

**JOHNSONVILLE UNITING CHURCH**

**PARISH COUNCIL INFORMATION**

**2005**

## **Introduction**

Thank you for your interest in finding out more about the Parish Council and being a Parish Councillor. The role of Parish Councillor is important and there is plenty of scope for you to grow and develop in your faith as you interact and lead in the parish with like-minded people.

Johnsonville Uniting Church is at an interesting point in its history. As a newly merged parish there are interesting and exciting possibilities for us in our witness in this community. There is a need for people to join the Parish Council who will think, plan, initiate, facilitate and enthuse others to join in the journey we are travelling.

In this pack you will find:

- the vision and strategies for the parish
- the Procedures of the Parish Council
- answers to some basic questions about the Parish Council
- copies of position statements for the various duties undertaken by parish councillors
- a sample nomination form for parish councillors.

If you need further information, talk with a current parish councillor or call Graham Cochrane (479 8629).

Thank you again for your interest.

# 1 JOHNSONVILLE UNITING CHURCH – VISION AND STRATEGIES

This vision and the accompanying strategies were adopted in September 2002 for development over five years.

<b>Our Vision</b>	<b>Strategies</b>
A cheerful, friendly, inclusive church	<ul style="list-style-type: none"><li>• Create a welcoming physical environment</li><li>• Create a welcoming social environment</li></ul>
A caring community	<ul style="list-style-type: none"><li>• Take a genuine, caring interest in each other</li></ul>
An enabler of worship, learning and spiritual growth	<ul style="list-style-type: none"><li>• Exposure to different theology styles, days, times and music</li><li>• Identify learning opportunities for all</li><li>• Create and advocate spiritual growth opportunities</li></ul>
A gateway to the community	<ul style="list-style-type: none"><li>• Be an outward looking community</li></ul>

## 2

## Johnsonville Uniting Church

### Procedures of the Parish Council

#### 1. Procedures

- 1.1 The procedures of the Johnsonville Uniting Church are formulated under the terms set down in the “Guide to Procedures in Cooperative Ventures” from the Uniting Congregations of New Zealand.

These procedures were adopted on 6 February 2005.

#### 1.2 Mission Statement

The Mission Statement of the Johnsonville Uniting Church (2003) is:

A friendly, inclusive church; a caring community; an enabler of worship, learning and spiritual growth; and a gateway to the wider community.

#### 2. The Parish

- 2.1 The parish is made up of those people who wish to become members and affirm their faith or those who are associate members of the parish.
- 2.2 The parish acknowledges the foundations of faith in the Presbyterian and Methodist Churches of New Zealand.
- 2.3 An Annual Meeting of the parish is held in September of each year to hear reports from the Parish Council and the various committees, and to elect Parish Council members. Financial statements are also presented to the meeting.

#### 3. Parish Council

- 3.1 Membership: The Parish Council shall consist of a leadership team, 9 elected members and the minister. The treasurer would be an ex-officio member if not one of the 9.
- 3.2 Elections:  
The election of Parish Councillors shall be by the following process:
- Nominations will be called for at least one month prior to the Annual Meeting, indicating the roles that need to be filled.
  - Candidates must be nominated by two members of the parish – Committees are encouraged to consider nominations.
  - The nomination will be accompanied by a description of the candidate’s skills and attributes and an affirmation of their faith.

