

Port Phillip East Presbytery



Position Descriptions for Presbytery Office bearers & Committee Chairpersons, 2023

These position descriptions should be read in conjunction with the Responsibilities and Delegations of the Presbytery document which give the full scope of each committee's role under the regulations of the Uniting Church and or the determination of the Presbytery.

All positions are open to lay or ordained members of the Uniting Church in Australia.

Financial support may in certain circumstances be offered by the Presbytery for these roles.

Positions are to begin in March, 2023, and continue through to the Presbytery meeting held in February/March 2025. An induction service will be held in March, 2023.

Standing Committee

The Standing Committee of the Presbytery meets on a monthly basis and acts as the Presbytery between ordinary meetings of the full Presbytery (usually 4-5 times per year). The Standing Committee's role is largely one of governance, but also acts as a clearing house of minor or necessary matters and as the Presbytery between Presbytery meetings. It has responsibility for arranging Presbytery meetings and events.

Following the November 2022 elections, the Standing Committee will have the following composition:

1. Chairperson – elected
2. Deputy Chairperson – elected
3. Secretary – elected March 2021 and serving through to February 2025
4. Treasurer – appointed by the Presbytery, on recommendation of the Standing Committee
5. Chairperson – Pastoral Relations Committee – elected
6. Chairperson – Property Committee – elected
7. Chairperson Mission and Leadership Development Committee – elected
8. General Position – elected
9. General Position – elected
10. Presbytery Minister – Team leader – ex-officio

The Standing Committee has the ability to co-opt two further members to achieve a diversity which reflects a balanced representation of gender, cultural diversity and age. The Presbytery aims for 30 percent minimum representation of either sex/gender and 30 percent under 50 years of age.

Presbytery Chairperson

Role

The Presbytery Chairperson plays a pivotal role in the ministry of the Presbytery. Essential elements of the role are leadership in governance and strategy development and presiding on behalf of the Presbytery in events such as ordinations and inductions. The Chairperson is the primary person representing the Presbytery as employer of ministry staff.

Tasks

- Chairing Presbytery and Standing Committee meetings. This includes shaping the agenda in consultation with staff and Presbytery members.
- Presiding at ordination and induction of Ministers of the Word and Deacons
- Ensuring that Standing Committee, Presbytery committees and the Presbytery Minister team are effective in implementing the decisions of the Presbytery.
- Representing the Presbytery in a range of matters, including Synod/Presbytery forums and matters of discipline and counselling of ministry agents.
- Working collaboratively with the Presbytery Minister Team Leader and Presbytery Secretary

The Chairperson may attend and speak at any of the Presbytery's four committees (Pastoral Relations, Property, Finance, Mission & Leadership Development), but doesn't vote.

Capacity

The Chairperson will need significant leadership and organisational skills, along with a strong sense of the nature of the church, its polity, ministry and mission. The position is often time-consuming, particularly in times of crisis.

Deputy Presbytery Chairperson

Role

The Deputy Chairperson plays an important support role to the chairperson, contributing to the discernment required for the leadership of the Presbytery, and sharing the load of chairing and attending meetings and presiding at Presbytery functions.

Tasks

- Acting as chairperson of the Presbytery or Presbytery Standing Committee in the absence of the chair
- Presiding at inductions, ordinations and other Presbytery events.
- Representing the Presbytery at functions and meetings
- Carrying a portfolio with responsibilities suited to expertise and interest

Capacity

This person must bring to the role significant leadership and organisational skill, along with a strong sense of the nature of the church, its ministry and mission.

Presbytery Secretary

Role

The Presbytery Secretary provides a formal point of communication in the Presbytery, supporting the Chairperson, Presbytery Minister team and the committees in their work. The Secretary provides a communication channel with Synod and with congregations.

Tasks

- Receiving and initiating correspondence
- Shaping agendas for Presbytery meetings and Presbytery Standing Committee meetings, in collaboration with the Chairperson and Presbytery Minister Team Leader
- Taking minutes of Presbytery meetings, and Presbytery Standing Committee meetings
- Overseeing logistics for Presbytery meetings, including catering and voting procedures
- Maintaining the Presbytery Directory
- Maintaining filing systems, including Dropbox

Capacity

The person requires strong organisational skills, a sense of the Presbytery as a part of the wider church, along with the Presbytery's distinctive role. They must have strong verbal and written communication skill and the technical capacity to support them in the role.

Pastoral Relations Committee Chairperson

Role

The Chair provides leadership for the PRC in placement, support, counselling and discipline of ministry agents (Ministers, people in Ministry of Pastor, Lay Pastors, Youth Workers, people providing short or long- term supply, chaplains) within the Presbytery. The PRC also provides oversight of congregations, with attention paid to establishment, merging, and closure. The committee generally meets on the first Wednesday of the month, from 9.30 am through to 2.30 pm.

