

PRESBYTERY OF THE DOWNS DELEGATIONS POLICY

AUTHORITY TO DELEGATE AS PROVIDED BY CONSTITUTION

Paragraph 26. RESPONSIBILITY OF PRESBYTERY

The Presbytery shall have such oversight as is necessary to the life and mission of the Church in the area committed to it; it shall stimulate and encourage the Congregations within the bounds, providing them with opportunities for counsel in the strengthening and assistance of one another and in their participation in wider aspects of the work of the Church. The Presbytery shall also have such further responsibilities as may be assigned to it by the Assembly or Synod and may do such other things as are consistent with the purposes of the Church, not being the exclusive responsibility of any other council or body within the Church.

Paragraph 30. STANDING COMMITTEE

The Presbytery shall appoint a Standing Committee and may appoint other committees or other bodies for such purposes and for such term as it may determine and may assign to them or to other councils of the Church such of the responsibilities of the Presbytery as may be so delegated for the better fulfilment of those responsibilities.

Paragraph 70. TRANSFER AND DELEGATION OF POWERS AND RESPONSIBILITIES

70. On such terms and conditions as may be agreed by the councils concerned:

- a) a Presbytery may refer any of its powers and responsibilities to the Synod or to another Presbytery with the consent of the Synod or Presbytery concerned;
- b) a Synod may refer any of its powers and responsibilities to the Assembly with the consent of the Assembly;
- c) a Synod may delegate any of its powers and responsibilities to a Presbytery with the consent of the Presbytery;
- d) a Synod may transfer any of its powers and responsibilities to another Synod with the consent of the other Synod and shall do so if required by direction of the Assembly;
- e) a Presbytery or a Synod may delegate powers and responsibilities to a Congregation;
- f) (f) a Congregation may refer powers and responsibilities to a Presbytery or to such other body as the Presbytery shall approve; and
- g) (g) a Church Council may refer powers and responsibilities to a Presbytery or to such other body as the Presbytery shall approve

Delegations.

Delegations are the means by which the Presbytery does its business effectively and efficiently. It is the process of giving bodies appointed by and responsible to the Presbytery, the capacity to effect decisions on the Presbytery's behalf.

This is important in terms of making timely decisions that maintain appropriate communication channels and also fit in with other decision-making bodies and processes in the life of the church.

It's also important in terms of confidentiality. Effective decisions are ones made with an appropriate level of knowledge which sometimes has degrees of sensitivity and complexity that may not be appropriate to share at Presbytery in plenary.

We manage this delegated responsibility by regularly receiving reports and reviewing the decisions of the delegated bodies. Every Presbytery meeting, these committees report on the decisions made on behalf of the Presbytery, and on progress made in developing and fulfilling Presbytery-discerned directions and decisions. Every report contains the name of the writer and their contact details so that members can contact the writers and ask questions. Members and the committees may raise issues of

policy and priority so that Presbytery can then express its mind on appropriate direction for the committees. Presbytery meetings are then places where the members may get a holistic picture of the activities of the wider church while still holding the responsibility of the decision made by the delegated bodies.

Limits to Delegation.

A significant question is around what responsibilities can and should be delegated. Firstly, “a Presbytery may make rules not inconsistent with this Constitution or with any relevant Regulations and by-laws prescribing all matters which are required, permitted, necessary or convenient to be prescribed for carrying out giving effect to the Constitution in respect of all matters within the oversight and responsibility of the Presbytery.” (Constitution Para. 64).

