenor of the Committee may convene a meeting of the sub-committee at any time. The Convenor or the Convenor 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 Convenor considers an emergency exists in which case a meeting may be convened on shorter notice.

P 4.3.25 The non-receipt by a Committee or Sub-committee of the Committee member of a notice of meeting does not invalidate the meeting.

## **Conduct of meetings**

P 4.3.26 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.

P 4.3.27 Each member of the Committee or sub-committee of the Committee has and may exercise one vote.

P 4.3.28 A resolution passed at a meeting of the Committee or a 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.

### **CONFLICT OF INTEREST**

P 4.3.29 A member of the Committee or of any sub-committee of the 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 of the 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 of the Committee will minute its decision and record that decision in a Register of Conflicts.

### **INDEMNITY CLAUSE**

P 4.3.30 Any person acting under the express or implied authority of the Committee shall be indemnified against all expenses and liability for any matter or thing done or liability incurred except in the case of fraud, criminal act, negligence or wilful misconduct.

### **AMENDMENTS TO RULES**

P 4.3.31 These Rules may only be changed:

- (a) The Committee may submit a request to the Presbytery for the amendment of these Rules.
- (b) These Rules may only be amended in accordance with Rule 1.2.



## **P 4.4 MULTICULTURAL AND CROSS CULTURAL MINISTRIES COMMITTEE**

### **NAME**

- P 4.4.1 The name of the committee is the “Multicultural and Cross Cultural Ministries Committee” (hereinafter called the Committee), a committee appointed by and responsible to the Presbytery of Western Australia.

### **DEFINITION**

- P 4.4.2 Multicultural and Cross Cultural Ministry Team means those persons appointed as Ministers and Associates by the Presbytery to provide a network of support to Multicultural and Cross Cultural Ministries and includes the Multicultural and Cross Cultural Ministry Team Coordinator.

### **MEMBERSHIP**

- P 4.4.3 The members of the Committee are appointed by the Presbytery and comprise:
- (a) the Chairperson, elected annually by the Presbytery;
  - (b) three people each nominated by a recognized multicultural or cross cultural faith community or congregation served by the Multicultural and Cross Cultural Ministry Team, elected annually by the Presbytery;
  - (c) one person from other congregations or groups with appropriate gifts and skills to give effective support to multicultural and cross cultural ministry and outreach activities elected annually by the Presbytery;
  - (d) the Multicultural and Cross Cultural Ministry Team Coordinator or another person appointed by the General Secretary;
  - (e) the Chairperson of Presbytery; and
  - (f) the Secretary of Presbytery, or his or her nominee
- P 4.4.4 The Committee may co-opt up to two further members, for terms not exceeding twelve months at a time, to ensure balanced representation, including lay and ordained, or to provide the Committee with knowledge, abilities or experience not otherwise available to the Committee.
- P 4.4.5 The members of the Committee shall include at least one member from a multicultural or cross-cultural background aged from eighteen to thirty five years.

### **PURPOSE**

- P 4.4.6 The purpose of the Committee is to act for the Presbytery to:
- (b) support, encourage and assist with the development of multicultural and cross cultural ministry across the Church;
  - (c) assist or advise in resources and training that would assist in worship, witness and service appropriate to multicultural and cross cultural ministry;
  - (d) assist in strengthening links between cross cultural and cross cultural faith communities, congregations and groups and between those groups and the wider church;
  - (e) encourage linkages and networks across the Uniting Church so the special needs of youth, families and older groups in the multicultural and cross cultural groups and faith communities congregations can be met and new faith communities and congregations established, affirmed and given support;

- (f) maintain a directory of multicultural and cross cultural faith communities, congregations and groups; and
- (g) provide support and advice to the Multicultural and Cross Cultural Ministry Team as appropriate.