Tasks

- Chairing PRC meetings, and facilitating other decision-making processes
- Working closely and collaboratively with the Presbytery Minister – Pastoral to shape and lead the committee's agenda
- Providing a point of contact for congregations, agencies and Synod staff making decisions relating to ministry agents.
- Playing a significant role, along with others, in situations which require the sensitive intervention of the Presbytery.
- Ensuring that members of the PRC are able to be effective in their participation in the work of the committee.
- Liaising with the convenors of the Ministry of Pastor Team and the Ministry Formation Team.
- Dealing with complaints related to ministry and congregational life.
- Contributing to the discernment of the Presbytery Standing Committee, including written reports outlining critical issues and key actions taken.
- Liaising with convenors of other committees

Capacity

The Chair of the PRC needs to bring insight into the human dynamics involved in ministry, both in congregational settings as well as in non-congregational settings. Effective leadership in this setting requires a clear understanding of the Assembly regulations and Synod guidelines for placements and discipline, as well as employment law. The Chair, and members of the PRC, needs to have a good understanding of confidentiality and a willingness to grapple with challenging issues. The position is often time-consuming, particularly in times of crisis.

Property Committee Chairperson

Role

The Presbytery Property Committee oversees matters relating to property for which the responsible body is either the Presbytery or a congregation within the Presbytery's bounds. The committee's monthly scheduled meetings have two focus points: strategy and the processing of applications for lease, purchase, sale, development and maintenance of property. The Chairperson ensures that the committee maintains contact with congregations, Synod Property Services and Synod's Property Applications Review Team. The Property Committee meets on the third Thursday of the month, from 7.30 to 9.30 pm.

Tasks

- Chairing monthly committee meetings and facilitating other decision-making processes
- Ensuring that members of the Property Committee are able to be effective in their participation in the work of the committee.
- Providing a point of contact for congregation leaders and Synod staff making decisions relating to property.
- Contributing to the discernment of the Presbytery Standing Committee, including written reports outlining critical issues and key actions taken.
- Liaising with chairs of other Presbytery committees

Capacity

The Chair of the Property Committee needs to bring insight into processes involved in property, both in congregational settings as well as in non-congregational settings. Effective leadership in this setting requires a clear understanding of the Assembly regulations, Synod guidelines and government requirements relating to public property.

Finance and Risk Committee Chairperson and Treasurer

The Presbytery Finance and Risk Committee provides oversight of the Presbytery budget, income and expenditure, liaises with Synod finance staff in relation to Mission and Service contributions by congregations, grants, insurance, and provides advice relating to decisions by Presbytery committees and teams. The committee has scheduled meetings every second month. The Finance and Risk Committee is represented on the Standing Committee by the Treasurer.

Tasks for the Chairperson

- Chairing regular committee meetings and facilitating other decision-making processes
- Providing support to the Presbytery Treasurer.
- With the Treasurer, providing a point of contact for congregation leaders and Synod staff making decisions relating to finance.
- Ensuring that members of the Finance and Risk Committee are able to be effective in their participation in the work of the committee.
- Contributing to the discernment of the Presbytery Standing Committee, including written reports outlining critical issues and key actions taken.
- Liaising with chairs of other Presbytery committees

Tasks for the Treasurer

- Receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution
- Arrange for payment of invoices
- Keep proper books of account
- Furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.
- Liaise with congregations and with Synod in relation to Mission & Ministry allocation, insurance and financial returns.
- Member of Standing Committee

Capacity

Both the Chair of the Finance and Risk Committee and Treasurer need to bring insight into processes involved in congregational finance. Effective leadership in this setting requires a clear understanding of the Assembly regulations and Synod guidelines relating to finance.

Mission and Leadership Development Committee Chairperson

Role

The Presbytery Mission and Leadership Development committee will provide a strategic overview of the Presbytery's work with congregations in relation to mission capacity and leadership development. The committee will provide coordination of mission development work in priority areas, provide resourcing and development of congregational missional initiatives, growing the Presbytery's capacity in the education, discipleship and training of leaders. The committee will provide for competency-based learning and assessment and formation for lay ministry workers and coordinate the education and formation of lay preachers and worship leaders. The committee has two teams, one focused on mission, the other on leadership development.

Tasks for the Chairperson

- Convening a group of people with required skills and experience to provide leadership in this field.
- Chairing regular committee meetings and facilitating other decision-making processes
- Providing support to the Presbytery Minister – Church Development
- Ensuring that members of the Mission & Leadership Development Committee are able to be effective in their participation in the work of the committee.
- Contributing to the discernment of the Presbytery Standing Committee, including written reports outlining critical issues and key actions taken.
- Liaising with chairs of other Presbytery committees

Capacity

The Chairperson will need to be skilled in the development and pursuit of priorities, goals and strategies relating to the ongoing development of leadership, mission and discipleship capacity in congregations.