(This delegation policy should be read in conjunction with the Presbytery’s Governance Handbook, which sets out the roles and responsibilities of the Presbytery, its Committees and officers) Governance Handbook being developed

RESPONSIBILITY AS PER REGULATIONS	DELEGATED TO, WITH AUTHORITY TO	LIMITS TO DELEGATION
<u>1.</u> MEMBERSHIP		
1.6 Membership Rolls		
1.6.3 Inspection of Rolls	Pastoral Relations Committee	
<u>2.</u> MINISTRY		
2.2 Definition and Scope of the Specified Ministries		
2.2.1(c) Minister reporting annually to Presbytery re 2.2.1. (a) and (b)	Pastoral Relations Committee	
2.2.2 (a) Ministry of Pastor – definition and scope	Pastoral Relations Committee	
2.2.2(c) Designating a ministry location as appropriate for the ministry of Pastor	Pastoral Relations Committee	
2.2.3 Ministry of Lay Preacher – definition and scope	Pastoral Relations Committee	
2.3 Candidature and Selection		
2.3.1 Period of Discernment	Pastoral Relations Committee	
2.3.2.1 Process for Candidature for a Minister – Presbytery	Pastoral Relations Committee	
2.3.2.2 Application for Candidature for Minister	Pastoral Relations Committee	
2.3.2.3(b) Presbytery Responsibilities in Selection of Candidates for Minister	Presbytery	On recommendation of Pastoral Relations Committee
2.3.2.3(a) Presbytery Responsibilities in Selection of Candidates for Minister	Pastoral Relations Committee	
2.3.2.6 Change of Ordained Ministry	Pastoral Relations Committee	
2.3.2.7 Termination of Candidature	Pastoral Relations Committee	
2.3.3 Selection of a Pastor	Pastoral Relations Committee	

2.3.4 Candidature and Selection of Lay Preachers	Pastoral Relations Committee	Presented to Presbytery (for noting only)
2.4 Formation, Education, and Recognition		
2.4.2 Pastoral Care of Candidates and certificated candidates	Pastoral Relations Committee	
2.4.3 Competency Development for Ministry of Pastor	Pastoral Relations Committee	
2.4.5 Recognition and Ordination of a Minister	Pastoral Relations Committee	Presbytery performs the ordination 2.4.5.(d) and (f)
2.4.6 Recognition of Ministry of Pastor	Pastoral Relations Committee	
2.4.7 Recognition of Lay Preachers	Pastoral Relations Committee	Presbytery presides over the recognition service 2.4.7(e)
2.5 Process for the Admission of Ministers		
2.5.1 (g) Admission of a Minister from another denomination – see Synod bylaws	Pastoral Relations Committee	
2.5.3.1(b) Admission of a Former Minister	Pastoral Relations Committee	
2.5.3.2(a) Process for Admission of a Former Minister	Pastoral Relations Committee	
2.6 Placement and Appointment		
2.6.1 Designation of Ministers	Pastoral Relations Committee	
2.6.2 Eligibility of Ministers for Call	Pastoral Relations Committee	
2.6.3(d) Creating Approved Placements	Pastoral Relations Committee	
2.6.4 Priority Placements	Pastoral Relations Committee	
2.6.5 Issuing Calls	Pastoral Relations Committee	
2.6.6 Placement Process for Congregation or Presbytery Placement	Pastoral Relations Committee	
2.6.8 Extension of a placement beyond the tenth year	Presbytery	Recommendation by Pastoral Relations Committee
2.6.9 Designating an appointment as appropriate for the ministry of pastor	Pastoral Relations Committee	
2.7 Stipends and Conditions		
2.7.1 Stipends	Pastoral Relations Committee	
2.7.2 Conditions of Placement	Pastoral Relations Committee	
2.7.3 Conditions of Placements for Ministers	Pastoral Relations Committee	
2.7.4 Conditions of appointment for a Pastor	Pastoral Relations Committee	

