

St John's Anglican Church Canberra

St John's Care

TERMS OF REFERENCE¹

St John's Care Management Committee

St John's Care (SJC) is a commitment by the Parish to the third Mark of Mission of the worldwide Anglican Communion: *To respond to human need by loving service.*

It was established on 23rd May 1991 as the charitable outreach arm of the Parish

St John's Care aims to bridge the gap and break the cycle of disadvantage, isolation and economic hardship with compassion, advocacy, respect and encouragement through the provision of emergency relief and other programs.

It is a recognized Emergency Relief provider in the ACT and Region.

It is a donation-based organization supported by other Parishes in the Diocese of Canberra and Goulburn and the Canberra Community.

It operates in partnership with Anglicare NSW South, NSW West and the ACT ("Anglicare"), under a Memorandum of Understanding.

A Memorandum of Understanding between the Parish and SJC defines the commitment of the Parish to SJC and the obligations of SJC.

¹ Approved originally by Parish Council on 18 December 2013 and reaffirmed on 21 May 2014.
Revision approved by Parish Council on 20 July 2016
Reviewed by the SJC Committee 19 November 2019

1. Function

SJC operates a variety of programs including, but not limited to:

- a. a drop in centre,
- b. emergency food, clothing and, where appropriate, financial assistance to meet the basic requirements of people in need,
- c. referral to and advocacy with government and community agencies,
- d. community lunches, Christmas Lunch and Christmas Present Room.

As determined by changing needs in the community, activities and programs will be modified and new programs introduced.

2. The Management Committee

- a. The Management Committee (Committee) has responsibility for the management and governance of SJC, including long term planning and budgeting.
- b. It is a committee of Parish Council and operates according to the Guidelines for the Committees of the Parish Council, which were approved by Parish Council on 19th June 2013.
- c. The Committee comprises:
 - i. The Chair
 - ii. The Deputy Chair
 - iii. The Rector
 - iv. A representative of Anglicare, appointed by Anglicare
 - v. A member of Parish Council, appointed by Parish Council
 - vi. Up to eight other members appointed by Parish Council with the concurrence of the Rector, including at least one of the volunteers that works under the supervision of the EO in offering the services of SJC.
- d. Appointments to the Committee are recommended by the Committee to Parish Council for approval; at all times the Committee will ensure an appropriate range of skills and interests are available among its members, for continuing effective operation of SJC.

- e. The Chair of the Committee is to be an active member of the Parish of St John's Canberra
- f. The Committee will appoint a deputy chair, secretary and treasurer from among its members.
- g. Casual vacancies will be filled with due regard for d. above, consistent with the Guidelines for the Committees of the Parish Council,
- h. The Committee will meet no fewer than six times annually.

3. Staff

- a. The Committee is responsible for the staffing structure of SJC, which is made up of both paid and volunteer staff.
- b. The Committee is responsible for the employment of paid staff.
- c. SJC paid staff are employed through Anglicare under its agreed Multiple Enterprise Agreement.
- d. The Committee is responsible to ensure staff operate according to Anglicare staff policies and procedures.
- e. SJC volunteer staff are volunteers of the Parish of St John's and as such work within Diocesan guidelines for Volunteers.
- f. The Committee is responsible to ensure an appropriate supervision and support structure is provided for both paid and volunteer staff.

4. The Executive Officer

- a. The Executive Officer (EO) is nominated by the Committee for approval and appointment by Parish Council, with the concurrence of the Rector of St John's (Rector)
- g. The EO will be appointed on such terms and conditions as are determined by Parish Council on the recommendation of the Committee and in consultation with Anglicare.
- h. The EO is responsible to the Rector and the Committee, through the Chair of the Committee, for the administration of SJC
- i. The EO is responsible for the professional supervision of staff and volunteers.

- j. The EO is supervised in accordance with Anglicare guidelines by the nominated Anglicare supervisor and the Chair of the SJC Committee, or nominated Committee member.

5. Financial Matters

- a. The Committee and the EO are responsible for the sound financial management of SJC, including financial planning to meet changing needs
- b. The Committee and EO are responsible for the development of financial policies and procedures and to ensure adherence to these.
- c. SJC will prepare and operate within a budget agreed by the Committee and approved by Parish Council.
- d. The Committee is responsible for the establishment and operation of bank accounts and term deposits
- e. Audited financial records will be presented annually to Parish Council.
- f. The Committee will nominate the Auditor for approval by Parish Council.
- g. Quarterly accounts will be forwarded to the Parish Treasurer by the SJC Treasurer.
- h. The Committee is the Beneficiary of the St John's Care Support Trust.
- i. The funding model is primarily donations-based to ensure independence and flexibility

6. Funds and Assets

- a. The funds and assets of SJC are to be used solely by SJC in support of its Function.
- b. Notwithstanding a. immediately above, appropriate remuneration or reimbursement of reasonable out of pocket expenses can be paid to persons who perform services for SJC.
- c. If SJC is dissolved, or otherwise ceases to operate for the purposes for which it was established, all assets remaining after the discharge of its debts and any other liabilities, will be given to another organization in the Anglican Diocese of Canberra and Goulburn having objects similar

to those of SJC, and which has been nominated by Parish Council, and which has been approved by the Commissioner of Taxation as a public benevolent institution for the purposes of paragraph 78 (1) of the Income Tax Assessment Act 1936, or the current legislation at the time.

- d. If SJC is dissolved, or otherwise ceases to operate for the purposes for which it was established, disbursement of the St John's Care Support Trust will be in accordance with the Trust Deed.
- e.

7. Reporting

- a. The Chair of the Committee and the EO will report to Parish Council on the operations of SJC at such times as Parish Council requests.
- b. The Parish Council representative on the Committee will act as a point of liaison between Parish Council and the Committee.
- c. The EO and Chair will prepare a report on the work of SJC for presentation to the Parishioners of St John the Baptist Anglican Church, Canberra at the Annual General Meeting.

8. Grievance handling

Potential grievances concerning the staff, the Committee, volunteers and the general operation of SJC between will

- a. be addressed by the Rector in the first instance, however if the matter remains unresolved, then it will
- b. be managed in accordance with Anglicare Guidelines when the grievances involve the staff of SJC, or
- c. otherwise be handled under the *Protocol for Assessing Grievances* (June 2017) of the Diocese, recognising that
- d. where there is an issue which involves both Diocesan and Anglicare procedures both will be consulted to ensure that the rights and obligations of both parties are addressed.

9. Dispute Resolution

The following process will be used in seeking a resolution to any dispute that arises between SJC and Parish Council.

Step 1. The Rector will discuss the matters of concern with the Chair of the Committee and the EO. The Rector will then report to Parish Council, and the Rector and Chair will report to the St John's Care Committee on the action proposed to resolve the dispute.

Step 2. If matters remain unresolved after Step 1, the Chair of Parish Council will meet with the Chair of the Committee to discuss the matters of concern. The Chair of PC will then report to Parish Council, and the Chair of the Committee will report to the Committee, on the action proposed to resolve the dispute.

Step 3. If matters remain unresolved after Step 2, the Wardens, the Rector, the EO and the Chair of the Committee will meet with a person nominated by the Bishop to discuss the matters of concern. The Wardens and Rector will report to Parish Council, and the Chair of the Committee and Rector will report to the Committee, on the action proposed to resolve the dispute.