



WUC 140TH BIRTHDAY

Ministry Opportunities in the Congregation and Church Council
Woodville Uniting Church



BABY PLAYTIME



Playgroup Food preparation



**Musical Moments
Playgroup**

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Preamble

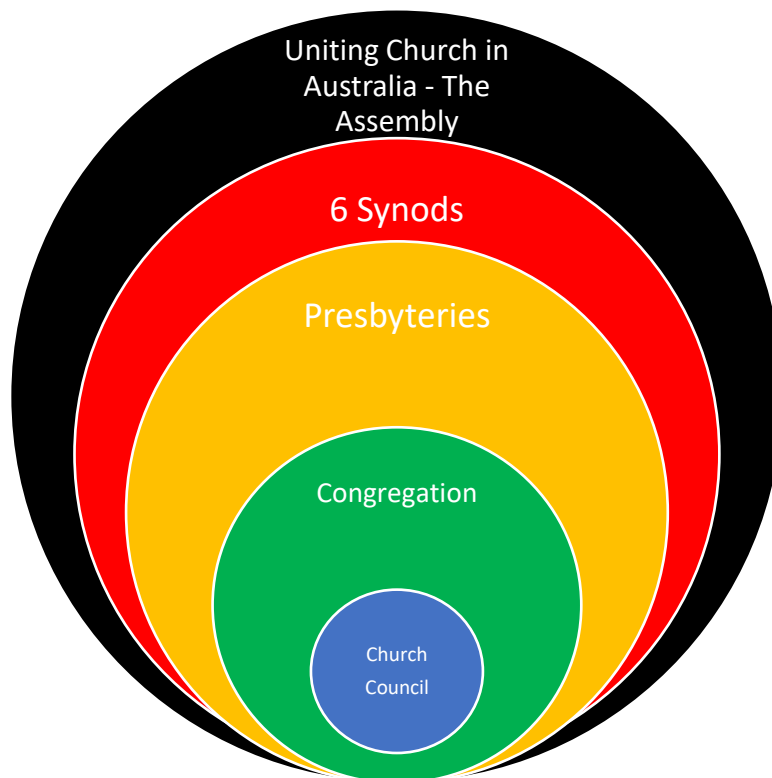
This booklet is offered as a summary of how we organise our life together as God's church at Woodville Uniting.

Section One of the booklet outlines the governance structures and procedures by which the Uniting Church orders its life together. The congregation is the key council of the church with its own set of responsibilities, set within the context of 4 other councils of the church, all interrelated in a non-hierarchical way.

Section Two of the booklet outlines a suggested structure to assist our Church Council to fulfil its responsibility of oversight of our congregation. The organisational chart simplifies our life into four functions: Spiritual Development, Mission Development, Mission Resourcing and Wider Church and has four Coordinator/s to assist team leaders.

The structure and procedures outlined in the previous sections are all to maximise our congregation's mission and ministry. Some individuals and working groups are already facilitating our function, but there are gaps to be filled and new responsibilities undertaken. Woodville Uniting Church has been so richly blessed with committed people offering their gifts to be the "arms and legs" in facilitating ministry. Detailing the requirements of a particular ministry and how it fits in our overall mission helps in our personal and corporate discernment. This booklet aims to assist in matching giftedness with ministry opportunities.

SECTION 1: The Context of Woodville Uniting Church



The Uniting Church is not a democracy: it is a Christocracy. To better seek Christ's leadership it uses a series of interrelated councils. The diagram attempts to show this dynamic set of relationships:

Assembly: national: With responsibility for determining policies.

Synods: state: With responsibility for organizational operations.

Presbyteries: regional: With responsibility for pastoral oversight.

Church Councils: local: With responsibility for congregational oversight.

Congregation: With responsibility "to meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share in the wider responsibilities of the Church and to serve the world."

The four other councils of the church exist primarily to serve the congregation.

The Uniting Church is not hierarchical and each council fulfils its own responsibility so that the whole church may "be united by mutual submission in the service of the gospel".

References:

Rev. Professor A Dutney's [How do decisions get made in the Uniting Church](#)

See also [Uniting Church Regulations 3.1.1a and b](#)

Some Things that Shape and Guide Us

UCA Constitution and Regulations

The Uniting Church in Australia was formed on 22 June, 1977 by the union of the Congregational Union of Australia, the Methodist Church of Australasia and the Presbyterian Church of Australia after the approval of “The Basis of Union” by the Councils and Courts of those three churches, guided by the belief that they had been called by God into this union.

The Church in accordance with the Basis of Union accepts that the responsibility for government in the Church belongs to the people of God by virtue of the gifts and tasks which God has laid upon them and so organises its life that locally, regionally and nationally, government is entrusted to representatives, men and women, bearing gifts and graces, with which God has endowed them for the building up of God’s Church and that therefore the Church shall be governed by a series of inter-related councils, each of which has its tasks and responsibilities in relation to the Church and the world.

The Church in accordance with the Basis of Union acknowledges that the demand of the Gospel, the response of the Church to the Gospel and the discipline which it requires are partly expressed in the formulation by the Church of its law, the aim of which is to confess God’s will for the life of Christ’s Church. As the Church believes God guided it into union so it believes that God is calling it to continually seek a renewal of its life as a community of First Peoples and of Second Peoples from many lands.

Manual for Meetings

The [Manual for Meetings](#) provides the official standing orders and rules of debate for the Uniting Church in Australia. This Manual is commended to all congregations, presbyteries, synods, and, of course, members of the Assembly as a resource that will enable their full and effective participation in the UCA’s decision-making process.

The Manual is a very important development in the life of the Uniting Church. The Uniting Church believes that we hear the voice of God in the councils of the church. Church meetings that encourage community, and listening to one another in a spirit of openness and humility, are more likely to discern the will of God. It is the hope and expectation of the Assembly that the process present in the Manual will enable us to give expression to Christian community as we work together.

Many people have now had some experience of consensus decision-making. Consensus decision-making is more than orange and blue cards. Rather, it is a whole process that explores how to bring matters before a meeting in the most helpful way. The determining phase, where the cards are employed, is the last expression of the careful deliberation that is outlined in the Manual.

UCA Presbytery/Synod Policies and Procedures

Safe Church

Safe Church promotes and assists the Uniting Church community with relevant information about ensuring a safe physical, emotional and spiritual environment for us all. This includes training in the following areas: Called to Care, Child Safe Environments, and Code of Ethics for Ministry Practitioners and Code of Conduct for Volunteers as well as a suite of policies and documents for use in our church communities.

Selection of leaders

No one should be considered for a voluntary leadership role unless they have been part of the congregation for at least six months. The six-month rule allows members of the congregation and the individual to get to know one another. Individuals being considered for leadership/role of responsibility should first be approached privately to ensure they are willing to participate in the screening process.

Selection of leaders should take into account the applicant's:

- relevant leadership skills and experience
- personal standards and character
- ability to develop appropriate relationships
- maturity in faith
- awareness of and willingness to work within the Uniting Church ethos and code of conduct.

Can you be “too young” to be a leader?

A leader must be 18 years or older if they are to be part of a leadership team with a significant responsibility.

A young person being apprenticed into leadership roles should be at least 15 years of age and only work under the direct supervision of an adult leader.

Duty of Care Policy

It is the policy and practice of The Uniting Church in Australia Property Trust (S.A.) (Uniting Church SA) that “all persons who have a responsibility through their role within the Church (whether paid or voluntary) and/or have the potential to have one to one contact with children, youth and vulnerable people” undergo a Screening and Authority Request. An integral part of this process is completing a Screening and Authority Request which includes a national criminal history check.

Work Health and Safety Church Council and Congregation Policy

Policy Scope

This policy is intended to guide individual church councils and congregations in their compliance with the WHS Act. The scope of this policy includes the work and workplace activities conducted by church councils and their congregations. It is also intended to include wherever workers of

Woodville Uniting Church Council and its Congregation conduct work on its behalf. The scope of this policy extends to cover WHS issues in relation to church owned premises, buildings and contents, equipment and vehicles. Responsibility for monitoring compliance with the WHS Act in congregations rests with their respective Church Councils.

Property Services

The Presbytery / Synod Property Services team provides a range of services to serve Uniting Church congregations and is available to help congregations with all property questions and needs regarding property.

What do we provide?

Advice and processing of applications for:

- building/upgrades/alterations/demolition
- sale or purchase of property
- leasing - commercial and residential
- land subdivision and other land matters

Advice regarding:

- energy and water efficiency
- building compliance
- OHS & Welfare requirements
- maintenance
- information and records concerning current and past properties
- heritage issues
- how to make the most of what property you have in a mission context
- all other property issues
 - Land transactions on behalf of The Uniting Church in Australia Property Trust (S.A.)
 - Signage
 - Property Sales Proceeds Policy funds management and distributions.

Approval process

All applications to sell, purchase, build/upgrade (if structural and according to property expenditure levels above), lease (from and to another party) require:

- Church Council approval
- application form sent to Uniting Church SA office for approval by the Presbytery & Synod of SA, subject to financial limits
- all contracts handled at the Uniting Church SA office.

Property Services can assist in:

- preparation of architect's brief
- development of concept
- providing professional advice

- supervising planning and building process.

Property Projects Information Booklet & Flowchart

This A5 information booklet (available from Property Services on the Presbytery / Synod Website) provides a guide to the process of progressing a project proposal including:

- mission informing decisions
- responsibilities
- assistance
- approvals
- documentation and administration
- construction
- project checklist

Maintenance & compliance

Asbestos

Asbestos building products were in use commonly until the mid-1980s. In some cases, small amounts of asbestos can be found in materials in use beyond that time. It is not always easy to identify and can be found in the following products:

- roof sheeting
- fencing
- wall cladding
- eaves lining
- thermal and acoustic insulation
- vinyl / asbestos floor coverings
- electrical panels
- linings in switchboxes.

Under the requirements of Occupational Health Safety and Welfare Regulations 1995 Division 4.2, there are statutory requirements for building owners and others in possession of asbestos.

In general, a current register must be maintained on site and made available for inspection when requested. The register should be prepared by a person suitably qualified to identify asbestos.

Warning signs in accordance with Australian Standard AS1319, must be displayed in the vicinity of installed asbestos.

One copy of the Asbestos Register should be kept on site and another copy sent to the Property Services office.

