

# APO 2010

## FACT SHEET 1

The Administration of Parishes Ordinance 2010

### ELECTORAL ROLLS

In October the Synod adopted the Administration of Parishes Ordinance 2010. This Ordinance requires every parish to have an electoral roll.

In some parishes the roll will be a written register divided into columns in which you write your name, address and, in multi-centre parishes, the centre you attend. Other parishes will have a form containing the same information.

In signing either the written register or form you are required to make the following declaration - **"I declare that I am a baptised and communicant member of the Anglican Church of Australia aged at least 18 years old, that I regularly attend worship in the parish and that I am not an elector of another parish."**

In normal circumstances you are only required to sign this declaration once.

To be a communicant member of the Anglican Church of Australia you must have received communion in an Anglican Church on three occasions during the last twelve months one of which must have been Easter. In 2011, as part of the introduction of the new Ordinance, the Bishop proposes to take a wide meaning of Easter to include all the Sundays up to Pentecost. In 2012, the more traditional understanding of the Octave of Easter (being Easter Day and the following seven days) will be used.

The electoral roll closes whenever the Parish Priest gives formal notice of the annual meeting or a special meeting of electors which must occur 14 days prior to the meeting. Many Parish Priests are giving people plenty of informal notice about the annual meeting to make sure they sign the electoral roll.

If you have further questions contact an Archdeacon.

Sample Written Register headings:

**Anglican Parish of ..... Electoral Roll**

**"I declare that I am a baptised and communicant member of the Anglican Church of Australia, aged at least 18 years old, that I regularly attend worship in this parish and that I am not an elector of another parish."**

<b>Name</b>	<b>Address</b>	<b>Centre</b>	<b>Signature</b>
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Sample Form

**Anglican Parish of ..... Electoral Roll**

**I .....of (address)..... worship at .....(Centre).....  
declare that I am a baptised and communicant member of the Anglican Church of Australia, aged at least 18 years old, that I regularly attend worship in this parish and that I am not an elector of another parish.**

**Signed: .....**

## FACT SHEET 2

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The Administration of Parishes Ordinance 2010

### MAKING THE PARISH COUNCIL WORK

The new Administration of Parishes Ordinance came into effect at Synod. Many of the changes will take effect when the annual meetings take place early in 2011.

There are different sorts of Parish Councils in different Parishes. Some parishes have a different structure because they sought special permission from the Diocesan Council or the Diocesan Council has used a new rule to decide a different structure for the Parish. If your Parish has a licensed Ministry Team then your Parish Council is made up of two teams – the Ministry Team licensed by the Bishop and the Resourcing Team comprising the elected and appointed members such as the Churchwardens. This sort of Parish Council will meet less frequently because the teams lead most of the work.

In most parishes, to be a member of the Parish Council you must be an elector of the Parish. It is good practice for members to sign the *Working With Children Check Volunteers Declaration*. This Diocese, like many others, expects every member of the Parish Council to abide by the code of conduct called *Faithfulness in Service* which can be found on the Diocesan website.

The Parish Council has the important job of assisting the Parish Priest (that's the Rector, Locum, Priest in Charge or Intentional Interim Priest) and the Ministry Team (if the Bishop has licensed it) to lead the mission and ministry of the Parish overseeing and guiding its affairs to ensure that the day to day responsibilities of the Parish are fulfilled.

The Parish Council has a lot of scope in getting this done. While paying close attention to the mission and ministry of the Church, the Parish Council can do all that is convenient and necessary to perform its duties. If the Parish Council thinks it would be helpful for some centres of the parish to have vestries it can appoint them. It can appoint all sorts of working groups or committees.

There are some things that the Parish Council must do. It must

- ensure appropriate processes are in place in relation to people employed but not covered by the Clerical Ministry Ordinance 2009 for example organists or office secretaries
- appoint suitably qualified people as the Parish Council Treasurer and the Parish Council Secretary. These people don't have to be electors in the Parish but if they aren't members of the Parish Council they don't have voting rights;
- develop a budget and circulate it to the parish before the 30th November each year

The Parish Council can decide that the Churchwardens can serve as an Executive Committee of Parish Council and undertake the powers and duties that the Parish Council gives them but this cannot include those things the Ministry Team is meant to do.

