**LUTHERAN EARTH CARE AUSTRALIA AND NEW ZEALAND**

**Terms of Reference**

**1. NAME**

 Lutheran Earth Care Australia and New Zealand, referred to herein as “LECANZ”.

**2. RELATIONSHIP TO THE CHURCH**

 2.1 LECANZ is a group within the Church joined together by a common desire to promote the care of God’s creation.

 2.2 LECANZ shall fulfil its purpose in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

 3.1 The purpose of LECANZ is to

 3.1.1 promote respect for and improved stewardship of God’s creation; and

 3.1.2 make available resources and other appropriate forms of support to achieve this end.

**4. AUTHORITY**

 4.1 LECANZ shall be accountable through its Committee to the Commission on Social and Bioethical Questions, hereinafter referred to as “the Commission”.

**5. COMMITTEE OF LECANZ**

 5.1 The work of LECANZ shall be overseen by a church-wide committee, hereinafter referred to as “the Committee”.

 5.2 The Committee of LECANZ shall consist of five [5] members appointed by the Commission on recommendations from the Standing Committee on Nominations

 5.2.1 one [1] pastor; and

 5.2.2 four [4] lay members.

 5.3 The Chairperson of the Commission, or his/her appointee, may attend meetings of the Committee.

 5.4 Where possible, the Committee shall consist of members with qualifications and experience in areas such as

 5.4.1 environmental science and related fields;

 5.4.2 education and training;

 5.4.3 theological perspectives on care for creation;

 5.4.4 practitioning in environmental and energy efficiency; and

 5.4.5 experience in public policy.

 5.5 The Committee shall include a suitable mix of backgrounds which, together with the skills, qualifications and experience, will enable the Committee to oversee LECANZ’s charter as set out in clause 7 of these terms of reference.

 5.6 The Chairperson shall be appointed by the Commission.

 5.7 Up to two [2] consultants may be appointed by the Commission, on the recommendation of the Committee, to contribute specialised knowledge that is not available among the membership when addressing specific issues.

**6. MEETING ARRANGEMENTS AND REPORTING**

 6.1 Committee meetings shall be convened by the Chairperson.

 6.2 It is at the discretion of the Committee to meet face-to-face, by electronic means, or by other means of communication.

 6.3 Email correspondence may be used for the distribution of minutes, advisory information or approval of documentation.

 6.4 The minutes of the meetings of the Committee shall be submitted to the Commission.

 6.5 An annual report of LECANZ’s activities, including a financial report, shall be submitted by the Committee to the Commission.

 6.6 The Commission shall receive from the Committee in the last quarter of the year an action plan outlining its key activities for the following year.

 6.7 LECANZ shall report regularly through the Commission to District and General Conventions of Synod.

**7 CHARTER**

 7.1 LECANZ shall fulfil its charter in keeping with a commitment to the confessional basis of the Church, its objects and its policies and procedures.

 7.2 The charter includes

 7.2.1 providing a web-based repository of earth care resources;

 7.2.2 developing new resources and providing access to existing worship resources, study resources and devotional materials in the area of earth care, and to encourage their use by individuals, congregations and agencies in the Church;

 7.2.3 providing resources and support for congregations and agencies in the Church to reduce their negative impacts on God’s creation;

 7.2.4 providing advice to the Church on issues related to the care of God’s creation, and encouraging the development and adoption of policies consistent with earth care;

 7.2.5 encouraging, supporting and coordinating with the existing and future earth care initiatives of congregations and agencies of the Church; and

 7.2.6 liaising and coordinating with the many faith-based and secular groups who are also concerned with earth care.

 7.3 In addition to the provisions of clause 6, the Committee shall be responsible for

 7.3.1 overseeing the implementation of the LECANZ’s charter and purpose; and

 7.3.2 receiving, administering and expending funds according to LECANZ’s charter, purpose and activities.

**8. REVIEW**

 8.1 The Terms of Reference for LECANZ shall be reviewed by the Committee during each Synodical term.

 8.2 Any changes to the Terms of Reference shall be approved by the Commission on recommendation of the Committee. The Commission may seek advice from the Standing Committee on Constitutions in its review of the Terms of Reference.