UNITING CHURCH IN AUSTRALIA

THE GAP CONGREGATION

CONGREGATION & CHURCH COUNCIL GUIDELINES

Version 2026.1

The Gap Uniting Church
Congregational & Church Council Guidelines

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Document Status:	
Purpose:	This document has been developed to assist members of The Gap Uniting Church who are elected to the Church Council. They are to be read in conjunction with the current Regulations of The Uniting Church in Australia.
History:	This document was originally prepared by members of the Congregation of The Gap Uniting Church, endorsed by the Moreton Rivers Presbytery and approved in principle by a meeting of The Gap Uniting Church Congregation on 10th November 1998. The Church Council was implemented following The Gap Uniting Church Congregational Meeting held on the 2nd March 1999.
Major Revisions	Significant revisions to this document have been approved at Congregational Meetings held on the following dates: November 2003, November 2005, September 2007, November 2009, November 2011, August 2012, June 2013, March 2019, March 2024, December 2024, June 2026 Additions and changes to any Appendices & Attachments may be made by approval of Church Council. Changes to the body of the Guidelines require approval of the Congregation.

CHURCH COUNCIL OF THE GAP UNITING CHURCH

Membership

The Church Council shall consist of:

a) Ministry Staff employed in positions 0.5 FTE or more basis, and

b) No more than 10 members who are members or members-in-association of The Gap Uniting Church Congregation duly elected by the Congregation – to be called Church Leaders.

c) Up to two persons who may be co-opted from time to time for special purposes.

d) A quorum of at least 50% of members is required for meetings to take place.

Frequency of Meetings

The Church Council shall meet at least bi-monthly on dates to be determined by the Council to deal with all matters relating to the responsibilities of the Church Council having particular regard to any matters referred to the Council by the Congregation. Additional meetings shall be held when convened by the Chairperson or at the direction of a Congregational meeting, Presbytery, Synod or Assembly.

Recommended meeting months: February, April, June, August, October, December.

Duties and Responsibilities

The Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining its members in hope, and leading the Congregation to a fuller participation in Christ's mission in the world. This priority shall be reflected in the agenda of its ordinary meetings. The duties and responsibilities of the Church Council include the following:

a) Sharing with the Ministry team in mission and in the pastoral care and spiritual oversight of the Congregation;

b) Nurturing the members and adherents in their growth and grace;

c) Pursuing a vision for the development and longer-term growth of the Congregation through the adoption of a Strategic Plan for the expansion of Christ's Kingdom amongst people of the Gap and beyond;

d) Making decisions in accordance with the regulations concerning baptism, confirmation and membership, and the keeping and reviewing of the rolls of the congregation;

e) Assisting the Ministry team in the conduct of worship and in the administration of the sacraments;

f) Determining the time and place of services of public worship;

g) Carrying out its functions concerning applicants for the specified ministries of Minister, Deacon, Community Minister, Lay Pastor, Lay Preacher, Pastor and Youth Worker, having regard to the regulations;

h) Managing the financial affairs and the general administration of the Congregation including the reception, preparation and presentation of all necessary budgets, statements and reports;

i) Managing and controlling property in accordance with the regulations;

j) Preparing and presenting to a meeting of the Congregation an annual report concerning the life and work of the Congregation including its worship, mission and service, and making recommendations with regard to the program for the ensuing year;

k) Exercising oversight of the appointment of officers and leaders of Congregational organizations;

l) Following the Synod approved Manual for Meetings in the conduct of its meetings including decision making using consensus procedures; and

m) Referral of matters to Presbytery as prescribed.

Election Process

In determining the composition of the Church Council or any committee or other body, the Congregation shall have regard to the principle, that in accordance with the call and gifts of the spirit, each member shall have a part in the ministry of the Church; and that government of the Church will be "entrusted to representatives, men and women, bearing gifts and graces with which God has endowed them for the building up of the Church." In furtherance of this principle, the Church Council, committees and other bodies shall as far as practicable include a significant proportion of members of the younger age groups to enable them to exercise their gifts.

Election shall be by written ballot at a meeting of the Congregation to be held between April and June of each year. Prior notice of intention to hold such a ballot must be given and the names of the nominees shall be publicly announced at least two weeks prior to the ballot being held. Nominations must be made in writing to the secretary or other appropriate officer over the signature of two persons who are confirmed members or members-in-association of the Congregation.