- The election, by ballot, will take place as part of the Annual Meeting. Members elected will receive at least 50% of the vote of those attending the Annual Meeting.
- 3.3 Term of Parish Councillors: Parish Councillors will be elected for a three year term, with the option of one re-election before standing down for at least a year. (A maximum of six successive years). One third of the parish council will generally be elected each year.
  - 3.4 The Leadership Team: The Leadership Team will consist of the Parish Chairperson, Parish Coordinator, Parish Secretary, and the minister. Members of the Leadership Team will serve for three years and no two people from the same family will serve at the same time. There will be a rotation of positions over a three year cycle.
  - 3.5 The Leadership Team will work to the Terms of Reference confirmed and reviewed annually by the Parish Council.
  - 3.6 Parish Council Areas of Responsibilities: The Parish Council ensures that the work of the congregation is carried out by delegating authority in the following areas: Pastoral, Communications, Finance (convened by the treasurer), Children, Youth, Spiritual Life, Property, Community Services, Worship (which may be convened by the minister).
  - 3.7 The Committees have formal Terms of Reference that are confirmed and reviewed annually by the Parish Council. Each committee will formulate its own method of organisation.
  - 3.8 Convenors of Committees will serve for three year terms and will be elected members of Parish Council.
  - 3.9 The Parish Council will appoint people to represent the parish at Presbytery, Synod, JRC, General Assembly, Conference and Forum. Such appointees do not need to be current members of Parish Council.
  - 3.10 Minutes of Parish Council will be maintained and are available to any member of the parish after confirmation. A minute secretary may be appointed who is not a Parish Councillor.
- 4. Parish Council Meetings:**
    - 4.1 The Parish Council will meet at least every second month and receive reports or minutes from the Committees as appropriate.
    - 4.2 Parish Council will generally be run by consensus decisions, but formal motions are required for matters of finance and property that are beyond budget allocations.

## **5. Areas of Responsibility**

- 5.0 Leadership Team: To facilitate the work of the parish by thinking strategically and providing support to all who work in the mission of the church.
- 5.1 Worship: To ensure that worship is regularly held in meaningful ways, with variety and participation.
- 5.2 Pastoral: To oversee the work of the parish in maintaining pastoral care to all members.
- 5.3 Communications: To ensure adequate processes of communication happen within the parish, including a regular newsletter.
- 5.4 Property: To maintain the buildings and plan for future development. To oversee the letting of the premises and approve rental rates.
- 5.5 Finance: To administer the finances of the parish and keep Parish Council and members well informed of the financial situation.
- 5.6 Children: To support and encourage the work of the parish with children.
- 5.7 Youth: To support and encourage the work of the parish with young people.
- 5.8 Spiritual Life: To provide opportunities for faith development to all members, by providing a range of activities and informing people of upcoming events.
- 5.9 Community Services: To connect with the community in mission and to challenge the parish to move beyond itself.

### **3 BEING A PARISH COUNCILLOR**

#### **Q: What is the function of the Parish Council?**

A: The functions of the Parish Council are outlined in the Guide to Procedures in Cooperative Ventures and include:

- encouraging Christian commitment and devotion
- exercising effective pastoral care of all persons for whom the parish is responsible
- fostering the mission of the congregation to the wider community
- fixing times and places of public worship and arranging for the administration of the sacraments
- keeping pastoral and parish rolls
- seeing that all minutes and records are kept and secured
- being responsible for financial administration and property maintenance of the parish and the presentation of budgets and reviewed annual accounts
- reporting to the parish meeting at least annually.

#### **Q: Who are the Parish Councillors?**

A: The Parish Council comprises 12 elected members and the Minister. The chairperson, secretary and coordinator are specifically elected to their positions and form the Leadership Team with the Minister. The remaining nine members are elected as parish councillors.

Being a Parish Councillor indicates a commitment to both the church and to a Christian walk with God. Those who have not been on the Parish Council before are commissioned in a special service. It is both a spiritual and practical task, and demands people's time, thought, prayer and sometimes their patience. Taking a leading role is not always easy, but we try to make it enjoyable and fulfilling.

#### **Q: What do Parish Councillors do?**

A: Most of the parish councillors undertake a responsibility in their role. The council will have a chairperson, a secretary and a coordinator in the Leadership Team as well as a treasurer and convenors of spiritual life, children and young people's programmes, pastoral care, mission and outreach, and property. The council is also represented on the Presbytery, the Methodist Synod and the Joint Regional Committee, although these representatives do not necessarily come from the Parish Council. The minute secretary may also be a parish councillor or may be co-opted to the position. In short, it is a reasonable expectation that parish councillors will undertake a leadership role of some kind when they are elected.

**Q: How often does the Parish Council meet?**

A: The Parish Council currently meets at 7.30pm on the fourth Wednesday of every month except December. There are occasional special meetings.

