



Redcliffe Uniting Church
At the heart of the Peninsula



REDCLIFFE UNITING CHURCH

GUIDELINES

FOR

CHURCH COUNCIL

Our Mission

To be a church *At the Heart of the Peninsula*
Welcoming All, Experiencing God, Belonging, Believing, Becoming [in Grace serving the world?]

Our Driving Vision

Our community, worshipping God, eternally together

Our Purpose

To be a community that brings people into life transforming relationship with Jesus.

Our Core Values

- A Profound love of God
- A love that serves others
- A Healthy love of self

The Redcliffe Uniting Church

Guidelines for Church Council

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Document Status:	
Purpose:	This document has been developed to assist members of Redcliffe Uniting Church who are elected to the Church Council. They are to be read in conjunction with the current regulations of The Uniting Church in Australia [see the “leading well” appendix].
History:	Developed from work by The Gap UC in 2015 and our Church Council since.
Revision:	Church Council – 10 Oct 2019.

CHURCH COUNCIL OF THE REDCLIFFE UNITING CHURCH

Rationale for 2019 Revision

With the development of the HUB the Church Governance structure has been reviewed.

The past structure was something of a functional structure. Most of the roles on church council were overseeing an area of Ministry. As such many of those elected were of a 'pragmatic' nature. It was also noted that various church council positions were hard to fill, with staff actually fulfilling the roles of overseeing such Ministry.

It was noted that because of the above we were somewhat missing the 'Spiritual Oversight' on our Church Council. Despite having a philosophy that all functions on Church Council should be seen as Spiritual [the separation of pragmatic from spiritual was an artificial one] in practice this was hard to live.

As such this review takes a philosophical shift. With the HUB and growth of the church more of the functional roles are being fulfilled by staff, and it is difficult to expect volunteers to fulfil a number of them. So our structures reflect that change. We are elevating the role of 'volunteer' to Spiritual oversight. We want the members of church council to take a big picture view, to be overseeing the values, culture, direction of the Church with Spiritual discernment, that gives staff and teams the climate to fulfil the functional roles.

It was also noted;

- Mission so permeates our church that we didn't need to separate this aspect of being one person's role.
- The BSM fulfils the role of Admin/HR
- Worship falls under the domain of the lead Minister, and Children & Families under the Children & Families worker

We anticipate with the opening of the HUB this document will need to be reviewed again.

Membership

The Church Council shall consist of:

- a) Pastoral staff in a placement of .5 or more, and ministers-in-association.
- b) No more than 15 members who are members or members-in-association of The Redcliffe Uniting Church duly elected by the Congregation. The breakup of members¹ is as follows:

Chairperson, Secretary, Treasurer (leads the Finance Team), Property Officer (leads the Property Team)

4 Elders considered for their Spiritual Oversight

2 'Junior' Elders [up and coming leaders, could be newer to faith or younger.]

Business Services Manager has an ex-officio position to attend when needed or requested.
- c) Up to two persons who may be co-opted from time to time for special purposes.
- d) A quorum of at least 50% +1 is required for meetings to take place.

Frequency of Meetings

The Church Council shall meet at least 6 times a year on dates determined by the Council to deal with all matters relating to the responsibilities of the Church Council having particular regard to any matters referred to the Council by the

¹ It is advisable that other paid staff are not elected to church council to maintain the balance between lay and staff leadership.

Congregation. Additional meetings shall be held when convened by the Chairperson or at the direction of a Congregational meeting, Presbytery, Synod or Assembly.

Duties and Responsibilities

The Church Council shall give priority in its life to creating a Culture that builds up the Congregation in Kingdom values, 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.

The general responsibilities of the Church Council include:

- a) Sharing with the Ministry Staff in the oversight of mission, pastoral care, discipleship and Worship;
- b) Pursuing a short and long term vision for the development and growth of the Congregation and the expansion of Christ's Kingdom amongst people of Redcliffe and beyond.
- c) Review and approve the schedule of church activities and personnel.
- d) Take legal oversight for operational aspects of the church [Childsafety, workplace health and safety, property, finance, etc.]
- e) Exercising oversight of the appointment of officers and leaders of Congregational organisations;

See the "Leading Well" appendix at the end for more details.

Election Process

In determining the composition of the Church Council or any committee or other body, the Congregation shall have regard to the principle, that in accordance with the call and gifts of the Spirit, each member shall have a part in the ministry of the Church; and that government of the Church will be "entrusted to representatives, women and men, bearing gifts and graces with which God has endowed them for the building up of the Church."

Elections for Church Council shall be by written ballot at the November meeting of the congregation. Prior notice of intention to hold such a ballot must be given and the names of the nominees shall be publicly announced at least two (2) weeks prior to the Ballot being held. Nominations shall be made in writing to the secretary or other appropriate officer. Nominees will be taken through a 'reflection' process where upon their nomination will be confirmed or denied by the Executive.

The term of office of an elected Church Councillor is such period of two years. At the expiry of the term of office the Church Councillor shall be eligible for re-election.

Elders

Every member of the Church Council is elected as an 'Elder' and should consider it their serious duty to be in Spiritual Oversight of the Congregation. We all have a variety of gifts and callings, and should understand that all gifts, whether practical, financial, prayerful or worshipful are Spiritual and given for the building up of the congregation.

Office Bearers and Executive

The full Executive of the Council shall consist of:

- a) Senior Minister
- b) Chairperson, Secretary, Treasurer and one elected member from Church Council. The Church Council shall elect annually from amongst its members one representatives to be a member of The Executive.