The term of office of an elected Church Leader is a two (2) year period for which the person is elected by the Congregation. The term commences from 1st July proceeding the election and the Church Leader will be invited to any meetings between the election and term commencement as a Meeting Associated member. A Church Leader fulfils the responsibilities and duties as described of Elders/Leaders within the Uniting Church Regulations.

At the expiry of the term of office the Church Leader shall be eligible for re-election as long as the total length of term is less than eight (8) years. Should the term exceed ten (10) years, the Church Councillor is required to have a minimum two (2) year break unless Church Leader specifically vote to allow renomination for a further two (2) years prior to the Congregational Meeting. Should Church Council approve a renomination after ten (10) years, the Congregation will decide as part of the election process.

The minimum number of Church Leaders to be elected every year is to be 50% of the elected members. Where there are not enough vacancies for this minimum number to be elected, Church Leaders will be given the choice to resign and renominate. Should there not be enough vacancies at the end of the process, the longest serving Councillors will have their terms shortened and shall be eligible for renomination according to the process previously stated.

Once per year, at a meeting of the Congregation, up to two (2) nominated representatives to the Moreton Rivers Presbytery will be appointed.

Office Bearers and Executive

The Church Council shall elect annually from amongst its members a Chairperson, Secretary and Treasurer.

When and as required, the Church Council may decide to form a Church Council Executive. The membership of the Executive will be determined by the Church Council but at a minimum must consist of:

a) Members of the Ministry Team employed on a 0.5 or more stipend basis; and

b) Chairperson, Secretary and Treasurer.

The Church Council Executive has the authority to make decisions regarding the operation of the Church and its members as determined by the Church Council, which will later be referred to Church Council or a Mission Team for ratification. A quorum of more than 50% is required to make any such decisions. The Church Council is the final arbiter in these decisions.

The Church Council Executive should meet as required to fulfill the reason for its formation and can be called by any two members. The Church Council Executive dissolves after 12 months of being formed unless a shorter time has been set by Church Council.

Mission Teams and Committees of the Church Council

The following activities remain the overall responsibility of the Church Council which may appoint and endow Mission Teams or other Committees or Individuals with responsibility for specific programs and activities.

Church Council shall appoint from the membership of the Congregation or from its Ministry Staff a Leader for the Mission Teams listed in Appendix 1. Other members of Church Council will be required to serve on at least one Mission Team excluding the Chairperson and Secretary. Members of Teams shall be appointed to serve for 12 months commencing from 1st July proceeding the appointment.

Mission Teams will have the power to act within their budget and delegated areas of responsibility and to form committees/groups as necessary to undertake the tasks that fall within the responsibilities of the Mission Team.

Each Mission Team shall operate with a minimum of three (3) members ***not*** including ex officio members. A quorum will consist of 50% or a minimum of three (3) including ex officio members, whichever is larger.

Members of the Ministry Team, the Church Council Chairperson and the Church Council Secretary will be ex-officio members of all Mission Teams.

The Mission Team Leader may co-opt other members of the Congregation to serve on their Mission Team.

Mission Team Responsibilities – All Teams

Mission Teams are directly responsible to the Church Council and are required to:

a) Prepare a yearly budget and plan including a calendar of events for endorsement by the Church Council and subsequent inclusion of each Team's budget in a whole of church budget which Church Council will present to the November meeting of the congregation for approval;

b) Meet at least bi-monthly (recommended meeting months: January, March, May, July, September, November);

c) Submit a written annual plan to Church Council for its February meeting and to report bi-monthly to Church Council Meeting. This plan and report shall cover the various activities within their responsibility and, where necessary, make recommendations for approval by the Church Council;

d) Provide a written report at the end of each financial year for inclusion in the Annual Report for that year, covering all the various activities with their responsibility;

e) Provide the flexibility for all groups/programs under their concern to work within the budget approved at the congregational meeting. Additional or changes to approved expenditure in excess of $1,000 per Mission Team will need Church Council ratification;

f) Appoint leaders and volunteers of groups/programs within their responsibility meeting Safe Church requirements;

g) Liaise with and support other Teams, committees and groups;

h) Be responsible for all aspects of planning for activities within their responsibility, both long and short term and their implementation including Safe Church requirements;

i) Respond to requirements and directions of the Church Council and pursue plans and activities that assist in the implementation of the Congregation's Strategic Plans;

j) Build each other up in faith and love sustaining its members in hope, and leading its members to a fuller participation in Christ's mission in the world; and