2.8 Induction, Commissioning and Commencement Services		
2.8.1 Induction	Presbytery	Presbytery office staff to organize
2.8.2 Commissioning of a Pastor	Presbytery	Presbytery office staff to organize
2.9 Accountabilities and Memberships		
2.9.1 Minister's Accountability	Pastoral Relations Committee	
2.9.2 Pastor's Accountability	Pastoral Relations Committee	
2.9.3 Membership of a Minister	Pastoral Relations Committee	
2.9.4(b) Membership of a Pastor	Pastoral Relations Committee	
2.10 Termination and Withdrawal of Recognition		
2.10.1 Termination of Placement of a Minister	Pastoral Relations Committee	
2.10.1(e) appeal against a decision by Pastoral Relations Committee	Presbytery	Cannot be delegated
2.10.2 Termination of recognition of a Pastor -	Pastoral Relations Committee	
2.10.3 Withdrawal of recognition of a Minister	Pastoral Relations Committee	
2.10.4 Withdrawal of recognition of a Lay Preacher	Standing committee	On recommendation of Pastoral Relations Committee
2.11 Collegiate and Team Ministry Relationships		
2.11.1 Ministers-in-Association	Pastoral Relations Committee	
2.11.2 Collegiate Ministry	Pastoral Relations Committee	

2.11.3 Ministry Teams	Pastoral Relations Committee	
3. GOVERNMENT AND ADMINISTRATION		
3.1 Responsibilities of Congregations and Councils		
3.1.1 (a) Congregation is recognised by the presbytery	Presbytery	Recommendation by Pastoral Relations Committee
3.1.2(b)(xii) Church councils, referral to matters of Presbytery as prescribed	Appropriate committees of the Presbytery	
3.1.3 Responsibilities of the Presbytery		
3.1.3(a) Oversight of Ministers (a) pastoral and administrative oversight of all Ministers and pastoral charges within the bounds, including:	Pastoral Relations Committee	
(a)(i) counselling and disciplining of Ministers in accordance with Regulations 5.4.1-5.4.3	Pastoral Relations Committee	
(a)(ii) ensuring Ministers receive regular professional supervision;	Pastoral Relations Committee	
(a)(iii) providing opportunities for further training	Presbytery Staff	
(a)(iv) determining the intervals at which Ministers shall be counselled by its Pastoral Relations Committee in accordance with Regulations 3.7.3(b) and 5.4.3(a)	Pastoral Relations Committee	
3.1.3 (b) maintaining and reviewing annually the roll of Ministers	Standing Committee	
3.1.3(d) Oversight of Congregations 3.1.3 (d) oversight of all Congregations within the bounds:	Pastoral Relations Committee	
3.1.3 (d)(i) the formation of, the alteration of the bounds of and the dissolution of Congregations and other pastoral charges within the bounds; (See Reg. 3.4.1 and 3.4.4)	Presbytery	Recommendation by Pastoral Relations Committee
(d)(ii) conducting consultations on the life and witness of Congregations within the bounds in accordance with Regulation 3.1.4;	Pastoral Relations Committee	
(d)(iii) receiving and dealing with matters referred to it by Congregations and Church Councils as provided for in Reg.3.3.3(d) and the transmission of those matters where appropriate;	Standing Committee	

3.1.3(e) Wider Work	Standing committee	
3.1.3 (e) (i) contributions and agencies		
3.1.3.(e) (ii) arranging for the contribution of funds to Presbytery, Synod and Assembly	Resourcing Committee	
3.1.3 (e) (iii) encouragement and instruction towards a fuller appreciation and participation in Christian service	Education and Equipping Committee	Presbytery staff
3.1.3 (f), (g) selection and oversight of candidates	Pastoral Relations Committee	
3.1.3 (h), (i) ordination and recognition of specified Ministries	Presbytery	
3.1.3 (j) Oversight of Lay Preachers	Pastoral Relations Committee	PRC for Pastoral Oversight
3.1.3 (k) – (n) Placement and Appointment of Specified Ministries and supervision of Vacancies	Pastoral Relations Committee	
3.1.3 (o) Administrative functions for satisfactory working of Presbytery, including	Standing Committee	
3.1.3 (o) (i) dealing with property	Resourcing Committee	
3.1.3 (o) (ii) submitting reports and records	Standing Committee	
3.1.3 (o) (iii) appointing an auditor	Presbytery	Recommendation by Standing Committee
3.1.3 (p) other responsibilities as may be prescribed by Assembly or Synod	Standing Committee	
3.1.3 (q) lay presidency	Pastoral Relations Committee	
3.1.3 (r) determining extent of functions of ministerial office for ministers retired/ not available for placement/ leave of absence	Pastoral Relations Committee	
3.1.3 (s) delegating the duties of an officer of the Presbytery to another officer	Standing Committee	
3.1.4 Consultations on Life and Witness of a Congregation		
3.1.4 (a) Consultations on Life and Witness	Pastoral Relations Committee	
3.3 Membership of Councils		
3.3.1(b) Elders as members of Church Council	Pastoral Relations Committee	
3.3.3 (c) hearing an appeal regarding removal from office of an Elder or Church Councillor	Pastoral Relations Committee	
3.3.4 Membership of the Presbytery		
3.3.4 (c) (ii) Lay Preachers	Standing Committee	
3.3.4 (e) Representatives from other bodies	Standing Committee	
Membership of Presbytery	Presbytery	Recommended by Standing committee
3.3.4 (f) co-opted members		

