

REGULATIONS

(updated November 2016)

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REGULATION 100 BALLOT COMMITTEE

Name

1. There shall be a Committee of the General Assembly called the Ballot Committee.

Membership

2. The Committee shall consist of four (4) members, including a Convener, elected by the Assembly on the nomination of the Business and General Purposes Committee.

Duties

3. The Committee shall prepare and conduct all ballots during the Assembly.

The Ballot

4. Unless otherwise determined by the Assembly, the ballot shall be by:
 - (a) Where there is more than one candidate to be elected, the nominees, to the number required, receiving the highest number of votes are elected.
 - (b) Where there is only one candidate to be elected, the nominee receiving the highest number of votes is elected.

Preferential Ballot

5. Should the Assembly so determine, the ballot shall be preferential, as follows:
 - (a) The ballot paper shall be marked by placing the number 1 against the first preference and by placing the numbers 2, 3, 4 and so on as the case may be against all remaining nominees. All ballot papers which fail to have a sequential figure against each nominee are informal.
 - (b) The votes are allocated to the nominees in order of number 1 appearing against each nominee. If any nominee receives more than half of the number 1 votes cast, he shall be declared elected. If no nominee has received an absolute majority on his first preference votes, the following procedure will be followed:
 - (i) The Convener of the Ballot Committee will then determine the nominee having the lowest number of first preference votes. That nominee will then be excluded and all ballot papers marked as number 1 to him shall be transferred to the remaining nominees in the order that number 2 marking on each ballot paper is shown.

- (ii) At the conclusion of this distribution, the total number of votes for each nominee (ie number 1 votes and number 2 votes received from excluded nominees) are totalled. If no nominee again has an absolute majority, the nominee with the lowest number of votes is excluded. The votes allocated to that nominee as his first preference shall be transferred to the remaining nominees in the order of the number 2 appearing on the ballot papers. In addition, any vote received by him from an excluded nominee shall be transferred to the remaining nominees in the order of the next number shown on the ballot paper.
- (iii) All transfers of votes are only made to the remaining nominees and not to excluded nominees.
- (iv) If a preference is shown for a nominee already excluded, the vote is transferred to the nominee against whose name the next sequential number is shown.
- (v) This procedure is continued until the nominee with an absolute majority is elected.

Nominations

- 6. (a) Nominations shall close at a time determined by the Assembly.
- (b) All nominations shall be submitted on a signed nomination form and shall be handed in before the close of the ballot.
- (c) All nominations shall include the following information about the nominee:
 - (1) their congregation;
 - (2) the positions/offices/tasks exercised in their congregation;
 - (3) their qualifications/experience/gifts/skills making them suitable for the position;
 - (4) reason nominee is agreeable to be nominated;
 - (5) any other relevant information.

Regulations for the election of members to the Commission of Assembly

- 7. (a) The ballot paper for elections to the Commission of Assembly shall show the names of every duly nominated candidate, and shall be organised so as to indicate the candidates from each Presbytery, the candidates who are Ministers and the candidates who are Elders.
- (b) Voters shall be at liberty to record a vote in favour of as many candidates as they wish, up to a maximum of twelve.

- (c) The total number of votes recorded for every candidate shall be counted and recorded, and all candidates shall be ranked in order according to the total number of votes received by each.
- (d) The total number of members of the Commission of Assembly elected under these regulations shall be twelve.
- (e) Subject to regulations (f) and (g) below, the twelve candidates receiving the highest number of votes shall be elected to the Commission of Assembly.
- (f) Notwithstanding regulation (e):
 - (i) the candidate from the Presbytery of Darling Downs, the candidate from the Presbytery of Central Queensland and the candidate from the Presbytery of North Queensland receiving the highest number of votes shall be elected to the Commission of Assembly;
 - (ii) subject to sub-regulation (iii) below, the three candidates being Elders receiving the highest number of votes shall be elected to the Commission of Assembly;
 - (iii) if any of the candidates referred to in sub-regulation (i) are Elders, then such candidate or candidates shall be treated as elected for the purposes of sub-regulation (ii), so that the total number of Elders elected under this regulation is not less than three.
- (g) Candidates elected under regulation (f) shall be included in the total number of members elected under these regulations (as stipulated in regulation (d)), so that to the extent necessary the number of members elected under regulation (e) shall be reduced by the number of members elected under regulation (f).

Guidelines for Ballot Committee in the Election of the Commission of Assembly

Step 1 Count all the votes cast and rank the nominees in order according to the number of votes received.

Step 2 Deem elected the highest ranked nominee from each of the designated Presbyteries.

Step 3 Deem elected the three highest ranked nominees who are Elders.

Step 4 From the remainder deem elected the highest ranked nominees to complete the required number of twelve.

Note the number elected in Step 4 will be six or more. For example, the nominee elected from one of the designated Presbyteries may be an Elder. In that case he will be covering two of the requirements of the rule and hence the special requirements for the Presbyteries and Elders will be covered by five (5) men. In that case there would be seven others required in step 4. If there were two Elders who are highest ranked from those Presbyteries there would be eight required in step 4.

Report

8. The Committee shall report the results of the ballot to the Assembly, as soon as results are known.

REGULATION 101

EXAMINATION OF RECORDS COMMITTEE

Committee

1. A Committee of four (two Ministers and two Elders) is appointed to examine the minute books of all Assembly Standing Committees, Commissions, Boards, etc, and Presbyteries.

Records Inspected

2. The following records should be inspected:
 - APWM (Queensland)
 - Committee on Business and General Purposes
 - Committee on Ministry Resourcing
 - Committee on Ministries Training
 - Committee on Outreach and Nurture
 - Committee on Gospel in Society Today (GIST)
 - Finance and Administration Board
 - Stipends Commission
 - The Presbyteries
 - Board of Queensland Theological College
 - Board of PresCare
 - Board of Fairholme College
 - Code and Legal Reference Committee
 - Property Board

Procedure

3. In examining records, the following points should be observed:
 - (i) That all meetings are opened and closed with prayer;
 - (ii) That records of meetings are kept in a satisfactory manner;
 - (iii) That minutes are confirmed;
 - (iv) That no gaps are left between meetings or that any gaps left are ruled out; and
 - (v) That all books required to be submitted are in fact submitted for inspection.

Moderator to Attest

4. When all records have been inspected, they should be stamped and left open for the Moderator to sign.

Convener to Report

5. If possible, a report to the Assembly by the Convener should be made in sufficient time to allow the Moderator to sign the books before the Assembly

ends, so that Conveners, etc (and especially country Presbytery Clerks) do not have to wait to collect their books.

Format of Report

6. The Convener reports to the Assembly (by arrangement with the Business Convener), using the format of the deliverance in the previous year's Blue Book.

REGULATION 110 FINANCE AND ADMINISTRATION BOARD

The Finance and Administration Board shall be responsible for the following financial and related matters:

General Church Finances

1. The Finance and Administration Board shall:
 - (a) Administer the finances of the Church, including the State Mission Program.
 - (b) Review financial long range plans of Committees ensuring that a triennium approach is taken for the funding of projects.
 - (c) Advise the Commission of Assembly of income available to the Assembly to fund activities or projects as the Commission of Assembly may approve.
 - (d) Appoint Committees to advise it on church properties, investments and other relevant matters;
 - (e) Administer all relevant funds, including the Assembly Expenses Fund, the Superannuation Fund, the Insurance Fund, the Car Loan Fund, the John Rogerson Memorial Fund, the Removal Fund, the Long Service Leave Fund and the Accident and Sickness Fund.

General Matters

- 2A.
 - (a) The Board elects annually a Chairman from its members and he shall serve the Board in an honorary capacity.
 - (b) The Board shall:
 - (1) Appoint one of its members to be Vice Chairman;
 - (2) Meet as required but at least once in every two months;
 - (3) Fill casual vacancies occurring in the Board between Assemblies;
 - (4) Enter in a register all bequests to the Church and its Congregations, Charges or Institutions, noting the name and place of abode of the testator, the names of the executors or trustees, the amount of the bequest, the purposes to which it is devoted and other relevant particulars. The Board shall submit annually to the Assembly a statement concerning all bequests.
 - (c) The Auditor is appointed in terms of Rule 5.24. Unless determined by the Assembly, the Auditor's remuneration shall be fixed by the Finance and Administration Board. The Auditor shall have access to all books, vouchers and documents relating to the accounts of the Assembly, and its Committees.

- (d) The Auditor or Auditors shall submit to the Assembly through the Clerk, or in person, a report on the accounts and books of account examined by him/her/them and shall submit a copy of such report to the Finance and Administration Board not less than 21 days prior to the Assembly. Such reports shall be published in the White Book unless by the resolution of the Assembly.
- (e) Certificates of the Auditor or Auditors shall be attached to all balance sheets and financial statements and submitted to the Assembly.

Regulations governing the position of Church Liaison Officer and Accountant

- 2B. (a) The Board appoints an officer or officers in a full time or part time capacity to fulfill the following functions:
- (i) Church Liaison Officer: Supervise the financial and administration section of the Church Office; carry out all such activities related to church activities as detailed in a documented Terms of Appointment; act as Secretary to the Property Board.
 - (ii) Accountant: Carry out and supervise all accounting processes and all such activities related to financial matters as detailed in a documented Terms of Appointment.
- (b) The above appointments shall not be Assembly Appointments but the Commission of Assembly shall be advised of the appointments prior to the documented Terms of Appointment being finalised, including the name of the proposed appointee.
 - (c) The Church Liaison Officer shall be a member of the Business and General Purposes Committee.
 - (d) Neither of the above officers shall be a member of the Finance and Administration Board; however, the Church Liaison Officer shall be the Executive Officer to act on behalf of the Finance and Administration Board.

Church Office and Staff

- 2C. (a) In terms of Rule 5.22 (c) (vi) the Finance and Administration Board has "control over the Assembly Administrative Staff".
- (b) Notwithstanding Clause 2B (a) above, recognize that within the total operation of the "Church Office" there exists three distinct office groupings as follows:
- (i) The Office of the Clerk of Assembly:
The Clerk and Deputy Clerk of Assembly are accountable to the State Assembly (Rules 5.7, 5.8, 5.9 and 5.11). Staff of the Clerk of Assembly (although governed by the Finance and

Administration Board in terms of Rule 5.22 (c) (vi)) are directly accountable for the way in which they perform their duties to the Clerk of Assembly and the Clerk of Assembly shall be consulted in the appointment of such staff and shall have the right to concur with all such appointments.

(ii) The Office of Ministry Resourcing and Christian Education:

The Director of Ministry Resourcing and Christian Education is appointed by the State Assembly and is accountable to the State Assembly or its Commission (Rules 5.48 (b) and 5.49 (b)). Staff of the Office of Ministry Resourcing and Christian Education (although governed by the Finance and Administration Board in terms of Rule 5.22 (c) (vi)) are directly accountable for the way in which they perform their duties to the Director of Ministry Resourcing and Christian Education and the Director of Ministry Resourcing and Christian Education shall be consulted in the appointment of all such staff and the Committee of Ministry Resourcing and the Committee on Outreach and Nurture shall have the right to concur with all such appointments.

(iii) The Office of Finance and General Administration:

Staff of the Office of Finance and General Administration are appointed by the Finance and Administration Board and are directly accountable to the General Manager for the way in which they perform their duties. The appointment of staff (in terms of Rule 5.22 (c) (vi)) may be delegated to the General Manager by the Finance and Administration Board from time to time. (COA Minute 13/101)

(c) Within the "Church Office" [as defined within Regulation 110.2C (b)(i), (ii) and, (iii)], the process dealing with complaints associated with workplace matters shall be as follows:

- (i) Where workplace disputes and difficulties arise among staff, and prior to a complaint being activated under clause (ii) hereafter, complainants must, in the first instance, seek to have the matter resolved by the person (heretofore described as either, Clerk of the Assembly, or Director of Ministry Resourcing and Christian Education, or General Manager) to whom they are accountable.
- (ii) In the event that a complainant, under the preceding clause, fails to have his/her complaint resolved to his/her satisfaction, such complainant may pursue the matter further as follows:-
 - (a) A complaint shall be made in writing to the person to whom they are accountable being either the Clerk of

- Assembly, Director of Ministry Resourcing and Christian Education, or General Manager
- (b) The complaint shall be forwarded to the Workplace Complaints Tribunal (as constituted under clause (iii) hereafter)
- (c) The Complaints Tribunal shall hear and decide upon the complaint and report its findings to the Finance and Administration Board and, if necessary, the Commission of Assembly
- (iii) The Workplace Complaints Tribunal shall consist of three persons as follows:
 - (a) Two elected members of the Finance and Administration Board (excluding the Chairman);
 - (b) One member of the Commission of Assembly (excluding the Moderator, the Clerk, and the Deputy Clerk)
- (iv) In the case of a workplace complaint by a member of staff against either, the Clerk of Assembly, the Director of Ministry Resourcing and Christian Education, or the General Manager, the complaint shall be resolved as follows:
 - (a) The complaint shall be made in writing to any one of the aforesaid Clerk of Assembly, Director of Ministry Resourcing and Christian Education, or General Manager to whomever the complainant is not accountable
 - (b) The complaint shall be forwarded to the Workplace Complaints Tribunal
 - (c) The Complaints Tribunal shall hear and decide upon the complaint and report its findings to the Commission of Assembly
- (v) All employees of the Church Office [as defined within Regulation 110.2C (b) (i), (ii) and, (iii)] shall be made aware of the contents of Regulation 110.2C (c) and shall confirm in writing to the Clerk of the Assembly that they have received information concerning the complaint procedure as set out in Regulation 110.2C (c). (COA Minute 13/139)

Removal Expenses Fund

3. (a) Purpose of Fund

The Removal Expenses Fund is a fund for the payment of the removal of Ministers and Licentiatees proceeding to a Call or Appointment in Queensland, or proceeding to retirement; and for the payment of the

removal of Accredited Ministry Workers and Deaconesses to and from Appointment Charges, Assistantships in Queensland or proceeding to retirement.

(b) Administration

The fund is administered by the Finance and Administration Board and will only pay removal costs for those who are proceeding in terms of clause 3 (a) and for their dependents.

