



12.1 SYNOD BY-LAW

12.1.1 The membership of the Synod of South Australia shall consist of:

- a. The President and General Secretary of the Assembly.
- b. Moderator, ex-Moderator, Moderator-Elect, General Secretary of the Synod Chair of UAICC-SA Regional Council and Property Officer of the Synod as ex officio members.
- c. A proportion of Ordained Ministers of the Word and Deacons who are members of a presbytery within the bounds of the Synod.
[Reg. 3.3.7 (a) (iii)]; the proportion being determined by the Synod Standing Committee on advice from the Business Committee.
- d. A proportion of those exercising the specified lay Ministry of Pastor, Lay Pastors & Youth Workers who are members of a presbytery within the bounds of the Synod [Reg.3.3.7 (a)(iii) & (iv)]; the proportion being determined by the Synod Standing Committee on advice from the Business Committee.
- e. Confirmed lay members appointed by each presbytery, being not fewer than the number of ministerial members [Reg. 3.3.7(iv)] being a proportion of the number of congregations and faith communities in each Presbytery; the proportion being determined by the Synod Standing Committee on advice from the Business Committee.
- f. Membership from the Presbyteries must include the following categories with at least the specified percentage:

Gender balance	at least 40% female 40% male
Under 25	5%
Those aged between 25 and 40	10%
CALD	5%
Rural	25%
Chaplains / other non-congregational ministries	5%
- g. Confirmed members representing bodies directly responsible to the Synod:

Resources Board	2
Mission Leadership Development Board	2
UAICC- SA	15
UnitingCare SA organisations	6
Candidates for ordained ministries	2
Business Committee	2
- h. Co-options are made by Business Committee to fill any obvious skill requirements. If targets are not met by presbyteries in terms of categories, numbers will be removed from presbyteries to ensure the necessary representation within the categories.
- i. Associate General Secretary, Executive Officers of the Synod, Principal of UCLT, Team Leader Mission Resourcing, and General Manager Resources will be non-voting, resourcing members of the Synod meeting, unless they are appointed or elected by either the presbytery to which they belong or a Synod body to which they report.

STANDING COMMITTEE

12.1.2 Members

- a. Moderator, ex-Moderator, Moderator-Elect, General Secretary of the Synod, Property Officer of the Synod, and chair of UAICC Regional Council as ex officio members.
- b. One (1) person appointed by the UAICC (SA).
- c. Thirteen (13) other members elected by the Synod. Of the thirteen (13) elected members:
 - i. At least four (4) shall be women and at least four (4) shall be men, the other five (5) being of either gender.
 - ii. At least three (3) members shall be from rural Congregations.
 - iii. At least two (2) members shall be persons under 35 years of age.
 - iv. Only two (2) members may be paid staff working full-time at 212 Pirie Street and the Uniting College for Leadership & Theology.
 - v. At least two (2) members shall be from each Presbytery, but no more than half the elected members may be from any one Presbytery.
- d. Up to two (2) members co-opted by the Committee.
- e. Within the ex-officio, appointed, elected and co-opted members there is to be expertise in financial management, legal knowledge and principles of good governance.
- f. Ministers and lay persons shall be elected, the lay members being not fewer in number than the ministerial members.
- g. All members of each Standing Committee are to undertake an induction process in governance and financial management.
- h. Elected members of Synod Standing Committee shall serve from the rise of the ordinary meeting of the Synod, until the next ordinary meeting of the Synod.
- i. It is an expectation that some members of Synod Standing Committee will renominate for a second contiguous term to enable the carrying forward of corporate knowledge

12.1.3 Others Attending

- a. Associate General Secretary
Executive Officer, UnitingCare
Executive Officer, Placements and Safe Church
Executive Officer, Engagement
Executive Officer, Mission & Leadership Development;
Team Leader, Mission Resourcing
Principal, Uniting College of Leadership and Theology
State Development Officer, UAICC-SA
shall attend as required by SSC to resource the Committee. They are non-voting members
- b. Others may attend to facilitate the meeting at the invitation of the Moderator and/or the General Secretary.

Note: All meetings of any council of the Church are open meetings, which any person can attend as observers, and at which they can speak with the permission of that Council.