Insurance Services

Insurance Services manages the Insurance Program for Congregations, Uniting College, Uniting Venues and other agencies and programs of the Uniting Church.

Insurance Services also manages all claims and negotiates on behalf of its members all settlements to their best advantage.

Further, loss control and loss prevention advice is frequently provided in respect to specific circumstances.

The Uniting Church Presbytery & Synod of South Australia is responsible to protect the Church, its members and Church property.

Even when every care is taken, losses cannot be totally eliminated. However, by taking note of the following items and suggestions, accidents can be reduced and safety improved.

Please contact Synod's Insurance Services office for any of the following:

- Enquiries in regards to the scope of cover.
- Advising of additions/deletions/changes to property values
- Notification of a claim, accident/incident
- Advising of new ventures/expanding roles of the Congregation
- An event or program that includes high risk or out-of-the ordinary activities
- Copy of Certificate of Currencies

Similarly, if the Congregation becomes aware of new insurance protection or an uninsured risk, please contact Synod's Insurance Services office and our staff will explore the matter.

Risk Management for Insurance

Why Manage Risk?

The Uniting Church in South Australia is aware that the Presbytery, Synod and Congregations rely upon employees and volunteers and that all are fallible human beings. There can be surprises for any organisation at any time - both good and bad. For example, a volunteer board member may suggest a new funding source or service opportunity that could help the organisation towards achieving its mission only to find upon implementation that there were unforeseen legal ramifications or negative financial consequences. In another situation, an employee or volunteer may provide a service that ends in a legal dispute, or may carelessly or accidentally do something resulting in harm to themselves or others.

These events can have serious impact on the church's effectiveness, as well as on the physical or financial welfare of volunteers, employees or other stakeholders. These impacts may be:

- legal actions which deplete the church's finances;
- legal actions against individual board members, senior employees or volunteers including leaders and office bearers within congregations;
- distraction of management in dealing with crisis situations, and
- adverse publicity affecting/damaging the church's reputation.

Some events have such devastating consequences for an organisation that the risk of them happening cannot be left to chance. Many of these impacts can be avoided or dealt with systematically through a process known as risk management.

What is Risk Management?

Risk management is the culture, processes and structures that are directed towards the identification and control of risks. It is the process of managing our church's exposure to potential liabilities. It does this by identifying risks in order to prevent them or reduce them, and by providing for funds to meet any liability that may occur.

Risk Management

- increases our chances of succeeding in an activity or preventing a loss
- minimises the effect of a loss that could not be prevented
- gives managers, employees and volunteers the confidence to pursue their mission without the fear of legal action or harm
- approaches risk in a structured and calculated manner, rather than being haphazard.

Risk Management and Other Statutory & Insurance Requirements

General

To protect the users of church property it is necessary to conduct regular checks to ensure that the buildings:

- comply with the relevant aspects of the Building Code (including essential safety provisions) and Work Health and Safety regulations;
- are fitted with appropriate fire safety equipment and that these items are regularly serviced;
- have appropriate evacuation signage in place.

Church Councils should also be aware of:

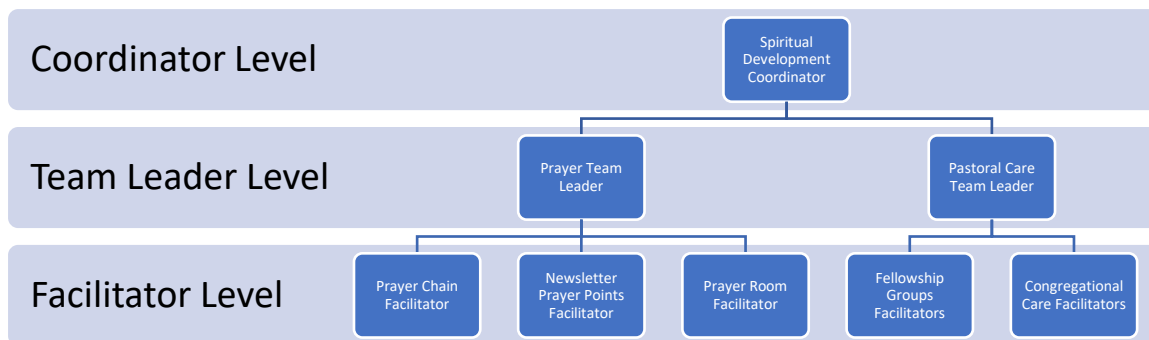
- regulations regarding safety for people working at heights; (Contact: *Building Projects & Compliance Officer*)
- regulations regarding increased "duty of care" for people working with children, youth and vulnerable people; (Contact: *Training and Development Officer*)
- guidelines for *the* appointment of staff; (Contact: *Human Resources Manager*)
- changes to the definition of a worker under the workers compensation legislation and how this may affect your church; (Contact: *Human Resources Manager*)
- changes in legislation from previously requiring an organisation to appoint a "Responsible Officer" to now defining the role and responsibilities of an "Officer" of a PCBU (Persons Conducting Business or Undertaking) where Officers are under an obligation to ensure the PCBU complies with WHS laws; Contact: *Human Resources Manager*).
- regulations relating to the sale of second-hand items such as clothing, furniture and electrical goods; (Contact: *Department of Health SA – Public Health on 8226 7100*). Also refer to fact sheet ["Food Safety - Retailers- Secondhand">](#)
- regulations *regarding* preparation, storage and sale of food (Contact: Your local council Environmental Health Officer or check the [Food Standards website>](#) - you can also refer to the [Health SA website>](#))

- legal requirements when dealing with property transactions including leases and licences to use land. (Contact: *Property Administrator*)

Woodville Uniting Church Leadership

Church Council

This is the body established by the Uniting Church Constitution in each Congregation to have oversight of its total life and mission.



Ministry Teams

The “arms and legs” of our mission and ministry is made up of volunteers with usually one facilitator.

Generally, the work of each of the four functions is carried out by volunteers from the congregation under the direction of a facilitator who reports to the team leader who in turn reports to the coordinator. As a member of Church Council, the coordinator reports regularly to the meeting of the Church Council and to the Annual General Meeting of the Congregation.

Team Leaders

Team Leaders provide organisation and oversight to the team’s area of responsibility in consultation with the Coordinator/s.

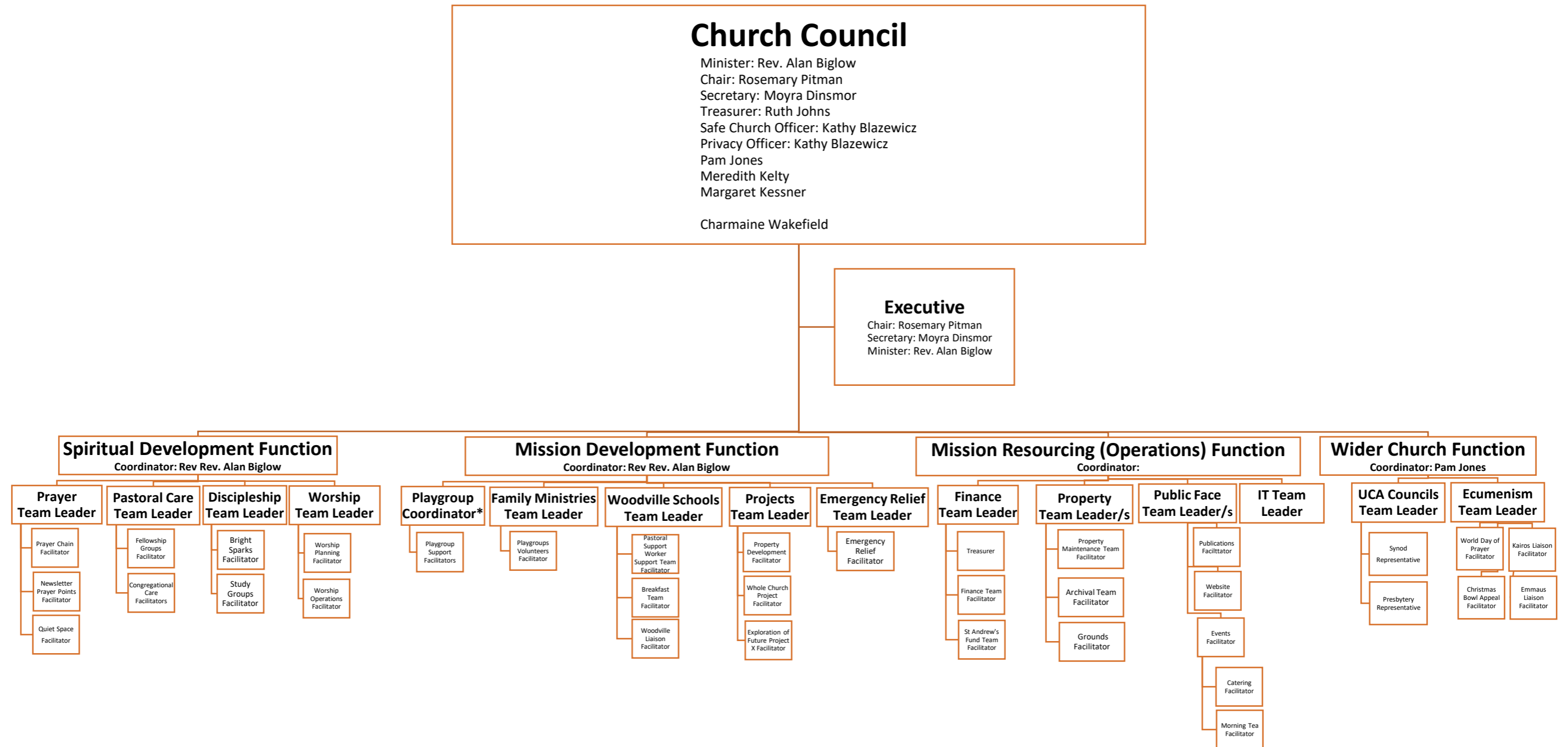
Coordinators

Coordinators are appointed by Church Council and are responsible for reporting back from all teams in their function to the appointing body. They provide support and guidance to the ministry teams informed by Uniting Church Policies and Procedures as well as Church Council directions.

The Team Leader knows that there is a process to be followed.
The Coordinator/s know/s what the process is and where to check.

