

# Congregational Meeting Agenda



## **Meeting to be Held Immediately after the 9am and 6 pm Worship Service**

At the Living Church Ministry Centre, 1541 Creek Rd, Carina, on **Sunday 4 February 2024** the Congregation is to meet immediately after the 9am and 6pm service. James Snare will chair the meeting.

## **Open in Prayer**

James will open the meeting with prayer.

## **Voting and Appointment of Counters**

James will ask the meeting to sign the attendance sheet being circulated indicating if member or attender. If unsure a members roll is situated at Next Steps desk to allow you to check.

He will advise those present to vote by show of hands for the remaining motions.

## **Reports and Statements from the Committee of Management and Session**

Representatives of Session and COM will introduce the motions.

The moderator will ask the meeting to move and second the following motions:

1. The following reports were made available over the last two Sundays electronically and in print form, and so receive and take these as read:
  - a. From the Committee of Management: a report for the 2023 year including the draft financial statements (subject to audit).
  - b. From the Session: a statement regarding the spiritual work of Living Church for 2023, along with other reports and financial statements provided to the Session (e.g. PWA).
2. Note that the audited statement of the receipts and payments is being prepared and authorise this to be made available to the congregation ASAP electronically and in print form.

Note that the Moderator gave opportunity for questions to be asked.

James will conduct the Vote.

## **Auditor Appointment**

Treasurer will introduce the motions.

The moderator will ask the meeting to move and second the motion below:

Appoint Arabon Audit & Assurance as the auditor of the financial statements for the coming year, 2024.

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Note that the Moderator gave opportunity for questions to be asked.

James will conduct the Vote.

## **Amendment to the terms of Ministers Appointment**

The treasurer will introduce the motions below noting the amendment motions are formalising an agreed change in appointment arrangements with James from a manse provided arrangement to housing supplement after James has purchased a house. After the introduction there is an opportunity for questions.

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

1. Receive the Session and the Committee of Management recommendation that the congregation approve a stipend supplement for James Snare of 35%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount).
2. Receive from the Session and the Committee of Management the following documents:
  - a. The Ministry Support Fund Schedule.
  - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year) of 2022 (2023 is subject to final audit).
  - 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.
3. Subject to the necessary approvals of the amendment by the relevant PCQ bodies, as recommended by the Session and Committee of Management, approve a stipend supplement for James Snare of 35%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount) from the first day of the PCQ Pay Cycle in March 2024.
4. Approve the Ministry Support Fund Schedule as tabled at the meeting.
5. Forward the Ministry Support Fund Schedule to the Clerk of Presbytery, the PCQ Committee on Ministry Resourcing (CMR), and PCQ Payroll.
6. In accordance with the above amended Terms of Appointment, resolve by a vote "for" and "against" taken by a show of hands that the congregation request the presbytery to approve a stipend supplement for James Snare of 35%, noting this shall be paid as 50% cash stipend and 50% EPFB (with 15% additional Superannuation to also be paid on this amount) from the first day of the PCQ Pay Cycle in March 2024, subject to the

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above necessary approvals of the appointment, the vote being over 60% of those present.

11. Request Session appoint commissioners to support the amended Terms of Appointment in the meeting of the presbytery.

12. 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 above, including any amendments to the Terms of Call/Appointment that may be necessary due to the requirements of employment law or the Rules of the PCQ and PCA.

## **Appointment of Assistant to the Minister**

James will introduce the motions after which there will be an opportunity for questions.

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

1. Receive the report and recommendation from the Session regarding Izaak Cowling's appointment as Assistant to Minister (PCQ Specialised Ministry Worker) from the start of the first fortnightly PCQ pay cycle in the month of April 2024.
2. Receive from the Session and the Committee of Management the following documents:
  - a. The Ministry Support Fund Schedule for a Specialised Ministry Worker (Form B + Sections G & I).
  - b. The congregation's audited statement for the last PCQ financial year (i.e., calendar year) of 2022 (2023 is subject to final audit).
  - 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.
3. Approve the Position Description as submitted by the Session.
4. 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.
5. Resolve by a vote "for" and "against" taken by a show of hands that the congregation request the Presbytery of Mowbray to appoint Izaak Cowling as Assistant to Minister (PCQ Specialised Ministry Worker) from the start of the first

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fortnightly PCQ pay cycle in April 2024, subject to the approval of the PCQ Committee on Ministry Resourcing, the vote being over 60% of those present.

6. 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.
7. 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.

## **Close of Meeting**

James will close the meeting with prayer.