

Action of Session and CoM – start this straight away

The Session and the Committee of Management start work immediately on having the following available for the papers to be distributed for the congregational meeting:

1. The Ministry Support Fund Schedule for a Minister (Form B + Sections G & I).
*The documents can be found at <https://www.pcq.org.au/pcq-forms.php>
Email the Ministry Support Fund Schedule when it's still a draft to PCQ Payroll Payroll@pcq.org.au and ask them to review it before it goes to the congregational meeting.*
2. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
This would have been tabled at the last Annual Congregational Meeting (usually held in March).
3. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule is to be approved by the Congregation.
4. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
5. The revised roll of Communicants and Adherents attested by the Session Clerk.
6. If the person to be appointed is a Licentiate or Exit Student, their name will still be on the Communicants Roll of a Presbyterian Church. They need to ask the Session Clerk of that church to email a Disjunction Certificate to them and the presbytery that's to ordain them.
7. Session, in interviewing the appointee, must confirm with an incoming appointee that they have a fulsome understanding of PresSafe Policies and Procedures.
8. Appoint a person (e.g., CoM Treasurer) to complete the PCQ Appointments Checklist on the webpage <https://appointments.pcq.church/appointment-checklist/>

Session resolves to announce the Congregational meeting at the worship services on Sunday ____ and ____ of _____ (to be held ____ _____)

Congregational meeting held Sunday _____ immediately after the morning worship service.

Ordination and Appointment of _____.

Proposed motions: The **congregational meeting** moved, seconded, and agreed to:

1. Receive the report from the Session, with the recommendation that the congregation request the presbytery to request the Presbytery to (ordain and) appoint _____ as (an Assistant) Minister of the _____ Charge.
2. Note that the meeting was addressed on the matter of the proposed appointment by Rev _____ on behalf of the Session (in terms of the biblical qualities of a Minister) and note that _____ led the congregation in prayer.
3. Receive from the Session and the Committee of Management the following documents:
 - a. The Ministry Support Fund Schedule for a Minister (Form B + Sections G & I).
 - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
 - c. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule was approved by the Congregation
 - d. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
 - e. The revised roll of Communicants and Adherents attested by the Session Clerk.
4. Note that opportunity was given for questions to be asked of the representatives of the Session.
5. Subject to the necessary approvals of the appointment by the relevant PCQ bodies, as recommended by the Session and Committee of Management, approve the Terms of Appointment for a Minister of the _____ Charge, from the start of the first fortnightly PCQ pay cycle in January 20__.
6. Approve the Ministry Support Fund Schedule as tabled at the meeting.
7. Forward the Ministry Support Fund Schedule to the Clerk of Presbytery, the PCQ Committee on Ministry Resourcing (CMR), and PCQ Payroll.
8. Note that the chair of the meeting appointed _____, and _____, to count the vote that shall be by show of hands.
9. Note that ____ (number) Communicant Members were recorded as being present.
10. In accordance with the above Terms of Appointment, resolve by a vote "for" and "against" taken by a show of hands that the congregation request the presbytery to (ordain and) appoint _____ as (Assistant) Minister of the _____ Charge, subject to the above necessary approvals of the appointment, the vote being over 60% of those present (____/____)
11. Appoint _____, and _____ as commissioners to support the appointment in the meeting of the presbytery.
12. Authorise the Session and the Committee of Management to act on behalf of the congregation and in accordance with the various Rules and Regulations of the Presbyterian Church of Queensland and the requirements of the PCQ Receivership to do all that is necessary to progress the (ordination and) appointment of _____ as (Assistant) Minister of the _____ Charge, including any amendments to the terms of appointment that may be necessary due to the requirements of employment law or the Rules of the PCQ and PCA.

Ordination and Appointment of _____.

Proposed motions: **The Presbytery** moved, seconded, and carried the motion to:

1. In accordance with PCQ Code Rule 8.5, receive the following documents from the _____ Charge:
 - a. The Ministry Support Fund Schedule for a Minister (Form B + Sections G & I).
 - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year).
 - c. A financial statement showing the Charge's financial position in terms of income and expenditure from the period of the last audited statement up to a month preceding the date on which the Ministry Support Schedule was approved by the Congregation
 - d. A Statement signed by the CoM Treasurer of all the financial liabilities of the congregation.
 - e. The revised roll of Communicants and Adherents attested by the Session Clerk.
2. Note that the _____ Congregational Meeting held on _____ 202__ resolved to request the presbytery to appoint Rev _____ to the position of (Assistant) Minister of the _____ Charge, subject to the approval of the PCQ Committee on Ministry Resourcing, and the PCQ Receivers, the vote being over 60% of those present (____/____).
3. Receive the report from _____ concerning the appointment, noting that the Session has confirmed in an interview with an incoming appointee that they have a fulsome understanding of PresSafe Policies and Procedures.
4. Approve the Ministry Support Fund Schedule, subject to its approval by CMR and the PCQ Receivers, authorising PCQ Payroll to make any amendments to the terms of appointment that are required under employment law or by the directions of CMR (again, subject to the approval of CMR and the PCQ Receivers).
5. Receive the statements concerning the appointment from the Commissioners appointed by the _____ Congregational Meeting _____ and _____.
6. Receive the advice of the Convener of the presbytery's Pastoral Care Committee, _____, that the committee is supportive of the Appointment process proceeding.
7. Note that under the amended Fair Work Act, as of 7 December 2023, term appointments can only be used in limited circumstances (e.g., Exit Appointments) and all other appointments are permanent appointments.
8. Appoint Rev _____ to the position of Minister of the _____ Charge, subject to the approval of the PCQ Receivers, being satisfied that:
 - a. The terms of the proposed settlement have been approved by the relevant Assembly Committee or Committees; (See Rule 8.4 (b)). *[Or this appointment is subject to the proposed settlement being approved by the relevant Assembly Committee or Committees.]*
 - b. All other steps preliminary to the appointment have been carried out in accordance with the requirements of the regulations of the General Assembly for procedure in the appointment of Ministers.
 - c. No improper canvassing for or against a particular candidate has taken place; (see Rule 8.16).
 - d. The person who is recommended for appointment is eligible under the rules of the General Assembly.
 - e. The vote at the congregational meeting that requested the appointment was over 60% of those present (____/____).
 - f. All arrears to the Committee on Ministry Resourcing and of Assembly and Presbytery assessments have been paid.
 - g. There are no appeals or petitions from persons dissatisfied in respect to the appointment.

