

The shape of how we do things in our community

Updated January 2014

VISION - Our vision is to be a God-centred, caring, worshipping and outward looking Christian community.

MISSION - Our mission is to be the body of Christ which:

- **Proclaims the reign of God** through worship, education, evangelism and justice activities.
- **Show signs of the reign of God** through activities, which care for people who are outcast and disadvantaged, build the fabric of the wider community, and care for the earth.
- **Lives by example, the reign of God** through the way members meet together, share in fellowship, pastorally care, pray and work.

VALUES - These five concept statements framed the Renewal Process and continue to underpin the ministry & mission of our congregation through the Strategic Plan:

1. **We gather for worship**
2. **We welcome all**
3. **We care for our congregation**
4. **We care for others**
5. **We reflect and envisage**

The Church Council is responsible for the oversight of the whole of the congregation’s life. This work is undertaken with the assistance of ten committees & roles which form two distinct groups - those that **do**, ie engage with people within and beyond the congregation and those that **enable**, ie provide support.

This **Summary** is linked to our Strategic Plan (2010-12). It describes each of the committees or areas of responsibility of the Church Council, outlining the way in which they serve the mission & ministry of the congregation. All committees report to the monthly Council meetings. Smaller task-oriented committees serve a number of the identified committees or teams as identified in *italics* under **Who**.

| Guiding - providing oversight for the mission & ministry of the congregation | | | | |
|---|---------------|--|--|---|
| Activity | Why | Who | When (and Where) | What |
| Church Council | All concepts. | Ministry Team 10 elected members Seconded members as required. | <u>Monthly meetings</u> <u>Annual Retreat</u> Individual council members to also participate in meetings of relevant committees. | <ul style="list-style-type: none"> • Share with the Minister(s) in mission and in the pastoral care and spiritual oversight of the Congregation. • Nurture the members and adherents in their growth in grace. • Manage the financial affairs and the general administration of the Congregation. • Manage and control property. • Prepare and present to a meeting of the Congregation an annual report. • Exercise oversight of the appointment of council representatives of committees. |

Doing - engaging with people within & beyond the congregation

| Activity | Why | Who | When (and Where) | What |
|---|--|---|---|---|
| 1. Worship Committee | 1. We gather for worship | Minister Committee <i>Music Ministry Team</i> | <u>Sunday morning worship</u> <u>Monthly meeting</u> | <ul style="list-style-type: none"> • Inspire, guide and resource creative & inclusive worship. • Guide and give shape to the overall flow of our worship life. • Encourage and oversee a high level of participation in leadership of worship. • Support & resource the music ministry. • Receive & respond to feedback from the congregation. • Liaise with the Children, Youth & Young Adult and Justice & Mission committees in relation to specific themes & events. • Encourage congregational members in their private worship practice. |
| 2. Pastoral Care Committee | 3. We care for our congregation | Minister Committee <i>Pastoral Care Networkers Camp committee</i> | <u>Sunday morning worship</u> <u>Monthly meeting</u> Church Camp Social Groups & Programs. Crisis Care | <ul style="list-style-type: none"> • Provide effective and appropriate pastoral care for all members of the congregation. • Raise awareness that pastoral care is everyone's responsibility. • Ensure that people are welcomed. • Follow up people who are on the fringes. • Provide opportunities for relationship & community building. • Oversee Pastoral Care Networkers program |
| 3. Children, Youth & Young Adult Committee | 2. We welcome all 3. We care for our congregation | Minister Children & Youth Consultant Committee <i>Student House Committee</i> | <u>Bimonthly meeting</u> Sunday School YUCY Young Adult Program Student House Meals | <ul style="list-style-type: none"> • Nurture, encourage and provide the opportunity for spiritual development and Christian education for those younger than 25 years at BUC. • Facilitate faith-based social and/or community-building programs. • Support residents of the Student Household program • Attract & engage tertiary students in our community. • Support the Children & Youth Consultant. |
| 4. Justice & Mission Committee | 4. We care for others | Mission & Outreach Worker Committee <i>Olive Way Committee Fundraising Working Groups</i> | <u>Monthly meeting</u> Olive Way Stewart Lodge ASWC Moreland Hall Fundraising Events Individual Mission | <ul style="list-style-type: none"> • Support the Mission & Outreach Worker. • Provide opportunities for the congregation to engage with mission priorities. • Identify and recommend mission priorities to the Council. • Publicize mission priorities. • Support the Olive Way to maintain & expand ministry to target groups. • Research local priorities. • Set a fundraising target. |
| 5. Discipleship & Education Committee | 4. We care for our congregation | Minister Committee | <u>Meetings</u> as required Study Groups Discipleship classes | <ul style="list-style-type: none"> • Identify needs and facilitate offering of activities. • Provide opportunities for people in the congregation to share & grow in faith. |

