

## POSITION DESCRIPTION

<b>TITLE OF POSITION:</b>	Presbytery Secretary
<b>UNIT:</b>	Presbytery of Western Australia
<b>CLASSIFICATION:</b>	2 year term

The Presbytery Secretary is elected as outlined in the 'P4 Officers of the Presbytery' rules. This position is voluntary, but an honorarium may be paid to cover expenses.

### 1. Summary of the broad purpose of the position

The Secretary of the Presbytery of Western Australia (hereby referred to as 'the Presbytery') is to provide leadership and resourcing to the Presbytery, fulfilling the necessary regulatory, administrative, and operational responsibilities in order to ensure the successful life of the Presbytery and its Congregations in the areas of worship, witness and service.

### 2. Reporting and key working relationships

The Presbytery Secretary is accountable to the Presbytery and works as one of the Officers of the Presbytery alongside the Presbytery Chairperson and Presbytery Treasurer.

The Presbytery Secretary reports to the Presbytery Standing Committee and works with:

- Chairs of Presbytery Committees
- Convenors of Presbytery Networks
- Presbytery Officer and Presbytery Support Administrator
- Other members of the Presbytery Staff Team
- Synod Staff as required.

### 3. Core Duties

The core duties of the Presbytery Secretary are outlined in the Uniting Church in Australia Regulations (Reg 3.6.2). These have been paraphrased and expanded to the following:

- Call Presbytery meetings, prepare the agenda in consultation with the Presbytery Chair, ensure reports and proposals are made available to members in a timely manner, and ensure a record of all proceedings of the Presbytery are kept.
- Call Presbytery Standing Committee meetings, prepare the agenda in consultation with the Presbytery Chair, ensure reports and proposals are made available to members in a timely manner, and ensure a record of all proceedings of the Presbytery Standing Committee are kept.

- iii. Attend to all correspondence on behalf of the Presbytery, including advising all affected parties of the decisions of the Presbytery or Presbytery Standing Committee.
- iv. Maintain and arrange safe storage of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other Presbytery Officers or staff.
- v. Furnish information and reports to the Synod and Assembly and to other bodies as required.
- vi. Deal with property, disciplinary and other matters in accordance with Regulations.
- vii. Perform such other duties as may be assigned by the Presbytery or Presbytery Standing Committee.
- viii. Ensure that Presbytery Standing Committee are informed of exposure to risk, contingent liability, and possibility of legal action in accordance with the Regulations, By-Laws and Rules or as determined by the exercise of due diligence and professional standards expected of the position.
- ix. Ensure that all Presbytery Commissions, Committees and Working Groups receive on time all documents and information required to conduct business.
- x. Receive all minutes of Presbytery Committees, Networks and Working Groups for presentation to Presbytery Standing Committee meetings.
- xi. Attend all meetings of Presbytery and Presbytery Standing Committee.

<b>4. Person Specification</b>
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**4.1 Call, Faith and Commitment**

The Secretary shall be

- (a) a confirmed member of the Uniting Church, lay or ordained, whose name is recorded on the roll of confirmed members of a Congregation within the bounds of the Presbytery;
- (b) committed to the consultative, inter-conciliar, multicultural, ecumenical ethos of the UCA;
- (c) committed to operating within the Code of Ethics and Ministry Practice (or Code of Conduct for Lay Leaders) of the UCA;
- (d) Understanding of and committed to the Covenant relationship between the UAICC and the rest of the Church.

**4.2 Personal Abilities/Aptitudes/Skills**

- (a) Experience in leadership or administrative role, ideally within the church.
- (b) A firm grasp of UCA regulations & legal responsibilities.
- (c) Proven ability to prepare agendas, take accurate minutes, and follow up on actions for meetings
- (d) Strong verbal and written communication skills suitable for a range of audiences.
- (e) Skilled in using Microsoft Teams.
- (f) The ability and willingness to work with people from a diverse range of theological, cultural and experiential backgrounds.