



---

Presbytery of Tasmania

Processes for Church Councils

**June 2015**

---



## Resource list

- 01. Introduction:**  
The Role of the Congregation and the Church Council
- 02. Building Disciples:**  
Worship and Sacraments including Lay Presidency
- 03. Building Disciples: Leadership Development**
  - a. Period of Discernment
  - b. Lay Preacher
  - c. Pastor
  - d. Deacon, Minister of the Word
- 04. Placement processes**
  - a. New placement
  - b. Six month reflection
  - c. Supply
  - d. Presbytery Liaison Person
- 05. The Church: A Safe Place**
  - a. OHS and Risk Management
  - b. Safe Church
- 06. Further resources for ministry and mission**
  - a. Small Rural Grants
  - b. BOMAR Grants
  - c. Property Sale Proceeds
  - d. Presbytery Grants
  - e. Grants from other sources
- 07. Finance, Insurance and Property Matters**
  - a. Treasurer Resources
  - b. Insurance claims
  - c. Leasing church property
  - d. Manse inspections
  - e. Synod property services forms
- 08. Annual Reports**
  - a. Report to Presbytery
  - b. Report to Synod
- 09. Other councils of the church**
  - a. Presbytery
  - b. Synod
  - c. Assembly
- 10. Communication** – Uniting TAS and Crosslight
- 11. Who do I contact?**
- 12. Church Council checklist**

## Electronic Resources

Links are provided for those accessible via the internet. The other electronic resources are available from the Presbytery Office.

- 01a Basis of Union
- 01b Constitution of the Uniting Church in Australia
- 01c Regulations 2015 edition (Jan 2015)
- 01d Manual for Meetings  
For the above see <https://www.assembly.uca.org.au/resources/regulations>
- 01e Conflict in Church – Australian Leadership Magazine Feb 2014
  
- 02a Code of Ethics and Ministry Practice for Ministers  
<https://www.assembly.uca.org.au/resources/regulations>
- 02b Code of Ethics and Ministry Practice for Lay Preachers  
<http://ctm.uca.edu.au/layeducation/files/2012/08/Code-of-Ethics-and-Ministry-Practice-for-Lay-Preachers.pdf>
- 02c DocByte no 11: Worship  
<https://assembly.uca.org.au/doctrine/item/856-docbytes>
- 02d A very short guide to the Service of the Lord's Day
- 02e Guest preacher information sheet
  
- 03b Lay Preacher Application
  
- 04a 20 Steps to Filling for filling a ministerial vacancy
- 04b 6 Month reflection
- 04c Supply ministry
- 04d Presbytery Liaison Person
- 04e Ministerial Entitlements
- 04f So you are inducting a new minister
  
- 05a OHS and Risk Management Manual and Appendices v3 2014  
<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>  
Scroll to Occupational Health and Safety Section
- 05b Quarterly Log Book – available at Tas Office
- 05c Code of Conduct for the Prevention of Abuse
- 05d Working with children
- 05d Creating a safe environment for children
- 05f Creating a safe environment for vulnerable adults
- 05g Persons of concern policy
- 05h Safe Leaders Guide
- 05i Brochure Culture of Safety
- 05j Creating a safe environment for children and vulnerable adults  
<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>  
For resources 05c-05j Scroll to Culture of Safety Section
  
- 06a Small Rural Grant Guidelines
- 06b Small Rural Grant Form
- 06c BOMAR Grant Document
- 06d BOMAR Grant Form

<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>

For the above scroll to BOMAR section

- 06e Go Grant Form
- 07a Treasurer's Manual  
<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>  
Scroll to Accounts
- 07b GST Manual
- 07c UCA Licence Agreement for non-exclusive hire  
<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>  
Scroll to Property
- 07d Manse Inspection Form
- 07e Annual Manse Report Form
- 07f Discerning Mission and the use of Property
- 07g Towards an understanding of Mission Motivated Development
- 07h Mission motivated development: Questions to assist discernment
- 07i Forms 1, 2, and 3  
<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>  
Scroll to Property for resources 07f-07i
- 08a Presbytery Strategic Directions Paper
- 08b Presbytery Ministers and the life of the Presbytery
- 9a Role of Presbytery Member
- 9b Membership of Synod

Many Synod forms can be found at:

<https://www.victas.uca.org.au/UCA%20Resources/Pages/All-Documents.aspx>



# 01 Introduction: The Role of the Congregation and Church Council

## **Purpose:**

The congregation, as the local expression of the church, is called by God to meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share in the life of the wider Church and to serve the world (from *Basis of Union* Paragraph 15a). In the Uniting Church structure the Church Council and Congregation have particular responsibilities, as do the other councils of the Church – the Presbytery, the Synod and the Assembly (for more detail see Electronic Resource 1a *Basis of Union*). The Church Council “shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ's mission in the world” (Regulation 3.1.2(a)).

This booklet is designed to help you fulfil your mission as a Church Council by providing a quick reference guide for various processes used within the Uniting Church. These processes exist to help you both discern where God is calling you and to help you follow that call. The processes in this booklet, however, are not meant to be an exhaustive list of all the life of a congregation.

Each section of the booklet will briefly introduce the topic and its purpose and then outline the process to be followed. The electronic resources provide more detail and background information for each topic. These are located on the USB stick that came with this document.

The core theological document for the Uniting Church is the *Basis of Union*. The Constitution and Regulations of the Uniting Church are to be read in concert with the *Basis*. Below we have included the *Regulations* relating to the role and responsibilities of the Congregation and the Church Council. These are useful prompts to help focus your life together. Another important document is the *Manual for Meetings*. This document outlines the way in which the Uniting Church tries to live out its faith when we meet together. All of these 4 documents are included in your Electronic Resources (ER) on a USB stick. These documents are for the use of your church council. Please store them in a safe place.

*ER 01a Basis of Union*

*ER 01b Constitution*

*ER 01c Regulations 2012 as amended since the 13<sup>th</sup> Assembly (April 2014)*

*ER 01d Manual for Meetings*

*For your resources*

*ER 01e Conflict in Church – Australian Leadership Magazine Feb 2014*

## **Process for election to church council (Regulations 3.3.1, 3.3.2)**

1. Membership of Church Council includes:
  - a. People in approved placements in the Congregation(s)
  - b. Ministers in Association
  - c. Elders (must be at least half of the church council)
  - d. those elected by the congregation(s)
2. Election Process of elders and church councillors
  - a. The Church Council needs to confirm the percentage of votes required for someone to be elected as an elder or as a church councillor. The default position is that the nominee needs to receive at least half of the participating votes. (See Reg 3.3.2(c))
  - b. Nominees for elders and/or church councillor to be sought/invited. Nominees need to be members or members in association of the congregation (see Regs 1.2, 1.3 and 1.4). The nominee needs to say how long they are willing to serve (1-5 years) (See Reg 3.3.2(f)).
  - c. At least two weeks prior to the election date the names of the nominees and date of election need to be publicly announced.
  - d. The election is to be by written ballot. Number of votes needed for election was determined by the Church Council prior to the call for nominations.
  - e. New elders and church councillors should be set apart by prayer in a service of worship led by the minister of the congregation or a presbytery representative.