Appointed Minister

- h. The appointment shall be subject to the Rules and Forms of Procedure (i.e., the Code) and the decisions of the General Assemblies of Queensland and Australia that are currently in place and that may be enacted in the future.
 - i. It is for the good of the whole Church.
 9. Request PCQ Church Offices to prepare an appointment letter.
 10. Note Rule 4.23 “Special Purpose Meetings (in hunc effectum)” which states: *“No business can be transacted at meetings called for a special purpose except the business definitely specified at the appointment of the meeting. When the business is strictly formal, as is the case for an induction, the Presbytery may appoint one or more Ministers and/or Elders as a commission to do, in the name and by authority of the Presbytery, whatever the Presbytery has appointed to be done, or whatever the laws of the Church require to be done in such cases...”*
 11. As per Rule 4.23, appoint Revs _____ (chairman), and _____; and Elders _____ (secretary) and _____ as a commission of presbytery (with power to co-opt) to deal with all remaining steps concerning the appointment of Rev. _____ of the _____ Presbytery to _____, including the calling of a Special Purpose Meeting of presbytery [*or of this Commission of Presbytery – if it doesn’t involve ordination*] for the service of [*ordination and*] commissioning at _____ Presbyterian Church, on a suitable date after _____ (date).
 12. *If the Minister has come from interstate or has not yet been licensed to conduct marriages:* Request the PCQ Clerk of Assembly to make all arrangements for Rev. _____ to be registered as a PCQ Marriage Celebrant.
 13. In accordance with PCQ Code Guideline 220 allow the above commission of presbytery to meet via electronic conferencing (e.g., video or audio teleconferencing).
 14. In accordance with PCQ Code Rule 7.3, issue the Edict of [*Ordination and*] Induction.
 15. *If the appointee is a Licentiate or Exit Student:* In accordance with PCQ Code Rule 6.5 (b) (viii), instruct Licentiate _____ to email to the presbytery clerk a Disjunction Certificate from the Charge where their name appears on the Communicant’s Roll, and upon their ordination and commissioning their membership shall transfer to the Roll of Presbytery.
- [Where the above is a appointment to an existing appointment, replace motions 10 to 15 with this motion: Note that no commissioning service is required because this is appointment is the extension of an existing appointment.]*

Commission of Presbytery (in person or via phone conference)

Appointment of Rev _____ to _____ Charge

Proposed motions: The Commission of Presbytery moved, seconded, and carried the motion to:

1. Receive the correspondence from the _____ Presbytery advising that Rev _____ has tendered his resignation from his current position (and that has been accepted) in order to take up his proposed appointment by Mowbray Presbytery.
2. *If the person being appointed is a Licentiate or Exit Student:* Receive the Disjunction Certificate from the _____ Charge (where _____'s name appears on the Communicant's Roll) and declare that upon _____'s ordination and induction his membership shall transfer to the Roll of Presbytery.
3. Instruct Rev (or Licentiate) _____ to commence at _____ Church on _____ 20__ after being (ordained and) commissioned on _____ 20__.
4. (Ordain and) Commission Rev (Licentiate) _____ into the _____ Charge as the (Assistant) Minister at a Special Purpose Meeting of Presbytery at on _____ 20__ at _____ Church, with the details of the service to be left in the hands of the (Interim) Moderator of the Charge.
5. Authorise the secretary of the Commission of Presbytery to issue the following announcement of (Ordination and) Commissioning to be read at least eight days, including two Sundays, previous to the time fixed for the (Ordination and) Commissioning.

Announcement of (Ordination and) Commissioning

The Presbytery of Mowbray, having resolved to proceed to the (ordination and) commissioning of Mr _____, has directed an announcement be published accordingly; in pursuance whereof notice is hereby given that if any person has any objection to offer against the life or doctrine of the said Mr _____ they may lodge the same in writing with the Clerk of said Presbytery, on or before the _____ day of _____ 20 ; with certification that, if no relevant objection be lodged and substantiated, the Presbytery will proceed to the (ordination and) commissioning of said Mr _____ according to the laws of the Church, and admit him to the pastoral charge of this Congregation.

Attested by me this day of 20.....

Secretary of the Commission of Presbytery

Attestation of Service of the Announcement

This was duly announced to the congregation at on day of 20.....

Officiating Minister

6. Inform the Rev _____ and the _____ Presbytery of the above decisions.