



UNITING CHURCH IN AUSTRALIA ASSEMBLY

Ministry Description
Assembly General Secretary

Reporting to:	Assembly and its Standing Committee
Appointed by:	Assembly
Location:	Flexible
Full time/part time/casual:	Full time
Commencement Date:	2 September 2024
Term of office:	Determined by Assembly (Regulation 3.6.4.4(a))
Date created/amended:	November 2023

Overview

This Ministry Description includes the following sections:

- **Ministry Context** – a description of the current context.
- **Ministry Purpose** – an overview of the role.
- **Key responsibilities** - core list of things the General Secretary is responsible for doing and achieving.
- **Special Requirements and Selection Criteria**
- **Summary of Conditions and Privacy**
- **Appendix 1:** Assembly Strategic Plan
- **Appendix 2:** Act2 Project Plan on a Page and Resolutions of the 16th Assembly.
- **Appendix 3:** List of Regulations relevant to the General Secretary role.
- **Appendix 4:** List of committees the General Secretary is ex-officio on or participant in.
- **Appendix 5:** Staff reporting to the General Secretary
- **Appendix 6:** Workplace Ethos and Values

Ministry Context

The Church seeks to hear God's Word and order its life through a series of inter-related Councils to enable its members to live out effectively the good news of the Gospel in both word and deed.

The Assembly is the Council that has determining responsibility in matters of doctrine, worship, government and discipline, including the promotion of the Church's mission, the establishment of standards for theological education and the reception of Ministers from other denominations, and the taking of further measures towards the wider union of the Church. It is empowered to make final decisions on all matters committed to it by its Constitution.

The General Secretary serves with the President in offering leadership for the Assembly.

The General Secretary, as executive officer of the Assembly, has a specific role in facilitating the work of Assembly meetings and the Standing Committee, and has a clear understanding of life within the Synods to ensure effective strategic planning and the best stewardship of resources for the effective mission of the Church.

The Assembly's current strategic plan runs until 2024 and will need to be reviewed in light of decisions at the 17th Assembly.

The Assembly is currently leading a whole of Church strategic renewal and planning project called Act2. This project will bring recommendations to the 17th Assembly in July 2024 about the future shape of the Uniting Church including proposals about National Identity and the Governance of the Uniting Church. The recommendations that the Assembly meeting passes will likely have a significant impact on the life and work of the Assembly. It may result in an Assembly with a smaller set of responsibilities and staff or a larger set of responsibilities and Assembly staff. The incoming General Secretary will need to be willing to work with whatever change emerges from the 17th Assembly and lead the Assembly and Church through this period of change. You can find more about Act2 here: <https://www.act2uca.com>.

Ministry Purpose

The General Secretary works with the President to offer leadership across the Assembly. The President gives spiritual leadership and encouragement to the Church generally (Reg 3.6.4.2) whilst the General Secretary is the executive officer of the Assembly. As executive officer of the Assembly the General Secretary will provide vision and leadership to the Church, especially in the Church's national life, mission and commitment to Christian unity. The General Secretary will ensure execution of Assembly policy, co-ordinate Assembly activities, and oversee the management of Assembly staff. (Reg 3.6.4.4).

This is a time of change and uncertainty for the life of the Assembly. The General Secretary will be responsible for ensuring the key recommendations of the 17th Assembly, particularly in relation to Act2, are implemented and that they form the foundation of the strategic work of the Assembly over the next triennium.

As an ex-officio member of the Assembly Standing Committee (ASC) and the Assembly meeting, as well as each Synod meeting the General Secretary provides guidance, context and strategic leadership so that Assembly and its agencies, committees, working groups and circles are able to fulfil their roles and resource the Church.

The General Secretary will lead a small team of senior staff, who report directly to the General Secretary. This team will oversee the preparation and management of the budget, the implementation of Assembly resolutions and the Assembly strategic plan and the health and vitality of the Assembly agencies.

The General Secretary needs to be able to work with First Nations people. In particular, the General Secretary needs to be able to work with Uniting Aboriginal and Islander Christian Congress (UAICC) supporting and encouraging them in their quest for self-determination in relation to ministry with First Nations people and maintaining respectful relationships with UAICC leadership, particularly the National Chair and Executive.

The General Secretary needs to be able to develop and maintain relationships across the Councils of the Church, most particularly with the Synods who provide key funding for the Assembly. The Assembly General Secretary meets regularly with Synod General Secretaries to encourage national collaboration, shared mission and mutual encouragement.