## REGULATIONS

### PURPOSE AND RESPONSIBILITIES OF A CONGREGATION

(See Para 23, Constitution)

#### 3.1.1

- a) A Congregation, as the embodiment in one place of the one holy catholic and apostolic church, shall be those members and adherents who worship, witness and serve as a fellowship of the Spirit in Christ, and who meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share the wider responsibilities of the Church, and to serve the world, and who are recognised as a Congregation by the Presbytery.
- b) In fulfilling its purpose a Congregation shall:
  - i. bear witness to that unity that is both Christ's gift and his will;
  - ii. build up the members and adherents in faith and love;
  - iii. sustain the members and adherents in hope;
  - iv. nurture the members and adherents in their growth in grace;
  - v. equip the members and adherents for engagement in worship, witness and service in the world as they participate in the mission of Christ;
  - vi. discipline its members in love;
  - vii. maintain pastoral oversight;
  - viii. encourage each member and adherent to participate in the life of the Congregation and endeavour to provide opportunity for that participation; and
  - ix. provide means whereby the members and adherents may be sustained in fellowship, in prayer and in confession, in baptism and in the Lord's Supper, in mutual reception of and mutual exertion in the Gospel proclamation and service.
- c) The responsibilities of a Congregation include:
  - i. participating in shared responsibilities with any related Congregations;
  - ii. fulfilling the ministry of the Church in and to the community;
  - iii. appointing Elders and other members of the Church Council, and members of other bodies, as required; (See Reg. 3.3.2)
  - iv. appointing member(s) to the Presbytery; (See Reg.3.3.4)
  - v. making arrangements to call a Minister in accordance with the Regulations; (See Reg. 2.6.6)
  - vi. providing facilities and resources in support of the work of the Congregation, including stipends and allowances and other provisions for the support of the ministry, provided that stipends shall be the first charge on the funds of the Congregation;
  - vii. meeting as required to transact business that belongs to the Congregation;
  - viii. advising the Church Council on property matters affecting the Congregation;
  - ix. maintaining all necessary and appropriate relationships with the Presbytery and other councils and bodies;
  - x. such other things as are consistent with the purposes of the Church and not the specific responsibility of any other council or body within the Church.

## **RESPONSIBILITIES OF THE CHURCH COUNCIL (See Para 24, Constitution)**

### **3.1.2**

- a) The Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ's mission in the world. This priority shall be reflected in the agenda of its ordinary meetings.
- b) The responsibilities of the Church Council include:
  - i. sharing with the Minister(s) in mission and in the pastoral care and spiritual oversight of the Congregation;
  - ii. nurturing the members and adherents in their growth in grace;
  - iii. making decisions in accordance with the Regulations concerning baptism, confirmation and membership, and the keeping and reviewing of the rolls of the Congregation; (See Part 1 of these Regulations)
  - iv. assisting the Minister(s) in the conduct of worship and in the administration of the sacraments;
  - v. determining the time and place of services of public worship;
  - vi. carrying out its functions in accordance with the Regulations concerning applicants for the specified ministries;
  - vii. managing the financial affairs and the general administration of the Congregation including the reception, preparation and presentation of all necessary budgets, statements and reports;
  - viii. arranging for audit, presentation and examination of the accounts of all the funds of the Congregation; (See Reg. 3.8.7)
  - ix. managing and controlling property in accordance with the Regulations; (See Reg. 4.4.1)
  - x. preparing and presenting to a meeting of the Congregation an annual report concerning the life and work of the Congregation including its worship, mission and service, and making recommendations with regard to the program for the ensuing year;
  - xi. exercising oversight of the appointment of officers and leaders of Congregational organisations;
  - xii. referral of matters to Presbytery as prescribed;
  - xiii. discipline of members (See Reg. 5.1.2 – 5.2.5);
  - xiv. carrying out its functions in relation to Ministers in-Association (See Reg. 2.11.1).

## 02 Building Disciples: Worship and Sacraments

In worship, we respond to God's invitation to us to be loved. But worship is not only our human response. The central things which give Christian worship its shape—word and sacrament—are *God's initiative* to care for us, to speak to us, to touch our lives. (Electronic Resource 02d Doc Byte No 11) In worship we speak to God in a direct way, rather than speak about God. (Electronic Resources 02c A Very Short Guide to the Lord's Day)

### Planning of Worship

#### Purpose:

The church council, along with the minister in placement, has responsibility for determining the time and place of services of public worship (Reg 3.1.2 (b) (v))

#### Process:

1. The minister and the church council (or in the case of no minister in placement the presbytery liaison person) should discuss the filling of worship roster/plan taking into consideration
  - a. the theology of the *Basis of Union*
  - b. the mission of the congregation
  - c. the pastoral needs of the community
  - d. the time and place where Holy Communion will be celebrated
  - e. Code of ethics and ministry practice for lay preachers and the Code of ethics and ministry practice for ministry workers.
2. Church Council may give consideration to the forms of support that lay leaders and lay preachers may need to help develop their capacity for leadership of worship, eg regular encouragement and review of the ministry offered, financial support to assist participation in initial training and continuing education events.
3. Church Council will need to endorse applications from Lay Preachers seeking to be awarded continuing education certificates.

### Lay Presidency at the Sacraments

#### Purpose:

Where there is no minister available the congregation/church council can ask for someone to be given the responsibility of administering the sacraments (Assembly Standing Committee minute 95.69.01 September 1995 and Reg 3.1.3(p) )

#### Process:

1. Church Council recognizes that there is need for a lay person to be given permission to conduct the sacraments.
2. The Church Council discern an appropriately gifted person to be given this responsibility.
3. The Church Council contact the Pastoral Relations Committee (PRC) to ask for this person to be given permission to preside

4. The PRC will discern the appropriateness of the request, the pastoral context in which permission will be given and will require the person to participate in the four day “Understanding the Sacraments” lay presiders course or similar preparation.
5. Authorisation in the first instance will be for a period of 12 months, with the option of re-authorisation for a specified period at the end of that time.
6. Authorisation will clearly specify at which sacraments the person is authorised to preside and within which community the person is authorised to preside.
7. In the case of the sacrament of Baptism, a request for Baptism must be brought by the minister or lay presider, to the Church Council for approval, before arrangements for the Baptism are confirmed. (Reg 1.2.1)
8. Appropriate continuing nurture of candidates for Baptism needs to be ensured and an appropriate record of the sacrament of Baptism kept in the Baptismal Register. (Reg 1.2.3 and 1.2.4)
9. The lay presider shall use the appropriate liturgies published in *Uniting in Worship II*.

