

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 Called 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 interview with an incoming appointee 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.

Congregational Meeting to Agree to approve a Ministry Support Fund Schedule

The congregation moved, seconded, and agreed to:

- (1) Receive the report from the Interim-Moderator on behalf of the Selection Committee.
- (2) Note that Rev. _____ advised the meeting that the Presbytery and the Committee on Ministry Resourcing require a Ministry Support Fund Schedule before considering appointing any Minister to a Charge.
- (3) Subject to the Call of a Minister by the congregation being sustained and subject to Presbytery and PCQ Committee on Ministry Resourcing (CMR) approval, as recommended by the Session and Committee of Management, approve the variation to the Terms of Call for the Senior Minister position from the date of the Called Minister's induction by the presbytery so to increase the stipend and the Non Cash Benefit over and above the Basic Ministers Stipend by ___%.
- (4) Approve the Ministry Support Fund Schedule as tabled at the meeting and as previously advised by email to the congregation.
- (5) Forward the approved Ministry Support Fund Schedule to Mowbray Presbytery and PCQ's Committee on Ministry Resourcing for their approval.

Congregational Meeting to Agree to the Call of the new Minister

The congregation moved, seconded, and agreed to:

- (1) Receive the report from the Interim-Moderator, _____ and _____ on behalf of the Selection Committee, with the unanimous recommendation that the congregation insert the name of Rev _____ in the Call.
- (2) Note that opportunity was given for questions to be asked of the representatives of the Selection Committee.
- (3) Note that on _____ the congregation approved the Ministry Support Fund Schedule connected with this Call, and note that on _____ Mowbray Presbytery approved the Ministry Support Fund and on _____ PCQ's Committee on Ministry Resourcing approved the Ministry Support Fund Schedule.
- (4) Resolve to proceed to a Call.
- (5) Note, as required by PCQ Code Rule 8.11, that the meeting was addressed on the matter of the proposed Call by the Interim-Moderator (in terms of the biblical qualities of a Minister), and that he led the congregation in prayer.
- (6) Note, as required by PCQ Code Rule 8.11, the Interim-Moderator read (and explained) the Form of Call (Form III - See Rule 8.7, 8.11, 8.12), as follows, to the congregation:
If this meeting votes in favour of calling _____, you will be invited to come forward at the end of this meeting and sign in favour of the Call. This is very important, because at least 60% of the members must sign for the Call to go ahead. Here is what the document Communicant members are asked to sign says:
"We the undersigned Communicants of the Pastoral Charge of _____ being satisfied that you, Mr. _____, Minister of the Gospel, have suitable gifts from our Lord to edify and equip us for service, invite, call and encourage you to undertake the work of ministry and the preaching of the Gospel among us; and upon your acceptance of this call and being inducted into the Charge by the Presbytery of Mowbray, we promise you due respect and encouragement and will support you in terms of that set out in the approved Ministry Support Fund Schedule, as God enables us."
You are asked to print your name, give your address, and sign the document.
If you are an adherent, you can sign another document which says:
"We, the undersigned, adherents of the Congregation of _____ do hereby signify our hearty concurrence in the call in favour of Mr. _____ to the pastoral charge of said Congregation."
People who are not here today can sign these documents at church next Sunday and the following Sunday. We're also going to appoint _____ to have copies of the documents at the church office for signing during the week when the office is open.
- (7) Resolve by a vote "for" and "against" taken by a show of hands that the name of the Rev _____ be inserted in the Call.
- (8) Appoint Mr. _____, Mr. _____ and Mr. _____ as commissioners (one from each of the three services) to:
 - (a) Take charge of the Call, and to support it in the meeting of the presbytery.
 - (b) Until the presbytery meets, to give opportunity to Communicants and attenders to sign the Call and the Form of Concurrence (these signatures to be attested by a commissioner as written in his/her presence).
- (9) Appoint (as per Rule 8.13) _____ and _____ (for church office so people can sign there during the week) in addition to the foregoing as assistant commissioners, whose task shall be restricted to attesting signatures to the Call and to the Form of Concurrence as being written in their presence.

