



## THEOLOGICAL AND MINISTERIAL EDUCATION COMMITTEE TERMS OF REFERENCE

### 1. NAME AND SOURCE OF AUTHORITY

1.1. The name of the body shall be the Theological and Ministerial Education Committee (TMEC). The TMEC is a Committee of governance, having the responsibilities of the Synod's Ministerial Education Board and as the governance body of Pilgrim Theological College. The TMEC reports to the Synod's Ministry and Mission Committee.

1.2. The source of authority is:

Regulation 3.1.5 (i) and 3.7.4.3–3.7.4.5

Synod Standing Committee Resolution 17.32.8A(h) (i)

Ministry and Mission Committee Resolution 18.43.6(a) and 18.54.6

The responsibilities of the TMEC are generally those described in Regulations 3.7.4.3–3.7.4.5, 2.3.2.4, 2.4.1, and 2.4.4.

### 2. DEFINITIONS

In these Terms of Reference, unless the context indicates otherwise:

**Assembly** means the Assembly of the Uniting Church in Australia.

**Academic staff** means the UCA Synod appointed teaching staff appointed by the Ministry and Mission Committee and other persons (appointed by the Director) to teach within Pilgrim Theological College. Such other persons will normally be on contracts approved by the Theological and Ministerial Education Committee and will exercise membership on the Academic Committee of Pilgrim Theological College.

**Academic Committee** means the committee of the academic staff of Pilgrim Theological College responsible for the oversight and delivery of the curriculum and research of the College.

**Assembly Standards for Ministry Committee** means the Committee now undertaking the work previously undertaken by the Assembly Education for Ministry Working Group.

**Candidate** means a person preparing for ordained ministry as a Minister of the Word or Deacon, whose application for candidature has been approved in accordance with the UCA Regulations.

**Chairperson** means the chairperson of the Theological and Ministerial Education Committee (TMEC).

**Church** means the Uniting Church in Australia.

**College** means Pilgrim Theological College of the Synod of Victoria and Tasmania.

**Committee** means the Theological and Ministerial Education Committee (TMEC) appointed by the Ministry and Mission Committee.

**Core Phase (Phase Two)** means the period of education for ministry in which the core formation takes place.

**Dalton McCaughey Library** means the theological library jointly owned by the Synod and the Society of Jesus, and operated on behalf of these bodies.

**Director** means the Director of Education & Formation for Leadership, who as the College Principal/Head of College (Pilgrim Theological College) appointed by the Synod Standing Committee, exercises representative and strategic leadership of Pilgrim Theological College and the Leadership Development Cluster.



**Education** means the process by which desirable knowledge, understanding, skills, interests, attitudes and critical thinking are gained by an individual or group; and alongside well-recognised pedagogical methods may include the resourcing and/or advocacy of an environment or experience which achieves that end.

**Education & Formation for Leadership** is a stream of the equipping Leadership for Mission (eLM) Unit. The stream comprises Pilgrim Theological College and the Leadership Development Cluster.

**equipping Leadership for Mission Unit (eLM)** is the Synod unit that engages directly with the Ministry and Mission Committee.

**Executive Officer** means the Executive Officer of equipping Leadership for Mission Unit.

**Faculty** means the academic staff of Pilgrim Theological College appointed by the Ministry and Mission Committee as defined in Regulation 3.7.4.5(b) and others appointed by the Director.

**Formation** means the acquisition of the aptitude, disposition and required skills for ministry through integrated learning, experience and the practice of discipleship.

**Lay staff** means all staff who are employed under the Synod's Lay Staff Agreement.

**Leadership Development Cluster** is the cluster within the Education & Formation for Leadership stream, supporting the areas of continuing education, intercultural leadership, and lay leadership.

**Ministry Staff** means all staff in placements.

**Ordinand** means a candidate who has fulfilled the requirements for ordination.

**Participant** means an associated member of a committee, who has the right to speak but not to vote.

**Period of Discernment (Phase One)** means a period during which a person engages with the Church to explore vocational and formal pathways in discipleship and ministry (Regulation 2.3.1).