*ER 04a Code of Ethics and Ministry Practice for lay preachers*

*ER 04b Code of Ethics and Ministry Practice for ministry workers*

*ER 04c A Very Short Guide to the Service of the Lord’s Day*

*ER 04d Doc Byte 11 Worship*

*ER 04e Guest Preacher Information Sheet*

## **Baptism and the Reaffirmation of Baptism (Confirmation)**

### **Purpose**

We become part of Christ’s body through Baptism; united with Christ and with each other. Confirmation provides for baptised members to affirm their faith in Jesus Christ, accept the responsibility of membership and acknowledge the discipline of the Church (Constitution para 6).

### **Process**

1. Prior to Baptism/Reaffirmation of Baptism the names of candidates shall be submitted to Church Council for approval. (Reg 1.3.1)
2. Baptism shall be administered by water in the name of the Father and of the Son and of the Holy Spirit (Reg 1.2.1) and shall be according to an order which meets the requirements of the Assembly. Reaffirmation of Baptism shall be according to an order which meets the requirements of the Assembly and which makes provision for the candidate to declare: acknowledgement of Jesus Christ as Saviour and Lord, determination to follow him in daily life, intention to participate actively in the fellowship of the Church and to support its work, and resolution to seek the extension of the reign of God in human society. (Reg 1.3.3)
3. Following confirmation the person’s name shall be recorded on the roll of confirmed members. (Reg 1.3.4) Please note that people who are baptized as believers are confirmed as part of their Baptism service.

## 03 Building Disciples: Leadership Development

The Congregation and Church Council have responsibility for building one another up in faith and love (Reg 3.1.1 (a), Reg 3.1.2(b)). As members of the church we are called to both discern our gifts and to use them in God's service.

### Period of Discernment

#### Purpose:

The Period of Discernment is an intentional time of study, ministry practice and reflection to help people discern where God may be calling them.

#### Process:

1. A person interested in commencing a Period of Discernment (PoD) talks to their minister or Church Council about their desire to take some intentional time to explore their discipleship and God's call on their lives. Explore the PoD Resource together. (PoD Resource available from Centre for Theology and Ministry web site, or Presbytery Minister – Leadership Development.)
2. The Church Council may also 'tap people on the shoulder' when they identify people who are wanting to engage in more intentional work on their discipleship.
3. The Church Council or minister endorses the application form completed by the applicant for PoD which should include a brief statement (100-200 words) outlining their reasons for applying to participate in a Period of Discernment.
4. The application is then forwarded to the Presbytery Pastoral Relations Committee who will appoint a mentor to work with the applicant.
5. The applicant then works with their mentor on the goals they have set for their PoD.
6. At the conclusion of the PoD the applicant will be asked to submit a portfolio to the Presbytery Committee (PRC) which will show how they have met the goals they set for themselves.
7. The Presbytery will issue a certificate of completion of the Period of Discernment after the applicant's portfolio has been presented to PRC.

NB – if the person commencing a Period of Discernment thinks they might wish to offer for one of the specified ministries of the church, it would be prudent for the Church Council to check whether they are already members of the church, and if not encourage them to also commence that process.

## **Lay Preacher**

### **Purpose:**

The Ministry of Lay Preacher is one in which lay persons may participate in the proclamation of the Gospel and in witness to Christian faith and experience, and for which they have received gifts and are called by the Holy Spirit. Once accredited, they can conduct services of worship in the Congregations in which the Lay Preacher holds membership and any other Congregation to which the Lay Preacher is invited. (Reg 2.2.3 (b))

### **Process**

1. A person sensing a call to the specified ministry of Lay Preacher and wanting to apply to commence training must be a confirmed member of the Uniting Church.
2. The applicant makes written application to the Presbytery via their minister or Presbytery Liaison Person.
3. The Church Council interviews the applicant to discern their gifts and suitability for this ministry and then forwards the application with its report and recommendations to the Presbytery within 90 days after receipt from the applicant. (Reg 2.3.4 (c) )
4. The Presbytery (probably the PRC) will then make such enquiries as it sees necessary, interview the applicant and accept or reject the applicant as a candidate for training as a Lay Preacher. (Reg 2.3.4 (d))
5. The candidate then commences training. The training is specified and provided as part of the responsibilities of the Synod. (Reg 3.1.5 (a) (ii))
6. At the completion of the course of training, which will include occasions of leading worship which will be assessed, and a formation weekend, the candidate may apply to the Presbytery through their Church Council for recognition as a Lay Preacher (Reg 2.4.7 (c)).
7. The Presbytery then determines whether the candidate will be recognised as a Lay Preacher and will arrange for a service of worship where that recognition will be acknowledged before the Church. A certificate of recognition as a Lay Preacher will be issued by the Presbytery.
8. While a Lay Preacher is accountable to the Presbytery for the ministry in which they engage, it is helpful if the Church Council offers some care and support to any Lay Preachers who are members of their congregation. Eg an annual conversation with each lay preacher to hear how things are going with their ministry, support for engaging in continuing education and code of ethics sessions.

## **Candidate for the ministry of Pastor**

### **Purpose:**

Pastor is a specified lay ministry of the Church, where a lay person can be commissioned by Presbytery to minister with a Congregation, community or Church based organisation for the purpose of undertaking a range of ministry tasks for a specific task and time. (Reg 2.2.2 (a) (i) – (iv))

### **Process**

1. When a member of a Congregation expresses interest in offering as an applicant for the ministry of Pastor, the Church Council should contact the Presbytery Pastoral Relations Committee who will guide them and the interested person through the discernment processes.

## **Candidate for the Ministry of the Word or Ministry of Deacon**

### **Purpose:**

From time to time a potential applicant will express a possible call to the ordained ministry of the Church. The Church Council, along with other Councils of the Church, has a role in discerning that call.

### **Process**

1. A potential applicant for ordained ministry will need to have completed a Period of Discernment before becoming an applicant.
2. The Presbytery, through the Pastoral Relations Committee, will oversee the process of a person seeking to apply for the ordained ministry.
3. As part of that process the Presbytery will seek comment from the Church Council where the applicant's membership is held. (Reg 2.3.2.3 (a))



## 04 Placement Processes

### New Placement

#### Purpose:

To help the Congregation and the Church Council discern the ministry and mission of the Congregation/s and the minister who will best serve these needs.