Called Minister

- (10) Note that Communicants and Adherents were invited to sign the Call or the schedule of concurrence at the end of the congregational meeting and were advised that those not able to sign could do so after the Sunday worship services or at the church office during the week.
- (11) *If the person being Called is already a CMR Exit Appointment to the Charge the following motion could be carried: Note that concurrence from CMR for _____'s ordination and induction will be sought, given _____ is currently serving in a 12-month CMR Exit Appointment.*
- (12) It was moved, seconded and resolved to 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 to do all that is necessary to effect the calling of Rev. _____ to _____ Presbyterian Church, 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.

Following meeting of presbytery

_____ – Filling the Vacancy – Call to Rev _____

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

1. *If the person being Called is a member of the presbytery the following motion would be carried (if they're present): Note, in accordance with the PCQ Code's Guideline 216 that _____ left the meeting for the following motions and presbytery's consideration of his Call to the _____ Charge.*
2. In accordance with PCQ Code Rule 8.5, receive the following documents from the _____ Charge:
 - a. an extract minute of the Congregational meeting (Rule 8.4);
 - b. the revised roll of Communicants attested by the Session Clerk;
 - c. the revised roll of Adherents attested by the Session Clerk;
 - d. a statement signed by the Treasurer of the Charge of all the financial liabilities of the Congregation, including arrears (if any) to the former Minister, the Committee on Ministry and of Assembly and Presbytery assessments.
3. Note that on _____ the congregation approved the Ministry Support Fund Schedule connected with this Call, and note that on _____ Mowbray Presbytery approved the Ministry Support Fund and on _____ PCQ's Committee on Ministry Resourcing approved the Ministry Support Fund Schedule.
4. Note that the _____ Congregational Meeting held on _____ resolved to insert the name of _____ into the Call as the Minister of the Charge (as within the extract minute received above).
5. Receive the report from the Interim Moderator _____, concerning the Call, in accordance with PCQ Code Rule 8.14, noting that the Session has confirmed in an interview with an incoming appointee that they have a fulsome understanding of PresSafe Policies and Procedures.
6. Receive from the Commissioners appointed by the _____ Charge, _____, _____ and _____ (one must be a member of the Session), the statements concerning the Call, in accordance with PCQ Code Rule 8.14, noting the Commissioners' advice that over 60% of the Charge's Communicants have *[or, have not yet]* signed the Call.
7. Receive the advice of the Convener of the presbytery's Pastoral Care Committee, _____, that the committee is supportive of the Call process proceeding.
8. *If a CMR Exit Appointment the following motion could be carried: Seek concurrence from CMR for _____'s ordination and induction, given _____ is currently serving in a 12-month CMR Exit Appointment.*
9. Subject to the approval of the Call from the Court Appointed Receivers to the PCQ LPE and subject to any necessary CMR approvals, sustain the Call from the _____ Charge to _____ (Minister), being satisfied that:¹
 - a. The Call is subject to the terms of the proposed settlement being approved by the Court Appointed Receivers to the PCQ LPE and the relevant Assembly Committee or Committees (See Rule 8.4 (b)).
 - b. All other steps preliminary to the signing of the Call have been carried out in accordance with the requirements of the regulations of the General Assembly for the procedure in vacancies.
 - c. No improper canvassing for or against a particular candidate has taken place (see Rule 8.16).
 - d. The person to whom the Call is addressed is eligible under the rules of the General Assembly.

¹ The If further time is needed for communicants to sign the Call a further subject to clause may be added: *and subject to the Clerk of Presbytery receiving written confirmation from the congregation's Commissioners that over 60% of the Charge's Communicants have signed the Call.*

- e. The Call only proceeds when the number of signatures of Communicants subscribed has been confirmed by the congregation's Commissioners to be not less than three-fifths of the number of Communicants on the attested roll (See Rule 8.12.(d)).
 - f. All arrears to the former ministry staff, the Committee on Ministry Resourcing, the Assembly, and Presbytery assessments have been paid.
 - g. There are no appeals or petitions from persons dissatisfied in respect to the Call (see Rule 8.15).
 - 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.
10. *[If the Minister is a member of the presbytery]* The presbytery having resolved to sustain the Call from the _____ Charge (in the terms of the above resolution), the Moderator invited _____ to return to the meeting, and _____ stated his mind regarding the proposed Call by indicating that it was his intention to accept it *[or decline it - or leave the decision to the Presbytery]*.