The General Secretary has the authority to approve all expenditure within the annual budget as determined by the Assembly meeting or its Standing Committee and the authority to appoint and terminate the employment of Assembly staff, with the exception of National Directors and the Associate General Secretary.

Key Responsibilities

Note: The scope of the General Secretary's responsibilities is contained in the UCA regulations (see Appendix 3 for an extract of the relevant regulations).

	Tasks	Outcomes
8.1	Assembly	
	(a) Be responsible for arrangement of and for the proper conduct of meetings of the Assembly and its Standing Committee.	The meetings of the Assembly and Standing Committee are effective in promoting the mission of the Church.
	(b) Exercise general leadership in the Church and promote its pastoral and missional well-being.	Effective strategic leadership is provided to the Assembly.
	(c) Ensure the effective operation of the National Secretariat by providing leadership to senior staff reporting directly to the General Secretary, enabling them to share in responsibility for implementing the Assembly vision and strategic priorities.	The leadership team functions as a cohesive source of advice and support to the General Secretary.
	(d) Ensure the policies and programs of the Assembly are implemented.	Approved policies and plans are implemented in a timely manner.
	(e) Encourage co-ordination of the work of the Assembly, including the agencies to ensure alignment with and achievement of relevant and approved plans.	The Assembly is seen to operate as a cohesive whole.
	(f) Participate constructively and at an appropriate level in the life and activities of bodies of which the General Secretary is a member or participant.	Assembly bodies maintain a good connection to and work of the whole Assembly and are able to resource this work appropriately.
	(g) Ensure that the Assembly budget is managed and maintained in accordance with internal and external legislative requirements.	The financial operations of the Assembly are managed efficiently and within budget.
	(g) Oversee the efficient operation and well-being of Assembly staff by working with senior staff to ensure that Assembly staff are provided with a working environment that fosters a culture of respect and care as well as of focused vision, and in which the ethos and values of the UCA are upheld.	Assembly staff are able to operate in a supportive environment which complies with all applicable standards.
	(h) Ensure all key Human Resources processes are completed including: <ul style="list-style-type: none"> the conduct of annual performance appraisals for all directly reporting managers against agreed goals, ensuring that effective annual performance appraisals are conducted for all staff, ensuring all staff have training/development plans. 	Staff are well supported, encouraged and enabled to achieve their best in their role.

	Tasks	Outcomes
8.1	Assembly	
	(i) Ensure that the Assembly complies with all legislative requirements relating to Occupational Health and Safety.	A safe working place is provided and maintained for all staff.
8.2	President	
	(a) Liaise with the President in guiding and encouraging the Church.	The President is supported through appropriate advice and infrastructure.
	(b) In consultation with the President serve as a spokesperson for the Assembly when appropriate.	Effective public representation is provided.
8.3	Other bodies and groups	
	(a) Maintain and foster ecumenical relationships.	Strong ecumenical relationships are maintained.
	(b) Participate in meetings of the National Council of Churches (NCCA) Executive, and the National Heads of Churches as the alternate to the President when required.	Effective representation within the NCCA Executive as required.
8.4	Other duties	
	(a) Do such other things as the Assembly or its Standing Committee may require.	Other duties are effectively discharged.

Special Requirements

1. Is an active member of the UCA, with a demonstrated appreciation of the breadth of the Uniting Church's worship, witness and service.
2. Has the capacity and willingness to actively promote the theology, ethos and vision of the UCA.
3. Commits to comply with the UCA Code of Ethics and Ministry Practice.
4. Holds a current Working with Children Check and Federal Police Check demonstrating the Uniting Church's commitment to being a safe community.
5. Has the availability and willingness to work flexible hours, including some evenings and weekends.
6. Annual leave is not able to be taken immediately prior to or during the Assembly meeting.
7. Can travel within Australia and more widely as required.

Key Selection criteria

Qualifications and Experience

- Tertiary qualifications in Theology/Missiology and a familiarity with the theological foundations and commitments of the UCA, particularly as articulated in the Basis of Union, the Covenanting Statement, We Are a Multicultural Church and the Revised Preamble to the Constitution.
- Additional qualifications related to leadership, strategic planning, change management, business administration, accounting/financial management, and/or related fields at graduate level will be highly regarded.
- Proven experience and achievements in executive leadership and/or senior management roles.
- Proven experience and achievement in leading through significant change in an organisation.
- Sound knowledge and understanding of the Basis of Union, Constitution, Regulations and Manual for Meetings.
- Ability to work within the workplace ethos and values of the Assembly.

