**CHURCH WORKER SUPPORT ADVISORY COMMITTEE**

**NAME**

1. The name of the Committee shall be the CHURCH WORKER SUPPORT ADVISORY COMMITTEE.

The work as described in the Objects and Duties of the Committee may be publicly referred to as “Church Worker Support” or by another name as may be determined from time to time.

**STRUCTURE**

**CHURCH WORKER SUPPORT DEPARTMENT**

2. The LCA Church Worker Support Department is part of the Office of the Bishop. The Manager of the Church Worker Support Department reports to the Executive Officer of the Church. One of the duties of the Manager, Church Worker Support Department is to support the Executive Officer of the Church by facilitating the work of the Church Worker Support Advisory Committee by sharing relevant information, providing regular updates about the work of the Department, assisting in preparation for meetings, and following up on agreed tasks.

**OBJECTS**

3. The Committee supports the Church Worker Support Department and will assist by carrying out the following objects:

1. Ensure that the Church Worker Support Department is engaging with and taking into account a variety of perspectives when making decisions about human resource related matters for Church Workers in the LCA
2. Maximise the effective use of resources by adopting a proactive approach to the identification of challenges prior to implementation of new, or changes to, policies and procedures
3. Demonstrate its care and concern for all Church Workers by ensuring representative voices are heard prior to implementation of new or changed policies and procedures
4. Investigate optimal solutions to identified challenges with representatives of Church Workers in the field
5. Convene various subcommittees and/or working groups from time to time, as appropriate, to address specific issues, for example remuneration subcommittee.

**MEMBERSHIP**

4. The Committee shall consist of [6] members:

(a) the LCA Executive Officer of the Church; and

(b) one [1] pastor appointed by the College of Bishops; one [1] pastor, one [1] Lay Worker, one [1] Congregational Leader, and one[1] District Administrator appointed by the Executive Officer of the church with all endorsed by GCC.

The Manager, Church Worker Support shall be a consultant and the Executive Officer of the Church may appoint other consultants as necessary. The Chairperson of the Committee shall be the Executive Officer of the Church or his/her appointee from among the membership.

**DUTIES**

5. The duties of the Committee shall be to support and assist the Executive Officer of the Church and the Church Worker Support Department by:

* Seeking input from representative of departments, congregations and other related bodies in an effective manner
* Providing advice about the impact of decisions and operational procedures from parties likely to be affected in a prompt manner
* Providing feedback about decisions and operational issues
* Ensuring that the LCA Has an effective consultation mechanism in place for human resource-related matters
* Having up to date information about the priorities and activities of the LCA to facilitate the provision of appropriate support to Church Workers

**MEETINGS**

6. Regular meetings of the Committee should be held at least three times per year, and these need not be face-to-face meetings. Any additional meetings shall be called by the LCA Executive Officer of the Church or, under delegated authority, the Manager, Church Worker Support.