

Working Together

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**

Introduction

The Brunswick Uniting Church came into being on Sunday 20th March 2005 combining the congregations of South West Brunswick and St. Andrew's Sydney Road.

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. The ten identified committees or roles report to the monthly Council meetings as indicated in the Guidelines.

These **Guidelines** are used by Council and the committees to guide how they function, work together and serve the congregation. The Guidelines for each committee address the following areas:

- **Why** - The value(s) which the committee focuses on.
- **Who** - The composition of the committee or details of the responsible individual.
- **When** - How often the committee meets.
- **What** - Outlines the responsibilities of the committee.
- **How** - The implementation / actions to be carried out by the committee.

Role Statements for each committee, supporting committee & programs describe in detail:

- The ministry and/or mission of the committee, group or program.
- The position of the committee within the church structure, ie how it reports to & serves the council.
- The way in which responsibilities & tasks will be implemented and which member (if applicable) of the committee undertakes particular responsibilities.
- These documents will be reviewed annually and will be adapted as required during the year.

The Brunswick Uniting Church Information Package provides further information about meetings, elections, membership, task-related guidelines and processes.

The following is to be read in conjunction with the regulations on congregations and Church Councils (UCA Assembly). These may be found at <http://assembly.uca.org.au/resources/regulations-2008/regulations>

Purpose

The package is made up of five levels which are described in detail below. The package:

1. inform the whole congregation about the committees that support the ministry and mission of the congregation,
2. provide council & committees with clear & consistent guidelines about how they function and serve the congregation,
3. enable individuals in the congregation to discern which area(s) of the congregation's ministry & mission they wish to become involved in.

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 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** - These documents describe 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.

Contents

Detailed Level 4 Role Statements are provided for the **main committees or areas of responsibility**, the Ministry Team, office bearers and related committees and programs as indicated in the Table of Contents. This document provides a summary of the Role Statements for the Council and the 10 main committees or areas of responsibility.

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Mission & Outreach Worker (JAM)	
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Secretary	
Congregation	
Chairperson	
Secretary	
Doing	
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Why

We gather for worship

We welcome all

We care for our congregation

We care for others

We reflect and envisage

Who

- The Ministry Team are members of the Council.
- The Council has 10 elected members.
- The Council may decide to co-opt other members as needed.

When

- The Council meets at least ten times each year on the second Tuesday of the month.
- An annual retreat is held.

What

The duties and responsibilities of the Church Council are listed in the UCA Constitution & Regulations 2008, 3. Government & Administration – Church Council.

The duties and responsibilities of the Church Council include the following:

- 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;
- 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 concerning applicants for the ministries of Minister of the Word, Deacon, Community Minister, Lay Pastor, Lay Preacher and

- vii. Youth Worker, having regard to the Regulations;
- viii. managing the financial affairs and the general administration of the Congregation including the reception, preparation and presentation of all necessary budgets, statements and reports;
- ix. managing and controlling property in accordance with the Regulations;
- 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 organizations;
- xii. referral of matters to Presbytery as prescribed.

How

- **Council & Committees** – The Council will establish committees to assist in fulfilling its responsibilities.
- Develop & review a **Strategic Plan**.
- Provide support for members of the **Ministry Team**.
- **Meetings** will include time for worship, reflection & decision making. Meetings will be conducted in accordance with the Manual for Meetings in the UCA. Council will call Congregational Meetings at least twice a year.
- **Agenda & Reporting** – The Executive of the Council will formulate the agenda for meetings. Committees will submit reports in accordance with the established timeline.
- **Council representatives** – Council members will make a commitment to a particular area of the congregation's ministry and provide a direct link between the corresponding committee.
- **Elections** – The Congregation will conduct elections for council in December

Why

We gather for worship

Who

Reports to the Church Council.

Includes:

- The Minister of the Word
- At least one Church Council member.
- At least two to three other people with expertise or special interest.

When

Meets monthly 3rd Tuesday.

What

- Inspire, guide and resource creative & inclusive worship.
- Guide and give shape to the overall flow of our worship life through seasons, themes and co-ordinating special events.
- Encourage and oversee a high level of participation in our worship life by co-ordinating and resourcing the many people who are part of our worship life.
- Support & resource the music ministry.
- Receive & respond to feedback from the congregation about their experience of worship.
- 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.

How

Committee

- Worship as a committee.
- Deepen understanding of worship practice.
- Be a place where creative ideas flow through into the worshipping life of the congregation.

