

This document is a summary of both the Diocesan provisions relating to the various roles of the Parish's office-bearers as detailed in the Diocesan *Parish Governance Act 2013*, and some practical matters about how those roles play out at St Andrew's, particularly when there are insufficient volunteers to assist in the carrying out of these necessary functions.

PARISH COUNCIL

The Parish Council consists of the churchwardens, the Vicar, and other elected and appointed lay members of the congregation who are elected at the Parish Annual Meeting. There are a maximum of six elected and up to 3 further appointed by the Vicar. They hold office for a period of one year commencing from the end of the Parish Annual Meeting. People nominated must be communicant members of the Anglican Church and be noted on our Parish Electoral Roll.

Duties

It is the duty of the PC to consult together on matters of general concern and importance to the parish and are also responsible for the promotion in the parish of the whole mission of the Church - pastoral, evangelistic, social and ecumenical.

The Parish Council has the responsibility of:

- attending to matters of concern for the Anglican Church within the parish - but not the declaration of the doctrine of the Church on any question
- giving general direction for the administration of parish funds, including approving a budget for each parish year and varying it as may be necessary so that they are aware of the financial impact of the Parish's expenditure when approving expenditure for worship, mission and building maintenance
- considering matters arising in Synod and, where required, taking action, or referring matters to Synod
- approving policies for the administrative running of the parish in line with government, Diocesan requirements and in the best interests of the Parish.

Meetings

Our Parish Council usually meet monthly at 7.30pm presently by the Zoom app on the second Tuesday of each month. The Vicar is the Chairperson and a majority of the Parish Council members constitutes a quorum. There is no casting vote by the Chairperson.

The Vicar, Churchwardens and all Parish Council members are expected to work as a team. Their aim must be to make sure that the parish focuses on its whole mission.

Parish Secretary

The Secretary of the Parish Council is appointed annually at its first meeting. It is the secretary's role is to ensure the Parish Council agendas and minutes are issued.

Treasurer

The treasurer of the Parish is appointed by the Churchwardens from among those elected to Parish Council. The Churchwardens have the primary responsibility for the collection, management and expenditure of parish funds and the Treasurer's role at St Andrew's is to oversee the bookkeeping function which is conducted for us by BGS. As both the Treasurer

and book-keeper are appointed by the Churchwardens, accountability for all facets of the financial management of the parish remains a Churchwarden's responsibility and cannot be delegated.

CHURCHWARDENS

Two Churchwardens are elected at the Parish Annual Meeting and one is appointed by the Vicar, though there is no distinction between them. All three are members of the Parish Council.

Duties

The Churchwardens are responsible for:

- providing all things necessary for the conduct of Divine Service, including the bread and wine for Holy Communion
- keeping order within the church
- the care of church land and buildings as well as the fabric, fittings or furniture and all other parish property
- the administration of all Parish funds – authorising payments normally by bulk bank transfer
- bringing audited financial & other reports to the Parish Annual Meeting.

Buildings and maintenance

The Churchwardens are responsible for all repairs, maintenance and alterations required to be carried out to buildings, fabric, fittings or furniture, and to keep the church and the grounds in a neat and tidy condition. Extensive Diocesan policies and guidelines exist for building related projects and significant repairs and maintenance and it is the Churchwardens responsibility to ensure adherence to these.

Finances

Churchwardens have responsibility for the safe custody of all parish funds and the authorising of bank transfers for payments. Discretionary spending is subject to the general direction of the Parish Council and this is particularly relevant for us in this period of increasing deficits. This means that proposed expenditure items are brought by the Churchwardens to Parish Council for approval because it is the Parish Council that is responsible to any alterations to the budget for the then current year.

The Churchwardens have the prime responsibility to ensure that:

- all suppliers are paid within commercially acceptable or agreed terms
- the Vicar and all parish staff are paid promptly, and in full, when their salary and other payments are due - usually a month in advance
- any PAYG and GST (BAS) tax due to the ATO is remitted monthly or when due.

Insurance and risk management

A role of increasing importance to parishes that must be led by the Churchwardens is one of risk management. Churchwardens, as the lay office bearers of the parish have a duty of care to all who interact with the premises (including the vicarage and staff housing) to ensure not only compliance with prevailing health and safety and other legislation, but also active and regularly reviewed risk management plans and programmes for repairs and maintenance. They are also responsible for the promotion and awareness of appropriate Professional Standards within the parish. In this way they should be guided by the requirements of the *Professional Standards Act 2009* and its associated regulations, protocols and guidelines, which in this era of child safety concern, are changing constantly. One of the Churchwardens or Parish Council members is appointed as Child Safety Officer (independent of the clergy) to

assist with this undertaking.

Depending on the number of other volunteers, the care and maintenance of our grounds and buildings involves the need to attend to a number of functions which are hopefully shared among the members of the Parish Council, but otherwise usually falls to the Churchwardens:

Hall hire

- meet with and show prospective hall (facility) hirers the area of interest
- liaise with the Parish Office and BGS Share Community Campus (who look after the administration of the hall hire documentation and payment collection)
- organise to have keys cut, given and collected as needed
- check on cleaning of the areas hired

Grounds

- daily emptying of garbage bins, and monitoring of the tidiness of the grounds, given the additional usage since COVID struck
- pressure hose fouled entrances (cloister, side narthex entrances, church front door steps and office entrance)
- liaise with BGS and contractors regarding regular mowing and gardening
- monitor need for tree services & liaise with contractors
- monitor maintenance required and organise work to be done by contractors as permitted by the budget
- respond to emergencies: robberies, burst pipes, blocked toilets, blocked gutters, leaking roof, etc
- opening and closing of the church (daily or when services are permitted)
- checking that the shared toilets remain locked

Administration

- counting & recording monies received (during lockdown) and banking monies on a regular basis
- assist at all functions...planning, setting up and packing up, which involves moving tables chairs and other equipment
- attend organise and/or meetings other associated bodies – SACPA, St Andrew's Building Group and other associated committees with BGS
- liaise with Op Shop committee

INCUMBENCY COMMITTEE

At each annual meeting, two people are elected to be members of the Incumbency Committee and a third is nominated from among the Churchwardens. In the event of a vacancy occurring, this committee works with the area Bishop and Archdeacon to find a replacement vicar. This is a role which is, fortunately, not regularly called upon, but is a significant function as selecting a new vicar is an important strategic nomination for the future worship style, administration and mission of the parish.

We should be grateful for all those who serve in the roles noted above. Please keep them in your prayers and pray that God will, each year, raise up volunteers to fill these positions for the benefit of our Parish and God's church.