SECTION IV.S COUNCIL FOR LUTHERAN EDUCATION SOUTH EASTERN REGION

1. NAME
1.1 The name of the Council shall be the Council for Lutheran Education South Eastern Region, (hereafter called 'the Council').

2. OBJECTS
The objects of the Council shall be
2.1 to glorify the Triune God as the One who initiates, continues and brings to effect the Church's mission and ministry;
2.2 to affirm the Church as the Triune God's unique, chosen people whom he blesses with his presence and through whom he continues and effects his mission of reconciliation and ministry of new life;
2.3 to promote the mission of the Church in schools of the Church;
2.4 to promote Lutheran schools at kindergarten, primary, and secondary levels as agencies of Christian education in the Victorian and New South Wales Districts of the Lutheran Church of Australia (hereafter called 'the Districts'), and to give guidance in the development and coordination of the educational program of each District in this field;
2.5 to ensure that schools owned and operated by the Districts and by congregations of each District meet appropriate legal, financial, educational and operational requirements.

3. MEMBERSHIP
3.1 The Council shall consist of nine (9) persons and include at least two member representatives of the New South Wales District.
3.2 Membership shall comprise:
a) the chairperson of each of the Western and Central Hub Assemblies, to be nominated by the respective Hub Assembly to the Council for recommendation to and appointment by the Victorian District Church Council;
b) the chairperson of the Riverina Hub Assembly, to be nominated by the Hub Assembly to the Council for recommendation to and appointment by the New South Wales District Church Council;
c) three member representatives of the Victoria/Tasmania District, one to be elected by the Victorian District Synod and two to be appointed by the Victorian District Church Council after consideration of the recommendation of the Council and a report from the Electoral Committee;
d) two member representatives of the New South Wales District, to be appointed by the New South Wales District Church Council after consideration of the recommendation of the Council and ratified at the next Convention of that District;
e) one pastor, to be nominated by the Presidents of the Victoria/Tasmania and New South Wales Districts and appointed by the Victorian District Church Council;
3.3 The term of office for all members shall be one synodical term of two calendar years, commencing on 1st January following the Convention of the Victorian District Synod. In the year of the General Convention of the LCA the term shall commence as soon as practical but not more than three months after District Convention.
Retiring members shall be eligible, where appropriate, for re-election or re-appointment but they would not normally serve for more than twelve years.

3.4 The Director for Lutheran Education South Eastern Region, the Business Manager, and other executive personnel as determined by the Council from time to time shall serve as consultants, without voting rights, to the Council and the Executive.

3.5 In the event of a casual vacancy occurring, the relative DCC shall appoint a replacement to serve for the remainder of the term.

3.6 As soon as practical but not later than four weeks after the Convention of the Victorian Synod, the Council shall recommend to the Victorian District Church Council on the appointment of the members referred to in clause 3.2(c).

The members elected by a Convention of the Victorian Synod shall, as soon as practical following a Convention of that Synod, but not later than 4 weeks after such Convention of that Synod, recommend to the Victorian DCC on the appointment of additional four members.

5. OFFICERS AND APPOINTMENTS

5.1 The Council shall elect a Chairperson at its first full meeting after the Convention of the Victorian District Synod. The chairperson shall be elected for the synodical term and be eligible for re-election. Should a pastor hold the office of chairperson, the position shall fall vacant immediately upon acceptance by that pastor of a call to another district of the church. Should the office of Chairperson fall vacant, the Council must elect a replacement at its next meeting.

5.2 The Chairperson of the Council shall be the Regions appointed representative on the Board for Lutheran Education Australia. In the event of the Chairperson being unavailable for that appointment, the Council shall appoint an alternative representative.

5.3 The Council shall elect a Vice Chairperson and a Secretary at its first full meeting after the Convention of the Victorian District Synod. The persons elected shall serve for the synodical term and shall be eligible for re-election.

5.4 The Council may elect an Executive Committee that shall be representative of both Districts and consist of the Chairperson, Vice-Chairperson, Secretary and at least one other person.

5.5 The Council may appoint sub-committees and task forces as necessary to fulfil its objects and where prescribed, nominate appointments for DCC consideration.

5.6 The Council shall appoint all sub-committees, Boards, Councils and Committees that are under the Council’s area of oversight as soon as practical after a regular Convention of Victorian District Synod. As a general rule, such appointments shall be for a term of two years from the commencement of the new calendar year after the Convention of Victorian District Synod.

6. DUTIES
The duties of the Council shall be:

5.1 to formulate and present to each District Church Council a strategic plan and a program for its implementation;