Training:

A background in a specific area is helpful and ongoing training may be provided to strengthen the fulfilment of the mission goals. Training may be provided by a mentor, the function coordinator, a department of the SA Synod of the Uniting Church or an external provider.



*The Playgroup Coordinator is a paid position reporting directly to the Minister in Placement

SECTION 2:

1 CHURCH COUNCIL

This is the body established by the Uniting Church Constitution in each Congregation to have oversight of its total life and mission.

Minister

See [UCA Regulations 2.2.1](#)

Chairperson of Church Council

Mission: To chair the meetings of the Church Council to ensure the smooth running of the Church Council

The Church Council shall elect annually one of its members as chairperson. [UCA Regulations 3.6.1\(a\) and \(b\)](#)

Responsibilities of Chairperson of Church Council:

- To chair the Church Council meetings
- To prepare an agenda in conjunction with the Minister and Secretary
- To liaise with the Chairperson of the Congregation on a needs basis
- To be a contact for the Uniting Church in Australia and the wider community
- To chair and convene the Executive of the Church Council
- To fulfil the duties and responsibilities as per the [UCA Regulations 3.1.2 and 3.6.1 \(a\) and \(b\)](#)
- To ensure all UCA “Safe Place” policies and procedures are in place
- To identify new leadership potential and provide mentoring and training as required
- To exercise appropriate self-care

Training: Provided by the Wider Church.

Reference: [UCA Regulations 3.1.2](#) and [3.3.1 – 3.3.3](#) and [3.5.2](#) and [3.5.3](#) and [3.7.1](#) and [3.8.5\(c\)](#) and [4.4](#) and [Manual for Meetings](#)

Church Council Secretary

Mission: To assist the functioning of the Church Council

The Church Council shall appoint annually from among its members a secretary

Responsibilities of Church Council Secretary:

- To attend Church Council Meetings.
- To be a member of the Executive team.
- To take, prepare and distribute the minutes of the meeting promptly.
- To ensure that all decisions are acted upon prior to the next meeting.
- To fulfil the duties and responsibilities as per the Regulations [3.5](#) and [3.6.19\(c\)](#)

Training: Provided by the Wider Church.

Reference: [UCA Regulations 3.1.2](#) and [3.3.1 – 3.3.3](#) and [3.5.2](#) and [3.5.3](#) and [3.7.1](#) and [3.8.5\(c\)](#) and [4.4](#) and [Manual for Meetings](#)

Church Council Executive Member

Mission: To assist in the work of the Church Council between meetings

Responsibilities of the Church Council Executive Member:

- To prepare the Agenda for the Church Council
- To ensure that all decisions of the Church Council are carried out
- To undertake any other matters that need to be dealt with between Church Council meetings

Training: Provided by the Wider Church.

Coordinator: Chair of Church Council

Reference: [UCA Regulations 3.1.2](#) and [3.3.1 – 3.3.3](#) and [3.5.2](#) and [3.5.3](#) and [3.7.1](#) and [3.8.5\(c\)](#) and [4.4](#) and [Manual for Meetings](#)

Church Council Team Member

Mission: To assist the function of the Church Council

Responsibilities:

- To attend Church Council meetings
- To follow up on actions decided by the meeting
- To fulfil the duties and responsibilities as per the [UCA Regulations 3.8.7](#)

Training: Provided by the Wider Church.

Coordinator: Chair of Church Council

Reference: [UCA Regulations 3.1.2](#) and [3.3.1 – 3.3.3](#) and [3.5.2](#) and [3.5.3](#) and [3.7.1](#) and [3.8.5\(c\)](#) and [4.4](#) and [Manual for Meetings](#)

Treasurer

Mission: To manage the finances of the Congregation, keep accurate records and produce timely reports.

The Church Council shall appoint annually from among its members a treasurer.

Responsibilities of the Treasurer:

- To keep the books of account, enter therein a record of all monies received and of all payments made, and produce this at all general meetings of the Congregation;

- To lodge all monies received in an account identified as belonging to the Congregation in any one or more of the financial institutions satisfying the requirements of Regulation [3.8.7](#);
- To produce the records and other evidence of transactions whenever called upon to do so by the Church Council;
- To prepare financial statements for the consideration of the Church Council and the Congregation.

Training: Provided by the Wider Church.

Coordinator: Chair of Church Council

Reference: [UCA Regulations 3.6.1\(d\)](#) and [\(e\)](#) and [UCA Regulations 3.8.7](#)

Safe Church Officer

Mission: To promote and assist the WUC to ensure a safe physical, emotional and spiritual environment for all members of the congregation.

Responsibilities of the Safe Church Officer:

- To be a member of the Church Council.
- To attend Church Council meetings.
- To familiarise Council members with [Safe Church policies](#)
- To ensure appropriate members of the Church Council and congregation undergo training in the following areas: Called to Care, Child Safe Environments, and Code of Ethics.
- To ensure that Church Council members and members of the congregation where appropriate have knowledge of policies and documents for use in the WUC community and groups.

Training: Ongoing training is provided by the Wider Church.

Coordinator: Chair of Church Council

Privacy Officer

Mission: To ensure that members of the congregation feel safe, valued and respected.

Responsibilities of the Privacy Officer:

- To be a member of the Church Council.
- To attend Church Council meetings.
- To ensure the safe collection, storage and usage of personal information collected for Uniting Church purposes.
- To have a working knowledge of the 2012 Privacy Amendment Act which sets out how organisations should collect, use, store, secure and disclose personal information.
- To have a working knowledge of the [UCA Privacy Manual](#).
- To ensure that all UCA Privacy policies and procedures are in place

Training: Ongoing training is provided by the Wider Church.

Coordinator: Chair of Church Council

2 CONGREGATIONAL LIFE

Chair of the Congregation

Mission: To exercise lay leadership of the congregation and ensure the smooth running of the meetings of the congregation

Responsibilities of Chair of the Congregation:

- To prepare the agenda in conjunction with the Minister and Chair of Church Council
- To convene the meeting
- To conduct the meeting
- To liaise with Minister and Chairperson of Council on a needs basis
- To keep abreast of activities, events and changes within the Synod/Presbytery

Training: Some training may be offered by the Synod/Presbytery and/or Network.

Church Council Contact: Chairperson of the Church Council

Reference: [Regulations 3.1.1.](#) and [Manual for Meetings](#)

Secretary of the Congregation

Mission: To assist the Chair to ensure the smooth running of the meetings of the congregation by maintaining accurate records of the meetings of the congregation

Responsibilities of Secretary of the Congregation:

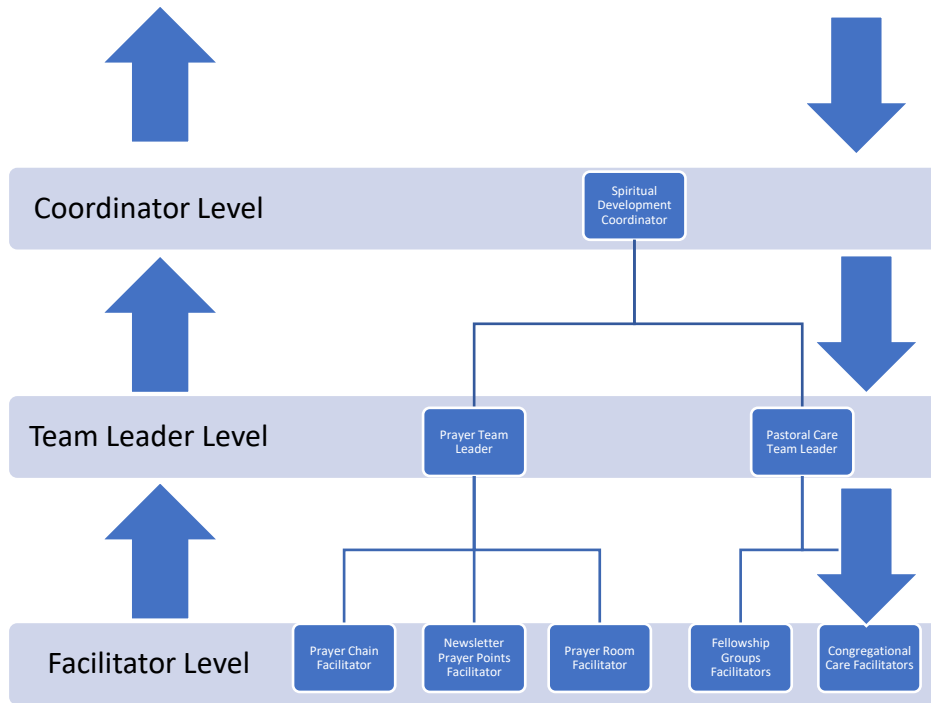
- Take the minutes of the meeting
- Print and distribute the minutes
- File the minutes and annual reports
- Maintain records of the minutes, and other official documents of the church
- Gather reports and compile them for the Annual Report presented at the AGM
- Liaise with Chairperson of the Congregation

Training: Some training may be offered by the Synod/Presbytery and/or Network.

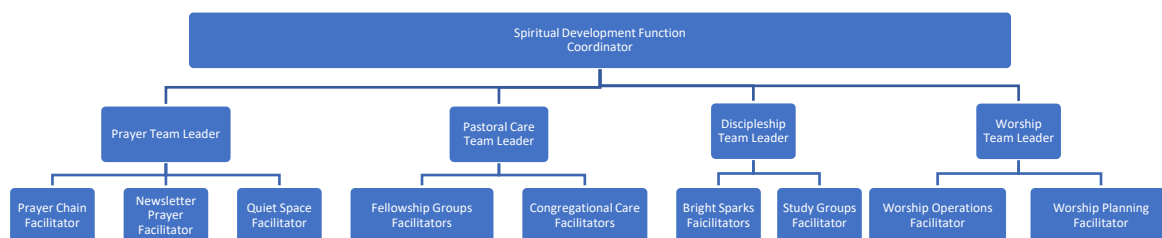
Congregation Secretary: Helen Clark

Reference: [Regulations 3.1.1.](#) and [Manual for Meetings](#)

**Flow of information from reports to
Church Council**



Spiritual Development Function



Mission: To encourage members of WUC to grow in their relationship with God through learning, experiences of prayer, engaging worship and the giving and receiving of pastoral care.