The Executive has the authority to make decisions regarding the operation of the Church and its members, which will later be referred to Church Council or a team for ratification. A quorum of 50% +1 is required to make any such decisions. The Church Council is the final arbiter in these decisions. The Church Council executive should meet as required and can be called by any two members.

Teams and Committees of the Church Council

Church Council may appoint and endow teams or other Committees or individuals with responsibility for specific programs and activities. Such teams will report as requested to Church Council.

Teams will have the power to act within their budget and delegated areas of responsibility and to form committees / groups as necessary to undertake the tasks that fall within the responsibilities of the Team.

Each Team shall operate with a minimum of three (3) members **not** including ex officio members. A quorum will consist of three (3) including ex officio members.

Members of the Ministry Team and the Church Council Chairperson will be ex-officio members of all Teams.

The Convenor may co-opt other members of the Congregation to serve on their Team.

Team Responsibilities - All Teams

Teams are directly responsible to the Church Council and are required to:

- a) Prepare a yearly budget and calendar of events for endorsement by the Church Council and subsequent inclusion of each Team's budget in a whole of church budget which Church Council will present to the March meeting of the Congregation for approval;
- b) Submit regular written reports to Church Council on the various activities within their responsibility and, where necessary, make recommendations for approval by Church Council;
- c) Provide a written report at the end of each calendar year for inclusion in the Annual Report for that year, covering all the various activities within their responsibility;
- d) Provide the flexibility for all groups/programs under their concern to work within the budget approved at the congregation meeting. Additional, or changes to approved expenditure in excess of \$1,000 (within the budget), will need Church Council/Executive ratification;
- e) Appoint leaders of groups/programs within their responsibility;
- f) Liaise with and support other Teams, committees and groups;
- g) Be responsible for all aspects of planning for activities within their responsibility, both long and short term and their implementation taking due regard for the vision, mission and strategic plan of the Church;
- h) Respond to requirements and directions of the Church Council and pursue plans and activities that assist in the implementation of the Congregation's Mission and Strategic Plans;
- i) Build each other up in faith and love sustaining its members in hope, and leading its members to a fuller participation in Christ's mission in the world; and
- j) Provide pastoral oversight and encouragement to all leaders within its sphere.

Leading Well.

Thank you for taking on the responsibility of leadership in the Church! It is a divine call. It is a satisfying challenge and we await the Master's voice saying, 'Well done good and faithful servant!'

This document was prepared to help new [and old] Church Council members think through what it means to be a Church Leader, or Elder.

From the 'regulations' - The responsibilities of the Church Council include:

- Sharing with the Minister/s in mission, and in the pastoral care & spiritual oversight of the Congregation;
- Nurturing the members and adherents in their growth in grace;
- Assisting the Minister/s in the conduct of worship and administration of the sacraments;
- Managing the financial affairs and administration of the Congregation including all budgets, statements and reports;
- Arranging for audit, presentation and examination of the accounts of all church funds;
- Managing and controlling property;
- Presenting to the Congregation an annual report concerning the worship, witness and service of the Congregation and making recommendations for the ensuing year;
- Exercising oversight of the appointment of leaders of Congregational organisations;
- Discipline of members;

When you become an Elder you join the Leadership Team of the church. This is like the Coaching staff, working with the Key Coach [Minister] to help the church kick goals! Our goals are to see people come to faith, grow in faith and live out their faith in the world!

One of the key aspects of what we do together is **Worship**. You should seek to attend worship as often as possible. We have more than one option. Come seeking to enhance the experience for others, and you'll be blessed too!

Some practical ideas for Sundays-

- Arrive early and greet people, moving around to talk. You don't have to be on the Welcome team to do this;
- Join the prayer group in the Parent Room before worship sometimes;
- See if the Preacher/Leader needs help. Maybe someone hasn't turned up for their job? Get in and help;
- Is someone alone? Greet them, chat, introduce them to someone else;
- Be enthusiastic - if the leaders aren't ready to worship, no-one else will be!
- Be seen! People want to be able to access leaders, so don't hide. Sit up the front, or work the crowd after worship.
- Don't wait for someone else to do it - you're a leader, lead. It might be helping to pack up, or praying for someone, or talking to the homeless person who walks in late.
- Ask yourself, 'How did WE do?' after worship?

Some practical ideas for the rest of the time-

- Take an active interest in all aspects of the life of the church. Stay informed;
- Take an active role in various aspects of the life of church; use your gifts!
- Be a part of a small group for your own spiritual nurture; (An 'empty' person can't fill others).
- Even if you are not on the Pastoral Care team, who are those you care for in the church? Who cares for you? Who are you mentoring?
- Commit to praying regularly for the minister/s and church family (you are the *spiritual* oversight);
- Show public and private support for the Ministry Team, Staff and other leaders. Ministry has very high burn out rates; care for your leaders. We do better together!
- Support the vision & mission of RUC through conversation, commitment and giving (are you tithing to the work of RUC?)
- Commitment to attend Church Council meetings and be prepared

Remarkably, people are beginning to realise the wisdom of the past was true;

Responsibility reaps Reward; Satisfaction, contentment, purpose, meaning.

This role is not about burdening you or working you to the bone! No – always work on a healthy balance in your role. It is about serving Christ, advancing the Kingdom. I pray you do it from a position of passion and gratefulness – even the difficult tasks! Seek to know your first love, and that will be your motivation!

Scripture to ponder...

1 Timothy 3:1-10

Mark 10:42-45

Titus 1:-7-9

John 13:13-17

Redcliffe Uniting Church – Church Council Structure – Oct 2019

