



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-03

DELEGATIONS POLICY

1. Introduction

Delegations of responsibilities are the mechanism by which Pilgrim Congregation enables the Church Council, individual officers, employees or appointed committees of Pilgrim to act on behalf of Pilgrim. This policy sets out the circumstances under which Pilgrim Congregation and Pilgrim Church Council may delegate its responsibilities.

2. Purpose

- 2.1 The purpose of the Delegations Policy is to establish a framework for delegating authority within Pilgrim in a manner that facilitates efficiency and effectiveness and increases the accountability of officers, employees and volunteers for their performance.
- 2.2 The policy applies to all members of Pilgrim Church Council as well as Pilgrim's staff and volunteers who have delegated authority to act on behalf of Pilgrim, which can include signing documents.
- 2.3 Delegations of authority within Pilgrim are intended to achieve four objectives:
 - 2.3.1 to ensure the efficiency and effectiveness of Pilgrim's administrative processes;
 - 2.3.2 to ensure that the appropriate officers, employees and volunteers have been provided with the level of authority necessary to discharge their responsibilities;
 - 2.3.3 to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
 - 2.3.4 to ensure internal controls are effective.
- 2.4 Delegations are a key element in effective governance and administration of the Pilgrim Congregation and they provide formal authority for particular officers, staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

3. Policy

- 3.1 For the effective exercise of its responsibilities and for the better ordering of the life of the Congregation, the Pilgrim Church Congregation shall form a Church Council (Para 23 Constitution).
- 3.2 One of the responsibilities of Church Council is to exercise oversight of the appointment of officers and leaders of Congregational activities (Reg 3.1.2 (xi)).

- 3.3 Church Council can delegate any of its functions except:
 - 3.3.1 the power of delegation; and
 - 3.3.2 any functions designated as the responsibility of the Church Council.
- 3.4 The Church Council may delegate any other function or any other power or duty conferred or imposed upon them by the UCA Constitution and Regulations, and subject to this Delegations Policy, to any officer, employee, volunteer or committee of Pilgrim.
- 3.5 However, the Church Council may not delegate its power:
 - 3.5.1 to adopt Pilgrim's Ministry and Mission Strategic Plan;
 - 3.5.2 to adopt Pilgrim's Business Plan; or
 - 3.5.3 to adopt Pilgrim's Annual Budget.
- 3.6 Pilgrim is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Council members, officers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.
- 3.7 There is no circumstance under which it is acceptable for any of Pilgrim's officers, employees, volunteers or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the Ministry and Mission of Pilgrim.



Authorisation

Church Council Chair

Reviewed: 11 November 2020

Next review date: October 2022

DELEGATIONS PROCEDURES

1. Responsibilities

- 1.1 The Pilgrim Congregation has agreed that the Church Council may delegate some of its functions to:
 - 1.1.1 a member or members of Church Council (e.g. Chair, Deputy Chair, Secretary, Treasurer, Ministers individually and/or together as the Executive of Church Council);
 - 1.1.2 a Committee of the Church Council and its sub-committees (e.g. Ministry Development Committee, Mission Development Committee, Operations Committee, Site Re-development Committee);
 - 1.1.3 any other committee or task group created by Church Council or one of the committees named in 1.1.2 from time to time for specific purposes, or individual volunteers who have been approved to undertake specific responsibilities; or
 - 1.1.4 through the Chair of Church Council to employees of Pilgrim.
- 1.2 The roles and responsibilities of Officers of Church Council, Church Council, Executive and each of the Committees named in 1.1.1 and 1.1.2 above are detailed in the respective Terms of Reference developed by Church Council.
- 1.3 Specifically, the Chair of Church Council is responsible for:
 - 1.3.1 guiding the Church Council to promote the interests of and further the development of the Ministry and Mission of the Congregation;
 - 1.3.2 assisting the Church council and Congregation to discern the guidance of the Spirit in making decisions and in developing Ministry and Mission plans consistent with the Congregation's vision;
 - 1.3.3 ensuring that the Church Council is accountable for the administrative, financial, and other business activities of the Congregation; and
 - 1.3.4 exercising a general oversight to the employees and volunteers of Pilgrim and/or delegating such responsibilities to other Officers of the Council as appropriate.

2. Procedures

- 2.1 The Congregation elects Officers of the Church Council and other members of the Church Council.
 - 2.1.1 Officers of Church Council are elected for two year terms.
 - 2.1.2 Other members of Council are elected for three year terms.
- 2.2 Church Council appoints members to the Committees cited in 1.1.2 above. The Convenor of each Committee is appointed biannually and the members of the Committees serve for three years with an option of a further three years.

Related Documents

- **Decision Making Policy (CCP-01)** – Approved by Council 10 August 2016
- **Decision Making Matrix Information (CCP-02)** – Approved by Council 10 April 2016

- Responsibilities of Church Council Officers (Document 16028)
- UCA Constitution and Regulations

A handwritten signature in black ink, appearing to be 'S. M. A.', written in a cursive style.

Authorisation

Church Council Chair

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