



## **S5.6 Mission Resourcing Committee By-Law**

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### **NAME AND SOURCE OF AUTHORITY**

- S5.6.1 The name of the body is the “Mission Resourcing Committee” (hereinafter “the Committee”), a Committee appointed by and responsible to the Synod of Western Australia in accordance with Regulation 3.8.6.

### **MEMBERSHIP**

- S5.6.2 The Committee is appointed by the Synod and consists of:
- (a) the Moderator of Synod who shall be the Chairperson;
  - (b) the Chairperson of the Presbytery of Western Australia who shall be the deputy Chairperson;
  - (c) the General Secretary who shall be the Convener and Secretary;
  - (d) two persons nominated by the Synod Standing Committee;
  - (e) two persons nominated by the Presbytery Standing Committee; and
  - (f) up to four other members elected by the Synod for a two year term.
- S5.6.3 The Committee may co-opt up to two further members, for a term of up to two years, 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 subject to endorsement by the Synod Standing Committee.
- S5.6.4 All members of the Committee shall be members of the Uniting Church.
- S5.6.5 Synod or Presbytery staff, other than those covered in By-law S5.6.2, may be invited to attend and speak to assist the Committee in the fulfilling of its purpose and responsibilities but are not eligible to vote.

### **EXECUTIVE STAFFING**

- S5.6.6 The General Secretary shall be the executive officer of the Committee.

### **MEETINGS**

- S5.6.7 The Committee will meet at least four (4) times each year.
- S5.6.8 The meetings of the Committee will be conducted in accordance with the principles and procedures of the *Manual for Meetings*.

## **QUORUM**

- S5.6.9 The quorum for meetings of the Committee shall be the whole number next above one-half of the current voting members.

## **REPORTING**

- S5.6.10 The Committee shall report to the Synod annually, to the Synod Standing Committee when requested and forward the unconfirmed and confirmed minutes of each Committee meeting to Synod and Presbytery Standing Committees. The Committee shall also publish reports of its activities to the Councils and members of the Church.

## **ROLE**

- S5.6.11 The role of the Committee is to:
- (a) coordinate the promotion and allocation of funds of the Church in WA that are available for resourcing mission activities;
  - (b) consider and determine all applications for grants from the Future Mission Fund and the Endowment Funds established by the Synod;
  - (c) promote the opportunity for donations and bequests to the Future Mission Fund or the Endowment Funds established by the Synod; and
  - (d) report to the Church on the use to which the funds are being put and the projects that are being supported.

## **POWERS**

- S5.6.12 The Committee is authorised to act on behalf of the Synod to make one-off grants up to \$10,000 for an individual and \$100,000 for a Congregation, Council or other body for projects to be completed within a 12 month period.
- S5.6.13 The Committee will make recommendations to the Synod or the Synod Standing Committee on:
- (a) grants in excess of \$10,000 for an individual and \$100,000 for a Congregation, Council or other body and for all projects to continue for more than a 12 month period; and
  - (b) any extension or variation of such grants.
- S5.6.14 The Committee may make recommendations to the Synod for the variation of or addition to any of the policies relating to the work of the Committee.

## **APPLICATIONS FOR GRANTS FROM THE FUTURE MISSION FUND**

- S5.6.15 Any Council or other body in the Church may submit an application for a grant.
- S5.6.16 Applications from Congregations or Faith Communities must be reviewed by the Presbytery which may comment or make recommendations before submitting the application to the Committee.

- S5.6.17 The Committee shall seek comment and review of applications from any bodies it considers appropriate.
- S5.6.18 Grants may be limited by the funds available, shall normally be expected to diminish annually over the term of an extended project and shall be expressed in terms of the full project grant.
- S5.6.19 The Committee may prepare and require the use of application forms
- S5.6.20 All applications must include:
- (a) a comprehensive statement of the objectives envisioned;
  - (b) details of the body to be responsible for managing and overseeing the expenditure of the grant;
  - (c) strategies and activities to progress towards the achievement of the objective;
  - (d) key indicators to measure the progress of the project;
  - (e) a budget; and
  - (f) plans for the future sustainability of the project.

#### **CRITERIA FOR GRANTS**

- S5.6.21 Grants made from the Future Mission Fund shall:
- (a) fund a project which is consistent with the strategic directions agreed by the Presbytery and Synod for the Church in W.A.; and
  - (b) generally, fulfil or enhance in a cost effective manner the purposes (Constitution para 4) or mission of the Church.
- S5.6.22 Given the satisfaction of (a) and (b) above, the grant may consist of anyone, or any combination, of:
- (i) the funding of a new program, or the establishment of a new project or the creation of a new physical centre or presence;
  - (ii) expenditure to maintain programs, projects, or properties that have been deemed to be of high strategic importance;
  - (iii) expenditure to allow for experimental, creative and evolving opportunities to be undertaken;
  - (iv) the funding of a program which demonstrates good stewardship in multi-purpose use of sites, allow for multiple users and cooperative activities; and
  - (v) the funding of education for or training in or research in programs and projects that are innovative, developmental or experimental.
- S5.6.23 Grants from the Endowment Funds must be consistent with the terms of any trust or declared special purpose and must be made by the approved Recommending Body. All such grants shall be subject to verification in that regard by the Uniting Church in Australia Property Trust (W.A.).

## **REPORTING AND ACQUITTAL**

S5.6.24 Recipients of grants shall:

- (a) report annually, or more frequently if requested, in a manner set by the Committee on the progress being made on the project for which the grant was given;
- (b) make arrangements whenever requested for a representative or representatives of the Committee to visit the project or inspect any or all records of the project; and
- (c) provide financial statements that show how the funds granted have been expended including, whenever required by the Committee, an auditor's report for grants of more than \$100,000.
- (d) Reimburse funds that have been determined by the Committee to not have been expended in accordance with the terms of the grant.

## **CONFLICT OF INTEREST**

S5.6.25 A member of the Committee who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be reasonably perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Committee the nature and extent of that interest or relationship. The Committee will then determine whether the interest or relationship disclosed is such that it may be perceived to be a Conflict of Interest and then determine whether the member may or may not participate in, vote on, or be present during any debate on that matter. The Committee will minute its decision.