Congregation

- Encourage creative exploration and expression of faith.
- Facilitate and oversee development of liturgical themes.
- Work together on special projects that may arise from our worship life, such as songbooks, recordings, art shows etc.

Leadership

- Co-ordinate & support the involvement of lay leadership in worship.
- Ensure that worship of God is inclusive in word, action and song.
- Liaise with CY&YA & JAM committee with respect to themes & events.

Music Ministry

- Support musicians through the Music Ministry Team (see Music Ministry Role Statement).

Meditation

- Facilitate meditation groups.
- Provide information about the practice of meditation.

Resources

- Provide music, prayer and worship resources for the congregation.
- Guide & help co-ordinate the worship roster.
- Ensure worship space is prepared.
- Prepare for Holy Communion.
- Co-ordinate preachers when ministers are on leave.
- Provide Administrative support.

Why

We care for our congregation

Who

Reports to the Church Council.

Includes:

- Minister of the Word
- At least one Church Council member.
- People from the congregation with expertise or special interest.

When

Meets monthly.

What

- Provide effective and appropriate pastoral care for all members of the congregation.
- Raise awareness that pastoral care is everyone's responsibility by encouraging everyone to care for each other.
- Ensure people are welcomed to worship with a particular focus on newcomers & visitors.
- Provide a safety net for people who may be on the edge of the community or who are likely to slip through the more informal ways community members relate to each other.
- Provide opportunities for relationship & community building through which we focus on our relationship with Christ and each other.
- Oversee Pastoral Care Networkers program.

How

- **Liase with the Minister** in relation to Pastoral Care issues.
- Manage the **Pastoral Care Networks** which have been set up to ensure that all people in the congregation can be cared for. (*See Pastoral Care Networkers Role Statement.*)
- **Welcome** people attending the worship, especially for the first time, and follow up where appropriate, including at morning tea.
- Manage the **Crisis Care program** which provides food to members of the congregation in times of grief, sickness, hospitalisation, etc.
- Organise **Social Gatherings** to facilitate community building and welcoming.
- Facilitate organization of the annual **Church Camp**. (*See Camp Planning Committee Role Statement.*)
- **Write letters** to members of the congregation for particular occasions in an individual's or family's life, e.g. congratulations, bereavement, welcoming to the Church, etc.

3. Children & Youth Committee

Doing

Why

**We welcome all
We care for our congregation**

Who

Reports to Church Council.

Includes:

- The Minister of the Word.
- Children & Youth Worker.
- At least one Church Council member.
- At least two to three other people with expertise or special interest.

When

- Bi-monthly meetings.

What

- Nurture, encourage and provide the opportunity for spiritual development and Christian education for those younger than 25 years at Brunswick Uniting Church.
- Facilitate faith-based social and/or community-building programs.
- Ensure residents of the Student Household program are supported & accountable.
- Attract & engage tertiary students in our community.
- Support the Children, Youth & Young Adult consultant.

How

- Develop, implement, manage, oversee and assess an annual C,Y&YA program
- Provide a Sunday morning program
- Provide Children, Youth & Young Adults with worship & faith development opportunities
- Provide Children, Youth and Young Adult social programs/activities
- Support the Student Housing Program
- Support the Children, Youth and Young Adult Consultant (CY&YA Cons.)
- Be the primary voice for Children, Youth and Young Adults at BUC
- Recruit, Support & Train people to assist with CY&YA programs, events and activities.
- Develop links with the wider church
- Ensure that Safety Procedures are followed.
- Liaise within BUC and other committees
- Report to Council and communicate with the whole congregation.

Why

We care for others

Who

Reports to Church Council.

Includes:

- Mission & Outreach Worker
- At least one Church Council member.
- At least two to three other people with expertise or special interest.

When

- Fourth Wednesday at least 6 times a year.

What

- Support the Community Outreach Worker.
- Provide opportunities for the congregation to engage with individual & congregational 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 & listen to people's concerns.
- Set a fundraising target & evaluate activities.

How

- Support the Community Outreach worker. (*See Mission & Outreach Worker Role Statement.*)
- Support the Olive Way program. (*See Olive Way Role Statement*)
- Raise the consciousness of the congregation on mission and social justice issues. including local concerns.
- Set priorities & define identified projects.
- Evaluate the BUC mission strategy and projects in consultation with the congregation.
- Provide opportunities for members to share 'individual mission' that arises from their everyday lives.
- Provide opportunities for congregational involvement in decision-making and actions on mission and mission priorities.
- Set fund raising targets
- Coordinate fundraising activities. (*See Fundraising Working Group Role Statement*)
- Respond to UCA concerns which have been adopted by the Synod (via the Justice and International Mission Unit).

