



Anglican Diocese of Grafton Registry Update

Edition 4 - May 2015

Dear Rectors, Churchwardens, Parish Councillors and Treasurers,

This fourth 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

Pre-Synod Meetings

Pre-Synod meetings this year will be held in the following places and times:

10am Saturday 23rd May 2015, All Saints Kempsey

6.30pm Monday 25th May 2015, St Augustine Woolgoolga (Northern Beaches Anglicans)

6.30pm Friday 29th May 2015, St Mark Casino

10am Saturday 30th May 2015, St Paul Byron Bay

2 hours has been set aside for each meeting which will give an overview of the business (audited diocesan accounts, diocesan budget and parish pledge, ordinances and motions) on the agenda for the 2015 Synod.

The meetings are open to all Anglicans whether they are synod representatives or not. For synod representatives it gives a chance to think about the key issues in advance of the synod. For other Anglicans it provides a broader understanding of the church.

There is one meeting in each region of the diocese but attendance is not restricted to Anglicans of that region. If a meeting outside of your region better suits your circumstances, you are welcome to attend that meeting.

Elections at Synod

While 2014 was the "election year", there will be three elections held at the 2015 Synod.

There are 3 vacancies for clergy members on the Panel of Triers. The Panel of Triers is established under the Clergy Discipline Ordinance 1966 and will decide on various matters of discipline within the church but excluding those matters under the Professional Standards Ordinance 2004. Any clergy member of synod may be elected to the Panel of Triers with the exception of those on the Board of Enquiry. Those elected will serve until the 2017 Synod.

Mr Lindsay Walker's term as Corporate Trustee concludes at the 2015 Synod and an election will be held for this position. Mr Lindsay Walker is eligible to re-nominate. To be eligible for election as a Corporate Trustee, a person must be a member of the Anglican Church of Australia as defined in the Diocesan Governance Ordinance 2008; membership of the synod is not required. The person elected as Corporate Trustee will serve until the 2020 Synod.

Mr Laurie Ganter has recently announced his resignation as a member of Bishop-in-Council and this creates a vacancy for a lay member of Bishop-in-Council who is from the northern region. Nominations are open from lay members of synod who are representatives of Bangalow, Byron Bay, Kingscliff, Mullumbimby, Murwillumbah or Tweed Heads parishes or

Lindisfarne Anglican Grammar School. The elected person will serve on Bishop-in-Council until the 2017 Synod.

Synod Attendance

The Synod is the most important meeting of an Anglican Diocese and is an essential element to the nature and conduct of the Anglican Church. It is also the time where Anglican parishes and agencies have a voice and a vote on key issues affecting their organisations and the mission and ministry of the church.

If your parish or agency has a vacancy in its representation, you are urged to act to appoint a new or replacement representative. The church as a whole suffers if any part of the body is absent and that part of the body suffers from disconnection with the wider church.

SAFE CHURCH, CHILD SAFETY AND CODE OF CONDUCT

The Anglican Diocese of Grafton has for a decade or more subscribed to the principles of a church that is safe for those it comes into contact with, especially children. We have similarly adopted the Professional Standards Ordinance, the Faithfulness in Service code of conduct, Working With Children Checks and safe Church training. In all of these, the expectation has been passed on to parish churches and diocesan organisations and agencies.

In passing on this expectation, there has been some lack of clarity in the specifics of “who”, “how” and “when”.

At the Bishop-in-Council meeting of 7 May 2015, these matters were discussed and the following is based on the resolutions of Bishop-in-Council. The following guidelines supersede all previous instructions and understandings.

Faithfulness in Service

What is it?

Faithfulness in Service is a code of conduct for church workers that has been adopted across the Anglican Church of Australia. It covers the topics of Pastoral Relationships, Children, Personal Behaviour, Sexual Conduct and Financial Integrity. Copies of the document are available on the diocese’s website at

<http://www.graftondiocese.org.au/#!/faithfulness-in-service-/c9ot>

To whom does it apply?