3.3.7 Membership of the Synod		
3.3.7 (a) (iv) additional lay members to Synod	Standing Committee	
3.4 Formation, Alteration or Dissolution of Congregations or Councils		
3.4.1 Formation of a congregation A Presbytery may recognise a congregation when: (iii) the Pastoral Relations Committee or another body authorized by the Presbytery..... recommends so	Presbytery	Recommendation by Pastoral Relations Committee
3.4.2 Organisational structures between congregations	Pastoral Relations Committee	
3.4.3 Dissolution of a Congregation	Presbytery	Recommendation by Pastoral Relations Committee
3.4.4 Amalgamation or Division of Congregations	Presbytery	Recommendation by Pastoral Relations Committee, and consultation with Resourcing Committee
3.4.5 Formation of the Church Council of a Congregation 3.4.5 (c) Presbytery may authorise one church council over multiple congregations	Pastoral Relations Committee	
3.4.6 Establishment of a Presbytery 3.4.7 dissolution or alteration of the bounds of a Presbytery	Synod responsibility	
3.5 Meetings of Congregations and Councils		
3.5.1 Meetings of the Congregation 3.5.1 (d) (ii) Congregational meetings: Pres. Chair may call one if Pastoral Relations Committee determines circumstances warrant (f) Presbytery may call joint congregational meetings.	Pastoral Relations Committee	
3.5.2 Meeting of the Church Council additional meeting may be convened at the direction of Presbytery...	Pastoral Relations Committee	
3.5.4 Meetings of the Presbytery 3.5.4 (d) Presbytery shall fix the date, time, and place of its meetings. (Chair and secretary may change on 14 days' notice)	Presbytery	Recommendation from Standing Committee
3.5.5 Chair may call special meetings of Presbytery	Presbytery chair	
3.6 Officers of Councils		
3.6.2 Officers of the Presbytery	Presbytery	Ballot
3.7 Committees, Boards and Other Bodies of Councils of the Church		
3.7.2 Presbytery Committees;	Presbytery	

3.7.2(a) Presbytery shall establish (i) a standing committee (ii) a Pastoral Relations Committee (iii) a Property Committee (iv) such others as seen fit, or as may be prescribed		
3.7.2. (b) appointing	Presbytery for all chairs of committees	Standing Committee for all members of committees. Committee membership to be reported to Presbytery at least annually
3.7.2.(b) disbanding	Presbytery	
3.7.2.(c) have such powers as may be prescribed or as the Presbytery may determine, including powers and responsibilities of the Presbytery as it may delegate	Presbytery to approve Terms of Reference	Standing Committee to maintain a governance manual, to be reviewed annually
3.7.4 Synod Committees, Boards and Other Bodies		
3.7.4.2 Advisory Committee on Ministerial Placements		
3.7.4.2 (a) Membership	Pastoral Relations Committee	
3.7.4.2 (b) Placements Committee responsibilities	Pastoral Relations Committee	
3.7.4.3 Membership Ministerial Education Board		
(c) (ii) (3), (4): reporting re candidates to Presbytery/ recommendations to terminate	Pastoral Relations Committee	
3.8 Regulations that apply to all Councils and Congregations		
3.8.6 Funds of ...Presbytery		
	Presbytery Between Presbytery meetings, Standing Committee	
3.8.7 Accounting and Auditing 3.8.7(a) Books of account	Standing committee	Presbytery Treasurer to maintain all records
3.8.7(b) Monies to be banked	Standing Committee	

