

38th Synod Governing Body Nomination Form - Guideline

The guideline below is provided to allow individuals considering nomination for synod governing bodies to understand the information that will be requested and to aid in their discernment. This information is provided as a guide and is subject to change. This form is not the official nomination form.

Positions available

At the 38th Synod, synod governing body member positions will be available for election including:

Synod Governing Body	Role	Vacancies
Uniting Church in Australia Property Trust (Q.)	Chair	1
Uniting Church in Australia Property Trust (Q.)	Members	4
Synod Standing Committee (SSC)	Member	7
Finance, Investment and Property (FIP)Board	Chair	1
Board of Christian Formation (BCF)	Chair	1
Board of Christian Formation (BCF)	Member	3

Process

The Synod will be held from Friday 16th May 2025 to Monday 19th May 2025

Nominees for the above roles will be asked to complete a nomination form and return it to the Synod. The nominations process will open on 3rd February 2025 . Nominations forms must be returned to the Synod no later than 9.00am (QLD time) Monday 10 March 2025.

Nominations will be reviewed to ensure the information is complete and may be further reviewed by a panel. Incomplete forms may be accepted or rejected at the discretion of the panel.

Nominees may be asked to attend an interview prior to being considered for recommendation to the Synod by the Remuneration and Nomination Committee (RNC). Interviews will take place in mid to late March and nominees should be available to meet during that period. The RNC may not recommend all nominations.

To be considered for election to the Synod Standing Committee, nominees must be a registered member of the 38th Synod in Session, have registered at the event prior to the roll closing, and be present in person for the entire event.

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Nominee Details

Nominees will be asked to provide the following information:

Full Name	
Title	
Photograph	
Former name/s	
Email	
Landline Phone	
Mobile Phone	
Residential address	
Postal address (if different to residential address)	
Drivers Licence	
Director Identification Number (if available)	
Working with Children Check Card Number and expiry date	
Date of Birth	
Place of birth (ACNC)	
Gender	
Indigenous Status	
Primary language spoken at home (ACNC)	
Emergency Contact – Name	
Emergency Contact – Mobile Phone	
Congregation	
Presbytery	
Current church involvement (includes non-UCA denominations)	
Current occupation	
Current qualifications	
Current directorships and committee positions	
Current professional memberships	
Previous occupation(s), positions held and church involvement (if relevant)	
Potential conflicts (refer to A1.2 Conflicts Policy)	
Why I am interested in joining this board	
Any other relevant information	
Biography	

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Governing body capabilities

Nominees will be asked to rate themselves on the following scale against the capabilities below, and according to the Governing Body Capability Matrix:

- Basic – an awareness of the topic
- Developing – an understanding of the topic with less than 3 years' relevant experience in the topic.
- Advanced – 3-5 years' relevant experience in the topic and relevant qualifications
- Expert – > 5 years' specific experience in the topic, relevant qualifications or professional registration, and known for this capability.

Nominee capabilities will be aligned to the overall requirements of each synod governing body.

Uniting Church and mission
Congregational Leadership
Uniting Church polity
Christian Formation and Discipleship
Theological and mission (foundational)
Professional and Industry based skills
Not for Profit and Community Activities
Financial management
People management
Property management
Treasury Funds management
Digital literacy
Risk
Audit
Corporate governance
Legal
Stakeholder, marketing and communications
Professional attributes and behaviour
Business acumen
Social and cultural awareness
Strategic and critical thinking
Communication
Continuous learning
Capacity for the Role
Commitment (including time in days per month)
Time commitment will differ from one role to another and from one governing body to another. <i>Members must have their own mobile phone, laptop computer and internet connection sufficient to sustain video conferencing over several hours.</i>
Diversity (experience, attitudes and knowledge)
First peoples (indigenous in by-laws)
Multi-cultural
Youth and young adults
Rural and regional
Valuing Gender Diversity
Intersectionality

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Nominee affirmation

Nominees will be asked to affirm their commitment to:

- Uphold and articulate the ethos of the Uniting Church.
- Apply the Uniting Church regulations and other governing documents.
- Understand and commit to the core values and beliefs of the Uniting Church in Australia.
- Respect, recognise and accept the validity of the doctrines of the Uniting Church in Australia.
- Not teach or counsel against the Basis of Union and subsequent doctrinal statements of the Assembly.
- Develop and maintain a culture that is underpinned by a value system based on love, social justice and compassion.
- Ensure that policies and processes within the Synod boards, committees and commissions reflect the values of the Uniting Church and are consistent with any public positions taken by the Church.
- Guide their behaviours through the Assembly's [Code of Conduct for Lay Leaders](#) and the following values:
 - we will provide consistent, fair, courteous and timely service to the best of our individual and collective ability.
 - we will be loyal, diligent and accountable by taking responsibility for our actions.
 - we will show respect through trusting and treating each other with compassion, dignity and being inclusive.
 - we will demonstrate integrity, by acting ethically, honestly and faithfully, valuing truthfulness and justice in all that we do.
- Act with honesty and integrity and promptly disclose any conflict they may have in the manner prescribed by the Uniting Church from time to time (refer to A1.2 Conflicts Policy). Generally, all individuals must:
 - disclose all conflicts of which they are aware to the best of their knowledge; and
 - if circumstances change over time, make further disclosures, to the relevant person in charge, and follow the related processes prescribed from time to time by the Uniting Church.
- Treat as confidential any personal or sensitive information acquired through their work or other involvement in the Church, other than as required by law or where proper authorisation is given.
- Maintain privacy and confidentiality, adhering to legal requirements, policies and all other lawful directives regarding the use of personal or sensitive information (refer to B1.1 Privacy Policy) and to use personal information only for the purpose stated or understood when the information is gathered.