5.2 to present annually to each DCC, policy and plans, including a budget, to be implemented during the ensuing calendar year as determined in the strategic plan;
5.3 to represent each District in its education program and to liaise with the Lutheran Church of Australia Inc (hereafter called the 'General Church'), government and other education systems, authorities and institutions;
5.4 to support the Director and other officers of the Department through prayer, counsel, advocacy, and by providing material resources and direct and supervise the work of the Director who shall be appointed by the Victorian DCC in consultation with the NSW DCC and the Council;
5.5 to receive from kindergartens and schools such information as is required to enable the Council to set priorities;
5.6 to make recommendations to the relative DCC in relation to the establishment or development of kindergartens and schools;
5.7 to promote within each District an understanding of the role and status of schools in the ministry of the Church;
5.8 to, where appropriate, promote the establishment of kindergartens, primary schools and secondary colleges within each District;
5.9 to identify and refer matters to appropriate education bodies and ad hoc committees and receive reports from them;
5.10 to consult with the conferences of principals, teachers and school councils and any other interested groups in developing recommendations on policy and co-ordination in the Districts;
5.11 to liaise and consult with the Department of Lutheran Community Care and the Department of Mission and Ministry, or the equivalent Departments of each District so that a co-ordinated and homogeneous approach to mission and ministry within the District occurs;
5.12 to be responsible for:
5.12.1 implementing the General Church Procedures for Approving New Schools in relation to development of schools within the District;
5.12.2 giving to the relative DCC recommendations on the establishment of new kindergartens and primary schools;
5.12.3 giving to the relative DCC recommendations on the establishment of new secondary and P-12 schools;
5.12.4 approving the increase of school enrolments in (i) and (ii) and (iii) above;
5.12.5 setting development priorities within each District, given the limitations of Church teaching personnel and finance or where contingent liability is involved;
5.13 to recruit teachers for service in the schools of the Church and to maintain records of teachers in service and of others who may be interested and willing to serve. In these matters, to liaise with the Executive Director of Lutheran Education Australia with regard to effective personnel planning, and direct schools accordingly;
5.14 to be responsible for conditions under which teachers work in schools within each District and to advise and assist schools in industrial matters affecting them;
5.15 to be responsible for and encourage in-service education for teachers to assist in their continued professional and spiritual growth, and in particular, to work with the training institutions of the Church and other appropriate bodies to ensure that adequate and appropriate theological training is available for staff of Lutheran Schools, facilitate the accessibility of the courses to staff; and where appropriate, ensure active involvement in the training;
5.16 to work in close co-operation with the Board for Lutheran Education Australia and other departments of the Church;
5.17 to co-operate with the Board for Lutheran Education Australia, and other Districts of the Church in the development of Christian studies curriculum materials
for use in Lutheran schools, as well as evaluating and recommending materials from other sources;
5.18 to request and receive minutes of school council meetings, as required;
5.19 to monitor the level of Government support and congregational parent support for Lutheran schools with a view to evaluating how such support is contributing to their well being and efficiency;
5.20 to receive applications from schools for District grants and Church loans and to submit them to the relative DCC with appropriate recommendations;
5.21 to consult with the District Presidents and DCC’s, as required, in the appointment or re-appointment of the Director;
5.22 to appoint appropriate consultants and other personnel as may be necessary from time to time;
5.23 to meet at least quarterly;
5.24 to uphold and safeguard the confessional teachings of the General Church in the formal education ministry;
5.25 to report to the Schools Assembly on all its recommendations to each District with regard to significant policy changes affecting schools from time to time;
5.26 to present to the Schools Assembly revised policies relevant to school administration and financial management;
5.27 to present to Schools Assembly any recommendation to change or vary the formulae for distribution of Government Funds.
5.28 to present to Schools Assembly, an up to date financial statement of the Department, and a recommended budget of the Department for the ensuing financial year for adoption by the DCCs;
5.29 to present to Schools Assembly, any proposal to increase or vary the staffing needs of the Department;
5.30 to monitor the financial affairs of each school and maintain practices and records to ensure such affairs are in good order and correctly documented and audited;
5.31 to act in accordance with the general rules applicable to Departments and Committees of the Districts, and in compliance with rules of the General Church.

7. ACCOUNTS
6.1 The Council shall keep such books of account as are necessary for the proper and efficient functioning of the Council. The books of account shall be and remain the property of the Victorian District. The Council shall be responsible for financial planning, budgeting and reporting.
SECTION IV.T SCHOOLS ASSEMBLY

1. NAME
1.1 The name of this body shall be the Schools Assembly.

2. OBJECTS
2.1 The objects of the Schools Assembly shall be to facilitate the work of Church schools within the Lutheran Church of Australia Victorian District (hereafter called the ‘District’) in a co-operative sense to the Glory of God and the facilitation of His mission in the schools.

3. MEMBERSHIP
3.1 The Schools Assembly shall consist of three representatives of each school that has registration in the State of Victoria and is operated by the District or a Congregation of the District under a constitution or by-laws approved by the District.
3.2 Each representative that is appointed by the school shall be an active and communing member of the Lutheran Church of Australia Inc (hereafter called the ‘Church’).

4. MEETINGS
4.2 ALL DECISIONS OF THE SCHOOLS ASSEMBLY SHALL BE BY A MAJORITY OF SCHOOL REPRESENTATIVES VOTING AMONG THOSE PRESENT AND ENTITLED TO VOTE. A QUORUM SHALL BE 50% PLUS ONE OF THE REPRESENTATIVES WHOSE NAMES HAVE BEEN NOTIFIED TO THE SECRETARY OF THE COUNCIL.

5. DUTIES and RESPONSIBILITIES
The duties and responsibilities of the Schools Assembly shall be:
5.1 to approve the formulae for the distribution of Government Funds granted to the Victorian Lutheran Schools Department ("the Department");
5.2 to receive an up to date financial statement of the Department;
5.3 to receive, review and recommend the budget of the Department for the ensuing financial year to District Church Council for adoption;
5.4 to receive and endorse all nominations for the Council by the Council, before they are forwarded to the Electoral Committee of the District and the District Church Council for election and/or appointment;
5.5 to receive and endorse any revised policies relevant to school administration and financial management;
5.6 to receive and endorse the policy and plans to be implemented during the ensuing calendar year as determined in the strategic plan;
5.7 to act in accordance with the general rules applicable to Departments and Committees of the District, and in compliance with rules of the General Church.