- 12.1.4 The method of election shall be in the following manner:
- a. The Synod shall hold an election for the Standing Committee at its annual meeting.
 - b. The Standing Committee shall appoint a nominating committee of up to five (5) people.
 - c. The Nominating Committee:
 - i. Shall receive expressions of interest from prospective nominees as well as suggestions of suitable prospective nominees from members of Synod.
 - ii. May approach people they consider would be suitable members of the Standing Committee.
 - iii. Shall consult the people identified to determine their willingness to be nominated for membership of the Standing Committee.
 - iv. Shall assess the suitability of the candidates according to agreed criteria.
 - v. Shall bring to a full meeting of the Synod the names and profiles of the nominees, at least the number required to be elected.
 - vi. Shall particularly seek nominations from people with skills in financial management, legal knowledge and the principles of good governance.
 - d. Members of the Synod may make additional nominations prior to or at the meeting where the election will take place.
 - e. That the following be the criteria to guide the Nominating Committee:
 - i. The requirements of the regulations and categories needed such as gender balance, lay and ordained, rural and urban, and youth.
 - ii. The ability to contribute to the deliberations and decision making of the Standing Committee.
 - iii. The collective membership reflect the perceived theological diversity within the Synod.
 - iv. The inclusion of people who could contribute significantly in leadership to the Uniting Church in the future.
- 12.1.5 The Standing Committee shall have the power to deal with matters of policy referred to it by the Synod provided the quorum shall be the number next above half the membership of the Committee.
- 12.1.6 The Standing Committee shall have the power to deal with matters of a policy nature not referred to it by the Synod provided that a quorum shall be the number nearest two-thirds of the members of the Committee.
- 12.1.7 The Standing Committee shall have the power to make decisions by email via an electronic poll.
- a. An electronic poll may be called by the Moderator, on the advice of the General Secretary, if it is considered by the Moderator to not be practicable or necessary to call a face to face meeting or a teleconference of the Standing Committee because of the nature of the business and/or the urgent need for a decision.
 - b. Where there is an electronic poll, a briefing paper will be circulated by electronic means to all members of the Standing Committee stating:
 - (a) The reason for calling an electronic poll
 - (b) The background to the matter before the Standing Committee

- (c) The proposal
- (d) The closing date and timetable for the poll
- c. Members of the Standing Committee will be given an opportunity to ask questions or raise any issue with regard to the proposal. Members of the Standing Committee shall have at least 48 hours from the time of the announcement of the poll to do this.
- d. The General Secretary will then circulate to all members a report of the questions raised, responses to those questions and any relevant comments of the members. A reworded version of the poll proposal may be presented at this time.
- e. Members shall then vote on the poll. Members will have at least 48 hours to record their vote from the time the General Secretary has circulated the report on the questions of members as set out in 4 above.
Resourcing members will be provided with the briefing paper and invited to raise questions or issues, and also will be provided with any subsequent report and reworded version of the poll – but will not be allowed to vote.
- f. A quorum of the Standing Committee in accordance with Regs 3.7.4.1 (f) (i) must be engaged in a vote on a proposal for a decision to be made.
- g. If any member of the Standing Committee votes against the proposal, the matter is deferred. A member may abstain in which case the matter is not deferred.
- h. The General Secretary will as soon as practicable declare the poll after its close, to the members of the Standing Committee.
- i. The date of the declaration of the poll will be the date of the decision of the Standing Committee. Such a decision is a decision of the Standing Committee.
- j. The decision will be minuted noting the date of the declaration of the poll, the issue, those participating and the result. The minutes will be approved by the subsequent ordinary meeting of the Standing Committee.

12.1.8 The Standing Committee shall report all decisions to the subsequent meeting of the Synod. The confirmed minutes of the Standing Committee shall be made available to any member of the Synod upon request.

TRAVELLING EXPENSES

12.1.9 The Synod shall include in its Annual Budget (which is incorporated within the Synod Mission and Service Fund) a provision for the reimbursement for the travelling expenses incurred in respect of:

- a. Attendance of representatives from each Congregation at authorised meetings of the Synod.
- b. Authorised meetings of the following Synod committees:
 - i. Synod Standing Committee
 - ii. Placements Committee
 - iii. Any commission, board or other committee that has a direct reporting responsibility to the Synod Standing Committee
 - iv. Authorised meetings of Presbytery Officers and Synod Officers

Such other meetings as may be authorised by the, the Synod or the Synod Standing Committee from time to time.