#### Process:

A detailed process is supplied in Electronic Resource 04a 20 Steps: Filling a ministerial vacancy in a congregational placement.

### 6 month reflection

#### Purpose:

Six months into a placement it is useful for the Church Council to have an informal conversation with the minister to reflect and share on the last 6 months. This is initiated and facilitated by the chair of the Joint Nominating Committee (JNC).

#### Process

A suggested process is supplied in Electronic Resource 04b The Six month reflection.

### Supply Ministry

#### Purpose:

To provide ministry when

- a) the minister in placement is on long service leave or extended sick leave
- b) there is temporary vacancy between placements.

#### Process:

- Long service leave
    - responsibility of the minister in placement to arrange supply
  - Extended sick leave or vacancy between placement
    - responsibility of the Church Council
1. As soon as it is known that a supply minister is needed contact either
    - a. Synod Liaison Minister (SLM)
    - b. Secretary of Pastoral Relations Committee (PRC)
  2. They will supply you with list of people who are available for supply. If there is someone in mind who is not on this list please talk to SLM or Secretary of PRC before approaching the potential supply minister
  3. Once there has been a conversation with either SLM or Secretary of PRC contact the potential supply minister
  4. Fill in the supply ministry form (Electronic Resource 04c) and send into PRC for approval

## **Presbytery Liaison Person**

### **Purpose:**

To provide support from the Presbytery where there is no minister in placement.

### **Process:**

1. The Pastoral Relations Committee will appoint a Presbytery Liaison Person where there is either a short term or long term vacancy in placement.
2. More detail is provided in Electronic Resource 04d Role of Presbytery Liaison Person

*ER 04a 20 Steps: Filling a ministerial vacancy in a congregational placement*

*ER 04b The Six month reflection*

*ER 04c Arranging of Supply within the Presbytery of Tasmania*

*ER 04d Role of Presbytery Liaison Person*

*ER 04e Ministerial Entitlements*

*ER 04f So you are inducting a new minister*

## 05 The Church: a Safe Place

Policies regarding Occupational Health and Safety and Creating a Culture of Safety exist to help the church maintain a physically, spiritually and psychologically safe place.

### Occupational Health and Safety

#### Purpose

To ensure that the church provides a safe space for mission and ministry. Many of these rules are determined by government regulation.

#### Process

- OHS and Risk Manual Feb 2014 version 3 has been supplied to each congregation (ER 05a)
  - The Appendices listed on page 2 will be particularly useful for you. The ones you will use the most often include:
    - Appendix A OHS Activities Calendar
    - Appendix C Incident Report Form
    - Appendix I Church Inspection Quarterly Report
    - Appendix T Electrical Equipment Register
- For Food Safety and Handling guidelines please contact your Local Council (p46 of your OHS and Risk Manual)
- Nominate a member of church council as the primary contact for OHS issues.
- UCA Tasmania has provided a checklist to be undertaken annually (Document 12)
- Fill in logbook quarterly and return to the Presbytery office every July in order to be issued with your Annual Maintenance Statement (Form 56).

*ER 05a OHS and Risk Management Manual v3 2014*

*ER 05b Form 56 Quarterly Logbook for your congregation*

### Safe Church

#### Purpose

All people need to be treated with respect and dignity. Indeed, at a particular point in time every person has the potential to be vulnerable. These policies are designed to both raise awareness of issues when working with vulnerable people and encourage practices that maintain the safety of all people concerned. The policies also cover issues such as bullying and harassment. The very nature of Christian ministry requires a keen awareness of the vulnerability of children and of adults, who for many reasons may be vulnerable at any given point in time.

#### Process

- All people involved in programs with children need to have a current police check certificate (not more than 3 years old). <http://www.police.tas.gov.au/services-online/police-history->

record-checks/ (see also Electronic Resources 05j). Your congregation can apply to be recognised as a volunteer organisation. This means that the cost of police checks are dramatically reduced (See Electronic Resources 05l)

- The Church Council should be familiar with *Code of Conduct for the Prevention of Abuse* and the Synod *Working with Children Policy*. Copies of the *Creating a Safe Environment for children* and *Creating a safe environment for Vulnerable People* brochures should be displayed in prominent places in the church building. (see electronic resources).
- SafeChurch Training is available through the Culture of Safety Unit at the Synod (see Document 11 Who do I contact? list). This is a useful training event that will help your congregation understand how to create a safe environment including issues such as inappropriate use of power, bullying and ways of developing a culture of safety.
- Ministers and Lay preachers have Code of Ethics policies (ER 02a & ER02b. The church council should be familiar with these documents and ensure their ministry worker or any lay preachers in their congregation participate in regular training (twice yearly)

*ER 05c Code of Conduct for the Prevention of Abuse*

*ER 05d Working with children*

*ER 05e Creating a safe environment for children*

*ER 05f Creating a safe environment for vulnerable adults*

*ER 05g Persons of concern policy*

*ER 05h Safe Leaders Guide*

*ER 05i Brochure Culture of Safety*

*ER 05j Consent to check and release National Police Certificate*

*ER 05k Creating a safe environment for children and vulnerable adults*

*ER 05l Application to receive volunteer fee for police checks*

## **06 Further Resourcing for Ministry and Mission**

Your congregation may have some great ideas about how to live out your mission in your community. To help support you there are bodies such as Board of Mission and Resourcing (BOMAR) that accept grant applications for various mission initiatives. As a Congregation you may also have some property sale proceeds that you would like to use for mission motivated property development or new ministry initiatives.

### **Rural Grants**

#### **Purpose**

To support congregations in communities that are no bigger than 2000 people to connect with their wider community. These grants can be up to \$5000 but are usually \$3000. (Please see Electronic Resources 06a *Rural grant guidelines*).

#### **Process**

1. Rural Congregation has an idea of how to build and connect with wider community. Support is available from the presbytery to help develop these plans. (Contact PM-Mission in the first instance)
2. April-May Develop Application for rural grant and submit to Presbytery (*Electronic Resources 06b Rural Grant Form*)
3. June: Presbytery submits Rural Grant proposal to BOMAR
4. July – August: Review by Rural subcommittee of BOMAR
5. October: Successful applicants receive funding.

