



Anglican Church Diocese of Sydney

ST. ANDREW'S HOUSE SYDNEY SQUARE NSW 2000
ALL CORRESPONDENCE TO:
PO BOX Q190 QVB POST OFFICE NSW 1230

TELEPHONE: (02) 9265 1555
FACSIMILE: (02) 9261 4485
AUS DOC NO: DX 878

February 2008

Circular to Parishes

Important information for current and new Churchwardens and Parish Councillors

We have pleasure in enclosing the brochure ['What does the position of Churchwarden or Parish Councillor Involve?'](#) which has been produced by SDS Legal Services. We would encourage the parish to provide a copy of this brochure to any person considering taking up these important ministry roles or those that have already been elected.

Also enclosed is the latest version of the brochure **'Your Key SDS Contacts'**, which is your guide to the person to speak to in the Sydney Diocesan Secretariat ('SDS') when you need some help.

Further copies of these brochures can be downloaded from the ['For Churchwardens & Parish Councillors'](#) web page located on the SDS web site – www.sds.asn.au ('screen shots' of the relevant web site pages have been attached to assist you).

Some 'hints & tips' for new churchwardens and parish councillors...

One of the greatest challenges for new parish officers is firstly, understanding what the role involves and then understanding what needs to be done to carry on the work of the previous office holders.

Therefore, we would strongly encourage former and current parish officers to have a 'formal handover' of the role that should include gathering certain information and discussing various matters, such as:

- Obtaining copies of last year's **parish council minutes** and discussing any outstanding 'action items' from those minutes.
- Beginning the process of **changing bank account signatories**. If you hold Glebe accounts talk to the GIA Banking Services team or visit their [web site](#) to download the appropriate forms.
- Locating the parish's copy of the **'Parish Risk Management Program'** folder and any accompanying documentation (e.g., the parish's latest 'Risk Assessment Schedule' and Annual Risk Management Return). The latest [Risk Management Newsletter](#) is enclosed.
- Obtaining a copy of the **latest financial accounts and the 2008 budget** and discuss any matters that need clarifying with the parish treasurer.
- Gaining an understanding of any **property transactions** that the parish is currently involved with (e.g., building contracts, leases or licenses) and if the parish has any funds held in trust administered by the Property Trust on the parish's behalf.
- Reading and understanding the latest Diocesan [Remuneration Guidelines](#) (available from the SDS web site).
- Locating the parish's copy of the **'Employment Relation Guidelines for Parishes'** folder and have a read through it and gain an understanding of how your ministry and other staff are remunerated. Also, review any employment contracts or other letters of appointment.
- **Visiting the ['For Churchwardens & Parish Councillors'](#) web page** and have a browse, particularly the resources produced from the [2007 Church Administration Conference](#) held by the SDS. (Note: all parishes were sent DVD's of the Conference in September 2007)
- **Who has taken responsibility** for completing and lodging the [2007 Annual Financial Return](#) parish statistics, other annual returns and Vestry meeting elections? (Refer to the circular sent to all parishes on 30 November 2007 - the returns etc are all due for lodgement on **15 April 2008**.)

Licensing of ministry staff

Ordained Ministry Staff

Parishes have previously been advised of the Registry's secure website which is <https://secure.anglican.asn.au/registry/yearbook>. Every minister has access to this site as *they are ultimately responsible* for advising Registry of assistant minister licence changes. The minister should also nominate another parish representative to have access to the site. Simply log on to the address above and enter the date the licence is to end in the appropriate amendment field and click 'Update'.

Please make sure that when new assistant ministers are appointed or resign, that their license details are updated immediately through the secure website or by contacting the Diocesan Registry on 9265 1526.

Lay ministry staff

All lay people who assist or lead services regularly should hold an authority from the Archbishop. In addition, paid lay ministry staff such as youth and children's ministry workers and lay stipendiary workers should hold an Archbishop's authority for this work, in accordance with the [Deaconesses, Readers and Other Lay Persons Ordinance 1981](#). Please consider licensing your lay ministry workers in the near future.

In addition, holding an authority creates a 'working history' for lay workers in the Diocese which assists in calculating a long service leave continuity record should lay workers proceed to ordination (refer below).

A word about Long Service Leave for new ministry staff...

If your parish has employed a lay worker who worked in another parish, the long service leave entitlement held by the former parish must be passed on to you. More information on this matter, and long service leave generally, is contained in the [2008 Remuneration Guidelines](#) at section 13.

If you have a new ordinand who has former service as a lay worker, please note that the Standing Committee recently agreed in principle that provision should be made to provide for continuity of service rendered by a lay minister when ordained as a deacon.

This is achieved by paying the Anglican Church of Australia Long Service Leave Fund their accumulated long service leave provision as a lay minister to purchase 'service' of not less than what the provision will purchase (expressed in years and days).

This is a complex subject (!), so please give myself or Colin Murphy a call to discuss your particular situation.

Finally, please be assured of our ongoing support and prayers as you undertake these important ministry roles.

Yours sincerely,



MICHAEL NEWMAN
Manager, Clergy & Church Support Services