Skills and abilities

Leadership: Able to clearly and compellingly articulate the mission of the Church and a willingness to promote the Assembly's strategic direction with integrity. Keeps the vision and values of the Assembly at the forefront of decision making and action. Effectively leads change and remains flexible. Is able to work with diverse groups and people.

Strategic thinking and abilities: Thinks at the 'big picture level. Has recognized strategic, analytical and planning skills. Establishes and commits to a course of action, taking into consideration opportunities, resources, constraints, context, business strategy and mission. Creates an environment which encourages fresh new approaches and strategies. Is able to translate strategic direction into the ongoing work of the Assembly.

Team Building: Uses a flexible interpersonal style to coach people to maximise the Assembly leadership performance. Successfully attracts talented people to work within the Assembly team and evaluates their performance. Has the courage to address and improve below expectation performance.

Building Partnerships: Identifies opportunities and takes actions to build productive and strategic relationships with key stakeholders, including UAICC, Councils of the Church, Boards, ecumenical bodies and interdenominational groups.

Administration: Has proven administration skills, understands key business matters and uses information to evaluate Assembly performance, opportunities and challenges. Is able to develop and efficiently manage plans for mission activities which have been prioritised, in a manner that maintains accountability for outcomes and budgets.

Change Management: Proven ability to lead and manage change effectively. Aligns people, resources, processes and systems to ensure effective implementation and delivery. Consistently strives for continuous improvement of management processes.

Issues Management: Capacity to effectively manage competing priorities in a complex and dynamic environment, and to discern appropriate Assembly responses to identified risks and periods of crisis.

Interpersonal: Has excellent interpersonal, influencing, negotiation and conflict resolution skills. Has the capacity to discern the necessity for, and to maintain strict confidentiality.

Communication skills: Applies an appropriate range of strategies in managing both informal and formal communication as well as excellent written and verbal communication skills.

Personal Qualities

The General Secretary has the following personal qualities.

- An ability to reflect on issues theologically in ways that shape and inform their work.
- An understanding of and commitment to the covenanting relationship between the UAICC and the rest of the Church.
- An understanding of and commitment to the multi-cultural nature of the UCA.
- A capacity to work with people across a diversity of theology, gender, sexuality and culture.
- A commitment to working ecumenically.
- An ability to exercise appropriate self-care and nurture.
- A desire to be a life-long learner and a willing to engage in appropriate further education.

Summary of Conditions

The following terms and conditions will apply:

- In accordance with the Uniting Church in Australia Regulations, the NSW/ACT Ministerial Stipend and Allowances for the General Secretary will apply if the successful applicant is a Minister of the Word (MOW) or Deacon. This will include a loading to the basic stipend of 30%. Accommodation will be by negotiation.
- Employment terms and conditions based on the Stipend with loading and allowances will be negotiated for a lay person.
- Reasonable travel and removal expenses involved in taking up the appointment will be met by the Assembly.
- If the appointee is a minister in good standing within the Uniting Church in Australia, the appointment will be designated as a placement. If the appointee is a lay person, the appointment will be designated as a Ministry of Pastor

Privacy

Any application will be treated as strictly confidential. Applications (including personal information) will be stored securely for three (3) months after the position has been filled. The application of the successful applicant will become part of their personal file.



ASSEMBLY STRATEGIC PLAN 2020 – 2024

MISSION AND VALUES

TRANSFORMING LIVES. TRANSFORMING COMMUNITIES.
HOPE – JUSTICE – COMPASSION – RESPECT – INTEGRITY – INNOVATION

COMMITMENTS

Affirming our faith in the Risen Crucified One, who constitutes, rules and renews the Church, we will live out our covenant as First and Second Peoples, our commitment to be an inter-cultural and inter-generational Church, our commitment to the mutuality and equality of women and men in ministry, valuing the participation and ministry of all the people of God, oriented towards justice, valuing scholarly enquiry and an informed faith, engaging constructively with ecumenical and inter-faith partners and providing a safe place for all people.

