

Call for Nominations Presbytery Leadership team 2019–2020

Nominations are now invited for positions and committees in the Presbytery of Yarra Yarra for the year commencing at the close of the Presbytery meeting in February 2019. The attached leadership list indicates the positions to be filled, the structure of each committee and working group with information about the number of positions available. Also included is the current leadership team, and position descriptions for the Chairperson, Secretary and Treasurer. Note, however, that the first two of these positions have appointments which run till Feb-2020.

There has been concern in recent years related to the need to provide a more focused nominations process to ensure that the appropriately gifted people are appointed to the Presbytery Committees. The Presbytery needs members, not just on a representational basis, but also on a skills basis and so nominators are asked to be cognisant of the need to approach people with one or more of the requisite skills.

The Presbytery Standing Committee

The Standing Committee of the Presbytery acts on behalf of the Presbytery for all matters that need to be decided between Presbytery meetings. The Standing Committee meets monthly, and occasionally has additional meetings when required. The skills identified as being important for the Standing Committee are these:

- Ability to work as a team person;
- Appreciation of both presbytery and congregational issues generally;
- Awareness of the wider responsibility of the Presbytery for institutions (agencies and schools) with which it identifies;
- Appreciation of the structures of the Uniting Church, the roles and responsibilities of its inter-related councils;
- Business and organisational development;
- Decision making skills;
- Experience in the life of the Uniting Church and ongoing awareness of the practical mission priorities of the Presbytery;
- Experience with strategic planning and priority setting;
- An ability to understand and use financial documents;
- Hands-on experience of presbytery life;
- Understanding of the needs of areas of high growth and/or development; and
- Willingness to participate in task group and sub-committee activities.

Pastoral Relations Committee

The Pastoral Relations Committee has responsibility for the care and oversight of congregations and ministry agents within the Presbytery. The Pastoral Relations Committee also works with congregations, ministers and other ministry agents on matters relating to ministry positions, placements and vacancies. This Committee meets monthly, and occasionally has additional meetings when required. The skills identified as being important for the Pastoral Relations Committee are these:

- Ability to work as a team person;
- Appreciation of both presbytery and congregational issues generally;
- Experience in the life of the Uniting Church and ongoing awareness of the practical mission priorities of the Presbytery;
- An understanding of the various ministries of the Uniting Church;
- An awareness of the ways in which the Presbytery is called to support both congregations and ministers;
- A willingness to engage actively in conversations about complex issues; and
- Willingness to participate in task group and sub-committee activities.

The Resourcing Committee

The Resourcing Committee advises Church Councils and other bodies in the Presbytery about all property matters. It also works with congregations and councils on all property and finance related applications to Synod. This Committee meets monthly, with occasional extra meetings, especially close to annual applications deadlines. The skills identified as being important for the Resourcing Committee are these:

- Ability to work as a team person;
- An ability to understand and interpret financial documents;
- A willingness to be involved with congregations as discernment partners in matters of property;
- Capacity to be involved in development projects within the Presbytery including providing representation on each Project Control Group (PCG)
- An ability to think strategically; and
- A willingness to participate in task groups and working groups in addition to scheduled Committee meetings, particularly with site and property inspections, discernment partnership, and representation on PCGs.

The Ministry Formation Committee

This committee works with all those undertaking a period of discernment, those offering themselves as applicants for ordained ministries, and all Candidates in formation through their formation process. This work involves mentoring and pastoral support, planning formation processes together with the CTM, and preparing reports and recommendations for Presbytery consideration. This Committee meets monthly, and holds additional meetings regularly (usually annually) with the Candidates as a group. The skills identified as being important for the MFC are these:

- Ability to work as a team person;
- A capacity for discernment of gifts and graces for ministry;
- A capacity to make difficult decisions when required;
- An ability and willingness work with individuals as a mentor through the Period of Discernment and Candidate processes; and
- An appreciation of the nature and importance of the formation process for ministry.

The Nominations Committee

The primary role of the Nominations Committee is ensuring committees and other positions within the Presbytery are resourced by people with appropriate skills, gifts and graces. To this end, the Committee seeks nominations on an annual basis or at other times as appropriate for identified positions and committee membership, and bring recommendations to the Presbytery or its Standing Committee. The skills identified as being important for the Nominations Committee are these:

- Preparedness to attend Nominations Committee meetings as scheduled, including during daytime hours.