*ER 06a Rural Grant Guidelines*

*ER 06b Rural Grant Form*

### **BOMAR Grants**

#### **Purpose**

To support new initiatives and/or provide ongoing funding for activities which are not financially self-supporting. Criteria have been established to assess missional merit. (See Electronic Resources)

#### **Process:**

1. The congregation has an idea that they would like to develop into a new ministry initiative
2. Contact the presbytery office for support in developing the project (PM-Mission)
3. The congregation and the presbytery person (Discernment guide) will jointly develop the project.
4. April-May: Church Council & discernment guide complete BOMAR application together and submit to Presbytery

5. June: Mission Proposal forms Submitted.
6. Aug-Sept: BOMAR ranks and allocates support from Designated Funds and/or Mission Support Fund.
7. January: Funds flow to project
8. Annually: Report back to Presbytery & BOMAR on outcomes April every year

*ER 06c BOMAR Mission Proposal Supporting Document*

*ER 06d BOMAR Mission Proposal Form*

## **Property Sales Proceeds**

### **Purpose**

Property Sale Proceeds are the net proceeds from the sale of unutilised property. They can be used to modify, renovate and maintain church properties, and in limited circumstances, to provide funds for missional purposes. The beneficial user has 36 months from settlement of the sale to discern and apply for use of these funds. (See Electronic Resources 06d)

### **Process**

When a project is envisaged contact Synod Property Co-ordinator, Synod Liaison Minister or Presbytery Minister – Mission (Document 11 – Who can I contact?) to assist in the preparation and submission of proposal. As part of this process Forms 1, 2 and 3 (Electronic Resources 07i) will be submitted to the Resource and Development Committee who will recommend or otherwise and send on to the Synod Property Services..

## **Presbytery Grants**

### **Purpose**

Our Presbytery is committed to resourcing our journey as faithful followers of Jesus. Now individuals, ministry groups, congregations and agencies can apply for grants in the following areas:

#### **· Innovative ministry and mission**

Thanks to the Mollie Chick Bequest, the Fraser Bequest and the Presbytery Mission Fund, money is available to help both plan and begin new and innovative ministry initiatives.

#### **· Education and Training**

Thanks to the Davey St Fellowship and the Knight Scholarship money is available for education and training for lay people, ministry workers and communities of faith. This includes travel assistance, payment for courses and resources and new, innovative ministry initiatives.

### · **Children, Youth, Young Adult and Family ministry (CYF)**

Thanks to the Campsite fund, the Rachel Millen Fund and the Disadvantaged Campers Fund, money is available to help support ministry with young people and families. This includes training and resources as well as subsidies for young people wishing to attend camps and conferences.

## **Process**

### · **“Go Grants” \$500 and under**

If you are looking for some money to help you get started or contribute to your overall costs a **“Go Grant”** is the way to go.

Once you have submitted a **“Go Grant” application and evaluation form (ER 06e)** you will have an answer within the next few days. The Presbytery Ministers are available to provide ongoing support. Once your grant has been approved and spent the presbytery expects some reflection on how the grant has been used and the impact it has had on the ministry. This is the evaluation part of the form.

### · **Grants over \$500**

For initiatives with a larger cost, one of the Presbytery Ministers will help you work out what you want to do and how you are going to do it. The Presbytery Minister will provide ongoing support as you put your ideas into reality.

*ER 06e Go Grant Application and evaluation form.*

## **Grants outside the church**

### **Purpose**

Community grants, such as the Tasmania Community Fund, are also available. They have their own criteria and requirements for the applying body. They are useful for a wide range of purposes, particularly property enhancements such as kitchens and playgrounds.

## Process

If you are exploring applying for funds from a community fund the following process may help you.

- 1) identify the project that you want the funds for
- 2) identify which grant body is the best fit for what you want to achieve.
- 3) To submit your grant application it needs to be
  - a. approved by church council
  - b. sent to the Presbytery office so we can arrange for it to be signed on behalf of the Property Trust and to arrange for applications to build to be submitted. The Property Trust is the legal entity for the Uniting Church and as such needs to sign grant applications, contracts, leases etc.
- 4) If you are successful in receiving grant funds the Property Trust will manage the funds, through the Presbytery, on your behalf. There will be expectations regarding reporting on how the money has been spent. Presbytery (as signatory to the grant application) will work with you to ensure that the reporting is done adequately and one time. It is important to note that the Presbytery will also be responsible if these expectations are not met and so needs to be kept informed as to progress of the project.

## **07 Finance, Insurance and Property**

### **Treasurer Resources**

#### **Purpose**

One of the responsibilities of the Church Council is to “manage the financial affairs and the general administration” of the congregation/s (Reg. 3.1.2 vii)

#### **Process**

In order to help treasurers with their tasks the Treasurer’s Manual (ER 07a) and the GST Manual (ER07b) are in the Electronic Resources Folder

*ER07a Treasurer’s Manual*

*ER07b GST Manual*

### **Insurance**

#### **Purpose**

The Synod provides insurance for property loss or damage, public and products liability, professional indemnity, employment practices liability, volunteers’, personal accident and directors’ and officers’ liability. There is also a public liability facility for infrequent hirers of UCA property.

#### **Process:**

To make a claim:

Please contact the Synod Property Co-ordinator (Tas), for assistance.

A claim form can be obtained directly from the website

<https://www.victas.uca.org.au/UCA%20Resources/Pages/Risk%20and%20Insurance%20Services.aspx>

### **Leasing Church Buildings**

#### **Purpose:**

To provide standard ways of entering into exclusive and non exclusive lease arrangements.

#### **Process**

- Congregation/church council decides if building/s are to be leased exclusively or non-exclusively (i.e. occasional/regular hire of hall etc.)
- If it is to be an exclusive lease contact the Synod Property Co-ordinator (Tas) for guidance
- If it is a non exclusive lease fill in the non exclusive hire form (ER 07c) and send to Presbytery office

*ER07c UCA Licence agreement for non exclusive hire*

## **Manse**

### **Purpose:**

The maintenance of any manse that the congregation is the beneficial user of is the responsibility of the church council.

### **Process**

- Minister occupied manse
  - Prior to calling a new minister
    - Congregation representative and Presbytery representative inspect the manse using Form ER 07c
  - During residency conduct an annual inspection using Form ER 07d and submit to Presbytery office
- Leased Manse property
  - Contact Pastoral Relations Committee about possibility of leasing the manse.
  - Once Pastoral Relations Committee has approved the lease please contact Synod Property Co-ordinator (Tas) for guidance on leasing a property.
  - It is preferable that an agent is used to manage the leased property and that regular (6 monthly) inspections be carried out by the agent.

*ER 07d Manse inspection Form*

*ER 07e Annual Manse Report*

## **Synod Property Services Forms 1-4**

### **Purpose:**

Property services exist to both help you as a congregation articulate your mission and to ensure there is support and accountability in the assessment and delivery of your project.