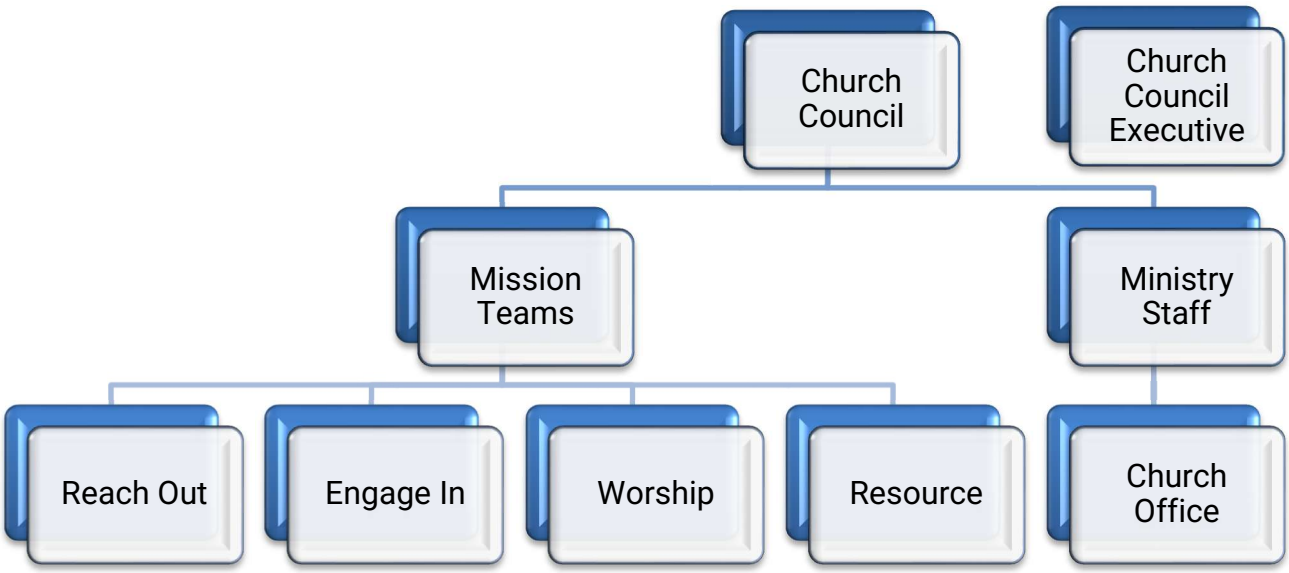
k) Provide pastoral oversight and encouragement to all leaders.

l) Review and update Leader Registration Registers required under Safe Ministry with Children.

Appendix A - Mission Teams & Responsibilities

	REACH OUT	ENGAGE IN	WORSHIP	RESOURCE
PURPOSE	Community Loved. Faith Shared.	Creating Community. Nurturing Faith.	Encountering God. Worshipping Together.	Resourcing Ministry. Enabling Mission.
RESPONSIBILITIES	• Oversee programs and actions to meet community needs • Oversee programs and actions to build relationships with our local community to share faith • Communicate and encourage the congregation to know, donate and support various national and international outreach/mission • Approve fund raising events conducted by or for suitable outreach/charity groups	• Build community, connectiveness and belonging for all • Deliver pastoral care and support for those in need • Equip, support and guide people on their faith journey • Recommend decisions to Council concerning baptism, confirmation and membership including an annual review of congregational rolls.	• Supporting the Ministry team in the strategic direction of worship and coordination and administration of sacraments • Focusing on the delivery of innovative worship through weekly services. • Facilitating other special or one-off services across a range of ages and interests • Assisting in the provision of other worship related activities including rosters	• Support for the administration, resourcing and systems of the Church • Oversight of the property (grounds / buildings / facilities) including maintenance and future planning • Oversight of all finances of the Congregation including stewardship and major fundraising activities • Ensure the accounts of all Church organisations are duly audited and presented to the Church Council and Congregation