- 12.1.10
- a. The rate of reimbursement, shall be at the relevant rate approved by the Synod each year in Ministers Stipend, Allowances & Charges Schedule for “Travelling Own vehicle (Stipends Schedule A.9) or Travelling leased vehicle(Stipends Schedule A.10).
 - b. The first hundred and fifty (150) kilometres of travel incurred for any member attending meetings of the Synod pursuant to by-law 12.1.9 b. shall **NOT** be subject to reimbursement.
 - c. Travel for a Minister for the purpose of placement conversation, where the distance travelled is greater than one hundred (100) kilometres, shall have half the cost met by the Travel Equalisation Fund and half by the calling congregation. The cost of travel that is less than one hundred (100) kilometres, shall be met by the calling congregation. (Placements Handbook 10.2.11).
 - d. With respect to representatives from Kangaroo Island attending Synod meetings provision shall be made within the Synod Budget for reimbursement of economy air fares.
 - e. Each congregation shall ensure that arrangements for authorised travel are made on the most economical basis.
 - f. Only claims (by individuals or congregations) that are submitted within three months from the date of travel will be reimbursed.

MODERATOR

- 12.1.11 The Moderator shall normally hold office for a period of three (3) years but it shall be open to a nominee to indicate that they are available for a lesser period. The position shall be full-time unless otherwise agreed to by the nominee.

12.1.12 **Nominations for the Office of Moderator and Process of Election**

- a. At the Synod meeting preceding the Synod meeting when the election of a Moderator is required, the Synod shall elect a Moderator Nominating Committee of five persons, and shall include a past Moderator, representatives from each presbytery, and shall be representative of the breadth of the Synod.
- b. A Moderator shall be elected and designated Moderator-elect by the ordinary meeting of the Synod prior to the one at which the person will take office.
- c. The election shall be by written preferential ballot.
- d. Nominations may be submitted by the Presbyteries. (See Regulation 3.6.3.1(a)) on the prescribed nomination form. Note: congregations may make nominations to their presbytery to consider.

12.1.13 **Timeline**

- a. No later than eight (8) months before the Synod meeting at which the ballot is to be held the Convenor of the Nominating Committee shall call for nominations from presbyteries.
- b. Nominations for Moderator-Elect submitted by presbyteries shall be in writing on the prescribed nomination form, setting out the reasons for the nomination and be in the hands of the Convenor of the Nominating Committee no later than six (6) months before the Synod meeting at which the election is to take place. Nominations from presbyteries must be signed by an appropriate officer of the Presbytery. Nominations from the floor at a meeting of Synod will NOT be accepted.
- c. In its discernment, in addition to those persons nominated by presbyteries, the Moderator Nominating Committee may approach any eligible member of the Church to consider allowing their name to be considered by the Committee in its discernment process.
- d. The Moderator Nominating Committee shall forward all nominees a document describing the responsibilities of the Moderator, the terms of appointment along with an outline of the process and timeline. (Appendix B: Role & Person Specification for Moderator)
- e. Members of the Moderator Nominating Committee will offer to meet informally with each nominee to discuss the process and assist the nominee in their discernment.
- f. Each nominee is invited to submit a CV, the details of 3 referees and supporting letter outlining their suitability for the role to the Moderator Nominating Committee if they reach the discernment that their name is to be forwarded to the Synod as a nominee.
- g. The Moderator Nominating Committee meets with each nominee to assist their discernment, and to explore what the role of Moderator looks like to them.
- h. After this formal conversation, nominees are requested to confirm their willingness to continue with the process.
- i. The Moderator Nominating Committee may encourage the final nominees to gather together for prayerful support, rather than consider themselves in competition for a leadership role.

Election

- 12.1.14
- a. The Moderator Nominating Committee shall present at least three (3) nominees to the meeting of the Synod to be considered for election, accompanied by a report from the Committee and a profile of each nominee, with no reference being made to who initially nominated a person.
 - b. The report of the Moderator Nominating Committee shall be forwarded to members of the Synod at least three weeks prior to the meeting where the ballot is due to take place.
 - c. The Convenor of the Moderator Nominating Committee shall present the report to the meeting of the Synod and shall answer any questions from members of the Synod that arise from it.
 - d. Each nominee shall address the meeting of the Synod for up to five (5) minutes regarding their vision for the Church and what they believe they would bring to the role should they be elected.
 - e. Each nominee will be invited to have a support person with them on the day of the ballot.