### **Process overview and steps:**

- Forms 1 & 2A are about articulating the mission
- Form 2B is about exploration of the commerciality
- Forms 3 are about implementation eg sale, lease, purchase, build.

Please contact Synod Property Co-ordinator (Tas) for guidance

*ER 07f Discerning Mission and the Use of Property*

*ER 07g Towards an understanding of Mission Motivated Development*

*ER 07h Mission motivated development – Questions for discernment*

*ER 07i Property Services Forms 1,2,3.*

# 08 Annual Reports

## Annual report to Presbytery

### Purpose:

The primary responsibility of the Church Council is to “give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ’s mission in the world. This priority shall be reflected in the agenda of its ordinary meetings” (Regulation 3.1.2(a)). By the end of March each year congregations should hold a gathering that outlines the ministry and mission of the last 12 months and discusses the focus for the ministry and mission for the coming years. This is normally called the Annual General Meeting and should also include reports on finance and administration (Reg 3.1.2 (x)).

The Presbytery, in order to fulfil its responsibility to encourage them (Congregations) to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ” (Basis of Union Para 15(c)) , also requires an Annual Report from Congregations.

Below are a set of questions that have been developed in order to a) help the Church Council give priority to ministry and mission of the Congregation/s in its meetings and b) help the Presbytery better understand the mission and ministry of local Congregations.

### Process:

1. At the beginning of each year use the following questions to reflect on the ministry and mission of your congregation(s)
  - a. Where did you see God moving in your community and congregation in the last 12 months?
  - b. How did you see God at work in your congregation in the area of “discipleship transforming a) individuals b) the congregation c) the community” (ER 08a Strategic Directions of the Presbytery)
  - c. What ministry has begun that needs to be nurtured?
  - d. What ministry is ongoing that needs more encouragement?
  - e. What are your priorities for this coming year?
  - f. What resources are you looking for to help you follow through on your priorities?
2. Use these to help create the Annual Report to your Congregation/s in March.
3. Forward your reflections on these questions along with your annual report and financial statements to the Presbytery Office in April.
4. Use your reflections to help you focus your meetings on your mission and ministry in the coming year.

*For your further information*

*ER 08a Presbytery Strategic Directions Paper*

*ER 08b Presbytery ministers and the life of the Presbytery*

# Annual Return to Synod

## **Purpose:**

The Synod is the body that exercises “executive, administrative, pastoral and disciplinary functions over the Presbyteries in its bounds” (*Constitution* Para 32). In order to fulfil this responsibility the Synod asks each Congregation to provide information on its ministry and mission, its compliance with government regulations such as Occupational Health and Safety and Working with Children and Vulnerable People as well as the Congregation’s financial well being. The Synod will share this information with the Presbytery.

## **Process:**

1. In June of each year Church Councils will receive information from the synod on the *Heartbeat of the Church* survey and the *Treasurer Questionnaire*.
2. **Heartbeat of the Church**
  - a. Completed by Church Council Secretary
3. **Treasurer Questionnaire**
  - a. Completed by Treasurer
4. Document 11 in this booklet gives contact details for people who can help you in completing these surveys.

## 09 Other Councils of the church

### Presbytery

#### Purpose

The role of the Presbytery is to provide oversight of the mission and ministry within its bounds and to “encourage[s] them (congregations) to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ” (Basis of Union Para 15(c), also Regulation 3.1.3 for more details)

#### Process of election

- Members of presbytery include
  - Chair and secretary of the Presbytery
  - every person in a recognized placement
  - one confirmed lay member from each congregation elected annually. Electronic Resource 9a gives a presbytery member’s role description.
- The Presbytery of Tasmania holds four gatherings a year, one of which is live in. All people are encouraged to come to these events.

*ER 09a Presbytery Member’s Role Description*

### Synod [www.victas.uca.org.au](http://www.victas.uca.org.au)

#### Purpose

Every 18 months the Synod of Victoria and Tasmania meets to share in a variety of issues to do with mission and ministry including, but not limited to: promoting and encouraging the mission of the church, theological and ministerial education, and property matters.

#### Process of election

- The Presbytery of Tasmania is entitled to 12 ordained members and 12 lay members. This is based on numbers of placements and will change from time to time.
- Congregations/church councils will be notified that nominations for Synod are open at least 6 months before the Synod meeting (approx. March for a September Synod meeting or in November for a March Synod meeting). Electronic Resource 09b provides information on the role of a member of Synod.
- Nominations are received by the Presbytery Standing Committee (PSC). The PSC may also seek out people to nominate for membership of Synod.
- The election will be held at the next Presbytery meeting following the close of nominations.
  - This will be by written ballot
  - Nominees need to receive at least 50% of the vote to be elected.
  - If there are more nominees than spaces then the 12 with the highest percentage of votes in each category (lay or ordained) will be elected as members of Synod.

**Assembly <http://assembly.uca.org.au/>**

**Purpose:**

The Assembly meets every three years. It has “determining responsibility in matters of doctrine, worship, government and discipline, including the promotion of the Church’s mission, the establishment of standards of theological training and reception of ministers from other communions and the taking of further measures towards the wider union of the Church” (*Basis of Union* Para 15(e)).

**Process of election:**

- The Presbytery of Tasmania can elect 3 members to Assembly, one of whom has to be a lay person
- At least 12 months prior to the Assembly, Presbytery members and Church Council secretaries are notified that nominations for Assembly are invited.
- Nominees must be either
  - Member of Presbytery or
  - Officer of the congregation/church council (either Chairperson, Secretary or Treasurer and a confirmed member of the UCA)
- The election will be held at the next presbytery meeting after nominations close.
  - This will be by written ballot
  - Nominees need to receive at least 50% of the vote to be elected.
  - If there are more nominees than spaces those with the highest percentage of votes in each category (lay or ordained) will be elected as members of Assembly.
- Another way of being elected as member of Assembly is stand for election at the Synod meeting.

# 10 Communications

## Uniting TAS

### Purpose:

Monthly news sheet to keep Tasmanian congregations, agencies and the school up to date with stories of hope, encouragement and God's work throughout the Presbytery. It is a great forum for showcasing new initiatives and ideas for others to explore.

### Process:

- Take pictures and write articles and send them to UnitingTAS Editor, Graham Booth by the 2<sup>nd</sup> last Sunday of each month. [tas.office@uca.org.au](mailto:tas.office@uca.org.au)
- Uniting TAS is emailed to all ministry workers, lay preachers, presbytery members, church councils every month.
- Circulate UnitingTAS widely. Print some copies out for your congregation.

## Crosslight

### Purpose

*Crosslight* is the Synod of Victoria and Tasmania newspaper. It shares stories of mission and ministry from throughout the Synod, promotes upcoming events and provides theological reflections on the world today.

