TRANSITIONAL PRESBYTERY OF SOUTH AUSTRALIA

Position Description - Secretary of Presbytery

1. BACKGROUND
The Presbytery as set out in Paragraph 26 of the constitution and Regulation 3.1.3 will have responsibility for:
1. Oversight of ministers and congregations including - pastoral oversight, maintaining of records and consultations into the life and witness.
2. Promoting the wider work of the church.
3. Selection and oversight of Candidates including Ordinations, Accreditations and Recognition of Specified Ministries.
4. Oversight of Lay Preachers.
5. Administration - including reports, applications concerning property.
6. Other responsibilities as prescribed by the Synod or the Assembly.

The Secretary’s role can be summarised as presiding at minutes — Para 4.6 manual for meetings

2. THE SECRETARY WILL
• Have an active Christian faith.
• Be a confirmed member of the Uniting Church.
• Be elected at a full meeting of the Presbytery.
• Be in the role for a period of up to 5 years or as determined by the Presbytery.
• Convene meetings, prepare agendas and keep records of proceedings of the meeting of the Presbytery.
• Receive and respond to correspondence.
• Maintain the roles and formal records of the Presbytery.
• Ensure information and reports are available for Presbytery, Synod and Assembly.
• Conduct such other duties as may be prescribed by the Presbytery.

3. THE SECRETARY WILL SHOW EVIDENCE OF
• A commitment to the Uniting Church’s ethos, structure and values and uphold the regulations.
• A passionate commitment to the mission of God through the Church.
• Experience in minute taking.
• Being able to provide accurate, timely and sufficient information for members of presbytery to be informed.
• Understanding contemporary corporate governance.

4. THE SECRETARY IS REQUIRED TO
• Have a satisfactory Criminal History Reference Check.
• Attend Code of Ethics training.
• Work in collaboration with the Presbytery Chairperson, Presbytery Treasurer and Presbytery Minister (Resource Minister), and be responsible to the Presbytery Standing Committee.
• Have a close working relationship with the Synod General Secretary and the Moderator of the Synod.

The role can be full time or part time.
The secretary may be voluntary or receive remuneration following adherence to the prescribed Synod Placements process.