Appendix B – Organisational Chart



Appendix C – Oversight of Activities/Groups to Mission Teams

	REACH OUT	ENGAGE IN	WORSHIP	RESOURCE
ACTIVITIES / GROUPS	**Local Mission/Serving:** • Chaplaincy • Food Pantry • Kids Hope • Religious Instruction • Senior Friendship Group **Local Engagement:** • Families Ministry • Fit after Fifty • GUCCE • Men's Group • Play Groups • Presbytery Camps • Youth Groups **Wider:** • International Mission Trips and Financial Support • Wider Church Auxiliaries	**Welcome & Engagement:** • New Attendee Engagement • Membership Rolls **Community & Fellowship:** • Small Groups • Friendship Groups • Church Camps **Pastoral Care:** • Care Cards • Critical Care Events • Prayer Chain • Emergency Meals **Faith Growth:** • Small Groups • Families Ministry • GROW Sunday School • Studies & Short Courses • Discipleship & Confirmation • Library	**Worship services:** • Morning Worship • Night Church • Special Services & Liturgical Events (Lent & Advent) **Workshops & Training:** • Training/Mentoring for Preparation & Leading of Worship **Preparation for Worship & Coordination of Teams** • Connect Crew • Leading / Conducting Worship (Communion, Musicians, Bible Readers, Pastoral Prayer & Worship Leading) • Preparing & supporting Worship (Morning Tea/Supper & Auditorium Preparation) • Worship Tech Team	**Fundraising:** • Plant & Book Sale • Garage Sale • Investment Sunday **Property Management:** • Property & Grounds Maintenance • Cemetery Trust • Usage of Facilities **Financial & Admin Management:** • Budget development • Banking • Insurance • Annual Financial Reports & Auditing • Synod Reporting

Appendix D – Ministry Staff, Responsibilities & Activities

MINISTRY STAFF	PURPOSE	Leading the Congregation			
	RESPONSIBILITIES	Provide recommendations, direction and support for key strategic areas with Mission Teams and leaders	Oversight of activities and programs to ensure they comply with Christian beliefs and strategic direction	Management of the Church Office and Administration	Oversight of communications including notices and newsletters; Managing database systems
	OPERATIONAL ACTIVITIES & TASKS	**Program Leadership:** • Morning Worship • Night Church • Family Ministry & Events • Children & Youth Programs	**Engagement & Follow-up:** • Baptisms & Cradle Roll • Funerals • Membership (New & Changes) Support	**Office Administration:** • Delivery of Administration Functions • Records Management • Processes/Procedures & Systems • Blue Card Coordination • Support for Special Events/Projects • Safe Ministry	**Communications:** • Internal (notices, signs, flyers) • External (online) **Systems Management:** • Database Management & Coordination (Church Community Builder

Appendix E – Church Council Roles and Responsibilities

CHURCH COUNCIL CHAIRPERSON

- Fulfil the role of a Chairperson as defined in the Manual for Meetings (Section 4.6)
- Preside over meetings using the Manual for Meetings in a manner that which assist the council to discern the will of God as far as possible, and meets the needs and purposes of the council and its members
- Assist the Council to manage items of business including:
    - Ensuring the Council considers what it needs to, when it needs to
    - Ensuring Council members know what is coming in the future and is adequately prepared with background and information to enable discernment and decision-making
    - Ensuring that Council and the Mission Team are building themselves up and working together
    - Addressing issues and concerns and overseeing any formal discipline as needed
- Convene, with the Secretary, general and special meetings of the Council & Congregation (Reg 3.5.1 c & d. 3.5.2 & 3.5.3)
- Confirm, with the Secretary, that a quorum is present and if not, reconvene the meeting (Reg 3.8.5 a)
- Request, as required, for responsible bodies to present their books of account (Reg 3.8.7 a)
- Request, at least annually, for all accounts to be audited and certified (Reg 3.8.7 c)

CHURCH COUNCIL SECRETARY

- Convene, with the Chairperson, general and special meetings of the Council & Congregation (Reg 3.5.1 c & d. 3.5.2 & 3.5.3)
- Prepare, with the Minister and Chairperson, agendas. Circulate agenda and reports 4 days prior to a Council Meeting
- Confirm, with the Chairperson, that a quorum is present and if not, reconvene the meeting (Reg 3.8.5 a)
- Keep minutes of meetings of the Church Council & Congregation and take care of all records and papers of the Congregation (Reg 3.6.1 c i & ii) - This includes oversight of the Congregation & Church Council Guidelines and policies
- Oversee the transfer of members (Reg 1.7.1 a & b)
- Receive, record and distribute incoming Church Council & Congregational correspondence as required
- Write, record and send letters/correspondence on behalf of Church Council or Congregation as required
- Prepare Church Council & Congregational articles for the bi-monthly newsletter (Church Council Matters)
- Oversee the collation and distribution of the Annual Report contributing as required
- Coordinate Election Process for Church Council & Elders
- Update Council Members registered with the Australian Charities & Non-Profit Commission (ACNC) via the Synod

CHURCH COUNCIL TREASURER

- Fulfil the responsibilities of Treasurer as defined in the Qld Synod Treasurers Handbook (Section 2.1) and generally overseeing the items and actions described in the Handbook
- Receive all moneys on behalf of the Church Council and pay them into a bank account of an approved financial institution, keep proper books of account and furnish financial statements to the Church Council and Congregation at the end of each year and at such other times as the Church Council or Congregation may require (Reg 3.6.1 e)
- Follow accounting and auditing requirements (Reg 3.8.7)

MISSION TEAM LEADER

- Coordinate & lead the Mission Team so it can best achieve its purpose and fulfill its responsibilities.
- Mentor people to join and support current members of the Mission Team
- Ensure the Mission Team focuses on the oversight, governance and missional aspects of programs and activities
- Ensure direct management, day to day delivery and operational responsibilities sit within the various programs and activity leadership or is built into a sustainable and ongoing model

EXTERNAL LINKS

Uniting Church Constitution & Regulations
Manual for Meetings
Treasurers Handbook

Appendix F – Policies

As a Congregation of the Uniting Church in Australia, The Gap Uniting Church (TGUC) follows the broad policies and guidelines of the Assembly (National Council) which has determining responsibility for matters of doctrine, worship, government and discipline and the Qld Synod (Regional Council) which has responsibility for the general oversight, direction and administration of the Church's worship, witness and service in the Qld region. Within this context, the following policies have been endorsed by The Gap Uniting Church Council to supplement existing policies and clarify congregation specific adoptions of policies and situations.

Name of Policy	Link to Policy	Date Approved	Review Date
Complaints and Allegations Policy	A1.3-Complaints-and-Allegations-Policy-POL-0003.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Conflicts Policy	A1.2-Conflicts-Policy.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Media Issues Policy	A4.5-Media-Issues-Policy.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Media Relations Policy	A4.6-Media-Relations-Policy.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Person of Concern Policy	Microsoft Word - 20221201 SSC.22.221 POC Policy_	10 December 2024	December 2026 or as directed by the Synod Office
Privacy Policy	B1.1-Privacy-Policy-POL-0001.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Safe Church Policy	C2.1-Safe-Church-Policy.pdf	10 February 2026	December 2026 or as directed by the Synod Office
Synod Wide Health & Safety Framework	Synod-Wide-Work-Health-and-Safety-Policy-Statement-1.pdf	10 December 2024	December 2026 or as directed by the Synod Office
Whistleblower Policy	Microsoft Word - A1.6 Whistleblower Policy_20241120_Final b	10 December 2024	December 2026 or as directed by the Synod Office

In addition to the policies above, the Church Council has agreed the following approaches to assist in the decision making of the Council.

Approach to Evaluating New Missional Opportunities

The following should be considered as part of evaluating a new missional activity of The Gap Uniting Church:

- Does it align with our Mission and Vision?
- Do we have, or can we acquire, the experience, skills and competence to manage and run this activity?
- In terms of finances is it:
    - Able to financially sustainable on its own?
    - Able to become financially sustainable within 3 years?
    - Dependent upon continual congregational funding?
- Does it have a low reputational risk associated with any type of failure?
- Are there any other similar activities, programs or initiatives nearby? Are we offering something unique, different and required?

Approach to Implementing Paid Positions

The Gap Uniting Church values all volunteers who contribute in so many ways including administration, worship, discipleship, practical, outreach, pastoral care, development and leadership, and believe that giving generously is part of Growing Life-long Disciples of Christ.

The Gap Uniting Church recognises that due to family time, increased work hours, multiple community connections and the busyness of life, that volunteering is not always an option. For roles that do not have the required volunteer support within The Gap Uniting Church it is accepted that these could become paid positions.

It is also recognised that sometimes in order for a ministry to commence, grow or be effective that investment is required in terms of a paid professional.

In situations where a volunteer role may change to a paid position or where it is felt that investment in a paid role is needed, the Church Council will have the final approval based on a recommendation from one of the Mission Teams or the Council itself. The new paid position and associated programs will need to be considered using the 'New Missional Opportunities' outlines.

The Church Council understands the need for flexibility to select the right person must be balanced with the need to ensure that there is transparency, discernment and fairness in the selection. In order to achieve the correct balance in regards to recruitment for paid positions, discussions should not occur with people to fill positions:

- generally, unless the Church Council has approved the need for and the recruitment of a position; or
- specifically/individually (where a person is essentially offered a role subject to Council approval), unless the Church Council has previously given approval to allow this to occur

Appendix G – Implementing Safe Church at The Gap Uniting Church

This appendix explains the implementation and governance steps that The Gap Uniting Church will take in order to manage its commitment to Safe Church. It supports the Safe Church policy, procedures and tools of the Queensland Synod and in the event of any inconsistency between this document and the policy, the policy prevails.

Where does Safe Church Apply?

Safe Church applies to all events, programs and activities of The Gap Uniting Church. There are additional requirements needed in areas that relate to children and vulnerable people.

- For child-focused activities where the program or activity is directed and delivered mainly at or for children there are additional requirements, and all leaders must have a Blue Card. It does not matter whether a parent or guardian is present or not. For example, Playgroup which includes families is run primarily for children so is a child-focused activity.
- Programs such as Morning Worship or Church Camp are genuine family events (and are not child-focused) however these may have child-focused activities within them such as Sunday School in which case only that element and it's leaders/volunteers need to meet the higher level of training and hold a Blue Card.
- Additional requirements and the need to hold a Blue Card also apply where there is a leader, volunteer or helper who is under 18. In this case, while it may not be a child-focused activity, the person who is leading the activity and responsible for the person under 18 needs to be fully compliant in regards to leader/volunteer (not program) requirements. For example, if someone under 18 is serving on the music team, that does not make the entire music team a child-focused activity, however the leader of the team and the person overseeing the session needs to be trained, compliant and have a Blue Card.

Delegations

- The administration and notification tasks of the Blue Card application progress are delegated to the Church Office staff as part of their position description
- The screening and appointment of leaders, volunteers and helpers and approval of program plans are delegated to Ministry Agents, Mission Teams and Mission Team Leaders. Church Council can delegate screening, appointment and program plan approvals to additional individuals subject to their names being brought to a Council meeting for decision
- All Safe Church approvals and appointments completed by Church Council or a Mission Team are to be minuted. All Safe Church approvals and appointments completed by a Mission Team Leader or other delegated individuals are to be reported at the following Mission Team and Church Council meeting
- All individuals (including paid staff) who are delegated responsibilities are to sign the Safe Church Delegations register located in the Church Office to confirm their acknowledgement of the delegation

Reporting to Mission Teams & Church Council

Reports to Missions Teams and Church Council should contain a high-level summary of the work completed along with the list of final appointments/approvals. For example:

- Safe Church Report
    - Number of expressions of interest/interviews/referee checks
    - Number and names of individuals appointed to Safe Church
    - Number of Statement of Commitments
    - Number and Names of Program Plans including if it is event specific or an annual plan

First Aid Requirements

All programs need to include a provision regarding how First Aid will be provided if needed based upon the risk assessment of the activities that are occurring. In situations where there is a higher burden of responsibility on the congregation (for example when there are not parents/families around), the expectation is that first aid skills are on site or at the specific location of the activity.

