**CHURCH WORKER SUPPORT ADVISORY COMMITTEE**

**Terms of Reference**

**1. NAME**

Church Worker Support Advisory Committee, referred to as “the Committee”.

**2. RELATIONSHIP TO THE CHURCH**

The Committee is a committee of the Office of the Bishop and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

The Committee shall provide advice to the Manager, Church Worker Support and the Executive Officer of the Church (EOC) in carrying out the work of the Church Worker Support Department to assist employing and calling bodies of the Church in supporting their employees and/or called pastors, as well as people serving in a volunteer capacity.

**4. AUTHORITY**

The Committee has no decision-making authority.

**5. MEMBERSHIP**

5.1 The Committee shall consist of seven [7] members:

5.1.1 five [5] members appointed by the EOC from recommendations by the Standing Committee on Nominations;

5.1.2 one [1] pastor appointed by the College of Bishops; and

5.1.3 the EOC as the Chairperson.

5.2 The Committee shall consist of appointed members with a passion for mission and ministry and relevant skills, qualifications and experience in one or more of the following areas:

5.2.1 human resource management;

5.2.2 workplace health and safety;

5.2.3 industrial relations;

5.2.4 legal practice;

5.2.5 church administration and/or governance;

5.2.6 lay ministry;

5.2.7 adult education or professional development; or

5.2.8 organisational psychology.

5.3 The membership shall include a mix of backgrounds and perspectives which, together with the relevant skills, qualifications and experience that will enable the Committee to fulfil its role.

5.4 The EOC may delegate the role of Chairperson to another member of the Committee, in consultation with the members of the Committee.

5.5 Other persons may be invited to bring their knowledge and experience to a meeting to assist in the deliberations of the Committee.

**6. MEETING ARRANGEMENTS AND REPORTING**

6.1 Meetings shall be convened by the Chairperson or, by delegation, the Manager, Church Worker Support Department.

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 EOC.

6.5 An annual report shall be submitted to General Church Board.

**7. RESPONSIBILITIES**

7.1 The Committee shall be a support group to the Manager, Church Worker Support Department, and provide advice to the EOC, as necessary.

7.2 The Committee shall provide advice and support in regard to

7.2.1 the strategic direction of the Church Worker Support Department, in line with the mission and priorities of the Church;

7.2.2 human resource management practices and matters relating to church workers;

7.2.3 remuneration-related policies for church workers;

7.2.4 reviewing annual remuneration recommendations submitted by the Department to the General Church Board for approval;

7.2.5 resource development and promotion, including identification of emerging or changing priorities;

7.2.6 investigating optimal solutions to challenges and changing or establishing new policies and procedures;

7.2.7 documentation and dissemination of changed or new policies and procedures;

7.2.8 identification and resolution of workplace/places of service and call appointment issues or concerns; and

7.2.9 assist the EOC to facilitate the recruitment of the Manager, Church Worker Support Department and recommend a candidate to the General Church Board.

7.3 The committee shall support the EOC to undertake regular performance reviews of the Manager, Church Worker Support Department.

**8. REVIEW**

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

8.2 Any changes to the Terms of Reference shall be approved by the EOC, upon review by the Standing Committee on Constitutions.