CONTEXT

Opportunities and challenges presented by:

- ▶ Continuing Ethnic and Religious Diversification of Australia.
- ▶ Continuing diversity of the UCA.
- ▶ The changing Christian landscape.
- ▶ The public profile of religion generally and Christianity in particular including the impact of several Royal Commissions; declining trust in institutions more broadly.
- ▶ The need to address requirements of risk, finances and sustainability.

GUIDING PRINCIPLES

- ▶ Seek first the opportunity to enable fruitful collaboration before doing anything alone.
- ▶ Act as the glue which draws the National Church together.
- ▶ Ensure the identity and vision of the UCA is evident.

METHODOLOGY

- ▶ Listen - constantly attend to the external context and the inner life of the Church.
- ▶ Speak - constantly remind the Church of its vision and values.
- ▶ Collaborate - create roadmaps with other Councils and Church Members and use our distinct responsibilities to enable outcomes.
- ▶ Evaluate - measure and review effectiveness against vision and values.



FIVE STRATEGIC DIRECTIONS

RESPOND TO THE CHURCH

Respond to the ongoing needs of the whole Church and other Councils

IDENTITY

Communicate a clear and concise message — who are we as the UCA and what is our distinct role in working toward the coming of the kingdom of God in Australia

INNOVATION

Take risks, experiment and shape our church to respond to the needs of today and those of the future

INTER-GENERATIONAL

Welcome, equip and hold together the different generations, in the life, Ministry, decision making and leadership of the church

INTER-CULTURAL

Learn from and enable diverse cultural groups within the church to flourish together

Respond to specific issues within areas of mandated responsibility

Enact Decisions of the Assembly

Standards for Ministries (Education and Reception)

Maintain and Extend the Work of Circles of Interest

Find New Ways of Telling the UCA Story

Continue Work on Practical Implications of the Covenant

Address National Issues in Public Spaces for the Gospel

With Synods, Implement the Safe Church Framework

Support networks and Councils of the Church exploring emerging expressions of the church

Enable Collaboration on Uniting Learning Platform

Address the structures and regulatory framework of the whole Church

Develop Ways for Future Sustainability of Assembly

Develop Models for Growing Emerging Gen Faith/ Leadership

Develop an Intergen Ministry Framework

Support and take part in National Youth Events as negotiated with Synods

Partner with Congress in enabling Work with Emerging Generations

Engage National Conferences

Develop A Vision for Intercultural Ministry

Collate and Publicise Language Resources

Support Engagement of Congress with National Conferences



RESPOND TO THE CHURCH

RESPOND TO THE ONGOING NEEDS OF THE WHOLE CHURCH AND OTHER COUNCILS

<p>RESPOND TO SPECIFIC ISSUES WITHIN AREAS OF MANDATED RESPONSIBILITY</p>	<p>Respond to issues arising in determining doctrine and worship, ecumenical and international relationships, government and discipline including guiding decisions on the tasks and authority to be exercised by other Councils, and the general oversight and promotion of the life and mission of the Church</p>
<p>ENACT DECISIONS OF THE ASSEMBLY</p>	<p>Support Task Groups arising from Assembly/ASC: Sovereignty, Continuing Witness, Disability Access; Enact decisions on Domestic and Family Violence, Climate Change</p>
<p>STANDARDS FOR MINISTRIES (EDUCATION FOR ALL SPECIFIED MINISTRIES AND ADMISSION OF ORDAINED)</p>	<p>Committee conducts consultations with MEBs and Colleges, revise Ministry of Pastor competencies and related Lay Preacher competencies, revise Admission processes, revise Phase 3 and Phase 4 standards including guidelines for supervision</p>
<p>MAINTAIN AND EXTEND THE WORK OF CIRCLES OF INTEREST</p>	<p>Support the work of Advocates, publicise Circles in the wider Church, further develop the mechanisms by which the Circles and Panels can support and extend the work of ASC and Assembly Staff</p>



IDENTITY

**COMMUNICATE A CLEAR AND CONCISE MESSAGE
– WHO ARE WE AS THE UCA AND WHAT IS OUR
DISTINCT ROLE IN WORKING TOWARD THE
COMING OF THE KINGDOM OF GOD IN AUSTRALIA**

