



muylathina takila-ti Le:wun tunk-ungai tuldangk tunk-ungai
Ola ma tumau i le alofa' 사랑 안에서 살기 Tinggal di dalam Kasih
Nofoma'u i he Ofa 愛中合居



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1. DATES

1. Online meeting: 10.00am Saturday, 17 July to 3.15pm Sunday, 18 July 2021.
2. Reconvened meeting: 2022 (date yet to be confirmed)

2. LOCATION

The 16th Assembly will be take place over two meetings – an online meeting in 2021, and a reconvened meeting in 2022, most likely in person in Queensland.

3. TIMES / TIMETABLE

3.1 Opening Service

The opening service and installation of the President will take place online at 11.30am on Saturday 17 July 2021. A limited number of invited guests will be present at the service. The service for the Installation of the President is also a public event, and will be live streamed.

3.2 Registration of Members

Members will register via the online portal being used for the online meeting, as previously advised. Members receiving this information should already have registered. If they have not, they are asked to do this immediately as per the emails that were sent to them.

3.3 Timetable

A broad timetable, indicating the proposed order of business, is included in the Assembly papers at Document A1. The Business Committee will issue a daily timetable during the Assembly.

3.4 Proposals / notices of revision

- 3.4.1 Proposals for the online Assembly will be provided by the Business Committee and the Assembly Standing Committee.

3.5 Nominations and Elections

- 3.5.1 Nominations for President-elect closed on 16 April 2021. All other nominations will close on 9 July 2021, including for the Standing Committee.

- 3.5.2 Ballots will be held for Chairpersons of Agency Boards and Committees, Advocates for Circles of Interest (if required), President - elect and Standing Committee.

- 3.5.3 Re the ballot for the President - elect

The 1st ballot for President – elect is to reduce the list of candidates to two candidates. The first ballot for President-elect will be opened in Session 3 on 17th July and will be closed at 7.00pm that day. The second ballot (if required) will open in Session 6 on 18th July and will be closed at 12.00pm that day.

- 3.5.4 The ballot for Standing Committee and Chairpersons (if required) will be opened in Session 3 on 17 July and the ballot will close at 7.00pm that day.

- 3.5.5 Results of Ballots will be declared as outlined on the timetable.

4. GENERAL INFORMATION

4.1 Information during the online Assembly

- Please note that enquiries about all practical arrangements for the Sixteenth Assembly are to be directed to the Sixteenth Assembly Coordinator, Mrs Kellie Broderick who is located within the Queensland Synod. Kellie can be contacted on 0418 883422 or kellie.broderick@ucaqld.com.au
- Enquiries about the business and processes of the Assembly are to be directed to the Assembly Secretariat – phone (02) 8267 4202, email: jennyb@nat.uca.org.au or 16thAssemblyHelp@nat.uca.org.au.

4.2 Sessions for online Assembly

Please be on time for all sessions of the online Assembly, so that you are able to participate fully in the business of the Assembly

4.3 Chaplains

4.3.1 Chaplains to the Assembly

The Assembly has chaplains who are available to members who may wish to access pastoral care or conversation during the course of the meeting. Contact details will be provided at the Assembly.

4.3.2 Chaplains to the President

The President has personal chaplains who assist them in a variety of ways. If you wish to make contact with the President about some aspect of the meeting or a matter of concern please do so through one of their chaplains.

4.3.3 Complaints procedures

There will be a contact person for any complaint under the procedures for complaints as outlined in the papers. Contact details will be provided at the Assembly.

4.4 Distribution of current day's agenda, proposals and papers.

A detailed daily timetable will be distributed each day, along with any proposals and official papers. These documents will be available on the portal.

4.5 Access for Assembly members

If you have any particular digital/online access concerns for the online Assembly, please use the contacts as in 4.1 above, in order for them to be attended to.

5. PROCEDURES FOR THE ASSEMBLY MEETING

5.1 Assembly Responsibility

Members are asked to remember that the Assembly has determining responsibility in matters of worship, doctrine, government and discipline (Basis of Union, paragraph 15). Hence, we are concerned with matters of major importance for the mission of God in the world, and are dealing with principle and policy rather than committee detail.