- f. Synod chaplains will gather with nominees while the ballot is being conducted, and provide pastoral and prayerful support during the process.
- f. The presentation of the nominees, their statements and the ballot for Moderator shall take place on the one day at the Synod meeting.
- g. Personal CVs of the nominees shall be made available to Synod members.
- h. No person shall be declared elected unless they shall receive at least one half of the votes cast.
- i. Voting shall be by an optional preferential written ballot.
- j. The ballot for Moderator-elect shall be declared on the same day as it is conducted.

12.1.15 The Synod Standing Committee shall make provision for the election or appointment of a Moderator should the Moderator-elect be unable to take up their office.

- 12.1.16 a. If, for any reason, the Moderator is unable to continue in office, the Synod Standing Committee shall elect a Moderator to act until the next meeting of Synod. If no Moderator-Elect has been chosen, an election shall be held and the person appointed to act in the interim shall be eligible for nomination.
- b. The title “ex-Moderator” shall apply to the most recent past Moderator able to undertake the duties of ex-Moderator. All other former Moderators shall be called past Moderators.

12.1.17 Prior to taking up office, and during the term of their appointment, the Moderator will, with the church's assistance, strengthen and develop their gifts for this role.
See Appendix A: Key requirements of Moderator-elect

12.1.18 The Moderator will accept a mid-term review of their ministry. The Standing Committee will make arrangements, in consultation with the Moderator, for this review to be carried out by an independent and confidential panel of four people (two appointed by the Moderator and two by the Synod Standing Committee). The goal will be to identify strengths and growth areas in their ministry, and to identify ways to strengthen and encourage the ministry.

Appendix A: Key requirements of Moderator-elect

Appendix B: Role & Person Specification for Moderator

GENERAL SECRETARY OF SYNOD

12.1.19 The Synod shall appoint a full-time officer as General Secretary of the Synod.

- 12.1.20 a. In the fourth (4th) year of the General Secretary's initial term and each three (3) years thereafter, if re-appointed, the Standing Committee shall appoint a committee to review the placement.
- b. Such committee shall complete the review by 30 September of the same year and report to the first meeting of the Synod or its Standing Committee after that date.
- c. The decision to re-appoint or to seek a new placement shall be made by the Synod or its Standing Committee.

- d. When a new placement is to be made, Synod Standing Committee shall take such action as is necessary to bring a suitable nomination to the next meeting of the Synod by advertising and/or by inviting nominations from the Synod and/or by making direct approaches, subject however to the requirement that the placement shall be made only by the Synod either at the next Meeting or at a Special Meeting thereof.

GENERAL SECRETARY'S LIAISON GROUP

- 12.1.21 The Synod Standing Committee shall appoint up to six (6) and no less than four (4) persons to the General Secretary's Liaison Group, consisting of: up to three (3) persons nominated by the General Secretary, and at least half the members being current members of Synod Standing Committee; and one member of the Joint Nominating Committee. The group shall be appointed for a period of one year.
- 12.1.22 The purpose of the General Secretary's Liaison Group is:
1. Support the General Secretary in setting key objectives for the forthcoming year;
 2. Undertake an informal annual appraisal process;
 3. Meet with the General Secretary at least four (4) times a year to provide ongoing support, advice and feedback in relation to the exercise of the role, particularly in relation to matters requiring discussion or reporting to the Standing Committee; and
 4. Other matters referred from time to time by Standing Committee. (SC13.180)
- 12.1.23 The group shall be convened as required by the General Secretary or whenever any member of the group requests that a meeting be called.
- 12.1.24 The group shall not be required to keep minutes of meetings or to report to Synod.

MODERATOR'S SUPPORT GROUP

- 12.1. 25 The Synod Standing Committee shall appoint up to six (6) but no less than four (4) persons to the Moderator's Support Group, consisting of consisting of: up to three (3) persons nominated by the Moderator, and at least half the members being current members of Synod Standing Committee . The group shall be appointed for a period of one year.
- 12.1.26 The purpose of the Moderator's Support Group is to:
"Support, challenge, encourage and call the Moderator to be reminded of their role inside and as a representative of the Synod". Reg. 3.6.3.2
- 12.1.27 The group shall be convened as required by the Moderator or whenever any member of the group requests that a meeting be called.
- 12.1.28 The group shall not be required to keep minutes of meetings or to report to Synod.

REPRESENTATIVES OF THE ASSEMBLY

- 12.1.29 That Synod of South Australia membership of Assembly be determined as follows:
Of the 34 members to be appointed from within the bounds of the Synod:
- (a) Each Presbytery within the bounds of the Synod shall appoint one Minister and one confirmed lay member.
 - (b) The Moderator and General Secretary are ex-officio and take 2 places from the total of 34 (in the category they fulfil i.e. lay or ordained).
 - (c) The remaining members (dependent on the number of presbyteries, currently 3 presbyteries, so 26) to be elected as follows:
The election will take place at the annual Synod meeting prior to the meeting of the Assembly in accordance with Reg. 3.3.9 taking into account the requirements for gender balance, including representatives from rural SA and representatives under the age of 35.
- 12.1.30 Nominations by members of the Synod must be on the appropriate form.
- 12.1.31 Nominations shall be closed and the ballot held at a time decided by the Synod.

APPOINTMENTS TO SYNOD BODIES

- 12.1.32 In determining the membership of Bodies appointed by the Synod the principle expressed in Regulation 3.8.1 shall be applied.
- 12.1.33 All appointments made by the Synod to Synod Bodies respectively shall take effect from the rising of the Annual meeting of the Synod, unless otherwise determined, and shall conclude at the commencement of the next Annual meeting of the Synod, unless otherwise determined.

ACCOUNTS OF ENTITIES DIRECTLY RESPONSIBLE TO THE SYNOD AND SYNOD FUNDS

- 12.1.34 The accounts of all entities which are directly responsible to the Synod shall be audited annually by a qualified auditor who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or any other body recognised for the purposes of the Corporations Act 2000 (see Regulations 3.8.7(c) and (d)).
- 12.1.35 A copy of the audited accounts shall be furnished to the Synod Resources Board.
- 12.1.36 The Synod Resources Board shall arrange for the audited statements to be reviewed and shall report to the Synod or its Standing Committee.

BUSINESS COMMITTEE

- 12.1.37 The Synod shall annually appoint a Business Committee.

- 12.1.38 Business Committee shall comprise:
- The Moderator
 - General Secretary
 - Moderator-elect
 - Events Manager/Associate General Secretary
 - Minute Secretary (Chairperson's PA)
 - 2 Additional Persons co-opted by Standing Committee
- 12.1.39 The names of the Business Committee shall be listed in the opening proposals at the annual Synod meeting.
- 12.1.40 The Moderator shall chair the Committee.
- 12.1.41 The Committee shall review its membership in the last meeting of the year, recommending any changes in personnel or functions to the Standing Committee.
- 12.1.42 Responsibilities of the Committee.
- a. To recommend dates, times and venues for all Synod meetings to the Synod Standing Committee.
 - b. To respond to requests received from councils, agencies of the church and individuals for presentations to be made during the business sessions of the Synod.
 - c. To arrange for keynote speakers/Bible study leaders to address the Synod in conjunction with the Moderator.
 - d. To plan the Order of Business for all Synod meetings.
 - e. To exercise oversight of Worship Committees appointed for meetings of the Synod.
 - f. To encourage and exercise oversight of the prayer life surrounding meetings of the Synod.
 - g. To liaise and provide assistance, where necessary, to individuals and agencies responsible for resourcing sessions of the Synod.
 - h. To inform members of the Synod of forthcoming meetings, their content and any other matters helpful for the smooth progression of business and the wellbeing of members.
 - i. To reflect upon and evaluate each meeting of the Synod, taking account of individual responses from Synod members, as well as feedback from the Synod Office staff debrief.
 - j. To meet, as required, during each Synod meeting, to ensure the most appropriate ordering of business, should the agenda require revision.
 - k. To fulfil any other responsibilities which may be appropriately referred to the Committee by the Chairperson/Moderator, the General Secretary or Standing Committee.
 - l. To recommend co-options to Synod Standing Committee.
 - m. To exercise the above responsibilities within the provisions of The Manual for Meetings 5.8 Business Committee.

12.1.43 To assist in fulfilling the above responsibilities, a Logistics Committee will also be formed, reporting to the Business Committee, comprising:

- Associate General Secretary (Chair)
- Events and Logistics Coordinator
- Worship Convenor
- Representatives from the venue
- Corresponding members: IT&T, Uniting Technology

MEMBERSHIP OF PRESBYTERY

12.1.44 Presbyteries are requested to invite the Moderator and General Secretary of the Synod to be associated with each presbytery within the bounds of the Synod as non-voting participants.

