



## **CANBERRA CENTRAL PARISH**

### **Terms of Reference of Mission Teams**

**October 2005**

UNITING CHURCH IN AUSTRALIA  
CANBERRA CENTRAL PARISH

**Terms of Reference for Mission Teams**  
St Aidan's and Wesley, October 2005

**Adult Education and Spiritual Formation**

- to take responsibility for reviewing, developing and monitoring our ministry of adult education and spiritual formation, in co-operation with the ministers and volunteers;
- to seek further development of home fellowship groups;
- to plan short-courses, discussion groups, confirmation groups etc;
- to recommend to the JCC the annual budget for adult education and spiritual formation and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

**Children's and Youth Ministry**

- to take responsibility for reviewing, developing and monitoring our ministry with children and youth, in co-operation with staff and volunteers;
- to be a support group for staff working in children's and youth ministry;
- to integrate young people into congregational life;
- to provide a ministry to children and young people in the wider community;
- to recommend to the JCC the annual budget for children's and youth ministry and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

**Finance and Administration**

- to take responsibility for reviewing, developing and monitoring the financial position of the parish, and to oversee the administrative systems within the parish (including the functioning of the parish office) in co-operation with the treasurer, relevant staff, and volunteers;
- to ensure the provision of sufficient staff and volunteer support for the treasurer and parish office;
- to oversee the stewards for the time being;
- to promote and oversee the parish's planned giving scheme;
- to plan for other fundraising efforts, including those for repayment of the parish's borrowings and any other capital fundraising schemes;

- to oversee the allocation of property costs (gas, electricity, cleaning etc) between the Wesley Music Foundation and the Parish;
- to oversee the conditions for hire of parish property, including insurance;
- to set the charges for rental of residences and office space and the hiring of property, in consultation with the Wesley Property mission team;
- to recommend to the JCC the annual budget for finance and administration and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

### **Membership Development**

- to take responsibility for reviewing, developing and monitoring our ministry of recruitment, welcome and inclusion of new church members, in co-operation with the ministers and volunteers;
- to develop and implement strategies for the welcoming of newcomers and visitors to our worship services;
- to develop and implement strategies for inviting people in the local community to come to faith in Christ and to participate in the life of the church;
- to recommend to the JCC the annual budget for membership development and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

### **Music Ministry**

- to take responsibility for reviewing, developing and monitoring the music ministry of St Aidan's and Wesley congregations, in co-operation with the Director of Music, the Assistant Director of Music, the WMF Board and volunteers;
- to ensure appropriate music provision for the parish's worship services, following consultation with worshippers;
- to take a leadership role in the provision of guidance, training and resources for music ministry within Presbytery, Synod and the wider community;
- to recommend to the JCC the annual budget for music ministry and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

### **Service and Social Justice**

- to take responsibility for informing, encouraging and stimulating responses and communication with Uniting Church agencies and external agencies on issues of social justice;

- to take responsibility for strengthening, supporting and developing our service and social justice mission in the Canberra community and through the wider church, in co-operation with the ministers and volunteers;
- to research social justice and service issues and to resource the congregation directly with information on such topics, including the Uniting Church's position;
- to oversee our involvement in the ministry of The Verandah;
- to oversee the parish's ministries of hospitality (eg. weekday use of Wesley foyer, welcome to newcomers lunches);
- to approve any regular or special appeals for programs and projects in support of the local community and of the wider church (Uniting Church and ecumenical bodies), after consultation with the treasurer;
- to bring recommendations to the JCC for parish action on local, national or international social justice issues by way of new projects, invitations to speakers, forums, advocacy etc;
- to recommend to the JCC, after consultation with the treasurer, the annual budget for our support of Presbytery and Synod mission and service, and for other mission and service expenditure, and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.

### **Wesley Property**

- to take responsibility for the management, security, maintenance and regular refurbishment of the Wesley property, in co-operation with the Wesley property manager and volunteers;
- to assist the Wesley property manager in determining priorities for action;
- to ensure the provision of sufficient staff and volunteer support for the Wesley property manager;
- to develop a schedule of major maintenance and refurbishment projects to be undertaken over a five year period;
- to recommend to the JCC the annual budget for Wesley property and to spend the approved funds within the guidelines of the JCC;
- to make recommendations to the JCC on major changes or initiatives.