

## **OVERSIGHT COMMITTEE**

Each Parish Council must establish a Parish Sub-Committee to be known as the Oversight Committee responsible for the oversight of the Appointment, Performance and Supervision of all Church Workers.

The members of the Oversight Committee must include:

- The Priest-in-Charge;
- Two members of Parish Council appointed by Parish Council, one of whom must be a warden; and
- The Safe Church Contact Person.

### **The Oversight Committee must:**

- Ensure there is a duty statement for every Church Worker position within a parish and submit these to Parish Council for approval.
- Administer the process for the appointment of Church Workers as outlined in Clause 14 and Schedule 4.
- Provide appropriate guidance, training and support to assist all Church Workers to achieve competency and proficiency in their role.
- Assess all Church Workers as being competent, proficient or not yet competent in their position in accordance with Schedule 5.
- In relation to a Church Worker who is assessed as not yet competent, follow the relevant process set out in Schedule 5.
- Provide ongoing support to supervisors of Church Workers in accordance with Schedule 5.
- Liaise with the Diocesan Office in relation to the appointment, supervision and performance of Church Workers.
- Ensure compliance with all Safe Church checks as specified by the Diocese from time to time.

**Ref: *The Parochial Statute 2017 Cl. 15.***

**The Oversight Committee** is a core practice of the good governance of the parish and is part of the Parish Council's responsibilities and accountability. It is also an expression of how we see Safe Church principles and practice in our parishes.

The Oversight Committee is a sub-committee of the Parish Council, which means it reports to the Parish Council and Parish Council is responsible for ensuring this happens in a way that is helpful and supportive for everyone involved in the parish and its community life.

The Priest-in-Charge will chair the committee which must have at least two members of the Parish Council on it, including a warden and the Safe Church Contact Person (SCCP).

This means that in small parishes, the Parish Council can also be the Oversight Committee. The only new person in the Committee is the SCCP who is not a member of Parish Council, so would need to join the group when it meets for this purpose.

All members of the Oversight Committee should become familiar with the processes concerning Church Workers (Cl. 14) and Schedule 4, and 5.

Each person should be safe as well as feel safe when coming to volunteer and work in our parishes, doing the wide range of roles that are necessary to make our parish flourish.

There are now processes to appoint, manage and assist and support Church Workers, deal with poor performance and improve performance, work through poor behaviour in relationships and be clear about our shared expectations for how we live and worship together as a community. These encourage local resolution and restoration of relationships for all concerned.

However, in all things, it is very simple to call on the Diocesan Office to seek help and advice or its direct input in working through conflict or questions.

It is worth attending the training and understanding the changes in State and Federal legislation as well as in the Church's legislation on a regular basis. Much of the material will also be on the Diocesan website for reference and it will always be the most up to date material.

The Duty Statement templates are included in 'Roles and Responsibilities' and can be amended to reflect local variations to roles.