3.8.7 (c), (d) (g) (h)	Presbytery	Standing Committee
3.9 Alternative Local Church Structures		
3.9.1 Parish Missions	Pastoral Relations Committee	
3.9.2 Faith Communities	Presbytery	
4. PROPERTY		
4.3 Presbytery Property Committee		
4.3.1.(a) Presbytery Property committee Membership of committee	Standing Committee	
(b) A Presbytery Property Committee, subject to any relevant by-laws and directions of the Presbytery, shall: (i) advise Church Councils and other bodies within the bounds of the Presbytery with respect to property matters for which they are responsible; (ii) receive and consider applications from Church Councils and other bodies within the bounds of the Presbytery with respect to property matters as provided by these Regulations having regard to: • the mission of the Church within the bounds of the Presbytery, • the policies of the Synod and Presbytery, • financial feasibility, • design and location, • any other relevant matter; (iii) submit proposals from any Church Council or other body within the bounds of the Presbytery to the Synod Property Board with recommendations for final decision; (iv) initiate proposals with respect to property matters within the bounds of the Presbytery; and (v) regularly inspect or arrange for the regular inspection of properties for which the Presbytery and Church Councils and other bodies within the bounds of the Presbytery are responsible and propose and report to Presbytery such action as may seem desirable to ensure that the properties are maintained in good and safe condition	Standing Committee	
4.5 Property Other than Congregational Property	Presbytery	Standing Committee
4.6.4 Application for Approval	Standing Committee	
4.11 Miscellaneous		
4.11.9 National Property Policy – sharing property	Standing Committee	
4.11.10 Classifying Property for Alternative Missional use	Standing Committee	
5. CHURCH DISCIPLINE		

5.2 The Discipline of Members		
5.2.3 right of appeal against a church council's decision to suspend, or remove a person's name from the membership role = Presbytery hears the appeal	Pastoral Relations Committee	
5.2.5 Allegations of Sexual Misconduct against members or adherents.	Pastoral Relations Committee	
5.4 The Counselling and Discipline of Ministers		
5.4. (a) (ii) Complaints to the Secretary directed by Presbytery	Pastoral Relations Committee	
Responsibilities of the Presbytery 5.4.2 Counselling and discipline (a) discern and fulfil vocation (b) assist in nurturing gifts (c) encourage and counsel for enrichment (d) advise, admonish, correct, and assist when in apparent need of guidance and support (e) assist in observance of the Code of Ethics (f) advise and discipline in relation to breaches of the Code of Ethics (g) deal with complaints made against them	Pastoral Relations Committee	
5.5 Synod Committee for Counselling		
5.5.1 (h) receiving reports from Synod Counselling Committee	Pastoral Relations Committee	
5.6.12 Synod Sexual Misconduct Complaints Committee	Pastoral Relations Committee	
5.6 Synod Discipline Committee		
5.7.4. (s) (i) Presbytery may receive a report from the Discipline committee	Pastoral Relations Committee	
5.7.4. (y) SSC shall advise the Presbytery on actions taken to implement a decision of the Committee for Discipline.	Pastoral Relations Committee	