Faithfulness in Service is a general code of conduct applicable to all church workers. The Bishop-in-Council has determined that those who need specific training in Faithfulness in Service are the following categories of church worker regardless of whether the person is paid or not paid for their involvement:

- Holders of a license issued by the Bishop (this includes clergy and LLMs)
- All members of Parish Council;
- All leaders and designated helpers in Family, SRE, Youth or Children’s Ministry or similar;
- All leaders or coordinators of parish ministries;
- Church office workers and volunteers where public contact is involved;
- All leaders and designated helpers with street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops, and other people contact ministries.

However, the following activities do not trigger the requirement for Faithfulness in Service training:

- Reading or intercessing in church worship;
- Participating in gardening, cleaning, maintenance work or working bees (except as leader or coordinator);
- Parents and guardians who are observers or participants in activities where their children are involved (except where they have a leadership or designated role);
- Parish Auditor.

Bishop-in-Council discussed that sometimes it is not clear in church activities such as children's activities who is a leader and who is a designated helper in contrast to an adult participant or interested parent or guardian. It was suggested that name badges with the person's role could be produced or a distinctive shirt or bib for the leaders of an activity.

How frequently does training need to be done?

Bishop-in-Council determined that those required to participate Faithfulness in Service training shall, in the event that their church work remains of a type where training is a requirement:

1. Participate in authorised refresher courses not less than 3 years following their initial training;
2. Participate in an authorised full training course not less than 3 years following their refresher training;
3. The six year cycle described by 1 and 2 above is repeated as often as necessary;
4. Any person who is more than 3 months overdue in regard to their training requirements may be stood down from that ministry or involvement until the necessary training is completed.

We need training in Faithfulness in Service - so what should we do?

Each parish and agency should review its circumstances and determine who is required to have training and who can produce evidence that they were trained in Faithfulness in Service in the past three years.

The Ministry Development Officer, Archdeacon Gail Hagon, is currently organising Faithfulness in Service training for the second part of this year and will be training trainers to run training courses on an ongoing basis.

If your parish or agency has a high demand for Faithfulness in Service training where fresh demand is likely from time to time (e.g. new Op Shop volunteers, Work for the Dole participation), then you may wish to get trainers trained for your parish. Please contact Archdeacon Gail Hagon if you wish to discuss this for your parish.

The Bishop-in-Council noted that there is a fair amount of catch-up to do and resolved to allow clergy and church workers until 31 March 2016 to get current with Faithfulness in Service training requirements. When making that resolution, the Bishop-in-Council does not want parishes and agencies to wait until the "eleventh hour" but to be pro-active especially in areas of higher risk.

Safe Church training

What is it?

Through the National Council of Churches in Australia (NCCA) the Anglican Diocese of Grafton has become a participant in the Safe Church Training Agreement with the aim of making all church environments safer for the people that use them. While Faithfulness in Service is a personal code of conduct for church workers, the Safe Church approach is for churches to make its activities and programs safe for all. The Safe Church training programs include modules on:

- Key concepts in protecting vulnerable people
- Child protection and vulnerable people
- Christian Leaders – Good practice guidelines for safe leaders
- Safe programs

To whom does it apply?

For Safe Church principles to be widely applied, it is important that the leaders within the church are well trained in this area. The Bishop-in-Council has determined that those

who need specific training are the following leaders within the church regardless of whether the person is paid or not paid for their involvement:

- Holders of a license issued by the Bishop (this includes clergy and LLMs);
- Members of Parish Council;
- All leaders of Family, SRE, Youth or Children's Ministry or similar;
- All leaders or coordinators of parish ministries;
- All leaders of street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops and other people contact ministries.

How frequently does training need to be done?

Bishop-in-Council determined that those required to participate in Safe Church training shall, in the event that their church work remains of a type where training is a requirement:

1. Participate in authorised refresher courses not less than 3 years following their initial training;
2. Participate in an authorised full training course not less than 3 years following their refresher training;
3. The six year cycle described by 1 and 2 above is repeated as often as necessary;
4. Any person who is more than 3 months overdue in regard to their training requirements may be stood down from that ministry or involvement until the necessary training is completed.

The members of our churches do not necessarily need to complete Safe Church training in an Anglican context. As a participant in the Safe Church Training Agreement, any SCTA accredited course will be recognised for this purpose. Those who complete a SCTA accredited course should be able to produce a certificate of completion that identifies the course as an SCTA course.

