

**GRAFTON DIOCESAN GOVERNANCE ORDINANCE 2008
AMENDING (PARISH ADMINISTRATION) ORDINANCE 2012**

Ordinance No. ~~15~~ of 2012

An Ordinance to amend the Grafton Diocesan Governance Ordinance 2008 relating to Parish administration.

PREAMBLE

WHEREAS presently the administration of a Parish in the Diocese of Grafton is contained within Chapter 10 of the Grafton Diocesan Governance Ordinance 2008 AND WHEREAS it is desirable to have the Ordinance amended THEREFORE the Bishop, Clergy and Laity of the Diocese of Grafton decree and enact as follows:

AMENDMENT


1. Chapter 10 of the Grafton Diocesan Governance Ordinance is amended by deleting the present Chapter 10 and substituting in place thereof the Schedule to this Ordinance.
2. This Ordinance may be cited as The Grafton Diocesan Governance Ordinance 2008 Amending (Parish Administration) Ordinance 2012
3. This Ordinance shall come into effect upon receiving the assent of the Bishop.

ASSENT

I hereby certify that the Ordinance as printed is in accordance with the Ordinance as passed.


.....
Chairman of Committees

I certify that this Ordinance was passed by Synod on the 16 day of September, 2012.


.....
Registrar

I assent to this Ordinance.


.....
Bishop.

GRAFTON DIOCESAN GOVERNANCE ORDINANCE 2008
AMENDING (PARISH ADMINISTRATION) ORDINANCE 2012
SCHEDULE
CHAPTER 10 - PARISH ADMINISTRATION

74 *Objectives*

This Chapter seeks to provide Parishes with a transparent, accountable and inclusive system of governance, led by the Incumbent, Churchwardens and Parish Council, and which encourages the members of the Parish to be involved in the worship, ministry and outreach of the Parish and to participate in the life of the Diocese.

75 *The Community of Believers*

75.1 People who are part of the Church resident within the boundaries of, or attending, the Parish for worship are entitled and may be entered into the Parish Roll of the Parish.

75.2 Parish members who:

(a) are communicant members of the Anglican Church of Australia; and

(b) are eighteen years of age or over;

may vote in any meeting of the Parish or be nominated for any position in the governance structures of the Parish.

76 *Governance Structure*

76.1 The burden of the governance and management of the Parish's activities to enhance the life of the Church and Diocese will be a shared conciliar ministry which is inclusive, transparent, collaborative and accountable in accordance with the Diocesan Vision and Mission.

76.2 The Bishop will ensure that an Incumbent is appointed to each Parish to lead the spiritual life and assist in the temporal dimensions of the Parish's corporate life in partnership and collaboration with the members of the Parish and Diocese as a whole.

76.3 The Parish Council shall in conjunction with the Incumbent and Churchwardens prepare and assist in implementing programs designed

to further the Mission and Ministry of the Church in the Parish and beyond.

76.4 The Wardens, with the Incumbent, shall be responsible for the appointment, control and dismissal of lay workers (other than licensed Lay Ministers).

77 Parish Council

77.1 There shall be a Parish Council consisting of:

- (a) the Incumbent and any active licensed clergy;
- (b) two Churchwardens (elected at the Parish Church's Annual General Meeting);
- (c) a Rector's Warden;
- (d) a Centre Warden for each Centre church the Annual General Meeting nominates;
- (e) elected Parish Councillors (a number divisible by three but to a maximum of 9);
- (f) members of the Parish appointed by the Incumbent (one for each three elected Parish Councillors); and
- (g) Lay Synod Representatives not elsewhere elected or appointed to Parish Council.

77.2 All members of the Parish Council must complete a Prohibited Employment Declaration from the NSW Commission for Children and Young People.

