



Church Administration Conference 2007

Saturday 16 June 2007 from 9:00am until 3:45pm at the Wesley Conference Centre, 220 Pitt Street Sydney

Program Summary

Session	Session Time	Topic	Presenters
Registration	9:00 am – 9:30 am		
	9:30 am – 9:50 am	Welcome Address and Devotion	Rodney Dredge, <i>Chief Executive Officer, Sydney Diocesan Secretariat</i> Bishop Peter Tasker, <i>Bishop of Georges River</i>
S1	10:00 am – 11:00 am	“What every churchwarden and parish councillor needs to know” An overview of roles & responsibilities	Steve Lucas <i>Manager, Legal Services, Sydney Diocesan Secretariat</i>
Morning Tea			
S2	11:20 am – 12:30 pm	“Practical tips for managing parish finances” Parish Accounting and Financial Controls	John Pascoe <i>Partner, Pascoe Whittle Chartered Accountants</i>
Lunch			
S3	1:15 pm – 2:15 pm	“Paying your ministry staff” Ministry staff remuneration basics	Michael Newman <i>Manager, Clergy and Church Support Services, Sydney Diocesan Secretariat</i>
S4	2:15 pm – 3:15 pm	The Parish Risk Management Program Release of Module 2	Warren Stanley <i>Parish Relationship Manager, Sydney Diocesan Secretariat</i>
Close	3:15 pm – 3:30pm	Conference wrap	

Note: Morning tea and lunch will be provided on the day.

Session 1 – “What every churchwarden and parish councillor needs to know” – An overview of roles and responsibilities



Steve Lucas is the Manager, Legal Services and has been employed by SDS since 2004. Steve provides legal advice and assistance and oversees the preparation of ordinances for the Standing Committee.

Steve is married to Katie and has a daughter, Hannah. He is a partner in the ministry at Engadine Anglican Church where, until recently, he and Katie helped lead Kid's Church.

Steve will provide an overview of the legal environment in which churchwardens and parish councillors operate. In particular, he will explain the applicability of key legal principles with respect to employment, OH&S and public liability as well as charitable trusts and dealing with real property.

Session 2 – “Practical tips for managing parish finances” – Parish Accounting and Financial Controls



John Pascoe is a Chartered Accountant in the city-based practice of Pascoe Whittle. He specialises in providing accounting services to the not-for-profit sector, including churches (audits, day to day accounting, budgeting and tax). John serves on a number of Diocesan Committees including Standing Committee and its Finance Committee, and the Finance and Loans Board.

John and his family are partners in the ministry at St Andrews Cathedral.

John will provide practical advice on managing parish finances based on his experience in various accounting roles and as an auditor for numerous parishes.

The session will cover –

- Implementing simple and effective financial controls in your parish.
- Tips for the day to day and monthly financial management of a parish.
- Managing the process of the annual parish audit and diocesan reporting requirements.

Session 3 – “Paying your ministry staff” – Ministry staff remuneration basics



Michael Newman is the Manager, Clergy and Church Support Services. Michael’s role delivers support services to clergy and parishes, to enable them to give their ministry the highest attention possible.

Married, with three young children, Michael attends the Centennial Park parish where he also serves as churchwarden and treasurer.

Michael will address the basics of remunerating parish ministry staff. With extensive reference to the 2007 Diocesan Guidelines, participants will gain a deeper understanding of how to apply the Guidelines in their parish.

The session will cover various subjects, including –

- What do we pay our ministry staff?
- How do you negotiate stipend packages for your ministry staff?
- ‘Demystifying’ ministry expense accounts – housing, travel and other benefits explained.

Session 4 – The Parish Risk Management Program – Release of Module 2



Warren Stanley is the Parish Relationship Manager. Warren is a point of general contact for parishes, which he also visits on a regular basis throughout the year. He is involved in the development of products and services which are aimed to assist parishes in their administration, including the development of the Parish Risk Management program.

Warren is married to Robyn, has three adult daughters and four grandchildren. He is currently a Churchwarden at St Paul's Castle Hill.

Warren will explain Module 2 of the Parish Risk Management Program which focuses on electrical hazards, hazardous substances, plate glass, managing contractors and noise. At the end of the session each parish in attendance will receive a copy of the module.

There will be ample time for you to ask questions about the module or the Parish Risk Management program generally.



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Registration Form

Parish name: []

Name and position held of attendees (please print)

Table with 4 columns: Name, Position held, Session attending (S1-S4), and checkboxes for each session.

Pre-conference Q&A

Please use the space below for any specific questions or issues that you would like to be addressed in the sessions and return them to us no later than 1 June 2007.

Four horizontal lines for writing questions.

Please return this form to –

Mrs Kim McMahon by fax, email or post –

Fax icon 9265 1634

Email icon kmp@sydney.anglican.asn.au

Envelope icon PA to General Manager, Parish Services Sydney Diocesan Secretariat PO Box Q190 QVB POST OFFICE NSW 1230