



CHURCH COUNCIL MEMBER POSITION DESCRIPTION

As indicated in the Constitution of the UCA, the Revesby Uniting Church Council is the body established by the Congregation to have oversight of its total life and mission. The responsibilities of the Church Council are delineated in the UCA Regulation 3.1.2 (b), which is attached to this Position Description. Church Council Members are encouraged to read these Regulations. Please request clarification from the Minister in Placement, Elders, or the Church Council Executive for anything that is unclear. To fulfil these roles and responsibilities, The Church Council will:

- Develop and present Church vision and ministry goals to Congregation.
- Assist the Minister in nurturing the spiritual life of the Congregation, in cooperation with the Elders.
- Supervise Church membership, including recommendations for acceptance of new members or removal of members.
- Establish and approve administrative and program policies in conformity with the spirit of the Congregation vision.
- Review and approve the schedule of Church activities and volunteer personnel, as required.
- Evaluate the total Church program on a continuing basis, using the Congregation vision as the lens through which each program is evaluated.
- Approve the annual financial budget for the Congregation.
- Appoint committee members as the Church Council may deem appropriate. Currently, this refers to the Property and Finance Committee, the Op Shop Committee, and the Church Council Executive.
- Meet at least quarterly on dates to be determined by the Church Council to deal with all matters relating to the responsibilities of the Council, having regard to any matters referred to the Council by the Congregation.
- Make decisions regarding Church Council's commitment to health and safety.
- Each Member of Church Council will attend accredited Safe Church training every three years, as required by Synod.
- Be responsible for implementing the Congregation's Privacy Policy.
- They will obtain and maintain a valid Working with Children Check.
- Share with the Minister the general spiritual and pastoral oversight of the Congregation.
- Nurture the Members and Adherents of the Congregation in their growth in faith and grace.
- Regularly communicate with members of the Congregation to discuss any matters of importance to them. Be available to provide spiritual comfort, guidance, and support to members of the Congregation both at church functions and away from church if requested. Monitor attendance of members and contact them to discuss any concerns if there is a significant change in their attendance pattern.



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- Be prepared to act as mentors, exercising their individual gifts in appropriate forms of ministry, including faith formation and re-formation, formulating mission, and increasing Bible literacy and awareness.
 - Assist the Minister in the planning and conduct of worship and administration of the sacraments.
 - Assist the Minister and Church Council to plan, lead and participate in faith development activities for the Congregation.
 - Welcome newcomers to worship services and other activities.
 - Build relationships in the Congregation and the wider community by:
 - Attending and supporting a variety of worship services.
 - Engaging in spiritual conversations.
 - Sharing and listening to faith stories.
 - Practising faith in the community.
 - Visiting people
 - Support one another, caring for each other's spiritual, mental and physical wellbeing.

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

The Church Council is accountable to the Congregation.

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



EXTRACT FROM UCA REGULATIONS

RESPONSIBILITIES OF THE CHURCH COUNCIL (See Para 24, Constitution)

- 3.1.2 (a) The Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to fuller participation in Christ's mission in the world. This priority shall be reflected in the agenda of its ordinary meetings.
- (b) The responsibilities of the Church Council include:
- (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; (See Part 1 of these Regulations)
 - (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 in accordance with the Regulations concerning applicants for the specified ministries;
 - (vii) managing the financial affairs and the general administration of the Congregation including the reception, preparation and presentation of all necessary budgets, statements and reports;
 - (viii) arranging for audit, presentation and examination of the accounts of all the funds of the Congregation; (See Reg. 3.8.7)
 - (ix) managing and controlling property in accordance with the Regulations; (See Reg. 4.4.1)
 - (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 organisations;
 - (xii) referral of matters to Presbytery as prescribed;
 - (xiii) discipline of members; (See Reg. 5.1.2 – 5.2.5)
 - (xiv) carrying out its functions in relation to Ministers-in-Association (See Reg. 2.11.1).