78 Duties and Responsibility of the Parish Council

78.1 The duties and responsibilities of the Parish Council, together with the Incumbent, are to initiate, conduct and develop the worship, mission and ministry of the Church both within the Parish and the wider community:

- (a) in conjunction with the clergy and Churchwardens to prepare and assist in implementing programmes designed to further the mission and ministry of the Church in the Parish and beyond;
- (b) to provide and preserve all things needed for the proper celebration of Divine Service, the administration of the

Sacraments and Rites of the Church and safe keeping of Parish records;

- (c) subject to the Diocesan Ordinances, to have authority over the administration of Parish funds (including the funds of all Parish organisations), their receipt and disbursement, and to have authority in all matters connected with the material assets or liabilities of the Parish;
- (d) to be responsible for the drawing up of a budget, being an estimate of income and expenditure of the Parish for the ensuing year, for the presentation of the budget to the Annual General Meeting for adoption by the Parishioners, for the amendment from time to time as necessary of the budget as adopted at the Annual General Meeting, and for such actions as may be necessary to adhere to budget;
- (e) to make provision for the punctual payment of all stipends, wages and other debts.
- (f) to deduct, make and transmit to the Diocesan Treasurer, or to such other persons or bodies as may be required, all lawful superannuation, taxation and other statutory charges as required;
- (g) so far as the Parish funds lawfully available for these purposes may allow, to keep in repair the fabric of the Church, the Incumbent's residence and other buildings and to provide such furnishings and amenities in the residences owned by the Parish as may be prescribed by the Diocesan Clergy Housing Standards;
- (h) to ensure that any property for which they are responsible is appropriately insured and that adequate Public Liability Insurance is also taken out;
- (i) to ensure the stipended Parish Clergy and Stipendiary Lay Ministers required to be covered by Salary Continuance Insurance are so covered and all lay workers employed

by the Parish are covered by a Workers Compensation policy issued by the WorkCover Authority of NSW;

- (j) to ensure that all insurances required by Bishop-in-Council to be taken out are taken out, including insurance for volunteer workers;
- (k) to act as a Council of advice to the Incumbent and the Churchwardens;
- (l) to ensure that the Parish maintains a healthy financial state; and
- (m) to ensure any position with direct and unsupervised contact with children must be risk assessed and all who work or volunteer in such positions must complete a NSW Commission for Children and Young People "Working with Children Check" and obtain a Commission clearance and comply with the Diocesan Code of Conduct.

79 Parish Annual General & Special Meetings

79.1 An Annual General Meeting of members of a Parish must be held before the end of February each year.

79.2 A Special Meeting of the members of a Parish or Centre shall be held at any time at the request of:

- (a) the Bishop or
- (b) the Incumbent or
- (c) the Churchwardens or
- (d) any 20 Parish members who are eligible to vote.

Such a meeting shall be held within 28 days of the request being made.

79.3 A notice in writing of any meeting of the Parish or a Centre must be given fourteen days before the date of meeting. Such notice must be placed in a clearly visible place at the entrance of all places of worship for all members of the Parish to see and must include:

- (a) the venue;
- (b) the time; and

- (c) the agenda or purpose of the meeting.

79.4 Any meeting of the Members of a Parish will be considered to have a quorum if:

- (a) six Members of the Parish eligible to vote, and
- (b) the Incumbent, or a person appointed by the Bishop or Incumbent or elected by the members present to act as Chair,

are present.

79.5 A meeting of the Parish may be chaired by:

- (a) the Incumbent, or a person appointed by the Incumbent; or
- (b) the Bishop, if present; or
- (c) a person appointed by the Bishop; or
- (d) the meeting may elect a Chair from the members present.

79.6 The Chair may ask any or all persons present to subscribe to a declaration that

"I (full name) the undersigned do declare that I am a member of the Anglican Church of Australia."

