

RESPONSIBILITIES OF THE PRIEST-IN-CHARGE

The Priest-in-Charge has a range of duties, responsibilities and accountabilities. Outlined in The Parochial Statute 2017 are the following practical responsibilities relating to the priest's life in the parish. The Licensing Statute 2017 provides further details on the liturgical, worshipping, ministry and pastoral work of the priest. In addition, the Ministry Covenant will provide informed, individualised and parish based expectations of the work and life of the Priest-in-Charge.

The priest must ensure the parish maintains an electoral roll of Voting Parishioners which will be produced if required for inspection by the Bishop or the Archdeacon. A copy of the roll must be provided to the Archdeacon when the parish becomes vacant. The Archdeacon will provide a copy of the roll to the new priest on arrival.

The priest must ensure the recording, in proper registers of all Services, Baptisms, Admissions to Holy Communion, Receptions into the Anglican Communion, Confirmations, Marriages and Burials within the parish is carried out.

The priest, together with the wardens is responsible for the safekeeping of all parochial records, past and present. All such registers must be kept in properly locked, fire-resisting containers.

The priest must ensure all completed registers, together with completed minute books, files of accounts, and service registers are forwarded to the Diocesan office, or make other arrangements to the satisfaction of the Bishop-in-Council. The Bishop or their Delegate may review these arrangements in each parish, and report any inadequacies to the Bishop-in-Council.

The church buildings, the sacred vessels, and all other equipment belonging to the church, shall be at the disposal of the priest for the purposes of their ministry.

The priest has the right to the possession of the keys of the church and all other parish buildings. The priest must allow the wardens and other parish officers, access to the buildings to exercise their responsibilities under this Schedule.

Where there is a house provided by the parish as a residence for the priest, reasonable notice must be given to the priest when wardens require access to carry out their parish responsibilities.

The priest has the direction of all arrangements pertaining to Public Worship unless otherwise specified in the Statutes of the Diocese.

The priest has the direction of all the arrangements for the teaching, preaching, and leading of people to faith in God.

The priest is responsible for all music. The priest has the right to appoint and dismiss all musicians. The priest may appoint a music team leader to select and manage the musicians. Where a team leader is appointed the priest reserves the right to appoint or dismiss individual musicians. No payment to a musician or team leader may be made without the agreement of Parish Council.

The priest is responsible for children and youth ministries of a parish. The priest has the right to appoint and dismiss all children and youth ministry teachers and leaders.

The priest is responsible for the appointment, oversight and dismissal of the bell ringing team and captain where relevant.

All appointments by the priest are subject to the processes of the Oversight Committee and Safe Church.