The Churchwardens have a close role in helping out the Parish Priest doing the things he or she asks of them. As well as this, the Churchwardens make sure that each year the Parish Council receives a report on church property, let key people know if they think any of the church property is becoming unsafe and let the Bishop know if there are concerns about anyone holding the Bishop's licence.

If you have further questions contact an Archdeacon.

# ***APO 2010***

## **FACT SHEET 3**

The Administration of Parishes Ordinance 2010

### **MISSIONAL ANNUAL MEETINGS**

Every parish must have an annual meeting. In a parish with multiple centres, the Parish Priest (that's the Incumbent, Rector, Locum, Priest in Charge or Intentional Interim Priest) may call a meeting for any or all of the centres but is not required to do so. The Parish Council must decide the agenda and procedures for any centre meeting.

The Annual Meeting of the Parish must elect two Churchwardens for the Parish and a number of other people for the Parish Council. There are no longer three Churchwardens for each centre. The Parish Priest will let you know how many people are to be elected in the notice of annual meeting.

To be eligible to participate and vote at the annual meeting or to be nominated for Parish Council you need to be an elector of the parish. The electoral roll closes when the Parish Priest gives formal notice of the annual meeting which must occur 14 days prior to the meeting. Many Parish Priests are giving people plenty of informal notice about the annual meeting to make sure they sign the electoral roll.

One of the features of the new Ordinance is increased accountability and transparency. The Parish Council Secretary will be making sure that a whole range of material is printed and available to members of the parish at least two Sundays prior to the annual meeting.

At an annual meeting the electors of the parish can expect to have received and be able to discuss a written report relating to the mission and ministry of the Parish in the previous year together with goals and strategies for the succeeding year from the Parish Priest and the Parish Council. If the Parish has a Ministry Team the report from the Parish Council is presented as a report from the Ministry Team and Resourcing Team. Every parish organisation is also expected to present a report and goals on ministry and mission.

These reports and goals provide a great opportunity to ensure that the parishes of the Diocese are missional. Some parishes are going to report around the six Es of the Diocesan Strategic Directions – Energising, Engaging, Emerging, Equipping, Enabling and Empowering. Other parishes are going to report around the Five Marks of Mission of the Anglican Communion –

- To proclaim the Good News of the Kingdom;
- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

As well as the mission and ministry reports the Parish Council and every Parish Organisation must present audited financial reports. The Annual meeting will have the opportunity to receive and consider the parish budget.

If you have further questions contact an Archdeacon.

# FACT SHEET 4

# ***APO 2010***

The Administration of Parishes Ordinance 2010

## **DIFFERENT SORTS OF PARISHES**

In October the Synod adopted the Administration of Parishes Ordinance 2010. Every ministry unit in the Diocese is now called a parish. We are not using the term Experimental Pastoral Area or Parochial District any more. There are some parishes with buildings and there will be some parishes which do not. In the future we might see two parishes operating in the same geographic area. We have parishes which have embraced the vision of becoming Ministering Communities in Mission and parishes which are approaching mission and ministry in an inherited way which focuses more on the role of the Parish Priest.

There are many different sorts of Parish Council. Some parishes have a different structure because they sought special permission from the Diocesan Council or the Diocesan Council has used a new rule to decide a different structure for the Parish.

If your Parish has a licensed Ministry Team then your Parish Council is made up of two teams – the Ministry Team licensed by the Bishop and the Resourcing Team comprising the elected and appointed members such as the Churchwardens. Your Parish Council doesn't have to meet as often as other Parish Councils because the Ministry Team (which normally meets each fortnight) and the Resourcing Team (which should meet at least six times each year) will lead much of the work.

The new Ordinance provides a lot of flexibility. If after prayer and reflection your Parish Council thinks mission and ministry in your parish would be improved with a different governance and leadership structure you can ask the Diocesan Council by writing to the Diocesan Business Manager.

If you have further questions contact an Archdeacon.