

1972

ROLES AND RESPONSIBILITIES OF MISSION COUNCILS AND STAFFMANAGEMENT COMMITTEE

PRESIDENT (of Mission)	Initiating Mission Policy in liaison with Councils. Establishing general principles of operation, particularly in fellowship/liaison with other kindred organisations (Denominational and Interdenominational Missions etc).
TWO VICE PRESIDENTS (of Mission)	Assisting in above and for oversight of specific functions as determined from time to time.
GENERAL SECRETARY	Correspondence and all general organisational operations. To be Secretary of all Councils and committees.
TREASURER	Responsible for all accounting and financial reports.
FIELD DIRECTOR	Duties as set out under Field Council.

The Management Committee to be ex-officio members of the Federal and Field Councils.

FEDERAL ADVISORY COUNCIL

To comprise 15 members in addition to the members of the Management Committee.

The Officers of the Council to be:

CHAIRMAN	The Chairman shall be the President or one of the Vice Presidents.
SECRETARY	Shall be the General Secretary of the Mission.
MINUTES SECRETARY	To take and circulate minutes of each meeting.
DEPUTATION SECRETARY	To plan and where possible engage in deputation work - <ol style="list-style-type: none"> <li>(1) Australia wide, working in conjunction with Councils and Auxiliaries in other States.</li> <li>(2) To co-ordinate with Field Council for release and/or seconding of suitable missionaries.</li> <li>(3) To have audio-visuals prepared and available for loan as required.</li> <li>(4) To report regularly to Council as to results of work done.</li> <li>(5) To plan deputation for missionaries during their furlough (before they leave for furlough).</li> </ol>

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**PROMOTION OFFICER**

To work with Deputation Secretary and to be particularly responsible for -

- (1) Promotional literature
- (2) Advertising
- (3) Reports in Christian papers, radio, etc.
- (4) Working with Editors of "The Aim" and "Today"
- (5) Organising distribution and use of freewill offering boxes
- (6) Publicity for special projects.

**PROPERTY MANAGER**

To keep records of all Mission property and ensure it is being efficiently used and effectively maintained and insured.

To work with the Church Secretary or other officer where church buildings and/or mission houses have been made available to churches established within the Mission.

**CANDIDATE COUNSELLOR**

To maintain regular contact with candidates and probationers.

There shall also be a CANDIDATE COMMITTEE comprising the President, or General Secretary, the Field Director, with three other members of the Federal Advisory Council. One of these members shall be the Candidate Counsellor.

**FIELD COUNCIL**

The Field Council shall consist of up to nine (9) elected missionaries as defined in the Principles and Practice of the Mission, and the Management Committee as well as two (2) delegates from the Churches Guidance Committee. The officers shall consist of the President, Field Director, General Secretary and such other officers as may be deemed necessary. In the absence of the President the Field Director is to act as Chairman of the Council.

It shall be the business of the Field Council to control the work of the Field as set out in the Principles and Practice of the Mission as drawn up by the Field Council.

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To have final responsibility for all Field Personnel. Field Council to make necessary appointments or transfers, these to be referred to Area Superintendents for implementation.

The Field Council to have the responsibility over the activities and personnel of the special ministries. Apart from the operation and maintenance all general property matters relating to these ministries are vested in the Federal Advisory Council.

The Bible Training Institute, the Retta Dixon Home and Hostels are to be regarded as special ministries of the Mission.

In the case of Mission Publications of Australia (which has its own Council and is also a joint venture with the United Aborigines Mission) the Field Council may second missionaries and other workers to work there as agreed by the Council of Mission Publications of Australia.

The Field Council to amend the Principles and Practice as the circumstances of the Mission demands. Any amendments made to be reported to the Federal Advisory Council and the missionaries within one calendar month.

It shall have power to draw up its own by-laws.

#### FIELD DIRECTOR

The Field Director, while a member of the Management Committee, shall primarily be responsible to the Field Council. He is to:

1. Plan with Area Superintendents and make recommendations to the Field Council regarding -
  - a. Areas to be reached
  - b. Nature of work to be done
  - c. Distribution of personnel
  - d. Budgets necessary for projects to be accomplished.
2. Receive from Area Superintendents reports regarding arrangements re holidays and furloughs of missionaries and refer to Field Council if necessary.
3. Arbitrate any cases which Area Superintendent can not settle and if necessary pass on to Council concerned for final decision.
4. Arrange State and General Conferences in conjunction with Area Superintendents.
5. Visit centres on field, preferably with the Area Superintendent.

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6. Provide information to Federal and State Council Secretaries for co-ordination and for members' prayer and interest.
7. After consultation with the Area Superintendents prepare a Budget for his and their working expenses for the year and advise the General Secretary in July of each year. Such expenses as far as possible to be reimbursed from the General Fund of the Mission.

## AREA SUPERINTENDENT

1. To be responsible for the general supervision of work in his area - by personal visitation and correspondence.
2. For effective deployment of missionaries make recommendations to Field Director and Field Council re development of work within the State (close down, open up, transfer, supplement or reduce staff, etc)
3. To be responsible to get missionaries settled in to their new appointments, preferably to be there for an induction service and introduce them to the work or failing that an early visit after they move in.
4. All problems from the area to be dealt with by him. If and when necessary they be referred to the Field Director.
5. To arrange for missionaries' holidays and to endorse furloughs if satisfactory arrangements can be made with local workers.
6. Consider requests from missionaries requiring permission to have visitors for any extended period.
7. To make a monthly report to Field Director and also a copy to President (for information purposes).
8. To plan for State Conferences after establishing dates, venue, etc. with the Field Director.
9. Work with the missionaries to direct attention on the stations to the Bible Training Institute, its work and the enrolment of students.
10. Encourage all missionaries and pastors in his area to be actively looking for and encouraging Christian Aboriginal people to accept positions of leadership among their own people and in the Churches Guidance Committee. Without interfering with the Churches Guidance Committee and its work to encourage missionaries and pastors not to restrict the use of local Christians and encourage these Aboriginal Christians to have some affiliation with the overall work of the Mission.
11. To check that missionaries in his area are providing information concerning their work to the Editor of "The Aim".

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12. Seek to maintain liaison with existing churches and work for the formation of more churches, and getting them established.
13. In consultation and co-operation with the Churches Guidance Committee plan for Evangelistic, Teaching, Children's or other special missions.
14. Explore the possibility of using more Associate Workers. To discuss Mission policy and procedures with them, supplying relevant Mission documents such as the Constitution, Principles and Practice, Guide Book. If considered suitable and with their consent recommend to the Field Director their possible acceptance as an Associate Worker.
15. To become acquainted with what is happening in centres where there are reasonable numbers of Aboriginal families. In places where we do not work seek to have a local denominational church take an interest in these people. If this is not possible seek to have the local Christians do something in the way of cottage meetings.
16. To check up on use being made of available literature - particularly as provided through Mission Publications of Australia. Encourage a greater use where considered necessary.
17. On all routine matters not involving major policy changes to be the Mission Officer responsible to contact or work in liaison with the Government Department in his State.
18. To ensure that Mission property in his area is kept in good repair and to make any necessary recommendations to the responsible authority.
19. Where there are any special needs these are to be brought to the notice of the Field Director with a view to having them met.
20. Submit expense account to Treasurer for reimbursement as funds allow (travel and other expenses for his work as Superintendent).