

## Action of Session and CoM

In 2021 the Assembly agreed to the following Code Rule changes:

1. Amend Rule 3.11 (b) (ii) so that it reads:

*The Session exercises general supervision of all the agencies within the Charge or Congregation; and the functions of the Session include the following... (ii) To appoint congregational non-religious workers who are not Accredited Ministry Workers. When such appointments are made, the Session Clerk shall forward the position description, terms of appointment, name, and qualifications of the appointee to the Finance and Administration Board for confirmation with the appointment being subject to that confirmation.*

2. Amend Rule 5.22 (c) by the renumbering of clause (vii) as clause (viii) and the inclusion of a new clause (vii) as follows:

*Recommend to the Assembly or the Commission of Assembly policies and procedures to govern the employment of Assembly administrative staff, congregational non-religious workers and Ministry Workers. The adoption of such policies and procedures shall not prohibit a court of the Church from exercising its powers using the Code of Discipline and other administrative procedures outlined in the Rules of the Church in addition to such employment policies and procedures.*

The Session needs to consider the nature of the admin role and the appropriate salary level. Comparison with State Public Service Award rates have been used by Charges in the past. The Session will need to agree to a position description and the proposed terms of appointment.

The Committee of Management needs to ensure the funding for the admin worker position has been specifically and explicitly allocated in the annual Budget approved by the congregation. If not, a special congregational meeting should be called to approve an amendment to the budget that explicitly funds the position.

Once the congregation has agreed to the funding for the position the Session can then go through its process of advertising the position and interviewing applicants. Once the Session has determined who it will appoint it carries the following resolutions:

In accordance with PCQ Code Rule 3.11 (b) (ii):

1. Note that funding for this position has been approved by the congregation on \_\_\_\_\_ 20\_\_.
2. Note that the position description, terms of appointment, name, and qualifications of the appointee are as follows:
  - a.
  - b.
  - c.
3. Appoint \_\_\_\_\_ to the non-religious worker position of \_\_\_\_\_, from the start of the first/second fortnightly PCQ pay cycle in the month of \_\_\_\_\_ 20\_\_, subject to the confirmation of the PCQ Assembly's Finance and Administration Board (FAB), as per PCQ Code Rule 3.11 (b) (ii),
4. Advise PCQ Payroll [Payroll@pcq.org.au](mailto:Payroll@pcq.org.au), FAB [FAB@pcq.org.au](mailto:FAB@pcq.org.au), and the Clerk of Presbytery of the above Session decisions.