Some have mentioned that they have registered teachers as part of their church and have enquired whether the training done by teachers makes them exempt from Safe Church training. Bishop-in-Council views this training which has a church context to be sufficiently different to training that has a school context and will not provide an exemption to teachers unless the course is SCTA accredited.

We need Safe Church training - so what should we do?

Each parish and agency should review its circumstances and determine who is required to have training and who can produce evidence that they received Safe Church training in the past three years.

At this stage, both introductory and refresher Safe Church training workshops have been organised:

Full course (9am to 4pm)

2 nd June	All Saints, Kempsey
4 th June	St John, Coffs Harbour
30 th June	St Bartholomew, Alstonville
2 nd July	All Saints, Murwillumbah

Refresher Course (3 hours)

1 st June (commencing 9am)	All Saints, Kempsey
5 th June (commencing 9am)	St John, Coffs Harbour
29 th June (commencing 12pm)	St Bartholomew, Alstonville
3 rd July (commencing 9am)	All Saints, Murwillumbah

For more details about this training or to register your attendance, please contact Maree Collett on 02 6642 4122 or pa@graftondiocese.org.au All attendees must be pre-registered as no “walk up” starters will be accepted.

We are organising further training workshops including those on Saturdays to cater for those who cannot make training sessions during the week.

For information on other SCTA accredited courses you can check the NCCA web page from time to time at <http://www.ncca.org.au/departments/safe-church-network/scta/scta-workshop-calendar>

At this stage there are full courses being held in Port Macquarie (16 May) and Coffs Harbour (18 July) through the Australian Christian Churches NSW. There is also a refresher course being held at Laurieton (20 June) by the Anglican Diocese of Newcastle.

The Bishop-in-Council noted that there is a fair amount of catch-up to do and resolved to allow clergy and church workers until 31 March 2016 to get current with Safe Church training requirements. As said previously, when making that resolution, the Bishop-in-Council does not want parishes and agencies to wait until the “eleventh hour” but to be pro-active especially in areas of higher risk.

Working With Children Check

What is it?

A Working With Children Check is a screening conducted by the Office of the Children’s Guardian and is compulsory for a number of occupations and volunteer activities. Those who fail the Check or fail to undergo the Check are disqualified from working in certain occupations or certain volunteer activities.

To whom does it apply?

The Bishop-in-Council has clarified that those required to complete and remain current in a Working With Children Check (WWCC) are clergy and church workers (paid and unpaid) as per the requirements of the Office of the Children’s Guardian, namely:

- Those who are responsible for religious ministry (clergy and lay holders of a license issued by the Bishop);
- Those involved in ministry to youth and children (Leaders and designated helpers).

[Please note: The Office of the Children’s Guardian will not accept applications for a WWCC from people outside of the prescribed groups.]

How frequently does a WWCC need to be done?

A WWCC lasts for 5 years.

What should we do about Working With Children Checks?

Each parish and agency should review its circumstances and determine who is required to have a WWCC. The parish or agency should seek evidence from each relevant person that they have a current WWCC. Those who do not have a current WWCC should be given reasonable opportunity to obtain their WWCC.

Once the parish is up to date with WWCC, all new holders of positions that require a WWCC will need to be able to produce the WWCC before commencing in their role.

To apply for a WWCC, the applicant submits their Working with Children Check application online by going to www.kidsguardian.nsw.gov.au/check. Once their application form has been completed online, they will be given an application (APP) number. They then must take their application number along with proof of identity to a

NSW Motor Registry, RMS Agency, or Service NSW office (not your local Council). Paid workers will be required to provide the fee of \$80. For Volunteers, the Check is free.

More information about the WWCC can be found at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> and

PAYROLL CHANGES

As previously advised in the February 2015 Registry Update and by letter to those on the payroll, the Diocesan payroll will be moving from a fortnightly payroll to a monthly payroll from 1 July 2015.

All details of this change will be the same as previously advised but with one exception.

Instead of the final fortnightly pay being up to Friday 26th June, it will also now include the period from Saturday 27th to Tuesday 30th June. This means that the last fortnightly pay will be larger than usual.

