



Anglican Diocese of Grafton Registry Update

Edition 5 - July 2015

Dear Rectors, Churchwardens, Parish Councillors and Treasurers,

This fifth edition of the Registry Update contains important information on a variety of topics, please ensure that your Rector (or Priest-in-Charge or Locum), Churchwardens, Parish Councillors and Treasurer receive each Registry Update so that they can take any necessary actions. (Note: A copy of this Update will also be sent directly to chaplains, business managers of diocesan organisations and members of diocesan councils and committees.)

The information contained in this Registry Update is not confidential or private, so please feel free to share it with others who would benefit from knowing.

SYNOD

On 29 June, details of the resolutions of synod and results of elections at synod were sent out to each synod representative and parish representative so that the outcomes of the 2015 Synod could be reported to members of the parish. If you missed out on this report and require a copy, contact one of your Parish Synod Representatives or Kaytrina Jessup at the Registry for a copy.

At that time, the Diocesan Governance Ordinance 2008 as amended was not available. The amended Diocesan Governance Ordinance 2008 is now available and can be accessed on the Diocese's website:

http://media.wix.com/ugd/7307b4_1ffd16c9bf5145c4a009b3a8483d8ee2.pdf

The key impacts for parishes as a result of the amendments passed at the 2015 Synod are:

- The responsibilities of Churchwardens encompass all centres of a parish and the position of Centre Wardens will cease to exist (Changes will take effect at the next Parish Annual General Meeting);
- If approved by the Parish AGM, Parish Centres may have a Parish Councillor elected from a meeting at each Centre;
- There have been some amendments to the composition of Parish Council so it would be wise to check clause 77.1 before the 2016 Parish AGM;
- Parish Nominators will be elected for 1 year in the 2016 Parish Annual General Meeting and then for 3 year terms in the 2017 Parish AGM and each 3 years thereafter;
- Parish Nominators can be from any member of the Parish and do not have to be a member of Parish Council;
- The previous requirement that the Parish AGM appoint an Education Secretary, Media Correspondent, Mission Secretary, and Youth Officer is no longer in force (I suggest that following the 2016 AGM, each Parish Council reviews what special appointments or working groups are needed to further their mission objectives and looks for people suitable for those roles);
- The responsibility for appointing the auditor to audit the parish finances will fall to the Parish Council and is not an agenda item for the Parish AGM; and
- Details for the Executive Committee of Parish Council have been amended and expanded so it is advisable to check clause 86.6 so that you are familiar with how the Executive Committee is to operate.

It is recommended that each member of Parish Council has a personal copy of Chapter 10 of the Diocesan Governance Ordinance 2008 as it covers the topic of Parish Administration. This would enable those responsible for the governance of the Parish to understand the Diocese's rules for how parishes are to operate.

The minutes of the 2015 Synod are now available on the Diocese's web site.

AUSTRALIAN CHARITIES AND NOT-FOR-PROFIT COMMISSION (ACNC)

Annual Information Statements

If your Parish (or separately registered organisation of your parish) has not submitted its Annual Information Statement to the ACNC, you need to take some urgent action, as it is now overdue. Charities that have a reporting period of 1 July to 30 June had until 31 January 2015 to submit their 2014 Annual Information Statement. Those that have a reporting period of 1 January to 31 December had until 30 June 2015.

Please go on-line to www.acnc.gov.au to submit your report. If you have any questions on reporting to the ACNC, you can contact Julie White, Diocesan Accountant, on financemanager@grafftondiocese.org.au for assistance.

Governing Documents

All organisations registered with the ACNC are required to submit a copy of their "Governing Documents". In the case of Parishes, this should be the most recent version of the Diocesan Governance Ordinance 2008. If your Parish has registered a different document, please go on-line to the ACNC to correct this entry.

For other separately registered groups (e.g. Op Shops), if there is a formally agreed constitution or set of rules, you can use that document; otherwise use the Diocesan Governance Ordinance 2008.

Obligations to notify ACNC of changes

All organisations registered with the ACNC, must notify the ACNC (as soon as practicable) if any of the following changes:

- Legal name
- Address for service (where legal documents can be sent) [I suggest that you avoid using a residential address and choose a PO Box or an office address]
- Responsible persons [The Parish will need to review this after each Parish AGM or any other time when the membership of Parish Council changes]
- Governing documents [Following each synod where the Diocesan Governance Ordinance 2008 is amended, Parishes will need to supply the ACNC with an updated copy of the Ordinance]

PARISH OFFICER TRAINING

Earlier this year, the Registry conducted a survey to test the interest in training of people who hold positions at a parish level. There was a good response to the survey and it showed an eagerness for training on topics relating to parish governance and parish financial management.