Key Requirements of Moderator-Elect

Normally there is a 12 month gap between the election of a Moderator and their Installation. This is an important time of preparation for the role of the Moderator. Some matters that the Moderator-elect will need to address will be relevant on each occasion while others will depend on the timing of the changeover. There is no particular order in this list. It is intended to show the breadth of the responsibilities of the Moderator-elect.

1. From election the Moderator-elect is a member of:
 - Synod Standing Committee - meets 6 times a year
 - Synod Business Committee - meets around 8 times a year (more frequently in lead up to Synod meeting)
 - Leaders of Christian Churches SA - meets 6 times a year

2. To aid in the transition the Moderator-elect would usually meet at least monthly with:
 - The Moderator to understand current issues and procedures as well as to meet key people
 - The General Secretary to establish a close working relationship
 - The Moderator PA (less frequently)

3. Before commencing the Moderator-elect needs to:
 - appoint Chaplains
 - appoint a worship team
 - appoint a Supervisor
 - make nominations for a Support Group to be appointed by the Synod Standing Committee

4. It is the responsibility of the Moderator-elect with the help of the Moderator to craft the Order of Service for their Installation including:
 - Choosing the theme
 - Preparing the message
 - Co-ordinating the participants
 - Preparing and sending invitations to attend
 - Organising a supper afterwards

5. The Moderator-elect chairs the Synod meeting that commences with their Installation. Prior to this the Moderator-elect needs to organise:
 - Theme of the meeting
 - Bible Study leaders
 - Worship during the meeting in conjunction with the worship team
 - A thorough understanding of the Manual for Meetings

6. Depending on prior roles and experiences it may be necessary for the Moderator-elect to undertake training in:
 - Code of Ethics
 - Heritage and Polity of the Uniting Church
 - Governance
 - Media Training
 - Sacraments of Baptism and Holy Communion

7. Many campaigns and events are planned for and material is prepared a number of months in advance. The Moderator and the Engagement team do some of this work but the Moderator-elect would prepare any communications such as written articles or videos which would be displayed after their Installation.

8. Invitations to events and meetings start arriving well before commencing in the role. Liaising with the Moderator and Moderator's PA helps to manage this.

9. Much other orientation to structures, people and locations can take place after Installation, although some in the lead up would be helpful, particularly to someone not familiar with the Organisations, Synod and the leadership.

Role and Person Specification

Moderator

1. Summary of the broad purpose of the position in relation to the Church's goals

The Moderator's role is one of pastoral and spiritual leadership of the Synod. The focus of the role is to promote the Synod's vision and mission for the future of the church; to listen to, guide, and care for all the members and ministers of the UCASA; and to represent the church in the wider community and the ecumenical and political landscape of SA.

2. Reporting and working relationships

The role of Moderator is complex and involves managing many relationships and expectations without executive powers.

The Moderator's primary working relationship is with the General Secretary. It is therefore essential that that relationship should be built on mutual respect and trust, mindful of their different but inter-related roles and functions in the life of the Synod. It is expected that the Moderator and General Secretary will confer regularly in order to be fully aware of their respective roles, functions, goals, priorities and tasks in promoting the ministry and mission of the Synod.

The Moderator is responsible for the spiritual life of the Synod and so will not normally become involved in the administration of the Synod, and will not fulfil an executive function. It is the task of the General Secretary and the Executive Officers to manage the life of the Synod on a day-to-day basis.

The Moderator provides pastoral support to the office bearers of the presbyteries.

3. Statement of key outcomes and associated activities

The duties and responsibilities of the Moderator of the Synod are set out in UCA Regulations 3.6.3.2 . They are:

(a) Giving general and pastoral leadership to the Ministers and people within the bounds:

The Moderator, in co-operation with other officers¹ of the church, listens and leads, guides, sustains and comforts the communities of the Synod of SA.

Particularly in their representative role, the Moderator is available to offer counsel and comfort, especially to the leaders of the Church.

(b) Assisting and encouraging the expression and fulfilment of the mission and witness of the Church:

The Moderator reminds the communities of the Synod of SA of God's mission, the "reconciliation and renewal" of all things, and their "call to serve that end". (Basis of Union para 3)

They work collaboratively with the General Secretary, to facilitate processes by which spiritual discernment and strategic discussions about the life, vision, mission and direction of the Church can occur regularly within the meetings of the Synod and across the life of the Church.