The Lay Preachers Committee

The primary role of the Lay Preachers Committee is to have oversight of Lay Preachers in the Presbytery. It has delegated the responsibility to oversee the organisation of Lay Preachers within Yarra Yarra, including

- All aspects of candidature, and training of Lay Preachers, and the preparation of recommendations for recognition
- Operating a Travelling Lay Preacher Programme to fill casual worship vacancies
- Arranging and monitoring continuing education for Lay Preachers

- Maintaining a roll of Lay Preachers, complete with Working with children checks

Office-bearer Profile: Chairperson of Presbytery

The responsibilities of the Presbytery include the pastoral and administrative oversight of the life and mission of the Church within its bounds, the stimulation and encouragement of congregations, and a variety of tasks set out in Regulation 3.1.3. Each Presbytery is to appoint a chairperson, whose responsibilities are generally described in Regulation 3.6.2:

3.6.2(c) The duties of the chairperson shall be to constitute, preside over and generally direct the business of the meetings of the Presbytery, to exercise pastoral oversight and to perform such other duties as may be prescribed.

The role of the Chairperson may be further described as follows:

- The Chairperson is entrusted with a leadership role. He/she will guide and lead the Presbytery, will act as a pastor to the members and congregations of the Presbytery, and will generally look to how he/she can point the church to Christ, help her remain true to the ancient faith of the Church and encourage her to be faithful on her worship, service and witness.
- In addition, the Chairperson is quite explicitly given a pastoral role within the life of the Presbytery. How this is exercised will vary from chairperson to chairperson, although it is understood that this role is exercised co-operatively with the Presbytery Ministers. The Chairperson is responsible for arranging services of ordination and induction. He/she will also arrange Presbytery worship times.
- An important function of the Chairperson is to preside over meetings of the Presbytery in Council. It is important to remember that in this capacity the Chairperson must take the meeting through its business agenda as expeditiously as possible but with care and sensitivity.
- Specific duties, some of which are mentioned already in the above material, include:
 - To share with the Presbytery Ministers in the exercise of pastoral oversight of congregations and members;
 - To preside over meetings of the Presbytery and the Presbytery Standing Committee;
 - To arrange and preside at services of ordination and induction;
 - With the Presbytery Ministers, to arrange for services of worship for the Presbytery;
 - To be an ex officio member of the Pastoral Relations Committee;
 - To attend, when appropriate, and have the right to speak at meetings of any Presbytery committee; and
 - To represent the Presbytery as required in various church and other forums.

Office-bearer Profile: Secretary of Presbytery

The Regulations require that the Presbytery shall appoint a secretary for such period as up to five years as the Presbytery shall determine (Reg 3.6.2(f)). The Regulations also specify the secretary shall be a confirmed member of the Church and that:

3.6.2(g) The duties of the secretary shall include:

- (i) Convening meetings, preparing the agenda and keeping a record of all proceedings of the Presbytery;*
- (ii) Attending to all other correspondence on behalf of the Presbytery, including advising affected parties of the decisions of the Presbytery;*

- (iii) *Maintaining and having custody of the books and records of the Presbytery, including the roll of the Presbytery, except such as may be assigned to other officers;*
- (iv) *Furnishing information and reports to the Synod and Assembly and to other bodies as required;*
- (v) *Dealing with property, disciplinary and other matters in accordance with Regulations;*

The Presbytery of Yarra Yarra in meeting these requirements has identified the following duties and activities undertaken by the Secretary.

- Coordinating Presbytery meetings including preparation of agenda;
- Coordinating Presbytery Standing Committee Meetings including preparation of agenda;
- Preparation of Minutes for Standing Committee and Presbytery meetings;
- Preparation of Presbytery Mail-outs;
- Maintenance of the Presbytery data-base;
- Secretarial Support for the wider Presbytery Leadership Team;
- Attendance at Presbytery Celebrations as required;
- Co-ordinating the annual election of the Presbytery Leadership Team;
- Facilitating the preparation of Memorial Minutes; and
- Assisting in the development of an effective filing system.

Office-bearer Profile: Treasurer of Presbytery

The Regulations require that the Presbytery shall appoint a Treasurer for such period as up to five years as the Presbytery shall determine (Reg 3.6.2(i)). The Regulations also specify that:

3.6.2(j) *The Treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution, keep proper books of account and furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.*

The Presbytery of Yarra Yarra in meeting these requirements asks its Treasurer to:

- Bank all moneys on behalf of the Presbytery into bank account(s) as approved by the Presbytery;
- Prepare and present to the Presbytery Day held in November a budget for the coming year detailing separate budgeted income and expenditure across the various Presbytery activities;
- Provide a monthly financial transaction report to the Presbytery Standing Committee;
- Provide a quarterly report to the Presbytery Standing Committee setting out year-to-date versus actual income and expenditure and current account balances for the various Presbytery activities;
- Prepare invoices and receipts as required;
- Arrange for the timely payment of accounts in the name of the Presbytery of Yarra Yarra;
- Arrange for an annual audit of the books of account for presentation to the Presbytery Day held in May; and
- Provide financial information as requested by Presbytery Office Bearers, Presbytery Ministers, or Chairs of Committees and Working Groups.