



UNITING CHURCH IN AUSTRALIA, SYNOD OF NSW AND THE ACT

SYNOD STANDING COMMITTEE HANDBOOK



Uniting Church
SYNOD OF NSW & ACT

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Synod Standing Committee (SSC) Membership

The Synod 2019 redefined SSC membership and terms (102/19S):

Term of Elected of the Synod Standing Committee (SSC)

The Synod approve the following term of members of the Synod Standing Committee:

- (i) the four elected members with the highest number of votes in the ballot be appointed for two terms (i.e., three years and up to Synod 2023) subject to:
 - a) at least one of each gender
 - b) at least one of each Ordained and Lay status
 - c) each to be from a different Presbytery
- (ii) the four identified in point (i) above shall be eligible to serve on the SSC in the second term if they are duly appointed members of that Synod
- (iii) Synod 2021 elect 8 SSC members (i.e., assuming all of the 4 outlined above are eligible to continue as an SSC member - otherwise elect that number above 8 that is required to achieve the 12 elected position)
- (iv) of those elected at Synod 2021, four (4) be elected for two terms and the remainder for one term
- (v) the process of electing 8 members be repeated at each subsequent Synod
- (vi) the maximum continuous term for a Synod elected SSC member shall be 9 years
- (vii) for each SSC, there shall be no more than 2 persons from any one Presbytery.

Current membership - August Synod 2021

Rev.	Simon	Hansford	Moderator/ Chair SSC	2023
Rev.	Jane	Fry	General Secretary	2023
Rev.	Mata	Havea Hiliau	Moderator Elect	2023
Rev.	Niall	Reid	Past Moderator	2023
Mr	David	Barrow	Synod elected	elected 2019 to 2023
Mrs	Sharon	Flynn	Synod elected	elected 2019 to 2023
Rev.	Danielle	Hemsworth-Smith	Synod elected	elected 2019 to 2023
Rev.	Simon	Lee	Synod elected	elected 2021, 2 terms
Ms	Alisi (Lisi)	Siakimotu	Synod elected	elected 2021, 2 terms
Rev.	Amelia	Koh-Butler	Synod elected	elected 2021, 2 terms
Dr	Denise	Wood	Synod elected	elected 2021, 2 terms
Rev.	Tualofa	Anga- aelangi	Synod elected	elected 2021, 1 term
Rev.	Pablo	Nunez	Synod elected	elected 2021, 1 term
Rev.	Robert	McFarlane	Synod elected	elected 2021, 1 term
Mr	Andrew	Wright	Synod elected	elected 2021, 1 term
Mr	Ross	Johnson	Synod elected	elected 2021, 1 term
Mrs	Heather	Watson	Chair, Uniting Chair	ex-officio
Mr	Ian	Gray	Chair Asset & Finance Committee, Member Property Trust	ex-officio
Mr	Michael	Anderson	Chair, Synod Board	ex-officio
Mr	John	Collins	Chair, Treasury & Invest. Services	ex-officio

Non-voting members (Advisors)

Mr	Neil	King	Executive Director, Treasury Investment Services
Ms	Tracey	Burton	Executive Director, Uniting
Mr	Albert	Olley	COO, Synod Office
Mr	Glen	Powell	Executive Director, UME
Mr	Scott	Stanton	Chair Synod Audit & Risk Committee
Rev.	Bronwyn	Murphy	Associate Secretary
Rev.	Stuart	Bollom	Mission of Schools
Rev.	Peter	Walker	UTC Principal
Mr	Adrian	Drayton	Head of Synod Communications
Mrs	Karyn	Warner	Executive Officer (minutes)

Orientation for SSC Members

Each new member is expected to attend an Orientation Program within 2 months of being appointed to the SSC. The Orientation Program will be coordinated by the Secretariat Office and will include a copy of this Handbook and **an in-person meeting with the General Secretary.**

It will be the responsibility of the new member to ensure that they make themselves available to attend the orientation and to meet with the General Secretary.

Responsibilities of the Synod Standing Committee

A Synod Standing Committee (SSC) is established pursuant to clause 36 of the **Constitution.**

The Synod shall appoint from among its members a Standing Committee which shall be empowered to act on behalf of the Synod between meetings of the Synod in respect of any of the responsibilities of the Synod except such as the Synod may determine. The Standing Committee may co-opt additional members of the Synod to the Standing Committee. The Standing Committee shall consist of no fewer lay members than ministerial members.

