

## ANGLICAN DIOCESE OF NEWCASTLE

### THE CHURCHWARDEN

#### Position Description and Responsibilities

*The Churchwarden is*

- (i) an elector appointed by the Incumbent and*
- (ii) two electors elected at the Parish Annual General Meeting*

*who are ex-officio members of the Parish Council.*

*All Churchwardens serve in an equal capacity.*

The powers, responsibilities and duties of Churchwardens are:

- a. to serve as the Executive Committee of Parish Council with such powers and duties, not including the powers and duties of any Ministry Team, as the Parish Council may determine;
- b. to satisfy the requirements for being safe with children as determined by the Diocesan Council;
- c. to complete the following declaration within 21 days of election or appointment  
*"I, the undersigned, having been appointed a Ministry Team Member, Synod Representative, Churchwarden or Parish Councillor of the Parish of .....do declare that I am duly qualified for the office under the provisions of this (Administration of Parishes) Ordinance, that I will conform to the ordinances of the Synod of the Diocese relating thereto and that I acknowledge that the provisions of Faithfulness in Service apply to me in the conduct of this ministry."*
- d. the custody and care of furniture of every church building, Parish hall or other Parish buildings; the Parish books, records, books of account, and sacred vessels of every Parish belonging to the church and all other Parish furniture [Note: the Incumbent shall have the care, custody and control of all the Parish registers, records, sacred vessels, furnishings in the Sanctuary.]
- e. to receive from the Incumbent on the last day of their incumbency in the parish, their IT equipment, any Parish cheque books or credit cards, with a reconciliation and receipts for any expenses incurred, since its last reconciliation.
- f. to have the care, custody and control of all the Parish registers, records, sacred vessels, furnishings in the Sanctuary, during an interregnum, until the commissioning of a new Incumbent, when they shall be handed on, along with other items such as keys to the Church, Clergy Housing and other Parish property, as well as the Parish computer.
- g. to ensure the Parish Council receives annual a report as to the condition of all Church Property in the Parish;
- h. to advise the Incumbent, Parish Council and Diocesan Chief Executive promptly should they form the view that any Parish land, building or facilities has become unsafe, or that the Parish is unable to comply with all or part of the Diocesan Work Health and Safety Policies;
- i. to report to the Bishop any irregularities in the performance of services or neglect of duty by any licensed person;

- j. to carry out the tasks assigned to them by the Incumbent;
- k. to remove the name from the Parish Electoral Roll of a person who dies; resigns from the parish; becomes an elector in another parish; ceases to regularly attend worship in the parish; or ceases to be a communicant member of this church;
- l. to oversee the role and function of the Parish Council Safety Delegate.
- m. to oversee the management of cash handling within the Parish by nominating two people to secure, count, and bank the offertory;
- n. to oversee the implementation of all policies and procedures as defined in the Diocesan Handbook, i.e. Clergy housing, property approval processes, and property management.

[Sections 36, 38, 39, 47, 52 and 53 of the Administration of Parishes Ordinance 2010.  
Diocesan Handbook Sections 13, 16]

## ANGLICAN DIOCESE OF NEWCASTLE

### THE PARISH COUNCIL TREASURER

#### Position Description and Responsibilities

***The Parish Council Treasurer is elected by the Parish Council and is a suitably qualified person who need not be an elector (Sections 13(a), 48(g) of Administration of Parishes Ordinance 2010)***

***Suitably qualified person*** – The Parish Council Treasurer is not required to be a qualified accountant or a trained bookkeeper, but it would be advantageous if a person with such qualifications was available. The qualities to be sought in a Treasurer include –

- (a) One who likes and is comfortable with figures;
- (b) One who is methodical and orderly, tidy and precise in attitude towards information on sources of funds received and expenditures incurred, budgeting, and preparation of financial statements;
- (c) One who is prompt in banking all moneys and in payment of accounts and other commitments subject to approval by the Parish Council. One who is able to keep the books up-to-date at all times. Note – with the approval of the Parish Council the Treasurer may delegate the task of banking but maintains the responsibility.

#### **The responsibilities and duties of the Parish Council Treasurer will normally be –**

- (a) To record the financial transactions of the parish;
- (b) To present a financial statement to each meeting of the Parish Council / Resourcing Team;
- (c) To ensure that all offertory and other funds received are recorded and banked promptly;
- (d) To pay accounts as authorised by the Parish Council;
- (e) To prepare before each Annual General Meeting an audited statement of the financial affairs of the Parish;
- (f) To assist the Parish Council to prepare an Annual Budget by 30 November each year;
- (g) To carry out any other financial functions as determined by the Parish Council;
- (h) In addition to other authorised signatories, the Incumbent, the Parish Council Secretary and the Parish Council Treasurer shall be authorised signatories for every account held by the Parish Council or Parish Organisation.
- (i) Immediately after the Annual General Meeting, the outgoing Treasurer shall deliver to the new Treasurer all parish accounting records, statements, documents, cheque books and related material in their possession. All financial records shall be stored in a suitable, secure manner for a period of seven years.

[Sections 64-74 of the Administration of Parishes Ordinance 2010  
Section 10 of the Diocesan Handbook]

## ANGLICAN DIOCESE OF NEWCASTLE

### PARISH COUNCIL SECRETARY – Position Description and Responsibilities

*Parish Council Secretary is elected by the Parish Council with the following responsibilities*

**The Parish Council Secretary** is elected by the Parish Council at a special meeting held immediately following the Parish Annual General Meeting.

**Diocesan Handbook** - The Parish Council Secretary is responsible for the maintenance and updating of the Diocesan Handbook. This will include physically removing and inserting new and amended policies and procedures; advising the relevant people in the parish of the content, and reporting changes and new additions to the Parish Council / Parish Resourcing Team.

**Parish Electoral Roll** - Manage and maintain the Parish Electoral Roll. [It should be noted that the Churchwardens are the only people able to remove a name from the Electoral Roll.]

**Parish Annual General Meeting / Special Parish Meetings** - Administratively prepare for the Parish Annual General Meeting in consultation with the Incumbent, by preparing the business paper, publicising the meeting, arranging the venue, preparing the Agenda, the attendance sheet (for all attending), and obtaining signatures and details of office bearers for the ensuing year to be forwarded to the Diocese as part of the Annual Returns.

**Annual Parish Returns and Statistics for the Diocese** - In consultation with the Incumbent and Churchwardens collate and compile the Annual Parish Returns to the Diocese in accordance with directions issued by the Diocesan Office each year.

**Parish Council / Resourcing Team Meetings** - Administratively prepare for the Parish Council Meetings and Parish Resources Team Meetings with agendas, minutes, and correspondence, financial reports, and other relevant information; venue preparation and meeting notices.

**Registers, Records, Official Books during Incumbency Vacancy** - Retention of all registers, records, books under the control of the Incumbent rest with the Parish Council Secretary during a period of Incumbency vacancy. A receipt should be obtained when receiving these from the outgoing Incumbent, as well as when passing them onto the incoming Incumbent.

Registers include:

- The Service Register
- The Baptism Register
- The Confirmation Register (which has been signed by the Bishop)
- The Marriage Register (supplied by the Registrar General), and
- The Burial Register (indicating if it is to be a burial or cremation with the location of the disposition of the ashes).

**Correspondence** - Receive incoming correspondence and prepare all outgoing correspondence as determined by Incumbent, Churchwardens, Parish Council, Parish Resourcing Team, or Diocese – all incoming and outgoing correspondence must be reported to Parish Council/Resourcing Team for endorsement/approval.

**Signatory to Accounts** - The Parish Council Secretary, along with the Incumbent, Treasurer and Churchwardens is a signatory to all Parish accounts, both for the Parish itself, and for the organisations of the Parish.

**Commissioning of Incoming Incumbent** - The Area Dean liaises with the Parish Council Secretary and Churchwardens to prepare for the arrival of the incoming Incumbent, and for their Commissioning service.

**Clergy Leave Applications** - Record leave accrued, annual allocation, and leave taken. This information will form part of the Annual Returns to the Diocese.

**Act as a point of contact between the Parish and the Diocesan Office**

[Sections 40, 48, 50, 61, 66, 89 of the Administration of Parishes Ordinance 2010  
Sections 2.3, 3.2, Section 5, Section 7 of the Diocesan Handbook]

## ANGLICAN DIOCESE OF NEWCASTLE

### MISSIONSSECRETARY

#### Position Description and Responsibilities

***Missions Secretary*** means the person elected at the Parish Annual General Meeting to liaise with the Diocesan Missions Committee, to educate about and promote the work of Missionary organizations, to encourage with the Parish financial contributions to and prayerful support of missionary organizations approved by the Diocesan Council and to ensure the prompt remission of funds by the Parish to the Diocesan Office.

The Mission Secretary shall be an ex officio member of the Parish Council.