

Wesley Hobart Uniting Church

Museum & Heritage Committee

Terms of Reference

1. Appointment

- a. A Museum & Heritage Committee is established by the Church Council as an active ministry to preserve and interpret the history of the dynamic life of Methodism and its continuation into the present through the Uniting Church in Australia.

2. Responsibilities

- a. The role of the Museum & Heritage Committee is to share in the mission and ministry of the Congregation through the development and implementation of an integrated heritage conservation management and interpretation plan for the Wesley Heritage Site, Archive and Collection.
- b. The Museum & Heritage Committee is to assist in managing the financial affairs and general administration of the Congregation with respect to its Museum & Heritage ministry, including:
 - i. receiving, preparing and presenting all necessary reports;
 - ii. identifying and applying for external grant funding opportunities relevant to the Museum & Heritage ministry, -auspiced, where required by the Uniting Church in Australia Property Trust (Tas.);
 - iii. administering and acquitting grant funding;
 - iv. engaging, paying and reimbursing consultants and volunteers;
 - v. exercising particular care and stewardship of all heritage elements of the Wesley site, Archive and Collection;
 - vi. developing and producing a yearly budget and forward plan;
 - vii. opening and managing an operating bank account in accordance with Church Council directions;
 - viii. paying Museum & Heritage expenses;
 - ix. investing surplus funds in accordance with Church Council directions;

- x. satisfying book keeping and audit requirements of the Museum & Heritage Ministry as requested by the Church Treasurer.
- c. It is the wish of the Church Council that the Museum & Heritage ministry:
 - i. support the mission and ministry of the Congregation;
 - ii. co-operate with other committees, task groups and facilitation groups within the Congregation;
 - iii. support the Church's mission of hospitality and co-operation amongst the broader faith community;
 - iv. support the wider Church's mission of reconciliation;
 - v. publish its work.
- d. It is the wish of the Church Council that the Museum & Heritage Committee operates, so far as is practicable and consistent with the Basis of Union, in accordance with guidelines and standards issued by Museums Australia for the operation of a small museum and by Australia ICOMOS for the management of monuments and sites; and that it engages actively with the museum and heritage community.

3. Membership

- a. The following will be members of the Museum & Heritage Committee:
 - i. *Ex officio*, any Minister, Deacon or Pastor in placement or on supply with the Congregation;
 - ii. Its President/Curator, appointed by the Church Council, its first President/Curator being Mr John Cracknell;
 - iii. Such other persons, not exceeding eight, co-opted by the Museum & Heritage Committee from time to time.
- b. A majority of members of the Museum & Heritage Committee are to be Ministers, Members or Adherents of the Congregation.
- c. The Museum & Heritage Committee is encouraged to invite any person undertaking a period of Discernment with the Congregation to attend its meetings.
- d. The Museum & Heritage Committee is encouraged, if practicable, to include members of the younger age groups to enable them to exercise their gifts

4. Advisory role

- a. The Museum & Heritage Committee has an advisory role. It will report to the Church Council on a regular basis with regard to all aspects of Museum & Heritage ministry.
- b. The Museum & Heritage Committee has power to act within the scope of its budget and forward plan.

5. Delegation

- a. The Museum & Heritage Committee may act through such task groups and facilitation groups as it may appoint from time to time.

6. Rules and procedures

- a. The Museum & Heritage Committee may determine its own rules and procedures.

7. Quorum

- a. A quorum of the Museum & Heritage Committee will be five persons.

8. Financial management

- a. The work of Museum & Heritage Committee is to be supported by the Church Treasurer.

9. Administrative arrangements

- a. The work of Museum & Heritage Committee is to be supported by the Church Office administration.

10. Meetings

- a. The Museum & Heritage Committee will meet quarterly or more frequently as required.

11. Review

- a. These terms reference will be reviewed in June 2014.