**Q: How long will I be on the Parish Council?**

A: Parish Councillors are elected for a three-year term. You can be re-elected for a further three years after which you must stand down. You may stand for re-election after a break of at least one year. The Leadership Team members will serve for three-year terms.

**Q: What major developments face the Parish Council?**

A: As a newly merged parish, there are some interesting challenges for the Parish Council. As a new Parish Council there will be opportunity for councillors to decide the kind of working style and operation that best suits them and the parish and the kinds of communication and relationship they will have with parishioners.

The next few years will involve some very important decision-making to set the direction for the future. Key decisions include:

- reviewing and revising the church's vision statement and strategies in 2006;
- reviewing and setting major priorities for the church's mission and outreach in the community and aligning those priorities with the overall management of the church's properties at Johnsonville and Newlands.

**Q: What should I do next?**

A: Read the information in the accompanying information pack. If you are interested in offering yourself as a candidate, (or you consider someone else in the parish should be nominated) please talk with others in the congregation. By the time of the election, you will need to have the individual's agreement to be nominated, signed by a proposer and a seconder. The nomination should be accompanied by a brief resume from the candidate for publication before the election to be held on 20 March. Nominations close on 10 March.



## 4 RESPONSIBILITIES HELD BY DESIGNATED PARISH COUNCILLORS

***Note: The Parish Administration Manual provides more detailed information on the duties of the Chairperson, Secretary and Co-ordinator to assist them in their role.***

### PARISH CHAIRPERSON

The Parish Chairperson is the “lay leader” of the parish. The Chairperson is the leader of a team and the use made of the skills and energy of those around her/him will be important.

#### 4.1 Relationships

- Member of the Parish Council.
- Member of the Parish Council leadership team that comprises the Parish Council Secretary, the Parish Coordinator, the Minister and the Parish Chairperson.
- The principal support person for the Minister and his family. Needs to maintain positive and constructive relations with them.
- The “lay leader” and the “face” of the church. Needs to be able to establish and maintain positive relationships with people in the parish and beyond.

#### 4.2 Tasks

- Chair Parish Council meetings
- Coordinate the welcome and presentation of notices and information at Sunday services
- Coordinate the provision of support for the Minister/preacher on Sunday morning
- Support, liaise, communicate with the Minister and provide feedback on a regular basis
- Liaise with committee convenors on matters relevant to their areas
- Arrange and lead the annual induction of Parish Councillors
- Represent the parish as required
- Receive concerns and complaints and ensure they are either resolved or referred to the appropriate person/s for action
- Follow through action on concerns and complaints
- Liaise with the wider church, other churches and the community as appropriate
- Take an interest in parish events and individual parishioners and provide positive support and encouragement where appropriate

The role of chairperson is vital to the well-being of the parish and is therefore critical.

## **5 PARISH COUNCIL SECRETARY**

This is an important role that makes for the smooth running of Parish Council business and keeps the administration of the parish running smoothly.

### **5.1 Relationships**

- Member of the Parish Council.
- Member of the Parish Council leadership team that comprises the Parish Council Chairperson, the Parish Coordinator, the Minister and the Parish Council Secretary.
- The Parish Administrator is available to assist with word processing, preparing papers, photocopying and other duties deemed necessary to help fulfill this role.

### **5.2 Role of the Parish Council Secretary**

- Prepare Parish Council meeting agendas and be responsible for the timing and venue of any such meetings
- Check and confirm the accuracy of Parish Council meeting and Annual Meeting minutes
- Arrange and follow through any actions from Parish Council meetings
- Receive, process, summarise and respond to correspondence
- Complete statistical and information forms
- Regularly update the policy manual
- Coordinate the writing of the Annual Report
- Write the Parish Council section of the Annual Report
- Arrange for the publication and distribution of the Annual Report
- Prepare the agenda for the Annual Meeting
- Organise the process for receiving nominations for and voting procedures for Parish Councillors
- Undertake administrative and other duties in the absence of the church secretary and/or minister

## **6 PARISH COORDINATOR**

This is a role that has grown in recent years, especially with the introduction of the compliance manual for cooperative ventures. In short, the Parish Coordinator is responsible for attending to employment-related matters and the health, safety and well-being of all users of the church property.