79.7 The agenda of an Annual General Meeting should include but is not limited to:

- (a) Opening prayer;
- (b) The reading or presentation of the circulated minutes of the previous Annual General Meeting and any Special Meeting(s) held since that time;
- (c) Reception of the reports of the Incumbent and Parish organisations detailing activity for the past year;
- (d) Reception of an audited statement of the financial position of the Parish and any relevant entities;
- (e) Reception and approval of a budget presented by the Treasurer for the next year;
- (f) Election of two Churchwardens (Parish) for the coming year;
- (g) Determination of the number, (divisible by three) to a maximum of 9, of Parish Councillors to be elected for the coming year and the election thereof;

- (h) If the Bishop's Mandate has been received, election of two (or more if entitled) Lay Synod Representatives and an alternative Lay Synod Representative for the life of the Synod, such elected Lay Synod Representatives (excluding the Alternate) shall be, if not elected or appointed as a Warden or Parish Councillor, deemed to be a Parish Councillor but such shall have no effect on clause 79.7 (g);
- (i) Election of two Parish Nominators as required by clause 111;
- (j) Appointment of an Auditor who must be, or is eligible to be, a member of a professional accounting body or a registered Auditor;
- (k) The election, if the meeting so determines, of any of the following officers who shall be under the direction of the Incumbent:
 - (i) An Education Secretary;
 - (ii) A Media Correspondent who will direct news of parish activities to the media;
 - (iii) A Mission Secretary to encourage the parish in its outreach through mission agencies and to liaise with National and Diocesan Mission Organisations; and
 - (iv) A Youth Officer, other than clergy, to promote ministry to and by youth within the Parish and to liaise between the Parish and the Diocesan Youth Organisation.

79.8 If a suitably qualified auditor is not available, and the Bishop and Registrar approve, two suitably experienced and appropriate persons must act as joint auditors.

79.9 If at the conclusion of the Meeting there are positions which have not been filled, the authority to fill such positions shall rest with the Parish Council.

80 Election of Parish Councillors and Synod Representatives

80.1 Nominations for all Parish Council and Synod positions bearing the consent of the nominee must be received by the Secretary of the Parish Council at least ten (10) days before the meeting.

80.2 Those nominations received by the Secretary of the Parish Council shall be notified to the Members of the Parish at Sunday services prior to the meeting.

80.3 If the nominations for a position are sufficient or less than the number required the persons validly nominated will be declared elected on the agreement of the majority present.

80.4 Nominations may be accepted from the floor of the meeting for remaining vacant positions if:

- (a) there have been insufficient nominations received for the number of vacancies to be filled; and
- (b) the nominee is present and signifies his or her consent or written confirmation of the consent is tabled.

80.5 Should there be more nominations for a position than positions vacant the meeting must proceed as follows:

- (a) Two scrutineers shall be appointed by those present.
- (b) Each member of the Parish present shall be supplied with a ballot paper.
- (c) A member of the Parish votes by legibly writing on the ballot paper the names of those the member wishes to vote for.
- (d) A vote is formal if it has no more (but may have less) names than the number required to be elected.
- (e) The scrutineers shall collect and count the votes cast discarding those that are illegible or contain more than the required number.
- (f) The results shall be reported to the Chair who shall have a casting, but not a deliberative, vote in the event of a tied vote.
- (g) The result shall be announced to the meeting.

- 81** ***Rector's Appointment of Warden and Parish Councillors***
The Incumbent may appoint one Rector's Warden. The Incumbent may also appoint one Parish Councillor for each three Parish Councillors elected by the Annual General Meeting under clause 79.7(g).
- 82** ***Commissioning of Members of Parish Council***
Those elected and appointed to the Parish Council by the Annual General Meeting shall be admitted to their office by the Presiding Minister during a worship service held at the Parish Church in the presence of the congregation.
- 83** ***Term of Office***
All elected positions shall be held until the election or appointment of a successor unless the person elected dies, resigns in writing to the Incumbent or otherwise is held to have left office.
- 84** ***Filling of Vacancies***
Any vacancy that occurs in the office of an elected member before the Annual General Meeting may be filled by the Parish Council, and any vacancy occurring in the office of a member appointed by the Incumbent shall be filled by a nominee of the Incumbent.
- 85** ***Quorum***
A quorum for the Parish Council will be one third of the members of the Parish Council.
- 86** ***Meetings***
- 86.1 The first meeting of the Parish Council shall be called by the Incumbent, no later than one month after the Annual General Meeting, and notices of all subsequent meetings will be issued by the Secretary.
- 86.2 The Chair of the Parish Council will be the Incumbent, or a person appointed by the Incumbent, unless the Bishop is present and chooses to Chair the meeting.
- 86.3 At the first meeting of a Parish Council following the Annual General meeting the Council Members will:

- (a) elect a Secretary with due consideration as to the duties of the Secretary in terms of the Position Description contained in the Diocesan Procedure Manual;
- (b) elect a Treasurer with due consideration as to the duties of the Treasurer in terms of the Position Description contained in the Diocesan Procedure Manual;
- (c) elect appropriate lay representative to attend meetings of regional groupings of Ministry Units;
- (d) elect persons, not necessarily being members of Parish Council, to any position required by resolution of Synod or Bishop-in-Council to be filled by Parish Council;
- (e) determine the time, place and frequency of meeting, which shall be no less than three monthly;
- (f) sign the following declaration:

"I (full name) having been appointed or elected a Churchwarden or a Parish Councillor for the Parish of do declare that I am duly qualified for the office under the provisions of the Diocesan Governance Ordinance 2008 and that I will faithfully perform all the duties of my office and conform to the Ordinances of the Synod of the Diocese of Grafton relating to that office."

- (g) The declaration is to be fixed to the Minute Book of the Council Meetings. Any member failing to do so within sixty (60) days will no longer be considered a Council Member and as such the office becomes vacant;
- (h) read and confirm the minutes of the Annual General Meeting of the Parish; and
- (i) issue a certificate that the minutes are a true and correct record, signed to that effect by the Secretary.

86.4 The duties and responsibilities of the Chair of the Parish Council are outlined in the Position Description contained in the Diocesan Procedure Manual.

86.5A meeting of the Parish Council shall be open to all Members of the Parish as observers who may be asked to:

- (a) speak at the Chair's discretion, or
- (b) leave if the Council resolves to go into Committee.

86.6 A Parish may have an Executive Committee consisting of:

- (a) The Incumbent;
- (b) The Parish Council Chair (if not the Incumbent);
- (c) The Churchwardens;
- (d) The Secretary and
- (e) The Treasurer.

86.7 The Parish Council may appoint Committees to assist in Parish management.

87 *Leave of Absence*

87.1A Parish Council Member may be granted leave of absence by the Parish Council from its meetings.

87.2A Parish Council Member who is absent without being granted leave of absence for three (3) consecutive meetings may have his or her office declared vacant.

88 *Suspension or Removal of Members*

88.1The Bishop may suspend a Parish Council Member pending the results of an enquiry if it is alleged that a person has:

- (a) (refused or neglected to conform to the provisions of this Ordinance relating to the office; or
- (b) ceased to be qualified for the office in accordance with the provisions of this Ordinance.

88.2Bishop-in-Council may remove a Parish Council Member from office following an enquiry, at which the Parish Council member has been heard, if the person has:

- (a) refused or neglected to conform to the provisions of this Ordinance relating to the office; or
- (b) ceased to be qualified for the office in accordance with the provisions of this Ordinance.

89 *Special Meetings of the Parish Council*

A Special Meeting of the Parish Council may be convened at the discretion of the Executive Committee of the Parish, or at the request of the Bishop, or at the request of at least 20 members of the Parish.

90 *The Wardens*

90.1 The Wardens, whether Churchwardens, Centre Wardens, Rector's Warden or Rector's Centre Warden, shall:

- (a) work together with the Incumbent to initiate, conduct and develop the mission and ministry of the Church, especially as it concerns the Parish or Church for which they have responsibility;
- (b) ensure that all things necessary for the proper conduct of Divine Service are provided within the Church or Churches for which they have responsibility;
- (c) keep order in Church and provide for the due seating of the people and the collection of alms and other offerings;
- (d) ensure adequate provision is made for the proper preservation and safe custody of the Church Registers and all Church plate and other valuables within the Church or Churches for which they have responsibility;
- (e) keep an inventory of all Church goods and movable property belonging to the Church for which they have responsibility;
- (f) report to the Parish Council on:-
 - (i) any expenditure necessary to preserve the fabric of the Church and other buildings and the furniture therein; and
 - (ii) any expenditure necessary to keep the fences and grounds in order;
- (g) report to the Bishop any irregularities in the performance of Divine Service or wilful neglect of duty or serious misconduct or ineffectiveness on the part of the Incumbent;
- (h) attend the Bishop or Archdeacon whenever cited to a visitation;
- (i) see that the accounts of any funds belonging to the Church of which they are Wardens are made up and closed on

the thirty first day of December each year and that an audited statement of such accounts is laid before the Annual General Meeting;