(c) Charges on the Fund

I. The fund shall pay for Ministers:

- (1) proceeding to Calls or Appointments within the State - removal expenses (as capped by the Finance and Administration Board from time to time), and insurance during transit, of all household furniture and effects and the Minister's library, and associated motor vehicle and accommodation expenses (as capped by the Finance and Administration Board from time to time) or air fares up to that cost where applicable, for the Minister and his dependent family.
- (2) proceeding to a Call or Appointment in Queensland but coming from abroad or another State - removal expenses as determined by the Finance and Administration Board from time to time.
- (3) proceeding to retirement within the State - removal expenses (as capped by the Finance and Administration Board from time to time) and insurance during transit, of all household furniture and effects and the Minister's library, and associated motor vehicle and accommodation expenses (as capped by the Finance and Administration Board from time to time) or air fares up to that cost where applicable, for the Minister and his dependent family.
- (4) proceeding to retirement outside the State - removal expenses as outlined in (3) above shall be paid to the place of retirement up to 2000 kilometres or pro rata if beyond 2000 kilometres.
- (5) who, owing to ill-health or some other legitimate cause, have to demit their charge before they reach retirement - removal expenses as outlined in (1) above shall be paid to the place of retirement if within Queensland; and up to 2000 kilometres or pro rata if beyond 2000 kilometres for retirement interstate, provided that -

- (i) the Minister has served the charge from which he is retiring for a period of two years;
 - (ii) both the Presbytery of the bounds and the Finance and Administration Board are satisfied as to the legitimacy of the 'some other cause';
 - (iii) the Finance and Administration Board, acting on the advice of the Presbytery of the bounds, may exercise grace in dealing with any particular case as it deems fit.
- (6) in the case of death - removal expenses of a widow shall be paid in accordance with (3) and (4) above.
- II. The fund shall pay for Licentiates proceeding to an appointment in a Calling or Appointment Charge - removal expenses in accordance with I (1) and (2) above.
- III. The fund shall pay for students for the ministry during their three year field appointments - one (1) removal during the period of field appointment in accordance with I (1) above.
- IV. The fund shall pay for Accredited Ministry Workers and Deaconesses:
 - (1) provided that not more than one appointment shall be made over a two year period; otherwise the Charge shall be responsible for the extra removals.
 - (2) proceeding to an appointment in Queensland - removal expenses (as capped by the Finance and Administration Board from time to time), and insurance during transit, of all household furniture and effects, and the appointee's library, and associated motor vehicle and accommodation expenses (as capped by the Finance and Administration Board from time to time) or air fares up to that cost where applicable, for the appointee and his dependent family.
 - (3) proceeding to an appointment in Queensland, but coming from outside of Queensland - removal expenses as determined by the Finance and Administration Board from time to time
 - (4) proceeding to retirement within the State of Queensland - removal expenses as detailed in I (3) above to the place of retirement.

- (5) proceeding to retirement beyond the State - removal expenses as detailed in I (3) above shall be paid to the place of retirement up to 2000 kilometres or pro rata if beyond 2000 kilometres .
 - (6) who, owing to ill health, have to resign from the employ of the Committee on Ministry Resourcing prior to their reaching retirement - removal expenses as outlined in I (1) above shall be paid to the place of retirement if within Queensland; and up to 2000 kilometres or pro rata if beyond 2000 kilometres for retirement interstate, provided that:
 - (i) the Appointee has served the Committee on Ministry Resourcing for a period of two years; and
 - (ii) the Committee on Ministry Resourcing has had the advice of an independent medical referee if the Committee deems such action necessary; however, if the Finance and Administration Board declares that if special circumstances exist it may waive (6) (i) above and pay removal expenses, or part thereof at its discretion, as outlined in IV (2) above.
 - (7) who resigns from the Committee on Ministry Resourcing to undertake full-time study for the ordained ministry in the Queensland Theological College of the Presbyterian Church of Queensland – removal expenses as outlined in IV (2) above to Brisbane, provided that the Accredited Ministry Worker has completed their current appointment, or has served for a period of two years in their current appointment, whichever is the lesser.
 - (8) in the case of death - removal expenses of their spouse and dependent family shall be paid in accordance with IV (4) or IV (5).
- V. The Board shall have discretionary powers to deal with exceptional circumstances.

Assessments

- 4. All Charges, and where appropriate Appointing Committees, shall be assessed annually at a rate determined by the Assembly.

Team Ministries Assessments

- 5. In Team Ministries, an assessment shall be paid for each Minister/Appointee.

Committees or Boards

6. Committees or Boards paying the annual assessment shall be eligible for refund of removal expenses incurred in filling the office for which payment is made.

Internal Movement

7. For all removals, the expenses shall be paid only where the beginning or end of an induction or an appointment is involved. In cases of internal movement, no payment shall be made from the fund.

Minimum Service Period

8. When a Minister or Accredited Ministry Worker is called or appointed to a Charge it is anticipated that the term of his call or appointment will be for a minimum of three years. Should a Minister or Accredited Ministry Worker take up an appointment for a period less than three years, a pro rata bond, based upon the total payment made from the Removal Fund, shall be payable to the Fund by the Charge at the time of the initial removal. The bond shall be repaid to the Charge in full or on a pro rata basis based upon the reappointment of the Minister or Accredited Ministry Worker to the Charge.

When a Minister moves from a Charge before he completes two (2) years of ministry (except for special circumstances), then the Congregation, Board or Committee so calling him or appointing him, must pay 50% of the cost involved in the translation of a Minister to his new settlement. (COA Min. 12/65.2)

Early Resignation of an Accredited Ministry Worker or Deaconess

9. If an Accredited Ministry Worker or Deaconess resigns from employment with the Committee on Ministry Resourcing prior to the completion of the current appointment, or prior to a period of two years' service in the current appointment, whichever is the lesser, no removal expenses shall be paid.

Discipline or Unsatisfactory Service

10. (a) If the Accredited Ministry Worker or Deaconess has his/her employment with the Committee on Ministry Resourcing terminated because of -
 - (i) an act of discipline, including failure to comply with the terms of the Letter of Agreement; or
 - (ii) unsatisfactory service during a period of probation.no removal expenses will be paid.
- (b) the Committee on Ministry Resourcing shall make a report to the Finance and Administration Board outlining approximate financial commitments the Committee anticipates for the period that the Board will bring an assessment recommendation to the Assembly.

Support for Ministry Transition

11. The financial process to be followed to provide compensation to charges where inducted or appointed ministers and other appointed workers covered by Stipend Commission remuneration packages are not functioning in their capacity is as follows:
1. Severing of a pastoral tie or other form of concluding an appointment of a non-criminal nature
 - (a) The Presbytery may bring an induction or an appointment to a close if it has been following a process of Rule 4.33, 4.34 or non-criminal aspects of the Code of Discipline.
 - (b) A Presbytery may after consultation with the inducted or appointed person bring the inducted or appointed position to a close on the basis that the appointee and Presbytery believes the person concerned should be given assistance to transition out of the ministry.
 - (c) In the case of (a) and (b) the Charge will be responsible for the first month's remuneration and the Finance and Administration Board will pay 11 months remuneration in the same tax effective manner as if he continued to serve in this role.
 - (d) Counselling and any other necessary form of support may be provided through the Presbytery and Committee on Ministry Resourcing.
 - (e) Payments and other forms of support shall cease if alternative employment is entered into during the 12 month period.
 - (f) If the worker is living in a manse located on the same property as the church building he shall be permitted to remain in that property for a period of up to three months and from the time he vacates the manse the equivalent manse allowance shall be paid for the remainder of the period.
 2. Severing of a pastoral tie or other appointment which involves a criminal charge
 - (a) A Presbytery is required to carry out such action immediately a child abuse charge is laid or at a subsequent time if it is a charge other than child abuse.
 - (b) In such circumstance the Charge pays the first month's remuneration and the remaining months are paid by the Finance and Administration Board.
 - (c) The administration of these costs are controlled by the Committee on Ministry Resourcing.
 - (d) If the charge is proven no further payment shall be made.

- (e) If the charge is dropped or no conviction follows the Presbytery shall deal with the ongoing nature of the induction/appointment.
3. Funding for matters covered in 1 and 2 shall be approved by the Finance and Administration Board from general funds of the Church
- (a) All actions concerning 1 and 2 shall require the approval of the Commission of Assembly where finance is involved.
 - (b) The process outlined in 1 and 2 shall become operative from the 1 July 2015.

Annual Leave

12. A minimum of four weeks' annual leave (including four Sundays) shall be included in the terms of settlement for a Minister and in the terms of appointment for an Accredited Ministry Worker or Deaconess. Annual leave may only be accrued to a maximum of eight weeks. If further leave becomes due it shall be deemed that the Minister, Accredited Ministry Worker or Deaconess is immediately on leave until the entitlement is reduced to eight weeks. While a Minister, Accredited Ministry Worker or Deaconess is on annual leave the charge shall continue to pay the cash component of the stipend plus usual allowances to the Ministry Support Fund and expense-payment fringe benefits on behalf of the Minister, Accredited Ministry Worker or Deaconess. The Finance and Administration Board shall maintain a record of the annual leave owing and taken by Ministers, Accredited Ministry Workers and Deaconesses.
13. The Presbyterian Church of Queensland recognises its responsibility to comply with civil employment law, including the provision of:
- (a) Unpaid Parental and Adoption Leave
 - (b) Paid Personal/Carers Leave
 - (c) Paid Compassionate Leave
 - (d) Unpaid Carers Leave
 - (e) Community Service Leave
 - (f) Unpaid leave in special circumstance as approved by the Presbytery

Study Leave

14. (a) Leave from pastoral duties for seven days annually, being non-cumulative but not necessarily consecutive (ie not one week), including one Sunday's pulpit supply, shall be included in the terms of settlement for a Minister, Accredited Ministry Worker or Deaconess for the purpose of professional development.
- (b) While a Minister, Accredited Ministry Worker or Deaconess is on study leave the Charge shall continue to pay the cash component of the

- stipend plus usual allowances to the Ministry Support Fund and expense-payment fringe benefits on behalf of the Minister, Accredited Ministry Worker or Deaconess.
- (c) Unused study leave shall not accrue at the conclusion of any annual period, or period of employment, and the Minister, Accredited Ministry Worker or Deaconess shall not be entitled to be paid in lieu thereof.
 - (d) The record of study leave taken shall be maintained as follows:
 - (i) Ministers – by the Session Clerk;
 - (ii) Accredited Ministry Workers or Deaconesses – by the Director of Ministry Resourcing.
 - (e) In the case of a Minister taking study leave, details of the study programme are to be submitted to both Session and Presbytery, and have the approval of the Presbytery. In the case of a Accredited Ministry Worker or Deaconess taking study leave, details of the study programme are to be submitted to Session. An application detailing the study programme is also to be submitted to, and approved by, the Committee on Ministry Resourcing.
 - (f) For an Accredited Ministry Worker or Deaconess, the Committee on Ministry Resourcing shall advise Presbytery of the outcome of any such application.
 - (g) The Ministers' Refresher Course and Accredited Ministry Workers' Conference do not qualify as study leave.

Long Service Leave

15. Ministers serving the church at home or abroad, Accredited Ministry Workers and Deaconesses shall be eligible for thirteen weeks' Long Service Leave after ten years of continuous full-time service, and subsequent periods of Long Service Leave after subsequent periods of five (5) years of continuous service. Those serving in part-time positions shall have their actual service re-calculated in terms of the equivalent number of full-time years served and shall be eligible for 1.3 weeks' Long Service Leave for each year they are deemed to have served as per this calculation.

General Regulations

16. The following general regulations shall apply:
 - (a) The Board shall notify members when they are about to become eligible for Long Service Leave. Members must begin to take their leave within three years when they have been notified that their leave has become due and they have accrued entitlements of at least thirteen weeks' Long Service Leave. Leave may be taken either in an unbroken period, or broken periods as approved by the Presbytery. Where leave is taken in broken periods, the total entitlement must be taken within

- three years and any one period of leave shall not be less than four (4) weeks' duration.
- (b) For the purposes of calculating the period of service, approved sick leave shall be included.
 - (c) Long Service Leave shall not affect normal annual leave.
 - (d)
 - (i) When a Minister returns to ministry within the Presbyterian Church of Queensland, immediately after serving as a Chaplain to the Armed Services, he shall be deemed to have given continuous service, but the years spent in chaplaincy to the Armed Services shall not be counted as service when calculating long service leave entitlements.
 - (ii) When a Minister, Accredited Ministry Worker or Deaconess returns to ministry or employment within the Presbyterian Church of Queensland, immediately after serving as an overseas missionary, they shall be deemed to have given continuous service. Up to twenty years spent in overseas missionary service shall be counted when calculating long service leave entitlements, and entitlements for these years shall be calculated on a pro rata basis of fifty percent (50%), except (on a pro rata basis) for any period where payments in excess of fifty percent (50%) have been made to the long service leave fund in accordance with the determination of the Stipends Commission.
 - (iii) Accredited Ministry Workers who proceed to ordination, having spent time as a student for the ministry in the Queensland Theological College, shall be deemed to have given continuous service, but the years spent in the Queensland Theological College shall not be counted as service when calculating long service leave entitlements except (on a pro rata basis) for any period where payments have been made to the long service leave fund in accordance with the determination of the Stipends Commission.
 - (e) Reciprocity shall apply with churches of the Presbyterian Church of Australia in other States, so that when a Minister serving the Presbyterian Church of Queensland is translated to a Congregation in another State, any Long Service Leave accrued in Queensland shall immediately be paid pro rata to the Fund of the other State at the rate of the Queensland Urban Zone stipend.
 - (f) (Deleted COA Min. 13/100)

- (g) Long Service Leave must be taken as leave but payment in lieu of leave may be payable:
 - (i) on compulsory retirement through ill health prior to reaching retirement;
 - (ii) on retirement if leave has not been taken already;
 - (iii) pro rata on leaving the employment of the Church after seven years' continuous service for the first period of leave, and after commencing a subsequent period of five (5) years' service (see Regulation 110.13) pro rata after a period of two (2) years beyond the period of the previous five (5) or ten (10) years of service. (COA 11/65)
- (h) Application shall be made to the Presbytery for leave, and the Board shall notify the applicant when leave may be taken. The Board shall be responsible for the payment of the cash component to the Ministry Support Fund and the expense-payment fringe benefit (adjusted by the notional manse provision) to the Charge at the rate of a Urban Zone stipend. For the period of the leave the Charge will not be required to contribute the cash payment amount to the Ministry Support Fund.
- (i) During leave, the Charge shall continue to pay to the Fund any stipend amount in excess of the Urban Zone rate in accordance with their terms of settlement, and the relevant book/computer software allowance and one-third of the Minister's normal travelling component within the Ministry Allowance. The Charge shall continue to pay expense-payment fringe benefits at the appropriate rate on behalf of the Minister in advance or upon completion of the leave. The Charge shall also pay all costs of supply during the leave period.
- (j) Leave shall be approved by the Presbytery which shall make adequate arrangements for supply.
- (k) Leave is conditional on the Minister's relinquishing of all activities associated with the Charge during the period of leave.
- (l) Long service leave accrued prior to 31 December 1991 may be retained up to retirement.
- (m) The Board shall have discretionary powers to deal with exceptional cases. (COA 10/57)

Accident and Sickness (including Salary Continuance) Benefits Casual Sickness Benefits

17. Ministers, Accredited Ministry Workers and Deaconesses shall be entitled to casual sick leave of a short duration and in any one instance when that casual sick leave exceeds five days, a medical certificate should be obtained; such certificate should be held in retentis by the Clerk of the Presbytery in the case of Ministers, and forwarded through the Clerk of the Presbytery in the case of

Accredited Ministry Workers and Deaconesses to the Committee on Ministry Resourcing; in both cases, the Kirk Session should be advised; in no case should the details of the certificate in relation to casual sick leave be published.

