

what do the positions of **WARDEN AND PARISH COUNCILLOR** involve?

*Wardens and parish councillors play an important role in the mission of our churches and parishes.
They do this by ensuring that our churches and parishes are effectively administered.
This brochure provides an overview of what the positions of warden and parish councillor involve.*

WARDENS

What is a warden and how many are there?

Wardens are officeholders who are generally responsible for administering the financial and property affairs of our churches and parishes.

Each church usually has three wardens. If your parish is administered as a whole*, there are usually three wardens for the parish who also double as the wardens of each church of the parish.

* Administering your parish as whole is an alternative to administering your parish on the basis of its church or churches. If your parish wants to consider changing its model of administration, you should refer to the opening provisions of the Parish Administration Ordinance 2008. This can be found on our website www.sds.asn.au.

Who appoints the wardens?

Two wardens are elected at the annual general meeting of the relevant church or parish. One is appointed by the minister at that meeting or shortly afterwards.

Who can be a warden?

You can be a warden if you are –

- a parishioner of the relevant church or parish; and
- at least 18 years of age; and
- a communicant member* of the Anglican Church of Australia.

* A communicant member includes a person who is a member of the Anglican Church of Australia and who partakes regularly in the Holy Communion or the Lord's Supper.

However you cannot be a warden if you are –

- the spouse of an ordained person licensed to the parish (minister, senior assistant minister or assistant minister); or
- an employee paid from the funds of the church or parish; or

- bankrupt; or
- a patient or protected person under the Mental Health Act or Protected Estates Act; or
- a prohibited person under the Child Protection (Prohibited Employment) Act.

Spouses cannot be wardens of the same church or parish at the same time.

Also before or within seven days of becoming a warden you must make this declaration –

“I declare that I am a communicant member of the Anglican Church of Australia and am not a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998.”

When do you cease being a warden?

You are a warden until your successor is elected or appointed. However you cease being a warden before that time if you –

- die; or
- resign; or
- become bankrupt; or
- become a patient or protected person under the Mental Health Act or Protected Estates Act; or
- become an employee who is paid from the funds of the parish or church; or
- become a prohibited person under the Child Protection (Prohibited Employment) Act; or
- fail to make the declaration referred to above before or within seven days of becoming a warden.

What are the wardens’ responsibilities?

The wardens’ main responsibilities are set out in the Parish Administration Ordinance 2008, a copy of which can be found on our web site www.sds.asn.au. They include –

- convening annual and other general meetings of the church or parish in conjunction with the minister;
- ensuring the proper management, security and financial administration of all money and property of the relevant church or parish (with some exceptions);
- ensuring proper procedures are followed for collecting, counting, recording and banking all offertories;
- keeping proper accounting records of all money received and expended by them;
- preparing prescribed financial statements and accounts for the relevant church or parish (and any church or parish organisation), arranging for these to be audited and making copies available for inspection no later than the Sunday before the annual general meeting;
- appointing and removing, with the concurrence of the minister, paid parish workers (lay and student ministers, administrators, cleaners etc);*
- paying or providing stipends, allowances and benefits to persons authorised by the parish council to receive them;
- insuring paid parish workers to the extent required by law (e.g., workers compensation);
- ensuring proper care and availability of the things relating to the conduct of public worship services;

- in the case of wardens of a branch church, paying the wardens of the principal church the amount determined by the parish council as the branch church's contribution to parish expenses;
- keeping order in the church building and its grounds;
- ensuring proper repairs and maintenance of the church, rectory, hall(s) and other buildings (including fixtures, fittings and furniture);
- ensuring any property of the church or parish listed on the State Heritage register is maintained to the relevant minimum standards;
- granting licenses to permit outside persons and groups to use church property (subject to conditions); and
- reporting to the annual general meeting of parishioners about the exercise of their functions.

* In a parish with more than one church, this responsibility is to be exercised by the wardens of the principal church.

The wardens are also responsible for certain obligations arising from State and Federal laws. These include ensuring the parish's responsibilities are met in relation to –

- employment relations;
- occupational health and safety;
- child protection screening of paid workers; and
- taxation.