Leader to Children Ratio's

The Safe Church Policy and Procedure have ratio's to be achieved between leaders/helpers to children. These ratio's are for programs where the children are the responsibility of the congregation without parents/guardians present. These ratios can be increased when family members and guardians are present according to the outcome of a risk assessment/review.

Attendance

Attendance records for all activities are to be taken and kept within Church Community Builder. Training and assistance is available on how to do this including online check-in or post event attendance entry.

Records

Records in relation to the screening and appointment of individuals and approval of programs are to be kept. The preferred storage method is within Church Community Builder as completed forms or attachment to completed process queues. If approvals are in hardcopy or in Council / Mission Team minutes, these should be given to the Church Office for storage.

All records held electronically or in hardcopy are ownership of The Gap Uniting Church and are to be managed in line with the Privacy Policy of the Queensland Synod. Records kept at the homes of leaders and volunteers should be reviewed regularly to determine what is appropriate to store at home given the sensitivity of the information and the security/access at the storage location. All records are to be passed onto the Church Office on at least an annual basis.

Appendix A - Programs/Activities vs Application of Safe Ministry with Children

Program/Activity	Safe Church Applies	Safe Church including children requirements (Blue Cards etc.)	Safe Church applies to with requirement on leaders who oversee volunteers under 18
Chaplaincy	X		
Food Pantry	X		
Kids Hope	X	X	
Religious Instruction	X	X	
Senior Friendship Group	X		
Families Ministry	X	X	X
Fit After Fifty	X		
GUCCE	X		
Small Groups (including Men's Group, Friendship Groups & Bible Studies)	X	Depends on the age of participants	
PlayGroups	X	X	
Youth Groups	X	X	X
Presbytery Camps	X	X	X
Church Camp	X	X	
Prayer Chain	X		
Emergency Meals	X		
Pastoral Care – Critical Events	X		
GROW Sunday School	X	X	
Morning Worship	X		X
Night Church	X		X
Connect Crew (Welcoming)	X		X
Rosters for Worship	X		X
Fundraising and Sales	X		X
Property & Maintenance Work	X		

It should be noted that the above is a general guide/approach and that specific activities within a program (e.g. child specific element of a Church Camp) may fall under Safe Church including children requirements.

Appendix H – Church Council Code of Conduct

Church Councillors are expected individually to conduct themselves in accordance with the following principles:

a) To ensure that the Church Council as a whole fulfils its role and functions as set out in the Congregational & Church Council Guidelines.

b) To be responsible for helping to build a culture of good governance, rigour, accountability and integrity within the Church Council as well as between the Church Council and the Congregation by adhering to principles of openness, honesty, trust, listening inclusion, encouragement and mutual respect.

c) To act consistently with the Church's values and the strategic and other plans adopted or endorsed periodically by the Council and Congregation.

d) To act at all times with care and diligence, which includes:

   i. Attending all meetings of the Church Council unless there is a valid reason for failing to attend and the Church Councillor's apology has been expressly tendered to the Church Council;

   ii. Preparing thoroughly for, and actively participating in, all meetings and decisions of the Church Council;

   iii. Exercising informed and independent judgement in relation to all decisions of the Church Council;

   iv. Actively striving to keep informed about the wider activities and operation of The Gap Uniting Church, including by attendance at events and activities; and

   v. Continually monitoring the financial position of The Gap Uniting Church and otherwise assuming individual accountability for the financial stewardship of The Gap Uniting Church.

e) To act at all times in good faith in the interests of the Church Council as a whole, which includes:

   i. Consciously striving to separate the interests of the Church Council as a whole, which are the paramount responsibility of Church Councillors, from the interests the Church Councillor has in any other capacity within the Church or the wider community;

   ii. Not using any information which comes to the person as a Church Councillor, or the position as a Church Councillor, to advance the Church Councillor's own interests or the interests of anyone other than the Church Council;

   iii. Being loyal to the Church Council, and not speaking publicly against properly taken decisions of the Church Council, irrespective of whether the Church Councillor is in personal agreement with them; and

   iv. Managing any conflicts of interest the Church Councillor may have.

f) To keep confidential any Church Council discussions agreed by the Church Council to keep confidential in accordance with the Church Council's directions.