### Process

- If your congregation has a story that you would like to share contact Nigel Tapp [nigel.tapp@victas.uca.org.au](mailto:nigel.tapp@victas.uca.org.au).



# 11 UCA Presbytery of Tasmania

## Who can I contact?

What	Who	Role	Contact
<p><b>UCA Tasmanian Office</b></p> <p><b>Office Hours:</b> 9.00am -4.30pm 96 Margaret St Launceston 7250</p> <p><b>Website:</b> <a href="http://wr.victas.uca.org.au/tasmania">http://wr.victas.uca.org.au/tasmania</a></p> <p><b>Facebook:</b> UCA Presbytery of Tasmania</p>	Mrs Sue Walker/ Mrs Bronwyn Howard	Administration	6331 9784
<p><b>UCA Tasmanian Office Staff</b></p>	<p>Rev Carol Bennett</p> <p>Rev Deacon Michelle Cook</p> <p>Mr Nigel Tapp</p> <p>Mrs Anthea Maynard</p> <p>Mr Rob Dagleish</p>	<p>Synod Liaison Minister Presbytery Minister – Pastoral Care</p> <p>Presbytery Minister Mission Development</p> <p>Synod Senior Communications Officer</p> <p>KUCA Campout Co-ordinator</p> <p>Synod Property Coordinator</p>	<p>6331 9784 0409 852 582</p> <p>0407 861 305</p> <p>0417 516 362</p> <p>6331 9784</p> <p>6331 9784</p>
<p><b>Synod Staff</b></p> <p><b>Website</b> <a href="http://wr.victas.uca.org.au/">http://wr.victas.uca.org.au/</a> <i>for forms, news etc.</i> <i>In the first instance please contact Synod staff via the Presbytery Office (Sue Walker, Bronwyn Howard)</i></p>	<p>Mr Dan Wootton</p> <p>Rev Dr Mark Lawrence</p> <p>Mr Tim Atkins</p>	<p>Moderator</p> <p>General Secretary</p> <p>Insurance / Injury</p>	<p>(Local call fee) 1800 136 747 03 9251 5215</p> <p>03 9251 5429 0488 315 649</p>
<p><b>Annual Congregation/Cluster Reports to the Presbytery</b> <i>To include Congregation Report (Doc 02 of Church Council Booklet), Minister/Leader's report, financial report and report on worship and mission of congregation/cluster</i></p>	Rev Carol Bennett	UCA Tasmanian Office	6331 9784
<p><b>Annual Maintenance Statements</b> <i>Maintaining building log books, to be filled in during the year to meet government requirements for safety in buildings.</i></p> <p><b>Log Books</b> to be submitted to UCA Tasmanian Office each July.</p>	Mrs Sue Walker/ Mrs Bronwyn Howard	UCA Tasmanian Office	6331 9784

# 11 UCA Presbytery of Tasmania

## Who can I contact?

What	Who	Role	Contact
<p><b>Annual On-line Survey</b> (replacing A &amp; B forms) <i>Financial returns (Treasurers) and Heartbeat returns (Secretary) to be submitted annually</i></p> <p><b>Note:</b> <i>Congregation and Cluster accounts are to be audited annually and submitted to UCA Tasmanian Office</i></p>	<p>Mr Rod Fraser</p> <p>Mr Andrew Juma</p> <p>Mrs Sue Walker/ Mrs Bronwyn Howard</p>	<p>Presbytery Treasurer</p> <p>Synod Office</p> <p>UCA Tasmanian Office</p>	<p>6331 9784</p> <p>1800 136 747</p> <p>6331 9874</p>
<p><b>Archiving UCA material</b> <i>What UCA paperwork needs to be kept and/or archived</i></p>	<p>Mrs Sue Walker/ Mrs Bronwyn Howard Synod Property &amp; Insurance Services</p>	<p>UCA Tasmanian Office</p> <p>Synod Archives</p>	<p>6331 9784</p> <p>9523 1056</p>
<p><b>Baptism certificates</b></p>	<p>Mrs Sue Walker/ Mrs Bronwyn Howard</p>	<p>UCA Tasmanian Office</p>	<p>6331 9784</p>
<p><b>BOMAR grants</b> <i>Grants available for ministry and capital works and to be submitted in May annually</i></p>	<p>Mr Rod Fraser Mr Clive Jewell Mr Don Roddam</p>	<p>Presbytery Treasurer Chairperson Resource &amp; Development Committee BOMAR Representative</p>	<p>6331 9784 6437 5326 6244 1724</p>
<p><b>Building Damage / Insurance</b> <i>Early contact is critical</i></p>	<p>Mr Tim Atkins Mr Rob Dalgleish</p>	<p>Synod Manager - Risk Insurance Services Synod Property Co-ordinator (TAS)</p>	<p>9251 5429 6331 9784</p>
<p><b>Building Extensions/Development Applications</b> <a href="http://wr.victas.uca.org.au/property-and-insurance-services/property/">http://wr.victas.uca.org.au/property-and-insurance-services/property/</a> for forms</p>	<p>Mr Rob Dalgleish Mr Rod Fraser Clive Jewell</p>	<p>Synod Property Co-ordinator (TAS) Presbytery Treasurer Chair of Resource and Development Committee</p>	<p>6331 9784 6331 9784 6437 5326</p>
<p><b>KUCA Campout</b> <i>Events, advertising, resourcing congregations and networking</i></p>	<p>Mrs Anthea Maynard</p>	<p>KUCA Campout Co-ordinator</p>	<p>6331 9784</p>
<p><b>Code of Ethics and Ministry Practice</b> <i>Regular training days, questions about boundaries for ministry workers and lay preachers</i></p>	<p>Mrs Anthea Maynard</p>		<p>6331 9784</p>
<p><b>Conflict in the Congregation</b></p>	<p>Rev David Webster Rev Carol Bennett</p>	<p>Pastoral Relations Committee Chairperson Synod Liaison Minister</p>	<p>6331 8466 0409 852 582</p>
<p><b>Crosslight Magazine</b> <i>For publicity to the wider church</i></p>	<p>Mr Nigel Tapp</p>	<p>Synod Senior Communications Office</p>	<p>0417 516 362</p>

