



# PILGRIM UNITING CHURCH

*We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.*

CCP-02

## DECISION MAKING MATRIX INFORMATION

### 1. Purpose

Pilgrim's Decision-Making Matrix is designed to indicate where decision-making responsibilities lie and clarify expectations of the level of participation for members of Church Council, members of the Ministry, Mission and Operations Committees as well as individual members of Pilgrim's staff.

Decision-making is generally associated with at least one role or in some cases multiple roles.

There are five types of role association in decision-making:

- Responsible
- Accountable
- Supports
- Consulted
- Informed

#### **Responsible (R)**

The role, person or group that is assigned the role type **Responsible (R)** is the one that makes the decision. The person or group who is Responsible (R) need not be accountable for that decision, even though in some cases the same person or group can be Responsible (R) and Accountable (A). The degree of responsibility can vary and multiple roles can share the responsibility of making a single decision. Also, the responsibility can be delegated by the role to another role.

#### **Accountable (A)**

**Accountable (A)** is the role, person or group who has the final authority and accountability for making a specific decision. For any given decision, there is only one role, person or group accountable. This accountability cannot be delegated to other roles, individuals or groups.

#### **Consulted (C)**

**Consulted (C)** are the roles or people who are consulted and from whom advice is taken before the decision is made.

### **Informed (I)**

**Informed (I)** are the roles, people or groups who are informed **after** the task is completed. The right roles, people or groups need to be informed after a decision is made. It is assumed that all those who have been involved in some way in a decision-making process will be informed of decisions made.

### **Supports (S)**

**Supports (S)** are the roles, people or groups that provide the resources and hence support the making of a decision.

### **Comments on the Matrix**

- Each decision-making activity (row) should have ONE and only ONE Accountable (A).
- Each decision-making activity (row) should have at least one Responsible (R).
- The number of Consulted (C) should be minimized. When there are many people who are assigned as Consulted (C) roles, the time taken to make the decision increases. On the other hand, too few or no Consulted (C) roles assigned to decision-making means that the decision may be ill-informed.
- If a column has no empty spaces it means that role, person or group is involved in some way with all decision-making.



### **Authorisation**

Church Council Chair

Reviewed: 11 November 2020

Next review date: October 2022