OR

- [If the Minister is a member of a different presbytery]* Appoint the following as Commissioners from the Mowbray Presbytery to attend, if necessary, the meeting of the Presbytery of the _____ at which the Call is to be considered: Rev _____ and Elder _____ (Rule 8.24), and request that the Presbytery of the _____ to allow this attendance be via internet conferencing.
11. Upon written approval of the _____ Charge's Call to Rev _____ being received from the Court Appointed Receivers to the PCQ LPE, authorise the Presbytery Clerk to:
- a. Notify _____ of the Call and forward to him a copy of the approved MSFS (Rule 8.18).
 - b. Forward the Call from the _____ Charge to the Presbytery of the _____, together with the certified copies of:
 - (i) An extract of the relevant minutes of the Mowbray Presbytery.
 - (ii) An extract of the relevant minutes of the _____ Congregational Meeting.
 - (iii) Any other necessary documents relating to the Call.
12. *[If the person being Called is already ordained]* As per Rule 4.23, appoint Ministers _____ (Chair) and _____ (Secretary) and Elders _____ and _____ as a commission of presbytery (with power to co-opt other members of presbytery) and call a Special Purpose Meeting of this Commission of Presbytery to induct Rev _____ into the _____ Charge on a date the commission and Rev _____ agree upon (thereafter advising the members of presbytery via email), with the details of the induction service to be left in the hands of the Interim Moderator of the _____ Charge, noting at this stage it is proposed to hold an induction service on _____ 20__ at _____.

OR

- [If the person being Called is not yet ordained]* As per Rule 4.23, appoint Ministers _____ (Chair) and _____ (Secretary) and Elders _____ and _____ (with power to co-opt other members of presbytery) to constitute a Special Purpose Meeting of Presbytery to Ordain and Induct _____ (Licentiate) into the _____ Charge on a date these members of presbytery agree upon (thereafter advising the other members of presbytery via email), with the details of the ordination and induction service to be left in the hands of the Interim Moderator of the _____ Charge, noting at this stage it is proposed to hold an induction service on _____ 20__ at _____ Presbyterian Church.
13. Authorise the Clerk of Presbytery to seek presbytery flying minute approval for any other presbytery decisions pertaining to the Call that may be required between this meeting and the service of induction.

14. Noting that upon [*ordination and*] induction as the Called Minister of the _____ Charge that _____ shall become the Moderator of the Charge, thank Rev _____ for his ministry as Interim Moderator of the _____ Charge since _____, and for his remaining ministry as Interim Moderator through to the date of _____'s [*ordination and*] induction.
15. Subject to the above approvals being given by all the relevant bodies, resolve as follows:
 - a. Instruct Rev _____ to commence as the Minister of the _____ Charge after being [*ordained and*] inducted by the Mowbray Presbytery on _____.
 - b. Authorise the Clerk of Mowbray Presbytery to issue the following Edict of Induction (the Rules require the edict to be read *at least eight days, including two Sundays, previous to the time fixed for the Induction*).

IV - Edict of [*Ordination and*] Induction of a Minister

(See Rule 7.3)

The Presbytery of Mowbray, having resolved to proceed to the [*ordination and*] induction of Mr _____, has directed an Edict to 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__ [*i.e., the date of the November or December Mowbray Presbytery meeting*]; with certification that, if no relevant objection be lodged and substantiated, the Presbytery will proceed to the [*ordination and*] induction 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__.
Clerk of Mowbray Presbytery

Attestation of Service of the Edict

(See Rule 7.4)

This edict was duly announced to the congregations of _____ (Creek Road and Springfield) on the _____ day of _____ 20__.
Officiating Minister

16. Authorise the Moderator and Clerk of Presbytery to determine the Edict dates when the above necessary approvals have been received.
17. *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.
18. *If the person being Called 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 his name appears on the Communicant's Roll, and note that upon his ordination and commissioning his membership shall transfer to the Roll of Presbytery.
19. Request PCQ Church Offices to prepare an appointment letter.
20. Note that the Moderator of Presbytery led the presbytery in prayer for the Minister and his family and for the affected Charges.