



COUNCIL AND CONGREGATION CHAIRPERSON POSITION DESCRIPTION

The responsibilities of the Council and Congregation Chairperson are to:

- Have a thorough knowledge of the UCA Manual of Meetings.
- Assist the Congregation or Council to fulfil its role by being familiar with and abiding by the Uniting Church Constitution and the Uniting Church Regulations.
- In consultation with the Secretary, call meetings of the Council, Executive & Congregation as required.
- Preside at meetings of Church Council or Congregation meetings; to assist the meeting to discern the will of God and to meet the needs of the members of the Council or the Congregation.
 - Assist the Secretary to set the agenda for the meeting.
 - Ensure that a quorum is present before the Council meeting proceeds (not less than 50% of eligible members of Council).
 - Ensure all those who wish to speak concerning a proposal have an opportunity to be heard.
 - Call for times of prayer or reflective silence as appropriate.
 - Determine whether consensus has been reached on a proposal. If consensus is not reached, the Chairperson should determine whether to continue discussion, look for consensus by agreement or put the proposal to the meeting for majority decision, following the procedure set out in the Manual for Meetings.
 - Determine when a majority decision should be called for and confirm the wording of the proposal to be put.
 - Ensure all members eligible to vote have a chance to put their point of view.
- (Council) Assist the Council Secretary to ensure that Council fulfils its role in maintaining appropriate rolls of members, as required by the UCA Regulations.
- Ensure that all activities of the church, Congregation and its various groups are approved by Council before the activity takes place, confirming that the activity is in accordance with the Vision Statement, and will not be outside the scope of the coverage under our insurance or ACNC registration.
- Be the channel of communication with the Minister of the Word, the Elders, and other Leaders in the Church to assist in discerning that God's will is done in all activities and endeavours of the church.
- Attend accredited Safe Church training every three years, as required by Synod.
- Obtain and maintain a valid Working with Children Check.
- Contribute to the Church Council's commitment to health and safety and include it on the agenda of each meeting.

In accordance with the Congregation's Volunteer Policy, the Chairperson is required to adhere to sign and follow the Child Safe Code of Conduct as well as receive a copy and follow the UC Volunteer Manual. Their names are to be entered on the Volunteer Register.

The Chairperson is accountable to the Minister in placement and the Congregation.

This Position Description has been approved by Church Council at its meeting on .