**Phase Two (Core Phase)** means the period of education for ministry in which the core formation takes place.

**Phase Three** means the initial period of ministry exercised by an ordained minister immediately on completion of the Core Phase of education for Ministry.

**Phase Four** means the period in which a minister exercises his/her ministry and in which Continuing Education is engaged to maintain equipping and resourcing of effective ministry.

**Pilgrim Theological College** means the theological college accredited by the University of Divinity and the Assembly and recognised by the Synod under Regulation 3.7.4.4.

**Presbytery** means a presbytery within the Synod.

**Regulations** means the Regulations of the Uniting Church in Australia.

**Student** means any person undertaking a course of study at Pilgrim Theological College; the term 'student' does not carry any necessary implication of subsequent candidature for ministry.

**Synod Standing Committee** means the body empowered to act on behalf of the Synod between meetings of the Synod in respect of any responsibilities of the Synod except such as the Synod may determine.

**Synod** means the Synod of Victoria and Tasmania, of the Uniting Church in Australia.

**University of Divinity** means the institution established by the *University of Divinity Act 1910* (Victoria).

### 3. PURPOSE

In accordance with the relevant Regulations and within policy approved by the Synod, the purpose of the Theological and Ministerial Education Committee is to ensure effective oversight and



governance fulfilling the responsibilities as the Synod's Ministerial Education Board and the requirements of a College of the University of Divinity: specifically, to

- a) co-operate and partner with presbyteries, to provide education for ministry and discipleship formation in congregations and other contexts;
- b) promote and encourage the College as a leading community of theological teaching and scholarship participating in the delivery of ecumenical theological education in the University of Divinity and the international community;
- c) provide education for the ordained and lay ministries in the Church, including spiritual and vocational formation;
- d) encourage and assist post-graduate theological education;
- e) contribute to continuing education for lay and ordained ministry;
- f) assist presbyteries in resourcing the Period of Discernment;
- g) assist presbyteries in resourcing Phase Three of ministry; and
- h) encourage and assist research, publication, impact and engagement in theological and related disciplines.

#### **4. THEOLOGICAL AND MINISTERIAL EDUCATION COMMITTEE**

##### **4.1 Roles and Responsibilities**

**4.1.1** The TMEC shall fulfil the above purpose to:

- a) ensure the provision of networks, courses and programs of education and training, and resources, for lay people and for students who are candidates for the specified ministries or engaged in other lay specified ministries recognised by the synod or presbyteries;
- b) ensure, in partnership with the presbyteries, the provision of educational opportunities (both regional and online) for those studying for the specified lay ministries;
- c) ensure, in partnership with the presbyteries, resourcing (where appropriate) the four phases of ministry for lay and ordained ministries;
- d) provide adequate staffing, accommodation and facilities for the work of the College (under Reg 3.7.4.3 (c) (i) (1));
- e) bring recommendations to the Ministry and Mission Committee on all matters relating to the appointment, review, and termination of the Director and UCA appointed academic staff (under Reg 3.7.4.5(b));
- f) determine the terms and conditions of appointment of the academic teaching staff, in consultation with and advised by the Synod Terms of Placement Committee (or in the case of a lay person the Synod People & Culture Unit), and as approved by the Ministry and Mission Committee.
- g) oversee the formation program of candidates for the UCA Ministry of the Word and Ministry of Deacon;
- h) oversee the relationship of the College with the University of Divinity, including matters relating to candidates of the UCA and other students of the College;
- i) partner with the presbyteries in the selection processes for candidates for the ordained ministry;
- j) participate, where appropriate, in the processes of selection for specified lay