5. Discipleship & Education Committee

Doing

Why

We care for our congregation

Who

Reports to Church Council.

Includes:

- The Minister
- At least one Church Council member.
- At least two to three other people with expertise or special interest.

When

- Monthly meetings
- Involvement with study groups as appropriate.

What

- Identify needs and facilitate offering of groups.
- Provide opportunities for people in the congregation to share & grow in faith.

How

- Survey and/or engage with groups within the congregation to determine interest & needs in relation to study & small group life.
- Provide a calendar of events.
- Provide or organise leadership for study & fellowship groups.
- Research and provide appropriate resources for study groups.
- Liaise with other committees

Why

We care for our congregation

We reflect & envisage

Who

Reports to Church Council.

Includes:

- At least one Church Council member.
- At least two to three other people with expertise or special interest.

When

- Occasional meetings are held to discuss the format and content of the website.
- The bulk of the communication work is accomplished individually.
- The team communicates by email on an 'as needs basis'.

What

- 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.

How

- Manage the website.
- Prepare &/or distribute publications.
- Manage church email groups.
- Support Council initiatives.
- Support Children, Youth & Young Adult committee.
- Oversight of copyright licenses.
- Manage photocopier & consumables.
- Provide name tags as required
- Provide oversight of archive materials.
- Provide miscellaneous supplies.

Why

We care for others
We reflect & envisage

Who

Reports to the Church Council.

Includes:

- At least one Church Council member.
- At least two to three other people with expertise or special interest.
- Bookings Officer.

When

- Bi-monthly from February to November.

What

- 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.

How

- Oversee bookings & use of the properties through the Bookings Officer. (*See Bookings Officer Role Statement.*)
- Oversee & facilitate maintenance.
- Respond to improvement requests from Church Council.
- Organise working bees.
- Be aware of the various property leases, and the implications regarding responsibility for maintenance issues.
- Carry out safety audits.
- Ensure adequate storage spaces are required for resources.

Why

We care for others
We reflect & envisage

Who

Reports to the Church Council.

Includes:

- Treasurer (Church Council member)
- Assistant Treasurer
- Other identified people with expertise.

When

- Bi-monthly

What

- Encourage the congregation to be generous by setting clear targets for congregational giving.
- Prepare budgets for approval that will reflect the identified priorities of the congregation and sources of funds.
- Provide information regarding the potential to fund priorities identified by the Church Council, after consultation with the Congregation, from recurrent giving and reserves.
- Participate in discussions about financial issues with the Council committee's as required.
- Oversee and, as necessary, facilitate all financial operations on behalf of the congregation.
- Ensure that accounts are audited and auditing reports are made available to the congregation.

How

- Keep the financial records of the congregation including auditing and reports to the Congregation, Council, Presbytery & Synod.
- Carry out directions of the Council with regard to revenue streams, payments and investment.
- Provide oversight of the Annual Budget.
- Ensure that all reporting procedures are followed.
- Monitor investments held by Synod
- Ensure that succession planning is in place.

Why

We care for our congregation

Who

Includes:

- A council member.
- Minister Support Group.
- Children & Youth Worker Support Group.
- Mission & Outreach Worker Support Group.
- Council representatives on committees.

When

- Minister meets regularly with Team Ministry members.
- Support Groups meet as mutually arranged.
- Council members attend committee meetings, provide extra support as required.

What

- 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.

How

- A council member to oversee the establishment of Support Groups as required.
- Minister to meet regularly with Children & Youth and Mission & Outreach Workers.
- At least one Council member is directly involved in the mission & ministry of each committee.

Why

We care for others
We reflect & envisage

Who

Includes:

- Minister
- BIUC Liaison
- Presbytery Representative

When

- Minister - Ecumenical meetings
- BIUC Liaison - meetings as required.
- Minister & Presbytery Representative - Presbytery meetings.

What

- Strengthen our relationship with Brunswick Indonesian Uniting Church Congregation.
- Maintain involvement with wider Christian community.
- Maintain and develop links with the
 - Synod and Presbytery
 - Local ecumenical congregations
 - Church worldwide

How

- Share & plan worship together on 5th Sundays as agreed between BUC & BIUC congregations.
- Promote & participate in ecumenical activities.
- Support representation on Presbytery, seek regular feedback from & reports on/about Presbytery
- Participate in & promote Synod events.
- Participate in Interfaith activities.