Responsibilities of the Spiritual Development Coordinator/s:

- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To consult with and report regularly to the Church Council concerning its activities
- To implement decisions of the Church Council relevant to this function
- To report annually to the Annual General Meeting of the Congregation
- To develop an annual budget in consultation with the Finance Team to be approved by Church Council and the Congregation
- To ensure all UCA “Safe Place” policies and procedures are in place
- To identify new leadership potential and provide mentoring and training as required
- To exercise appropriate self-care

Training: A background in a specific area is helpful and ongoing training may be provided to strengthen the fulfilment of the mission goals. Training may be provided by a mentor, a department of the SA Synod of the Uniting Church or an external provider.

Coordinator/s: Rev. Alan Biglow

The **Spiritual Development Team** is the “arms and legs” of our mission and ministry made up of volunteers with usually one facilitator.

Generally, the work of each of the four functions is carried out by volunteers from the congregation under the direction of a facilitator who reports to the team leader who in turn reports to the coordinator. As a member of Church Council, the coordinator reports regularly to the meeting of the Church Council and to the Annual General Meeting of the Congregation.

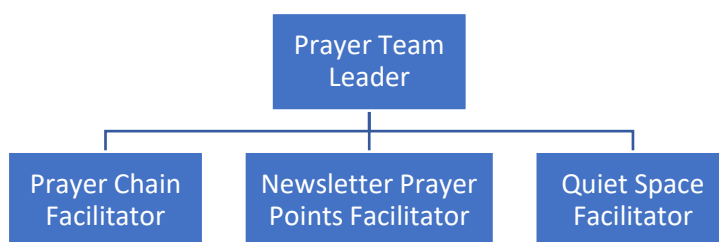
The Spiritual Development Team Leaders provide organisation and oversight to each team’s area of responsibility in consultation with the Coordinator/s.

The Spiritual Development Coordinator/s is/are appointed by Church Council and is/are responsible for reporting back from all teams in their function to the appointing body. They provide support and guidance to the ministry teams informed by Uniting Church Policies and Procedures as well as Church Council directions.

The Team Leader knows that there is a process to be followed.

The Coordinator/s know/s what the process is and where to check.

SDF: Prayer Team



SDF: Prayer Team Leader

Mission: To support the pastoral care, mission and ministry of WUC through prayer

Responsibilities of the Prayer Team Leader:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the SDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To establish processes including setting up additional Ministry Teams to ensure these responsibilities are fulfilled
- To ensure confidentiality is maintained
- To explore new opportunities as they arise in consultation with the Coordinator
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the SDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care

Training: Ongoing training is provided by the Wider Church.

Team Leader:

Coordinator/s: Rev. Alan Biglow

SDF: Prayer Chain Facilitator

Mission: To support the pastoral care, mission and ministry of WUC through prayer

Responsibilities of the Prayer Chain Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out your area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate

- To ensure confidentiality is maintained
- To communicate pastoral information to the Prayer Chain members when required
- To promote and encourage membership of the Prayer Chain

Training: Ongoing training is provided by the Wider Church.

Facilitator:

Team Leader:

Coordinator: Rev. Alan Biglow

SDF: Newsletter Prayer Points Facilitator

Mission: To support the pastoral care, mission and ministry of WUC through prayer

Responsibilities of the Newsletter Prayer Points Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out your area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To prepare a statement for the newsletter and/or other WUC publications where appropriate

Training: Ongoing training is provided by the Wider Church.

Facilitator:

Team Leader:

Coordinator: Rev. Alan Biglow

SDF: Quiet Space Facilitator

Mission: To support the pastoral care, mission and ministry of WUC through prayer

Responsibilities of the Quiet Space Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out your area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To maintain a welcoming place for private prayer and reflection in the designated room
- To promote and encourage use of the Quiet Space where appropriate

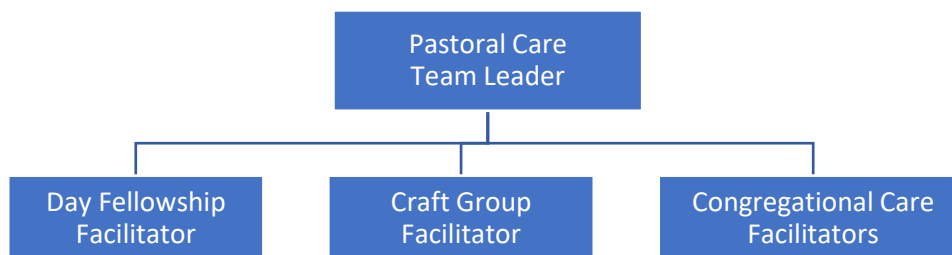
Training: Ongoing training is provided by the Wider Church.

Facilitator:

Team Leader:

Coordinator: Rev. Alan Biglow

SDF: Pastoral Care Team



SDF: Pastoral Care Team Leader

- Mission:**
- To promote a “culture of care” in our community;
 - To encourage pastoral care within the various church groups;
 - To ensure that members, old and new, have opportunities to get to know and support one another;
 - To arrange for the recruitment and ongoing training of carers;
 - To regularly review the exercise of Pastoral Care at WUC;
 - To identify changing needs and opportunities

Responsibilities of the Pastoral Care Team Leader/s:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the SDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To establish processes including setting up additional Ministry Teams to ensure these responsibilities are fulfilled
- To ensure confidentiality is maintained
- To explore new opportunities as they arise in consultation with the Coordinator
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the SDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practise self-care
- To liaise with the minister about people in need of special care

Training: Ongoing training is provided by the Wider Church.

Team Leader: Rev. Alan Biglow

Coordinator/s: Rev. Alan Biglow

SDF: Fellowship Groups Facilitator/s

Mission: To provide fellowship and education for senior members of the congregation and community through the Day Fellowship

Responsibilities of the Fellowship Groups Facilitator/s:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities eg Uniting Church Fellowship and Mission Support
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To undertake to arrange activities, publicity, appropriate equipment and "thank yous" to speakers and guests as well as attend to pastoral care (which includes notifying appropriate leaders).
- To keep appropriate records
- To contribute towards WUC's budgeting process when appropriate

Training: Ongoing training is provided by the Wider Church.

Facilitator/s:

Team Leader: Rev. Alan Biglow

Coordinator/s: Rev. Alan Biglow

SDF: Congregational Care Facilitator/s

Mission: To promote a “culture of care” in our community;

To facilitate pastoral care within the various church groups;

To ensure that members, old and new, have opportunities to get to know and support one another;

Responsibilities of the Congregational Care Facilitator/s:

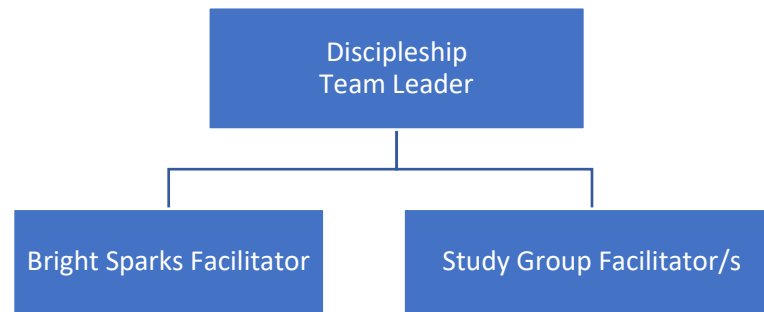
- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practise self-care
- To be involved in some aspect of pastoral care at WUC and to attend the meetings of the PCT
- To visit people on the list for whom you are responsible
- To respond as appropriate (cards, calls, prayer chain etc) when pastoral care issues arise
- To ensure that the minister and other appropriate leaders are aware of pastoral situations as they arise
- To support the Pastoral Care 12 program when appropriate
- To explore new opportunities as they arise in consultation with the Team Leader and Coordinator

Training: Ongoing training is provided by the Wider Church.

Facilitators:

Team Leader: Rev. Alan Biglow

Coordinator/s: Rev. Alan Biglow



SDF: Discipleship Team Leader

Mission: To provide adults, young people and children with a variety of Christian educational and spiritual development experiences

Responsibilities of the Discipleship Team Leader/s:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the SDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To ensure confidentiality is maintained
- To explore new opportunities as they arise in consultation with the Coordinator
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the SDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To facilitate teacher / leader development
- To coordinate church-wide and ecumenical activities

Training: Ongoing training is provided by the Wider Church.

Team Leader/s: Rev. Graham Pitman

Coordinator/s: Rev. Rev. Alan Biglow

SDF: Bright Sparks Facilitator

Mission: To provide young people and children with a variety of Christian educational and spiritual development experiences

Responsibilities of the Bright Sparks Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities eg KCO and SAYCO
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To meet regularly with the team
- To determine appropriate educational and spiritual experiences through approved curricular for Bright Sparks

Training: Ongoing training is provided by the Wider Church.

Facilitator:

Team Leader/s: Rev. Graham Pitman

Coordinator: Rev. Alan Biglow

SDF: Study Groups Facilitator/s

Mission: To provide a variety of Christian educational and spiritual development experiences for small groups.

Responsibilities of the Study Groups Facilitator/s:

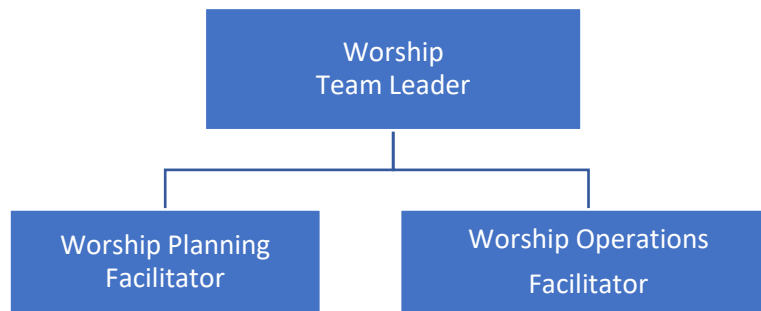
- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities eg spiritual development days, retreats and other training opportunities
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To determine appropriate educational and spiritual experiences through approved curricular for Study Groups

Training: Ongoing training is provided by the Wider Church.

Facilitator:

Team Leader/s: Rev. Graham Pitman

Coordinator: Rev. Alan Biglow



SDF: Worship Team Leader

Mission: To plan creative, innovative and engaging worship for the various seasons of the Church

Responsibilities of the Worship Team Leader:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the SDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- Ensure confidentiality is maintained
- To explore new opportunities as they arise in consultation with the Coordinator
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the SDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To attend planning sessions prior to special events and seasons (Advent, Lent and Easter, Pentecost etc.)
- To be creative and offer input as appropriate

Training: none required

Team Leader: Rev. Alan Biglow

Coordinator/s: Rev. Alan Biglow

SDF: Worship Planning Facilitator

Mission: To plan creative, innovative and engaging worship for the various seasons of the Church

Responsibilities of the Worship Planning Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness and promotion of wider church activities and resources for worship
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To facilitate planning sessions prior to special events and seasons (Advent, Lent and Easter, Pentecost etc.)
- To be creative and offer input as appropriate

Training: none required

Facilitator:

Team Leader: Rev. Alan Biglow

Coordinator: Rev. Alan Biglow

SDF: Worship Operations Facilitator

Mission: To facilitate the support teams necessary for worship to be conducted in an effective and efficient manner.

Responsibilities of the Worship Operations Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To prepare rosters for musicians, readings etc
- To participate in the preparation of worship
- To support contributors to the smooth running of worship services:
 - the data projector operator
 - Holy Communion Setup and Distribution
 - Floral display
 - Car pickup

- Early stewards
- After service stewards
- Audio recorder
- Music, singers and musicians
- Welcome Committee
- Attendance recorder
- Worship leader
- Marriage and Funeral Steward

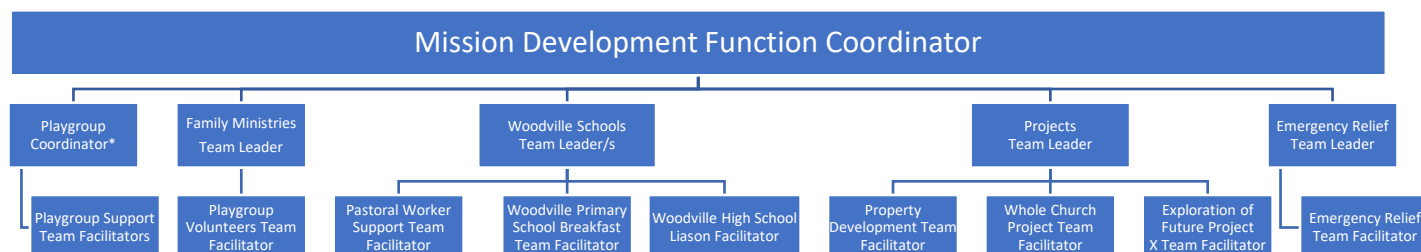
Training:

Facilitator:

Team Leader:

Coordinator: Rev. Alan Biglow

Mission Development Function



Mission: To identify, explore and establish links between WUC and the wider community

Responsibilities of the Mission Development Coordinator/s:

- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To consult with and report regularly to the Church Council concerning its activities
- To implement decisions of the Church Council relevant to this function
- To report annually to the Annual General Meeting of the Congregation
- To develop an annual budget in consultation with the Finance Team to be approved by Church Council and the Congregation
- To ensure all UCA “Safe Place” policies and procedures are in place
- To identify new leadership potential and provide mentoring and training as required
- To exercise appropriate self-care
- To explore opportunities to engage the wider community in the activities of WUC

Training: A background in a specific area is helpful and ongoing training may be provided to strengthen the fulfilment of the mission goals. Training may be provided by a mentor, the function coordinator, a department of the SA Synod of the Uniting Church or an external provider.

Coordinator/s: Rev. Alan Biglow

The **Mission Development Team** is the “arms and legs” of our mission and ministry made up of volunteers and team leaders who report to the Coordinator/s.

Generally, the work of each of the four functions is carried out by volunteers from the congregation under the direction of a facilitator who reports to the team leader who in turn reports to the coordinator. As a member of Church Council, the coordinator reports regularly to the meeting of the Church Council and to the Annual General Meeting of the Congregation.

The Mission Development Team Leaders provide organisation and oversight to each team’s area of responsibility in consultation with the Coordinator/s.

The Mission Development Coordinator/s is/are appointed by Church Council and are responsible for reporting back from all teams in their function to the appointing body. They provide support and guidance to the ministry teams informed by Uniting Church Policies and Procedures as well as Church Council directions.

The Team Leader knows that there is a process to be followed.

The Coordinator/s know/s what the process is and where to check.

MDF: Playgroups Coordinator

This is a paid position with its own job specification and reports to the Minister in Placement.

Playgroups Coordinator: Sue Mackay

MDF: Playgroup Support Team Facilitator/s

Mission: To provide incidental and informal support to the Playgroup Coordinator (as distinct from the formal links of accountability required of an employee).

Responsibilities of the Playgroup Support Team Facilitator/s:

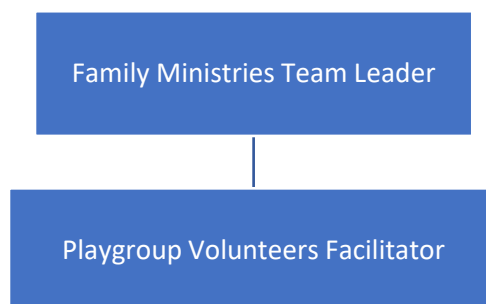
- To report regularly to the Minister in Placement
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To be available for discussion and for clarification of next steps.
- To be a sounding board re resources and ideas.
- To encourage use of formal processes.

Training: None required

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow



MDF: Family Ministries Team Leader

Mission: To connect families with young children to one another and to the Christian life of WUC

To introduce young children to the story of Jesus through the festivals of the Church

To provide a welcoming, safe and inclusive environment for parents and grandparents to explore faith and other life issues

Responsibilities of the Family Ministries Team Leader:

- To report regularly to the MDF Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the MDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To ensure confidentiality is maintained
- To explore new opportunities as they arise in consultation with the Coordinator
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the MDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To provide appropriate playgroup opportunities on Tuesday morning and afternoon and on Wednesday morning.

Training: Training is provided in some aspects by the Wider Church and other external providers.

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Playgroup Volunteers Facilitator

Mission: To assist with fulfilling the mission goals of the Playgroups.

Responsibilities of the Playgroup Volunteers Facilitator:

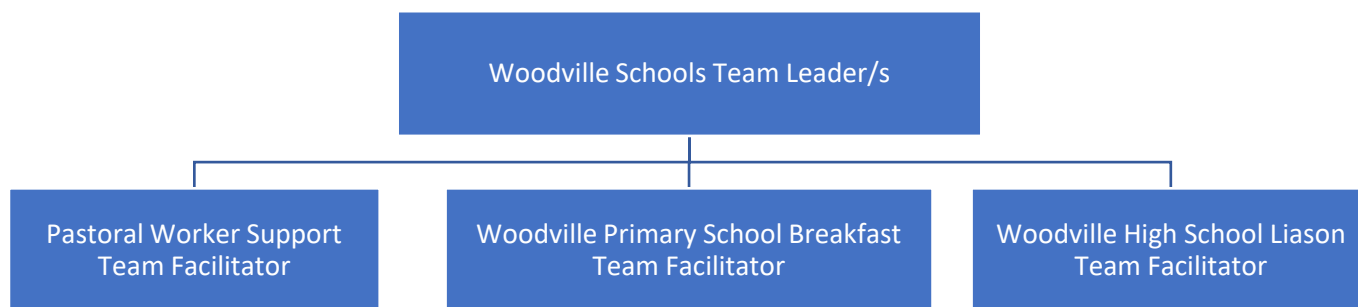
- To report regularly to the Family Ministries Team Leader
- To assist in reporting to the Church Council through the Family Ministries Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To assist with the delivery of the program with practical help and sharing of skills.
- To contribute to creating a community of friendship and care.
- To take opportunities to share personal faith through caring adult conversations
- To contribute in planning sessions with ideas and feedback as appropriate.

Training: Child Safe environments and other seminars provided by presbytery

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow



MDF: Woodville Schools Team Leader/s

Mission: To identify, explore and establish links with the school communities

Responsibilities of the Woodville Schools Team Leader/s:

- To report regularly to the MDF Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the MDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- Ensure confidentiality is maintained
- To be alert to and explore new needs and opportunities to serve the school communities as they arise in consultation with the Coordinator.
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the SDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To provide a link between the Pastoral Support Worker and the congregation.
- To liaise with the Finance Team about the financial contribution to the School's Ministry Group.
- To continue to support, with the Anglican Parish, established activities at the Woodville Primary School eg beginning of term breakfast
- To foster the relationship with Woodville High School Music faculty.

Training: Training is provided in some aspects by the Wider Church and other external providers.

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Pastoral Support Worker - Woodville Primary School – Support Team Facilitator

Mission: To assist with fulfilling the mission goals for the support of the Pastoral Support Worker in the Woodville Schools in collaboration with the Anglican community.

Responsibilities of the Pastoral Support Worker Support Team Facilitator:

- To report regularly to the Family Ministries Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practice self-care
- To assist with the delivery of the program with practical help and sharing of skills.
- To contribute to creating a community of friendship and care.

Training: Child Safe environments and other seminars provided by presbytery

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Woodville Primary School Breakfast Team Facilitator

Mission: To assist with fulfilling the mission goals for the support of the Pastoral Support Worker in the Woodville Primary School in collaboration with the Anglican community.

Responsibilities of the Woodville Primary School Breakfast Team Facilitator:

- To report regularly to the Family Ministries Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practice self-care
- To organise a team of volunteers to prepare and serve the pancake breakfast in collaboration with the Anglican team at the beginning of each school term

Training: Child Safe environments and other seminars provided by presbytery

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Woodville High School Liaison Facilitator

Mission: To liaise with contact teachers in the Woodville High School to facilitate cooperative use of the Woodville Uniting Church facilities and participation in events.