- ministries within the Synod's responsibilities;
- k) ensure the Dalton McCaughey Library remains supportive of the College in particular and theological scholarship generally;
  - l) oversee provision of scholarship aid, living allowances and accommodation for candidates; and oversee the provision of grants to lay people for the study of theology and ministry practice, as appropriate;
  - m) delegate authority to the Director:
    - to consider and determine requests from candidates for leave of absence or deferral of studies (providing such action is reported to the TMEC); and
    - to advise presbyteries and the relevant Assembly body accordingly;
  - n) receive reports from the Director concerning termination of candidates on academic or other grounds;
  - o) cooperate, consult, and communicate with presbyteries as necessary regarding education for ministry and the work of the College;
  - p) report to the Assembly Standards for Ministry Committee;
  - q) report to meetings of the Ministry and Mission Committee regularly; and
  - r) ensure that all relevant responsibilities detailed in the Regulations are observed and carried out.

## 4.2 Committees

### 4.2.1 Selection Committee for Ordained Ministries (Selection Committee)

#### 4.2.1.1 The TMEC shall appoint a Selection Committee comprising:

- a) Chairperson appointed for a term of three years; and eligible for reappointment for one further 3-year term;
- b) eight other persons, at least three of whom shall be lay persons; each for a three-year term with eligibility for reappointment for one further three-year term, such that one third of the membership is replaced each year.

#### 4.2.1.2 The purpose of the Selection Committee is:

- a) to prepare for and fulfil the responsibilities of the Selection Panel as defined in the UCA Reg. 2.3.2.4; and
- b) to coordinate the effective discernment by the Synod Selection Panel of applicants for candidates for the ordained ministry.

#### 4.2.1.3 The Terms of Reference of the Selection Committee and the functioning of the Committee is subject to regular review by the TMEC, to ensure that it is operating effectively and fulfilling its responsibilities (under Reg 2.3.2.4.8).

### 4.2.2 Academic Committee

#### 4.2.2.1 The TMEC shall appoint the Pilgrim Theological College Academic Committee (the Academic Committee) which will comprise the academic teaching staff of Pilgrim Theological College.

#### 4.2.2.2 The purpose of the Academic Committee is to exercise responsibility for the academic curriculum, the learning and teaching, and the research endeavours of Pilgrim Theological College.

#### 4.2.2.3 The Terms of Reference of the Academic Committee and the functioning of the Committee is subject to regular review by the TMEC, to ensure that it is operating



effectively and fulfilling its responsibilities.

#### **4.2.3 UCA Faculty Formation & Oversight Committee**

**4.2.3.1** The TMEC shall oversee the work of the UCA Faculty staff convened as the UCA Faculty Formation & Oversight Committee.

**4.2.3.2** The purposes of the UCA Faculty Formation & Oversight Committee are:

- a) to be responsible for the formation of UCA candidates during Phase Two;
- b) to determine the distribution of designated trust and bequests, in line with their objects, and other funds directly linked to the life of Pilgrim Theological College within the UCA; and where a distribution from trusts and bequests is concerned, to follow the policy for administration of Trust distribution as determined by the Synod.

**4.2.3.3** The Terms of Reference of the UCA Faculty Formation & Oversight Committee and the functioning of the Committee is subject to regular review by the TMEC, to ensure that it is operating effectively and fulfilling its responsibilities.

#### **4.2.4 Other Committees**

The TMEC may appoint and discharge such other committees and task groups as it considers appropriate for the effective fulfilment of its responsibilities, and report this to the Ministry and Mission Committee.

### **4.3 Membership**

#### **4.3.1 Members responsible for decision-making**

The TMEC shall consist of up to eleven and no less than eight members, including:

Ministry and Mission Committee appointees:

- a) the Chairperson;
- b) the Director;
- c) A minimum of six with identified capacities who are not members of the staff of the College and the Leadership Development Cluster including where possible:
  1. a member of the Ministry and Mission Committee,
  2. a resident of Victoria beyond metropolitan Melbourne and/or a resident of Tasmania,
  3. a person of youthful age,
  4. a person with a culturally and linguistically diverse background and/or sensitivities,
  5. two people with experience in tertiary teaching, academic research and professional learning (outside the College);
  6. a person with business, finance and/or marketing experience;
  7. a majority of TMEC members will be members of the Uniting Church.