QUEENSLAND SYNOD BY-LAWS	
Q2.7.18 Appointments and co-options of non UCA members	Pastoral Relations Committee
Q3.6.2 (d) liaison with Chaplaincy Commission in relation to developments in chaplaincy	Pastoral Relations Committee
Q3.11.1(2)(c) Advisory Committee on Ministerial Placements – Presbytery appoint a person	Presbytery Minister, or their nominee
Q3.11.4 (4) Presbytery recommend the appointment of Lay Pastors (ministry location), also Position Description,	Pastoral Relations Committee
Q2.13.4 (7) Presbytery shall convey decisions of Placements except where Committee says Moderator or Secretary should do it.	Presbytery Minister
Q5.2.2 Appointment of Lay Pastors: three years, then yearly to 10 years.	Pastoral Relations Committee
Q5.2.3 (1) Appointment of a MOW to supervise a Lay Pastor	Pastoral Relations Committee
Q5.2.7 Presbytery chair shall counsel a Lay Pastor about candidature, at the end of first placement, and if applicable at the conclusion of further placements.	Pastoral Relations Committee
Q5.3.6 Long Service Leave – notice	Pastoral Relations Committee
Q5.3.7 Permission to take Long Service Leave	Pastoral Relations Committee
Q5.3.8 Supply arrangements during Long Service Leave	Pastoral Relations Committee
Q5.4.1 Housing Allowance permission	Pastoral Relations Committee
Q5.5.1 Presbytery Officers	Presbytery
Q5.6.4 and Q5.4.6 Congregations in co-operation (other denominations)	Pastoral Relations Committee

Key Responsibilities maintained for Presbytery in session.	
2.2.2 (a) Ministry of Pastor – definition and scope	2.2.2 (a) Ministry of Pastor – definition and scope
2.3.2.3(b) Presbytery Responsibilities in Selection of Candidates for Minister	On recommendation of Pastoral Relations Committee
2.6.8 Extension of a placement beyond the tenth year	Recommendation by Pastoral Relations Committee
2.8.1 Induction	Presbytery office staff to organize
2.8.2 Commissioning of a Pastor	Presbytery office staff to organize
2.10.1(e) appeal against a decision by Pastoral Relations Committee	
3.1.1 (a) Congregation is recognized by the presbytery	Recommendation by Pastoral Relations Committee
3.1.3 (d)(i) the formation of, the alteration of the bounds of and the dissolution of Congregations and other pastoral charges within the bounds; (See Reg. 3.4.1 and 3.4.4)	Recommendation by Pastoral Relations Committee
3.1.3 (h), (i) ordination and recognition of specified Ministries	
3.1.3 (i) the formation of, the alteration of the bounds of and the dissolution of Congregations and other pastoral charges within the bounds; (See Reg. 3.4.1 and 3.4.4)	Recommendation by Pastoral Relations Committee
3.1.3 (o) (iii) appointing an auditor	Recommendation by Standing Committee
Membership of Presbytery 3.3.4 (f) co-opted members	Recommended by Standing committee
3.4.1 Formation of a congregation A Presbytery may recognise a congregation when: (iii) the Pastoral Relations Committee or another body authorized by the Presbytery..... recommends so	Recommendation of Pastoral Relations Committee
3.4.3 Dissolution of a Congregation	Recommendation by Pastoral Relations Committee
3.4.4 Amalgamation or Division of Congregations	Recommendation by Pastoral Relations Committee, with advice from Standing Committee
3.5.4 Meetings of the Presbytery 3.5.4 (d) Presbytery shall fix the date, time, and place of its meetings.	Recommendation by Standing Committee

3.6.2 Officers of the Presbytery	
3.7.2 Presbytery Committees; 3.7.2(a) Presbytery shall establish i.a standing committee ii.a Pastoral Relations Committee iii.a Property Committee iv.such others as seen fit, or as may be prescribed	
3.8.6 Funds of ...Presbytery	On advice of Treasurer and Standing Committee
3.8.7 Accounting and Auditing 3.8.7 (c), (d) (g) (h)	On advice of Treasurer and Standing Committee
4.5 Property Other than Congregational Property	On advice of Property Officer and Standing Committee
3.9.2 Faith Communities	On recommendation of Pastoral Relations Committee
3.9.3 Church Councils in small congregations –congregation authorized to act	On recommendation of Pastoral Relations Committee