Regulation 3.7.4.1 (e) empowers the SSC to deal with matters referred to it by the Synod.

By-laws for SSC (approved 9 July 2021)

2.1 Synod Standing Committee retains its responsibility to:

- (a) determine strategic direction
- (b) set advocacy priorities
- (c) consider any matters relating to Synod values or culture and significant policies that will support their effective implementation
- (d) determine responsibility for matters of discipline which are the responsibility of the Synod under the Regulations
- (e) approve any processes required to select/reselect the General Secretary and Moderator
- (f) provide oversight of and facilitates the work of the Presbyteries
- (g) consider matters brought to it by the Synod Board and the manner in which the Synod Board is to periodically report to it
- (h) approve the Synod Policy in relation to Board Remuneration (applicable to the remuneration of any board or agency of the Synod)
- (i) determine the manner and frequency it requires the Synod Board to report to it.

2.2 Synod Standing Committee delegates its remaining responsibilities to the Synod Board, noting that it:

- (a) will receive a report on significant matters considered by the Synod Board at least every four months, or as it requests
- (b) may choose to adjust which matters it delegates to the Synod Board at any time.

The powers granted in 2.2 include the power to act as the licensee delegate of the Property Trust in regard to licenses, approvals and approved provider status issued by the NSW, ACT or Commonwealth governments as well as by or for local government bodies.

Sub-committees of the SSC

- Synod Nominations and Remuneration Committee
- Growth Investment Committee

Meetings of the Synod Standing Committee

Meeting Frequency

The SSC meeting schedule for the remainder of 2021 and 2022 will be approved at the first meeting of the SSC. The proposed meeting schedule includes bimonthly meetings, noting that additional meetings may be convened at the Chair's discretion and may include the use of circular resolutions.

[UCA Regulations](#) 3.7.4.1 (c) states the Standing Committee shall:

- i. meet at such time and place as are determined by the Committee or as called by the Moderator; and
- ii. appoint a chairperson of the meeting if neither the Moderator nor the ex- Moderator is available.

Attendance

Regular attendance at SSC meetings is essential to maintain continuity and cohesion. Each SSC member will be asked to review and sign the **SSC Attendance Policy**.

Quorum

Except for those instances outlined in Regulation Q3.7.4.1(f), a quorum for the SSC is one-half of the number of members. The quorum must be present at all times during the meeting.

(3.7.4.1.(f) in dealing with matters which have not been referred, unless otherwise prescribed by the Synod:

(i) the quorum shall be two-thirds the numbers of members of the SSC.)

Conduct of Meetings

SSC members shall act in professional and respectful manner in all dealings both inside and outside the meeting room, whether this is online or in person.

All members shall actively participate in discussions of the SSC and avoid repetitive or unnecessary contributions.

[The Manual for Meetings](#) is used for SSC meetings.

Conflict of Interest Declarations

Sound governance requires that all members of SSC should declare, as per the Policy, relationships which may create a conflict or congruence of interest during the term of their service to that organisation.

The Chair call will call for any additional conflicts to be declared at the beginning of each meeting.

Agenda, Working Papers, Minutes and Action items

The Moderator and General Secretary are responsible for preparing the agenda.

The agenda, working papers and action items, should be available in Diligent Boards, if practicable, at least 7 days before the scheduled meeting.

The minutes shall be kept in such a way as to reflect a reasonable level of detail in relation to the matters discussed but not a verbatim account of all discussions. The minutes should:

- reflect the agenda of the meeting.
- record the action the SSC took in relation to each agenda item, with brief details of any material considerations.
- record the passing of any resolution.
- except if requested, not record any expression of dissent by individual members.

Draft minutes of the meeting will be circulated to the Moderator and General Secretary within 7 days after each meeting. The minutes will be reviewed and approved by the SSC at the next meeting.

The approved minutes, signed electronically by the Moderator will be retained in the Secretariat office.

The Action Items are a summary of decisions that require further action. These will be reviewed by SSC at each meeting.

Closed Sessions

Closed sessions are indicated on the agenda and are attended by **elected, ex-officio and co-opted members only**. Decisions made in Closed Sessions are recorded in Minutes Apart which are held by the General Secretary. Refer to the Confidentiality Policy.

