

FROM MRS CATHERINE RICH
DEPUTY REGISTRAR

22 January 2010

«Address»

«Churches»

Dear «Pref_Name»

Annual General Meeting of Parishioners 2010 – Schedule 1

This letter is to advise you of certain matters concerning the annual general meeting of parishioners to be held this year. The ordinances referred to in this letter can be found on the SDS website at <http://www.sds.asn.au/Site/102016.asp>. This is the page that lists the Administrative Ordinances. You can also refer to the *Rules for Parish Administration* (red) booklet. The Parish Administration Ordinance has replaced the Church Administration Ordinance.

When an annual general meeting of parishioners is to be held

The Parish Administration Ordinance 2008 provides in rule 2.2 of Schedule 1 that the Annual General Meeting of Parishioners be held for each church on or after 1 February but not later than 31 March 2010. In accordance with rule 2.2(2) if a church is unable to hold its Annual General Meeting within the specified period, the minister and wardens of the church can apply to the Archbishop to hold its meeting at a time outside this period.

However, rule 3.2 outlines the circumstances in which churches in a multi-church parish may have a combined Annual General Meeting, but permission for this needs to be given by the Regional Council. This permission, if it has been given, will have been given in writing.

Declaration for parishioners

The declaration to complete before a parishioner can participate in a general meeting is listed in rule 4.2(1).

Qualifications for Wardens and Parish Councillors

The qualifications are listed in rule 2.12 for Wardens and rule 2.6 for Parish Councillors. Please note that rules 2.12(6) and 2.6(2)(c) state that a person who is a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998 may not be appointed or elected as a Warden of a church or a member of a Parish Council or a committee established under rule 3.5.

Rule 2.13(4) (for Wardens) and rule 2.7(1) (for Parish Councillors) refer to the declaration to be made by a Nominee or Appointee. A person who is proposed or nominated needs to complete this declaration in accordance with rule 2.13(5) and rule 2.7(2) otherwise the position is declared vacant. The office also becomes vacant if the person becomes a prohibited person while holding office.

This declaration needs to be completed each time a Warden or Parish Councillor is elected or appointed. Please keep this in mind when filling casual vacancies throughout the year. These declarations are to be kept on file in the parish. In general terms, a person is a prohibited person if he or she has been convicted of a sex offence or an offence involving children which is punishable by imprisonment of 12 months or

more. For further information about when a person is a prohibited person, you should contact the Director of the Professional Standards Unit, Mr Glenn Murray on 9265 1514. The Child Protection (Prohibited Employment) Act 1998 is state government legislation. For further information concerning this legislation please refer to the NSW Commission for Children and Young People's website, <http://www.kids.nsw.gov.au>

Election of Parish Nominators

The Nomination Ordinance 2006 replaced the Presentation and Exchange Ordinance 1988. You will need to refer to this ordinance on the SDS website. Clause 33 deals with the election of parish representatives in a single-church parish and clause 34 deals with the election of parish representatives in a multi-church parish.

For a multi-church parish clause 34(3) deals with a variation made at the request of the Parish Council concerning a direction that may be given by your Regional Council in writing.

Please note that there is no longer any requirement that a parish meets certain conditions before parish nominators are elected. All parishes that have full parish status can now elect parish nominators. However, there are still requirements that need to be met if a parish is to retain its entitlement when a vacancy occurs. Provisional Parishes have no right to elect parish nominators.

Please note that clause 32(2)(b) states that a person who is a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998 is not eligible for election. Clause 35 refers to the declarations to be made by those who are nominated or elected as a parish nominator. A person who is nominated or elected needs to complete these declarations within 7 days before or after the election.

If a person who is elected does not make this declaration within the requisite time, the office of parish nominator becomes vacant. The office also becomes vacant if the person becomes a prohibited person while holding office as a parish representative. Please note that ordained clergy are not able to be elected as parish nominators. The ordinance is clear that nominators are to be lay persons.

Ministers' Appointments of Warden and members of Parish Council

The Parish Administration Ordinance, rule 3.1(1)(i) or rule 3.1(2)(i) provides for the notification of the name of the person appointed by the minister as a warden. Rule 3.15 indicates this appointment occurs within 7 days before the election of the wardens. However, if the minister does not make the appointment at that point in time, he then needs to comply with rule 2.13(3).

