



# Anglican Church Diocese of Sydney

FROM MRS CATHERINE RICH  
DEPUTY REGISTRAR

18 January 2012

## **Annual General Meeting 2012 – Schedule 2**

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* (green) booklet. The Parish Administration Ordinance has replaced the Church Administration Ordinance, the most up-to-date copy of this ordinance is on the SDS website.

### **When an annual general meeting of parishioners is to be held**

The Parish Administration Ordinance 2008 provides in rule 2.2 of Schedule 2 that the Annual General Meeting of Parishioners be held on or after 1 February but not later than 31 March 2012. In accordance with rule 2.2(2) if a parish is unable to hold its Annual General Meeting within the specified period, the minister and wardens of the parish can apply to the Archbishop for permission to hold its meeting at a time outside this period.

### **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 2.11 for Wardens and rule 2.6 for Parish Councillors. Please note that rules 2.11(6) and 2.6(2)(c) state that a person who is a prohibited person within the meaning of the Commission for Children and Young People Act 1998 may not be appointed or elected as a warden or a member of a Parish Council or a committee established under rule 3.4.

Rule 2.12(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 2.12(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 on 9265 1514. The Commission for Children and Young People Act 1998 is state government legislation, in which the definition of a Prohibited person is listed in clause 33B of this Act. 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**

Rule 3.1(o) refers to the election of Parish Nominators in accordance with the Nomination Ordinance 2006. The Nomination Ordinance has replaced the Presentation and Exchange Ordinance 1988. You will need to refer to the Nomination Ordinance on the SDS website. Clauses 33 and 34 deal with the election of parish representatives.

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.

#### *Eligibility for election*

Please note that clause 32 stipulates who is eligible for election. Clause 32(2)(b) states that a person who is a prohibited person within the meaning of the Commission for Children and Young People Act 1998 is not eligible for election.

#### *Declarations to be made*

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(i) provides for the notification of the name of the person appointed by the minister as a warden. Rule 3.14 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 2.12(3).

Rule 3.15 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 3.15(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. It is not intended for the minister (incumbent) to do this role.

#### **Synod Representation**

Synod Representatives for the 49th Synod were elected at the 2011 Annual General 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. If a representative no longer wishes to be a Synod Representative clause 18(b) of the Synod Membership Ordinance requires that they resign by giving a written notice to the Parochial Minister.

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.sydneyan Anglican registry.com.au/index.php/p2/synod>.

#### *Alternate Synod Representatives for Lay Representatives*

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.

## 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. Note that in response to feedback we have received in recent years we have amended paragraph 4 of the statement to make it clear that your personal information can only be used for purposes relevant to the proper administration of the Diocese. 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 and we will not be able to communicate with those people directly concerning matters that are relevant to the performance of the office they hold.

## Completion of Annual Returns

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 13 April 2012:

I would greatly appreciate it if you can assist us in ensuring that all the following forms have their Privacy consents completed by those appointed/elected and the minister completes the appointment/election certification on each return. The Registry spends a lot of time each year chasing signatures/consents and this prevents us from starting the year book sooner.

- (a) *Parish Office Holders Return*;
- (b) *Parish Nominators Return* where applicable;
- (c) *Safe Ministry Representative form*;
- (d) Where elected, the return of the *Synod Representative form*;
- (e) *Prescribed Financial Statements*, signed by the Wardens, together with the signed auditor's report, as requested in the circular (by email) from the Manager, Diocesan and Policy Services, dated 28 September 2011. A copy of this circular is available on the SDS website by clicking through the following menus: For Wardens & Parish Councillors/Financial Administration/Parish Financial Statements for 2011.

All of the above returns 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 are difficult to read. The Registry website address is [www.sydneyanglicanregistry.com.au/index.php/p2/home](http://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.

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>.

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](mailto:registry@sydney.anglican.asn.au).

With every good wish.

Yours sincerely



**Mrs C A Rich**  
Deputy Registrar