

**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 an Other Ministry Worker (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](mailto: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. Session, in interviewing the appointee, must confirm interview with an incoming appointee they have a fulsome understanding of PresSafe Policies and Procedures.
7. 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 two Sundays prior to the Congregational meeting.

The person becoming an Other Ministry Worker will need to submit an application for accreditation with the PCQ Committee on Ministry Resourcing. See on-line <https://pcq.org.au/pcq-forms.php>

## Congregational Meeting

The Congregational meeting moved, seconded, and carried the motion to:

1. Receive the report and recommendation from the Session regarding \_\_\_\_\_'s appointment as \_\_\_\_\_ (PCQ Other Ministry Worker) from the start of the first/second fortnightly PCQ pay cycle in the month of \_\_\_\_\_ 20\_\_ .
2. Receive from the Session and the Committee of Management the following documents:
  - (a) The Ministry Support Fund Schedule for an Other Ministry Worker (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.
3. Note that opportunity was given for questions to be asked of the representatives of the Session and Committee of Management.
4. Approve the Position Description as submitted by the Session.
5. Approve the Ministry Support Fund Schedule (including the Terms of Appointment) as submitted by the Committee of Management (based on the current PCQ Stipends Schedule) and forward the Ministry Support Fund Schedule to the PCQ's Committee on Ministry Resourcing and the Presbytery of Mowbray for approval.
6. Note that the meeting chair appointed \_\_\_\_\_, and \_\_\_\_\_ to count the vote that shall be by show of hands.
7. Note that \_\_\_\_ (number) Communicant Members and \_\_\_\_ (number) Adherents were recorded as being present.
8. Resolve by a vote "for" and "against" taken by a show of hands that the congregation request the Presbytery of Mowbray to appoint \_\_\_\_\_ as \_\_\_\_\_ (PCQ Other Ministry Worker) from the start of the first/second fortnightly PCQ pay cycle in the month of \_\_\_\_\_ 20\_\_, subject to the approval of the PCQ Committee on Ministry Resourcing, the vote being over 60% of those present (\_\_\_\_/\_\_\_\_).
9. 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 appointment, 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.
10. Request the Session Clerk to forward copies of all these documents, as well as Extract Minutes of this Congregational Meeting to the Presbytery of Mowbray and the PCQ Operations Manager.

### Presbytery Meeting

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

1. Note that the following documents were received:
  - (a) The Ministry Support Fund Schedule for an Other Ministry Worker (Form B + Sections G & I), noting that it has been *[or is yet to be]* approved by the Committee on Ministry Resourcing.
  - (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.
  - (f) An Extract Minute of the \_\_\_\_\_ Congregational Meeting held on \_\_\_\_\_.
2. Note that the \_\_\_\_\_ Congregational Meeting held on \_\_\_\_\_ 20\_\_ resolved to request the Presbytery of Mowbray to appoint \_\_\_\_\_ as \_\_\_\_\_ (PCQ Other Ministry Worker) from the start of the first/second fortnightly PCQ pay cycle in the month of \_\_\_\_\_ 20\_\_, subject to the approval of the PCQ Committee on Ministry Resourcing, the vote being over 60% of those present (\_\_\_\_/\_\_\_\_).
3. Receive the report from the Moderator of the Charge concerning the appointment, noting that the Session has confirmed in an interview with the incoming appointee that they have a fulsome understanding of PresSafe Policies and Procedures.
4. Receive the report from the presbytery's Ministry Appointments Committee.
5. 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).
6. Appoint \_\_\_\_\_ as \_\_\_\_\_ (PCQ Other Ministry Worker) from the start of the first/second fortnightly PCQ pay cycle in the month of \_\_\_\_\_ 20\_\_, subject to the approval of the PCQ Committee on Ministry Resourcing and the PCQ Receivers, being satisfied that:
  - (a) The terms of the proposed appointment 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) The person who is recommended for appointment is eligible under the rules of the General Assembly.
  - (c) The vote at the congregational meeting that requested the appointment was over 60% of those present (\_\_\_\_/\_\_\_\_).
  - (d) 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.
  - (e) It is for the good of the whole Church.
8. Note that no Service of Introduction is required for Other Ministry Workers (as per Regulation 160 part 6).
9. Advise the PCQ Operations Manager and the Clerk of Assembly of the above resolutions, and request that they put the above requested appointment to the PCQ Receivers for their consideration.
10. Request PCQ Church Offices to prepare an appointment letter.