- (j) hand over to their successors the custody of all funds goods and movable property belonging to the Church of which they are Wardens with an inventory thereof;
- (k) report to Parish Council on any expenditure necessary to keep the residence of the clergy of the Parish in good order and repair;

91 *The Secretary of Parish Council*

91.1 The duties of the Secretary of Parish Council shall be:-

- (a) to send notices of meeting to members of the Parish Council;
- (b) to keep minutes of the proceedings of the Parish Council;
- (c) to conduct correspondence on behalf of the Parish Council;
- (d) to prepare in consultation with the Incumbent agenda for meetings;
- (e) to perform such other executive functions as may be assigned by Parish Council; and
- (f) to issue a certificate verifying that the Minutes of any Meeting (Annual General or Special) of Parishioners have been read and confirmed by the Parish Council.

92 *The Treasurer of the Parish Council*

92.1 The duties of the Treasurer of the Parish Council shall be:-

- (a) to record the financial transactions of the Parish Council in such form as shall be determined from time to time by the Bishop-in-Council;
- (b) to present a financial statement to each meeting of the Parish Council;
- (c) to receive and deposit monies on behalf of Parish Council;
- (d) to pay accounts as authorised by the Parish Council;

- (e) to prepare before each Annual General Meeting of Parishioners an audited statement of the Parish Council's financial affairs and to send a copy of such Statement countersigned by the Incumbent and three Wardens forthwith to the Registrar;
- (f) to provide without delay any further Information on the financial affairs of the Parish Council and all Parish Centres and Organisations as may be required by the Registrar;
- (g) to send to the Registrar, at the same time as the statement referred to in sub-clause (e), copies of financial statements of all Centres and Organisations which must have been audited;
- (h) to carry out any other financial functions as may be assigned by the Parish Council; and
- (i) to ensure that the accounts of the Parish and its Organisations are audited at the end of each year.

93 *Voting*

A resolution will be considered passed if a majority of those present vote in favour of the motion with the Chair having a casting vote only.

94 *Contracting*

The Parish is a geographical area and the Parish Council is at law an unincorporated association and its executive committee is consequently not generally able to enter into legally binding contracts. The Incumbent and Churchwardens may enter into contracts on behalf of the Parish and Parish Council. This shall be the standard arrangement for employment contracts. All employment, commercial or financial undertakings must be carefully considered and if necessary the advice of the Diocesan Advocate obtained. Major contracts such as building contracts must, for the protection of the Wardens, Incumbent and Parish Council, be in the name of The Corporate Trustees of the Diocese of Grafton (a legally incorporated body). Contracts entered into by or on behalf of the Churchwardens or Parish Council may be binding upon their successors

in office until such contracts are fully completed or otherwise properly terminated and care should be taken in their execution.

95 Parish Finances

95.1 The Parish shall be responsible for the raising of funds for its work.

95.2 The Parish shall keep its funds at the Grafton Diocese Investment Fund, a bank, building society, or credit union.

95.3 Cheques shall not be drawn unless they bear the signature of at least two persons authorised by the Parish Council.

95.4 No Parish organisation may raise or expend funds for any purpose without permission that may be specific or general, from the Incumbent or Churchwardens, or Parish Council, who shall have consulted on the issue.

95.5 The Incumbent and Churchwardens shall ensure that a record is maintained of the names of persons or Ministry Unit organisations that have received permission to raise or collect funds on behalf of the Church.

95.6 Appropriate authority that complies with relevant State or Federal legislation shall be sought and if required issued to those raising or collecting funds if so required.