## **RESPONSIBILITIES**

P 4.4.7 The responsibilities of the Committee include:

- (a) developing policy, strategies and plans to meet the challenges and issues of the multicultural and cross cultural Church;
- (b) assisting with the monitoring and evaluation of current and new initiatives in multicultural and cross cultural ministry;
- (c) working collaboratively with the Multicultural and Cross Cultural Ministry Team, supporting and encouraging them in their ministries;
- (d) advocating on multicultural and cross cultural ministry related issues in the commissions, councils and committees of the Uniting Church;
- (e) working collaboratively with the other committees and staff of the Presbytery to ensure good stewardship of the gifts, resources and skills of the Church;
- (f) encouraging the whole Church to celebrate the achievements of the multicultural and cross cultural faith communities, congregations and groups and their ministries;
- (g) establishing task groups or sub-committees to support, resource or facilitate initiatives or particular groups that would be helpful always reporting to the Committee; and
- (h) any other matters relating to multicultural or cross cultural ministry that may arise from time to time.

## **MEETINGS AND REPORTING**

P 4.4.8 The Committee will:

- (a) meet at least four times each year;
- (b) meet or consult using electronic means as required;
- (c) report to the Presbytery Standing Committee and the Presbytery as requested or when necessary.

## ANNEXURE 4

Report 13.1

### Safe Church – Supplementary Report – Professional Standards

5 November 2016

#### Safe Church

**Awareness Workshops for 2017** – There are several planned for next year. Keep checking on the UCA website for the dates, details and to download a flyer of each Workshop. Go to Safe Church menu on the Home page of the UCA website and then click on the Safe Church Training page - <http://unitingchurchwa.org.au/safe-church/safe-church-training/>

As well, read the News and Notes for notification of these Workshops.

**Code of Conduct for Lay Leaders** – can now be found on the Assembly website: [https://assembly.uca.org.au/images/stories/ASCMinutes/2015/november/15.11Minutes\\_Attachment\\_B\\_Code\\_of\\_Conduct\\_for\\_Lay\\_Leaders.pdf](https://assembly.uca.org.au/images/stories/ASCMinutes/2015/november/15.11Minutes_Attachment_B_Code_of_Conduct_for_Lay_Leaders.pdf)

#### Code of Ethics

**The Code of Ethics and Ministerial Practice** is appended to this report. Again, this document is important for us all to note as ministers or lay leaders, both for our life as members of the Presbytery and within our congregations.

Churches are safer places when ministers are familiar with this Code yet more so when all members of congregations are aware of it.

The General Secretary has recently written to all ministers regarding professional standards. Among other things, all ministers must complete a one-day overview of the Code of Ethics and Ministry Practice next year. One will be offered on 8 March and the second on

19 May, prior to the scheduled Presbytery meeting on 20 May, 2017.

In addition, all ministers will be required to attend a half-day (afternoon) “Ethical Ministry” Workshop for half a day on either Friday 7 September (the day prior to the Synod meeting) or on Friday 3 November (the day prior to the Presbytery meeting). These dates need to be noted and appropriate arrangements in place to fulfil these requirements.

#### Professional Supervision for Ministry Agents

All in professional ministry are required by the Code of Ethics and Ministry Practice to engage in professional supervision. The CEDAL report contains some details about this.

The Assembly Guidelines can be found here: <https://assembly.uca.org.au/education-for-ministry> – you need to scroll down to the bottom of the page for the Guidelines for Professional Ministry link.

The last page indicates that the arrangements for supervision are to be reported to the Presbytery. Ministers, in particular, should note this. However, all of us need to be aware of these things as part of our oversight, even if we do not have a placed minister serving our congregation.

**For the Code of Ethics and Ministry Practice** see: <https://assembly.uca.org.au/resources/regulations> and the latest version of the Regulations here: [https://assembly.uca.org.au/images/resources/Regulations\\_Policies/2015\\_Regulations\\_updatedSeptember2016](https://assembly.uca.org.au/images/resources/Regulations_Policies/2015_Regulations_updatedSeptember2016).