Short-term Sickness Benefits

18. In the event of a Presbytery or Appointing Body taking action outlined in Rule 4.43 (a) and (b), for the purpose of short-term sick leave, sickness benefits shall be payable as follows:
- (a) Up to 3 months for any one claim at the rate of 50% of the regional minimum stipend for Urban Zone including Urban Zone expense payment fringe benefits (where there is no manse provided) to be paid from the Accident and Sickness Fund. If the medical condition allows the Minister, Accredited Ministry Worker or Deaconess to resume work and if that same medical condition later requires further leave, then the second and subsequent claims on the Accident and Sickness Fund shall be added together and shall not exceed the 52 weeks total allowable claim; however, the second and subsequent claims will also be subjected to the requirements of clause 18 (b) (i). Whilst the Minister, Accredited Ministry Worker or Deaconess is covered by this regulation, the Charge shall pay to the Minister, Accredited Ministry Worker or Deaconess three quarters of his/her normal travelling allowance.
 - (b) After 3 months' continual sick leave, the Minister, Accredited Ministry Worker or Deaconess shall continue to be eligible for Sickness Benefits as follows:
 - (i) The Minister, Accredited Ministry Worker or Deaconess shall claim from his/her salary continuance insurance policy provided through the Presbyterian Church of Queensland Superannuation Fund. This policy pays 75% of the superannuation salary (ie minimum Urban Zone stipend plus Urban Zone expense payment fringe benefit (where there is no manse provided) plus compact charge travelling allowance) for up to twenty-four months – subject to the conditions of that policy; and
 - (ii) The benefit provided to a Minister, Accredited Ministry Worker, or Deaconess by their Salary Continuance Insurance Policy shall be supplemented for a period of up to nine months by an expense payment fringe benefit of 25% of the superannuation salary of the Minister, Accredited Ministry Worker or Deaconess from the Accident and Sickness Fund.

- (iii) Whilst the Minister, Accredited Ministry Worker or Deaconess is covered by this regulation, the Charge shall be relieved of all stipend or travel allowance payments.
- (c) Sickness Benefits from the Accident and Sickness Fund will be paid on behalf of the Charge, Committee or other employing body for the duration of the disablement up to the time the Minister, Accredited Ministry Worker or Deaconess is eligible to claim from his/her Salary Continuance Insurance Policy.
- (d) Sickness Benefits payable under this regulation are applicable to Ministers, Accredited Ministry Workers and Deaconesses who continue in their inducted or appointed position.

Long-term Sickness Benefits

19. In the event of a Presbytery or Appointing Body taking action as outlined in Rule 4.43 (a) – (e), for the purpose of long-term or permanent sick leave, sickness benefits shall be payable as follows:
- (a) Up to 3 months for any one claim at the rate of 50% of the regional minimum stipend for Urban Zone including Urban Zone expense payment fringe benefits (where there is no manse provided) to be paid from the Accident and Sickness Fund. Whilst the Minister, Accredited Ministry Worker or Deaconess is covered by this regulation, the Charge shall pay to the Minister, Accredited Ministry Worker or Deaconess three quarters of his/her normal travelling allowance.
 - (b) After 3 months' continual sick leave, the Minister, Accredited Ministry Worker or Deaconess shall continue to be eligible for Sickness Benefits as follows:
 - (i) The Minister, Accredited Ministry Worker or Deaconess shall claim from his/her Salary Continuance Insurance Policy provided through the Presbyterian Church of Queensland Superannuation Fund. This policy pays 75% of the superannuation salary [that is, minimum Urban Zone stipend plus Urban Zone expense payment fringe benefit (where there is no manse provided) plus compact charge travelling allowance] for up to 24 months – subject to the conditions of that policy; and
 - (ii) The benefit provided to a Minister, Accredited Ministry Worker, or Deaconess by their Salary Continuance Insurance Policy shall be supplemented for a period of up to nine months by an expense payment fringe benefit of 25% of the superannuation salary of the Minister, Accredited Ministry Worker or Deaconess from the Accident and Sickness Fund.

- (c) Sickness Benefits from the Accident and Sickness Fund will be paid on behalf of the Charge, Committee or other employing body for the duration of the disablement up to the time the Minister, Accredited Ministry Worker or Deaconess is eligible to claim from his/her salary continuance insurance policy.
- (d) When the Minister, Accredited Ministry Worker or Deaconess resigns from his or her inducted or appointed position, or the Presbytery or the appointing body takes action according to Rule 4.43 (c), the Minister, Accredited Ministry Worker or Deaconess is still eligible to claim from his or her Salary Continuance Insurance Policy. When the inducted position or appointment ceases under such circumstances, the Corporation of the Presbyterian Church of Queensland shall continue the employment of the person concerned until further notice to enable the sickness benefits referred to in (b) (ii) to be paid directly to the Minister, Accredited Ministry Worker or Deaconess from the Accident and Sickness Fund.
- (e) Unless action is taken to the contrary by the Presbytery or Assembly, the ongoing employment status outlined in (d) will not entitle the person concerned to hold a seat in a Presbytery or carry out any position which is work related within the Presbyterian Church of Queensland.
- (f) The employment status of a Minister, Accredited Ministry Worker or Deaconess outlined in (d) shall conclude when salary continuance payments cease in terms of the policy.

General Regulations

- 20. (a) Claims on the Accident and Sickness Fund can only be paid if supported by medical evidence acceptable to the Committee.
- (b) Sickness Benefits shall not be payable from the Accident and Sickness Fund:
 - (i) during the first month of the disability;
 - (ii) if workers' compensation can be claimed;
 - (iii) if a Minister, Accredited Ministry Worker or Deaconess has demitted his Charge, or has had the pastoral tie severed, or an appointment discontinued, under Rule 4.43 (c), and is in receipt of, or eligible to receive, an aged pension or some other mature age allowance or retirement income approximating the aged pension; provided however that from the date of cessation of employment to the commencement of these benefits, sickness benefits equivalent to the amount to be provided by these benefits shall be paid directly to the Minister, Accredited Ministry Worker or Deaconess from the Accident and Sickness Fund.

- (iv) if the illness or accident is attributable to boxing or wrestling, racing of any other kind other than on foot, football, hockey, riot, warfare, suicide, pregnancy or childbirth or any other risks not normally met with as a Minister of Religion including aviation other than:
 - (a) a fare paying passenger on a commercial aircraft over an established route; or
 - (b) as a pilot or passenger in a non-commercial aircraft provided that the pilot of the aircraft holds a current commercial licence with a minimum of 200 hours flying and provided also that the aircraft is currently licensed and if being used in Western Queensland or other remote areas or is being flown over water, shall carry full survival equipment as provided in Australian Navigational Regulations.
- (v) to a Minister who demits his Charge or has had his Charge declared vacant in terms of Rule 4.43 (c) and is totally or permanently incapacitated and disabled in accordance with Government requirements for invalidity, and is in receipt of, or entitled to, an invalid pension or some other allowance or income that is granted as a result of their disability, and approximating the invalid pension; provided however that from the date of the demission or the Charge being declared vacant to the commencement of the payment of these benefits, sickness benefits equivalent to the amount to be provided by these benefits shall be paid directly to the Minister, Accredited Ministry Worker or Deaconess from the Accident and Sickness Fund.
- (c) Should a part payment of stipend be made through the superannuation salary continuance after a period of 52 weeks of full accident and sickness benefits, then any charge, assembly body, or any other agency or fund within the Presbyterian Church of Queensland shall not be required, under any circumstances, to supplement the payment in order to maintain the original stipend and/or other payments under which the employee was originally remunerated including any adjustments subsequently made to that original remuneration.
- (d) The discretion will lie with the Committee to determine the duration of the sickness benefits payable, after consultation with the Presbytery or the appointing body, and on the production of such medical evidence as the Committee deems necessary, but the payments from the Accident and Sickness Fund shall in no case be for a greater period than twelve months.

REGULATION 111

ARCHIVES

Administration

1. The Archives of the Presbyterian Church of Queensland shall be administered under the direction of the Finance and Administration Board.

Duties

2. The duties of the Archives shall include, with regard to historical records:
 - (a) arranging for the preservation of the historical records of the Church, its Courts, Committees, Congregations and Institutions;
 - (b) the recording of important events in the life of the Church;
 - (c) the facilitating of research into all aspects of the history of the Church;
 - (d) preserving important relics of Church life which may be given to the Church's keeping; and
 - (e) displaying such materials in the Historical Records room.

Archivist Librarian

3.
 - (a) The Finance and Administration Board may appoint an Archivist and/or Librarian or another designated person to assist in carrying out its work;
 - (b) The officer as appointed in clause (a) shall be authorised by the Finance and Administration Board to be responsible for the day-to-day activities of Historical Records, including recruiting and coordinating volunteers known as "Friends of Archives".

Presbytery Historical Officer

4. Presbyteries should each appoint an Historical Officer who should encourage the preservation and study of historical records of the Presbytery itself and of Charges and Institutions within its bounds. Presbyteries shall also enquire, when holding ordinary visitations, as to the whereabouts and care of church records which are no longer current.

Securing of Records

5. The records of Church organisations are the property of the Corporation of The Presbyterian Church of Queensland. It is the responsibility of the Sessions to ensure that the records of the organisations within the Charge, both past and current, are preserved, appropriately stored, and protected against deterioration. This should be done within the church property, but if this is not possible the past records should be deposited with the Historical Records collection of The Presbyterian Church of Queensland. Congregations are asked to forward a copy of printed material (including duplicated material) such as annual reports, orders of service for special occasions, church bulletins, magazines and histories of charges, to the Committee.

Acquisitions

6. The Archivist Librarian, with the approval of the Finance and Administration Board, may, in special cases, purchase materials important for the study of the history of the Presbyterian Church in Queensland or elsewhere.

Access to Historical Records

7. Congregations of the Presbyterian Church, and those formerly belonging to this Church, shall have access to information in the records, and access may be granted to other persons undertaking historical research at the discretion of the Archivist Librarian, at a fee to be determined from time to time by the Archivist Librarian, subject to the requirements of the privacy legislation.

REGULATION 112 CAPITAL FUND

Name

1. There shall be a special fund known as the Capital Fund (hereinafter referred to as the "Fund").

Composition

2. The Fund shall consist of:
 - (a) gifts and bequests;
 - (b) interest-free loans;
 - (c) interest-bearing loans;
 - (d) interest from investments; and
 - (e) such other funds as the Assembly may from time to time allocate.

Vesting

3. The Fund shall be vested in The Presbyterian Church of Queensland.

Surplus Monies

4. The general oversight and investment of surplus monies of the Fund shall be under the guidance of the Finance and Administration Board.

First Charge

5. The cost of administration shall be first charge on the income of the Fund.

Administration

6. The Fund shall be administered according to these Regulations by a Committee of the Finance and Administration Board, comprised of, as follows:
 - (a) the Treasurer of the Assembly and the General Manager who shall act as Secretary of the Committee;
 - (b) a Convener and four other members appointed by the Finance and Administration Board.

Interest Rates

7. The interest rates allowed on deposited funds and charged on borrowed funds shall be determined by the Committee, from time to time.

Object

8. The object of the Fund shall be to make loans and grants from the Fund for church extension and ministry, on terms determined from time to time by the Committee.

Priority for Loans and Grants

9. Priority in making such loans and grants shall be:
- (a) in new areas, purchase of land and/or maintenance of ministry;
 - (b) assistance with financing the erection of halls, manses and churches in new areas;
 - (c) as surplus funds become available, assistance with such other undertakings of Congregations, Presbyteries or of the Assembly.

Applications to be Supported

10. All congregational applications for financial assistance shall be submitted to the Committee through the appropriate Presbytery, and in the case of Home Mission Charges, also through the Committee on Ministry Resourcing.

Standard Application

11. All applications must be on the Committee's standard application form, together with relevant extract congregational minutes.

Borrowing for Speculative Profit

12. The Fund reserves the right to vary terms and conditions of any loan should it be deemed by the Finance and Administration Board that monies borrowed are utilised for speculative profit.

REGULATION 113 CAR LOAN FUND

1. The aim of the fund is to assist ministers, deaconesses, exit students, accredited ministry workers with the Committee on Ministry Resourcing and congregations to acquire cars in good order for use in their charges or to trade in vehicles where necessary to acquire a more efficient vehicle.
2. The Finance and Administration Board will review the terms and conditions of the car loan fund on a regular basis as determined by Board policy from time to time and as appropriate to optimise the fund's purpose as stated in clause 1.
3. Applicants must advise the Church Liaison Officer of the vehicle to be purchased and undertake that any second hand vehicle has been surveyed by a competent person (not the vendor) and that the applicant is satisfied the vehicle is of an acceptable standard.
4. The applicant shall guarantee that the vehicle will be kept insured for, at least, the amount of the church's equity in the vehicle while the loan from the car loan fund continues.
5. The make or model of the vehicle on which money is loaned is not to be changed without prior consent of the Finance and Administration Board. Any unpaid amount of the loan shall fall due immediately a vehicle is changed.
6. The following conditions of the loan shall be established from time to time by the Finance and Administration Board:
 - (a) The period for which the loan will be available from the fund.
 - (b) The ceiling figure which will be available as a loan for those who qualify in terms of clause 1.
 - (c) The amount of interest which shall be paid on the loan.

REGULATION 114 ENDOWMENT FUND

Interpretation

In these regulations the terms used shall have the following meanings ascribed to them:

"Endowment Committee" means the Endowment Committee of the Finance and Administration Board.

"The Finance and Administration Board" means the Finance and Administration Board of The Presbyterian Church of Queensland.

"Administration" means the management of the disbursement of moneys available from the Endowment by advising the Assembly whether principal as well as interest should be made available for appropriation, by recommending to the Assembly how such moneys made available are to be appropriated, and to consider between meetings of the Assembly exceptional circumstances calling for the urgent decision, reporting any action approved to the next Assembly.

"Appropriation" means the setting aside of a sum of money for a specific purpose, either by way of loan or grant.

Name

1. The fund shall be known as the Black-Smith-MacPherson-Martin Endowment Fund.

Capital

2. The capital of the endowment shall be the total sum at the credit of the following funds as at 30th June, 1977, as determined by the Property Commission appointed pursuant to the provisions of the Presbyterian Church of Australia Act - 1971:
 - (a) the William Robert Black Endowment Fund;
 - (b) the Smith MacPherson Bequest;
 - (c) the Assembly Building Fund;
 - (d) the W.R. Black Building Fund;
 - (e) the Alexandra Park Assembly Fund;
 - (f) the Margaret Hart Martin Loan Fund;
 - (g) the Church Extension Fund;
 - (h) the Building Fund.

Purpose

3. The endowment is held for the church extension and development schemes, theological training and Christian education of the General Assembly of The Presbyterian Church of Queensland.

Appropriation

4. Portion of the capital may be loaned to Congregations as an endowment investment, and the income of the fund shall be available for appropriation and expenditure as hereinafter provided.

Administration

5. The administration of the fund shall be the function of the Endowment Committee of the Finance and Administration Board.

Accounts

6. Full accounts shall be kept by the Treasurer of the Assembly, of the Endowment Fund, its assets, liabilities, income, expenses and appropriations according to the normal accounting practices of the Church and the balance sheet of the fund shall be published annually.

Investment

7. The Finance and Administration Board shall be responsible for the investment of the endowment and as hereinafter provided.

Loan Funds

8. One half of the amount of maturing investments and loan funds repaid during any year as part of the capital of the fund shall be available to be advanced upon loan to Congregations or Charges during the next year for church extension purposes and specifically for the acquisition of sites for the first manse and towards the cost of erection or acquisition of the first manse, such loans to bear interest at a rate determined annually by the Finance and Administration Board at the time when applications for loans are being considered.

North Queensland

9. A portion of loan funds and grants available for allocation in any year shall be made available for allocation to Congregations or Charges in the Presbytery of North Queensland.

Loan Applications

10. All applications for loans bearing interest at a rate determined annually by the Finance and Administration Board at the time when applications for loans are being considered, or grants, shall be made to the Endowment Committee of the Finance and Administration Board, to reach the General Manager not later than the 31st August each year.

Supporting Documentation

11. All applications for loans or grants received by the Endowment Committee shall be supported by a recommendation from the Presbytery concerned.