<p>FIND NEW WAYS OF TELLING THE UCA STORY</p>	<p>Remind the Church of our foundational values and commitments; sharpen ways of describing the vision and purpose of the Uniting Church in our context</p>
<p>CONTINUE WORK ON PRACTICAL IMPLICATIONS OF THE COVENANT</p>	<p>Remind the Church of the Covenant, encourage exploration of the practical consequences of the Covenant, stimulate further thinking regarding the practical and theological implications of the Preamble to the Constitution</p>
<p>ADDRESS NATIONAL ISSUES IN PUBLIC SPACES FOR THE GOSPEL</p>	<p>Respond to calls for submissions; facilitate a review of “Our Vision for a Just Australia” and evaluate how Australia and the Uniting Church are performing against the benchmarks set</p>
<p>WITH SYNODS, IMPLEMENT THE SAFE CHURCH FRAMEWORK</p>	<p>Work collaboratively with Synods to implement the National Safe Church Framework, contribute to a National Curriculum using the UnitingLearning platform</p>



INNOVATION

**TAKE RISKS, EXPERIMENT AND SHAPE
OUR CHURCH TO RESPOND TO THE NEEDS
OF TODAY AND THOSE OF THE FUTURE**

<p>SUPPORT NETWORKS AND COUNCILS OF THE CHURCH EXPLORING EMERGING EXPRESSIONS OF THE CHURCH</p>	<p>Support and communicate the work of networks exploring emerging expressions of the Church, and encourage sharing of models, resources and approaches between Synods and Presbyteries</p>
<p>ENABLE COLLABORATION ON UNITINGLEARNING PLATFORM</p>	<p>Work with Synod Lay Educators, Safe Church stakeholders and other Synod and Agency groups to enable generous sharing of educational resources and develop creative online learning material</p>
<p>ADDRESS THE STRUCTURES AND REGULATORY FRAMEWORK OF THE WHOLE CHURCH</p>	<p>Address the issue of whether the current structures and regulations of the Church are 'fit for purpose' in our context; specifically review how regulations have encouraged or have caused barriers to exploring and forming new forms of Church</p>
<p>DEVELOP WAYS FOR FUTURE SUSTAINABILITY OF ASSEMBLY</p>	<p>Identify alternative funding models and sources to enable the work of the Assembly to be supported in a sustainable manner</p>



INTERGENERATIONAL

**WELCOME, EQUIP AND HOLD TOGETHER THE
DIFFERENT GENERATIONS, IN THE LIFE,
MINISTRY, DECISION MAKING AND
LEADERSHIP OF THE CHURCH**

<p>DEVELOP MODELS FOR GROWING EMERGING GEN FAITH/LEADERSHIP</p>	<p>Contribute to the development of models and opportunities for growing the faith and leadership of members of emerging generations, with focus on the unique experiences of different generations</p>
<p>DEVELOP AN INTERGEN MINISTRY FRAMEWORK</p>	<p>Develop a framework for intergenerational ministry, including a rationale for how and why different aspects of this work should be carried by particular Councils of the Church</p>
<p>SUPPORT AND TAKE PART IN NATIONAL YOUTH EVENTS AS NEGOTIATED WITH SYNODS</p>	<p>In concert with the President and emerging generation workers in Synods, plan, organise and deliver a National Young Adult Leaders Conference for 2021 and take part in any other Youth Events as Negotiated with Synods</p>
<p>PARTNER WITH CONGRESS IN ENABLING WORK WITH EMERGING GENERATIONS</p>	<p>Goals and outcomes for this area of work will be developed in consultation with Congress</p>



INTERCULTURAL

LEARN FROM AND ENABLE DIVERSE CULTURAL GROUPS WITHIN THE CHURCH TO FLOURISH TOGETHER

<p>ENGAGE NATIONAL CONFERENCES</p>	<p>Attend and support National Conferences representing the wider UCA; enable two-way communication between the National Conferences and the Assembly</p>
<p>DEVELOP A VISION FOR INTERCULTURAL MINISTRY</p>	<p>Develop, test and deliver training and resources across the Church, establish training of trainers, share best practice, enable online components to be delivered by UnitingLearning</p>
<p>COLLATE AND PUBLICISE LANGUAGE RESOURCES</p>	<p>Ensure that language resources are collected and easily available, develop new language resources, increase the accessibility of the Assembly website to CALD communities</p>
<p>SUPPORT ENGAGEMENT OF CONGRESS WITH NATIONAL CONFERENCES</p>	<p>Work with Congress to support the ongoing engagement of National Conferences with First Peoples and the broader intercultural conversation within the UCA</p>