Relevant Policy

The SSC have adopted the following policies

- Conflict of Interest Policy
- Confidentiality Policy
- Social Media Policy

A draft Attendance Policy will be discussed at the orientation meeting on 3 September 2021.

Key Relationships

Synod Board

In response to the Synod 2021 approval of Future Directions for the People of God on the Way, the SSC on 9 July 2021 (117/21SC) approved a simplified governance structure designed to be effective and fit for purpose. Key changes include

- Synod Board created and convened
- UME Board thanked and discharged
- Synod Property Board thanked and discharged

Synod Board Members (for review November 2022)

Mr	Michael	Anderson	Chair
Mr	John	Collins	TIS Chair
Rev.	Jane	Fry	General Secretary
Mr	Ian	Gray	Chair, Asset & Finance Committee
Mr	Craig	Lee	TIS Director
Ms	Clare	Mazzetti	TIS Director
Mr	David	Scott	Former UME Board member
Rev.	Suzanne	Stanton	TIS Director
Mr	Michael	Talbot	Uniting Director
Mrs	Heather	Watson	Chair, Uniting
Dr	Andrew	Young	Uniting Director

Synod Board responsibilities as detailed in the By-laws are:

The Synod Board works from the delegations provided by SSC, including the responsibilities to:

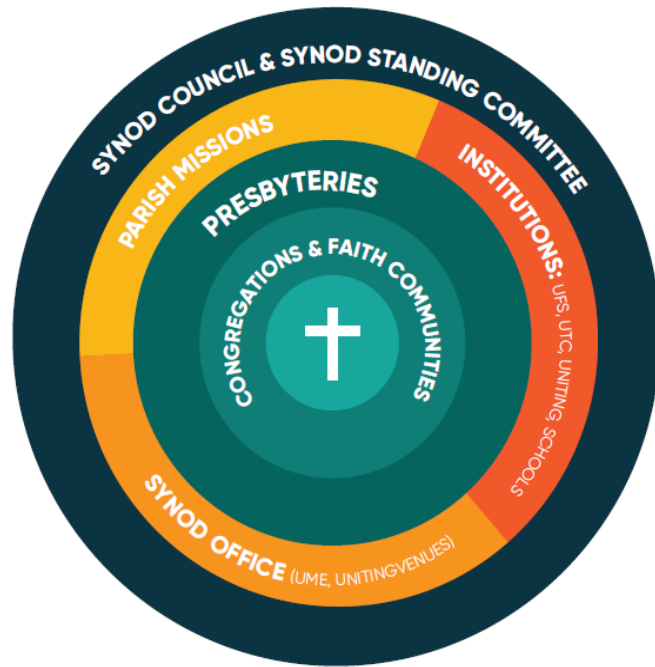
- a) operationalise the strategic directions set by Synod and SSC having regard to risk and available resourcing
- b) provide reports on significant matters considered by the Board to the SSC
- c) make recommendations to SSC on matters the SSC has reserved to itself
- d) set key performance indicators for the General Secretary role in conjunction with the General Secretary and provide regular performance feedback
- e) have reporting to it all Synod bodies including bodies with responsibility for Governance, Audit and Risk, Schools, Community Services, Ministry and Mission; along with the ability to make changes to these bodies to best achieve its responsibilities
- f) act as the Ministerial Education Board for the Synod
- g) act as the Property Board for the Synod
- h) be responsible for oversight of Parish Missions in exercise of the Synod's responsibilities
- i) oversee compliance and delegations
- j) be the governing body responsible for Synod Office staff

Synod Board Sub-Committees

- Audit & Risk Committee
- Asset & Finance Committee
- Synod Governance Board

Synod Infographic – What is the Synod

WHAT IS SYNOD?



THE CROSS



CONGREGATIONS & FAITH COMMUNITIES



PRESBYTERIES



SYNOD OFFICE
PARISH MISSIONS
INSTITUTIONS



SYNOD COUNCIL & SYNOD STANDING COMMITTEE



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Revised Governance Structure (approved by SSC 9 July 2021)

The SSC would be given space to focus on growth, mission and ministry and the corporate and governance responsibilities are given to a newly-created Synod Board.

