



1.1 Purpose

The Synod Reception of Ministers Committee (the Committee) assists and advises the Synod Standing Committee (SSC) in fulfilling its role in admitting a minister from another denomination and former ministers into the Queensland Synod of the Uniting Church (the church).

1.2 Scope

The Committee assists the SSC in the oversight of Synod's¹ activities in accordance with the responsibilities of this Charter.

1.3 Responsibilities

The Committee performs an advisory role and acts with delegated authority of the SSC as detailed in this Charter in carrying out its functions, authorities and powers.

The Committee has responsibility to:

- (a) interview applicants under Regulation 2.5.2, Admission of a minister of another denomination, and report to the SSC through the General Secretary
- (b) interview applicants under Regulation 2.5.4, Admission of a former minister and report to the SSC through the General Secretary.

1.4 Accountability

Each member of the Committee is entitled to rely on Synod office management on matters within their responsibility, and on external professionals on matters within their areas of expertise, and may assume the accuracy of information provided by such persons, so long as they are not aware of any reasonable grounds upon which to question its accuracy.

1.5 Composition and term

The Committee is a committee of the SSC and consists of 6 members:

- (a) the Moderator as an ex-officio member, who is chairperson
- (b) the General Secretary, or nominee, as an ex-officio member
- (c) the Director of Education for Ministry, or nominee, as an ex-officio member
- (d) 3 other members appointed by the Moderator and General Secretary.

Appointment to the Committee is for a 3 year term or as determined by the SSC. The maximum continuous time a person can serve as a Committee member is 9 years.

A member of the Synod office is secretary of the Committee.

1.6 Meetings

The Committee chairperson convenes meetings of the Committee when necessary to carry out the role of the Committee. Any member may request the Committee chairperson to convene a meeting.

The notice and agenda of meetings includes supporting papers. The agenda for meetings is determined by the Committee chairperson in consultation with the Committee secretary and others as directed by the Committee chairperson.

¹ The definition of Synod incorporates all entities, agencies and institutions of The Uniting Church of Australia Property Trust (Q.) and entities where the church provides membership of governance bodies.



General governance protocols, including those relating to quorums and electronic decision making, are outlined within the Synod by-laws.

In the absence of the Committee chairperson or appointed delegate, the members will elect one of their number as chairperson of that meeting.

The Committee may invite other people including any employee of the Synod to attend all or part of its meeting.

Any person with a material personal interest in a matter being considered at a meeting must not be present for consideration of that matter.

Decisions of the Committee may be made at a duly called and constituted meeting or otherwise agreed by all Committee members. Where approvals are granted outside a meeting of the Committee, a report is to be provided to the next meeting of the Committee.

1.7 Minutes

The Committee secretary prepares minutes for each Committee meeting.

The draft minutes of each meeting are reviewed by the Committee chairperson and circulated to all Committee members by the Committee secretary as soon as practicable after each meeting.

A copy of the Committee minutes, once they have been approved by the Committee, are signed by the Committee chairperson.

1.8 Access to information

The Committee has the authority to seek any information it lawfully requires from any employee of the Synod and all employees must comply with such requests.

The Committee has the right of direct contact with management.

Professional advisers may be appointed at the Synod's expense to assist the Committee in evaluating specific issues or risks and mitigating strategies to meet the Committee's purpose and discharge its responsibilities. In engaging such advisors, the Committee must consider the reasonableness of the expense and budget availability.

1.9 Reporting to the Synod Standing Committee

The Committee chairperson reports the findings and recommendations of the Committee to the SSC after each meeting.

1.10 Performance review

The Committee performs an annual self-evaluation of its performance to determine whether it is functioning effectively and meeting the requirements of its Charter and submits the results to the SSC.

1.11 Review of charter

The Committee reviews its charter annually to provide assurance it remains consistent with the SSC's objectives and responsibilities.

The SSC approves or further reviews the charter.