Appendix 2: Act2 Resolutions

The Assembly resolved:

22. ACT2: ON THE WAY

In consideration of the Act2 report and Para 17 of the Basis of Union

The Uniting Church acknowledges that the demand of the Gospel, the response of the Church to the Gospel, and the discipline which it requires are partly expressed in the formulation by the Church of its law. The aim of such law is to confess God's will for the life of the Church; but since law is received by human beings and framed by them, it is always subject to revision in order that it may better serve the Gospel. The Uniting Church will keep its law under constant review so that its life may increasingly be directed to the service of God and humanity, and its worship to a true and faithful setting forth of, and response to, the Gospel of Christ. The law of the Church will speak of the free obedience of the children of God and will look to the final reconciliation of humanity under God's sovereign grace.

22.1 Further to the Act2 Report, to authorise the following work:

- (a) to identify ways to strengthen and develop the local expressions of worship, witness, service, and the making and forming of disciples, in the various forms of communities of faith;
- (b) to discern, clarify and strengthen our national identity as a church, informing our structure and culture; and
- (c) to review governance structures and practices that reflect our contemporary context, in particular:
 - i. to identify ways to strengthen and develop the local expressions of worship, witness, service, and the making and forming of disciples, in the various forms of communities of faith;
 - ii. In keeping *our law under constant review* to address the need for an evolving interconcliliar process that is responsive and agile;
 - iii. to further develop theological culture of the Uniting Church in Australia, and the framework and provision for theological education;
 - iv. being informed by our Covenant with the Uniting Aboriginal and Islander Christian Congress;
 - v. recognising we are a multicultural Church; and
 - vi. to continue to fulfill of our ethical, legal and social obligations.
- (d) to develop a resourcing framework that takes into account whole of Church resourcing arrangements.

22.2 As the Assembly progresses this work, to invite each of the Synods and the Uniting Aboriginal and Islander Christian Congress to join with the Assembly, recognising the importance of consultation to be undertaken across the whole of the Church;

22.3 to delegate to the Assembly Standing Committee to progress the work on behalf of the Assembly and report to the 17th Assembly;

22.4 to affirm the importance and urgency of this work and that it should be adequately resourced; and

22.5 to request each of the Synods in consultation with the Uniting Aboriginal and Islander Congress to join with the Assembly to consider and contribute to resourcing the work.



Grounded in our faith.
Attentive to the Spirit.
Fueled by prayer.
Discerning together.

act2uca.com

SHAPING THE FUTURE OF OUR CHURCH

Act2 has the potential to be the most transformative change project the Uniting Church in Australia has been involved in since the Basis of Union.

It focuses on discerning and deciding on our future together centred around four workstreams across three phases. The project involves our whole Church, and we need your voice.

PHASES



EXPLORE

Broad listening for ideas and imperatives
now-May 23



DISCERN

Deep discussion of directions and options
Jun-Nov 23



RECOMMEND

Develop and recommend a way forward
Dec 23-Jul 24



17th
Assembly

IMPLEMENT
Implement over 3-6 years
Jul 24 onwards

WORKSTREAMS

1



Structures and practices within the Church that enable life-giving communities of faith and discipleship

How can we do more to help and less to hinder life-giving communities of faith?

LOCAL COMMUNITIES OF FAITH & DISCIPLESHIP

2



Clarity on role, value and resourcing of national identity and national work

What is most valuable about being a national church and how do we resource it?

NATIONAL IDENTITY

3



Governance structures which enable ministry and mission, increase capability, unlock resources and meet our obligations

How do we order our life and distribute our resources to support our ministry and mission?

GOVERNANCE & RESOURCING

4



Sustainable set of institutions and practices to support our theological culture, diverse ministries and enable discipleship

How do we enable a sustainable set of institutions and practices that cultivate a vibrant theological culture?