95.7 The Parish Council shall, upon such conditions as it deems appropriate, authorise the Treasurer or Incumbent to facilitate the opening and closing of any financial accounts bearing the name of the Parish or its organisations.

95.8 The Treasurer of the Parish shall keep a list of all accounts authorised under the previous clause.

95.9 The Parish Council shall administer its general funds subject to the following obligations and order of priority:

- (a) payment of the stipend, allowances and expenses of the Incumbent and any stipended clergy and any Stipendiary Lay Ministers and the salary, allowances and expenses of any person employed by the Parish;
- (b) payment of all monies due and payable in accordance with or pursuant to a statute of the State or the

Commonwealth or a regulation or a by-law lawfully made thereunder;

- (c) payment of insurances, rates and taxes on all Church Property for which the Parish is responsible;
- (d) payment of the Parish's Pledge to the Diocese;
- (e) payment of any contributions required by Ordinance; and
- (f) payment of any other expenses.

95.10 The Parish shall pay for the Incumbent to attend the Annual Diocesan Clergy Conference and Ministry School and an annual Retreat in accordance with clauses 128.14 and 128.15 of this Ordinance.

95.11 The Parish shall pay for a Minister receiving a stipend, to attend all Clergy Conferences, Ministry Schools and Retreats organised for Ministers by the Bishop or Diocese for Ministers in accordance with clauses 128.14 and 128.15 of this Ordinance.

95.12 The Parish may pay for any other Ministers who hold a licence within the Parish to attend any Clergy Conferences, Ministry Schools and Retreats organised by the Diocese.

95.13 The Parish shall pay to the Diocese any reasonable expenses incurred and requested by the Bishop or Members of the Presentation Board during the course of the meetings of the Presentation Board.

95.14 The Parish will ensure that the accounts of the Parish and its Organisations are audited at the end of each year.

96 Parish Borrowings

96.1A Parish may not borrow any money except with the consent of Bishop-in-Council.

96.2 Should a Parish propose to borrow money the details of the proposal shall be prepared as a notice and displayed in a prominent place in all places of worship used by the Ministry Unit for a period of twenty one (21) days and the attention of the congregation shall be drawn to it. The notice must state:

- (a) the purpose of the loan;
- (b) the amount of the loan;
- (c) the amount of interest and times and manner of payment,

and other such matters as the Incumbent and Parish Council believe to be reasonably relevant

96.3 The notice must state that Parish members may lodge an objection in writing that is signed by the objector(s).

96.4 Within one month of the expiration of the twenty one day period the Parish may make an application to Bishop-in-Council for consent to the loan in the same terms as the notice stated and enclose with the application copies of all objections received. Such application shall be accompanied by a Budget for the Parish for the duration of the loan or for five years, whichever is less.

96.5 The Bishop will certify the decision of Bishop-in-Council to grant the loan in writing specifying:

(a) the purpose of the loan;.

(b) the amount of the loan;

(c) the amount of interest and times and manner of payment, and other such matters as the Bishop, or Bishop-in-Council believe to be reasonably relevant.

96.6 Bishop-in-Council shall not consent to any loan unless it appears prudent, worthwhile and of benefit to the Parish.

97 Building Trust Funds

97.1 Money collected through subscription or raised for the acquisition, erection improvement or addition to lands, buildings or furnishings shall be paid to the Parish Council.

97.2 The Parish Council shall forward the money collected in the above sub-clause to The Corporate Trustees together with an explicit statement of purpose for which the money was collected.

97.3 Should the Parish intend to spend within three months the money raised for the intended purpose then the money may be retained by the Parish.

97.4 If the money raised is not to be used within three months The Corporate Trustees shall invest any money received in a manner allowed by this Ordinance.

- 97.5 The Corporate Trustees shall make a careful record of the type of investment, its appropriateness for short term purposes and the return on investment that may be achieved from such investment.
- 97.6 Any interest accrued shall be added to the capital invested to augment the original funds to the benefit of the Parish.
- 97.7 Once the Parish is ready to commence work with the approval of the Bishop and Diocesan Property Board they may request the release of the funds from The Corporate Trustees.
- 97.8 The Corporate Trustees will after proper request release the funds to the Parish Council for disbursement.
- 97.9 Should the Parish wish to utilise the funds for a purpose other than that designated the procedures laid down by the *Anglican Church of Australia Trust Property Act 1917* must be followed.

98 Centre Meetings

98.1 Centre Meetings may be held subject to the following:

- (a) The members of the congregation of a Centre may hold an Annual Centre Meeting not later than the last day in February in each year but always prior to the Annual General Meeting of the Parish of which the Centre forms part.
- (b) Notice of the time and place of such an Annual Centre Meeting shall be prominently affixed at the entrance to the Parish Church and shall be prominently displayed at the place within the Parish where the congregation so gathers and announced at any times of divine service held at such place, for a period of not less than ten days including two Sundays immediately preceding the day of the Meeting.
- (c) Five Members of the Church of the Centre shall form a quorum.

99 Appointment of Centre Wardens

99.1 At any Annual Centre Meeting there may be chosen, in the manner set out in subclause (b), Centre Wardens.

- (a) They may not be more than two persons, being Parishioners of the Centre and qualified Members of the Church (other than Clergy or Stipendiary Lay Ministers) who shall hold office until the Annual Centre Meeting held the following year, or if no such Annual Centre Meeting is held, until the Annual General Meeting of the Parish held in the year following their appointment.
- (b) The Incumbent may appoint a Rector's Centre Warden and one Centre Warden may be elected by the members of the Church present at the meeting.

100 Business at Annual Centre Meetings

The provisions in this Ordinance referring to the order and conduct of business at the Annual General Meeting of the Parish shall apply to an Annual Centre Meeting to the extent that they may be reasonably applied.

101 Duties of Centre Wardens

101.1 Subject to any express direction of the Churchwardens and Parish Council of the Parish, it shall be the duty of Centre Wardens-

- (a) to assist in the provision and preservation of all things needful for the proper celebration of Divine Service, the administration of the sacraments and the rites of the Church and safekeeping of such Parish records as are kept in the Centre;
- (b) to receive payments in the Centre belonging to the Parish and to convey the same as soon as convenient to the Parish Treasurer provided however that such Centre Wardens may with the prior consent in writing of the Parish Council retain all or any of such payments to be used in accordance with such directions and for such purpose as the Parish Council may from time to time in writing direct;
- (c) to assist in seeing that all persons are placed or seated as conveniently as possible in the Church or place of

worship of the Centre during the celebration of Divine Service; and

- (d) to assist in taking care that order and quiet be preserved in and about the Church or place of worship of the Centre during the celebration of Divine Service.

102 *Building and Licensing of Anglican Places of Worship*

102.1 A Church, Worship Centre or Chapel may only be built following the consent of the Bishop, permission of the Diocesan Property Board in accordance with this Ordinance and approval of the final design plans by the Bishop.

102.2 The Churchwardens or other responsible person(s) connected with the Ministry Unit shall petition the Bishop to license a building as a church or worship centre or Chapel or place of worship when a new building has been erected and furnished to their satisfaction.

102.3 The Incumbent and Churchwardens or Centre Wardens may petition the Bishop to consecrate a Church, Worship Centre or Chapel when there is no outstanding debt that had been incurred from its erection.

103 *Licensing of Non-Anglican Places of Worship*

103.1 Subject to the provisions of Part 7A of the *Anglican Church of Australia Trust Property Act 1917* a Ministry Unit may petition the Bishop to license a building, that is not the property of the Church, as a Worship Centre.

103.2 The grant of such a licence for use may be contingent upon any conditions that the Bishop considers appropriate and subject to any arrangements that have been made with the owner of that property.

103.3 On the grant of such a licence the Ministry Unit seeking the licence shall accept the rights, privileges and responsibilities that such a licensed place may attract under this Ordinance.

104 *Furnishings for Churches and Places of Worship*

104.1 A Parish Church, Worship Centre or Chapel will be considered furnished if it contains the following items:

- (a) a Holy Table with appropriate books, linen and vessels for celebrating Holy Communion;
- (b) a credence table or shelf;
- (c) a font;
- (d) a lectern;
- (e) an inclusive version of the Bible approved by the Bishop;
- (f) a prayer desk and a current authorised prayer book; and
- (g) suitable seating for the worshippers.

The Bishop may in the grant of a Faculty under this sub-clause dispense with the need to provide any of these items as the needs of the place of worship requires.

104.2 A Parish Church or Centre must also contain a vesting area that contains:

- (a) a table;
- (b) a wash basin;
- (c) sufficient cupboards or hanging space;
- (d) appropriate registers and
- (e) a suitable chest or safe to contain the vessels.

The Bishop may in the grant of a Faculty under this sub-clause dispense with the need to provide any of these items or facilities as the needs of the place of worship requires.

105 Maintenance, Alterations and Furnishings of Parish Buildings

105.1 The Wardens of a Parish shall submit a full maintenance report and schedule of maintenance on all Parish Buildings to the Registrar as Secretary of the Diocesan Property Board on an annual basis.

105.2 The Parish Council may form a Building Committee to be responsible for any erection of or material alteration to, a Church or other Parish Building.

105.3 The Parish Council or Building Committee must adhere to the processes of the Diocesan Property Board contained within this Ordinance and which require approval from the Bishop for initial enquiry and approval of the Diocesan Property Board for substantial alteration or

building work. The processes for their approval are contained in the Second Schedule of this Ordinance.

105.4 An application for approval must be accompanied by correctly drawn plans and specifications for any proposed new building as well as an estimated budget based on available quotes.

106 *Faculties for Fabric and Furnishings of a Place of Worship*

106.1 A Faculty must be obtained from the Bishop for any alteration, addition or removal of any part of the fabric of any Church building or the furnishings, fittings or ornaments of a licensed Church, Worship Centre or Chapel.

106.2 The Incumbent and Parish Council must cause to be displayed notices, setting out the full details of any alterations, additions or removals proposed, in a place that is clearly visible to all Parishioners for a period of four (4) weeks.

106.3 Attention must be drawn to the notice during worship services stating that any objections must be lodged in writing and signed by the objector, and forwarded to the Parish Council.

106.4 The Incumbent and Wardens (whether Parish or Centre Wardens) must apply for a Faculty on the prescribed forms as contained in the Diocesan Procedure Manual with a copy of the notice, any objections and a certificate to say that the provisions of this clause have been adhered to.

106.5 The Bishop shall determine whether to issue or not to issue a Faculty.

106.6 The Title Deeds of all church property, including all Parish property, shall be held by The Corporate Trustees of the Diocese of Grafton who may if required use the Deeds as security to raise a mortgage for the purposes of the Parish or other body on whose behalf the deeds are held.

107 *Land and Buildings Owned by The Corporate Trustees*

The Corporate Trustees shall hold the legal estate of any Parish real property as shall be vested in them and preserve the same for the

purpose set forth in the respective instruments and Declarations of Trust, but the care of any Church, Rectory, hall or other Parish property and the management of the affairs thereof shall be exercised by the Parish Council subject nevertheless to the observance of any special trusts affecting such management which shall be in force for the time being and the trusteeship of such sites shall not confer or impose upon The Corporate Trustee any right duty or obligation other than that of permitting the same to be used for the purposes of the Parish. All other rights duties and obligations of ownership shall belong to and rest upon the Parish Council of the Parish which is the beneficial owner of the land or buildings for the time being.

- 108** ***Custody Care and Control of Furniture and Records with Wardens***
Notwithstanding anything to the contrary herein contained, the furniture of every Church and Church books, records, charters, seals, deeds and like legal papers and sacred vessels of every Parish and all other Parish furniture shall be and be deemed to be vested in and be the property of The Corporate Trustees. The custody, care and control of such furniture, books, records , charters, seals, deeds and like legal papers and sacred vessels shall remain with the Wardens of the respective Churches.