



Anglican Diocese of Grafton Registry Update

Edition 8 - May 2016

Dear Rectors, Churchwardens, Parish Councillors and Treasurers,

This eighth edition of the Registry Update contains important information on a variety of topics.

Please ensure that your Rector/Locum, Churchwardens, Parish Councillors and Treasurer receive each Registry Update so that they can take any necessary actions. 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

In the lead up to the Synod, three pre-synod meetings are scheduled. 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 provide a chance to share and hear views on some of the more complex issues. Our Bishop, Ministry Development Officer and Registrar will be in attendance and presenting to each pre-synod meeting.

9am to 12 noon Saturday 28th May 2016 – St Thomas' Port Macquarie

9am to 12 noon Saturday 4th June 2016 – St John the Baptist Church Lennox Head

9am to 12 noon Saturday 11th June 2016 – St John's Coffs Harbour

Please note carefully the dates and venues for each pre-synod meeting as there have been some changes to the originally advertised arrangements.

Elections at Synod

While 2014 was the "election year", there will be three elections held at the 2016 Synod.

There are 2 vacancies (1 clergy and 1 lay) on the **Panel of Triers**. The Panel of Triers is established under the Clergy Discipline Ordinance 1966 to decide on various matters of discipline within the church but excluding those matters under the Professional Standards Ordinance 2004. Any 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.

Canon Terry Shorten's term as **Corporate Trustee** concludes at the 2016 Synod and an election will be held for this position. While Canon Shorten is eligible to re-nominate, he has chosen not 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 on this occasion will serve until the 2021 Synod.

With the retirement of Archdeacon John West, there is a vacancy for a cleryperson on the **Presentation Board**. The Presentation Board is involved in the selection of incumbents for vacant parishes and for the reviews of incumbents. Any priest of the Diocese of Grafton may nominate for this vacancy and membership of synod is not required. The elected priest will serve on the Presentation Board until the 2017 Synod.

Synod Attendance

The Synod is the most important meeting of an Anglican Diocese and is an essential element of 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.

PAYROLL CHANGE – HANDLING OF LOCUM LEAVE ENTITLEMENTS

Due to a larger than usual number of vacancies, the Diocese of Grafton is dealing with a complicated roster of locums covering vacant parishes and clergy on Long Service Leave. This situation has highlighted the inefficiency of locums accruing annual leave entitlement and that entitlement being paid out at the point when the locum finishes their stint with a particular parish.

To improve the efficiency of this process for the Diocesan Payroll process and each participating parish, the Bishop-in-Council resolved on 4 May 2016:

That Bishop-in-Council approves a change to payroll processing such that Locums in receipt of a stipend receive progressive payment of their annual leave entitlement in each pay period. This changed process will operate from July 2016 with all currently serving stipended Locums receiving payment for their existing accrued annual leave in the June 2016 payroll.

PAYROLL CHANGE – SALARY SACRIFICE OF CLERGY LONG SERVICE LEAVE ENTITLEMENTS

Clergy Long Service Leave has two components. One of these components is called a Sabbatical Allowance (sometimes called Supplementary Allowance).

While clergy are able to salary sacrifice up to 30% of their stipends, they have been able to salary sacrifice up to 100% of housing and motor vehicle allowances. Because the Long Service Leave Sabbatical Allowance has 'Allowance' in its title, there has been some policy confusion in recent times with the Sabbatical Allowance given the same salary sacrifice treatment as other allowances instead of being treated as a stipend payment.

This situation was brought to the attention of Bishop-in-Council on 4 May 2016 and Bishop-in-Council resolved:

That the practice of unlimited salary sacrifice of allowances paid to clergy is not to include the Long Service Leave Sabbatical Allowance. The Sabbatical Allowance is to be treated for salary sacrifice purposes as a stipend payment and is therefore able to be salary sacrificed to 30%. This change will be made effective for all such payments occurring from 1 July 2016.