### **6.1 Relationships**

- Member of the Parish Council.
- Member of the Parish Council leadership team that comprises the Parish Council Chairperson, the Parish Secretary, the Minister and the Parish Coordinator.
- Needs to establish and maintain good working relationships with the Parish Administrator, the cleaners and the Minister as their major contact on employment-related matters.
- Needs to have a good working relationship with the parish Compliance Officer.

### **6.2 Tasks**

- Supervise the work of the Parish Administrator
- Conduct the annual salary review of the Parish Administrator
- Prepare a report on the Parish Administrator's salary review and present it to the Parish Council
- Oversee the employment-related aspects of the Minister's work and entitlements
- Coordinate the annual compliance exercise and prepare the annual compliance checklists and improvement plans for the compliance officer's audit
- Follow up on any actions required in the Compliance Officer's report
- Prepare and sign contracts of employment or for services eg cleaning contractors
- Arrange and lead an annual appreciation function for church employees

## **7 Committee Convenors**

### **7.1 SPIRITUAL DEVELOPMENT CONVENOR**

#### **Purpose of the position:**

The convenor will work closely with the minister and the spiritual development planning group to identify, create and implement opportunities to explore Christian theology and experience.

#### **Objectives:**

- To facilitate the spiritual development planning group.
- To identify, plan and execute a range of activities that will enhance the spiritual development of the Johnsonville Uniting Church community.
- To communicate the above activities and events to the Johnsonville Uniting Church community.
- To ensure that range of activities is attractive to that varied needs and interests of the JUC congregation.

#### **Tasks:**

- Hold a meeting of the planning group at least bimonthly and report decisions to the Parish Council.
- Plan and implement at least four spiritual development activities that cover a range of topics and settings per year.
- Ensure there is at least one study group opportunity each year.
- Involve interested people from other local churches, maintaining links with St Peter and Paul's Church whenever possible.
- Review the programme annually to ensure that the objectives have been achieved, and report findings at the AGM.

## **7.2 CHILDREN'S PROGRAMMES CONVENOR**

### **Purpose of the position:**

The convenor will provide support and advice for the children's group leaders and meet regularly with them. The co-ordinator will also communicate regularly with the minister about the needs of children in the Parish, as well as identify any additional local activities that might enhance programmes for children of all ages. The convenor will look for opportunities to enhance the programme with relevant resources and leadership opportunities.

### **Objectives:**

- To plan and implement children's programme(s) that meet the needs of children and their families at Johnsonville Uniting Church.
- To facilitate team meetings.
- To meet with the minister to identify ways that the children can contribute to wider parish activity.
- To plan an annual programme with the leaders and other interested people.
- To cover expenses and resource needs of the children's programme(s) through a joint decision making process with team members at meetings.
- To ensure that leaders are identified, resourced and supported as they carry out programmes for local children.
- To identify ways to communicate the activities and events to the children and families that associate with the Johnsonville Uniting Church community as a team.
- To link with appropriate local and region networks, then communicate and facilitate JUC participation in appropriate local and regional activities.

### **Tasks:**

- Hold a meeting of the children's programme team at least bimonthly and report decisions to the Parish Council.
- Communicate with children's group(s) leaders at least monthly, and provide advice and support.
- Meet with the minister at least quarterly to identify ways that the children can contribute to wider parish activity.
- Keep records of financial transactions and ensure leaders are reimbursed for agreed expenditure against the youth and children's programmes account.
- Ensure appropriate local and regional meetings are attended and reported to team meetings.
- Communicate and facilitate participation in appropriate local and region events, especially JYMC endorsed activities.
- Review the children's programme(s) annually with families who associate with the Johnsonville Uniting Church community, and report findings to parish at the Churches annual general meeting (AGM).

### **7.3 YOUTH PROGRAMMES CONVENOR**

#### **Purpose of the position:**

The convenor will provide support and advice for the youth leaders and meet regularly with them. The convenor will also communicate regularly with the minister about the needs of teenagers in the Parish, as well as identify local and regional activities that will enhance youth programmes and associated leadership skills.

