



HERVEY BAY UNITING CHURCH
CHURCH PROTOCOLS 2021

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Church Contact Numbers

Church Committee/Group	Issues relating to...	Contact	Contact No.
Church Office & Worship Centre	Events, Service Times, Sunday Worship	Office Secretary, Louise Crittenden Rev Luke Smallwood	4125 5233
Minister	Theology & Practice of Ministry & Mission Parish Vision & Goals	Rev Luke Smallwood	4125 5233 0408 736 815
Leadership Team	Church Policy Matters Parish Vision & Goals Church Leadership	Chair: Gillian Ayoub Secretary: Joan Whitmore	0416 017185 0437 238415
Church Administration	Office Administration, Church Records, UC newsletter & Communication	Office Secretary, Louise Crittenden	4125 5233
Congregational Concerns	Congregational Meetings, Elections of Leadership Team members	Chair: Phil Ayoub Secretary: Shiree Royall	4125 5502 0417 171 020
Maintenance (Emergency)	Urgent Property Repairs (including contact Police for damage by other persons)	Rev Luke Smallwood	0408 736 815
Maintenance (General)	General Repairs or Maintenance Required to Buildings or Grounds	Wes Furness OR John Grimsey	Wes - 4125 0193 John - 0428 199 557
Finance & Maintenance Committee	Church Finance, Property & Resource Management, Mission Resourcing	Convener: Rev Luke Smallwood Secretary: Joan Whitmore Treasurer: Gail Grimsey	0408 736 815 0437 238415 0408 613 612
Pastoral Care	Pastoral Care	Trevor or Kerry Wilton (Pastoral Care Co-Ordinators), The Minister or any member of Leadership Team	Trevor: 0490 017950 Kerrie: 0490 018259 Minister: 0408 736 815
Youth Group	Youth Ministry	Rev Luke Smallwood	0408 736 815
Mission	Overseas Missions - Act for Peace, Samaritan's Purse, Operation Christmas Child	Glenys Keen	0406 544285
Adult Fellowship	Fellowship & Service	Glenys Keen	0406 544285
WOW (Meet Tuesday mornings)	Fellowship & Bible Study Wednesday evenings	Thora Nolan Julie Noble	0422 676 479 0402 102 782
KYB (Know Your Bible)	Fellowship & Bible Study Tuesday afternoons	Lynn Furness	0427 809 224
Wednesday Bible Study	Fellowship & Bible Study Wednesday mornings	Wes Furness	4125 0193
Men's Breakfast (CURRENTLY ON HOLD DUE TO ONGOING RESTRICTIONS)	Breakfast & Speakers Saturday mornings on dates advised by contact	Wes Furness	4125 0193
Ladies Afternoon Tea (CURRENTLY ON HOLD DUE TO ONGOING RESTRICTIONS)	Afternoon tea & Speakers monthly on 4 th Saturday	Julie Noble Thora Nolan	0402 102 782 0422 676 479
Dinners of 8 (CURRENTLY ON HOLD DUE TO ONGOING RESTRICTIONS)	Quarterly hosted dinners in private homes	On hold at this time	0417 606 725
Outreach to Disadvantaged	We Care 2 Breakfast van every Wednesday morning	Lynn Furness	0427 809 224

Religious Instruction	Outreach to children in schools	Office Secretary, Louise Crittenden	4125 5233
Compassion Meals	Provision of frozen meals to those in our congregation as needed	Beverley Baillie	0419 028 390

Participation in the ministry of the church:

Members and adherents of the congregations of the Hervey Bay Uniting Churches are encouraged to participate in all aspects of the church's ministry. This can be in the areas of Youth and Children's ministries, pastoral care, property maintenance, worship etc., or in positions of leadership, if elected to such positions. Participation is not limited to those on these committees or groups. If you would like to offer affirmation or encouragement, or offer suggestions as to how ministry may be improved in any or all of these areas, you are encouraged to do so—as well as dreaming of new visions and goals that you or the church may wish to investigate further.