A number of guides and circulars have been produced to assist wardens in each of these areas of responsibility. Guides on employment relations, parish risk management, child protection and taxation have previously been circulated to all parishes. Further copies may be obtained by contacting Legal Services on (02) 9265 1614.

How do the wardens make decisions?

Ideally, the decision-making process will include all three wardens acting unanimously. If one warden is unable to be consulted, or does not agree with the others on a particular issue, a decision may still be made by the remaining two wardens.

Can the wardens ask other people to help them?

Although the wardens are responsible for various functions, they can arrange for other persons to perform some of them on their behalf. In particular, if one of the wardens is not prepared to act as treasurer, they may appoint another person to act as treasurer with the concurrence of the minister.

The wardens' ability to delegate the performance of some of their responsibilities is important, particularly in larger churches.

PARISH COUNCILLORS

What is a parish council?

Each parish has a parish council. Generally speaking, the parish council is the governing body for the financial and property affairs of the parish and each church of the parish.

What is the composition of the parish council?

For parishes with only one church, the parish council is usually made up of –

- the minister;
- the wardens of the church;
- 3, 6 or 9 persons elected by the annual general meeting of parishioners of the principal church; and
- one person appointed by the minister for each 3 persons to be elected by the annual general meeting

For parishes with more than one church, the parish council usually also includes one warden from each branch church.

For parishes which are administered as a whole, the parish council is usually made up of –

- the minister;
- the wardens of the parish;
- EITHER 3, 6 or 9 persons elected by the annual general meeting of parishioners OR 0, 1, 2 or 3 persons elected by the annual general meeting and one representative for each congregation of the parish elected by the members of the congregation at the meeting; and
- one person appointed by the minister for each 3 persons to be elected by the annual general meeting.

Who can be a parish councillor?

You can be a parish councillor if you are –

- a parishioner of a church in the parish or, if the parish is administered as a whole, a congregation of the parish; and
- at least 18 years of age; and
- a communicant member* of the Anglican Church of Australia.

* Refer to definition on page 1.

However you cannot be a parish councillor if you are –

- bankrupt; or
- a patient or protected person under the Mental Health Act or Protected Estates Act, or
- a prohibited person under the Child Protection (Prohibited Employment) Act.

No later than 7 days after becoming a parish councillor you must make this declaration –

“I declare that I am a communicant member of the Anglican Church of Australia and am not a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998.”

When do you cease being a parish councillor?

You are a parish councillor until your successor is elected or appointed at the next annual general meeting of parishioners. However you cease being a parish councillor before that time if you –

- die; or
- resign; or
- become bankrupt; or
- become a patient or protected person under the Mental Health Act or Protected Estates Act; or
- become a prohibited person under the Child Protection (Prohibited Employment) Act; or
- fail to make the declaration referred to above upon or within seven days after becoming a parish councillor.

What are the responsibilities of the parish council?

The main responsibilities of the parish council are set out in the Parish Administration Ordinance 2008. They include –

- fixing the stipend, allowances and benefits of the minister and (with the minister’s consent) the stipend/ salary, allowances and benefits of any assistant minister, lay minister, student minister or other lay worker;
- in parishes with more than one church, determining how expenses of the parish are to be apportioned among the churches of the parish;
- conferring with the minister in the initiation, conduct and development of church work and making recommendations on ministry within the parish;
- considering any measure or project that is likely to affect the general interests of the parish and to take proper action on these matters;
- causing minutes to be kept of the parish council’s meetings;
- directing the expenditure or investment policy of any of the parish’s surplus funds;
- appointing a qualified person to fill any vacancy in the position of auditor of the statements and accounts of the wardens;
- filling casual vacancies which occur among its elected members;
- making donations for patriotic or charitable purposes or for the purposes of a Christian mission society whether local or foreign, Anglican or non-Anglican; and
- doing all things as it can reasonably do to enable the wardens to comply with their responsibilities concerning minimum standards of maintenance for State Heritage listed buildings.

The parish council also has the authority to determine matters of policy, approve budgets and authorise payments in controlling the funds and property of the parish and each church of the parish. It is important to note that the wardens exercise their responsibilities subject to the parish council’s authority in these areas. If the parish council decides to exercise its authority in these areas it should not do so in a way which prevents the wardens from properly exercising their responsibilities.