# 11 UCA Presbytery of Tasmania

## Who can I contact?

<b>What</b>	<b>Who</b>	<b>Role</b>	<b>Contact</b>
<b>(GST) Goods &amp; Services Tax</b>	Mr Rod Fraser	Presbytery Treasurer	6331 9784
<b>Hobart 2020</b> <i>Strategic Planning for UCA in Hobart</i>	Mr Gary Kelly	Contact person	6273 8979
<b>How the wider church can help us financially</b> <i>Business Plans</i> <i>Legal matters</i> <i>Strategic Planning</i>	Mr Rod Fraser	Presbytery Treasurer	6331 9784
<b>Insurance</b> <i>Buildings and those using them</i>	Mr Tim Atkins Mr Rob Dalgleish	Insurance Services Synod Property Officer	9251 5429 6331 9784
<b>Lay Preachers</b> <i>Training, review, continuing education</i>	Mrs Anthea Maynard		6331 9784
<b>Lay Preachers – Recognition</b> <i>Also training of lay preachers</i>			
<b>Lay Presiders</b> <i>To preside at Sacraments</i>	Rev David Webster	Pastoral Relations Committee	6431 6542
<b>Leases</b> <i>NB all exclusive use leases need to be processed via R &amp; D Committee then to Synod. Non-exclusive licenses to R &amp; D only.</i>	Mr Rob Dalgleish Rev Carol Bennett Mr Rod Fraser	Resource and Development Committee	6331 9784
<b>Manse Inspection Reports</b>	Mr Rob Dalgleish	Resource and Development Committee	6331 9784
<b>Media contacts</b> In the first instance please contact	Mr Nigel Tapp	Synod Senior Communications Officer	0417 516 382
<b>Ministers' Benefit Account (MBA)</b> <i>To enable ministers to have the advantage of taxation benefits which can be achieved through provision of an MBA within the policy of the UCA</i>	Ms Bernice Bond	MBA Officer	9251 5232

# 11 UCA Presbytery of Tasmania

## Who can I contact?

What	Who	Role	Contact
<b>Minister's entitlements</b> Synod website <a href="http://wr.victas.uca.org.au/">http://wr.victas.uca.org.au/</a>	Mr Rod Fraser	Presbytery Treasurer	6331 9784
<b>Minister is leaving/sick/on leave/long service leave</b>	Rev Carol Bennett	Synod Liaison Minister	0409 852 582
<b>We are worried about our minister</b> (See also Code of Ethics)	Rev Carol Bennett	Synod Liaison Minister	0409 852 582
<b>Ministry Workers</b> <i>Continuing education</i>		Presbytery Minister Leadership Development	
<b>Mission initiatives</b> <i>We are wanting to explore mission initiatives</i> <i>We are wanting to apply for mission funds</i>	Rev Michelle Cook	Presbytery Minister Mission Development	0407 861 305
<b>Mission and Service</b> <i>Contribution to the Synod Mission Support Fund assists the workings of the Synod</i>	Mr Rod Fraser	Presbytery Treasurer	6331 9784
<b>Occupational Health and Safety</b> <i>Congregation OHS, Manual</i> Synod website <a href="http://wr.victas.uca.org.au/">http://wr.victas.uca.org.au/</a> for forms	Mr Rob Dalgleish Mr Mark Porter	Synod Property and OH&S Synod OH&S Officer	6331 9784 9251 5430
<b>Payments</b> <i>Local advice</i> <i>Setting up central stipend payments</i>	Mr Rod Fraser	Presbytery Treasurer	6331 9784
<b>Period of Discernment</b> <i>For information</i> <i>Applications to begin</i>		Leadership Development	
<b>Presbytery Directory</b>	Mrs Sue Walker/ Mrs Bronwyn Howard	UCA Tasmanian Office	6331 9784
<b>Property</b> <i>a group wishes to use our buildings</i>	Mr Rob Dalgleish	Synod Property Co-ordinator (TAS)	6331 9784
<b>Safe Church</b> <i>In instances of bullying, misconduct, harassment and abuse.</i>	Rev Carol Bennett Rev David Webster Mr Josh Woollett	Synod Liaison Minister Pastoral Relations Committee Safe Church Educator	6331 9784 6431 6542 9340 8821
<b>Safe Church Training</b>			
<b>Specified Ministries</b> <i>Applicants</i>	Rev Carol Bennett	Synod Liaison Minister Presbytery Minister Leadership Development	6331 8466 6331 9784

## 11 UCA Presbytery of Tasmania

### Who can I contact?

What	Who	Role	Contact
<b>Specific Education Events</b> <i>to build capacity in leadership and congregation</i>		Presbytery Minister Leadership Development	
<b>Supervision for Ministry Workers</b>		Presbytery Minister Leadership Development	
<b>Supply Ministry</b> <i>Preaching fee information</i>	Rev Carol Bennett	Presbytery Minister Leadership Development  Synod Liaison Minister	6331 9784
<b>Travel allowance for Lay Preachers</b> <i>Presbytery Policy is to reimburse travel</i>	Mr Rod Fraser	Presbytery Treasurer	6331 9874
<b>UCA Funds Management</b> <b>Where to invest our money:</b> <i>Synod has a policy that all funds must be invested with UCA Funds</i>	Mr Rod Fraser	Presbytery Treasurer  Funds Management	6331 9784  03 9251 5450



## **12 Checklist for UCA Congregations**

### **MARCH**

- AGM by end of March
- Check items in Annual Maintenance Statements Log Book
- Notify UCA Tasmanian Office of any changes to Presbytery Directory – office bearers, worship times,
- Working With Children Checks up to date

### **APRIL**

- Annual Reports (2 copies) including minister's report, reports of various group activities, financial statements to be sent to UCA Tasmanian Office
- Review of Safe Church Policies

### **MAY**

- Insurance premiums sent out from Synod to congregations
- Online church surveys – Heartbeat of the church for Church Council secretaries  
Treasurer's questionnaire
- BOMAR Applications for ministry and capital works to be submitted to Presbytery
- BOMAR Applications for small rural grants to be submitted to Presbytery

### **JUNE**

- Check items in Annual Maintenance Statements Log Book
- Annual Maintenance Statements Log Books due back at UCA Tasmanian Office
- Annual Manse inspection report to Presbytery

### **JULY**

- Synod Annual Returns due

### **SEPTEMBER**

- Check items in Annual Maintenance Statements Log Book

### **OCTOBER**

- Mission and Service notification of contribution to be sent to UCA Tasmanian Office

### **NOVEMBER**

### **DECEMBER**

- Check items in Annual Maintenance Statements Log Book

## **OTHER MATTERS**

- Fire extinguisher to be checked 6 monthly (included in Log Book)
- Renewal of leases of church property – non-exclusive use to be sent to UCA Tasmanian Office for signing; exclusive use to be sent to Resource & Development Committee for approval, then to Synod.
- Confirm that any tradespeople have completed the Contractor's online induction and that they are licenced or registered. see ER05a OHS and Risk Management Manual