

16.1 DISASTER AND RECOVERY MINISTRIES CO-ORDINATING COMMITTEE

CHARTER

16.1.1 The Committee is established to act on behalf of the Leaders of Christian Churches SA to respond as requested by Housing SA under the South Australian Emergency Management Plan (Community Services) in accordance with the current Memorandum of Understanding to coordinate an ecumenical response of pastoral care, defined as spiritual and pastoral support, to those affected by a disaster or major emergency.

- 16.1.2
- a. The Committee shall respond in an appropriate manner to any event which is accepted by the Committee to be of a disastrous nature.
 - b. The Committee shall be ready to offer advice and/or assistance to the Moderator and/or General Secretary of Synod in the event of a local disaster particularly in the areas of funding and disaster recovery.
 - c. In the event of a disaster the Committee shall maintain a working relationship with and provide advice to the Assembly National Disaster Relief Fund Trustees particularly in matters of the raising and dispersal of funds.

REPORTING, MEMBERSHIP AND MEETINGS OF THE COMMITTEE

- 16.1.3
- a. The Committee will report annually to the Presbytery/Synod of SA. A copy of this report will be provided to the Leaders of Christian Churches SA.
 - b. The Committee shall consist of up to nine (9) members appointed for 3-year terms by the Presbytery Pastoral Relations Committee, with three retiring each year but with the opportunity for re-appointment. The Disaster and Recovery Ministries Co-ordinator and Chairperson shall be Ex-Officio members of the Committee.
 - c. The Committee shall meet at least twice per year. A quorum shall consist of more than one half of the membership.
 - e. The Committee shall have the power to invite others to attend its meetings in an advisory capacity.

DISASTER FUND

- 16.1.4
- a. The Uniting Church, SA Synod, Disaster Fund may be used to provide administrative and pastoral services at the discretion of the Disaster and Recovery Ministries Co-ordinating Committee.
 - b. The Uniting Church in Australia Property Trust (S.A.) is the Trustee of the Disaster Fund received from the Assembly National Disaster Relief Fund Trustees and

monies raised on behalf of or donated for the use of the Committee. The Disaster and Recovery Ministries Co-ordinating Committee is authorised by the Property Trust to approve payments from the appropriate appeal funds.

- c. The Committee shall arrange for the proper books of accounts to be kept and for the annual audit of the Disaster Fund.
- d. Any two of the Chairperson (Executive Officer, Pastoral Relations) and/or Coordinator of the Disaster and Recovery Ministries, Associate General Secretary of Synod, General Secretary of Synod shall be authorised to make payments on behalf of the Committee.
- e. The Committee shall ensure that any investments are made in accordance with Synod policy and managed by the Synod Investment Fund.

COORDINATOR

- 16.1.5
 - a. The Committee shall employ a Coordinator on a part-time basis and a Disaster and Recovery Ministries Assistant on a casual basis to carry out appropriate tasks.
 - b. The Coordinator and the Disaster and Recovery Ministries Assistant shall provide secretarial services for the Committee.
 - c. The Coordinator and the Assistant shall be accountable to the Executive Officer, Pastoral Relations, and shall report on a regular basis.