Rule 3.16 provides for the appointment of one parish council member by the minister for every three determined to be elected by the annual general meeting. Rule 3.16(2) indicates that the right to make an appointment under sub-rule (1) lapses if it has not been exercised within 28 days after the Annual General Meeting.

Safe Ministry Representative

The minister with the concurrence of the parish council must appoint a safe ministry representative under rule 7.3 of the Parish Administration Ordinance 2008 for a period of 12 months, unless another period is specified. Rule 7.4(1) lists the qualifications for a safe ministry representative, the declaration they must complete is under rule 7.4(1)(c). Rule 7.4(2) and (3) deal with the appointment being revoked or when a representative can no longer hold this position.

Synod Representation

Synod Representatives for the 48th Synod were elected at the 2008 Annual Vestry meeting. If you have any vacancies or are required to elect representatives due to parish re-classifications the elections are to be in accordance with the Synod Membership Ordinance 1995. Lay Parochial Synod Representatives can now appoint Alternate Synod Representatives to attend Synod in their place for a session of Synod. Please take this into consideration when electing representatives. Please note that clauses 22A, 22B, 22C deal with the appointment of Alternate Parochial Synod Representatives. The Synod Membership forms have not been included with this mailing. These forms will have already been sent to you if you have advised the Registry of a vacancy. If you don't have any forms they can be downloaded from the Registry website <http://www.sydneyanglicanregistry.com.au/index.php/p2/synod> or contact me directly and I'll forward them to you.

Privacy

The Registry of the Diocese of Sydney is responsible for facilitating the work of the Archbishop. The Registry values your continued assistance in maintaining the records held in the Registry database. Please go to <http://www.sds.asn.au/site/103311.asp> for a copy of the Archbishop's Office Privacy Statement. If you have any further questions please contact the Registrar, Dr Philip Selden or me. Please be aware that if information is provided concerning those who are elected/appointed and the consents are not signed, we are unable to use this information. If people are not happy for information to be provided for use by the Archbishop's Office in accordance with its privacy statement, please indicate this.

As soon as possible, after the Annual General Meetings are held, the following returns must be forwarded to the Diocesan Registry, but no later than 16 April 2010:

- (a) *Parish Office Holders Annual General Meeting of Parishioners Return* with the Election certification completed by the minister and the Privacy consents completed by those appointed/elected;
- (b) *Parish Nominators Return* where applicable, with the Election certification completed by the chairman of the meeting and the Privacy consents completed by those elected;
- (c) *Safe Ministry Representative form* with the Privacy consent completed by the Safe Ministry Representative and the Appointment certification completed by the minister.
- (d) Where elected, the return of the Synod Representative form with the Privacy consent completed by the lay Synod Representative and the Election certification completed by the chairman of the meeting.

The Sydney Diocesan Secretariat ('SDS') is committed to providing a range of services designed to assist wardens, parish councillors and treasurers in the performance of their duties. If you would like your parish officers to be advised of these services, training seminars, publications and other parish administration related resources, please ensure that email addresses are provided for each of your parish officers in the enclosed form '*Parish Office Holders Annual General Meeting of Parishioners Return*'.

Please note the Declarations made by parishioners and elected church officers at the meeting should be kept by the parish and filed away in a safe place for future reference if required. Please do not forward these to the Registry.

Useful information for Wardens and Parish Councillors

The SDS website has a section to assist wardens and parish councillors, the address is <http://www.sds.asn.au/site/100698.asp?ph=cp>.

All of the Annual General Meeting of Parishioners returns, the Safe Ministry Representative and the Synod Membership forms are available on the Registry website for you to easily download if you would like to complete these forms in Microsoft Word. It would greatly assist us in entering these returns on the database if they have been typed as we can clearly read the returns, as returns completed in multiple sets of handwriting is difficult to read. The Registry website address is www.sydneyanglicanregistry.com.au/index.php/p2/home and select the 'Forms' menu option. Please contact me if you have any trouble accessing the website. If you have any questions concerning annual general meetings please direct your questions to the Diocesan Secretary, Mr Robert Wicks, the Registrar, Dr Philip Selden or to me. I can be contacted on 9265 1526 or registry@sydney.anglican.asn.au.

With every good wish.

Yours sincerely

Mrs C A Rich
Deputy Registrar