

Section 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 candidates 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