Responsibilities of the Woodville High School Liaison Facilitator:

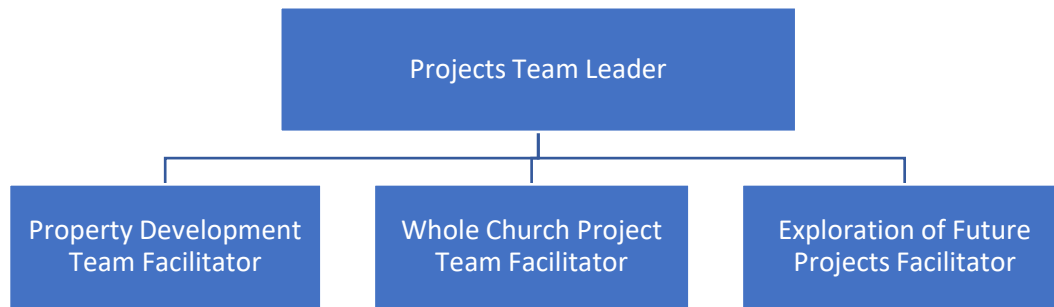
- To report regularly to the Family Ministries Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To liaise with the contact teachers re cooperative events eg participation in lunchtime concerts
- To assist with the use of the Woodville Uniting Church facilities for WHS events

Training: Child Safe environments and other seminars provided by presbytery

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow



MDF: Projects

Mission: To initiate and develop links between Woodville Uniting Church and the wider community

Responsibilities of the Projects Team Leader:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the MDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To ensure confidentiality is maintained
- To be alert to and explore new needs and opportunities to serve the school communities as they arise in consultation with the Coordinator.
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the MDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To initiate a project eg the Butterfly Project
- To develop the project by constructing a brief with reference to UCA guidelines for consideration by the Church Council
- To present the brief to Church Council for approval
- To implement the project

Training: Specific training appropriate to each project.

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Property Development Team Facilitator

Mission: To identify, explore and establish possible future uses and development of Woodville Uniting Church property and facilities.

Responsibilities of the Property Development Team Facilitator:

- To report regularly to the Projects Team Leader
- To assist in reporting to the Church Council through the Projects Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To research within UCA property guidelines possibilities for development.
- To recommend rationale for priorities amongst projects.
- To prepare briefs for Church Council and presentation to the congregation for endorsement.
- To recommend timelines for implementing projects.
- To liaise with Finance Team re sources of project funding.
- To consider ecumenical and other partnerships as appropriate.

Training: Those with particular experience in this project area would be especially welcome to participate.

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Whole Church Project Team Facilitator

Mission: To identify, explore and establish a community service/justice focussed opportunity to which the congregation and all groups can contribute.

Responsibilities of the whole Church Project Team Facilitator:

- To report regularly to the Projects Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To liaise with Church Council re frequency of project.
- To canvas ideas from groups, including community contacts, and to decide on a joint project.
- To consider logistics, timeline, publicity, finance etc.
- To develop a brief for presentation to Church Council and groups for endorsement.

Training: None required

Facilitator:

Team Leader:

Coordinator/s: Rev. Alan Biglow

MDF: Exploration of Future Project X Team

Mission: To explore future project options that further the work of the Woodville Uniting Church in the local community

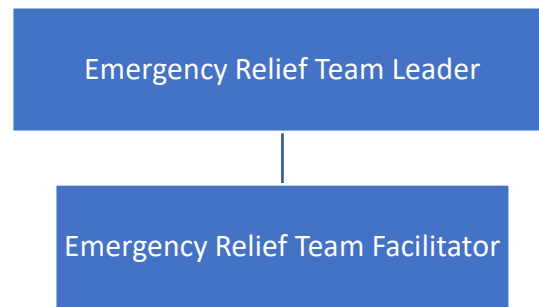
Responsibilities of the Exploration of Future Project X Team Facilitator:

- To report regularly to the Projects Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To initiate a project eg the Butterfly Project
- To develop the project by constructing a brief with reference to UCA guidelines for consideration of the Church Council
- To present the brief to Church Council for approval
- To implement the project

Training: Those with particular experience in this project area would be especially welcome to participate.

Team Leader:

Coordinator: Rev. Alan Biglow



MDF: Emergency Relief Team Leader

Mission: To provide opportunities to respond with material assistance to those seeking help.

Responsibilities of the Emergency Relief Team Leader:

- To report regularly to the MDF Coordinator
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the MDF Coordinator (including future directions and goals)
- To ensure the team is receiving information and providing feedback as is appropriate
- To meet as a team as required
- To ensure confidentiality is maintained
- To be alert to and explore new needs and opportunities to serve the school communities as they arise in consultation with the Coordinator.
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To assist in budgeting for the MDF
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To support current means of emergency relief and be alert to further needs

Training: Opportunities available re customer service with difficult clients

Team Leader:

Coordinator: Rev. Alan Biglow

MDF: Emergency Relief Facilitator

Mission: To provide opportunities to respond with material assistance to those seeking help.

Responsibilities of the Emergency Relief:

- To report regularly to the EmergencyRelief Team Leader
- To assist in reporting to the Church Council through the MDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To arrange collection of donated foods and pack ready for distribution to enquirers
- To publicise collection needs to the congregation
- To arrange for distribution to agencies if goods not needed locally
- To arrange special collections in response to need.

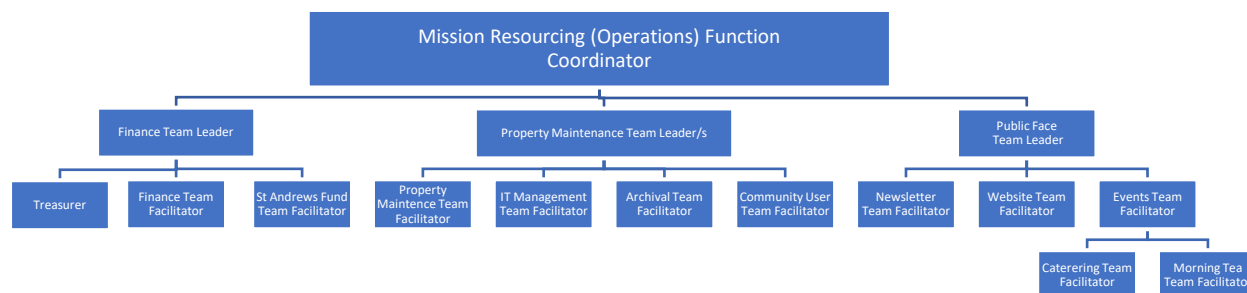
Training: Opportunities available re customer service with difficult clients

Facilitator:

Team Leader:

Coordinator: Rev. Alan Biglow

Mission Resourcing (Operations) Function



Mission: To provide oversight of the Finance, Property Maintenance and Public Face teams to ensure efficient resourcing for the members of Woodville Uniting Church.

Responsibilities of the Mission Resourcing (Operations) Function Coordinator/s:

- To meet with team leaders on a regular basis
- To provide oversight, organisation and support, as required, to the teams that carry out these ministries
- To consult with and report regularly to the Church Council concerning its activities
- To implement decisions of the Church Council relevant to this function
- To report annually to the Annual General Meeting of the Congregation
- To develop an annual budget in consultation with the Finance Team to be approved by Church Council and the Congregation
- To ensure all UCA "Safe Place" policies and procedures are in place
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To identify new leadership potential and provide mentoring and training as required
- To exercise appropriate self-care

Training: A background in a specific area is helpful and ongoing training may be provided to strengthen the fulfilment of the mission goals. Training may be provided by a mentor, the function coordinator, a department of the SA Synod of the Uniting Church or an external provider.

Coordinator/s:

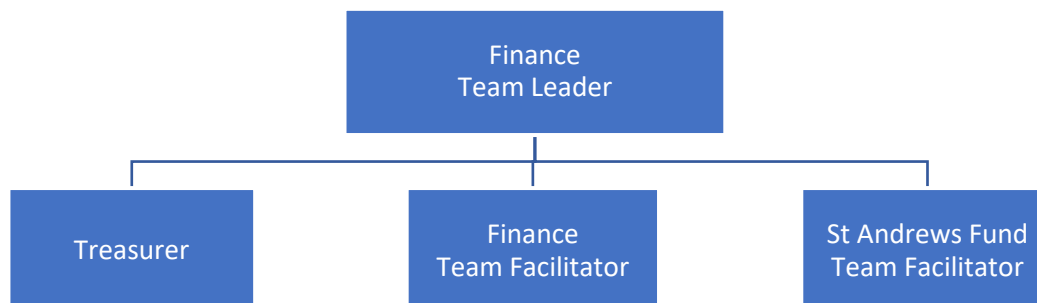
The **Mission Resourcing (Operations) Function Team** is the "arms and legs" of our mission and ministry made up of volunteers and team leaders who report to the Coordinator/s.

Generally, the work of each of the four functions is carried out by volunteers from the congregation under the direction of a facilitator who reports to the team leader who in turn reports to the coordinator. As a member of Church Council, the coordinator reports regularly to the meeting of the Church Council and to the Annual General Meeting of the Congregation.

The **Mission Resourcing (Operations) Team Leaders** provide organisation and oversight to each team's area of responsibility in consultation with the Coordinator/s.

The **Mission Resourcing (Operations) Coordinator/s** is/are appointed by Church Council and is/are responsible for reporting back from all teams in their function to the appointing body. They provide support and guidance to the ministry teams informed by Uniting Church Policies and Procedures as well as Church Council directions.

*The Team Leader knows that there is a process to be followed.
The Coordinator/s know/s what the process is and where to check.*



MRF: Finance Team Leader

Mission: To manage the finances of the church in collaboration with the Finance Team

Responsibilities of the Finance Team Leader/Treasurer:

- To report regularly to the Mission Resourcing (Operations) Function Coordinator and keep them informed of any issues arising
- To lead and conduct regular meetings of the Finance Team
- To advise and report to the Church Council and Finance Team on investments
- To advise and report to the Church Council and Finance Team about expenditure, especially extraordinary expenditure
- To prepare the annual budget in collaboration with the Finance Team
- To analyse, interpret and report financial reports to the Church Council and the Annual General Meeting of the Congregation
- To take responsibility for managing Woodville Uniting Church's relationship with the Synod Bookkeeping Unit
- To pay accounts in a timely manner
- To organise and send financial data to the Synod Bookkeeping Unit
- To copy and collate records sent to the bookkeeper
- To liaise with the Synod Bookkeeper at any time
- To liaise with the Synod, the Minister and the Church Council about the St Andrews Fund
- To arrange the weekly counting team, banking and coding for the bookkeeper
- To participate in the preparation of grant applications as required
- To advise Church Council about stewardship
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: Those with particular experience in this project area would be especially welcome to participate.

Team Leader:

Coordinator:

MRF: Treasurer

Mission: To manage the finances of the Congregation, keep accurate records and produce timely reports.

The Church Council shall appoint annually from among its members a treasurer.

Responsibilities of the Treasurer:

- To keep the books of account, enter therein a record of all monies received and of all payments made, and produce this at all general meetings of the Congregation;
- To lodge all monies received in an account identified as belonging to the Congregation in any one or more of the financial institutions satisfying the requirements of Regulation [3.8.7](#);
- To produce the records and other evidence of transactions whenever called upon to do so by the Church Council;
- To prepare financial statements for the consideration of the Church Council and the Congregation.

Training: Provided by the Wider Church.

Treasurer/s:

Coordinator/s:

Reference: [UCA Regulations 3.6.1\(d\)](#) and [\(e\)](#) and [UCA Regulations 3.8.7](#)

MRF: Finance Team Facilitator

Mission: To manage the finances of the church

Responsibilities of a Finance Team Facilitator:

- To organise and attend regular meetings of the Finance Team
- To participate in preparing advice and reports to the Church Council on investments and expenditure, especially extraordinary expenditure
- To participate in the preparation of the annual budget in collaboration with other Finance Team members
- To participate in analysing, interpreting and reporting financial information to the Church Council and the Annual General Meeting of the Congregation
- To participate in the preparation of grant applications, if required
- To participate in the preparation of advice to Church Council about stewardship
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: A background in financial management would be beneficial. Training is provided by the Synod and other external providers.

Facilitator:

Team Leader:

Coordinator/s:

MRF: St Andrew's Fund Facilitator

Mission: To manage the finances of the St Andrew's Fund in collaboration with the Synod

Responsibilities of the St Andrew's Fund Facilitator:

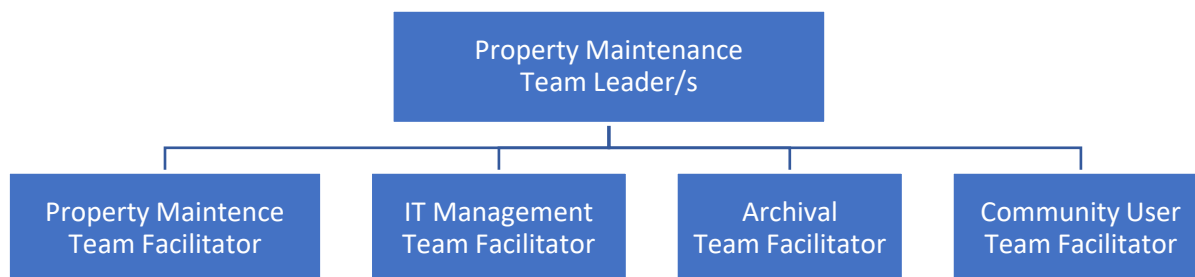
- To organise and attend meetings of the St Andrew's Fund Team as required
- To participate in preparing advice and reports to the Finance Team and/or Church Council when required
- To provide a report for the Annual General Meeting of the Congregation
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: A background in financial management would be beneficial. Training is provided by the Synod and other external providers.

Facilitator:

Team Leader:

Coordinator/s:



MRF: Property Maintenance Team Leader

Mission: To provide oversight of the Woodville Uniting Church property.

Responsibilities of the Property Maintenance Team Leader/s:

- To report regularly to the Mission Resourcing (Operations) Function Coordinator and keep them informed of any issues arising
- To work with team members to facilitate property maintenance
- To meet regularly to determine maintenance issues and priorities
- To act as caretakers of the property including vacant land, parking areas, church building, church hall, and office (Old Manse)
- To liaise with providers of the minister's housing
- To liaise with trades people
- To attend to contractual issues eg cleaner
- To prepare and produce budget information for the Finance Team
- To have a working knowledge of SA UCA property polices and regulations
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: Those with particular experience in this project area would be especially welcome to participate.

Team Leader/s:

Coordinator:

MRF: Property Maintenance Team Facilitator

Mission: To provide oversight of the Woodville Uniting Church property, including buildings and vacant land.

Responsibilities of the Property Maintenance Team Members:

- To meet regularly to determine maintenance issues and priorities
- To act as caretakers of the property including vacant land, parking areas, church building, church hall, office (Old Manse) and report any issues promptly to the Team Leader
- To participate in property maintenance tasks and grounds management
- To participate in the preparation of budget information for the Finance Team
- To have a working knowledge of SA UCA property polices and regulations
- To have a working knowledge of all UCA "Safe Place" policies and procedures

- To exercise appropriate self-care

Training: Training is provided in some aspects by the Wider Church and other external providers.

Facilitator:

Team Leaders:

Coordinator/s:

MRF: IT Management Team Facilitator

Mission: To provide an efficient digital administration and communication system

Responsibilities of the IT Management Team Leader:

- To report regularly to the Mission Resourcing (Operations) Function Coordinator and keep them informed of any issues arising
- To work with team members to facilitate an effective digital administration and communication system
- To manage the IT infrastructure on a regular basis
- To liaise with external network support professionals
- To respond to user needs
- To ensure the secure storage of data and backup systems are in place
- To train users as required
- To ensure all UCA "Safe Place" policies and procedures are in place
- To identify new leadership potential and provide mentoring and training on an on-going basis.
- To exercise appropriate self-care

Training: Training is provided by the Wider Church and other external providers

Facilitator:

Team Leader:

Coordinator/s:

MRF: Archival Team Facilitator

Mission: To archive church records

Responsibilities of the Archival Team Leader:

- To report regularly to the Mission Resourcing (Operations) Function Coordinator and keep them informed of any issues arising
- To determine a structure and process for identifying the range of archival records required by the Synod.
- To locate and plan annual disposal of archival records.
- To request appropriate records and information from church groups.
- To alert Church Council to possible occasions of celebration and presentation of histories.
- To co-opt support from Church members as required
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: Training is provided is by the Synod.

Facilitator:

Team Leader:

Coordinator/s:

MRF: Community Users Facilitator

Mission: To provide for external groups to access our facilities

Responsibilities of the Community Users Team Leader:

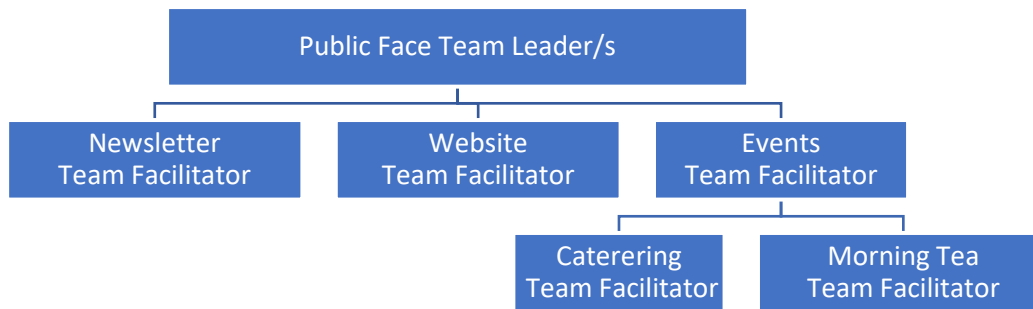
- To report regularly to the Mission Resourcing (Operations) Function Coordinator and keep them informed of any issues arising
- To manage current users under existing conditions
- To research opportunities, potential uses and users of the WUC property
- To co-opt support from Church members as required
- To ensure all UCA "Safe Place" policies and procedures are in place
- To exercise appropriate self-care

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator:

Team Leader:

Coordinator/s:



MRF: Public Face Team Leader/s

Mission: To provide attractive and informative publications to communicate the ethos of the Woodville Uniting Church to the Church community and the local community and provide for events held on the Woodville Uniting Church property.

Responsibilities of the Public Face Team Leader/s:

- To report regularly to the Mission Resourcing (Operations) Function Coordinator
- To establish and maintain team/s to carry out these ministries
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA “Safe Place” policies and procedures are implemented
- To identify new leadership potential and provide mentoring and training on an on-going basis.
- To encourage a culture of communication to support the life of Woodville Uniting Church
- To encourage a culture of hospitality to support a range of Woodville Uniting Church activities
- To exercise appropriate self-care
- To provide attractive and informative publications to communicate the ethos of the Woodville Uniting Church to the Church community and the local community
- To provide for events held on the Woodville Uniting Church property for Woodville Uniting Church events and community group events.

Training: Ongoing training is provided by the Wider Church and other external providers.

Team Leader/s:

Coordinator/s:

MRF: Newsletter Editor Team Facilitator

Mission: To provide a weekly bulletin that informs the congregation about the worship and witness at Woodville Uniting Church and the wider church.

Responsibilities of the Newsletter Editor:

- To report regularly to the Public Face Team Leader/s
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are implemented
- To collate material and support the Newsletter Production Assistant
- To input data and layout the content, including minister's order of service
- To proofread material before distribution
- To exercise appropriate self-care

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator:

Team Leader/s:

Coordinator/s:

MRF: Newsletter Production Facilitator

Mission: To produce a weekly bulletin from information provided by the Newsletter Editor.

Responsibilities of the Newsletter Production Facilitator:

- To report to the Newsletter Editor
- To input data and layout the content provided by the Newsletter Editor, including minister's order of service
- To arrange for proofreading by another person
- To edit
- To print
- To fold for distribution.
- To exercise appropriate self-care

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator:

Team Leader:

Coordinator/s:

MRF: Website Facilitator

Mission: To provide a digital public face

Responsibilities of the Website Facilitator:

- To report regularly to the Public Face Team Leader
- To liaise with the IT Management Team Leader about any technical issues
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are implemented
- To exercise appropriate self-care
- To manage and maintain the church website
- To refresh and renew content pages as required on a regular basis to ensure content is relevant and up to date
- To train users eg audio upload and special events pages
- To liaise with external network support professionals eg website host
- To ensure the secure storage of data

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator: Rosemary Pitman

Team Leader/s:

Coordinator/s:

MRF: Events Facilitator

Mission: To plan for and provide efficient management of community events

Responsibilities of the Events Facilitator:

- To report regularly to the Public Face Team Leader
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are implemented
- To exercise appropriate self-care
- To create event management plans
- To gather a team, including the caterer, to execute plans
- To liaise with Church Council Executive
- To manage the event
- To review the event and document changes as required for future events

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator:

Team Leader/s:

Coordinator/s:

MRF: Catering Facilitator

Mission: To develop a team to provide and manage food arrangements for various events

Responsibilities:

- To report regularly to the Events Manager
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are implemented
- To exercise appropriate self-care
- To plan food requirements in conjunction with the Events Manager
- To arrange a team of workers as required
- To produce or arrange for food for a function, including church morning and afternoon teas, luncheons, funerals etc
- To train/organise team members as required

Training: Ongoing training is provided by the Wider Church and other external providers.

Facilitator:

Team Leader/s:

Coordinator/s:

MRF: Morning Tea Team Facilitator

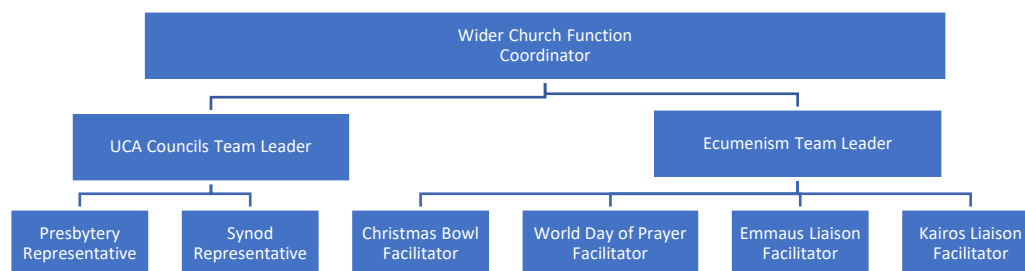
Mission: To develop a team to provide and manage food arrangements for morning tea after Sunday worship

Responsibilities of the Morning Tea Team Facilitator:

- To report regularly to the Events Manager
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are implemented
- To exercise appropriate self-care
- To plan and purchase food requirements
- To arrange a team of workers as required and prepare a roster
- To train/organise team members as required

Training required:**Facilitator:****Team Leader/s:****Coordinator/s:**

Wider Church Function



Mission: To ensure that WUC carries out its responsibilities as part of the wider church

Responsibilities of the Wider Church Function Coordinator:

- To provide oversight, organisation and support, as required, to the teams that carry out these ministries
- To consult with and report regularly to the Church Council concerning its activities
- To report annually to the Annual General Meeting of the Congregation
- To develop an annual budget in consultation with the Finance Team to be approved by Church Council and the Congregation
- To ensure all UCA “Safe Place” policies and procedures are in place
- To identify new leadership potential and provide mentoring and training as required
- To exercise appropriate self-care
- To ensure full participation in the Synod and the Presbytery of the Uniting Church in Australia
- To ensure ecumenical participation
- To consider responses to inter-faith activities

Training: A background in a specific area is helpful and ongoing training may be provided to strengthen the fulfilment of the mission goals. Training may be provided by a mentor, the function coordinator, a department of the SA Synod of the Uniting Church or an external provider.

Coordinator: Pam Jones

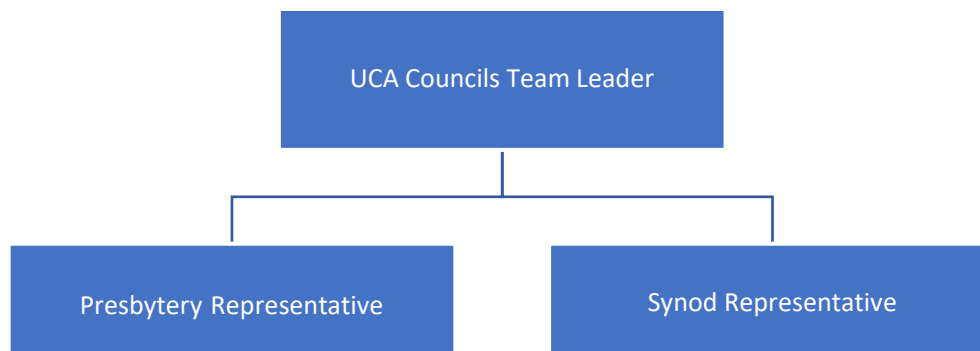
The **Wider Church Team** is the “arms and legs” of our mission and ministry made up of volunteers and team leaders who report to the Coordinator/s.

Generally, the work of each of the four functions is carried out by volunteers from the congregation under the direction of a facilitator who reports to the team leader who in turn reports to the coordinator. As a member of Church Council, the coordinator reports regularly to the meeting of the Church Council and to the Annual General Meeting of the Congregation.

The **Wider Church Team Leaders** provide organisation and oversight to each team’s area of responsibility in consultation with the Coordinator.

The **Wider Church Coordinator/s** is/are appointed by Church Council and is/are responsible for reporting back from all teams in their function to the appointing body. They provide support and guidance to the ministry teams informed by Uniting Church Policies and Procedures as well as Church Council directions.

***The Team Leader knows that there is a process to be followed.
The Coordinator/s know/s what the process is and where to check.***



WCF: UCA Councils Team Leader

Mission: To ensure that WUC participates fully in the councils of the UCA, particularly Synod and the Presbytery of the Uniting Church in Australia.

Responsibilities of the UCA Councils Team Leader:

- To report regularly to the Coordinator
- To provide oversight, organisation, support and direction, as required, to the personnel who carry out these ministries
- To assist in reporting to the Church Council through the Wider Church Coordinator
- To ensure confidentiality is maintained where appropriate
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To encourage full participation in the Synod and the Presbytery of the Uniting Church in Australia

Training: Ongoing training is provided by the Wider Church.

Team Leader/s:

Coordinator/s:

WCF: Presbytery Representative

Mission: To ensure that WUC participates fully in the Presbytery to which it belongs.

Responsibilities of the Presbytery Representative:

- To report regularly to the Coordinator

- To assist in reporting to the Church Council through the Wider Church Coordinator
- To ensure confidentiality is maintained where appropriate
- To identify new representation potential and provide mentoring and training on an on-going basis
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practise self-care
- To encourage full participation of the WUC in the Presbytery to which it belongs and attend its meetings

Training: Ongoing training is provided by the Wider Church.

Team Leader/s:

Coordinator/s:

WCF: Synod Representative

Mission: To ensure that WUC participates fully in the SA Synod.

Responsibilities of the Synod Representative:

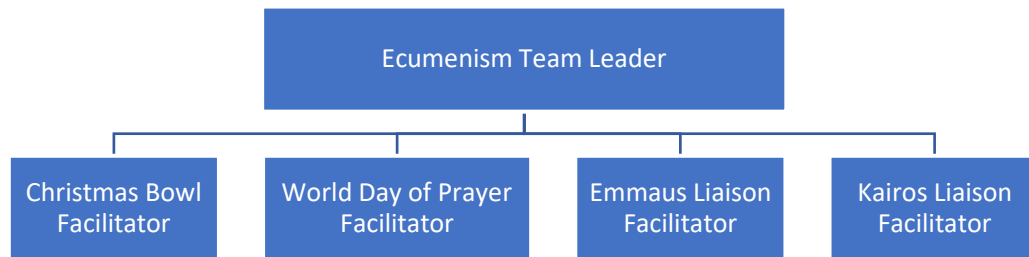
- To report regularly to the Coordinator
- To assist in reporting to the Church Council through the Wider Church Coordinator
- To ensure confidentiality is maintained where appropriate
- To identify new representation potential and provide mentoring and training on an on-going basis
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA “Safe Place” policies and procedures are in place
- To practise self-care
- To encourage full participation of the WUC in the SA Synod and attend its meetings

Training: Ongoing training is provided by the Wider Church.

Team Leader/s:

Coordinator/s:

WCF: Ecumenism Team Leader



Mission: To participate in regular ecumenical activities to which WUC has committed and explore opportunities for additional local ecumenical activities.

Responsibilities of the Ecumenism Team Leader:

- To regularly consult with and report to the Wider Church Coordinator concerning its activities.
- To provide oversight, organisation, support and direction, as required, to the teams that carry out these ministries
- To assist in reporting to the Church Council through the Wider Church Coordinator
- To ensure confidentiality is maintained where appropriate
- To identify new leadership potential and provide mentoring and training on an on-going basis
- To ensure all UCA regulations are met eg OH&S, Work Safety and Insurance Guidelines
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practise self-care
- To foster and support existing relationships eg with the Woodville Anglican Parish and Vietnamese Congregation.
- To explore ecumenical links with neighbouring congregations eg Lenten Studies.
- To explore appropriate involvement with Ministers' Fellowship.
- To encourage the ecumenical question in our project planning.
- To disseminate information about the range of state and national ecumenical activities including World Day of Prayer, Christmas Bowl Appeal, Fellowship of the Least Coin, SA Council of Churches.
- To consider ecumenical and other partnerships as appropriate.

Training: Those with particular experience in this project area would be especially welcome to participate.

Team Leader:

Coordinator/s:

WCF: Christmas Bowl Appeal Facilitator

Mission: To organise and promote this appeal at the local level.

Responsibilities of the Christmas Bowl Appeal Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the Ecumenism Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care

Training: None required

Facilitator:

Team Leader:

Coordinator:

WCF: World Day of Prayer Facilitator

Mission: To support and encourage those congregants involved in this ministry.

Responsibilities of the Emmaus Liaison Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the Ecumenism Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To offer prayer support

Training: None required

Facilitator:

Team Leader:

Coordinator:

WCF: Emmaus Liaison Facilitator

Mission: To support and encourage those congregants involved in this ministry.

Responsibilities of the Emmaus Liaison Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the Ecumenism Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness of and promote wider church activities
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To offer prayer support

Training: None required

Facilitator:

Team Leader:

Coordinator:

WCF: Kairos Liaison Facilitator

Mission: To support and encourage those congregants involved in this ministry.

Responsibilities of the Kairos Liaison Facilitator:

- To report regularly to the Team Leader
- To assist in reporting to the Church Council through the SDF Team Leader (including future directions and goals)
- To develop a process to carry out their area of responsibility
- To ensure the team is receiving information and providing feedback as is appropriate
- To ensure confidentiality is maintained
- To create an awareness and promotion of wider church activities
- To ensure all UCA "Safe Place" policies and procedures are in place
- To practice self-care
- To support and encourage those involved in Kairos ministries
- To offer practical support: biscuits, letters
- To offer prayer support.
- To offer financial support as appropriate.

Training: None required

Facilitator:

Team Leader:

Coordinator:

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