#### **Objectives:**

- To identify and run youth programmes that meet the needs of teenagers who associate with the Johnsonville Uniting Church community through discussion with these young people.
- To meet with the minister to identify ways that the youth can contribute to wider parish activity.
- To facilitate the youth programmes team meetings.
- To cover expenses and resource needs of youth programmes through a joint decision making process with team members at meetings.
- To ensure that youth leaders are identified, resourced and supported as they carry out programmes for local young people.
- To communicate the above youth activities and events to the teenagers who associate with the Johnsonville Uniting Church community.
- To make links with appropriate local and region youth networks, then communicate and facilitate JUC participation in appropriate local and regional activities.

#### **Tasks:**

- Hold a meeting of the youth programmes team at least bimonthly and report decisions to the Parish Council.
- Communicate with youth leaders at least monthly, and provide advice and support.
- Meet with the minister at least quarterly to identify ways that the youth can contribute to wider parish activity.
- Keep records of financial transactions and ensure youth leaders are reimbursed for agreed expenditure against youth account.
- Ensure appropriate local and regional meetings are attended and reported to team meetings.
- Communicate and facilitate participation in appropriate local and region events, especially JYMC endorsed activities.
- Review the youth programme annually with the teenagers who associate with the Johnsonville Uniting Church community, and report findings to parish at the Churches annual general meeting (AGM).

## **7.4 PROPERTY MANAGEMENT CONVENOR**

### **Purpose:**

The property committee is responsible for the upkeep and maintenance of the church's grounds and buildings. (Currently the hall and church house and grounds at 12 - 18 Dr. Taylor Terrace and the hall, church house and grounds at St Oswald's, 2&4 and 6 Oswald Crescent and the Methodist cemetery, Normans Lane.)

### **Tasks**

- Convene the property committee (which currently meets in the evening on the second Wednesday of the odd months).
- Consult with the Parish Administrator by September each year and establish the level of rent to be paid by groups using the Church buildings the following year.
- Arrange any work required to bring the property up to the standards required by the compliance officer and agreed by Parish Council.
- Establish with your committee the capital works that need to be done the following year to improve all buildings and seek approval for their inclusion in the next year's budget.
- Once the budget is approved arrange for the capital work to be carried out seeking the necessary Parish Council, Parish and Church court approvals as required and as set out in the Property Handbook supplied by the Presbyterian Church.
- Maintain the Overhead Projector roster and overheads.
- Maintain an asset register.

### **Useful Information for Property Convenor.**

- At the present time Doug Inch helps maintain The Terrace Centre, the Robertsons and Doug Brown keep an eye on St Oswald's, Murray Henderson and his son look after the Norman Lane cemetery and the minister is responsible for work on Church House. Bruce Newton looks after new electrical installation. Ross Brown mows the lawn around the church and arranges maintenance of the lawnmower.
- The Parish Administrator looks after minor maintenance in all premises but you will be consulted. John Nichol does minor electrical repairs, Vince Adams-Schneider does minor building repairs and B Mac Plumbing our plumbers.
- Cleaning of the Church and associated buildings is undertaken weekly by contract.
- Property records are kept by Presbyterian Church Property Trustees.
- Unicat may help fund capital works after consultation and have funded the copy machine.

## **7.5 PASTORAL CONVENOR**

### **Purpose of the Position**

The Convenor will encourage and support those on the Committee in the various tasks and convene the Pastoral Committee at regular intervals.

### **Objectives**

- To identify Pastoral needs that will contribute to the well being of the Church as a whole.
- To co-ordinate Hospital visiting.
- To ensure that the Cradle Roll is maintained.
- To provide transport as needed.
- To ensure that the Prayer Vine is maintained.
- To support the Parish Convenor of the Family Groups.
- To issue a Pastoral Directory on an annual basis and make it available to Parish Councillors.
- To ensure that newcomers are identified.
- To ensure the preparation of quarterly parish newsletters.

### **Tasks**

- To convene meetings of the Pastoral Committee on a two-monthly basis.
- To report to Parish Council.
- To prepare a contribution on the work of the committee for the Annual Report.



## **7.6 MISSION AND OUTREACH CONVENOR**

### **Purpose of Position**

The purpose of the convenor's position is to provide advice and support to those involved in community service and outreach in the church community.

