

Member, PCUC Council, Parramatta City Uniting Church - Role description

Preamble

In October 2022 the Leigh Fijian, Leigh Memorial, Northmead, Parramatta Centenary and Westmead congregations of the Uniting Church in Australia (**UCA**) determined to form one entity. The Parramatta-Nepean Presbytery subsequently resolved to amalgamate those congregations to form one congregation, as from 1 July 2023, to be provisionally known as Parramatta City Uniting Church (**PCUC**).

The congregation of PCUC, mindful of its responsibility to do so, has formed a church council, provisionally known as the Parramatta City Uniting Church Council (**Council**) and elected six of its members to sit on the Council.

The Council is the primary governance body of PCUC and, under the UCA Constitution, is charged with building up the congregation in faith and love, sustaining members in hope, and leading the congregation to a fuller participation in Christ's mission in the world.

Under UCA regulations, the responsibilities of the Council include:

- managing the financial affairs and general administration of the congregation;
- arranging for audit of the accounts of all the funds of the congregation;
- managing and controlling property;
- preparing an annual report concerning the life and work of the congregation, and making recommendations with regard to the program for the ensuing year;
- oversight of the appointment of officers of congregational organisations.

Certain other responsibilities of the Council, relating to pastoral and congregational matters, have been delegated by the Council to the PCUC Congregation Leadership Team (**CLT**).

The Council also has an oversight role in relation to the Community Services Board, which has responsibility for the public benevolent charitable activities of the PCUC, carried on as a parish mission known in the community as Parramatta Mission.

It is the task of the members of the Council to manage the tension between responsible governance oversight of the PCUC's finance and property interests, with its concern for risk management and legal compliance, on the one hand, and promotion of the visionary missional objectives of the PCUC on the other.

This role description is intended to be read with, and to be subject to, the Constitution, Regulations and policies of the UCA, policies adopted by the Council, and the PCUC Code of Conduct for Lay Leaders.

A Council member reports to

- Chairperson PCUC Council

Primary responsibilities of Council member

- Read Council meeting agendas and papers and otherwise prepare for, attend and participate in discussions and deliberations at Council meetings;
- Serve on Council committees and action teams, as required;
- Undertake diligent analysis of all proposals placed before the Council;
- Ensure effective governance, compliance with regulatory requirements and the effective identification and management of risk;
- Attend meetings in person whenever possible;
- Notify the chairperson or secretary if unable to attend meetings and seek leave of absence if away and unable to attend to Council business;
- Promptly respond to circular resolution proposals;
- Make reasonable enquiries to ensure that PCUC, including its community services ministry, is operating efficiently, effectively and legally to achieve its goals;
- Perform duties as a member of the CLT, including attending meetings;
- Attend at PCUC congregational meetings and strategic planning sessions;
- Abide by the PCUC Code of Conduct for Lay Leaders and other policies adopted by the Council;
- Be aware of, avoid and/or declare conflicts of interest;
- Obtain a Working with Children Check prior to taking up duties;
- Undertake Safe Church Awareness Training approved by the Safe Church Unit of the UCA, and update training as required;
- Contribute to the public promotion of PCUC, including representing it at public functions;
- Undertake training in areas relevant to the duties of a member of the Council;
- Contribute to effective Council planning, including succession planning;
- Foster a positive working relationship with Council members and PCUC staff;
- Undertake an annual self-assessment and review of the performance of the Council and participate in other steps to improve the Council's performance.

Gifts of a Council member

Knowledge and skills

A Council member should ideally have knowledge and skills in one or more areas of relevance to the work of the Council. Relevant skills and areas of expertise may include:

- business management;
- accountancy and financial management and reporting;
- governance and management;
- property development;
- staff recruitment, staff management and industrial relations;
- staff development;
- change management;

- the law relating to the work of the PCUC and its community services, including employment law, governance of not-for-profit organisations, administrative law and contract law;
- Knowledge of the ethos of the UCA and its regulations, processes and procedures;
- experience in dealing with the public sector, the private sector or the not-for-profit sector;
- knowledge of issues related to mental illness and homelessness;
- understanding of social issues affecting PCUC community services clients;
- understanding of planning and evaluation processes;
- experience in policy development;
- knowledge of strategic planning processes;
- ability to promote PCUC and participate in public relations;
- knowledge of, and sensitivity to, gender, LBGTQI, disability, ecumenical/interfaith, CALD, ATSI and current social justice issues.

Personal attributes:

- ability to strategise, plan for and implement innovative and responsible expressions of Christian faith and community, and community services;
- well-developed communication skills;
- integrity and alignment with the values of PCUC;
- strong interpersonal skills and an ability to take part effectively in group discussions and decision making processes;
- demonstrated self-awareness and self-management;
- commercial judgement;
- sound written, analytical, problem solving and decision making skills;
- strong commitment to fostering a Uniting Church ethos.