

# WAIUKU & DISTRICTS COMBINED CHURCHES

## CHURCH GOVERNANCE AND STRUCTURE

### *Council*

#### *Membership*

The Council to comprise the 3 parish office bearers, 6 general councillors (with a minimum of 2 councillors from each of the Waiuku and the peninsula congregations) and the parish minister (total 10)

Chairperson

Secretary

Treasurer (also co-convenor of the finance committee)

6 general councillors

Minister

At the first council meeting following the AGM, general councillors will be allocated responsibility as of the pastoral, property outreach standing committees and report on their behalf to council. The Council will also appoint standing committee members and subsequently advise the congregation as to the composition of these committees.

Council may also appoint a minute secretary (a non-speaking, non-voting position) This person is not the Parish Council Secretary

#### *Council responsibilities (refer Red Book)*

- a) encouraging Christian commitment and devotion
- b) ensuring effective pastoral care for all persons for whom the parish is responsible
- c) fostering the mission of the congregation to the wider community
- d) all relevant administration matters (refer Red Book 222.13 d-l)

#### *Meeting*

The regular Council meetings will the following responsibilities and reports on alternate months

Month A a and b responsibilities

Pastoral committee report

Worship committee report

Christian education committee report

Minister's report

Month B c and d responsibilities

Financial report

Property committee report

Outreach and Mission committee report

Minister's report

### *Parish Council chairperson's responsibilities*

Liaise with the minister in all necessary matters affecting the life and well-being of the parish  
Chair parish council and congregational meetings

### *Parish Secretary's responsibilities*

Ensure parish council minutes are prepared and distributed promptly  
Effect all necessary correspondence and reporting to JRC and parish denominational partners  
Ensure parish council decisions are communicated to and actioned by the appropriate committees  
In association with the council chairperson prepare the monthly meeting agenda  
In association with the council chairperson prepare an annual report to the congregation

Facilitate church publicity and maintenance of website  
Maintain the parish activity calendar

### *Treasurer's responsibilities*

Oversee recording and banking of weekly offerings and any other income  
Arrange payment of creditors and any other parish accounts  
Make recommendations to the finance committee on investments  
Prepare monthly financial management reports for the Finance committee  
Prepare draft parish annual accounts, and after committee review arrange for audit.  
Liaise with in preparation and filing of annual statistics  
Maintain all necessary financial records as required by the church or statutory authorities

### ***Standing Committees***

Pastoral  
Worship  
Christian Education  
Finance & Property  
Outreach & Mission

### *Committee membership*

Pastoral  
Convenor appointed by the Church Council  
3 members appointed by the Church Council  
"In Touch" co-ordinator appointed by the Church Council  
Elders (ex officio) – from previous St Andrews parish  
Minister

Worship  
Convenor – the Minister  
member appointed by the Church Council

Music representative

Christian Education

member appointed by the Church Council  
Sunday school representative  
Youth group representative

Finance & Property

Treasurer (co-convenor)  
Property co-convenor appointed by the Church Council  
members appointed by the Church Council  
(incl at least 1 peninsula rep)  
Compliance officer appointed by the Church Council

Outreach & Mission

Convenor  
members appointed by the Church Council  
Alpha appointed by the Church Council

### *Committee responsibilities*

Note: All committees will submit regular reports to the parish council and an annual report for the congregational AGM

Pastoral

Maintain the parish roll

Establish and co-ordinate pastoral visitation networks

Where a pastoral matter requires particular confidentiality the committee may liaise with the parish council chair for guidance and/or resolution as appropriate

Support the minister(s) in the development and implementation of parish spiritual programmes

Facilitate the publication of the monthly *In touch* magazine

Worship

Discuss worship service arrangements with the minister(s)

Arrange rosters for vestry duty, organists etc

Assist the minister(s) with arrangements for special services (eg music, drama)

Liaise as necessary with those responsible for holy communion

Christian Education

## Support and Youth Group leaders

### Finance

Manage and oversee all parish financial matters  
Review and approve the monthly financial management report  
Approve the draft annual parish accounts  
Review and submit an annual budget

Make recommendations to parish council on any other aspects of parish finances

### Property

Maintain all parish buildings, chattels and grounds in good order and condition  
Ensure all property complies with relevant statutory legislation  
Oversee all capital expenditure works as approved by the parish council  
Arrange insurance and other valuations as required

### Outreach & Mission

Encourage the establishment and continuation of outreach programmes (eg Alpha)  
Facilitate arrangements for the as may be approved by the parish council  
Encourage the support of such outreach programmes as may be developed by parish partner denominations  
Keep an overseas missionary focus before the congregation  
Liaise with the pastoral committee re parish social activities  
Liaise with the co-ordinator of the St Andrews on Sunday programme

### *Election process*

Retiring office bearers or councillors are also eligible for re-election if nominated.

### *Voting process*

1. Congregational election for parish officer vacancies.
2. Congregational election for the general councillor vacancies.

A person may stand as a candidate for both an office bearer and a general councillor position, however if elected as a Church office bearer that person's name will then be deleted from the general councillor ballot paper. Where a minimum representation from a specific geographic area is required for council the highest polling person(s) from those areas will be automatically declared elected.

to the council Voting at the AGM, including the election process, will be by those present at the AGM. There will be no postal or proxy voting. On the Sunday of the AGM there will be only one worship service in the Parish. The AGM will follow this service.

*This document was first compiled in 2003 and subject to two subsequent reviews.  
This revision adopted by a Congregational meeting 21 September 2008.*