They facilitate and actively participate in events and programs that strengthen and affirm the missional values of the Uniting Church. These may include honouring First Peoples, fostering intercultural understanding, affirming the equality of women and men, acting for justice, serving compassionately and making disciples.

(c) Counselling and advising, as may be necessary and helpful, to ensure that the life of the Church expresses the faith, policies, standards and procedures to which it is committed:

The Moderator will remind the communities of the Synod of SA of the faith and values of the Uniting Church in Australia as expressed in the Basis of Union, the Constitution, the Regulations, the Synod By-laws, the Code of Ethics and the Manual for Meetings. They will be informed by the key statements of the Assembly on ministry and mission.

(d) Presiding over the meetings of the Synod, its Standing Committee and such other of its boards and committees as may be required by the by-laws of the Synod:

The Moderator will lead the meetings according to the Manual for Meetings. As such the Moderator will help the meetings of the Synod discern God's will together by listening for God's Word, building community, developing trust, valuing and affirming one another, and communicating well. (See Manual for Meetings: Chapter One)

The Moderator may be called upon to give interpretation of Synod decisions for the wider church or community.

¹ Officers of the church would normally refer to the General Secretary and may include other officers and staff of the Synod, as well as leaders and officers of the presbyteries.

- (e) Filling, in respect of appointments normally made by the Synod and, in consultation with the Standing Committee and other bodies concerned, such vacancies as may arise between meetings of the Synod and for the filling of which other provision has not been made.**
- (f) Giving an interpretation where necessary of any doubtful or disputed decision of the Synod, such interpretation to be authoritative until confirmed or varied by the next meeting of the Synod or of the Standing Committee.**
- (g) Speaking on public issues on behalf of the Synod:**

The Moderator speaks on public issues on behalf of the Synod. The Moderator shall ensure that they are fully briefed beforehand by the appropriate Synod body, officer and/or others in consultation with the Executive Officer Engagement.

- (h) Representing the Church as may be desirable on public occasions and in inter-church councils:**

The Moderator will be recognised and identifiable by both the church and the community. The Moderator will work with the General Secretary and other officers of the church to discern what may be an appropriate response to the range of opportunities that arise to make contact with community decision-makers and build relationships with community, ecumenical and parliamentary leaders.

The Moderator is expected to give priority to the Uniting Church's commitment to ecumenism, by personal involvement in ecumenical activities like Leaders of Christian Churches of SA, and by fostering growth in ecumenical relationships throughout the Church to encourage greater cooperation in mission and ministry.

- (i) Administering the discipline of the Church as may be required by any Regulation, by-law or rule:**

The Moderator has official designated roles in matters of discipline and it is therefore important that they keep good records of discipline matters and that these records are accessible to the General Secretary when needed.

The Moderator may receive complaints, and when they do they will work collaboratively with the General Secretary, and other appropriate synod and presbytery officers, to refer complaints to the Committee for Counselling (5.4.1 b) and the Synod Sexual Misconduct Committee (5.6.7. a).

The Moderator appoints an advocate for the Committee for Discipline processes. (5.7.4 a)

The Moderator may stand aside a minister from their ministerial duties during a hearing of a complaint. (5.7.5 a)

Appeals regarding the Synod Sexual Misconduct Committee are made to the Moderator. (5.6.15 c.)

- (j) **Enquiring, when the Moderator considers it expedient so to do, into any grievance, complaint or other circumstance which, in the opinion of the Moderator, adversely affects the good name of the Church, or the order and peace of its Congregations or the progress of the work of God, and seeking a remedy for such situations; in so doing the Moderator shall consult with one or more past Moderators and the chairperson of any Presbytery concerned.**

The Moderator is to be concerned for and uphold the reputation of the Church.

In addition to the Regulated duties and responsibilities, some key functions of the role of Moderator are:

Pastoral and Prophetic Leadership

When the Synod determines its strategic directions, the Moderator will play a key role in helping the church understand that direction. The Moderator holds the life and vision of God's people before the Synod and its Standing Committee, before the Synod staff, the presbyteries, and congregations and offers pastoral and prophetic leadership into the life of the Synod. Free from executive functions, the Moderator may be called upon as an agent of healing and reconciliation. For this same reason, pastoral care and support of the General Secretary and other senior executive staff within the Synod is expected from the Moderator, as is care and support of the Chairpersons of Boards

Strategic Ministry

The Moderator's role is one in which much time is spent 'out in the field' visiting congregations, ministers, presbyteries, organisations associated with the UCA, and participating in public events in the community. Much of the role is about networking and encouraging, promoting the priorities of the Synod, and bringing back concerns to the Synod office and committees. The Moderator needs to be strategic in how they spend their time in the field to enable the most effective missional outcomes for the church.