Applications for loans or grants shall be in writing with a full statement of the proposal, its utility, what financial aid is required, and an outline of future development and need. A recommendation shall be made to the Assembly by the Endowment Committee on the amount, terms and conditions of loans and grants.

Grant Funds

12. Eighty-five percentum (85%) of the income of the fund for the preceding year shall be available for appropriation by the State Assembly upon recommendations of the Endowment Committee through the Finance and Administration Board.

Accumulated Capital

13. Fifteen percentum (15%) of the income of the Fund for the preceding year shall be capitalised and become part of the accumulated capital of the fund each year.

General

14. Appropriation may be made to assist Charges for purposes not otherwise specified.
15. When schemes or projects and other effects are assisted or supported by the endowment, the Endowment Committee shall be furnished, as it may direct, with reports of the progress or accomplishment of the objectives.
16. When an appropriation that has been approved by the State Assembly consists of a sum expendable over a term of years, the unpaid portion for each succeeding year shall be provided for in the list of appropriations submitted to that State Assembly as already approved, and not included amongst those appropriations for which approval is sought.
17. Should the Assembly not approve of an appropriation proposed, the project is referred back to the Endowment Committee for further investigation and decision, and the sum involved reverts for appropriation in the next year.
18. When an appropriation has been approved it shall be placed in the account books to the credit of the project, scheme or purpose and payment is made to the controllers concerned, or may be made in such sums and as required, and as authorised by the Finance and Administration Board.

19. When an appropriation has been made, and later it is found is not required, or only partially required or used, the Endowment Committee may, after investigation, direct that the appropriation or the portion not availed of be restored to income available for appropriation.
20. The Finance and Administration Board shall, in its annual report to the Assembly, include a summary of the work done by the Endowment Committee in relation to the endowment since the last report was made, and shall include a statement of the estimated income of the endowment for the twelve months from the following first day of July and a list of the appropriations therefrom already approved, and of recommendations for appropriations from the balance of such income.

Alterations

21. The Finance and Administration Board shall have discretion to deal with special circumstances in relation to the administration of the Endowment Fund, provided always that such circumstances shall be reported to the State Assembly for its endorsement.

REGULATION 115 THE INSURANCE FUND

1. **Name**

The Fund shall be known as the Insurance Fund of the Presbyterian Church of Queensland.

2. **Object**

The object of the Fund shall be to insure all churches, manses, schools, church halls, or other buildings and structures, furnishings or contents thereof (if any) and property of the Church against loss arising from destruction or damage by fire, and/or storm and/or tempest.

3. **Management**

The Fund is managed and controlled by the State Assembly through the Finance and Administration Board.

4. **Responsibility of Committees and Others**

It is the duty of the Committee of Management and other responsible persons to insure in the Fund the properties for which they are responsible, subject to the acceptance of the proposal. The insurable value is in all cases finally determined for by the Finance and Administration Board appointed by the Assembly, and premiums are paid to the Treasurer of the Church, at the Presbyterian Church Offices.

5. **Allocation of Monies**

All insurance premiums together with all donations and bequests specifically given to the Fund, and interest earned by the monies shall be placed to the credit of the Fund.

6. **Premiums determined: Finance and Administration Board**

The rate of the premium to be paid shall be fixed and determined by the Finance and Administration Board with reference to the nature, the value and the situation of the property, liable to damage or destruction.

7. **Destruction or Damage to Properties**

In the event of any destruction or damage by fire, or by storm or by tempest, happening to any property insured in the Fund and provided that the premiums have been paid, the Board shall in the case of a total destruction, pay the value of such property according to the assessment thereof made by the Board or its assessors but not more than the amount insured (subject to the provision in clauses 8, 9, 10 and 11 next following), or in the case of partial damage, such

amount as shall be proportionate to the extent of the damage as may be determined by the Board or its assessors (subject to the provisions in clauses 8, 9, 10 and 11 next following), but not more than the amount insured provided that the Board shall have the option of themselves reinstating or repairing any property so destroyed or damaged.

8. **Committees to Advise the Board of Property Damage**

A report of every such destruction or damage as aforesaid and the circumstances shall be reported to the Board immediately after the happening thereof, and the Committee of Management or other party shall also within a reasonable time supply the Board with full particulars of the property destroyed or damaged, and an estimate of the cost of reinstatement or repairs. When a building or property has been partially destroyed by fire, or storm or tempest, the Committee of Management or other party responsible must take requisite action to preserve the remaining property and prevent further damage arising.

9. **Committees to Advise the Board of Property Particulars**

The Committee of Management or other party, on effecting all insurances on property as aforesaid, shall supply the Board with full particulars of the said properties, and thereafter from time to time of all subsequent alterations thereof and additions thereto and deletions therefrom, and shall give notice to the Board of any matter or thing including all lighting and heating arrangements, which may increase the risk of the destruction or damage of such properties by fire. In areas that are subject to storm and tempest visitations, buildings and structure should be well secured.

10. **Payment of Premiums**

All premiums shall be paid on or before the day on which they become due, or within such days of grace as the Board may allow.

11. **Failure to Comply with Regulations**

If any Committee of Management or other party fails to observe or comply with any of the provisions in these regulations the Board may refuse to pay to such Committee of Management or party any amount out of the Fund for the purpose of making good any property which may have been destroyed or damaged.

12. **Financial Reports to the State Assembly**

The Board shall furnish a report, a revenue account and balance sheet of the Fund at the end of each year to the annual meeting of the State Assembly next following. When the Board considers a distribution may be made of profits earned by the Fund, it submits its recommendations to the State Assembly for authorisation. The State Assembly approves or rejects or may refer a recommendation again to the Board.

13. **State Assembly Power to Amalgamate Fund**

The State Assembly shall have power to effect an amalgamation of the Fund with any similar fund of the General Assembly of the Presbyterian Church of Australia or of the Assembly of the Church in any other State of the Commonwealth.

14. **State Assembly Power to Vary Regulations**

The State Assembly shall have the power from time to time to vary, alter or amend these regulations, or to make any other regulations or conditions in relation to any insurance effected with the Fund.

REGULATION 116 SUPERANNUATION FUND

1. The Fund

The commencement date of the original Plan was 1 July 1980. On 1 June 1993 the Fund was transferred from the Westpac Tailored Fund to Commonwealth Life Superannuation Mastertrust. On 1 July 2001 the Fund was subsequently transferred to ING Custodians Pty Limited as trustees for ING Corporate Super, which is a complying Fund under the Superannuation Industry (Supervision) Act 1994.

2. Upon transfer, OnePath (formerly ING Custodians Pty Limited) assumed responsibility for the control of the Fund, trusteeship responsibilities, and the meeting of all legislative requirements including those specified under the Superannuation Guarantee Charge Legislation 1992, and the new Superannuation Industry (Supervision) Act 1994.

The OnePath Corporate Super Member Booklet which is given to all Fund members at the outset gives a summary of the various conditions and regulations that apply to superannuation in general, and OnePath in particular, and is based on:

- present laws (including superannuation, insurance and taxation legislation) and their interpretation at the time of preparation; and
- the provisions of the Policy Documents and the Trust Deed which contain the complete terms and conditions of the OnePath Corporate Super plan.

3. The design of the Fund will remain the responsibility of the Superannuation Committee of the Finance and Administration Board and any decision to vary the Fund, including the contributions, benefits or vesting levels remains with the Board.

4. Membership

Membership of the Fund is compulsory for every entrant to the Ministry of the Church in the State (Rule 7.1) and is available to staff members and private appointments on the invitation of the Board. Superannuation Guarantee Charge regulations, and the requirements of the Superannuation Industry (Supervision) Act 1994, will continue to be met as has been our practice in the past.

5. Contributions

The basis for contributions to the Fund changed from 1 September 1991 when compulsory personal contributions by Ministers, Accredited Ministry Workers and Deaconesses ceased. The basis for contributions further changed from 1

February 2001 when the new stipends arrangements were introduced. The October 2009 Stipends Commission resolved to change the base for Superannuation Contributions to Monthly Cash Stipend plus EPFB (Manse Not Provided).

Additional information on Preservation is contained in paragraph 18, and a general background to taxation considerations is given in paragraph 17.

6. Contributions to the Fund may be varied from time to time in line with revised stipends or salaries as determined by the Stipends Commission.

7. **Voluntary Contributions**

Members may make voluntary contributions to supplement the Employee Account as agreed between the member and the Finance and Administration Board.

8. **Insurance Cover**

Insurance to cover Death and Disablement is arranged annually for all members (based on their age and relevant remuneration for insurance purposes) to supplement the accumulated benefit due to the member on death or disablement. Full-time students at the Theological College are provided with cover on a basis equivalent to Accredited Ministry Workers, to be funded from the Employer Reserve Account (refer paragraph 14).

Salary Continuance Insurance is arranged annually for all members working 20 or more hours a week, based on their relevant remuneration for insurance purposes.

9. Where required, insurance benefits may be required to be subject to acceptance by the Underwriter having regard to health evidence.

10. **Death Benefits**

Should a member die before attaining the age of 65 years, the Fund Trustees, who have been advised of the member's nominated preference, will pay the total of the member's account balances at the date of death plus the amount of insurance cover.

11. **Total and Permanent Disablement**

In the event that the insurers accept medical evidence of total and permanent disablement, the member will receive a benefit equivalent to the amount payable on death.

12. Resignation or Retirement

In the event of a member resigning from membership before the age 55 the full amounts that have accumulated in the Employee and Employer Accounts will be retained for the member.

Members may only continue as members of the Fund after attaining the age of 65 years if permitted to do so under government superannuation regulations.

13. Leaving Service

Members will receive on leaving the service (other than on retirement) the accumulated balance of the Employee Account, including salary sacrifice contributions by the employer, plus the total Award SGC account, plus a proportion of the Employer Additional Account depending on the length of membership, with 100% applying after 10 years. This is subject to Preservation rules (refer paragraph 18).

14. Employer Reserve Account

An account shall be maintained called Employer Reserve Account. This account shall be used to accumulate any forfeited benefits (on a member's withdrawal) and contributions previously made by a charge temporarily without a Minister.

From time to time the balance of the account may be used to:

- (a) pay the insurance cover for theological students,
- (b) allocate additional benefits to members in such proportions as the Superannuation Committee in its absolute discretion may determine.

15. Transferring Previous Superannuation Fund Balances

A new member upon joining the Fund may transfer to the Fund the proceeds of any previous superannuation arrangements. Such transfers will be added to the Employee Account, attract interest in line with the earnings of the total Fund and be available to the member or trustee on retirement, resignation, death or disablement.

16. Leaving Service

Members leaving service are not permitted by law to remain within the OnePath Corporate Super plan. However, they may apply to transfer the total amount set aside by both employee and employer contributions at the date of the member leaving service to an OnePath personal plan (subject to approval by OnePath).

Upon leaving service in Queensland to join a similar employer in another State of Australia, members may apply to the Superannuation Committee to transfer to an alternative Fund established by the new employer (or any other alternative Fund) the total amount set aside by both employee and employer

contributions at the date of the member leaving service. The alternative Fund must be a complying Fund under the Superannuation Industry (Supervision) Act 1994.

Members on leave without pay may request the Superannuation Committee to allow the total amount set aside by both employee and employer contributions to remain in the Fund without further contributions (but continuing to accrue interest) for a period of up to 1 year, or as otherwise agreed by the Superannuation Fund Trustees.

17. Taxation

Superannuation monies will be subject to taxation in accordance with the requirements of Australian taxation legislation. In general, within a superannuation fund Employer contributions (including award, salary sacrifice or additional voluntary employer contributions) are taxed at 15%, whilst an employee's personal contributions from after tax monies are not taxed. Any investment earnings are also taxed according to Federal legislation, currently at a maximum of 15% (this may also be reduced by dividend imputations, which effectively increases the return).

18. Payment of Benefits

Under "preservation" rules, benefits can be paid from the Fund at any time after retirement. However, benefits remaining in the Fund on turning age 65 must be paid either as a lump sum or commence to be paid as a pension unless the Trustee otherwise consents in the following circumstances:

where the member remains in full-time (30 or more hours per week) employment; or

where the member remains in part-time (between 10 and 30 hours per week) employment (in which case benefits may only remain in the Fund until attaining age 70).

"Retirement" is taken to occur as follows:

the member attains the age 55: the date of retirement (ie the date when the member leaves his present employer or occupation, without intending to become gainfully employed again, either on a full-time or part-time basis); or

the member attains the age 60: the date on leaving the present employer or occupation (regardless of whether the member intends to continue working).

REGULATION 130 PROPERTY BOARD

Duties

1. The duties of the Board shall include, with regard to architectural matters, assisting in ensuring that all buildings for church purposes (including places of worship, halls and manses), alterations/renovations/restoration to existing buildings and all church furnishings are planned, designed, constructed and equipped or prepared for equipment in accordance with the needs of the particular charge; or work and the determination of the Assembly.
2. The necessary action for the execution of all documents in relation to sales, purchases and all other dealings with real property is conducted through the Property Board in accordance with the Rules and Forms of Procedure of the Presbyterian Church of Queensland (Code Chapter 9). However this clause must be read in the light of Rule 5.29(a).

Congregational Property

3. When a congregation or charge is considering acquiring, disposing of or otherwise dealing with real property, the following steps must be followed:
 - (a) The Committee of Management should prepare a firm proposal for submission to a duly convened congregational meeting.
 - (b) A duly convened congregational meeting, acting under Rule 9.3, shall then give direction as to the purchase, sale or other dealing with the real property in question.

A congregation or charge can only authorise transactions by resolution passed by at least three-fourths of its communicant members personally present at a duly convened congregational meeting (Rule 9.3).
 - (c) An extract minute of the congregational meeting, under the hand of the Session Clerk, duly certifying that the requirements of Rule 9.3 have been complied with (see Appendix 2), should be forwarded to the presbytery of the bounds with a request that the presbytery favourably considers the action approved by the congregational meeting.
 - (d) Presbytery approval shall be obtained (Rule 9.3) after which the Presbytery Clerk forwards all documentation, both congregational and presbytery extract minutes, to the Property Board for consideration and approval in terms of Church and Civil Law.
 - (e) When the Property Board is satisfied that the Rules and Forms of Procedure of the Presbyterian Church of Queensland have been satisfied and that all civil requirements are in order including all contractual arrangements, the Property Board will authorise an authorised party (Regulation 130.12) to issue the instruction to the

Solicitors (Rule 5.29(a)) for the preparation of the necessary conveyancing documentation and the subsequent settlement of the transaction noting particularly Rule 5.29(a) and Regulation 130.9.

Special Property Provisions:

4. If additional security is required by the bank or other financial agency, appropriate congregational extract minutes will be required. (See Appendix)
5. In the event of any special conditions applying, a resolution of a congregational meeting is required, along with a minutes in terms such as (in the case of the acquisition of vacant land to be used for the erection of a new church or hall):

"Subject to the re-zoning of the said property by.....Council, for church purposes".

OR

Alternatively "Subject to the purchaser obtaining the necessary finance from.....(name of bank or other financial agency)".

Buildings

6. Before making the purchase of a building or initiating a program of building, whether new work or major alterations/renovations/restoration to existing buildings, a congregation shall:
 - (a) secure plans and specifications either prepared or endorsed by a registered Architect as adequate, complying with all relevant ordinances and indicating proposed future development.
 - (b) submit all such plans in sketch form concurrently to the presbytery and to the Board for guidance and advice.
 - (c) submit all such plans in final form to the Board for report and recommendation to the presbytery for approval in the light of that report.