CLERGY LONG SERVICE LEAVE

The Anglican Church of Australia Long Service Leave Fund has communicated with each Diocese that once a clergy member of the Fund has achieved their initial period of 10 years' service to become eligible for Long Service Leave, it will no longer be necessary to serve 5 further years before taking the next period of Long Service Leave. The clergy member will however be required to take leave in periods of one week (7 days) or even multiples of weeks and only after that entitlement is accrued.

SAFE MINISTRY TRAINING

Twelve months ago, the Registry Update included information on Safe Ministry Training and Bishop-in-Council's requirement that the following leaders are required to have Safe Ministry Training:

- 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.

Training in Safe Ministry is to be refreshed every 3 years.

Churchwardens are asked to review their parish's participation in Safe Ministry Training and contact Mrs Maree Collett at the Registry (6642 4122 or pa@graftondiocese.org.au) with the details of any leader who still needs training. This will help the Registry organise further training sessions and help your parish in conducting safer ministry.

NEW PROCEDURES

From time to time, this Registry Update has given details of the reimbursement rates for the use of private motor vehicles for ministry purposes. This reimbursement information has now been given context and additional information with the approval of a new procedure MUP-003 Ministry Travel and Associated Expense Reimbursement Procedure.

You can access this procedure on the Diocesan website at:
<http://www.graftondiocese.org.au/#!diocesan-procedures/c1rox>

REGISTRY CHANGES - INSURANCE

With our Diocesan Accountant, Julie White, now working half-time and the handling of insurance matters now shared between Julie and Darrin Johnstone, we have established a new email address for insurance matters: insurance@graftondiocese.org.au

Any email sent to the above address will be attended to by either Julie or Darrin and will ensure that both have access to the chain of communication for the more complex matters.

PARISH PLEDGES

As many would be aware, the pledge paid by each parish for the central operations of the Diocese of Grafton is a percentage of the income of the parish; but not all income is included in the calculation.

Parishes pay a pledge that is 10% of the included income over \$60,000 per annum and the income calculation is an average of the previous three years.

The Bishop-in-Council in its meeting on 3 March 2016 has clarified a number of aspects about this pledge calculation.

What income is not included in the calculation?

- Contributions to mission organisations (as expended);
- Donations to Diocesan organisations and Diocesan appeals (as specified by Bishop-in-Council);
- Income derived from borrowing;
- Increase in trust account balances (undistributed);
- Property sale proceeds (or trust funds arising from property sales) to the extent where the sale was for the purchase of another property; and
- Receipts arising from insurance claims (except business interruption claims).

Bequests and trust money should only be recognised as assessable income when transferred from the Corporate Trustees to the Parish.

From time to time, parishes desire to have some of its income exempted from the pledge calculation. Special exemptions from the pledge calculation need to be approved by the Bishop-in-Council and Bishop-in-Council on 3 March 2016 agreed that applications for special exemption would be favourably considered where:

- The income relates to a project that is important for the ministry of the parish;
- Where the size of the project is outside of the normal capacity of the parish;
- The parish complies with (or undertakes to comply with) all of the necessary approvals for the project;
- The parish has requested a pledge exemption in advance of any fund raising activity;
- A special appeal is required to generate the funds to implement the project; and
- The imposition of the pledge calculation on the appeal funds would seriously deter donations and make the project beyond the reach of the parish.

RESIDENTIAL TENANCIES – SMOKE ALARM COMPLIANCE

Under the Residential Tenancies Regulation 2010, landlords are responsible for ensuring smoke alarms are installed and maintained in residential premises in accordance with 146A of the Environmental Planning and Assessment Act 1979.

Current regulations and legislation also require:

- That prior to the commencement of a tenancy, smoke alarms should be checked, cleaned and tested. Alarms should be replaced if they are faulty or are past (or missing) their expiry date. All smoke alarms, including 240v hard-wired alarms, must be replaced no later than 10 years after their manufacture date;
- That a new battery be installed at the commencement of a tenancy if the smoke alarm has a replaceable battery; and
- That the Condition Report should show that this has been done and the date the tests/checks were performed.