The TMEC appointees:

- a) a representative of the Faculty pursuant to Reg 3.7.4.3(a) appointed annually;
- b) a ministerial candidate pursuant to Reg 3.7.4.3(a) appointed annually.

#### **4.3.2 Other participants:**

- a) the Chairperson of the Ministry and Mission Committee and/or the Executive Officer of eLM;
- b) administration secretary.



### **4.3.3** Term of Office

**4.3.3.1** The term of office of the Chairperson shall be three years with eligibility to serve up to three terms.

**4.3.3.2** The term of office of the members of the TMEC appointed by the Ministry and Mission Committee other than the Director shall be up to three years in the first instance. Members shall be eligible for re-appointment provided that no member shall serve continuously for more than nine years. The TMEC appointments (4.3.1 (iv), (v)) are made annually.

**4.3.3.3** Membership of the TMEC shall be terminated by the appointing body if a member ceases to meet the expectations on a member as assessed by Executive Officer and Chairperson, including:

1. Failure to attend regular meetings;
2. Lack of participation in meetings;
3. Inappropriate conduct.

**4.3.3.4** In the event of a casual vacancy, the appointing body may appoint a replacement to complete the term of the person vacating the role.

### **4.3.4** Quorum, Procedures and Minutes

**4.3.4.1** The TMEC shall meet at least six times each year at such times and places as the TMEC shall determine.

**4.3.4.2** A quorum of the TMEC shall be the number next above half the number of members.

**4.3.4.3** Meetings shall be conducted in accordance with the Uniting Church's *Manual for Meetings*.

**4.3.4.4** The TMEC shall keep confirmed minutes of proceedings detailing the resolutions of each meeting.



## Terms of Reference Selection Committee

### 1. NAME

The Theological and Ministerial Committee (TMEC) shall appoint a Synod Selection Committee for Ordained Ministries (Selection Committee) under UCA Reg. 2.3.24(a); 3.7.4.3(c)(iii)(3).

### 2. PURPOSE

The purpose of the Selection Committee is:

- a) to prepare for and fulfil the responsibilities of the Selection Panel as defined in the UCA Reg. 2.3.2.4; and
- b) coordinate the effective discernment by the Synod Selection Panel of applicants for candidature for the ordained ministry.

### 3. MEMBERSHIP

The TMEC shall appoint the Committee which comprises:

- a) Chairperson appointed for a term of three years; and eligible for reappointment for one further 3-year term;
- b) eight other persons, at least three of whom shall be lay persons; each for a three year term with eligibility for reappointment for one further three-year term, such that one third of the membership is replaced each year.

### 4. RESPONSIBILITIES

The Selection Committee shall be responsible to the TMEC for:

- a) recommending for the TMEC's approval appropriate procedures for selection of candidates for the ordained ministries in accordance with the Regulations;
- b) making arrangements for the proper and professional appraisal of applicants for the ordained ministries of the Church;
- c) appointment of Selection Panels to undertake the responsibilities as detailed in the Regulations 2.3.2.4; and
- d) reporting to the TMEC on the Selection Committee's regular communication with presbyteries, congregations and other Church agencies in relation to the selection of candidates.

### 5. MEETINGS

The Selection Committee shall meet as required to fulfil its responsibilities.

### 6. REPORTING

The Selection Committee is to report (in writing) to each regular meeting of the TMEC. The Chairperson is to present (in person) a full report of the decisions of the Selection Panel following each Selection Conference.

### 7. REVIEW

The Terms of Reference and functioning of the Selection Committee are subject to regular review by the TMEC to ensure that it is fulfilling its purpose.



## Terms of Reference Pilgrim Theological College Academic Committee

### 1. NAME

The Theological and Ministerial Education Committee (TMEC) shall appoint the Pilgrim Theological College Academic Committee (Academic Committee) to fulfil the academic oversight required under UCA Reg. 3.7.4.4(b) and 3.7.4.5(b)(c) and (d); and as required by the University of Divinity as a college of the University.