5.2 Manual for Meetings

The Regulations require the Assembly to use the *Manual for Meetings* for its business procedures. Members should familiarise themselves with the *Manual for Meetings*. The shape of the meeting seeks to follow the rhythm of the *Manual for Meetings*.

5.3 Addressing the Assembly

The correct form of address when addressing the President is simply "President". All speakers should provide their name and appointing body eg "I am "name", Presbytery of ..., Synod of If a person is ex officio or appointed by an Assembly Agency the speaker should indicate their appointing body. Following the appointing body, speakers are then to acknowledge the traditional owners of the land on which they live eg "I live on the land of the Gadigal people."

You will receive detailed information as to how you speak to the Assembly through the orientation session videos that will be provided to all members on the portal. All speakers must await the call of the President before speaking.

5.4 Inclusive Language

Members of Assembly are requested to use inclusive language.

5.5 Social Media, texting, etc

The Assembly understands the significance of social media in today's environment. However members are requested to remember that we gather as people whom Christ the head of the church has called together as the Assembly to discern the will of Christ for his Uniting Church. This requires of us that we listen carefully to one another and not to become distracted or overly informed by the opinions of people who are not so called and resourced through prayer, worship and the community that is built over the course of the Assembly meeting.

Members of the Assembly are also reminded that the respect and commitment to being a safe place that is expected of members in their encounters with one another are also expected in comments made through social media. This is particularly important as we meet online where the opportunity to engage online is even greater. The same expectations of behaviour apply in the online environment as would apply if we were meeting in person.

5.6 Quorum

A quorum consists of at least half the number of members of the Assembly within which number at least half the number of Synods shall be represented (Regulation 3.8.5 (g)).

5.7 General

The Assembly meeting is meant to be a safe place where Christian community is fostered and encouraged. However if at any time you feel stressed or subject to inappropriate behaviour please contact one of the Assembly chaplains or the person nominated to handle complaints.

6. QUESTIONS

Questions on the reports of Assembly agencies will be raised through the processes that will be provided for interaction with Agencies about their area of work. This will occur on the weekend prior to the online Assembly (10-11 July 2021) through a number of zoom meetings.

7. NOMINATIONS – PROCEDURE

7.1 Members of Standing Committee

Nomination forms for members of Standing Committee are provided in these papers. **Nominations** are to be returned to by close of business on Friday 9 July and **must be signed by both the nominator and the nominee**. See section 3.5.1 for closing times.

Please note the important information provided with the nomination forms on expectations of members of the Standing Committee as you consider accepting nomination for appointment.

7.2 Nomination Forms

Nomination forms are to include a brief nomination profile, to be completed by the nominator. NOTE: The failure to supply a profile will disadvantage the nominee. Only relevant information should be provided. Marital status and number of children is not relevant information for any of the appointments which the Assembly will be making. **Note: all nominees must indicate their willingness to accept nomination before their name is submitted.**

8. ELECTIONS – PROCEDURE

For procedures regarding election procedures, please see Document D1, Ballots and Nominating Procedures.

9. WORKING PAPERS

9.1 Working papers will have been distributed to all members of Assembly prior to the meeting. Reports and proposals will be available on the web, <https://uniting.church/16thassemblyresources/>.

9.2 General

9.2.1 Pages are numbered within the following major sections

A	Information
B	Reports
C	Proposals
D	Elections and Nominations
E	Members of the Assembly
F	Ministerial Matters
G	Member Information
H	Miscellaneous
I	Manual for Meetings
J	Daily Notices

Within each major section each body has a separate sub-section and its pages are then numbered consecutively - for example report "Retiring President" is B2 and the pages of its report are numbered B2 – 1, B2 – 2

9.2.2 For supplementary reports, the pages continue the sequential numbering of the original report

9.3 The Convenor of the Business Committee, Andrew Johnson, will be responsible for authorising material to be circulated during Assembly and any material should be sent to him or to Ms Jenny Bertalan in the first instance. Approved material must be delivered at least one session before it is to be circulated.

9.4 Any member who has any query should seek an early opportunity for discussion with the Convenor of the Business Committee.