THEOLOGICAL CULTURE & EDUCATION

CORE COMMITMENTS

THE COVENANT WITH CONGRESS

A MULTICULTURAL CHURCH

OUR ETHICAL, LEGAL & SOCIAL OBLIGATIONS

TIMELINE

BROAD ENGAGEMENT

Seeking input from every local community of faith, presbytery, church council and local leaders, synod, Assembly, agency and expression of the UCA's life

FEB-MAY 23

Focus groups
National forums
Theological culture papers
Data and information
Current state investigations
Workshops



MAY-JUN 23

UNITING IN PRAYER
Every expression of the life of the Uniting Church praying for one another, sharing and discerning our future together



COLLECTIVE DISCERNMENT

As we move to specific options we will engage more specifically, particularly with key leaders and synods and presbyteries in session and other bodies

JUN-NOV 23

Synod and Presbytery discernment
Governance and resourcing frameworks
Collective workshop on national framework for theological education
Internal and external advice



RECOMMENDATIONS FOR ACTION

Integration of recommendations and report to ASC (Mar) and 17th Assembly (Jul) to enable vital decisions for the future of our Church

MAR-JUL 24

DEC 23-MAR 24

Finalise and further refine options
Consolidate suite of integrated recommendations and implications
Seeking expert internal and external advice



Exploration and design of options



Detailed design of preferred options

*For a more comprehensive view of engagement opportunities near you and online, visit act2uca.com

Appendix 3: Regulations relating to the General Secretary of the Assembly

A. Appointment and Duties of the General Secretary

- 3.6.4.4 (a) The Assembly shall appoint a General Secretary to hold office for such term, to receive such stipend and allowances and to be installed in such manner as the Assembly shall determine.
- (b) The duties of the General Secretary, as executive officer of the Assembly, shall be to give general leadership to the Church, to ensure execution of Assembly policy, to coordinate Assembly activities, to oversee the management of Assembly staff, and to do such other things as the Assembly may require. The General Secretary shall be a member ex-officio of all Assembly bodies.
- (c) Should the position of General Secretary become vacant between ordinary meetings of the Assembly, the President, on advice from the Standing Committee, shall make a temporary appointment or otherwise arrange for the responsibilities of the General Secretary to be carried out pending the making of a new appointment by the Assembly.

B. Membership of Assembly

- 3.3.8 (a) The membership of the Assembly shall consist of:
- (i) ex-officio members:
 - ...
 - the General Secretary of the Assembly;
 - ...

C. Membership of Assembly Standing Committee

3.7.5.1 Membership

- (a) The Assembly Standing Committee shall consist of
- (i) the President, President-elect, ex-President and General Secretary of the Assembly;
- ...

D. Membership of Assembly Audit, Finance and Risk Committee

3.7.5.2 Membership

- (a) The Assembly shall establish an Audit, Finance and Risk Committee which shall consist of:...
- (iii) the General Secretary and the senior financial officer of the Assembly who shall be ex officio non-voting members.

E. Membership of Synods

- 3.3.7 (a) The membership of the Synod shall consist of such number as the Synod shall determine up to a maximum of 500 persons, or such other maximum number as the Assembly may approve in respect of a particular Synod, and shall include:
- (i) the President and General Secretary of the Assembly;
- ...

Appendix 4: Committee Involvement of Assembly General Secretary.

The General Secretary is a member of:

- Assembly (Regulation 3.3.8(a)(i))
- Assembly Standing Committee (Regulation 3.7.5.1(a)(i))
- Assembly Audit, Finance and Risk Committee (Regulation 3.7.5.2(a)(iii))
- Synods (Regulation 3.3.7(a)(i))
- Frontier Services Board
- UnitingWorld Board
- UnitingCare Board
- Assembly Investment Committee UCA
- Assembly Ltd Directors

The General Secretary is eligible to participate in all Assembly bodies (Reference Groups, Committees) (Regulation 3.6.4.4(b)).

The General Secretary is a participant in meetings of the following bodies:

- Legal Reference Committee
- National Disaster Relief Fund
- National Council of Churches Executive

Other bodies: The General Secretary participates in the work of other Church and ecumenical bodies as determined by the Standing Committee.

Appendix 5: Staff reporting directly to the General Secretary.

Associate General Secretary
Chief Financial Officer
National Director, Frontier Services
National Director, UnitingWorld
National Director, UnitingCare Australia
Project Lead Act2
Executive Assistant to the General Secretary

Appendix 6

ASSEMBLY WORKPLACE VALUES

Hope	We participate in God's Mission in the world, working together to make a difference
Justice	We seek peace and wholeness for every person and creation, where all are able to flourish
Compassion	We care for others with empathy, guided by the love of God in action
Respect	We accept and honour diversity, uniqueness and the contribution of others
Integrity	We dedicate ourselves to being honest, consistent and working ethically in our interactions
Innovation	We collaborate for courageous and creative possibilities and solutions in everything we do