### **Committee Objectives.**

- To support existing outreach operations from the church and act as a gateway to the community and their needs.
- Support religious education in schools [ Churton Park].
- Support and help resource the Terrace Centre Trust.

Funds are received from three sources, the committee has the responsibility for allocation of these resources to comply with the objectives set by the congregation for this committee.

### **Tasks**

- Responsible for arranging two-monthly meetings, [booking room, receiving correspondence and agenda]
- Writing letters as requested by the committee.
- Facilitating meetings.
- Ensuring donation cheques are sent to organisations with appropriate letters.
- Keeping such records as are required.
- "Shoulder tapping " people who could be interested in joining the committee.
- Reporting to Parish Council and preparing annual report.
- Anything else that may be required.

### **Notes for Convenor**

The church allocates an annual budget to the committee.

Meals on Wheels are received at the church daily, except Public holidays and weekends. The committee is responsible for oversight of the distribution and checking of meals. There is a drivers co-ordinator and a checkers roster. There is also an emergency drivers roster. All rosters are kept in the folder in the church foyer. Many of the people on the roster are not members of this or any church. They give many hours of service throughout the year. The service earns an income which is used mainly to provide for petrol tokens and a morning tea to thank the volunteers (this is held in October) and occasional advertisements for volunteers.

The Opportunity Shop is a shared resource between J.U.C, Anglican, Roman Catholic and Brethren churches. The proceeds are shared and paid three times per year.

Community organisations supported have included the Terrace Centre Trust, Foodbanks [Johnsonville and Newlands], Cannons Creek Opportunity Centre, Refugee and Migrant service, Challenge 2000, Open Home Foundation, Bible in Schools, Bible Society, Leprosy Mission, Newlands Community House, A. P.W, M.W.F and Christian World Service. The committee has also responded to such crises as the earthquake in Iran, books for pre-schoolers in Samoa and famine in Somalia.

Various overseas projects that have been brought to our attention have also received donations.

## **7.7 TREASURER**

### **Purpose of Position**

The purpose of the Treasurer's role is to ensure the sound management of the parish's finances, ensure there are systems and processes to achieve this end and provide regular reports so decisions are made on the basis of good financial information.

### **Role**

- Member of Parish Council.
- Convenor Finance Committee.
- Be responsible for the proper management of the parish's finances.

### **Tasks**

- Arrange and convene two-monthly meetings of the Finance Committee.
- Ensure the preparation of the Annual Budget to Parish Council in May/June.
- Liaise regularly with the Parish Administrator who inputs all data into the computer system.
- Approve monthly accounts and any other payments.
- Act as one of four cheque signatories. (Two must sign – including a member of the Leadership Team.)
- Prepare monthly update in comparison to budget for Parish Council.
- Reconcile parish monthly financial statements PCANZ statements.
- Authorise automatic payments.
- Prepare annual accounts for presentation at the Annual Meeting.
- Arrange and ensure annual review of accounts.

### **Notes**

Envelope giving programme is handled confidentially by another person.

Weekly offering is counted after the service by the team on duty, then recounted and banked by one person on a regular basis. The Parish Administrator keeps receipts.

The vast majority of the day-to-day financial details are handled by the Parish Administrator within the computer system.

# JOHNSONVILLE UNITING CHURCH

## Nomination for Parish Council

I agree to offer myself for election to the Parish Council, and if elected, to ordination/induction for this service.

**Name:**.....

**Date:**.....

**Proposer:**.....

**Seconder:**.....

**Positions for which I wish to be nominated:** (You may be nominated for as many positions as you wish).

### Leadership Team:

**Chairperson**

**Secretary**

**Coordinator**

### Parish Council:

**Parish Councillor**

Please complete a brief resume including your skills and attributes and an affirmation of faith (a few sentences) either on the back of, or attached to this nomination form.

This nomination form should be in the hands of Graham Cochrane, Parish Council Secretary, by 10 March either by hand or by sending to:

25 Homebush Road, Khandallah, Wellington 6004  
or email: [graham.cochrane@xtra.co.nz](mailto:graham.cochrane@xtra.co.nz)