



## 1.1 Purpose

The Board for Christian Formation (the BCF) assists and advises the Synod Standing Committee (SSC) in fulfilling its responsibilities to provide for the effective supervision of theological and ministerial education and Christian formation for lay and ordained within the bounds of the Queensland Synod of the Uniting Church (the church).

For Regulation 3.1.5(i)(vi), the BCF is designated as the appropriate body to exercise the Ministerial Education Board's responsibilities.

## 1.2 Scope

The BCF assists the SSC in the oversight of Synod's<sup>1</sup> activities in accordance with the responsibilities of this Charter.

## 1.3 Responsibilities

The BCF performs an advisory role and acts with delegated authority of the SSC as detailed in this Charter in carrying out its functions, authorities and powers.

The BCF must fulfil its responsibilities, as stated in Regulation 3.7.4.3(c).

The BCF is the body for the purposes of Regulation 2.4.4(a).

The BCF shall have responsibility to:

- (a) make recommendations to the SSC regarding the appointment, or termination of appointment, of the candidate educators of Trinity College Queensland (the College)
- (b) ensure annual performance reviews of the College's academic staff members are conducted
- (c) support the College in the fulfilment of its responsibilities under Regulation 3.7.4.3(c)
- (d) promote the College as a resource for:
  - theological teaching and scholarship
  - continuing education for ministry
  - lay education and education in biblical studies
- (e) oversee the relationship of the College with any universities, colleges and other educational institutions affiliated with the College
- (f) create and resource a network of learning in theology and ministry for the Church and community within the bounds of Synod
- (g) develop strategies for theological, ministerial and lay education within the bounds of Synod;
- (h) ensure adequate staff, facilities and other resources for education and formation for the lay and ordained ministries of the Church, including continuing education for ministry
- (i) maintain a roll of candidates, and as required by the Assembly, provide information contained in the roll to the Assembly
- (j) consult with presbyteries on the ongoing needs for continuing education for ministry of persons involved in the lay and ordained ministries of the Church
- (k) ensure the theological, ministerial and lay education provided by the College meets any standards prescribed by, or requirements of, the Assembly

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<sup>1</sup> The definition of Synod incorporates all entities, agencies and institutions of the Uniting Church of Australia Property Trust (Q.) and entities where the church provides membership of governance bodies.



- (l) approve a policy about the granting of study leave to staff members of the College designated by the SSC to provide theological education to candidates
- (m) at each ordinary meeting of Synod, provide a report on how it is fulfilling its responsibilities;
- (n) provide reports about any aspect of its responsibilities as required by the SSC.

In carrying out its responsibilities, the BCF shall:

- (a) oversee, and be responsible to the SSC for, the College's finances
- (b) ensure an annual budget is prepared for the College in accordance with Synod budget processes
- (c) comply with Synod's financial and accounting policies and requirements.

## 1.4 Accountability

Each member of the BCF is entitled to rely on Synod office management on matters within their responsibility, and on external professionals on matters within their areas of expertise, and may assume the accuracy of information provided by such persons, so long as they are not aware of any reasonable grounds upon which to question its accuracy.

## 1.5 Composition and term

The BCF is a board of the SSC and consists of 12 members being:

- (a) a chairperson<sup>2</sup>
- (b) 7 other members<sup>2</sup>
- (c) the Moderator as an ex-officio member
- (d) the General Secretary as an ex-officio member
- (e) the Director of Education for Ministry as an ex-officio member
- (f) an enrolled candidate of the College chosen collectively by the group of all the College's enrolled candidates.

Synod in Session shall elect the BCF chairperson.

Synod in Session shall elect 3 of the 7 members noted in (b) above at each second ordinary meeting and at the time of the alternate ordinary meeting, Synod Standing Committee shall appoint the other 4 members.

The nomination, ballot and appointment process for appointments is determined by the Remuneration and Nomination Committee.

Members noted in (a) and (b) above must have gifts, skills or experience in one or more of the following competencies:

- (a) experience in tertiary education, academic research, professional learning or adult faith education
- (b) a sound understanding of the contemporary missional context in which the Church operates
- (c) experience in community-based learning
- (d) a good understanding of cross-cultural sensitivities' issues
- (e) knowledge of, and experience in, vocational formation
- (f) business and marketing experience
- (g) education administration.

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<sup>2</sup> Must be a confirmed member of a congregation and cannot be a staff member of the College or Synod office.



Appointment to the BCF is for a 3 year term. The maximum continuous time a person can serve as a BCF member is 9 years, unless that person has served 1 or more terms as chairperson, in which case the maximum continuous time is 12 years.

A member of the Synod office is the secretary of the BCF.

## 1.6 Meetings

The BCF meets a minimum of 6 times per calendar year. The BCF chairperson convenes meetings at other times when necessary to carry out the role of the BCF. Any member may request the BCF chairperson to convene a meeting.

The notice and agenda of meetings includes relevant supporting papers. The agenda for meetings is determined by the BCF chairperson in consultation with the BCF secretary and others as directed by the BCF chairperson.

General governance protocols, including those relating to quorums and electronic decision making, are outlined in the Synod by-laws.

In the absence of the BCF chairperson or appointed delegate, members will elect one of their number as chairperson of that meeting.

The BCF may invite other people including any employee of Synod to attend all or part of its meeting.

Subject to the discretion of the BCF, the following may attend all BCF meetings by standing invitation, but do not have the right to vote and may be asked to withdraw for all or any part of a meeting:

- (a) the Moderator-elect;
- (b) a full-time academic staff member of the College chosen collectively by the group of full-time academic staff members of the College;
- (c) any other person with appropriate qualifications, expertise and skills invited to attend a meeting.

Any person with a material personal interest in a matter being considered at a meeting must not be present for consideration of that matter.

Decisions of the BCF are made at a duly called and constituted meeting or otherwise agreed by all BCF members. Where approvals are granted outside a meeting of the BCF, a report is to be provided to the next meeting of the BCF.

## 1.7 Minutes

The BCF secretary prepares minutes for each BCF meeting.

The draft minutes of each BCF meeting are reviewed by the BCF chairperson and circulated to all BCF members by the BCF secretary as soon as practicable after each meeting.

A copy of the BCF minutes, once approved by the BCF, are signed by the BCF chairperson.

## 1.8 Access to information

The BCF has the authority to seek any information it lawfully requires from any employee of the Synod and all employees must comply with such requests.



The BCF has the right of direct contact with management. The BCF holds a separate private meeting at least annually with the Director of Education for Ministry.

Professional advisers may be appointed at Synod's expense to assist the BCF in evaluating specific issues or risks and the mitigating strategies put in place to meet the BCF's purpose and discharge its responsibilities. In engaging such advisers, the BCF must consider the reasonableness of the expense and budget availability.

## 1.9 Reporting to the Synod Standing Committee

The BCF chairperson reports to the SSC on the activities and considerations of the BCF during the period since the last report at a frequency to be determined by the SSC.

## 1.10 Performance review

The BCF performs an annual self-evaluation of its performance to determine whether it is functioning effectively and meeting the requirements of its Charter and submits the results to the SSC.

## 1.11 Review of charter

The BCF reviews its charter annually to provide assurance it remains consistent with the SSC's objectives and responsibilities.

The SSC approves or further reviews the charter.