However, a congregation may be exempted from the above requirements, if none of the following applies:

- value of the project is over 50% of the congregations ordinary income.
- All matters of appropriate civil, legal and building requirements are met.

Manses

7. In planning, erecting, purchasing, or renting buildings for use as manses, congregations and presbyteries shall give attention to "The Guidelines for Manses" adopted by the Assembly (210). However the Board is aware that the Assembly has deemed it preferable that ministers and other workers should own their own accommodation.

Dealing with Denominational Property

8. All dealings of a contractual nature shall be reported to the Property Board.
 - (a) Boards, councils and committees shall follow the requirements of Rule 9.3 and the governing body shall only authorise transactions by a resolution passed by at least three fourths of the members of the body present and voting.
 - (b) An extract minute of the above shall be forwarded to the Property Board and when the Property Board is satisfied that the Rules and Forms of Procedure of the Presbyterian Church of Queensland have been satisfied and that all civil requirements are in order including all contractual arrangements, the Property Board will authorise an authorised party (Regulation 130.12) to issue the instructions to the solicitors (Rule 5.29(a)) for the preparation of the necessary conveyancing documentation and the subsequent settlement of the transaction noting particularly Rule 5.29(a) and Regulation 130.9.
 - (c) In relation to buildings the Commission of Assembly or the Assembly itself shall determine whether the required percentage in Regulation 6 shall/shall not apply and the Commission/Assembly may vary or delete the requirement in relation to one project or series of projects, provided the denominational agency has the expertise to deal with all requirements of the building project.

General Property Matters:

Contracts

9. Any contract for the purchase or sale of property must include a special condition stating that the transaction is subject to the approval of all relevant courts, committees and boards of the Church. A contract (or similar or related document) may be signed by:
 - (a) A trustee of the Church.
 - (b) The Chairman or Secretary of the Property Board,
 - (c) An office bearer authorised by the Commission of Assembly.
 - (d) An office bearer authorised by a person authorised in terms of clauses (a) to (c) above.

Costs and Outlays

10. All costs and outlays in connection with all real property transactions will be borne by the congregation or charge concerned, to whose treasurer the charge's solicitors will forward an itemised Bill of Costs for outlays and professional charges.

Chairman and Church Liaison Officer

11. In cases where delay could result in financial loss, the Chairman of the Property Board and the Church Liaison Officer shall be empowered to act on behalf of the relevant bodies to give recommendation concerning the transaction.
12. All dealings (contact with and instructions to) with the solicitors regarding real property are conducted by an authorised party (Regulation 130.9) in terms of Rule 5.29(a) and any Assembly and Commission of Assembly directive.
13. Upon request the Chairman of the Property Board shall give advice on specified proposals for real property dealings.

Leasing and Hiring

14. (a) Hire Agreements
All hire agreements and other non-contractual arrangements which do not require signing by the Trustees may be entered into by a Committee of Management after comment by the Property Board, and provided provision is made in the Charge Budget for the expenditure.
- (b) Leasing
All leasing and any other congregational arrangement requiring signing by the Trustees shall be conducted in terms of Rule 9.3 and Regulation 130. This requirement shall apply to Congregational or Denominational property as well as property outside the congregational or denominational ownership.

APPENDIX 1

Approved Checklist

In matter relating to the Property Board the following Check List shall apply:

ACTION BY THE CONGREGATION:

1. With regard to the proposed purchase of a property, the Committee of Management shall provide a certificate to the congregation, the Presbytery and the Secretary, stating:
 - (i) the property has been professionally inspected, including pest control.
 - (ii) The property is suitable and acceptable for the purpose for which it is being purchased.
 - (iii) Relevant local government By laws and Regulations have been met.
 - (iv) Recommendations for improvements or otherwise.
 - (v) That a plan of the building has been submitted to the Property Board for report.
2. Provide Presbytery and the Secretary with extract minutes of the congregational meeting approving the acquiring, disposing or otherwise dealing with real property.
3. Provide Presbytery and the Secretary with extract minutes of the congregational meeting approving financial arrangements.
4. Obtain from the Secretary an application form, if funding assistance from the Capital Fund is required, and when completed submit copies to Presbytery and the Secretary.
5. Where major building extensions or renovations are contemplated, provide Presbytery with an extract minute of the congregational meeting approving the works being undertaken. There is no need to advise the Secretary unless finance from the Church is required or insurance cover needs to be arranged.

ACTION BY PRESBYTERY:

Provide the congregation and Secretary with extract minutes of the meeting approving the proposed property transaction and support financial arrangements.

ACTION BY THE PROPERTY BOARD:

Examine the plans for the purchase or erection of buildings or extensions to ensure that Church standards are maintained and advise the congregation and provide presbyteries with a report and recommendation.

ACTION BY AUTHORISED PARTIES:

1. On receipt of approvals to buy or sell property from the congregation and the Presbytery:-
 - (i) authorise the solicitors to handle the matter to reach an early settlement.
 - (ii) Arrange for insurance cover on any building being acquired.
 - (iii) Arrange for the Trustees to execute any documents required to be signed under the seal of the Church.
 - (iv) Make an application for a Title Deed on property being acquired and retain same in safe keeping at Church Offices on behalf of the congregation.
 - (v) Apply for exemption from Stamp Duty if appropriate.
 - (vi) Arrange for the payment or distribution of funds on settlement.
2. On receipt of an application for Capital Fund Loan which has been approved by the congregation and Presbytery, place the matter before the Finance and Administration Board for attention and advise the outcome.
3. As time is the essence in property transactions, bring all matters together expeditiously to enable a prompt settlement.

APPENDIX 2

The following pro-forma minutes should be used:

1. (a) The Congregation or Charge of.....by resolution passed by at least three-fourths of its members personally present at a duly convened congregational meeting on.....approved the purchase of an improved property situate at.....Street,.....(Town or City) as a manse for the Congregation of.....for the sum of \$.....or for not more than \$.....
 - (b) The Congregation or Charge of.....by resolution passed by at least three-fourths of its members personally present at a duly convened congregational meeting on.....approved the sale of vacant land situate at.....Street,.....(Town or City) for not less than \$.....
 - (c) The Congregation or Charge of.....by resolution passed by at least three-fourths of its members personally present at a duly convened congregational meeting on.....approved the borrowing of up to \$.....from.....(name of bank or other financial agency) to finance the purchase of the abovementioned manse property.
 - (d) The Congregation or Charge of.....by resolution passed by at least three-fourths of its members personally present at a duly convened congregational meeting on.....approved the mortgaging of the Presbyterian Church situate at.....Street,.....(Town or City) or the newly acquired manse in.....Street,.....(Town or City) to.....(name of bank or other financial agency) as security for the abovementioned loan.
2. Presbytery approval may be granted in the following terms:-
Approve the purchase of an improved property situate at.....Street,..... (name of Town or City) as a [church building/manse/other specified facility] for the Congregation of for a sum not exceeding \$..... in accordance with the approval of the said congregation.

REGULATION 133 "PEARSBY" COMMITTEE

"Pearsby" holiday home, situated at 15 Savoy Drive, Florida Gardens on the Gold Coast (phone 07 5538 7272) is "THE JOHN ROGERSON MEMORIAL HOME FOR CLERGY". It is partly maintained by The Rogerson Memorial Fund.

The Finance and Administration Board has approved the following Regulations with effect from 17 March 1983.

BOOKING REGULATIONS

1. Preference A

The home shall be available free of levy primarily to Ministers, Deaconesses, Licentiates and Accredited Ministry Workers. In school holidays, preference will be given to country Ministers with school children over city Ministers with school children, provided the country Ministers have made their booking at least twelve (12) months in advance.

Preference B

Other than in school holidays, the home shall also be available free of levy to Presbyterian Missionaries on furlough. In this category, bookings may not be made more than three (3) months in advance to allow those in category (a) the maximum opportunity for occupancy.

Preference C

Other than in school holidays the home shall also be available free of levy to salaried Assembly Appointees and Students for the Ministry. In this category bookings may not be made more than one (1) month in advance to allow those in categories (a) and (b) the maximum opportunity for occupancy.

Booking Times

2. The home shall normally be available for periods of two (2) weeks - Monday to Monday. Occupancy is from 2.00 pm on the day of arrival until 10.00 am on the day of departure.

If any occupant elects to occupy "Pearsby" for less than the prescribed two (2) weeks, then that lesser time shall be deemed to be his allotment under this regulation.

If, one (1) month prior to occupancy, no other person has booked the home, a period of longer than two (2) weeks may be available at the discretion of the Convener of the Committee.

Availability

3. No person shall normally book the home for more than one (1) period each calendar year.

Holiday Period

4. No person, Minister or otherwise, shall be entitled to book the home during holiday periods in consecutive years.

Where to Book

5. Bookings of the home shall not be made more than two (2) years in advance, through Church Offices, PO Box 1351, Milton Qld 4064. Phone (07) 3716 2800, Fax (07) 3716 2810, or call at 4/19 Lang Parade, Milton Qld 4064.

GENERAL REGULATIONS

No Pets

6. POSITIVELY NO PETS OF ANY DESCRIPTION ARE PERMITTED ON THE PREMISES.

Responsibility of Occupants

7. The premises are to be left clean and tidy by each occupant after use. Occupants are required to pay costs in order to maintain the grounds and mow the lawns; as well as water the lawns when appropriate.

Removal of Property

8. Property of "Pearsby" is NOT to be removed from the home for any purpose at any time.

Repairs and Maintenance

9. The Committee will not be responsible for the cost of any repairs to any appliance in the home without the prior approval of the Convener, or, in his absence, the Secretary. Any defects to the property, furniture, etc. should be reported to the committee on your yellow form.

Keys and Security

10. The keys of the home shall be obtained from Church Office and returned PROMPTLY after occupancy ceases. Occupants must ensure that the home is SECURELY LOCKED ALL AROUND on vacating the premises. (Additional keys for the security doors are located on the wall inside each door. The same key opens the front and the laundry security doors.)

Telephone

11. All calls will be billed accordingly.

Instruction for Equipment

12. Dishwasher, washing machine, clothes dryer and television instructions must be STRICTLY adhered to. The proper dishwasher detergent is provided in the pantry, and is to be used ONLY in the dishwasher. Please do not cut food on the kitchen benches or in the frypan. Adequate cutting boards have been provided for that purpose.

Security Fencing

13. Security fencing and gates are installed around the property. However, occupants are fully and personally responsible for the whereabouts and safety of their children and/or children in their care.

Electricity

14. The meter box and main switch are located on the side wall at the right of the house. You are asked to take care not to waste electricity. Please switch off the main switch before leaving. Occupants are invited to make a contribution towards the cost of electricity on return of keys to Church Office. See yellow form for this.

Linen

15. Household linen is NOT provided.

Library

16. Occupants are invited to donate a sum of not more than \$10 per occupancy to be used by the Committee for the purpose of books, etc. for the lounge room library. See yellow form for this.

REGULATION 150 TRAINING FOR THE MINISTRY

(A) GENERAL

The Committee on Training for the Ministry (CTM) is a Standing Committee with the responsibility to oversee training for the ministry as set out in Rule 5.50. In doing so it shall:

1. Ensure that the requirements of the Assembly and the General Assembly of Australia are met.
2. Maintain a strategic direction for ministry training by the Presbyterian Church of Queensland (PCQ).
3. Oversee the operations of ministry training by:
 - (a) Maintaining objectives and policies consistent with the requirements of the GAA and its College Committee.
 - (b) Receive reports from the Faculty regarding candidates.
 - (c) Make recommendations to the Assembly, in consultation with the Board of QTC, regarding the appointment of the Principal, Vice-Principal and any other Assembly-appointed members of the QTC Faculty who will creatively implement the aims and objectives set out in the Queensland Theological College (QTC) Constitution.
 - (d) Representing Faculty needs to the wider Church as required.
4. Act as the reporting body to the Assembly and other bodies or Courts with respect to:
 - (a) All matters in relation to Presbyterian students for the ministry and deaconesses.
 - (b) Preparing, approving and monitoring funding in relation to funding of the Committee.
 - (c) Student bursaries to be paid.
5. Undertake actions according to the Rules of Chapter 6 to ensure candidates for the ministry are suitable and ensure that candidates for the ministry are adequately supported as they train.
6. Deal with grievances and appeals in relation to Presbyterian students for the ministry and deaconesses when required.

(B) BURSARIES

In relation to bursaries:

1. Candidates or Probationary Students desiring to receive a Bursary make written application to the CTM Executive. Normally bursaries are payable to full-time (9 subjects per annum) approved Candidates for the Ministry of the Word and Sacrament during the course of their training at Queensland Theological College or its successor. However bursaries may also be paid, on a case by case basis, to probationary students or part-time approved Candidates for the Ministry of the Word and Sacrament during the course of their training at --- Queensland Theological College or its successor. The level of bursary shall be determined by the following schedule, based on the Minister's cash stipend + EPFB (manse provided) level for Zone "Urban" at the commencement of the year.
Single 35%
Married 40%
Married with children under 3 50%
Married with 1 child over 3 55%
Married with more than 1 child over 3 60%
2. The bursary shall be paid monthly during the year.
3. The CTM Executive may vary the bursary payable to a probationary student or candidate.
4. The CTM Standing Committee shall have discretionary powers to deal with exceptional circumstances, as necessary, with respect to the payment of bursaries. (COA Min. 14/18)
5. A probationary student or candidate shall have the right to work subject to the Faculty concluding that such work will not adversely affect the candidate's course of training.
6. Disputes regarding bursaries shall be referred to the CTM. (COA Min. 13/96)

(C) POST GRADUATE SCHOLARSHIP FUND

In relation to the Post Graduate Scholarship Fund the following regulations shall apply:

1. The Post-Graduate Scholarship Fund is made up of donations and bequests made for this purpose, and of transfers made by the CTM from its General Bursaries Account or its Accumulated Funds.
2. The scholarship is to obtain a teaching degree only.
3. The degree must be in a subject area that would make the holder qualified to lecture ACT MDiv subjects.

4. The scholarship is for one year of the degree only (i.e. some of the degree must be done at the applicant's expense).
5. The scholarship is for full-time study only.
6. The applicant must be a Minister of the PCQ with proven pastoral experience.
7. The scholarship shall be paid for up to 12 months, plus fees for that year.
8. The granting of the scholarship places the CTM under no obligation to the applicant, should they apply for any lecturing positions.
9. The CTM shall administer the scholarship.
10. Only one scholarship shall be granted per year.

(D) FIELD EDUCATION ALLOWANCE

In relation to field education allowances:

1. Probationary students and approved Candidates for the Ministry of the Word and Sacrament are required as part of the course of training to undertake practical ministry for ten hours per week, usually in a congregation, for a specified number of years.
2. Such placements shall require the student or approved candidate to provide documentation made up of Positive Notice Blue Card and an Australian Federal Police Certificate – "Name Check Only" (or such documentation which may replace the above, or be acceptable in lieu of the above).
3. Placement of probationary students and approved candidates shall be arranged by Faculty or through a Field Education Supervisor if appointed. The Faculty may delegate this function to a subcommittee if it so determines. It may appoint any member(s) of the CTM and a nominee of the Committee on Ministries Resourcing to any such subcommittee, in addition to any of its own members, as the Faculty deems expedient.
4. Communicant members of the Church studying full time at QTC may be granted a FES placement by the Faculty when the Faculty believes that it is in the best interest of the student and the relevant Presbyterian congregation (or ministry) for the student to serve as a FES appointee.
5. Payment of the allowance shall be made by Church Office and shall ordinarily be recovered from Congregations or Ministries in which they shall be placed. When the CTM believes that it is beneficial for a probationary student, candidate for the ministry or member of the Church to serve in a Congregation or Ministry from which their Field Education Scheme Allowance is not partly or fully recoverable, the CTM, with the concurrence of the Finance and Administration Board, may recover the payment of the allowance in part or in full from the St Andrew's Mission Fund. When a probationary student,

candidate for the ministry or communicant member of the Church undertakes a summer field placement within a Charge other than their approved placement for the calendar year, that payment for the field placement is to be recovered from the Charge where the summer placement is undertaken.