### 2. PURPOSE

The purpose of the Academic Committee is to exercise responsibility for the academic curriculum, the learning and teaching, and the research endeavours of Pilgrim Theological College.

### 3. MEMBERSHIP

The TMEC shall appoint the Committee which will comprise:

- a) College Principal
- b) the Academic Dean, who shall chair the Committee;
- c) UCA appointed academic teaching staff of Pilgrim Theological College;
- d) other teaching staff as appropriate and on the recommendation annually of the College Principal
- e) two student representatives: one from coursework students and the other from research students

### 4. RESPONSIBILITIES

The Academic Committee shall be responsible to the TMEC for:

- a) the oversight and delivery of the curriculum and research endeavours of Pilgrim Theological College;
- b) ensuring the requirements of the University of Divinity for academic awards, student welfare and advice, and reporting are fulfilled;
- c) implementing and initiating policy in relation to academic matters, taking into account the requirements of the University of Divinity;
- d) promoting the academic life of Pilgrim Theological College, particularly in regard to
  - **a community of ecumenical theological education**
    - (i) engaging in study, teaching and research in the theological and allied disciplines;
    - (ii) encouraging and, where appropriate, directing such study, teaching and research among candidates, other students, and other persons or bodies within the Church and the wider community, for the purposes of the building up of faith, hope and love;
    - (iii) undertaking such study, teaching and research within ecumenical contexts where possible and
    - (iv) reflecting the concern of the Church to work and witness within the fullness of the catholic faith and its evangelical expression in the reformed tradition.
  - **curriculum development, learning and teaching;**
    - (v) approving awards, units and teachers of Pilgrim;
    - (vi) reporting such approvals through the College Principal to the TMEC any staffing needs for appropriate decision;





(vii) arranging its meetings to facilitate the proper working of Pilgrim Theological College in relation to its teaching responsibilities;

- **research**

(viii) to create and maintain a culture which encourages and supports research and publication by members of the Faculty;

(ix) to receive and consider applications for scholarships and grants for postgraduate theological studies, and in relation to such scholarships to make recommendations to the Faculty, to the trustees of the Wagstaff Bequest, or to administrators of other funds as required;

(x) to provide support for publications by Affiliated researchers of the College;

(xi) to organise and administer a program of research seminars for Faculty and other researchers where appropriate;

(xii) to encourage and plan for visits of leading scholars in each of the theological disciplines;

e) referring matters as appropriate to the TMEC;

f) seeking the approval of the TMEC for any matters of new policy.

## **5. MEETINGS**

The Academic Committee will meet at least three times per year and may fulfil its responsibilities through delegation to working groups meeting in between times and reporting to the full Academic Committee.

## **6. REPORTING**

The Academic Committee is to report to the TMEC immediately following each of its meetings.

## **7. REVIEW**

The Terms of Reference and functioning of the Academic Committee are subject to regular review by the TMEC to ensure that it is fulfilling its purpose



## Terms of Reference Faculty Formation & Oversight Committee (FFOC)

### 1. NAME

The Theological and Ministerial Education Committee (TMEC) shall appoint Faculty Formation & Oversight Committee under UCA Reg. 3.7.4.3(c)(ii) & (iv); 3.7.4.5(e) and 2.4.2(b).

### 2. PURPOSE

The purpose of the Faculty Formation & Oversight Committee is:

- a) to be responsible for the formation of UCA candidates during Phase Two;
- b) to exercise oversight of the decisions and distribution of bequest and other funds directly linked to the life of theological education within the UCA.

