



The Role of the ACOMP Member

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The role of the ACOMP member

Members of the Placements Committee have a responsibility for the placement needs across the whole Synod, ensuring that appropriately formed, gifted and skilled ministers are placed in order to best serve the life and mission of the Uniting Church. Members also have a responsibility to represent the needs of their Presbytery and the ministers under that Presbytery's oversight.

The Regulations which govern the placement of ministers are 2.6.2 – 2.6.9.

Specific paragraphs relating to ACOMP are 3.7.4.2 Membership and Responsibilities of the Placements Committee.

Prior to each meeting

In preparation for each meeting a large amount of reading is required. This is largely made up of profiles from Ministers and placements and is generally made available one week before the meeting date. It is imperative each member thoroughly reads all material and notes any questions or concerns that might arise. In any meeting it becomes quickly obvious who has and has not read the material. Part of the Chairperson's role is to ensure members are informed should their preparation and participation become questionable.

1. Be aware of the key priorities set by Synod and the strategic vision of the Presbytery you are representing
2. Be informed about the current and pending placement needs across the synod and be familiar with all relevant profiles.
3. Give prior thought and prayer as to possible matches and be ready to suggest appropriate names with a clear, and written rationale.
4. Be ready to update ACOMP on the progress of each JNC being held within your presbytery. JNC Convenors are requested to report directly to the Presbytery ACOMP Rep and the Secretariat.
5. Ensure your PRC is keeping the Associate Secretary and the Secretariat Team informed of all matters requiring ACOMP's attention. ACOMP Full meets bi-monthly on the third Tuesday of the month. All profiles and relevant documentation must be received by the first Friday of that same month.
6. Proactively provide a list of available and pending approval placements for Ministers in that presbytery who are looking for a placement.

At each meeting

1. Be ready to address any questions that might be raised regarding any profile associated with your presbytery. It is important that ACOMP be informed of specific challenges and opportunities for each placement.
2. Suggest appropriate ministers for available placements and provide a clear and written rationale of why this is a potential match. Each member should have a whole of Synod perspective and not feel limited to their own presbytery.
3. Be able to advise the committee of particular personal or ministry needs and geographical limitations of ministers within their presbytery.
4. Considering the needs of the whole Church, be willing to support proposals which may serve the needs of another presbytery, and/or possibly disadvantage your own presbytery.

After each meeting

1. While ACOMP is a confidential meeting, you are able to share information relevant (only) to your presbytery with PRC. Reg 2.6.6 (j)
2. Respect the confidentiality of the meeting concerning the decisions of ACOMP. The Secretary of the Placements Committee is the sole channel of communication with each minister, congregation or council.
3. Ensure any minister on the Available for Placement list within your presbytery has the information required to update their Leadership profile as required. Any leadership profile that is not fully

completed, lacks sufficient comment from PRC, or is received after the due date will be withheld until it meets expectation. This can cause frustrating delays for all concerned.

4. Resource and monitor that correct processes are followed by all JNC's within your Presbytery
5. Synod representatives on ACOMP have been elected or appointed because they either bring specialised insight in regards to a particular area, or they represent a particular branch of the church such as Uniting or UTC. They have the responsibility to contribute to ACOMP discussion from this wider, strategic perspective.

Multicultural representatives have responsibility for advising ACOMP on matters related to specific cultural congregations, ministries and their needs.