6. The allowance shall not be granted to probationary students, candidates for the ministry or communicant members of the Church serving the Committee on Ministry Resourcing or serving as a private appointment.
7. The allowance shall be paid monthly for the months of February to December during the year, and consists of two parts:
 - (a) Travel – 25% of the Minister's monthly urban/provincial Charge travel allowance.
 - (b) Field Education – 17.5% of the Minister's monthly Zone Urban cash stipend + EPFB (manse provided). (BB 2013 Min. 71.7)
8. The Faculty may determine that, for the month of December, a probationary student, Candidate for the Ministry or communicant member may undertake a Field Education placement for more than ten hours per week. In those circumstances, the probationary student, Candidate for the Ministry or communicant member shall be paid, pro rata, the minimum stipend for an Accredited Ministry Worker as determined by the Stipends Commission.

The Faculty may also determine that a Field Education placement which would ordinarily be served in December may be served in January of the following year. However, should such a determination be made, the probationary student, Candidate for the Ministry or communicant member shall be paid on the same terms as if the Field Education placement was served in December of the preceding year. (COA Minute 13/99)

(E) TRIALS FOR LICENCE

Rule 6.3(b) of the Church outlines the purpose, scope and making of arrangements for Trials for Licence, and indicates that the minimum requirements which may be set by a Presbytery for the Trials shall be defined by a Regulation of the Church. The Presbytery will prescribe as minimum requirements the following Trials for Licence over a student's course of training in the Queensland Theological College or its successor, as follows:

1. As part of the report from Faculty outlined in Rule 6.1(h), the Presbytery will receive a copy of the FES supervisor's report from their student placement.
2. During each of the first three years of the student's candidacy, members of Presbytery will observe the Candidate either (a) pastor an individual; or (b) lead a small group; or (c) lead public worship and preach; this shall be arranged such that at the end of three years (or equivalent) all three of areas (a), (b) and

(c) will have been assessed. Where the candidate has an FES appointment in another Presbytery, the student's Presbytery may arrange for the other Presbytery to conduct (a) and (b) on their behalf. In their second and third year, the Candidate will also provide a work of exegesis on the passage used in that teaching context to assist in evaluating how he has worked from exegesis to pastoring and teaching, with reference to the doctrinal position of the Church.

3. In his fourth year of candidacy, members of Presbytery will observe the Candidate lead public worship and preach.
4. Each year of the student's candidacy, Presbytery will select one of the essays submitted by the student to the QTC (recommended units being systematic theology, ethics and those regarding pastoral theology and skills) and request a copy of the essay from the student, accompanied by a reflection (typically 1,000 words) applying the essay to practical issues in the life of the Church with reference to the Westminster Confession of Faith.

REGULATION 151 FACULTY OF THEOLOGY

The Faculty is appointed by the Assembly of the Presbyterian Church of Queensland. The Faculty will consist of the Principal, Vice-Principal, Senior Lecturer in Systematic Theology, the Convener of the Committee on Training for the Ministry (CTM), and any other suitable person(s) appointed by the Assembly. The Faculty is convened by the Principal, and has the responsibility of:

1. The academic and theological requirements in relation to the Queensland Theological College (QTC) on training of ministers and deaconesses.
2. Planning and managing the programs of the QTC with respect to the training of ministers and deaconesses, which are to carry out the objectives and policies of the CTM which include:
 - (a) Developing the courses to be offered to candidates at QTC to fulfill the aims and objectives of the QTC Constitution according to the policies of the Assembly, the General Assembly of Australia (in particular the College Committee), Australian College of Theology and the CTM as it relates to Chapter 6 of the Code.
 - (b) Making provision for field work and field education where required.
 - (c) Providing at least one conference per year suitable for or with the purpose of the refreshment of Ministers.
 - (d) Being aware of societal changes so as to ensure that the activities of the College are always relevant to ministry needs.
3. Ensure that candidates for the ministry are undertaking appropriate academic programs and that suitable progress is being made to meet PCQ and GAA requirements.

REGULATION 160 COMMITTEE ON MINISTRY RESOURCING

Ministry Resourcing Responsibility

1. Responsibilities of the Committee shall include the following:
 - (a) while spiritual oversight of Congregations and Charges remains within the jurisdiction of the Presbytery and Session, the Committee will be responsible together with them, to extend the Church's mission and to maintain a ministry within the State;
 - (b) to assist Congregations and Presbyteries in the planting and nurturing of Congregations;
 - (c) to assist the Assembly and its various Committees and Bodies in their work;
 - (d) to assist Presbyteries in their work;
 - (e) to assist Congregations and Charges in their work;
 - (f) to have, together with other appointing authorities where applicable, a general pastoral oversight over Accredited Ministry Workers serving in their various appointments;
 - (g) to undertake, in conjunction with Presbyteries:
 - (i) a constant survey of the need for Presbyterian Inland Mission patrols, and attend to all Presbyterian Inland Mission activities within the State required by the GAA Committee on the Presbyterian Inland Mission;
 - (ii) to assist in raising funds for and publicising the work of this mission.

Specific Functions

2. The functions of the Committee shall include the following:-

Subsidies

- (a) Liaising with all appropriate congregational office bearers, Presbyteries and the Finance and Administration Board in assessing the subsidy levels requested by the various Congregations and thereafter granting an appropriate subsidy;

Accredited Ministry Workers

- (b) Accept for appointment, suitable applicants as accredited Ministry Workers. In the appointment of an accredited ministry worker, the Committee shall act in a consultative way with Assembly Committees and Bodies, Presbyteries and Sessions wherever possible, recognising that such consultations appropriately can take place through the Director and those appointed to represent the appointing authority;

Exit Appointments

- (c) Consult with final year students for the ministry, Assembly Committees and Bodies, Presbyteries, Congregations and other bodies approved by the Committee in relation to exit appointments and to make such appointments, in accordance with the terms of Rule 6.5 (b);

Chaplains to Institutions

- (d) To make provision for visitation to hospitals, correctional centers and similar institutions and industries, and make recommendations to the Assembly for appointments necessary to fulfill these obligations;

Chaplains to Defence Forces

- (e) Be responsible to carry out any directions or supervision required by the Defence Forces Chaplaincy Committee in relation to Chaplains serving within the State;

Administration of Funds

- (f) Administer the Ministry Support Fund, and Ministry Resourcing Ministry Personnel Fund;

Supply in Vacant Charges

- (g) Co-operate with Presbyteries and Sessions in arranging supply in vacant Calling Charges and in providing information covering Ministers and Licentiates available for call;

Field Appointments

- (h) Consult with the Committee on Ministries Training in relation to student field appointments;

Administration of Committee

- 3. The administration of the Committee will be supervised by the Convener, together with such staff as the Assembly may from time to time appoint, and the Committee may appoint an Honorary Secretary;

Regulations for Home Missionaries

- 4. The Committee shall observe the following general regulations in relation to the selection and appointment of Home Missionaries, in consultation with Committees, Sessions and Presbyteries concerned:

Home Missionaries:

A Home Missionary is an accredited ministry worker who undertakes a general pastoral ministry within an Appointment or Calling Charge similar to the general pastoral ministry undertaken by a Minister or Licentiate.

Preliminary Requirements

- (a) Must be Communicants of the Presbyterian Church, be medically fit, have approved attainments, gifts and character (such being declared by recommendations from an applicant's Minister, Session and Presbytery), and

satisfactorily complete the required entrance examination for a Home Missionary;

Probation

- (b) Will be placed on probation for three months, after which the Home Missionary will be 'enrolled' as a permanent employee. However, the Committee may extend the probationary period for up to a further three months;

Supervising Authority

- (c) Will be required to undertake the responsibilities as set forth in their employment agreement, co-operate, consult and work with all supervisory authorities, keep adequate records where and when required by the supervisory authority and when and where required by the Committee on Ministry Resourcing;

Annual and Study Leave

- (d) Will be entitled to Annual, Study, Long Service and Sick Leave as set out in the Regulations of the Church; (COA Minute 13/140)

Superannuation Fund

- (e) Upon appointment shall be required to join the Superannuation Fund unless the Superannuation Fund Committee of the Finance and Administration Board is prepared to waive such a requirement under special circumstances;

Meetings

- (f) Upon appointment may be invited to attend meetings of the Session and Committee of Management, but no Home Missionary shall accept any executive office in either the Committee of Management or Session;

Appointments and Resignations

- (g) Appointments may be cancelled subject to one month's notice or salary in lieu thereof and if a Home Missionary resigns the Presbytery and the Committee will require one month's notice and will not be responsible for his removal expenses from the place of appointment;

Complaints

- (h) Upon appointment, shall have the right, if they feel aggrieved, to state their case to the Committee, and any complaints against Home Missionaries must be submitted to the Committee through the appointing authority. A Home Missionary shall have the right of appeal to the State Assembly from the decision of the Committee providing that it is in relation to a complaint against the Home Missionary. In other matters the Courts of the Church are open to the Home Missionary as a Communicant;

Administering Sacraments

- (i) May be authorised by the Committee on Ministry Resourcing to administer the Sacraments, but only in accordance with the resolution of the General Assembly of Australia;

In-Service Training Course

- (j) Shall attend an in-service training conference from time to time at the direction of the Committee, at which Biblical, theological and applied subjects will be taught;

Study Course

- (k) When required by the Committee shall undertake, during the first two years of employment (including the probationary period), a set study course which shall include doctrine, administration and polity, reformation history and doctrine, and other subjects as prescribed from time to time by the Director;

Honorary and/or Part-Time

- (l) May be honorary and/or part-time provided that:
- (i) a recommendation from the relevant Minister, Presbytery and Session is forthcoming;
 - (ii) the normal procedure for appointment is followed;
 - (iii) the entrance examinations for a Home Missionary, unless waived, are completed; and
 - (iv) a modified form of agreement is signed.

Service of Introduction

- (m) When a Home Missionary is first appointed or reappointed to another work, there shall be a Service of Introduction conducted by the Presbytery, on behalf of the Committee, at which the Home Missionary shall testify to his faith and affirm his adherence to the doctrines and practices of the Church by answering in the affirmative the following questions:
- (i) Do you confess anew your faith in God as your Heavenly Father, in Jesus Christ as your Saviour and Lord, and in the Holy Spirit as your Sanctifier?
 - (ii) Do you profess your faith in the Gospel of the love and grace of God, wherein through Jesus Christ His only Son our Lord, He freely offers to all men forgiveness and eternal life, and calls them into the fellowship and service of His Kingdom?
 - (iii) Do you believe the Word of God which is contained in the Scriptures of the Old and New Testaments to be the only rule of faith and practice?
 - (iv) Do you own and accept the Westminster Confession of Faith, read in the light of the Declaratory Statement contained in the Basis of Union adopted by this Church on the 24th day of July, 1901, as an exhibition of the sense in which you understand the Holy Scriptures and as a confession of your faith?
 - (v) Are the glory of Almighty God, love to the Lord Jesus Christ, and an earnest desire to see men and women of all ages come to a saving faith in Christ, your chief reasons for accepting the position of Home Missionary within the Presbyterian Church of Queensland?

- (vi) Do you engage in the strength of the Lord Jesus Christ to lead a life worthy of your office, to discharge with integrity and cheerfulness the duties entrusted to you to seek furtherance of the Kingdom of God?
- (vii) Will you, by God's grace, carry out all lawful instructions issued directly by the courts of the Church, and by the Committee on Ministry Resourcing of the Assembly of the Presbyterian Church of Queensland, or through their delegated officers?
- (viii) All these things you profess and promise, through grace as you would answer to your Lord, and enter into His eternal glory?
- (ix) after which the Moderator shall charge the Home Missionary to be faithful in his tasks and shall offer prayer setting the Home Missionary apart for the sphere of service and commending the Home Missionary to the grace of God.

Regulations for Specialised Ministry Workers

5. The Committee shall observe the following general regulations in relation to the selection and appointment of Specialised Ministry Workers, in consultation with Committees, Sessions and Presbyteries concerned:

Specialised Ministry Workers:

A Specialised Ministry Worker is an accredited ministry worker who undertakes a designated specialised pastoral ministry within a Charge or other sphere of ministry for which the person is specifically gifted and appointed. The nature of their specialised pastoral ministry is similar to that of a specialised pastoral ministry undertaken by a Minister, Licentiate or Deaconess. A Specialised Ministry Worker will be referred to using a title associated with their specialised ministry. These titles may include Children's Worker; Youth Worker; Young Adults Worker; Pastoral Worker; Evangelistic Worker and Aged Worker.

Preliminary Requirements

- (a) Must be Communicants of the Presbyterian Church, be medically fit, have approved attainments, gifts and character (such being declared by recommendations from the applicant's Minister and Session and a Presbytery), and satisfactorily complete the required entrance examinations for a Specialised Ministry Worker;

Probation

- (b) Will be placed on probation for three months, after which the Specialised Ministry Worker will be 'enrolled' as a permanent employee. However, the Committee may extend the probationary period for up to a further three months;

Supervising Authority

- (c) Will be required to undertake the responsibilities as set forth in their employment agreement, co-operate, consult and work with all supervisory authorities, keep adequate records where and when required by the supervisory authority and when and where required by the Committee on Ministry Resourcing;

Annual and Study Leave

- (d) Will be entitled to Annual, Study, Long Service and Sick Leave as set out in the Regulations of the Church; (COA Minute 13/140)

Superannuation Fund

- (e) Upon appointment shall be required to join the Superannuation Fund unless the Superannuation Fund Committee of the Finance and Administration Board is prepared to waive such a requirement under special circumstances;

Meetings

- (f) Upon appointment may be invited to attend meetings of the Session and Committee of Management, but no Specialised Ministry Worker shall accept any executive office in either the Committee of Management or Session;

Appointments and Resignations

- (g) Appointments may be cancelled subject to one month's notice or salary in lieu thereof and if a Specialised Ministry Worker resigns the appointing authority and the Committee will require one month's notice and will not be responsible for their removal expenses from the place of appointment;

Complaints

- (h) Upon appointment, shall have the right, if they feel aggrieved, to state their case to the Committee, and any complaints against Specialised Ministry Workers must be submitted to the Committee through the appointing authority. A Specialised Ministry Worker shall have the right of appeal to the State Assembly from the decision of the Committee providing that it is in relation to a complaint against the Specialised Ministry Worker. In other matters the Courts of the Church are open to the Specialised Ministry Worker as a Communicant;

Administering Sacraments

- (i) When required for their specialized ministry a Specialised Ministry Worker may be authorised by Presbyteries to administer the Sacraments, but only in accordance with the resolution of the General Assembly of Australia;

In-Service Training Course

- (j) Shall attend an in-service training conference from time to time at the direction of the Committee, at which subjects will be taught that apply to their status as an Accredited and Specialised Ministry Worker.