### 3. MEMBERSHIP

The TMEC shall appoint the Committee which comprises:

- a) the College Principal who shall chair the committee;
- b) all UCA appointed staff of Pilgrim Theological College;
- d) other persons nominated annually by the College Principal

### 4. RESPONSIBILITIES

- The Faculty Formation & Oversight Committee shall be responsible to the TMEC for:
  - a) implementing and supervising the processes for candidates in theological education and ministerial formation including:
    - (i) arranging the courses of all candidates,
    - (ii) monitoring the progress of candidates' studies
    - (iii) determining prizes awarded each year in accordance with the terms of bequests and trusts held by the Church for this purpose;
    - (iv) assessing the progress of the theological and ministerial formation of candidates at least once a year;
    - (v) making recommendations regarding the issuing of certificates of satisfactory completion of the Ordinand courses; and
    - (vi) ensuring that the appropriate consultations are undertaken with Home Presbyteries about the progress of candidates.
  - b) considering reports and recommendations from the Assembly Standards for Ministry Committee and the TMEC in relation to the Ministry of the Word, the Ministry of Deacon and other specified ministries and recommending matters to the TMEC for the theological and ministerial education for these ministries.
- In relation to the Assembly Standards for Ministry Committee
  - c) planning and implementing the academic and formational functions appropriate to ministerial education in accordance with the standards and prescriptions laid down by the Assembly and the Assembly Standards for Ministry Committee;
  - d) cooperating with the Assembly Standards for Ministry Committee in arranging regular consultations with staffs of other theological college of the Church as may be appropriate;
  - e) reporting as required to the Assembly Standards for Ministry Committee on the life and work of Pilgrim, including the number of candidates for each of the specified ministries;
  - f) determining the course of studies of each candidate in consultation with that candidate and in accordance with the Regulations and the rules of the Assembly Standards for Ministry Committee;



- g) exercising academic oversight of candidates;
  - h) advising the Assembly Standards for Ministry Committee of the names of candidates whom the Faculty recommends as having met the requirements of the Assembly Standards for Ministry Committee for the Core Phase of their Ordinand course, and to request the Assembly Standards for Ministry Committee to issue certificates of satisfactory completion of the required courses;
  - i) planning and implementing continuing study and appropriate supervision for exit students entering Phase Three;
  - j) appointing or recommending for appointment members of the Faculty to such bodies whose by-laws so require, for example Ormond College, Queen's College, the University of Divinity, the Dalton McCaughey Library.
- In relation to the Theological and Ministerial Committee and the Presbyteries:
    - k) bringing to the attention of the TMEC the requirements of Pilgrim Theological College for its proper and efficient functioning, including the availability of an adequately equipped and staffed library and other educational resources;
    - l) exercising spiritual and pastoral responsibility for candidates in conjunction with the presbyteries;
    - m) recommending, where necessary, to the relevant Presbytery that a candidature be reviewed or terminated on academic or other grounds;
    - n) assisting the relevant Presbytery to determine appropriate Phase Three supervision;
    - o) consulting with the relevant Presbytery about oversight and accountability of those in Phase Three;
    - p) assisting ministers in the process of transition from Phase Three into Phase Four.
    - q) taking such actions as are necessary to comply with the terms of bequests, endowments or trust funds which specify an involvement of the Faculty.
    - r) delegating such responsibilities as it may choose to one or more sub-committees appointed by the FFOC, or to individual members of the Committee.
    - s) cooperating with councils and agencies of the Church and with other educational institutions with respect to ministerial education, field education, post-graduate education, continuing education and related activities. In relation to the University of Divinity:
      - t) actively participating in the life and work of the University of Divinity.

## 5. MEETINGS

- a) The Committee shall meet as necessary to fulfil the work for which it is responsible.
- b) Minutes shall be kept of all proceedings at meetings and circulated as determined by the Faculty, referring matters, including policy development, as appropriate to the TMEC;

## 6. REPORTING

The Faculty Formation & Oversight Committee is to report:

- a) at each of the regular meetings of the TMEC;
- b) annually to the relevant Presbyteries on the progress of candidates under their jurisdiction;
- c) to each ordinary meeting of the Ministry and Mission Committee through the TMEC;

## 7. REVIEW

The Terms of Reference and functioning of the Faculty and Formation Oversight Committee are subject to regular review by the TMEC to ensure that it is fulfilling its purpose.