

COMMITTEE FOR LUTHERAN MEDIA

TERMS OF REFERENCE

1. NAME

Committee for Lutheran Media, referred to as “the Committee”.

2. RELATIONSHIP TO THE CHURCH

The Committee is a committee of the Council for Local Mission, referred to as “the Council”, and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

3. PURPOSE

- 3.1 The Committee shall assist the Council to reach out with the Gospel of Jesus Christ through media to all people (Romans 10: 14; Acts 1:8; Matthew 28: 19-20; 1 Peter 3:15).
- 3.2 The Committee shall operate under the authority of the Council and shall
 - 3.2.1 work with and support the Director, Lutheran Media and the Department to achieve its purpose; and
 - 3.2.2 provide the Council with information, advice and specific recommendations to strengthen and develop Lutheran Media and its mission.

4. AUTHORITY

- 4.1 The Committee may recommend to the Council such approaches and actions based on its considered assessment of opportunity, priority and need.
- 4.2 The Council may delegate specific decision-making authority to the Committee under a written delegations policy.

5. MEMBERSHIP

- 5.1 The Committee shall consist of seven [7] members:
 - 5.2.1 a chairperson appointed by the Council who possesses experience and qualities appropriate to the task;
 - 5.2.2 two [2] pastors;
 - 5.2.3 one [1] member with a knowledge and experience in working with the media;
 - 5.2.4 one [1] member with expertise in media;
 - 5.2.5 one [1] member with marketing experience; and
 - 5.2.6 one [1] member with experience in outreach-related ministry.
- 5.2 The members of the Committee shall be appointed by the Council, based on recommendations from the Standing Committee on Nominations.
- 5.3 The Committee shall consist of people with a passion for ministry and mission.
- 5.4 The membership will include a mix of backgrounds and perspectives which, together with the relevant skills, qualifications and experience will enable the Committee to fulfil its role.
- 5.5 The term of appointment for all members will be for a Synodical term.
- 5.6 The Executive Officer - Local Mission (EO-LM) and the Director, Lutheran Media shall attend meetings of the Committee.
- 5.7 The Council chairperson may attend meetings of the Committee in an ex officio capacity.

- 5.8 Up to two [2] consultants may be appointed by the Council to contribute specialised knowledge that is not available among the membership when addressing specific issues.

6. MEETING ARRANGEMENTS AND REPORTING

- 6.1 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 Council.

7. RESPONSIBILITIES

The committee shall work with the Director, Lutheran Media and the EO-LM to

- 7.1 provide advice and recommendations to the Council on policies to guide practice in media outreach;
7.2 develop, recommend and monitor plans and ministry priorities, including the financial and resources support required;
7.3 produce outreach content throughout Australia and New Zealand and methods of distribution;
7.4 support the production of outreach content throughout Australia and New Zealand as an evangelism arm of the Church;
7.5 collaborate with other parts of the Church, including Districts and local congregations in media outreach and support of inquirers;
7.6 promote support for the work of Lutheran Media, through financial, prayerful and volunteering support;
7.7 cooperate with other Christian media organisations in Australia, New Zealand and internationally, for the exchange of ideas, maintaining best practise, and for the effective sharing of resources;
7.8 review and monitor the work and well-being of the Department staff;
7.9 support the performance reviews of the Director, Lutheran Media; and
7.10 support the recruitment of the Director.

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 Council, upon review by the Standing Committee on Constitutions.

TERMS OF REFERENCE

1. NAME

Committee of Lutheran Archives, referred to as “the Committee”.

2. RELATIONSHIP TO THE CHURCH

The Committee is an advisory 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 be an advisory committee to the Office of the Bishop, working with and supporting the Director, Lutheran Archives to ensure the records of the Church are available for the Church and wider community to access, remember and reflect, and to

share today and for generations to come. The committee provides advice and recommendations to the Executive Officer of the Church, as necessary.

4. AUTHORITY

The Committee has no decision-making authority.

5. MEMBERSHIP

- 5.1 The Committee shall consist of seven [7] members:
 - 5.1.1 the Executive Officer of the Church (EOC) as the chairperson of the Committee;
 - 5.1.2 six [6] members of congregations of the Church.
- 5.2 Members shall be appointed by the EOC on the recommendation from the Standing Committee on Nominations.
- 5.3 The Committee shall consist of people with relevant skills and experience in the archival field, knowledge of the Lutheran Archives operations and collection, strategic planning, and an interest in the preservation and telling of the story of the Church, its history and heritage.
- 5.4 The Committee shall include a mix of backgrounds and perspectives which, together with the relevant skills, qualifications and experience will enable the Committee to fulfil its role.
- 5.5 The term of appointment for all members will be for a Synodical term.
- 5.6 The EOC may delegate the role of Chairperson to another member of the Committee, in consultation with the members of the Committee.
- 5.7 The Director, Lutheran Archives shall attend the meetings of the Committee.
- 5.8 Other members involved in or interested in Lutheran Archives may, from time to time, be invited to bring their knowledge and experience to the meeting to assist in the deliberations of the Committee.

6. MEETING ARRANGEMENTS AND REPORTING

- 6.1 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 EOC.

7. RESPONSIBILITIES

- 7.1 The Committee shall provide advice, support and encouragement to the Director, Lutheran Archives to
 - 7.1.1 ensure the ministry of Lutheran Archives is understood by the Lutheran community;
 - 7.1.2 support the Church to create, capture and manage its records;
 - 7.1.3 ensure records of permanent value are deposited at Lutheran Archives;
 - 7.1.4 ensure the collective story of the Church can be accessed, encountered and disseminated by Lutherans and the wider community;
 - 7.1.5 develop and recommend strategic plans, ministry priorities and collection management policies for the Lutheran Archives for approval by the EOC;
 - 7.1.6 generate financial resources for the work of Lutheran Archives, including from within the Church and by way of community and government grants or partnerships;
 - 7.1.7 review and monitor the work and well-being of the Lutheran Archives staff and volunteers; and

- 7.1.8 assist the EOC to facilitate the recruitment of the Director, Lutheran Archives and recommend a candidate to the General Church Board.
- 7.2 The Committee shall support the EOC to undertake regular performance reviews of the Director, Lutheran Archives.

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.