We are currently developing a presentation for Churchwardens and Parish Councillors (Incumbents and other interested people are also welcome) on parish governance and financial management with the Registrar and Diocesan Accountant as presenters.

Please note the following dates and reserve in your diary the session that most suits you. (You are not limited to attending the session held in your region). Registration forms will become available during August and there will be a charge to cover catering.

Tuesday 6th October – St John’s Coffs Harbour - 10am to 2.30pm

Wednesday 7th October – St Andrew’s Lismore – 11am to 3.30pm

Saturday 17th October – (Venue to be confirmed) Grafton - 10am to 2.30pm

Monday 26th October – All Saints’ Murwillumbah - 10am to 2.30pm

Tuesday 27th October – St Matthew’s Wauchope - 10am to 2.30pm

Mindful that some new parish officers will be elected in parish AGMs in 2016, Saturday 12th March and Saturday 9th April have been set aside for further parish officer training sessions if the demand exists. Locations have not been chosen for those extra sessions.

RISK AND INSURANCE MATTERS

Fire Safety

As you may have heard there have recently been two serious church property fires in the diocese. One affected the Cathedral Op Shop and Book Shop and the other destroyed Holy Faith Bonville.

Both incidents are a reminder of how church property is vulnerable to fire; whether from arson or accident.

Attached to this Registry Update, is a one page guide to reducing the risks of fire to church buildings. While it is uncertain whether the advised actions would have prevented either of our recent tragedies, it is certain that following the insurer’s advice will generally reduce the chance of a serious property fire.

Property valuations

A catastrophic loss such as Holy Faith Bonville brings into focus the valuations that are declared for insurance purposes. It is understandable that there is a reluctance to give a high valuation for fear that this would inflate the insurance premium however, putting aside the problem of making false declarations, understating the replacement value of a building can mean that you have insufficient funds to repair or rebuild.

Don’t be fooled by the fact that you have a humble building that wouldn’t fetch much on the real estate market. The insurance declaration needs to consider what it would cost to build an equivalent building (e.g. same floor area) after taking into account new building codes, clearing the site and project management costs. If your building contains asbestos or is heritage listed, it will further increase the costs involved.

As inadequate valuations is a significant risk area for the Diocese, the Bishop-in-Council and Corporate Trustees have approved a four-year rolling program of independent property valuations organised through the Registry and paid for by Ministry Units. Further details of this program will be advised.

Parish Activities on Non-church Property

The public liability insurance coverage held by the diocese not only covers the activities that occur on church property but also covers those activities that occur elsewhere. This could include excursions, ministry in rented premises, home study groups and many other activities.

To ensure that the insurance coverage applies, the following steps are advised:

- Make sure that it is clear that the activity is clearly an Anglican Church activity. You can do this by publishing it as a church activity in the parish’s pew notice or website or making a note on the activity in the parish council minutes. This is important because sometimes it is hard to distinguish between informal activities of the people of the

church and formal activities that are part of the parish (such as fellowship at a local café).

- If you are hiring a venue obtain a copy of their public liability insurance cover and ensure that their cover is current and is for at least \$10 million.
- Although the owner of a property is ultimately responsible for the safety of their property, parish officers should also take care to note that the location is a suitably safe location for the particular activities. Those responsible for the activity should take the time to inspect the intended location (access, egress, significant risks) to satisfy themselves of the suitability. In the case of homes that are used for group activities, the inspection should limit itself to those areas of the home that will be used for the activity.

First Aid Kits

At the recent Safe Ministry training, comments were made that some church first aid kits contain analgesics (e.g. paracetamol). Despite the good intentions of keeping analgesics available, it contravenes regulations.

NSW Workcover's First Aid in the Workplace Code of Practice 2014 on page 21 says: *"Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary."*

Each parish should organise a review of their first aid kits to remove and dispose of all analgesics, replace all used or out-of-date items and to ensure that first aid kits are readily available where needed.

SAFE CHURCH, CHILD SAFETY AND CODE OF CONDUCT

In Edition 4 of the Registry Update issued in May 2015, information on those required to participate in Safe Ministry and Faithfulness in Service training were set out in detail. Bishop-in-Council has given up to 31 March 2016 to get current with these requirements.

Safe Ministry Training

Since then, over 160 people have attended the full day Safe Ministry Training courses organised by the Diocese in June/July. Over 100 people have attended the Safe Ministry Training refresher courses. Additional people have attended the SCTA-accredited courses run by other church groups. We are close to finalising further courses for later in the year for those who missed out.

Faithfulness in Service

The following people have been trained as presenters for Faithfulness in Service:

Archdeacon Gail Hagon
Rev Judy Taylor
Rev Zoe Everingham
Rev Hilary Singleton
Rev Margaret Beach
Rev Jenny Parker

Cathy Ridd
Canon John Bryen
Elaine Cleary
Leone Hanger
Stephanie Ridge
Anne Marie Troutman

Further training of presenters will take place in September. Those interested in being presenters should contact Archdeacon Gail Hagon to register their interest.

The presenters have already commenced taking people through the Faithfulness in Service document with at least three courses held so far. If your parish would like to host a course, please contact Archdeacon Gail Hagon or one of the trained presenters to discuss.

LEGISLATION

Raffles

From time to time parishes and other church groups hold raffles and other forms of 'minor gambling'. While the choice to hold such activities is up to the parish or church group involved it is prudent to check whether your activity requires a permit or has another legislative condition.

The NSW Department of Justice's Office of Liquor, Gaming and Racing have a very useful Fact Sheet that covers the requirements from Chocolate Wheels to Guessing Competitions to Sweeps and Calcuttas and everything in between. It can be found at http://www.olgr.nsw.gov.au/promos_lotteries_factsheets.asp

Copyright

The majority of parishes participate with the Anglican Diocese of Grafton in purchasing Church Copyright License that gives copyright access to over 200,000 hymns and worship songs. While that is a very large number, it is incorrect to assume that all hymns and worship songs that we use are covered by the CCLI copyright – there are some very popular worship songs that are not covered by CCLI.

If you want to project or print a non-CCLI song, please ensure that you obtain the necessary copyright coverage before you do so.

Whenever you project or print any third party's creative material (song, prayer, image or excerpt), please ensure that you include an acknowledgement of the source and where copyright is required, please quote the copyright license that permitted you to reproduce it.

It is best to be cautious with copyright as large fines and other penalties can apply.

REGISTRY STAFFING

The Registry's newest member Mr Darrin Johnstone joined us on 1st June as Assistant Accountant reporting to Mrs Julie White, Diocesan Accountant. We welcome Darrin who has already settled in and has made a significant contribution especially with the transition to monthly payroll.

The staffing of the Registry is currently:

Chris Nelson
registrar@graftondiocese.org.au

Registrar/
General Manager

Please direct any general policy, governance, human resources, risk management or Ordinance queries and requests to Chris. Also Chris receives agenda items for Bishop-in-Council, Corporate Trustees and Property Board.

Julie White
financemanager@graftondiocese.org.au

Diocesan
Accountant

Please direct any accounting policy queries and requests for accounting reports to Julie

Darrin Johnstone
finance@graftondiocese.org.au

Assistant
Accountant

Darrin assists Julie in accounting processes, acting as a back-up for payroll, and implementing a number of accounting process improvements

Jenny Brock
payroll@graftondiocese.org.au
debtors@graftondiocese.org.au

Payroll and
Accounts officer

Please direct any payroll and
debtors queries to Jenny

Claims for general insurance, workers compensation or income protection insurance can be directed to one of the finance team – Julie, Darrin or Jenny

Maree Collett
pa@graftondiocese.org.au

PA to the Bishop
and MDO

Please direct any queries about
the availability of the Bishop or
MDO, faculties, licensing, SRE,
Working With Children Checks
and Safe Ministry checks to
Maree

Kaytrina Jessup
admin@graftondiocese.org.au

PA to Registrar

Please direct any queries about
the Registrar's availability, the
Diocesan website and
Facebook page, Parish Annual
Returns, Year Book, Synod,
and Clergy Removal to
Kaytrina

Also in the Registry are the Anglican Funds Grafton Diocese team of Blaine Fitzgerald, Annette Dent and Sarah Rediger.

NEW PROCEDURE

The Bishop-in-Council on 2 July 2015 approved a procedure that covers the conditions of clergy on parental leave including periods of paid leave and who is responsible for that payment.

The new procedure is available on the Diocesan website www.graftondiocese.org.au under the Diocesan Registry tab or via the following link
http://media.wix.com/ugd/7307b4_70407b7f2ad64a3a80cb479943f586b0.pdf

IMPORTANT DATES

Bishop-in-Council

13th August 2015
8th October 2015 (amended date)
12th November 2015 (amended date)
28th January 2016
3rd March 2016

4th May 2016
18th August 2016
13th October 2016
8th December 2016

Corporate Trustees

3rd September 2015
15th October 2015
26th November 2015
14th January 2016
17th March 2016

19th May 2016
14th July 2016
15th September 2016
24th November 2016

Property Board

19th August 2015 (amended date)
16th September 2015 (amended date)
20th January 2016
17th February 2016
16th March 2016
20th April 2016
18th May 2016
20th July 2016

14th October 2015 (amended date)
18th November 2015 (amended date)
24th August 2016
21st September 2016
19th October 2016
16th November 2016
14th December 2016

If you have any submission to a meeting of Bishop-in-Council, the Corporate Trustees or the Property Board, please provide these to the Registrar at least 10 days prior to a meeting to ensure that your submission can be included in the business of that meeting.

Synod

The next Synod of the Diocese of Grafton will be held on 17th, 18th and 19th June 2016 in Grafton. The actual venues for the synod are still to be confirmed.

In the lead up to the 2016 Synod, three pre-synod meetings are being planned. At those meetings which can be attended by any interested member of the Anglican Church, we will not only be previewing the expected synod business but also a chance to share and hear views on some of the more sensitive issues. At this stage, each of the pre-synod meetings are expected to be held from 9am to 12 noon with the Bishop, Ministry Development Officer and Registrar in attendance.

Pre-synod meetings are planned for:

Saturday 28th May 2016 – venue in northern area of diocese to be determined

Saturday 4th June 2016 – venue in southern area of diocese to be determined

Saturday 11th June 2016 – venue in central area of diocese to be determined

Registrar on Leave

I will be taking Annual Leave from 5pm Friday 31st July to 9am Monday 24th August. If there is a matter that you would normally send to me for attention during that period, please email Kaytrina Jessup on admin@graftondiocese.org.au and Kaytrina will redirect the enquiry to someone who can assist.

Yours in Christ's service,



Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton

Arson and accidental fire

Safety checklists to help manage your risks

Arson	1. Monitor Access:	<ul style="list-style-type: none"> When the place of worship is open, have a professional or volunteer caretaker on site Keep the buildings locked at night
	2. Report any suspicious activity:	<ul style="list-style-type: none"> Never hide or leave keys on the premises Encourage volunteers/members to visit regularly, especially mid week
	3. Remove obstructions around the perimeter:	<ul style="list-style-type: none"> Trim shrubs, trees and remove anything that can conceal criminals Keep garbage bins away from buildings; wheelie bins are commonly used as a means to gain unauthorised access and can be used as a means of lighting fires Remove beer/liquor bottles and other signs of loitering
	4. Install security lighting:	<ul style="list-style-type: none"> Use perimeter floodlights outside and motion activated lights at doors/windows Make sure that some interior lights are visible from the outside Vary the location of interior lights by using timers
	5. Install fire and intrusion alarms:	<ul style="list-style-type: none"> Have alarms linked to a central monitoring service Have appropriate smoke detection and fire extinguishers in place and ensure statutory maintenance programs are in place
	6. Secure windows:	<ul style="list-style-type: none"> Make sure that locks are sturdy and designed to resist damage Keep windows closed and locked when buildings are unoccupied
	7. Lock up outbuildings and/or sheds:	<ul style="list-style-type: none"> Remove or lock up ladders and tools and other items that allow intruders to access the buildings
	8. Remove combustible materials:	<ul style="list-style-type: none"> Do not store acylide or enamel paints, cleaning fluids and other flammable liquids Remove old newspapers, candles, etc. Keep matches and/or lighters locked away Install a sheet metal security container inside the door under the mail slot
General Fire	1. Maintain open flame safety:	<ul style="list-style-type: none"> Keep open flames three feet away from combustibles, place open flame items in a metal tray Never leave open flames unattended
	2. Inspect electrical equipment on a regular basis:	<ul style="list-style-type: none"> The law requires that you hire qualified Electricians to repair wiring or fittings, and to install or remove electrical equipment Have a testing and tagging program for all equipment
	3. Maintain landscaping:	<ul style="list-style-type: none"> Clear guttering, mow lawns and remove any tree litter or similar combustible material on a regular basis

For more information please contact your Business Development representative or visit the Ansvar website

1300 650 540 www.ansvar.com.au

Ansvar Insurance Ltd. ABN 21 007 216 506 AFSL 237826
Member of the Ecclesiastical Insurance Group