Study Course

- (k) When required by the Committee shall undertake, during the first two years of employment (including the probationary period), a set study course which shall include subjects relevant to their status and role as an Accredited and Specialised Ministry Worker.

Honorary and/or Part-Time

- (l) May be honorary and/or part-time provided that:
- (i) a recommendation from the relevant Minister, Session and a Presbytery is forthcoming;
 - (ii) the normal procedure for appointment is followed;
 - (iii) the entrance examinations for a Specialised Ministry Worker, unless waived, are completed; and
 - (iv) a modified form of agreement is signed.

Service of Introduction

- (m) When a Specialised Ministry Worker is first appointed or reappointed to another work, there shall be a Service of Introduction conducted by the appointing authority, on behalf of the Committee, at which the Specialised Ministry Worker shall testify to their faith and affirm their adherence to the doctrines and practices of the Church by answering in the affirmative the following questions:
- (i) Do you confess anew your faith in God as your Heavenly Father, in Jesus Christ as your Saviour and Lord, and in the Holy Spirit as your Sanctifier?
 - (ii) Do you profess your faith in the Gospel of the love and grace of God, wherein through Jesus Christ His only Son our Lord, He freely offers to all men forgiveness and eternal life, and calls them into the fellowship and service of His Kingdom?
 - (iii) Do you believe the Word of God which is contained in the Scriptures of the Old and New Testaments to be the only rule of faith and practice?
 - (iv) Do you own and accept the Westminster Confession of Faith, read in the light of the Declaratory Statement contained in the Basis of Union adopted by this Church on the 24th day of July, 1901, as an exhibition of the sense in which you understand the Holy Scriptures and as a confession of your faith?

- (v) Are the glory of Almighty God, love to the Lord Jesus Christ, and an earnest desire to see people come to a saving faith in Christ, your chief reasons for accepting the position of Specialised Ministry Worker within the Presbyterian Church of Queensland?
- (vi) Do you engage in the strength of the Lord Jesus Christ to lead a life worthy of your office, to discharge with integrity and cheerfulness the duties entrusted to you to seek furtherance of the Kingdom of God?
- (vii) Will you, by God's grace, carry out all lawful instructions issued directly by your supervising authorities, and by the Committee on Ministry Resourcing of the Assembly of the Presbyterian Church of Queensland, or through their delegated officers?
- (viii) All these things you profess and promise, through grace as you would answer to your Lord, and enter into His eternal glory?
after which the Specialised Ministry Worker shall be charged to be faithful in their tasks and a prayer shall be offered, setting the Specialised Ministry Worker apart for their specified sphere of service and commending the Specialised Ministry Worker to the grace of God.

Regulations for Other Ministry Workers

6. The Committee shall observe the following general regulations in relation to the selection and appointment of Other Ministry Workers, in consultation with Committees, Sessions and Presbyteries concerned:

Other Ministry Workers:

An Other Ministry Worker is an accredited ministry worker who undertakes a ministry, specialised but not of a pastoral nature, within a Charge or other sphere of ministry for which the person is specifically gifted and appointed. Other Ministry Workers will be referred to using a title associated with their specialised ministry. These titles could include Administrative Worker.

Preliminary Requirements

- (a) Must be Communicants or Adherents of the Presbyterian Church, be medically fit (COA 13/40), have approved attainments, gifts and character (such being declared by recommendations from the applicant's Minister and Session and a Presbytery), and satisfactorily complete the required entrance examinations for Other Ministry Workers;

Probation

- (b) Will be placed on probation for three months, after which the Other Ministry Worker will be 'enrolled' as a permanent employee. However, the Committee may extend the probationary period for up to a further three months;

Supervising Authority

- (c) Will be required to undertake the responsibilities as set forth in their employment agreement, co-operate, consult and work with all supervisory authorities, keep adequate records where and when required by the supervisory authority and when and where required by the Committee on Ministry Resourcing;

Annual and Study Leave

- (d) Will be entitled to Annual, Study, Long Service and Sick Leave as set out in the Regulations of the Church; (COA Minute 13/140)

Superannuation Fund

- (e) Upon appointment shall be required to join the Superannuation Fund unless the Superannuation Fund Committee of the Finance and Administration Board is prepared to waive such a requirement under special circumstances;

Meetings

- (f) Upon appointment may be invited to attend meetings of the Session and Committee of Management and may accept any executive office in either the Committee of Management or Session;

Appointments and Resignations

- (g) Appointments may be cancelled subject to one month's notice or salary in lieu thereof and if an Other Ministry Worker resigns the appointing authority and the Committee will require one month's notice and will not be responsible for his removal expenses from the place of appointment;

Complaints

- (h) Upon appointment, shall have the right, if they feel aggrieved, to state their case to the Committee, and any complaints against Other Ministry Workers must be submitted to the Committee through the appointing authority. An Other Ministry Worker shall have the right of appeal to the State Assembly from the decision of the Committee providing that it is in relation to a complaint against the Other Ministry Worker. In other matters the Courts of the Church are open to the Other Ministry Worker as a Communicant;

In-Service Training Course

- (i) Shall attend an in-service training conference from time to time at the direction of the Committee, at which subjects will be taught that apply to their status and role as an Accredited and Other Ministry Worker.

Honorary and/or Part-Time

- (j) May be honorary and/or part-time provided that:
- (i) a recommendation from the relevant Minister, Session and a Presbytery is forthcoming;
 - (ii) the normal procedure for appointment is followed;
 - (iii) the entrance examinations for an Other Ministry Worker, unless waived, are completed; and
 - (iv) a modified form of agreement is signed.

Local Committee Finances

7. Committees of Management, Presbyteries and Assembly Committees and other supervising bodies shall ensure that the amount to be contributed to the stipend of the accredited ministry worker is a first charge on their finances.

Terms of Settlement

8. All Ministry Support Fund Schedules shall be approved by the Committee including all proposals for terms of settlement and appointment; the Committee shall also approve any variation of terms of settlement or appointment and all appointments under Rule 4.28 shall be subject to the approval of the Committee.

Ministers of Other Denominations

9. The Presbytery, in consultation with the Committee, may appoint a Minister of another denomination who has applied to the General Assembly of Australia to be accepted as a Minister of the Presbyterian Church of Australia, as temporary supply.

Salaries and Allowances

10. The Committee and all appointing authorities shall observe all directions of the Stipends Commission in relation to salaries, travelling expenses and manse allowances for Accredited Ministry Workers. Charges and appointing authorities shall ensure that Accredited Ministry Workers are provided with adequate accommodation in light of their appointment and family circumstances.

Insurance and Removal

11. On transferring an Accredited Ministry Worker, the Committee shall ensure that their furniture is insured during transit, and shall ensure adequate travel arrangement for the Accredited Ministry Worker and their family to their new appointment.

Deaconesses

12. The Committee shall be responsible for the appointment and general supervision of Deaconesses on completion of training. The following general regulations will apply to applicants for and appointees to deaconess service:

Applicants

- (a) Applicants shall be Communicants of the Presbyterian Church and shall apply to the Committee for appointment. Appointments shall be made by Presbyteries or Assembly Committees where appropriate, in consultation with the Committee on Ministry Resourcing after the Committee on Ministry Resourcing has received the necessary advice from the relevant Presbytery concerning the completion of her training and her commissioning as required by the rules of the Church.

Terms of Appointment

- (b) Salary and allowances will be those determined by the Stipends Commission, and a Deaconess shall be entitled to four weeks' annual holiday, including four Sundays.

Appointment and Transfer

- (c) Appointments shall be made by Presbyteries or Assembly Committees where appropriate in consultation with the Committee.

Resignation

- (d) A Deaconess retiring from her work resigns to the appointing Presbytery or Assembly Committee and the Committee on Ministry Resourcing. One month's notice of intention to resign to all parties shall be required.

Supervision

- (e) Deaconesses serving with a Congregation are under the spiritual jurisdiction of the Presbytery but work under the local Session, and shall confer with them as required. They shall submit quarterly reports in writing to the Presbytery and Committee. If employed by an Assembly Committee, the Deaconess shall report as required to that Committee and the Committee on Ministry Resourcing.

Grievances

- (f) Grievances against a Deaconess shall be submitted in writing through the Presbytery or employing Committee, to the Committee on Ministry Resourcing. If a Deaconess feels aggrieved against any action of the Committee, she has the right to state her case to the Committee, either by letter or in person, and shall have the right of appeal from its decision to the State Assembly.

Leave of Absence

- (g) A Deaconess may be granted leave of absence, including extended leave, without ceasing to be a Deaconess. . However, a person shall not be eligible to hold a position as a Deaconess without the approval of her Commissioning Presbytery and the Committee.

Relation to Presbytery and Session

- (h) Deaconesses may be invited by Presbytery to attend meetings of Presbytery, and while not entitled to a seat on the Session, may be consulted by the Session in relation to matters dealing with her work. Similarly, while a Committee of Management has no jurisdiction over a Deaconess, she may be consulted by such a Committee for special purposes.

Accommodation

- (i) Charges and appointing authorities shall ensure that Deaconesses are provided with adequate accommodation in light of their appointment and family circumstances.

Dual Membership

- 13. Dual membership shall be available for members of the Presbyterian Church of Australia within the State of Queensland who are serving as full-time workers within an agency other than the Church within the State of Queensland. The Committee on Ministry Resourcing shall keep a Register of Agencies approved by it and a Directory of Full-Time Workers serving with such approved agencies, provided that both the agency and the work concur with the agreement below.

CO-OPERATIVE AGREEMENT BETWEEN QUEENSLAND PRESBYTERIAN COMMITTEE ON MINISTRY RESOURCING AND AN INDEPENDENT AGENCY FOR THE SUPPORT AND ACTIVITIES OF A MISSIONARY WHO IS IN MEMBERSHIP WITH THE PRESBYTERIAN CHURCH OF AUSTRALIA.

- (1) The Missionary shall have dual membership status with both the Presbyterian Church of Australia and the (a).
- (2) The appointment of the Missionary shall be subject to the approval of both agencies in accordance with the standards established by each agency.
- (3) In the event that either agency requests confidential materials gathered by the other, such materials shall be shared, providing that any worker personally concerned agrees to the sharing and providing such materials shall be kept confidential at all times.

- (4) The candidates shall participate in the full candidate and training programme of (a).
- (5) At the appropriate time the candidate shall be allowed to itinerate and do deputation work in order that adequate prayer and financial support may be realised. The co-operation of the appropriate authority within the Presbyterian Church should be sought when representation to Presbyterian churches is planned.
- (6) Prior to his or her commencement of service, the worker's home church and/or the Presbytery in which that church is located, in co-operation with (a) and (where appropriate) a supporting church which wishes to be involved, should arrange a Service of Commission to be held in a place mutually decided upon.
- (7) The finances in relation to the employment of the worker shall be under the control of (a).
- (8) The worker shall have liberty in the full and free presentation of the Gospel as contained in and understood in the Reformed view. The manner of this presentation shall be subject to the field policies of (a) who is the directing agency in relation to the worker's activities in the sphere of service in which the agency is engaged.
- (9) Final discipline as relates to faith and conduct of the worker rests in the proper Church Court of the Presbyterian Church of Australia. However, discipline by either agency may not commit the other agency to the same action.
- (10) While serving with the agency, the worker shall be an integral part of the staff sharing equally in privileges and responsibilities as any other member and being subject to the policies and direction of (a).
- (11) The worker shall not solicit constituencies of either agency for personal funds or field needs without the permission of the respective agency. Any appreciable funds realised in this manner must be made known to both agencies.
- (12) There shall be no restriction or objection on the part of either party to this agreement in respect of gifts of a strictly personal nature, eg birthday, Christmas, or similar gifts, irrespective of the source of the gifts.
- (13) The financial relationship of the worker with (a) shall be the same as that for all other members of (a) including any assessment and support quotas.
- (14) Either party may terminate this agreement as regards a particular worker after consultation with the other party. In this event it would be expected that the worker's needs and the work would be fully considered and that, if possible, a mutual agreement as to the further relationship of each body with the Missionary would be arrived at.

(a) - Here insert the name of the agency.

REGULATION 161
COMMITTEE ON MINISTRY RESOURCING
MINISTRY (PERSONNEL) FUND

Purpose of Fund

1. This Fund is made up of the previous Sustentation Aid Fund, Supply Subsidy Fund and the Church Planting Fund Reserve within the St Andrew's Mission Fund:
 - (i) The Fund is to ensure that all Ministers are paid a minimum stipend as declared by the Stipends Commission from time to time and in accordance with their appointments. The Fund has a particular responsibility to ensure that under normal circumstances minimum stipends will be paid to Ordained Ministers serving in Calling Charges.
 - (ii) The Fund may be used to support appointments in Appointment Charges and appointments in Calling Charges when the Appointee is not called but appointed to the position, and any other form of ministry which the Committee on Ministry Resourcing deems to be productive for the ongoing life of the Church.
 - (iii) The Fund shall also be used to support the planting of new churches.

Administration

2. The Fund shall be administered by the Committee on Ministry Resourcing or any Committee which the Assembly appoints to replace the Committee.

Salary Zones

3. Minimum stipend payments and the relevant zones shall always be as determined by the Stipends Commission.

Composition of Fund

4. The Fund shall be maintained by:
 - (i) Assessments on Charges, both Calling and Appointment, by a percentage of stipend determined by the Assembly. The Assembly shall make its determination of assessment levels based on recommendations brought before it by the Finance and Administration Board after that Board has consulted with, and received advice from, the Ministry Resourcing Committee.
 - (ii) Grants from whatever source, or specific donations made payable to the Fund, including monies left to the Fund through bequests, etc.
 - (iii) Interest which will accrue from time to time from the capital within the Fund.

Aid Provision

5. (a) The Fund shall be used:
 - (i) Upon a Presbytery recommendation in terms of Rule 1.23 (c): The Fund shall be authorised to pay up to 20% of the regional minimum stipend and such aid shall be reduced annually by at least 1/5 of the first year aid over a five year period unless otherwise determined by the Committee on Ministry Resourcing in consultation with the Presbytery of the bounds.
 - (ii) For Appointment Charges and appointments in Calling Charges, or within a framework of team ministries: At the discretion of the Committee on Ministry Resourcing but only after recommendations have been received from the relevant Presbytery.
 - (iii) For the planting, renewal or resourcing of Charges: At the discretion of the Committee on Ministry Resourcing after consultation with and a recommendation from the relevant Presbytery.
 - (iv) For special purposes outside of clauses (i) to (iii), but only after the Commission of Assembly has approved a submission from the Committee on Ministry Resourcing.
- (b) In granting of funds, reserve funds must be declared to the Committee on Ministry Resourcing when aid is being sought and the Committee may declare that such reserves shall be drawn upon prior to the release of aid to the Charge

Ministry Support Fund Schedule

6. A Ministry Support Fund Schedule, showing the estimated revenue and expenditure of the Charge, and the financial proposals in relation to the maintenance of the ministry under consideration, must be approved by a congregational meeting, by the relevant Presbytery, and by the Committee on Ministry Resourcing before a Charge may proceed to a call or an appointment, or any other special appointment can be made.

Supplementing the Minister's Income

7. Charges or works which in any way or form receive aid from the Fund are not permitted to supplement the Minister's income without the concurrence of the Committee on Ministry Resourcing. All extraordinary expenditure beyond that required for the normal running expenses for a Charge or work subsidized in accordance with Regulation 161.1 (i) must be submitted through the Presbytery to the Committee on Ministry Resourcing for approval before such funds are expended.