Enabling - providing support for the provision of mission & ministry

| Activity | Why | Who | When (and Where) | What |
|--------------------------------------|---|--|--|--|
| 6. Comm-unications Team | 3. We care for our congregation 5. We reflect & envisage | Team | <u>Occasional meetings to discuss general directions</u> Most work done individually and/or by email when collaborating | <ul style="list-style-type: none"> • Provide an effective, streamlined communication network to ensure the congregation is well informed. • Provide visibility for all church activities primarily to the congregation and secondly to the wider community. • Provide a variety of avenues to allow communication to flow. |
| 7. Property Committee | 4. We care for others. 5. We reflect & envisage. | Committee <i>Bookings Officer</i> | <u>Bi-monthly meeting</u> Working Bees | <ul style="list-style-type: none"> • Oversee physical stewardship on our properties. • Ensure that the properties, resources & facilities are available and suitable for our vision and mission commitments. • Prioritize works as resources and funds allow. • Ensure that all property OH&S requirements are met. • Provide a contact person for bookings by internal & external users of the properties. |
| 8. Finance Committee | 4. We care for others. 5. We reflect & envisage. | Treasurer Assistant treasurer Committee ?? | <u>Monthly meeting ??</u> Stewardship campaigns | <ul style="list-style-type: none"> • Encourage the congregation to be generous. • Prepare budgets for approval. • Provide information in relation to funding of identified priorities. • Discuss financial issues with Council & committees as required. • Oversee the financial operation of the congregation. |
| 9. Staff support Facilitation | 3. We care for our congrega-tion | A council member Minister Support Groups Church Council Committees | <u>Ministry Team meetings</u> <u>Support Group meetings</u> <u>Committee meetings</u> | <ul style="list-style-type: none"> • Facilitate the establishment of support Groups for members of the Ministry Team if desired. • At the start of each new council year ensure that each of the congregation's identified areas of responsibility is in the care of a council member, keeping records of the adopted roles. |
| 10. Wider Church Contacts | 4. We care for others 5. We reflect & envisage | Minister BIUC Liaison Presbytery Representative | <u>BIUC Liaison - meetings as required.</u> <u>Minister - Ecumenical meetings</u> <u>Minister & Presbytery Representative - Presbytery meetings.</u> | <ul style="list-style-type: none"> • Strengthen our relationship with Brunswick Indonesian Uniting Church Congregation. • Maintain involvement with wider Christian community. • Maintain and develop links with the <ul style="list-style-type: none"> ○ Synod and Presbytery ○ Local ecumenical congregations ○ Church worldwide |

‘Working Together’ is made up of five levels each of which are designed for a particular audience or focus. Each level will be reviewed bi-annually. The whole package is contained in a folder in the Tower Room bookcase and is also available on our website www.brunswick.unitingchurch.org as individual and specific documents.

1. **Map**
 - provides members of the congregation with a ‘snapshot’ of the committees and roles of the Church Council and the corresponding areas of responsibility
 - is available to people who wish to further their involvement in the life of the congregation.
 - is a standard page in the Olive Pages (Directory).
2. **Summary**
 - provides a clear picture of the key responsibilities of each committee under the headings of Why (Values), Who, When, What,
 - is useful in assisting people in understanding how we function, and
 - in deciding what committee or level of involvement they would like to have in the leadership of our congregation.
3. **Guidelines**
 - describe in detail the formation, structure, key responsibilities and tasks of each committee under the headings Why, Who, When, What, How,
 - are used by committees and council to guide how they function, work together and serve the congregation,
4. **Roles**
 - describes in detail
 - the ministry and/or mission of each committee in direct response to the relevant Value Statement(s),
 - the position of the committee within the church structure, ie how it reports to and serves the council
 - how responsibilities and tasks will be implemented and by which member of the committee (if appropriate).
5. **Tasks** - These documents provide detailed instructions in relation to how specific tasks are carried out. Tasks for which instructions have been prepared are identified in the level 4 documents.