



# COVID-19

## GUIDANCE NOTE

30 March 2020

### Placements and JNC processes

During COVID-19 restrictions, the Advisory Committee of Ministry Placements (ACOMP) will continue to meet using Zoom technology.

- Should you wish to proceed with calling a Minister, or submitting your Placement or Ministry Leadership profile, please send them as usual to [acomp@nswact.uca.org.au](mailto:acomp@nswact.uca.org.au).
- New profile templates for placements and for ministers can be found on the Synod website. All profiles should now be submitted using these new formats.
- Ensure your Presbytery ACOMP representative, the Secretariat, and any prospective minister are kept informed and updated.

### Minister Awaiting Placement

- Ministers will still be matched with prospective placements.
- Each JNC/placement will determine how initial conversations might be held.
- Should a placement elect to wait until the COVID-19 restrictions are lifted, then any prospective matches may remain 'enveloped' until that time.
- In this event, ministers' names will be made available for other prospective placements and conversations.
- Should the placement elect to wait until restrictions are lifted, no further names will be offered. The profile shall be placed on hold in readiness for being reactivated post COVID-19.
- Ensure your Presbytery ACOMP representative, the Secretariat, and any prospective JNC are kept informed and updated.

### Joint Nominating Committee (JNC)

- May hold conversations with a prospective minister via video conferencing technology or phone or elect to wait until COVID-19 restrictions are lifted
- May make a final recommendation to their congregation/ presbytery/ agency via video conferencing technology/ phone/ postal service.

## PRESBYTERIES

CANBERRA REGION

FAR NORTH COAST

GEORGES RIVER

ILLAWARRA

KOREAN

MACQUARIE DARLING

MID NORTH COAST

NEW ENGLAND NORTH WEST

PARRAMATTA NEPEAN

RIVERINA

SYDNEY CENTRAL COAST

SYDNEY

THE HUNTER

UAICC



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

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- Ballots may be held in the same manner as a secret ballot. The rationale supporting the recommendation is posted or emailed to each voting member with a voting form. The members would return the completed voting form for a final count.
- The Terms of Placement and Letter of Call are negotiated and circulated, signed and issued via email/postal service.
- Ensure your Presbytery ACOMP representative, the Secretariat, and any prospective Minister are kept informed and updated.

### Decision to Fill a Vacancy and/or prepare a profile

- While the restrictions of COVID-19 make a Life and Witness consultation impracticable, an alternative is provided by Regulation 2.6.6(a). A special consultation/mission study can provide that which is necessary for the profile to be completed.
- The Secretariat and ACOMP Executive are working to create an online questionnaire that can be sent to congregations wishing to engage in a special consultation/mission study via distance.
- This would only be at the discretion of the Pastoral Relations Committee in consultation with the Congregation / Placement / Agency. It may be helpful to consider calling a special meeting of Congregation or Church Council (via distance) to outline and facilitate this process: Reg 3.5.1 (d) (i) (ii) or 3.5.3.
- The questionnaire can be forwarded to all congregation members for completion. The responses should then be collated, the Placement profile completed and sent to ACOMP Executive.

Please contact the Associate Secretary for further information and assistance on. 8267 4327 or [bronwynm@nswact.uca.org](mailto:bronwynm@nswact.uca.org)

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