In order to have your voice heard in regard to these matters, it may be helpful to follow certain procedures and to understand how suggestions can be made or how decisions in regard to these matters can be made. The following procedure is the preferred way in which this church would like to address these matters.

- If you have a passion in a particular area of ministry that is already being addressed by the church and you would like to participate, please contact the coordinator of that area of ministry, to discuss how you might best be able to help. Your participation and assistance will be much appreciated.
- If you have a passion in a particular area of ministry that is *not* already being addressed by the church and you would like to investigate or commence a church involvement, please talk to Minister or the chairperson of the Leadership Team.
- If, after discussion and appraisal, it appears that the ministry you wish to commence is a valid one for this church, the matter will be taken to the Leadership Team. The issue for the Leadership Team will not be one of giving permission but seeing how the church may be able to help resource that mission in a practical sense (e.g. financial and material) and how it may best encourage, support and equip you.

Resolving Issues within the congregation:

It is important in resolving any issues you may have, to ensure you talk to the right person in the appropriate manner. Taking note of the Scriptural mandate for resolving issues as taught to us by Jesus in Matthew 18:15-22, the following recommendations are made:

Step 1 – Talk to the person concerned before doing anything else

If you have an issue or concern that involves another member or adherent of the congregation or a person who is in a position of leadership within the congregation (e.g. Minister or member of the Leadership Team), please seek out that person and speak to them 'one on one'. If you do not feel confident in speaking 'one on one' please ask someone else (either a member of the Leadership Team or a friend) to accompany you. Always seek to understand first rather than accusing or according blame, etc. It is always helpful to have the other person's point of view before making judgments. Remember the Scriptural mandate for forgiveness and reconciliation (*"Lord, if another member of the church sins against me, how often should I forgive? As many as seven times?" Jesus said to him, "Not seven times, but I tell you, seventy-seven times." Mt. 18:21-22*) As Christians, we must earnestly seek and offer both of these things.

If you have an issue or an enquiry in regard to some aspect of the ministry of the church (e.g. youth ministry, children's ministry, pastoral care) please contact the coordinator of that ministry (contact names and numbers are on the front page). If the issue you raise is not one that can be resolved at this level or involves a new or greater vision for that ministry, a decision may be made to discuss it with the Minister or the Chair of the Leadership Team. See "Participation in the ministry of the church" above.

Step 2 - (If unresolved after Step 1)

Seek out the appropriate person/committee. If the matter cannot be resolved to your satisfaction with a 'one on one' conversation, the next step would be to bring the matter to the attention of the appropriate person or body using the following table as a guide:

Person/Group with which you have a concern...	Appropriate contact Person/s...
Minister	Chairperson of the Leadership Team
The Minister (for matters of confidentiality and/or if uncomfortable discussing it at a local level)	Presbytery Minister
Leadership Team member	Chairperson of the Leadership Team or the Minister
Leadership Team	Chairperson of Congregation
Any congregational committee or small group	Chairperson of the Leadership Team or the Minister

Issues of a personal nature should be dealt with privately, not publicly. Congregational or parish meetings are primarily for the receiving of reports and discussions regarding the vision and mission goals of the church or discussion of issues that relate to the whole congregation or parish, for example, large scale property development or a call to ministry.

Protocols for Work/Beautification of Church buildings or Grounds

When a member of the Hervey Bay Uniting Church congregation sees a need to have some work done or enhancements of facilities or gardens at our church complex or within our grounds, they need to submit a formal business case to the Leadership Team via Chair, Gillian Ayoub, before any work or action can commence.

The business case document must clearly state:

- What work/action they consider may be needed in our buildings or church grounds?
- Who will be main contact for enquiries or coordinating the work/action?
- What are the benefits of completing such a project, i.e., benefits for our congregation?
- What issues that may arise that will need addressing or action to ensure project or work done meets all current health and safety regulations or future requirements?
- How work will be funded?
- If approved, who will carry out work and when expected to be completed?

This business case will need to be considered and approved by the HBUC Leadership Team **before** any work can commence.