



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.

(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

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.

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.

Appendices:

Appendix A: SA Synod By-Laws for Moderator

Appendix B: Regulations on duties of Moderator

APPENDIX A: SA Synod By-Laws for Moderator

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 (*this is not attached as this is the R&PS document*)

APPENDIX A TO BY-LAW 12.1.17

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.

APPENDIX B: Regulations

DUTIES OF THE MODERATOR

3.6.3.2 The duties of the Moderator shall include:

- (a) giving general and pastoral leadership to the Ministers and people within the bounds;
- (b) assisting and encouraging the expression and fulfilment of the mission and witness of the Church;
- (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;
- (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 bylaws of the Synod;
- (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;
- (h) representing the Church as may be desirable on public occasions and in inter-church councils;
- (i) administering the discipline of the Church as may be required by any Regulation, by-law or rule;
- (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.