(BB 2013 Min. 107.14)

Assessments during Vacancies

8. Assessments shall continue to be made during any vacancy in a Calling Charge or an Appointment Charge or to any other denominationally recognized position which has not been dissolved.

Annual Financial Statement

9. Every Charge or work which receives aid from the Fund must furnish an annual audited statement to the Committee on Ministry Resourcing by 31

March following the year in which aid is received; if such audited financial statement is not received, aid shall be automatically discontinued by the Committee on Ministry Resourcing. The Director of Ministry Resourcing shall report on the statements to the Committee on Ministry Resourcing.

Applications

10. Any Charge seeking funding from this Fund shall apply to the Committee on Ministry Resourcing, such application being sent in the first instance from the Committee of Management and Session and shall require the approval of the Presbytery of the bounds. Applications for any other works which may be funded from this Fund shall be made in the first instance from the specific body involved in the work and shall require the approval of the relevant Presbytery.

(BB 2011 Min 115)

REGULATION 162
COMMITTEE ON MINISTRY RESOURCING
MINISTRY (PROPERTY) FUND

Purpose of Fund

1. This Fund shall be used in two areas:
 - (i) Land banking by which the Committee, following the normal protocols approved within the Code, shall seek to acquire land for future church development. This purpose of the Fund shall be pursued, particularly in terms of co-operation with the Property Board.
 - (ii) General use of funds may be applied to loans to any Charge requiring property for church extension work or other purposes that the Committee may deem potentially productive for church extension work.

Administration

2. The Fund shall be administered by the Committee on Ministry Resourcing; however the Committee shall follow any protocols in relation to funds as presented in the Code of the Church.

Composition of Fund

3. The capital and interest in the Fund shall consist of:
 - (i) Funds acquired specifically for the previous Home Missions Committee Church Extension Fund since the 1 July 1977 and now rolled over into this Fund.
 - (ii) Funds acquired from the sale of land where the previous Home Missions Committee was the administering body.
 - (iii) Funds provided by an assessment on assessable income as approved annually by the Assembly upon recommendation of the Finance and Administration Board after consultation with the Committee on Ministry Resourcing.
 - (iv) Funds designated out of the sale of land at Alexandra Headland.
 - (v) Donations, gifts or bequests received for the Fund from time to time.

Acquisition of Land

4. In the acquisition of land, the Committee on Ministry Resourcing shall consult with the Church's Property Board and the relevant Presbytery.

Applications

5. Any Charge seeking funding from this Fund shall apply to the Committee on Ministry Resourcing, such application being sent in the first instance from the Committee of Management and Session and shall require the approval of the

Presbytery of the bounds. Applications for any other works which may be funded from this Fund shall be made in the first instance from the specific body involved in the work and shall require the approval of the relevant Presbytery.
(BB 2011 Min 115)

REGULATION 165
COMMITTEE ON MINISTRY RESOURCING
MINISTRY TRAINING NETWORK

(a) Ministry Training Network (MTN)

There shall be a scheme for the training of men and women over the age of 18 years who are seriously considering future theological training or Accredited Ministry Worker service, the funding of which shall be sourced equally from the Training Charge and the Presbyterian Church of Queensland through the Committee on Ministry Resourcing.

(b) Trainees

Trainees must be Communicants of the Presbyterian congregation in which their training will be conducted, be medically fit, come with letters of recommendation from (i) the Minister who proposes to conduct the training and (ii) the Session of the affected Charge, and shall sign the Ministry Traineeship Agreement before appointment.

(c) Minister/Trainer

A Minister who proposes to oversee a Ministry Training Network Trainee shall first meet with the Regional Ministry Training Network Co-ordinator to ensure that he is suitably prepared to take on the role of the trainer. Upon receiving a satisfactory report and the concurrence of the Director of Ministry Resourcing, the Regional Ministry Training Network Co-ordinator may encourage the Minister to proceed to an appointment.

(d) Regional Ministry Training Network Co-ordinator

A Regional Ministry Training Network Co-ordinator shall be appointed for each Ministry Training Network Region by the Committee on Ministry Resourcing in consultation with the Presbyteries of each region to carry out the various responsibilities assigned to him under this regulation.

(e) Ministry Training Network Regions

There shall be Ministry Training Network Regions defined as follows:-

- (i) South East Region consisting of the Presbyteries of Brisbane, Moreton, Mowbray and Wide Bay Sunshine Coast.
- (i) Central Region consisting of the Presbytery of Central Queensland.
- (ii) Northern Region consisting of the Presbytery of North Queensland.
- (iii) Western Region consisting of the Presbytery of Darling Downs.

(f) Appointment Process

Ministry Training Network Appointments shall be made by the Committee on Ministry Resourcing, on the recommendation of the Director and the Minister and Session of the training church. When the Minister and Session of a Charge identify a candidate suitable for training under the Ministry Training Network scheme, they shall take the following steps:

- (i) The Minister shall invite the potential trainee to be interviewed by Session, to gain Session approval for (a) the creation of a Ministry Training Network traineeship and (b) the proposed trainee.
- (ii) The Session, in consultation with the Committee of Management, shall seek approval for the provision of the necessary congregational funds for the proposed traineeship
- (iii) The Minister shall contact the regional Ministry Training Network Co-ordinator, who will arrange to meet with the Trainer and proposed trainee and assist in preparing a co-funding application to be forwarded to the Committee on Ministry Resourcing.

(g) Funding Approvals

Ministry Training Network funding applications are approved by the Committee on Ministry Resourcing on the recommendation of the Director in consultation with the Regional Co-ordinator.

(h) Term of Appointment

A Ministry Trainee appointment is ordinarily for a period of 24 months. The initial appointment shall be for a period of 12 months and may be extended for a further 12 months upon recommendation from the Trainer and the Session. Upon receiving a satisfactory progress report from the Trainer, Session, the Regional Co-ordinator and Director of Ministry Resourcing, the Committee on Ministry Resourcing may give its approval to the continued funding of the relevant traineeship.

(i) Supervising Authority

Ministry Trainees will come under the direct supervision of the Trainer and under the general supervision of the Session of the relevant Charge. The Trainer will assign all ministry training duties and will report regularly to the Session on the Trainee's progress.

(j) Ministry Training Network Conference/Seminar

Trainees shall attend Ministry Training Network seminars and conferences and complete coursework as directed by the Director of Ministry Resourcing through the Trainer.

(k) Meetings

Upon appointment a Ministry Trainee may be invited to attend meetings of the Session and Committee of Management, but no Ministry Trainee shall accept any office in either the Committee of Management or the Kirk Session.

(l) Stipend

The Ministry Trainee shall receive a Ministry Trainee stipend as determined from time to time by the Stipends Commission. The Treasurer of the Charge's Committee of Management shall remit monthly the stipend as required.

(m) Self-Supporting

A Ministry Trainee may be self-supporting, and not receive a Ministry Trainee stipend, provided that the normal appointment procedure is followed and a modified form of agreement is signed.

(n) Holidays

Will be entitled to four weeks' holiday per annum, including four Sundays.

(o) Superannuation Fund

Upon appointment shall be required to join the Superannuation Fund.

(p) Appointments and Resignations

Appointments may be terminated subject to one month's notice or stipend in lieu thereof. A Ministry Trainee tenders their resignation through the Director of Ministry Resourcing to the Committee on Ministry Resourcing. Ministry Trainees may be dismissed forthwith for serious misconduct.

(q) Complaints

Upon appointment, Trainees shall have the right, if they feel aggrieved, to state their case to the Committee on Ministry Resourcing, and any complaints against Trainees must be submitted to the Committee on Ministry Resourcing through the Session, or the Presbytery. A Trainee shall have the right of appeal to the State Assembly from the decision of the Committee on Ministry Resourcing providing that it is in relation to a complaint against the Trainee. In other matters the Courts of the Church are open to the Trainee as a Communicant.

REGULATION 170

COMMITTEE ON OUTREACH AND NURTURE

1. Functions

The functions of the Committee are

- (a) to be a resource and support body in matters of Christian education, evangelism, discipleship, stewardship and like ministries and programs directed towards building a healthy Church. This function is chiefly carried on by Presbyterian Christian Education (henceforth known as PCE).
- (b) to give advice on or consult in matters under its responsibility.
- (c) to provide, through PCE, a variety of camps, programs and ministries designed to meet the needs of the Church in the areas under the Committee's jurisdiction.
- (d) to make recommendations to the Assembly in matters relating to youth, children's groups and clubs (including Sunday Schools), religious education in State schools, evangelistic programs and strategies, stewardship education and any other ministries or matters within the Committee's jurisdiction.
- (e)
 - (i) to operate campsites as determined by the State Assembly or Property Board. Where the Assembly has determined that a particular campsite shall be administered through a local sub-committee, the sub-committee shall be appointed by the Outreach and Nurture Committee and shall be accountable and subject to the Outreach and Nurture Committee in every respect.
 - (ii)
 - (a) A management team shall oversee the general operation of the campsites along with the operation, when required and approved by the Committee on Outreach and Nurture, of sub-committees. The management team shall consist of the Director of Christian Education, the Convener of the Committee on Outreach and Nurture and the Church Liaison Officer;
 - (b) Capital expenditure shall be approved by the Standing Committee along with works of a major nature as determined from time to time by the Committee on Outreach and Nurture;
 - (c) The Committee on Outreach and Nurture shall set any reserve powers in place as it may deem to be expedient from time to time.

- (f) to carry out oversight, on behalf of the Assembly, of any special or specific denominational ministries operating from time to time in the areas of Outreach and Nurture, such as youth and women's work, as determined by the Committee on Outreach and Nurture as policy statements by the Committee;
- (g) in consultation with the Finance and Administration Board, to be responsible for the appropriate usage of any funds or resources apportioned to it by the Assembly.

2. **Members of Committee**

The Committee on Outreach and Nurture is a Standing Committee consisting of a Convener, the members ex-officio (the Moderator, the Clerks, the Treasurer, and the Director of Christian Education), members appointed by the Presbyteries and numbers decided by the Assembly from time to time, comprising Ministers, Elders and Communicants of the Church. The members and the Convener are appointed by the General Assembly of the Presbyterian Church of Queensland. The Director of Christian Education, hereinafter in this regulation referred to as "the Director", shall be a member of the Executive which shall be appointed in terms of Rule 5.32. An Assistant to the Director of Christian Education may be a member of the Committee if duly nominated by resolution of the Standing Committee and elected by the Assembly.

3. **Presbyterian Christian Education**

Presbyterian Christian Education consists of the Director together with appointees appointed under Regulation 170 (5) (d) and (e).

4. **Director of Christian Education**

- (a) The Director is appointed by the Assembly in terms approved by the Assembly, and shall be a Minister or Elder of the Presbyterian Church of Australia.
- (b) The position of Director may be full-time, part-time, or a conjoint position with that of another ministry within the PCQ.
- (c) The Director may undertake responsibility for Christian Education training within the Queensland Theological College or its successor.

5. **Administration**

- (a) The administration of the Committee's business shall be undertaken under the supervision of the Director.
- (b) The Director is responsible for the day-to-day operation and functions of Presbyterian Christian Education.
- (c) In the absence of the Director, the Convener or his appointee shall act for the Director.
- (d) The Committee may, subject to the availability of finance and agreed

job description together with approved terms of appointment, appoint one or more Ministers, Licentiates, Accredited Ministry Workers or Deaconesses as full or part time assistant or assistants to the Director and who shall work under the direction of the Director.

- (e) Voluntary workers approved by the Director, but subject to the veto of the Committee, may be given specific tasks to do for PCE in the running of its ministries.

REGULATION 171
COMMITTEE ON OUTREACH AND NURTURE
MINISTRY (PERSONNEL AND PROPERTY) FUND

Preamble

1. This Fund replaces the N. F. Nelson Memorial Campsite and Camping Ministry Development Fund. The Fund shall be a memorial to the work of the Norman F. Nelson, a former Director of Christian Education in the Presbyterian Church of Queensland.
2. In setting up this Fund, the Presbyterian Church of Queensland acknowledges with gratitude to God the formative role played by the late N. F. Nelson in the development of camping activities and campsites within the Presbyterian Church of Queensland.

Administration

3. The Fund shall be administered by the Committee on Outreach and Nurture or any Committee which the Assembly appoints to replace the Committee on Outreach and Nurture.
4. The Fund shall be used in two distinct areas, namely:
 - (a) the funding of activities or personnel for the Committee on Outreach and Nurture.
 - (b) the funding of activities or personnel consistent with the ministry which would be otherwise be carried out by the Committee on Outreach and Nurture.

Purpose of Fund

5. The Fund shall:
 - (i) Make annual grants to the Committee on Outreach and Nurture to sustain existing ministries and to develop future ministries at a denominational level.
 - (ii) Make grants towards sustaining of ministry outside of the Committee on Outreach and Nurture but within the Presbyterian Church of Queensland towards personnel working with Charges or Presbyteries in general terms, and the work of Outreach and Nurture, such appointments to be always within the requirements of the Code of the Church.
 - (iii) Make grants and/or loans to any project approved by the Committee on Outreach and Nurture which falls within the general definition of outreach and nurture as defined by the work of that Committee.

Composition of Fund

6. The Fund shall consist of:
 - (i) Capital received from the sale of Alexandra Headland Caravan Park.
 - (ii) Interest accrued on the capital in (i).
 - (iii) Funds known previously as the Alexandra Headland 30% and 20% accounts.
 - (iv) Any donations or grants received for the Fund from time to time.

General Matters

7. The Finance and Administration Board shall ensure that adequate capital is maintained in the Fund.
8. The Finance and Administration Board shall be responsible for the day-to-day investment of any surplus funds.

Applications

9. Any Charge seeking funding from this Fund shall apply to the Committee on Outreach and Nurture, such application being sent in the first instance from the Committee of Management and Session and shall require the approval of the Presbytery of the bounds. Applications for any other works which may be funded from this Fund shall be made in the first instance from the specific body involved in the work and shall require the approval of the relevant Presbytery.

(BB 2011 Min 115)

REGULATION 180 APWM (QUEENSLAND)

Name

1. The name of the Committee shall be the APWM (Queensland).

Membership

2. The Committee is a Special Committee of the Assembly consisting of eleven (11) members including a Convener. Notwithstanding the foregoing, the Committee shall have power to add as associates, those from among our Church membership who, in its opinion, have an important contribution to make to world mission.

Functions

3. The functions of the Committee shall be:
 - (a) The promotion of world mission within The Presbyterian Church of Queensland through the work of the Australian Presbyterian World Mission.
 - (b) The encouragement of the participation of all church members in the task of world mission.
 - (c) The financial responsibility for supporting projects and personnel as determined by the policies of the Committee on Australian Presbyterian World Mission and in accordance with the rules and practice of the General Assembly of The Presbyterian Church of Queensland.
 - (d) The recruitment of missionary personnel under the general lines of policy laid down by the Committee on Australian Presbyterian World Mission, and the recommendation of such personnel to that Committee for appointment where appropriate.
 - (e) The responsibility for the making of travel and furlough arrangements for Missionaries while within Queensland, this being the total arrangements in the case of Missionaries under the control of the Committee on Australian Presbyterian World Mission and by negotiation in the case of Presbyterian Missionaries working with approved mission agencies.
 - (f) The responsibility for informing the Church of policies and guidelines approved by the Committee on Australian Presbyterian World Mission especially in relation to missionary recruitment, missionary support and the setting apart of Missionaries.