The first monthly pay will be processed on 15th July for the period from 1st July to 31st July. From July, monthly payroll will be based on one-twelfth of the annual stipend, salary or wage.

If the transition to monthly payroll affects you personally, please make sure that you are considering your financial arrangements and planning for the changes.

If you missed out on the February 2015 Registry Update, please contact admin@graftondiocese.org.au

ELECTRICITY AND TELECOMMUNICATIONS CONTRACTS

The Bishop-in-Council recently received a request from Australian Communications Network (ACN) for the participation of parishes and diocesan organisations with ACN for retail supply of electricity and telecommunications on the basis that ACN could provide savings to diocesan organisations.

The Bishop-in-Council decided not to endorse ACN.

Bishop-in-Council understood that ACN's partnering arrangements involved sharing in profits from the involvement of subsequent participants. Such arrangements created concern for Bishop-in-Council members in that, instead of a straightforward arrangement of supply, it would involve the church in a partnership over which it did not have control and which opened the potential for taking advantage of later consumers/participants. This is not a satisfactory position for the church and could compromise pastoral relationships.

Although ACN offered a non-partnership retail arrangement, Bishop-in-Council was not satisfied that there was sufficient separation between the "standard" retail arrangement and the partnership scheme.

Parishes and church agencies are asked to cancel any plans that they may have for working with ACN and to exit any arrangements already taken up with ACN.

On the topic of electricity and telecommunications supply, there are likely to be savings for many parishes and church agencies. The church tends to be a stable loyal organisation but in a competitive supply market savings seem to go to those who review their arrangements from time to time. Parishes are encouraged to review their supply agreements but to avoid being "locked in" to long contracts.

BANKING WITH AFGD

In the previous Registry Update, the resolutions about banking with Anglican Funds Grafton Diocese were brought to notice. It is pleasing to report that now each parish has either regular banking arrangements with AFGD or has a firm plan to transition to AFGD banking.

REGISTRY STAFFING

An update on Registry Staffing is that Mr Darrin Johnstone will be joining the Registry on 1st June as Assistant Accountant reporting to Mrs Julie White, Diocesan Accountant. Mr Gavin McPherson who has been “holding the fort” on a part-time basis will be finishing in mid-June to focus on his chosen new career as school teacher.

PROCEDURE MANUAL

A number of people around the diocese are referring to a document titled Diocesan Procedure Manual 2007 or sometimes referred to as Diocesan Manual of Procedure. That document seems to have been circulated in a draft form and has never been finalised or authorised.

This situation is also causing frustration for people who request copies of various appendices cited in the manual because the current Registry staff cannot locate the appendix requested or even verify where the appendix was ever completed.

Bishop-in-Council has considered this situation and has approved the progressive creation of policies and procedures on various topics. Those policies and procedures will be made available with an index. There will be no attempt to finalise the Diocesan Procedure Manual 2007 and the idea of publishing one comprehensive manual will be abandoned.

IMPORTANT DATES

Pre-Synod Meetings

See page 1

Synod will be held from Friday 12 to Sunday 14 June 2015 with the Friday evening opening service at St Thomas' Church, Port Macquarie and the Saturday and Sunday business sessions at St Columba Anglican School, Port Macquarie

Bishop-in-Council

2nd July 2015

13th August 2015

1st October 2015 (amended date)

12th November 2015 (amended date)

Corporate Trustees

28th May 2015

23rd July 2015

3rd September 2015

15th October 2015

26th November 2015

Property Board

5th June 2015

10th July 2015

21st August 2015

18th September 2015

16th October 2015

20th November 2015

(Dates for the remaining Property Board meetings are under review and changes are likely.)

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.

Registry Closure

Grafton has two half-day Public Holidays in early July. On Wednesday 8th July the Ramornie Race Day is held and on Thursday 9th July the Grafton Cup will be held. The Registry Staff have agreed to work all of Wednesday 8th July in lieu of having all day on Thursday 9th July as a day off. This means that the **Bishop's Registry will be closed on Thursday 9th July.**

Yours in Christ's service,

Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton