

## **THE PAROCHIAL STATUTE 2017-2021**

Be it enacted by the Bishop, Clergy and Laity of the Diocese of Bunbury in Synod assembled:

**1.** This Statute shall be known as "The Parochial Statute 2017-2021".

### **2. Repealed Statutes**

- a) The Parochial Statute 1994-2011 is hereby repealed, but such repeal shall not affect any act, deed or thing lawfully done under the Parochial Statute 1994 - 2011 prior to the passing of this Statute.
- b) The Anglican Communities Statute 2014 is hereby repealed, but such repeal shall not affect any act, deed or thing lawfully done under the Anglican Communities Statute 2014 prior to the passing of this Statute.

### **3. Diocese of Bunbury**

- a) The Diocese of Bunbury is a Diocese of the Province of Western Australia having its See in the Province within the State of Western Australia.
- b) The Diocese comprises a number of parishes, minster church parishes, Anglican communities and other church agencies.

### **4. Schedules**

- a) A parish must comply with the requirements as set out in the Schedules of this Statute.
- b) The Parish through the Parish Council may make a request to Bishop-in-Council to vary the requirements of a Schedule to this statute. Bishop-in-Council may grant such a request by resolution. An agreed variation applies only to the parish making the request.
- c) The Bishop-in-Council may amend a Schedule to this Statute by resolution.
- d) Amendments made by Bishop-in-Council to a Schedule are subject to confirmation at the next meeting of Synod.
- e) In the event Synod does not confirm an amendment made by Bishop-in-Council, all actions taken in accordance with the amendment during the period the amendment was in place will be deemed to have been confirmed unless there is a resolution to the contrary.

### **5. Definitions Clause**

- a) Where appropriate, the definitions are included in the Interpretations Statute 2017-2019.
  - (i) Parishioner – a person who regularly attends public worship within the Diocese.

- (ii) Voting Parishioner(s) – A lay person may be enrolled as a Voting Parishioner provided:
  - a) They are a baptised communicant member of the Anglican Church; and
  - b) They have regularly attended public worship during the preceding three months in a parish within the Diocese; and
  - c) They have attained the age of 18 years; and
  - d) They have taken communion in the parish at least three times in the preceding 12 months; and
  - e) They have elected to be on the parish electoral roll of the parish and no other except with the approval of the Bishop; and
  - f) They have completed the Declaration found in Schedule 9 which will be kept on the public register.
- (iii) Members of other Churches
  - a) A lay parishioner who is a baptised and communicant member of another Christian denomination may become a Voting Parishioner provided the other conditions in (ii) b) to e) above are met; and the Bishop gives consent.
  - b) A clergy person whether retired, or with an active or limited licence from another Christian denomination cannot be a Lay Voting Parishioner.

## **6. The Cathedral Parish**

- a) This statute applies to the Cathedral parish except to the extent of any inconsistencies with the Cathedral Statute 2014 which takes priority.

## **7. Creating A New Parish**

- a) All parishes, minsters and communities existing in the Diocese at the time of the passing of this Statute shall be recognised either as a parish, minster or community until such time as the Bishop or Bishop-in-Council determine otherwise.
- b) The Bishop-in-Council may, after consultation, constitute a new parish.
- c) The Bishop may, with the endorsement of Bishop-in-Council, constitute a new parish.
- d) Prior to constituting a new parish Bishop-in-Council must give at least 90 days' notice to the affected parishes inviting responses within 60 days.
- e) The new parish shall be declared under the Bishop's Mandate.

- f) On the creation of a new parish and after the relevant Mandate has been issued, there shall be held a Special Meeting of Parishioners for the purpose of electing the Parish Council, including the appointment and election of wardens, parish councillors and an auditor, all of whom shall hold office until their successors are appointed at the next Annual Meeting of Parishioners.
- g) When an existing parish ceases to exist the Bishop-in-Council will examine the financial position and may allocate its assets and liabilities.
- h) No new parish shall be constituted until the Bishop-in-Council confirms:
  - (i) Financial resources are available to provide for an appropriate Living for the appointment of a priest and all parish operating costs; and
  - (ii) There are sufficient lay leaders and volunteers able to carry out the duties and responsibilities of parish governance.

## **8. Changing the Status held by a Parish, Minster or Community**

- a) The Bishop-in-Council may, after consultation, change the status of a parish, minster or community.
- b) The Bishop may, with the endorsement of Bishop-in-Council, change the status of a parish, minster or community.

## **9. Governance**

- a) The basic unit of the church is the Diocese; and, the one legal entity for the Diocese is The Bunbury Diocesan Trustees.
- b) The Diocese comprises a range of entities, including parishes, minsters and communities together with other diocesan agencies.
- c) Parishes, minsters and communities are established by Statute and have a legal status as parts of the one legal entity.
- d) Parishes, minsters and communities operate under the authority of the Diocese; are governed by Diocesan legislation and are accountable to Synod. Parishes, ministers and communities are not legal entities in their own right.
- e) A parish must operate with a Parish Council, managing its own affairs in accordance with the Statutes of the Diocese.
- f) A community is the responsibility of the Diocese which will provide support and pastoral care as required.

## **10. Anglican Communities**

- a) The governance of an Anglican Community is set out in Schedule 3.
- b) Where appropriate the provisions of Schedule 1 may be used as a guide.

## **11. Parish Council**

- a) All parishes must have a Parish Council.
- b) The Parish Council, in partnership with the Priest-in-Charge, is responsible and accountable for the spiritual, physical, emotional and community life of the parish as set out in the Parish Handbook.
- c) The Parish Council must be in the form outlined in Schedule 1.

## **12. Wardens**

- a) Each parish must have three wardens.
  - (i) The two elected wardens.
  - (ii) The Priest-in-Charge must appoint a warden.
- b) A warden is appointed or elected for a three-year term (three years being the triennium of a Synod).
- c) Each warden may serve as warden for a maximum of six consecutive years, being two terms of three years. No extension beyond this period may occur without the permission of the Bishop.
- d) The responsibilities of wardens are outlined in Schedule 1.

## **13. Parish Committees and Local Committees**

- a) Parish Council may establish Parish Committees as sub-committees of Parish Council for a particular ministry or locality.
- b) Parish Committees must have Terms of Reference agreed to by Parish Council.
- c) The Terms of Reference for Parish Committees are outlined in Schedule 1 and in the Parish Handbook.

## **14. Approval for Positions and Appointments in Parish Governance**

- a) All Church Worker positions within a parish must have a duty statement and job description approved by Parish Council and lodged with Diocesan Office.
- b) The Parish Council, in partnership with the Priest-in-Charge, is responsible for the appointment to all lay positions not otherwise covered in this Statute, the Schedules to this Statute or other Statutes of the Diocese.
- c) For all licenced ministry positions the Bishop's Licence must be granted before the appointment is confirmed or work is commenced.
- d) All paid employment contracts must:
  - a. Follow the form prescribed by the Diocesan office;

- b. Be approved by Parish Council; and
  - c. Be submitted for review and approved by the Diocesan Office;
- before employment commences.
- e) All Church Workers must have clearance from the Safe Church Contact Person as complying with Safe Church requirements.

## **15. Appointment, Performance and Supervision of all Church Workers**

- a) Each Parish Council must establish a Parish Sub-Committee to be known as the Oversight Committee responsible for the oversight of the Appointment, Performance and Supervision of all Church Workers.
- b) The members of the Oversight Committee must include:
  - (i) The Priest-in-Charge;
  - (ii) Two members of Parish Council appointed by Parish Council, one of whom must be a warden; and
  - (iii) The Safe Church Contact Person.
- c) The Oversight Committee must:
  - (i) Ensure there is a duty statement for every Church Worker position within a parish and submit these to Parish Council for approval.
  - (ii) Administer the process for the appointment of Church Workers as outlined in Clause 14 and Schedule 4.
  - (iii) Provide appropriate guidance, training and support to assist all Church Workers to achieve competency and proficiency in their role.
  - (iv) Assess all Church Workers as being competent, proficient or not yet competent in their position in accordance with Schedule 5.
  - (v) In relation to a Church Worker who is assessed as not yet competent, follow the relevant process set out in Schedule 5.
  - (vi) Provide ongoing support to supervisors of Church Workers in accordance with Schedule 5.
  - (vii) Liaise with the Diocesan Office in relation to the appointment, supervision and performance of Church Workers.
  - (viii) Ensure compliance with all Safe Church checks as specified by the Diocese from time to time.

## **16. Safe Church**

- a) All aspects of parochial life must comply with the requirements set by the Bishop-in-Council to enable a safe, healthy, spiritual, pastoral community life in accordance with Schedule 4.

- b) Each parish must have a Safe Church Contact Person.
- c) The Safe Church Contact Person must be licenced by the Bishop and have unanimous support of Parish Council.
- d) Where the Safe Church Contact Person is absent from the parish or the position is vacant the Priest-in-Charge is responsible for the Safe Church Contact Person's role and responsibilities.
- e) The roles and responsibilities of the Safe Church Contact Person are set out in Schedule 4.

#### **17. Meetings of Parishioners**

- a) There are three types of meetings for all Parishioners:
  - (i) Annual Meeting of Parishioners
  - (ii) Information Meeting for Parishioners
  - (iii) Extraordinary Meeting of Parishioners.
- c) There is one type of meeting of Parish Council:
  - (iv) Ordinary Meetings of Parish Council

#### **18. Annual Meeting of Parishioners**

- a) There must be an Annual Meeting of Parishioners held each year before the end of February.
- b) The Annual Meeting of Parishioners may be held in March with special consent from the Bishop.
- c) The Parish Council must nominate the time and place of the meeting. The notice period shall be at least 28 days, including four Sundays. The requirements of such a notice are set out in Schedule 1.
- d) The agenda and business for the Annual Meeting of Parishioners is set out in Schedule 1.
- e) Where no Annual Meeting of Parishioners has been held in accordance with this section or the Annual Meeting of Parishioners fails to elect all officers the Bishop may issue a Mandate directing an Extraordinary Meeting of Parishioners be held at a date of the Bishop's choosing.

#### **19. Information Meeting for Parishioners**

- a) A Parish Council, with the agreement of the Priest-in-Charge, may hold an Information Meeting for Parishioners after giving reasonable notice.

- b) All parishioners may attend and speak at an Information Meeting for Parishioners as appropriate.
- c) No formal motion may be considered at an Information Meeting for Parishioners.

## **20. An Extraordinary Meeting of Parishioners**

- a) An Extraordinary Meeting of Parishioners may be convened at any time by the Priest-in-Charge with the knowledge of the Bishop.
- b) An Extraordinary Meeting of Parishioners must be convened by the Priest-in-Charge at the request of:
  - (i) The Bishop; or
  - (ii) The Archdeacon; or
  - (iii) The wardens; or
  - (iv) A majority of the lay members of the Parish Council; or
  - (v) Any twenty Voting Parishioners (if they present the request to the priest in the form of a signed petition).
- c) The Bishop may disallow a request for an Extraordinary Meeting of Parishioners if in the Bishop's opinion, the business proposed for discussion has already been fully covered by a previous recent Meeting of Parishioners whether Annual or Extraordinary.
- d) The proposed business of the meeting must be set out in any request made under this section.
- e) Notice of an Extraordinary Meeting of parishioners must be given in the same manner as for an Annual Meeting of Parishioners and must contain the business of the meeting. No other business may be considered at the meeting.

## **21. An Ordinary Meeting of Parish Council**

- a) Ordinary Meetings of Parish Council must be held in accordance with Schedule 1.

## **22. Vacancies within Parishes and Temporary Absences of Clergy**

- a) During a vacancy, where there is no Priest-in-Charge, the cost of providing ministry including a temporary or locum priest must be met by the Parish.
- b) During periods when a clergy person is absent from their Parish with approval of the Bishop the cost of providing ministry including a temporary or locum priest must be met by the Parish in addition to the Living due to the absent clergy person.
- c) During periods when a clergy person is absent from their parish with approval of the Bishop and is receiving some or all of their Living from a source other

than the parish the contribution from the parish will be reduced by an equivalent amount.

- d) When a clergy person is absent from their parish or otherwise prevented from exercising their ministry because of sickness or accident they must comply with the Licencing Statute 2017 Schedule 9.
- e) When a clergy person is suspended or stood aside from office by the Bishop, the parish must continue to pay the Living arrangements for the first month, subsequently; the cost of the Living arrangements will be paid by the Diocese in consultation with the parish.

### **23. Locum Clergy Arrangements**

- a) The Bishop, in consultation with the wardens, will determine the extent of the ministry to be provided by a locum. The arrangements required are set out in Schedule 4 of The Licencing Statute 2017.

### **24. Various Provisions**

- a) Any question in dispute as to the interpretation of this Statute and any question in dispute among the priest, the churchwardens, the Parish Council and the parishioners must be referred to the Bishop-in-Council for decision.
- b) In all churches in the Diocese all seating must be free and unappropriated, reasonable provision being made for the clergy, choir, and wardens, and those with particular disabilities. Seats may be reserved for visiting civic dignitaries on particular occasions, those taking a special part in the liturgy of a particular service, and for any group of people desiring to attend Public Worship in a corporate capacity.
- c) Nothing in this Statute shall be interpreted so as to interfere with the rights and powers of the Bishop, who may at the Bishop's discretion, grant dispensations in special cases from the requirements of this Statute. Any such dispensation may be reported to the next session of Synod either by the Bishop or by a member of Synod of the parish concerned.



## **SCHEDULE 1 A PARISH**

### **1. Preamble**

The governance of a parish is established for the care of the people and good stewardship of the assets to facilitate the mission and ministry of the Church.

The key responsibilities of the parish governance are set out in the responsibilities for the Priest-in-Charge, Parish Council, councillors, wardens and other office holders. Good stewardship requires attention to appropriate financial controls and asset management.

The Priest-in-Charge shares responsibility with the wardens for the safe keeping of records.

### **2. Parish Governance**

- a) Each parish must have governance and oversight arrangements including:
  - (i) A Priest-in-Charge with a full or part Living Agreement
  - (ii) Wardens
  - (iii) A Parish Council
  - (iv) A Safe Church Contact Person
  - (v) An Auditor
  - (vi) An Oversight Committee
  
- b) Each parish may in addition have:
  - (i) Assisting clergy
  - (ii) Licenced Lay Ministers
  - (iii) A Treasurer
  - (iv) A Parish Council Secretary
  - (v) A Mission Secretary
  - (vi) Sub-committees including Local Committees

### **3. Responsibilities of the Priest-in-Charge**

- a) 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.
  
- b) 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.

- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) The priest has the direction of all arrangements pertaining to Public Worship unless otherwise specified in the Statutes of the Diocese.
- i) 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.
- j) 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.
- k) The priest is responsible for the appointment, oversight and dismissal of the bell ringing team and captain where relevant.
- l) All appointments by the priest are subject to the processes of the Oversight Committee and Safe Church.

#### **4. Parish Council Membership**

- a) The Parish Council consists of:
  - (i) The Priest-in-Charge.
  - (ii) Assisting clergy holding the Bishop's Licence with full voting rights.
  - (iii) Three wardens, one of whom must be appointed by the priest and two must be elected.

- (iv) A maximum of six councillors two of whom must be appointed by the priest and four must be elected each year.
- (v) A variation to the number of councillors may be requested by application to the Bishop-in-Council before the end of the calendar year prior to the Annual Meeting of Parishioners. Such variations must maintain the ratio of appointed and elected councillors (1:2).
- (vi) With the consent of the Bishop, where an Anglican School is located within a parish's boundaries, the Parish Council may choose to invite the School Principal to join the Parish Council in a reciprocal arrangement where the School Principal is a Voting Parishioner.

## **5. Eligibility for Parish Councillors**

- a) All councillors must be Voting Parishioners.
- b) All councillors are elected or appointed on an annual basis.
- c) No councillor may appoint a proxy.
- d) All councillors and other officers serve for a maximum of six consecutive years on Parish Council. Those wishing to continue in office must take a break of at least one year from Parish Council before standing for election again. This rule may be waived by the Bishop at the request of the Parish Council and for good reason.
- e) No person holding any post of emolument from the parish shall be eligible for the offices of parish councillor. This rule may be waived by the Bishop at the request of the Parish Council and for good reason.
- f) Any warden or parish councillor being under contract to perform any work for the parish shall declare their interest and have no vote in related matters.

## **6. Eligibility for Office of Warden**

- a) All wardens must meet the eligibility criteria for parish councillor and in addition:
  - (i) Have been a member of the Parish Council in the parish for at least twelve months prior to being appointed or elected as warden. The Bishop may vary this requirement with advice to Parish Council.
  - (ii) A warden is appointed for a term of three years; and, subject to the provisions of this Statute, may be reappointed.
  - (iii) A warden may not be a spouse of the Priest-in-Charge.

## **7. Eligibility for Office of Synod Representative**

- a) All Synod representatives must meet the eligibility criteria for parish councillor and in addition:

- (i) The requirements as set out in the Synod Election Statute; and be confirmed.
- (ii) A Synod representative is not, by virtue of office, a member of Parish Council.
- (iii) A Synod representative who is also elected or appointed as a parish councillor or warden, is a member of Parish Council.
- (iv) A Synod representative is appointed for a term of three years, to match the triennium of the Synod; and, subject to the provisions of this Statute, may be reappointed.

## **8. Meetings of Parish Council**

- a) An Ordinary Meeting of Parish Council must be held within one calendar month following the Annual Meeting of Parishioners and monthly thereafter, if possible, and not less than quarterly.
- b) At least five business days' notice of all meetings must be given to every member by the parish council secretary.
- c) Notice may be given by electronic means. Where a member cannot access information electronically, appropriate arrangements must be made.
- d) Resolutions may be decided by electronic means provided the parish council has agreed a policy for motions to be considered electronically. Any member may object to electronic consideration, whereby the matter will be considered at the next Parish Council meeting.
- e) Annually at its first meeting, the Parish Council must elect a secretary who shall be a Voting Parishioner. If the secretary is not a member of the Parish Council, they shall have no vote. If no parish secretary is elected, the Parish Council must nominate a member who will receive correspondence from the Diocese.
- f) The names of all those elected to Parish Council and holding office to be provided in the Annual Parochial Return to the Office of the Diocesan Secretary within one week of the election.
- g) The Annual Audited Accounts for the parish including those of additional centres to be provided to the Diocesan Office in the approved format within 30 days of the Annual Meeting of Parishioners being held,
- h) No licenced clergy person is eligible for the office of Secretary or Treasurer of Parish Council or of any parish sub-committee.
- i) The agenda for the next Parish Council meeting including the major matters for discussion must be provided to parishioners prior to the meeting.
- j) All resolutions of Parish Council must be reported to the parish within one week of the meeting being held and all resolutions in the year are reported to the Annual Meeting of Parishioners.

- k) Where a parishioner makes written application, the Parish Council must enable that person to be present as an observer for the general discussion for the matter of concern. The parishioner is encouraged to make a written statement for Parish Council's consideration on the matter. No decision may be made by Parish Council in open session.

## **9. Responsibilities of Parish Councillors**

Each parish councillor is accountable to the Priest-in-Charge, the parish community and the Diocese. The responsibilities of parish councillors include:

- a) Be an active participant in the mission of God's church.
- b) Help forward in every way possible the spiritual and evangelistic work of the Kingdom of God in the parish.
- c) Encourage and support the clergy, and with them to provide for the pastoral care of parishioners and also those outside the worshipping community.
- d) Participate in and lead the establishment and sustaining of a Safe Church environment, participating in the current training requirements of the Diocese, understanding and being committed to the expectations, and providing encouragement, support and direction for Safe Church commitments.
- e) Devise and authorise works and measures for the welfare of the parish.
- f) Demonstrate leadership and commitment to Safe Church requirements for the benefit and wellbeing of the parish and wider community.
- g) Consider all contracts and works recommended to them and at their own discretion to vote the sums of money required to carry them out.
- h) Authorise means whereby all parish assets, buildings, furniture, equipment and property be kept in order and adequately insured against loss or damage by fire, storm or tempest or other risks as advised by the Diocese.
- i) Provide for the purchase of all things needed for Public Worship.
- j) Control all expenditure of the funds of the parish and to vote the necessary money for the payment and the provision of a Living or part Living as appropriate.
- k) Endorse a budget for the ensuing year for presentation at the Annual Meeting of Parishioners.
- l) Ensure the audit is conducted and prepared in line with Diocesan requirements. Parish councillors unable to complete this step must forward the necessary material to the Diocese to undertake this obligation for a fee.
- m) Table at the Annual Meeting of Parishioners the resolutions of each meeting in the previous year.

- n) Ensure a report of the resolutions agreed at a meeting is published within one week of that meeting being held.
- o) Elect a Parish Council secretary.
- p) Nominate to the Bishop a Safe Church Contact Person for licencing.
- q) Appoint, where desired, a parish treasurer who shall be a lay parishioner.
- r) Appoint two councillors to attend Deanery meetings if required.
- s) Approve all positions and appointments in the parish.
- t) Advise on all matters referred to them by the Bishop-in-Council or the Diocesan Trustees.
- u) Engage with the Bishop-in-Council or Diocesan Trustees where appropriate, by means of Resolution, Petition or Enquiry.
- v) Generally, to assist in the accommodation of the worshippers in the church, the collection of alms, and the provision of regular payments of the Living, Diocesan Assessments, and other Statutory Fees of the Diocese.

#### **10. Responsibilities of a Warden**

The wardens' responsibilities, in addition to those of parish councillor, include:

- a) Offering friendship and support to the clergy of the parish.
- b) Serving the Parish Council in the fulfilment of the council's responsibilities and duties.
- c) Ensuring the Parish Council provides Bread and Wine for Holy Communion and procures all things necessary for Public Worship.
- d) Preserving order in the church, churchyard and grounds, and ensuring the Parish Council takes all practicable steps to accommodate the worshippers in the church.
- e) Ensuring the preservation with all due care of the church assets, church furniture and ornaments, and all other parish buildings and reporting to Parish Council any deficiencies in these matters.
- f) Ensuring such property is kept sufficiently insured and reporting to the Parish Council any deficiencies in these matters and liaising with the Diocese as required.
- g) Administering the financial arrangements of the parish, including but not limited to:
  - (i) Arranging for the collection of the offerings in the local church, to see a record is kept of all amounts collected; and to see all special collections

are applied promptly to their specified purposes. The Service Register shall record all such collections and offerings.

- (ii) Ensuring the local contributions to Stipend and Diocesan Assessment are remitted to the Diocesan Secretary by the tenth (10<sup>th</sup>) day of each month.
  - (iii) Either by themselves or through a Treasurer, appointed by Parish Council as their agent, to open and maintain such bank accounts as shall be necessary for the convenient handling of Parochial Funds and other Funds in transit through Parochial Accounts.
- h) Ensuring such bank accounts must be in the name of the Anglican Parish of ..... and must be managed as their responsibility as a warden.
  - i) Ensuring all bank accounts are operated only by such person or persons as the parish council appoints.
  - j) Ensuring all monies received by the wardens or those whom they appoint must be paid into their official bank accounts within seven (7) days of receipt.
  - k) Ensuring all monies received by the wardens or those they appoint, disburse the same under the authority of the Parish Council, and must furnish to the Parish Council at each meeting statements of all sums received and disbursed.
  - l) Ensuring the Parish Council remits to the Diocesan Trustees, as the only body in the Diocese authorised to hold Trust Funds for parochial or other ecclesiastical purposes and Special Funds donated for specified purposes, all such Trust or Special Purpose Funds as may be, or may come into, their possession.
  - m) Ensuring the approval of Trustees before any monies are to be borrowed for any purpose. Such borrowings are made by the Diocesan Trustees only.
  - n) Ensuring the accounts are made up and closed on the thirty-first (31<sup>st</sup>) day of December each year, and that a duly audited statement of accounts be laid before the next Annual Meeting of Parishioners, and forwarding promptly a copy of the audited statement of accounts to the Diocesan Secretary by a date determined by the Trustees.
  - o) Ensuring the audited statement of accounts is provided in a format determined by the Trustees and to include all parish centres in one set of accounts.
  - p) Attending the Bishop or Archdeacon whenever required.
  - q) Ensuring minutes are kept of all Meetings of Parishioners and Parish Council.
  - r) Ensuring an Inventory of all church capital equipment and other moveable properties is kept.
  - s) Handing over to their successors, the custody of all such equipment and properties and their inventories, and all monies in hand and all other documentation pertaining to their role as warden.

- t) Reporting to the Diocesan Trustees if a rectory ceases to be occupied.
- u) Ensuring no person officiates as a priest without the Licence of the Bishop of this Diocese to do so, and consulting with the Bishop or Archdeacon if any person offers to officiate as a priest but is unable to produce the Bishop's Licence.
- v) Ensuring all employment contracts are signed by the Diocesan Secretary with supporting paperwork.
- w) The wardens are to act as Nominators when there is a clergy vacancy for the parish.

#### **11. Establishment of Sub-Committees**

- a) A priest, warden or Parish Council may propose the establishment of a sub-committee.
- b) All sub-committees are appointed by the Parish Council, on the basis of a majority vote, including the Priest.
- c) Where a parish sub-committee is established, the Parish Council will appoint a delegate to take responsibility for chairing the parish sub-committee and reporting back to the Parish Council.
- d) The role of a sub-committee is to consider and report on matters referred to them.
- e) The specific Terms of Reference and Delegations of Authority must be based upon the standard Terms of Reference and Delegations of Authority contained in the Parish Handbook.
- f) The specific Terms of Reference and Delegations of Authority must be approved by Parish Council.
- g) All Delegations of Authority and Limitations are to be reviewed on an annual basis at the first meeting of the Parish Council after each Annual Meeting of Parishioners.
- h) All sub-committees must have a specified term of operation. This period must not exceed three years.
- i) A Parish Council may re-establish a sub-committee for a further term if required, or for a lesser period.
- j) The Parish Council may resolve to wind up a sub-committee after meeting with the sub-committee.
- k) The Parish Council must give one month's notice in writing of the winding up of the sub-committee.



- l) The Parish Council must establish an Oversight Committee in accordance with Section 15 a) of The Licencing Statute 2017.
- m) Sub-committees may include a Finance sub-committee, a Local Committee for another parish centre, an Op Shop committee, and other Mission work.

## **12. Annual Meeting of Parishioners**

- a) Each Parish Council must hold an Annual Meeting each year.
- b) The Parish Council must nominate the time and place of the meeting.
- c) The Parish Council must publish the time and place of the meeting at least four (4) weeks prior to the meeting, including four (4) Sundays.
- d) The Parish Council must publish the notice of the meeting shall be given at all public services of the church; and
- e) In writing on the church notice board at least 28 clear days before the meeting.
- f) Only Voting Parishioners as defined in the Interpretation Statute 2017 shall be qualified to vote.
- g) Nominations must close two weeks before the Annual Meeting of Parishioners.
- h) All those nominated must be in writing on the prescribed form and be handed either to the priest or wardens before the set closing date.
- i) All those nominating must be confirmed as eligible to stand and confirmed as eligible by the Safe Church Contact Person as having completed all the Safe Church requirements.
- j) The names of those nominated must be published and available at all the Services on the Sunday prior to the Annual Meeting of Parishioners, so parishioners can pray, seeking the mind of the Lord.
- k) If a parish fails to arrange an Annual Meeting of Parishioners, or an Annual Meeting of Parishioners fails to elect all officers the Bishop may issue a Mandate directing an Extraordinary Meeting of Parishioners be held at a date of the Bishop's choosing.
- l) The agenda for such a meeting shall be that as laid down in Clause 13.
- m) If any parochial office is not filled, the Bishop-in-Council may make appointments to such offices.

## **13. The Agenda of an Annual Meeting of Parishioners**

- a) Opening Prayer
- b) The definition of a Voting Parishioner (The Interpretation Statute) must be read.

- c) Only those Voting Parishioners who are present may vote on resolutions at the Annual Meeting of Parishioners.
- d) In the matter of elections to positions, a person who is a Voting Parishioner may submit a vote in writing as authorised in the week prior to the Annual Meeting of Parishioners.
- e) All Voting Parishioners must complete the Declaration in Schedule 9. Only those who have signed and meet the eligibility requirements may vote.
- f) The minutes of the preceding Annual Meeting of Parishioners and of any Extraordinary Meetings of Parishioners shall be read and confirmed.
- g) Reports, as determined by Parish Council and provided to the Parish Council at the meeting before the Annual Meeting of Parishioners shall be presented two weeks before the Annual Meeting of Parishioners, to enable informed voting to take place, and must include reports from:
  - (i) The priest or the person licenced by the Bishop to be in charge
  - (ii) The wardens
  - (iii) Parish Council
  - (iv) Synod Representatives
- h) A statement of the Insurance Policies held by the parish and of their respective values must be included in the wardens' report.
- i) A Memorandum shall be circulated or statement made by a warden to remind parishioners of the arrangements under which bequests or special gifts may be made to the Diocese or parish. This must be in the form set out in the Parish Handbook.
- j) The wardens, or the treasurer, shall present the financial statements required by this Statute, and the budget approved by the Parish Council for the following year. The Financial statements must be received and the budget approved by the meeting.
- k) The priest appointed by the Bishop, or the Bishop (during a vacancy or the Bishop's Delegate) shall appoint a warden and two parish councillors.
- l) Elections must be held.
- m) Any other business for which proper notice has been given is considered.

#### **14. The Positions to be Elected**

- a) The elections shall take place for the following positions:
  - (i) Two wardens.

- (ii) Two Synod representatives, provided the Bishop's Mandate has been received (two alternate synod representatives must be appointed by parish council from among the elected members of Parish Council.)
- (iii) An auditor who must not be a councillor
- (iv) Four parish councillors

## **15. Method of Election for Position**

- a) Ballot papers on the approved Form will be made available for the election process including all nominees and positions.
- b) Appointments will be made by simple majority. A parish may apply to Bishop-in-Council to vary this requirement. (For example, all appointments must receive two thirds of the votes cast).
- c) The Electoral Roll closes four weeks before the Annual Meeting of Parishioners is held.
- d) The electoral roll must be reviewed annually or more frequently as required by the Wardens and reported to Parish Council to ensure currency of membership details before closing the Roll four weeks before the Annual Meeting of Parishioners. The Roll is re-opened once the voting is completed and the Annual Meeting of Parishioners is concluded for the year.
- e) All voting in elections must be by secret ballot.
- f) A secret ballot is held for all positions, whether there are too few nominations for the vacant positions, the exact number of nominees or too many nominees.
- g) Six weeks prior to the Annual Meeting of Parishioners the wardens will declare the positions open and ask for nominations, which will close two weeks before the Annual Meeting of Parishioners.
- h) All nominations must be submitted on the required Form in Schedule 6 signed by a Nominator and a Secunder who are Voting Parishioners and the nomination agreed by the person nominated.
- i) A minimum of two scrutineers or more as required must be appointed by the Chair and will attend all services at all the centres the week before the Annual Meeting of Parishioners and the day of the Annual Meeting of Parishioners.
- j) Only those whose names appear on the parish Electoral Roll and meet the eligibility requirements of a Voting Parishioner may vote.
- k) The Scrutineers must hand out ballot papers on the day of the Annual Meeting of Parishioners or the Sunday before, which are certified and signed by the Scrutineers for registered Voting Parishioners.
- l) Ballot papers may be completed and submitted in a secure ballot box, on the Sunday before or on the day of the Annual Meeting of Parishioners. Voting will

close at the time the Annual Meeting of Parishioners is to commence and the priest calls the meeting to order and opens with prayer.

- m) Votes will be tallied by the scrutineers and the successful candidates announced at the annual meeting.
- n) No candidates can be elected without receiving a minimum of 50% of the votes.
- o) There must be a ballot for every elected position.
- p) Where a person is nominated as a warden and as a councillor, they may be voted for in both capacities. If voted as a warden and a councillor, the councillor position will be passed to the candidate with the next highest vote.
- q) The chairperson shall ensure all voting papers are destroyed at the end of the meeting.

## **16. Chairperson**

- a) The Priest-in-Charge must normally convene and chair all meetings of parishioners and the Parish Council. Any variations must be advised to the Bishop.
- b) Should the Priest-in-Charge be unable to attend, the priest may nominate a person to act in their absence. If unable to do so, members of Parish Council must elect a parish councillor to act as chair.
- c) The Priest-in-Charge may, in consultation with the wardens, nominate a lay chairperson for all meetings or for a particular meeting, irrespective of the presence or absence of the priest.
- d) If there is no Priest-in-Charge, the Bishop or some person nominated by the Bishop must have all the rights and duties of chairperson of all meetings in both categories.
- e) The chairperson at any meeting must have a deliberative vote only, and any question where voting is equal, it shall be decided in the negative.
- f) The chairperson of Annual Meetings of Parishioners or Extraordinary Meetings of Parishioners shall within 30 days of the meeting, forward to the Diocesan Secretary the names of the officers appointed and elected together with the Declarations duly made and signed by them.
- g) Meetings of parishioners may by resolution make recommendations to the priest or to the wardens, or to the Parish Council, and may address petitions and enquiries to the Bishop, to the Bishop-in-Council, and to the Trustees, but resolutions of meetings of parishioners cannot give executive instructions.

## **17. Quorum**

- a) The first meeting of a newly elected Parish Council may determine its own quorum, but it must never be less than one half of the total membership plus one, and include one warden.

## **18. Offices in a Parish**

### **18.1 Elected by Annual Meeting of Parishioners**

- a) Two wardens, with the wardens also holding the role of parish nominator
- b) Four parish councillors
- c) Two Synod Representatives
- d) Auditor

### **18.2 Elected by Parish Council**

- e) Parish Council secretary
- f) Safe Church Contact Person
- g) Treasurer
- h) Mission secretary
- i) Other ministry leadership roles as determined by Parish Council and reviewed annually
- j) Parish sub-committee members

### **18.3 Appointed by the Priest-in-Charge**

- k) One warden
- l) Two parish councillors

## **19. Tenure of Offices and Vacancies**

- a) All parish councillors including wardens, may serve a maximum of six consecutive years before a break of at least one year from Parish Council before standing for election or being appointed again.
- b) No extension beyond this period can occur without the permission of the Bishop for a specific reason.
- c) The wardens are also the Nominators when appointing a new priest.
- d) Parish Council secretary is nominated each year, for one year.
- e) Safe Church Contact Person, treasurer and auditor are not limited in the period of consecutive years of service.
- f) Wardens, parish councillors, auditors and members of committees must continue in office until their successors have been appointed except as provided.

- g) The office of any warden, parish councillor or member of a committee must become vacant by:
  - (i) ceasing to hold the qualifications of a Voting Parishioner; or
  - (ii) failure to attend three successive monthly or two successive quarterly meetings of the parish council or sub-committee concerned (unless granted leave of absence); or
  - (iii) deposition by competent authority; or
  - (iv) resignation in writing to the priest; or
  - (v) following an assessment in accordance with Schedule 5 Church Worker Performance – Sharing Ministry within a parish.
  - (vi) failure to comply with Good Conduct and Competency expectations, See Schedule 5.
- h) The Priest-in-Charge has the right to appoint and conclude the term of a warden or parish councillor appointed by the priest.
- i) The Priest-in-Charge must give notice in writing of such a decision and must advise the Bishop.
- j) The Priest-in-Charge is not required to state publicly the reasons for such a decision.
- k) All other vacancies of parish offices shall be filled by replacements appointed by the Parish Council. The chairperson must notify any such appointments to the Diocesan Secretary within 30 days of appointment.
- l) During any interregnum the warden appointed by the previous Priest-in-Charge remains in office. Where the appointed warden's term expires during a period of interregnum the Bishop will appoint a warden. This appointment will lapse after three years or 12 months after the commencement of a new Priest-in-Charge, whichever is sooner

## **20. Roles of Treasurer and Auditor**

- a) The Treasurer is appointed by the Parish Council. See Clause 9 (q).
- b) The Auditor is appointed by the Annual Meeting of Parishioners following the recommendation from Parish Council.
- c) The auditor shall have right of access to all relevant records, and shall be supplied by the priest, wardens, councillors, committee members of all parish sub-committees with such information as shall be required to enable the audit to be done with reasonable care and diligence.
- d) It is the duty of a parish auditor to:
  - (i) Examine the accounts of a parish with a view to ascertaining that the books have been properly kept and they record accurately all the

receipts and payments of the parish financial year under review and a statement of assets.

- (ii) Ensure the audit is conducted and prepared in line with Diocesan requirements.
  - (iii) Report to the Annual Meeting of Parishioners any expenditure or transaction of an irregular nature.
  - (iv) Certify, when satisfied, the accuracy of the financial statements to be presented to the Annual Meeting of Parishioners.
- e) To verify the existence of assets of the parish (other than those held by the Diocesan Trustees) and to see they are in safe custody and under proper control.

## **21. Establishment of Sub-Committees**

- a) See Clause 11.

## **22. Local Parish Committees**

- a) Where there is more than one centre in the parish, the Parish Council is encouraged to establish as a sub-committee a local parish committee to attend to the matters so the Parish Council is not encumbered with local matters unless they impact upon the parish as a whole.
- b) This delegation of authority is laid out in the Terms of Reference provided to the local parish committee by the Parish Council and reviewed annually at the first meeting after the Annual Meeting of Parishioners. Model Terms of Reference are included in the Parish Handbook.
- c) All local parish committees shall consist of:
  - (i) The Priest-in-Charge or their nominated representative
  - (ii) Six parishioners who attend at that centre, having met the requirements of a Voting Parishioner (Interpretation Statute) and of whom four were elected at the Annual Meeting of Parishioners in that centre and of whom two such parishioners are appointed by the Priest-in-Charge.
  - (iii) A delegate appointed by the Parish Council may attend any meetings of the local parish committee and share in the deliberations and may vote. They shall represent the congregation on Parish Council when required.
  - (iv) Assisting clergy may be members of the local parish committee at the discretion of the Priest-in-Charge, and may be the chairperson if so nominated by the priest. They must represent the congregation on Parish Council when required.
  - (v) A local parish committee member may not hold more than one position on the committee at any one time unless approved by Parish Council.
  - (vi) The priest or some person appointed by the Priest-in-Charge shall be the chairperson of the local parish committee.

- (vii) The local parish committee shall meet at least four times a year.
  - (viii) A quorum shall be formed by half of its members plus one.
  - (ix) A local sub-committee must have an annual meeting at a time set by the Parish Council which must follow the agenda set by Parish Council.
  - (x) Members of local parish committees shall make and sign the Declaration required of all church officers (see Schedule 9).
- d) The responsibilities of a local parish committee are to:
- (i) Maintain and set forward the work of the church in line with the Terms of Reference provided by the Parish Council.
  - (ii) Appoint a secretary and where considered necessary, a treasurer and to present to the Parish Council annually as set out in the Terms of Reference (as soon as possible after the end of the Parochial Financial Year, a statement of the receipts and payments for the year, which must be provided in a manner set out by the Diocese and be included in the financial statement of the whole parish.
  - (iii) Pay as a first charge upon all monies raised by the centre, such parochial dues and insurance premiums as shall have been decided by Parish Council.

### **23. Faculties and Asset Management**

- a) All property of the parish belongs to and is owned by the Bunbury Diocese through the Bunbury Diocesan Trustees.
- b) No legal documents, contracts, agreements, Shire applications, Grant applications or financial borrowings, mortgages or loans can be entered into by the parish. These can only be entered into by the Diocese.
- c) No sale or leasing of church property can be made without the approval of the Trustees.
- d) No structural alterations affecting the stability or general plan of the church or any other parochial building and no addition thereto nor any erection, renewal, alteration, addition to, or removal of, memorials, ornaments, furniture or fittings of the church shall be made without the consent of the Parish Council, the wardens, the priest, the Diocesan Trustees and the Bishop.
- e) When applying for the consent of the Bishop and Trustees, the priest and the wardens shall lodge with the Diocesan Secretary for filing at Church office a copy of the 'Faculty', the application form which provides for and requires the presentation of the plan and specifications of every building to be erected and of every alteration or addition to be made to existing structures, and / or a detailed description together with sketches or photographs, or any memorial, ornaments, furniture, or fittings or major flora to be added to or removed.
- f) Accompanying every application there must be a statement of costs and how these will be met.



- g) Thirty clear days before application for permission is made, an exact copy of the proposed application shall be affixed in clear view of parishioners at or near the normal main entrance to the parish church.
- h) Objections or amendments to the proposed application shall be lodged with the wardens at any time during the thirty days and all such shall be considered by the parish council before the application is lodged. Details of all objections shall accompany the application.

**24. Insurances**

- a) Insurances and details of insurances carried by the Diocese are included in the most recent Parish Handbook.

**25. Employment of Church Workers**

- a) See Schedule 4 Safe Church; and, Schedule 5 Church Worker Employment and Performance – Sharing Ministry in the Parish.
- b) The wardens, together with the Priest-in-Charge and the Oversight Committee appoint, review and dismiss all employees and Church Workers after consulting with the Diocese and confirming the process and receiving approval for the appointment, review and dismissal of employees before these steps are taken.
- c) The Trustees of the Diocese are the legal employers of all employees and no employment or dismissal can occur without the explicit approval of the Trustees.

## **SCHEDULE 2 A MINSTER PARISH**

### **1. Minster Governance**

- a) For all aspects of minster parish governance, it is the same as for a parish. See Schedule 1.
- b) Each minster must have a ministry team, led by a Priest-in-Charge, and including assisting clergy, deacons and lay members.
- c) Each minster must have lay leadership comprising wardens, parish councillors and other nominated roles and the offices filled.
- d) Where a minster agreement is in place, the Priest-in-Charge of the minster parish may appoint an assisting clergy person to take on the responsibility for chairing the Parish Council of the supported parish, or a local parish committee if at a second centre within a parish.
- e) The Parish Handbook provides definitions and greater detail of the ministry of a Minster.

### **SCHEDULE 3 ANGLICAN COMMUNITIES**

#### **1. Anglican Communities**

- a) Where a parish desires to continue to function as a place of worship and ministry, but is unable to meet the Diocesan requirements of a parish, it may make application to be recognised as an Anglican community.
- b) The Parish Council must apply in writing to the Bishop-in-Council requesting this change of status.
- c) In considering the application, the Bishop-in-Council must ensure a sustainable ministry takes place in that part of the Diocese and all Safe Church obligations, responsibilities and accountabilities will be met.
- d) In considering sustainability, the local members of the community must be able to fund the regular maintenance of the worship building, its insurance and the monthly attendance of a priest and all associated costs of worship services for at least three years.
- e) In general, the Bishop-in-Council will not grant the application where the people are able easily to draw upon ministry services from another Anglican parish.
- f) A review of parish properties and buildings will be undertaken by Bishop-in-Council and the Diocese will take responsibility for all assets, property and buildings other than those required for worship.
- g) All Anglican Communities come under the direct authority of the Bishop of the Diocese, with a Bishop's Delegate having priestly oversight.

- h) Anglican Communities may send non-voting observers to Synod, unless otherwise determined by the Bishop.

## **2. Meetings of Anglican Community Members**

- a) When approval is given by the Bishop-in-Council for the establishment of an Anglican community, a Special Meeting of Members will be held to elect the Anglican Community Council.
- b) Ten days' notice will be given to Members for the meeting and the Bishop's appointed Delegate will chair this meeting.

## **3. Definitions**

- a) An Anglican Community Member is a parishioner who attends public worship in an Anglican community building; and, who contributes to the life of the Anglican community.
- b) An Anglican Community Office Holder must meet the requirements of a Voting Parishioner.

## **4. The Agenda of an Annual Meeting of Community Members**

- a) Opening Prayer
- b) The definition of an Anglican Community Member shall be read (Interpretation Statute 2017).
- c) All Members must sign the Declaration in Schedule 9; only those who have signed, met the eligibility requirements and are present, may vote.
- d) The minutes of the preceding Annual Meeting of Members and of any Extraordinary Meetings of Members shall be read and confirmed.
- e) Reports to be presented must include reports from:
  - a. The Bishop's Delegate
  - b. The wardens
- f) The wardens must present the financial statements required by this Statute, and propose a budget for the following year.
- g) The meeting must accept the financial report and the proposed budget.
- h) Elections must be held.
- i) Any other business for which proper notice has been given.

## **5. Appointments**

- a) The Bishop shall appoint a clergy person as the Bishop's Delegate.
- b) The Bishop shall appoint a lay person as warden.

## **6. Elections**

- a) Positions for Election:
  - (i) One Warden; and
  - (ii) Up to three other Members
- b) All Voting must be by secret ballot.
- c) Only Members of the Anglican Community may vote.
- d) The Bishop's Delegate will act as Scrutineer.
- e) Those elected form the Anglican Community Council

## **7. Anglican Community Council**

- a) Each community will have an Anglican Community Council which will be elected at the Annual Meeting of Members. The Anglican Community Council will be chaired by the warden. The Anglican Community Council shall consist of the following:
  - (i) The wardens
  - (ii) A maximum of three elected members.
- b) The Bishop's Delegate may attend and participate in any Anglican Community Council meeting.
- c) The Warden or other Council Member may undertake the role of Secretary or Treasurer.
- d) The Council may appoint a Secretary or Treasurer.
- e) All those elected must meet the requirements of a "community member".
- f) No councillor may appoint a proxy.
- g) No resolution may be passed by one person alone.
- h) The Community Council must ensure the appropriate handling of all finances; and provide an authorised set of financial statements to the Diocese within thirty days of the Annual Meeting of Community Members.

- i) The Council is responsible for the regular maintenance and insurance of the worship building within Diocesan guidelines.
- j) All buildings still in their care are to be insured through the Diocesan Insurers, with the wardens being responsible for the management and administration of the buildings.
- k) A register of services will be kept by the wardens, and each year the Diocesan Annual Returns will be completed and submitted by the warden to the Diocesan Office.
- l) A bank account must be opened in the name of the "..... Anglican Community" with any two Community Council Members to sign.
- m) Each Anglican Community must have effective financial controls. If no Community Member can manage the financial requirements, then arrangements must be made with the Diocesan Office for the accounts to be managed by the Diocese. A charge may be made for this service.
- n) A financial report must be completed at the end of each calendar year and reported to the Annual Meeting of Community Members.
- o) A financial budget for the coming year, will be drawn up and presented to the Annual Meeting of Community Members for approval.

## **8. Sunday Worship**

- a) The Eucharist will be celebrated monthly, with arrangements determined by the Bishop; the Clergy service fee being paid by the Anglican Community. A warden will be responsible for working with the Bishop's Delegate in arranging the service roster.
- b) Where services are held on more than one Sunday each month, the Anglican Community may apply to have Licensed Lay Ministers approved by the Bishop. These will not be licensed to hold "Public Worship with extended Communion" services. They will be licensed to lead "Morning and Evening Prayer or Prayer Praise and Proclamation" services only.

## **9. Alterations and Additions to Buildings**

- a) The requirements for such changes to any building or property will be the same as those set out for parishes in Schedule 1.

## **10. Wind up clause**

- a) If for any reason an Anglican Community is unable to meet the requirements of this Statute, following a Special Meeting of the Community Members, the Bishop will be advised of the situation.

- b) The Bishop will refer the matter to the Bishop-in-Council for a decision about the future of ministry in this area.

## **SCHEDULE 4 SAFE CHURCH**

### **1. Safe Church**

- a) The Diocese of Bunbury is committed to providing a safe, helpful, healthy, pastoral and spiritual working environment for all attending, participating, supervising or leading in a parish or community.
- b) The Diocese is committed to providing feedback and consistent support for everyone in leadership and for those working in supporting roles.
- c) A Priest-in-Charge and all those in leadership roles have a duty of care for those within the parish and Diocese, as church workers and parishioners. They have a responsibility to ensure a safe environment for everyone.
- d) A Safe Church Contact Person is a person appointed by the parish and licenced by the Bishop to coordinate Safe Church matters within a parish.
- e) If no Safe Church Contact Person has been appointed and licensed, the priest with the pastoral oversight is required to hold this position.
- f) A Safe Church Contact person is nominated and endorsed by the unanimous support of the parish council and the priest.
- g) All those holding leadership positions are required to provide and maintain the following:
  - (i) Attendance in the parish and at church for a minimum of one year before being appointed.
  - (ii) A satisfactorily completed a volunteer Church Worker form as assessed by the Diocese; or where required due to the position held or the specific nature of the work of the volunteer, the Safe Ministry to Children Forms.
  - (iii) A valid, satisfactory Volunteers National Police Clearance Certification Form that is not less than two months old when presented to the Safe Church Contact Person and renewed every three years or as required by the Diocese.
  - (iv) Completion of Diocesan Safe Church Training prior to taking up any leadership position, and to be maintained and renewed every three years or as required by the Diocese.
  - (v) A commitment to the principles, policies and practices of Safe Church and a willingness to maintain and promote the principles, policies and practices throughout parish life and activities.
  - (vi) A satisfactory National Register check prior to taking up the position.
- h) Leadership roles include, but are not restricted to:



- (i) Clergy
- (ii) Wardens
- (iii) Parish councillors
- (iv) Parish sub-committee councillors
- (v) Licensed Lay Ministers
- (vi) Church worker leadership, supervisory or co-ordinator roles include but are not limited to:
  - a) The Op Shop Manager
  - b) Leaders of ministry teams
  - c) Emergency relief support team
  - d) Prayer group leaders and Home Visiting group leaders
  - e) Leader of the welcoming team
  - f) Sunday school, children and youth ministry leaders
  - g) Music leader
  - h) Treasurer
  - i) Collection counters
  - j) Roster Leaders when supervising
  - k) Media Co-ordinators
- (vii) A priest is responsible and required to work with the Professional Standards Director, within the Professional Standards Statute 2004 and to comply with Safe Church duties including the implementation of Safe Church Worshipping Agreements and other similar strategies as required; and, maintaining their effective administration for the parish as a whole. The Licencing Statute 2017 provides details for Safe Church obligations for clergy.

## **SCHEDULE 5 CHURCH WORKER PERFORMANCE – SHARING MINISTRY WITHIN A PARISH**

### **1. Safe Church**

- a) Those working in a parish are expected to be able to provide a competent standard of work in line with the person's ability and the requirements of the task, unless otherwise specifically agreed. This is a principle of Safe Church.
- b) Those working in a parish must be able to provide an appropriate understanding of Safe Church principles and practice.
- c) Parish Council is responsible for ensuring that those attending the church and who are members of the parish are made aware of the Diocesan principles of Safe Church, the Diocesan Code of Conduct, that they may be able to understand our shared commitment to ensuring a Safe Church environment.
- d) All leaders and those with positions of responsibility must sign and affirm their commitment to the Diocesan Code of Good Conduct. The people within a parish are expected to live a Christian life in relationship with each other and with God, and follow the helpful examples of others in the parish.

### **2. Principles of Safe Church**

We are committed to:

- a) Following safe Church practices at all times.
- b) A safe environment for those living in the parish community including the young, the elderly, the lonely, the stranger and those living with a disability.
- c) A strong commitment to our duty of care by the parish and diocesan leadership.
- d) Accepting all individuals, while not accepting behaviour that puts themselves or others at risk.
- e) Being mindful and respectful of people's personal boundaries and the community's boundaries.
- f) Provision of safe buildings, surroundings and resources for use by those in our church community
- g) Accountability for our behaviour, words and actions to ourselves, each other and the Diocese.
- h) Ensure we act promptly when something is not quite right and not wait for someone else
- i) Bring concerns to the attention of the leaders for their guidance and action in a timely manner
- j) Always treat each other with respect

- k) Never work in isolation and without reference to our team
- l) Always work in a relational manner and seek restoration; understand and accept the consequences of our own actions
- m) Follow Safe Church practices at all times

**3. A Church Worker is a person who is or was at the relevant time:**

- a) A lay or clergy person who is or was licenced or authorised by the Bishop of a Diocese; or
- b) Who is or was employed by a Church body; or
- c) Who was or is in a voluntary position or for payment, holds or has held a position or performs a function with the actual or apparent authority of a Church authority or Church body, including an office, position or function:
  - (i) Of leadership in a parish, Diocese or General Synod body; and
  - (ii) As a member of the General Synod or a Diocesan Synod; and
  - (iii) As a member of a body incorporated by the General Synod, a Diocese or a Diocesan Synod; and
  - (iv) As a warden, member of any Parish Council or member of any committee or Anglican Community constituted by or by the authority of the General Synod, a Diocesan Synod or a Parish Council.
  - (v) A person employed by or contracted to a church body unless otherwise agreed by Bishop-in-Council
- d) A person in a position of trust in a Diocesan agency or ministry including worship leaders, lay ministers, youth and children’s workers and others engaged in worship, welcoming and leading worship, caring for parishioners and carrying on the work of this church
- e) A person volunteering in one of the ministries of a parish or Anglican Community
- f) A person in another position of leadership within the Diocese
- g) While Clergy are Church Workers, this Schedule does not apply, refer instead to The Licencing Statute 2017 Schedule 6.

**4. Excluded Behaviours**

- a) This Schedule does not apply in cases of serious breaches of misconduct, breaches of potential or actual criminal acts and those covered by the current Professional Standards Statute 2004.

- b) In such circumstances, the Director of Professional Standards must be immediately notified, together with the Diocesan Office and the police or any other authority as required depending on the allegation and complaint.
- c) Serious concerns of misconduct or serious complaints will lead to the person or persons being stood aside immediately until a separate investigation is completed as instigated by the Diocese and a decision is made. This process is managed by the Diocese in consultation with the priest as appropriate.

## **5. Competency, Proficiency, Performance Support and Development**

- a) Each parish must have an Oversight Committee as a sub-committee of the parish council, comprising:
  - i) The Priest-in-Charge or a delegate appointed by the Bishop when required; and
  - ii) A member of Parish Council; and
  - iii) A Safe Church Contact Person as a minimum membership.
  - iv) Other members as agreed by Parish Council
- b) The Oversight Committee is responsible for both informal and formal concerns.
- c) The Oversight Committee considers concerns where this is related to competency in a role; and where the concern relates to relationships, communications and breaches of the Code of Good Conduct.
- d) The role of this Committee is to ensure the proper processes for recruitment, selection, screening and appointment of church workers are followed, including those working in Safe Ministry to children and vulnerable persons; and, there is appropriate support, training and supervision provided for those church workers.
- e) The Diocese must provide and maintain up-to-date role descriptions, contracts, and training for leaders in parishes to assist in their leadership and supervisory roles. In addition, further resources, assistance and support must be provided when required.
- f) Where a parishioner has a concern about the competency, proficiency or performance of a Church Worker, this must be communicated to a member of the Oversight Committee, verbally or in writing and must be considered by the Committee.
- g) All matters relating to competency, proficiency and performance development are the responsibility of the Oversight Committee.
- h) No matter relating to Church Workers and their concerns will be handled in isolation without reference to the Oversight Committee
- i) All individuals must be treated with respect.

## **6. Parish and Diocesan Support for Church Worker Competency**

- a) The support process for Church Workers considers the individual's competency. All performance is assessed as 'competent' or 'not yet competent'. The objective is not the judgement of individuals, but a person's competency in a role; and the individual will always be treated with respect.

## **7. Assessment of Competency**

In considering Church Worker's competency, the Oversight Committee must have regard to:

- a) Difficulty in fulfilling a clear job description or role expectations
- b) Concerns about management or interpersonal style or communications
- c) Difficulty in relationships between church workers affecting individuals and or groups
- d) Behaviours not consistent with the Code of Good Conduct expectations
- e) Other competency concerns.

## **8. Competency in tasks and roles**

- a) Where a parishioner has concerns about the competency, proficiency or performance of a Church Worker, this must be communicated to a member of the Oversight Committee for the Committee's consideration.
- b) The Oversight Committee must consider the matter.
- c) In making a response the Oversight Committee:
  - (i) Must consider whether the concerns may be resolved by an informal process.
  - (ii) Is not required to advise the complainant with the details of the process or outcome of any consideration and action taken.
  - (iii) Must initiate a performance review where it is considered an informal process will not be effective; or, where this has been carried out and has not generated the required changes to the individual's performance to be made.
- d) Where there is a performance review:
  - (i) Concerns should be directed in writing, giving clear examples, evidence and witnesses and details of the concern where appropriate. Witness names should be stated together with any evidence.

- (ii) The Church Worker must be advised a support person of their choosing may be present in meetings concerning performance or other issues, who attends as an observer not a representative of the Church Worker. See the Parish Handbook for guidelines.
- e) The Oversight Committee must advise the Diocesan Office of any performance review.
- f) The Oversight Committee shall provide the person named in the concern, the 'Respondent' with the details of the concern in writing in a face to face meeting.
- g) The respondent must be supplied with the documentation outlining the areas which need to be addressed and the respondent must be given the opportunity to respond verbally and in writing.
- h) Any agreed changes to address the concern must be given a reasonable timeframe together with full guidance, coaching, training and support to make the necessary changes.
- i) There are occasions when this is not achieved after following this process or because it affects the Priest-in-Charge directly.

## **9. Further action**

- a) Where a church worker shows a continued inability to achieve competency in their tasks or role; or,
- b) The reported relationship competency difficulties cannot be resolved locally.
- c) Further action will depend on the severity of the concerns and the position held may include some or all of the following steps:
  - (i) A further review of the role expectations and clear instructions to follow for the future.
  - (ii) Supervision amended to facilitate additional coaching and training and to ensure sufficient support to make the changes on a permanent basis
  - (iii) Written warnings (first, second, third) and issues escalated with the Diocesan office and brought to the attention of the Archdeacon if not previously involved, to advise on the seriousness of the concerns and person's apparent inability or unwillingness to change.
  - (iv) Continued commitment to seek to understand why the change is not happening and to look for solutions.
  - (v) Removal from the position temporarily or permanently, following discussions with the Archdeacon and the Diocesan office with the person involved and the members of the Oversight Committee.

- d) Where the Oversight Committee is of the view that the deficiencies of the relationship incompetency are significant, they may direct a person be stood aside from a role or task until resolution is achieved.
- e) Leadership and participation in a team ministry cannot be continued and the church worker may be stood aside from a role or a team if the relationship cannot be restored safely.
- f) Following further review, the Oversight Committee may form the view the person should be permanently removed from that role of task. This decision must be communicated to the Archdeacon and to the Diocesan Office.
- g) A review may be undertaken by the Diocese where it is felt this is appropriate to follow up on serious concerns and complaints.
- h) Where the decision is made to remove a church worker from a paid role, this must be communicated to the Archdeacon and the Diocesan office prior to the action being taken.
- i) A church worker set aside permanently or removed from a role, may request a Diocesan review. The review will be undertaken by the Archdeacon who will report to the Bishop.
- j) The Bishop will make an adjudication which will be final.
- k) The Safe Church Contact Person will confirm any changes to the Diocesan Safe Church database.

**SCHEDULE 6**

**NOMINATION FORM FOR ELECTION TO AN OFFICE IN THE PARISH**

I wish to nominate the following person:

**Name:** .....

As a person who is able to fulfil the requirements of Schedule 1 of this Statute for the Position of: .....

- Warden
- Parish Councillor
- Synod Representative

**Name of Nominator (Voting Parishioner):**

**Signature:**

**Name of Seconder (Voting Parishioner):**

Signature

**Print Name:**

I agree to being nominated for this office and confirm I have met and completed the requirements for this office as stated in The Parochial Statute 2017-2019.

**Signature of Nominee:**

**Dated:**



**Eligibility of Councillors:**

- All councillors must be Voting Parishioners.
- All councillors and other officers serve for a maximum of six consecutive years on Parish Council. Those wishing to continue in office must take a break of at least one year from Parish Council before standing for election again.
- No person holding any post of emolument from the parish shall be eligible for the offices of parish councillor.
- Any warden or parish councillor being under contract to perform any work for the parish shall declare their interest and have no vote in related matters.

**Eligibility for Office of Warden:**

- All wardens must meet the eligibility criteria for parish councillor and in addition:
- Have been a member of Parish Council in the parish for 12 months before being appointed or elected as warden.
- A warden is appointed for a 3 year term; and, subject to the provisions of this Statute, may be reappointed.
- A warden may not be a spouse of the Priest-in-Charge.

**Eligibility for Office of Synod Representative:**

- All Synod representatives must meet the eligibility criteria for parish councillor and in addition:
  - The requirements as set out in the Synod Election Statute; and be confirmed.
  - A Synod representative is not, by virtue of office, a member of Parish Council.
  - A Synod representative also elected or appointed as a parish councillor or warden, is a Parish Council member.
  - A Synod representative is appointed for a term of three years, to match the triennium of the Synod; and, subject to the provisions of this Statute, may be reappointed.

All those standing for positions must be up to date with all the Safe Church requirements prior to their name being included for nomination.

**SCHEDULE 7  
DECLARATIONS FOR OFFICES IN A PARISH**

A Declaration shall be made by those persons appointed or elected to the following positions:

- (i) Warden
- (ii) Parish Councillor
- (iii) Synod Representative

**DECLARATION**

I, the undersigned member of the church in the Parish of ..... having been appointed or elected (delete as appropriate) to the office of ..... do solemnly declare that I will faithfully perform all the duties of the said office. And, I declare the following:

- o I am a Voting Parishioner of this parish.
- o If appointed as a Synod Representative, I am also a confirmed member of the Anglican Church
- o I accept and follow the Diocesan Code of Good Conduct
- o I accept and solemnly promise to observe the Statutes passed by the Diocesan Synod and its supporting policies and procedures.
- o I am committed to complying with the Safe Church policies and practices and participating in training as required by the Trustees of the Diocese of Bunbury and its Bishop.

If appointed as a Warden or Parish Councillor I acknowledge Public Liability insurance held by the Diocese is valid only on condition the Diocesan policies and procedures are followed. We agree to the following:

- o All landed property is owned by the Diocese and is held in the name of the Bunbury Diocesan Trustees
- o All documentation pertaining to property, land and assets held in the name of The Bunbury Diocesan Trustees (including vehicles and leased items) are to be signed only by the Trustees
- o All grant applications, shire applications, permits, sales, purchase documentation and real estate contracts, rental agreements and all legal documents are to be signed only by the Trustees.

I understand failure to do so will lead to disqualification from this office.

**Signature:**  
**Date:**

**Print Name:**

**Witness Signature:**  
**Date:**

**Print Name:**

**SCHEDULE 8  
DECLARATION FOR AN AUTHORISED CHURCH WORKER**

A Declaration shall be made by those persons appointed as a Church Worker:

I, ..... appointed as a Church Worker in the parish of ..... in the Diocese of Bunbury. I have been made aware of the requirements of my role and undertake to carry out this work under the direction of the relevant Church authority.

I will comply with directions of Safe Church including the Diocese of Bunbury's Code of Good Conduct and other requirements of this Diocese as they apply to my role as a Church Worker. I understand I will not be appointed until all the Safe Church compliance requirements are in place.

I will maintain confidentiality as required for my work.

I understand all Church Worker tasks and roles are reviewed regularly.

As witness my hand this ..... day of.....

**Signed by the Church Worker:.....**  
**Print Full Name:**

**In the presence of .....**  
**Church Leader**  
**Print Name:**

**SCHEDULE 9  
DECLARATION AND REGISTRATION ON THE ELECTORAL ROLL AS A VOTING  
PARISHIONER**

- I declare I am a baptised, communicant member who:
- Has regularly attended public worship for at least three months in a parish within the Diocese: and
- Has attained the age of 18 years: and
- Has taken communion at least three times in the parish in the preceding 12 months; and
- Has elected to be on the parish electoral roll of this parish and no other except with the approval of the Bishop; or
- Is a member of the Anglican Church; or, is a member of another Christian Church (delete as appropriate) and who is a member of this parish and no other.

**Signed:**  
**Date:**

**Print Name:**

**Witness Signature:**  
**Date:**

**Print Name:**

## **SCHEDULE 10 COMMUNITY CARE MINISTRIES WITHIN A PARISH**

Be it enacted by the Bishop, Clergy and Laity of the Diocese of Bunbury in Synod assembled and noted:

The Bunbury Diocesan Community Care Statute 2013-2014 was removed from the Statutes of the Diocese of Bunbury in 2019.

This Schedule is known as "The Community Care Ministries within a Parish" Schedule.

1. The relationship with the Synod of the Diocese and all Community Care Ministries within a parish established under The Bunbury Diocesan Community Care Statute 2013-2014 remains consistent with arrangements previously in place with the Diocese and its Synod prior to the Statute being enacted.
  - a) All Community Care Ministries were formed under the authority of The Bunbury Diocesan Trustees and the Bishop-in-Council. The Trustees are incorporated in an Act of Parliament cited as "The Anglican Church of Australia Diocesan Trustees and Land Act 1918".
  - b) All Community Care ministries had reporting obligations to the Bishop-in-Council and the Synod of the Diocese. Such Community Ministries set up by The Bunbury Diocesan Community Care Statute are now subject to The Parochial Statute 2017-2019; and where there is conflict in the arrangements, The Parochial Statute will have precedence.
  - c) The Community Care Ministries set up by The Bunbury Diocesan Community Care Statute 013-2014 may choose at any point to be considered as 'Sub-Committees' of the Parish Council, as set out in Schedule 1 of The Parochial Statute 2017-2019; rather than separately established Management Committees from the time this Schedule is approved.
  - d) The Community Care Ministries will comply with the relevant financial, legal, governance and safe church requirements as set out by The Parochial Statute, all other Diocesan statutes and by Bishop-in-Council and Trustees as required from time to time.
  - e) There is no change to the employment relationship of any employees who continue to be employees of the corporation 'Bunbury Diocesan Trustees' acting under the direction of the local Parish Council, rather than the Management Committee, but which may delegate its authority to the local Sub-Committee as enabled by this Statute.
  - f) The Parish Council with any Community Care Ministries so established, and all such similar ministries may choose to work with Boniface Care, a Diocesan entity with the relevant legal and financial charitable status recognised by both State and Federal Government legislation, to support its local ministries.

- g) A Community Care Ministry so established under The Bunbury Diocesan Community Care Statute 2013-2014, may be dissolved in line with the Constitution previously established under this Statute which states:
- (i) A Community Care Ministry may be dissolved after consultation with the Bishop; and
  - (ii) A General Meeting of the Parish so recommends to the Bishop-in-Council; or
  - (iii) The Bishop-in-Council, after consultation with the Committee, makes a determination.
- h) In the event of a Community Care Ministry being dissolved, the amount that remains after such dissolution and the satisfaction all debts and liabilities being resolved, shall be transferred to another organisation with similar purposes which is not carried out for the profit or gain of its individual members. This will be Boniface Care or another Anglican organisation as directed by the Bishop-in-Council and the Trustees.
- i) If the Deductible Gift Recipient (DGR) Status is revoked, and the Ministry is wound up and its DGR status is revoked (whichever occurs first), any surplus in the assets shall be transferred to another charitable organisation to which income tax deductible gifts can be made. This will be Boniface Care or another Anglican organisation as directed by the Bishop-in-Council and the Trustees.