Each parish and diocesan organisation that rents residences should note these requirements and ensure that they are carried out for the safety of occupants and for our compliance with regulations.

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

Parishes and other diocesan organisations with a reporting year finishing on 31 December are reminded that they have an obligation to submit to the ACNC an Annual Information Statement (AIS) by 30 June.

Failure to submit an AIS will put the parish on a list of non-complying organisations and continued failure to lodge these reports will lead to deregistration as a charity and therefore loss of tax exemptions. It is therefore important to ensure that your parish/organisation complies with this reporting requirement.

In late 2013, when the coalition led by Tony Abbott formed government with a policy of scrapping the ACNC, some charities became lax in their compliance believing that the reporting requirements will not be followed up. However, in March 2016, the Assistant Treasurer, Kelly O'Dwyer, announced a change of policy and confirmed support for the retention of the ACNC. With the future of the ACNC assured, it is important that all charities, including Anglican parishes, are diligent in complying with the ACNC's requirements.

SMART PURCHASING

All organisations feel the pressure of limited income and growing expenses so it makes sense to keep watchful for ways of making more cost effective purchases. Parishes and other diocesan organisations should be aware of two possibilities that may lead to savings.

Church Resources is a buying group established as an entity of the Australian Catholic Bishops' Conference and has been open to participation by Anglican churches and agencies for a number of years. Church Resources has purchasing arrangements over a wide range from communications to whitegoods. More information is available at cr.org.au

Connecting Up is a not-for-profit group that provides benefits to member not-for-profit and charitable organisations in the purchase of technology. The Diocese of Grafton has found that its membership of Connecting Up is particularly valuable in obtaining valuable discounts on software licenses. More information is available at www.connectingup.org

As with all potential savings, care needs to be taken to ensure that there are genuine benefits for your situation. The above organisations are being brought to your attention so that you can consider them when you make your next purchase. Your current arrangements may still be the best deal for your parish or organisation.

NORTH COAST ANGLICAN ADVERTISING

The North Coast Anglican (NCA) is valuable for communicating and connecting across the Diocese. However, such publications are not cost free and the costs to produce and distribute NCA come out of the Diocesan budget.

Advertising revenue is one way to make the NCA available at a lower cost to the Diocese.

If you know of a company or organisation that would be attracted to advertising in the NCA and reaching Anglican families in the North Coast and Mid-North Coast, please give them a

copy of the NCA and point out the advertising contact details on the bottom of page 2. Your efforts may help Diocesan funds to go further.

IMPORTANT DATES

Bishop-in-Council

18th August 2016
13th October 2016

8th December 2016

Corporate Trustees

14th July 2016
15th September 2016

24th November 2016

Property Board

20th July 2016
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.

North Coast Anglican

The deadline dates for the remaining three editions for 2016 are:

17th June
19th August

21st October

Contributions for the North Coast Anglican can be sent to nca@graftondiocese.org.au

Where there are more contributions than space permits, the NCA will typically use those contributions that have the greatest news value and interest across the diocese and are supported by a good quality photograph.

Synod

The 2016 Synod of the Diocese of Grafton will be held on 17th, 18th and 19th June in Grafton. The opening session of synod on Friday 17th June will be held in Christ Church Cathedral Grafton with Saturday and Sunday sessions held at the South Grafton Ex-Servicemen's Club in Wharf Street, South Grafton.

Pre-synod Meetings

9am to 12 noon Saturday 28th May 2016 – St Thomas' Port Macquarie
9am to 12 noon Saturday 4th June 2016 – St John the Baptist Church Lennox Head
9am to 12 noon Saturday 11th June 2016 – St John's Coffs Harbour

Yours in Christ's service,

Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton