

Description

This policy outlines delegations within the Presbytery and key leadership roles.

Applicability

All Presbytery operations. See attached.

Definitions

Approve / Authorise: Delegated authority to determine the matter listed.

Recommend: Provides guidance to the authorising body.

Review: Delegated authority to investigate a matter.

Breach of Policy

Should a breach of policy be reported or found, the Executive Minister will seek to reconcile the breach through either verbal or written communication.

On a second or multiple breaches the occurrence will be recorded by the Secretary of the Presbytery, and appropriate disciplinary action taken.

Document Control

Date issued	22 July 2021
Reviewed by	Kent Crawford
Approved by	Standing Committee22 July 2021
Version N#	.02
Edits from prior version	Adjustment to Property Sales approval process Amends B&P To Presbytery Property Committee (PPC), to reflect the role this committee plays. Removes "Business" elements of the PPC to other bodies as appropriate
Policy N#	Values & Governance – VG03

This policy aligns with the Presbytery Standing Committee's Terms of Reference.

Matter	Standing Committee (SC)	Pastoral Relations Committee (PRC)	Presbytery Property Committee (PPC)	Others (as defined)
Terms of Reference	<p>Prepares for sign-off by the Presbytery the Standing Committee's Terms of Reference at least every five (5) years</p> <p>Can request a review of any Presbytery committee's or specified reporting project group's Terms of Reference at any time</p>	<p>Prepares for sign-off to the SC Executive on a five (5) year cycle or as and when required</p> <p>Terms of Reference to align with Regulation 3.7.3</p>	<p>Prepares for sign-off to the SC Executive on a five (5) year cycle or as and when required</p> <p>Terms of Reference to align with Regulation 4.3.1</p>	<p>Standing Committee Executive approves the Terms of Reference of any Presbytery committee or specified reporting project group</p>
Staffing – non placement	<p>Acts as the legal employer</p> <p>Approves all engagements greater than 12 months</p> <p>Authorises any dismissals</p>			<p>Standing Committee Executive advises the Standing Committee on staffing and HR matters generally and approves short term employment contracts</p>
Staffing – Placement	<p>Approves Terms of Placement noting Presbytery approval required to appoint a Placement</p>	<p>Fills roles on a JNC</p>		<p>Standing Committee Executive prepares a Terms of Placement</p>
Budget	<p>Approves</p>			<p>Standing Committee Executive - first review</p>

Matter	Standing Committee (SC)	Pastoral Relations Committee (PRC)	Presbytery Property Committee (PPC)	Others (as defined)
Congregation Contributions				Standing Committee Executive Approves
Financial Records	Receives reports as per policy and procedures			Treasurer approves accounting policy choice upon advise or recommendations of the Business Manager
Auditing	Receives the Auditor's report and ensures any recommendations are actioned. Signs the Management Representation Letter and Committee Report			Executive Minister appoints the Auditor
Oversight of Congregation Finance and Property	Sets Policy for Congregational Financial responsibilities: <ul style="list-style-type: none"> • Synod Stewardships' expectations • Viability indicators including: <ul style="list-style-type: none"> ○ Presbytery Contributions ○ Payment of Stipend 	Authorises Life and Witness Consultations which may address matters of Congregation Finance and Property Seeks the advice of the PPC when required	Ensures all necessary inspections of Presbytery property are undertaken Ensures adequate insurance arrangements have been made for Presbytery property Provides assistance with	

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			Life and Witness Consultations	
Presbytery Property	<p>If a Financial Investment Asset: Approves the sale or purchase based upon a business case.</p> <p>If an Asset used for Worship Recommends sales and purchases to the Presbytery yet can decide within the Committee if the matter warrants the urgency.</p> <p>If this responsibility is enacted it must be included in next report to Presbytery</p>		<p>Reviews repairs and maintenance spend</p> <p>Advises Standing Committee on proposals on alternative use, sale or disposal</p>	
Alternate Missional Use of Property (Reg 4.11.10)	Presents proposals to the Presbytery regarding "Alternative Missional Use"	Responsible for convening a Life and Witness Consultation that may address Alternate Use considerations	Identify properties that could be classified as available for "Alternative Missional Use"	
Sales Proceeds Applications			Reviews and approves all Congregation applications and	Standing Representative reviews and approves all Presbytery applications

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			advises the Secretariat	and advises the Secretariat
Review of Unused Sales Proceeds <i>(every three (3) years)</i>	Reviews and approves any alternate use of Presbytery unused Sale Proceeds balances and advises the Secretariat		Reviews and enters into a conversation with Congregations – linking to a mission plan	
Lease/License Applications Congregation and Presbytery Purchase, Sale or Build Applications			Receives applications from Church Councils or Presbytery staff Approves within Synod delegations.	
Loans	See Policy - F04 - Financial Authority & Delegation			Standing Committee Executive Receives applications from Church Council. Reviews and refer to UFS. Approves within Synod delegations.

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Selection of Candidates for Minister of the Word and Deacon Recognition of Lay Pastors and Preachers		Responsible for all Presbytery responsibilities in Reg 2.3 except Reg 2.3.2.3.b, which shall be undertaken by the Presbytery – See Other		Presbytery <i>A two-thirds majority of members present shall be required to commend the applicant to the Synod selection panel as suitable for candidature</i>
Designation of Ministers		Responsible for Designation of Ministers in accordance with Reg 2.6.1		
Creation and filling of Congregation Placement		Responsible for all Presbytery responsibilities in regards to the creation and filling of Congregation Placements (including oversight of vacant placements)	Assist with manse inspections upon request	

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Pastoral and Administrative Oversight of Ministers		<p>Counsel and discipline Ministers in accordance with Regulations Chapter 5 and 3.7.3(b).</p> <p>Keep Chairperson informed of action taken under Regulation 5.4.3.</p>		<p>Presbytery Chair can refer matters to the PRC, or offer their own counsel</p> <p>Regulation 5.4.3c</p>
Presbytery Complaints against Ministers	Presbytery Secretary to write a Formal Complaint on behalf of the Presbytery	Makes recommendation to Standing Committee that the Presbytery make a Formal Complaint		<p>Presbytery Chair receives and acknowledges the complaint on behalf of the Presbytery</p> <p>Regulation 5.4.1</p>
Extension of Placement beyond 10th Year		Recommends to the Presbytery if an extension is advisable		Approved: Full Presbytery
Termination of Placement		Authority to terminate a placement in accordance with Regulation 2.10		

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Sacrament Authorisation		Responsible for authorisation of Lay people to administer the sacraments and the term of that authorisation		
Appeals against Church Council discipline of members		Authority to be the committee appointed by the Presbytery to consider appeals consistent with Regulation 5.2.3		
Life and Witness Consultations	Receives every Life and Witness Report and to be recorded in the minutes	<p>Responsible for maintaining a schedule of Consultations</p> <p>Responsible for initiating Consultations</p> <p>Responsible for the appointment of members to the Consultation Team</p> <p>Responsible for seeing</p>	To provide assistance when requested	<p>Business Manager</p> <p>To provide financial statistics for analysis by Life and Witness teams upon request</p>

Matter	Standing Committee (SC)	Pastoral Relations Committee (PRC)	Presbytery Property Committee (PPC)	Others (as defined)
		to conclusion recommendations from the reports		
Formation, alteration and dissolution of Congregations	<p>Makes recommendation to the Presbytery, however has the authority to enact these structural changes should the need arise before a full Presbytery meeting is gathered</p> <p>A full report would be required at the next meeting</p>	Makes recommendation to the Standing Committee		
Faith Communities	<p>Ability to recognise or alter or a Faith Community</p> <p>Ability to cease recognition Regulation 3.9.2f</p>	To ensure new Faith Communities come under the oversight of an existing Congregation upon formation / recognition		
Designating a Parish Mission	Recommend to the Synod that special circumstances exist for the designation of a Parish Mission	Makes recommendation to the Standing Committee		