Privacy collection statement

Nominees will be required to give explicit and informed consent for us to collect and share their personal information to enable us to further our mission, respond to requests and maintain contact with them. We may also collect sensitive information about nominees.

If appointed, a nominee gives explicit informed consent to our exchanging their information with any part of the UCAQld and any third-party service provider or professional advisor for these purposes, or purposes reasonably related to them and also for any other purpose you have consented to or as authorised by law. Further information about what personal information and sensitive information is; as well as why and how we collect, hold, use and disclose it; and how to access your personal information is available in our [Privacy Policy](#) which is available from our website www.ucaqld.com.au.

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Declaration

Nominees will be required to consent to act for the Synod in the Role.

Nominees will be required to declare that they are:

- (a) am over 18 years of age and have the right to live and work in Australia.
- (b) am of sound mind.
- (c) am not a current bankrupt, or a discharged bankrupt.
- (d) am not currently, nor have I ever been, banned or disqualified by ASIC, the ACNC, or ORIC from being a Director, a responsible person or an officer.
- (e) have not been convicted of an indictable offence under a Law of Australia or a foreign country.
- (f) know of no other reason that I should not be admitted to the Role for the Synod.

Nominees will be required to agree to undertake or acknowledge the following activities may occur as part of this nomination appointment process:

- (g) accept nomination/apply for consideration for appointment to the Role.
- (h) am available to attend an interview at a date and time to be agreed.
- (i) agree that to be considered for election I must be a registered member of the 38th Synod in Session, have registered at the event prior to the roll closing, and be present in person for the entire event.
- (j) Pursuant to s127 of the Education (Accreditation of Non-State Schools) Act 2017, I will notify the Synod Office no later than 7 days if I am charged or convicted with an indictable offence.
- (k) agree that, if appointed, I will notify the Synod office of all changes to my personal details within 7 days by email to governance@ucaqld.com.au and will advise the Synod as soon as possible of any reason I can no longer act in the Role;
- (l) agree that, if appointed, I am available to prepare for and attend meetings in connection with the Role.
- (m) agree that, if appointed, my contact details will be used by the Synod office to provide me with relevant information and invitations.
- (n) agree that the information collected as part of this nomination and during ongoing participation in the Role will be collected, stored and used in accordance with the Queensland Synod Privacy Policy.
- (o) agree that a condition of the Role is to maintain a current and positive notice for Working with Children Clearance Check (WWC).
- (p) agree that, if appointed, I will comply with the Regulations, all Queensland Synod By-laws and relevant Charters, all Queensland Synod policies and processes and all ongoing legislative, common law and equitable requirements, as they apply from time to time.
- (a) agree that, if appointed, my personal information may be shared and published as required and without further permission to bodies such as the Assembly, ACNC, ASIC, ATO, auditors, State and Federal Government Departments, the Non-State Schools Accreditation Board and others.
- (q) agree that, if appointed, my appointment and ongoing participation in the Role and my image taken whilst in the Role may, without further permission, be published in Synod internal and external communications.
- (r) my application is not a complete application and will not be considered or progressed to tabling at 38th Synod unless all sections are completed.
- (s) confirm the information provided herein is true and correct to the best of my knowledge at the time of signing.

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Church Membership Declaration (if applicable)

Pursuant to the resolution of the 37th Synod, nominees will be required to obtain a declaration from their congregation minister or Chair of the Church Council, that:

- (a) At the time of signing the nominee is a member of the Uniting Church in Australia.
- (b) If the Role is for the Chair of a Synod Governing Body the nominee is an active member - a person who joins regularly in the life, worship and ministry of the Church as expressed in their local congregation or faith community.
- (c) The congregation minister or Chair of the Church Council will use best endeavours to inform the Synod if the person ceases to be a member of the Uniting Church in Australia whilst they are in the position below.

Lodgement

Nominees will be required to submit their nomination by 9am (QLD Time) on Monday 10 March 2025, to .

Email (preferred) governance@ucaqld.com.au

Email is a timely and secure method to lodge the nomination forms.

Post Simon Moore, Corporate Governance Specialist
Uniting Church in Australia Qld Synod
GPO Box 674
Brisbane QLD 4001

If sending via post, please ensure to advise by email to governance@ucaqld.com.au with the date posted in the event of any postal delays.

Delivery Simon Moore, Corporate Governance Specialist
Uniting Church in Australia Qld Synod
Ground Floor at Reception Desk
60 Bayliss Street, Auchenflower

By-Laws

By-law Q2.2.13(2) states *"At least 50% of persons to be declared elected to fill the required number of elected positions at the Synod must be female."*

Example scenario, if there are four vacancies, at least two people elected must be female and the two females with the highest votes will be elected, regardless of how many votes male nominees receive. If there are insufficient female nominees (e.g., 0 nominees), the two positions remain vacant and will be filled as a casual vacancy pursuant to Q2.2.14.

The above is provided for information. If you have questions, please contact governance@ucaqld.com.au