UAICC

The Moderator engages with the Uniting Aboriginal and Islander Christian Congress in expressing the Covenant with First Peoples and how it is lived out in the Synod.

CALD

The Moderator will pastorally support the church's culturally and linguistically diverse congregations and communities, and may be involved in the Synod's international mission partnership events.

Other roles

The Moderator may attend the Placements Committee as required.

The Moderator is an ex officio member of the Property Trust and Resources Board.

The Moderator is an ex-officio member of the Assembly.

The Moderator will undertake professional and spiritual supervision.

PERSON SPECIFICATION

Personal skills, knowledge and experience

- An active faith in Jesus Christ, an openness to the leading and empowering of the Holy Spirit, and the ability to model faith in Jesus Christ.
- An awareness of the theological diversity within the Uniting Church and will have the capacity to reflect theologically upon current issues in church and society in the light of the gospel of Jesus Christ.
- Give evidence of a lifestyle commensurate with the responsibilities and demands of a key leadership role. Such evidence will include a nominee's awareness of their own gifts, abilities and limitations, their capacity to maintain healthy relationships, and an ongoing commitment to their own physical and spiritual wellbeing.
- Have a good understanding of the polity and ethos of Uniting Church, including the organisations associated with the UCA.
- Have a good understanding of Australian society, including those emerging issues and trends that need to be addressed in the light of the gospel.
- Appreciates the particular issues and opportunities in the SA Synod.
- Demonstrated team building and networking capabilities.
- Proven pastoral and mediation skills.
- Demonstrated capacity to exercise pastoral care and discipline, and the ability to moderate, and will be respected generally by the members of the church.
- Be a good communicator and, as the public "face" of the church, will need to be articulate and competent in working with the media.
- Cross-cultural understanding and experience and be prepared to work with people from a range of cultural (and ethnic) backgrounds.
- An understanding and experience of working in covenant with First Peoples
- Responsive to the call of God through the Church, whose ministry (lay or ordained) has included leadership in Councils and Committees of the UCA beyond the congregation.
- Leadership experience demonstrating a willingness to consult and an ability to listen deeply to the Gospel and the church, and interpret back to the church the challenging and prophetic Gospel message relevant to diverse contemporary faith communities.
- Capable of managing diverse agendas within short timeframes, working well to deadlines while often under pressure.
- Confident in the use of consensus decision-making in the councils of the church, and values the discernment opportunities it offers in inclusive participation.

- Promoting the ideals of good governance within each council of the UCA (Assembly, Synods, Presbyteries, Church Councils, Congregations) and understands the limits of each council's authority.

Conditions

- The Appointment of the Moderator will follow the guidelines set in UCA Regulation 3.6.3.1(a).
- The election of Moderator-elect shall be determined by preferential Ballot.
- The Moderator shall be elected for a term of three (3) years and shall not be eligible for re-election for a contiguous term.
- The Synod shall make provision for the election or appointment of a Moderator should the Moderator-elect be unable to take up their office. See UCA Regulation 3.6.3.1(b) (Appendix 1).
- The process of Nomination and Election of Moderator-elect shall be according to Synod By-law 12.1.11-15 (Appendix 2).
- Current Department of Human Services screening and authority clearances must be provided
- Remuneration: if they are a minister, the provisions applying to a standard ministerial placement, plus a margin of 20% of the stipend or if they are a lay person, at least financial provisions amounting to the equivalent of those for an ordained person. (In establishing the date from which the stipend provisions for the Moderator shall be paid, the principles in Regulation 2.7.2 shall be followed.)
- The Moderator will be provided with administrative assistance.
- The Moderator shall be provided with:
 - > a fully maintained motor vehicle or reimbursement for use of own vehicle
 - > all fuel costs (including reasonable private use) reimbursed using corporate card
 - > car parking at 212 Pirie St
 - > a laptop computer or iPad
 - > a mobile phone
 - > Corporate expense card
- The Synod will provide media, governance and financial training, and advice as necessary.