

**Policy No: 1/2016**

Uniting Church in Australia

PRESBYTERY OF TASMANIA

**GATHERINGS AND MEETINGS POLICY**

**Document Control:**

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| **Committee Responsible:** | **Presbytery Standing Committee** |  |  |
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**GATHERINGS AND MEETINGS POLICY**

**Purpose:**

Given that Presbytery members and staff attend church meetings from all over the state the Presbytery is conscious of the stresses and strains that this can cause. The Presbytery wishes to have a policy that is sensitive to the health and welfare of church members and also allows the church to conduct its business in appropriate ways. The policy is to be reviewed two yearly.

**Details:**

* When appropriate the church should consider the use of teleconference or videoconference methods to facilitate meetings.
* Consideration should be given to the choice of venues so that we honour the fact that we are a presbytery for the whole state and seek to reduce the burden of travel as far as we are able.
* We recognise that travel to Presbytery Gatherings and committee meetings should take place in normal working hours and that the start and finish of presbytery related meetings should recognise this fact. Meetings should not start before 10am and should finish no later than 3.30pm so that people are able to get home in a reasonable time. Continuation of meetings beyond a 3.30pm conclusion would require a determination of the meeting. Presbytery should consider ways of ensuring meetings of committees are held at times and locations which include the maximum number of people.
* For Presbytery Gatherings, local churches will be asked to provide morning tea and a light lunch and refreshments at a minimal cost to presbytery members.
* For the meetings of Presbytery committees (Pastoral Relations Committee, Presbytery Standing Committee and Resource and Development Committee), the Presbytery will provide lunch or dinner.

**Responsibility:**

Standing Committee

**Monitoring Evaluation and Review**

To be reviewed every two years

**Attachments:**

Nil