

Responsibilities of Wardens, Parish Councillors, Parish Nominators & Synod Representatives

Growing in Christ together, at Bulli Anglican Church we seek to overflow the grace and love of Jesus to one-another, the Northern Illawarra and beyond. This is achieved through many and varied ministries that take place in our church, or that we support outside of our church.

This requires a great deal of logistical support. Our staff team need to be supported and our property and church facilities need to be well stewarded. These are the jobs of the church Office Bearers who keep the church functioning as an entity, such that the important ministry work of the church may continue unimpeded.

At our Annual General Meeting, we have the opportunity and responsibility as a church family, to nominate and then elect the best people to be Office Bearers for the year ahead: Wardens, Parish Councillors, Parish Nominators and Synod Representatives. This task should be approached prayerfully and seriously.

We also have cause to thank God, for His generous supply and provision over our 140+ year history.

To **NOMINATE & VOTE** someone to be an Office Bearer

To nominate &/or vote at the AGM you must be a member of Bulli Anglican Church, present at the AGM and eligible to vote at the AGM (note that the person you nominate must also be eligible to vote at the AGM but does not need to be present at the AGM).

It is the nominator's responsibility to fill out the Nomination Form and submit it to the church office. Nominations are best made before the meeting but can be within the AGM before voting.

Eligible persons are those who can agree to the following declarations -

"I am a member of the Anglican Church of Australia.

I have been baptised.

I am not less than 18 years of age.

I have usually during 3 months within the past 12 months attended services of public worship at [name of church] or as part of an associated congregation of that church.

I do not claim to be a parishioner of any other church or parish of the Anglican Church of Australia.

Dated thisday of 20....".

"I have not voted at a general meeting of parishioners of any other church or parish of the Anglican Church of Australia within the past 3 months and I do not intend to vote at a general meeting of parishioners of any other church of the Anglican Church of Australia within the next 3 months."

WARDEN ROLES AND RESPONSIBILITIES

The wardens primary role is to guard the welfare of the church, finances, property, staff and be responsible for the legal administration of the church.

Their responsibilities include:

- To supply one of their number to be the Church Treasurer or to appoint a suitable person.
- To have the charge, control and administration of all money and other property of the church including financial reporting, audited accounts, budgeting etc.
- To ensure books of account of all money received and expended are kept.
- To keep order in the church and its grounds.
- To have care of the church, furniture and other things relating to the celebration of divine service and to see that everything is in proper order for performance of divine service.
- To report to the Archbishop any grave irregularities in performance of divine service and any wilful neglect of duty or flagrant misconduct on the part of the minister.

- To ensure appropriate insurance coverage for:
 - Church, fittings, fixtures etc in rectory, halls, and all buildings on the church property;
 - Liability against death or injury to persons and loss or damage.
 - Such persons as may be required by law to be insured for any purpose.
- To report to the Registrar of the Diocese the names, addresses and occupations of all persons elected or appointed to be trustees, churchwardens or members of parish councils.
- Payment of stipends or any other amounts to be paid as authorised by the parish council.
- Repair and maintenance of church property
- To provide the minister with sufficient means for the safe custody of all church registers and records.
- In addition to the Ordinance guidelines, the wardens meet regularly with the minister to pray and provide insights and assistance in the spiritual oversight of the parish.

PARISH COUNCIL'S ROLES AND RESPONSIBILITIES

The parish council's primary role is to consider and determine matters of policy, create and approve budgets, employ staff and consult with the minister on the work of the church:

These functions generally occur in monthly meetings and include activities such as:

- To fix the stipend of the minister and with the minister to fix the stipend or salary of other staff members.
- To confer with the minister in the initiation, conduct and development of church work including matters vital to the spiritual welfare of the church and to make recommendations to the minister on ministry within the parish.
- To keep minutes of its proceedings.
- To direct the expenditure or investment of any surplus funds including allocation of general funds of the church for the work of the Anglican Church in the Diocese of Sydney.
- To appoint a qualified person as Auditor.
- To fix percentages of mission giving.
- Parish Council has the right and power to authorise payments and determine matters of policy in the control of the funds and property in the parish.
- Parish Council may establish or abolish a committee(s) which may comprise or include people who are not members of Parish Council.
- In addition to the Ordinance guidelines, the parish councillors agree to pray together over matters under their care.

PARISH NOMINATOR'S ROLES AND RESPONSIBILITIES

The parish nominator's primary role is to help fill the role of rector should the position become available. Their responsibilities include:

- Participating in a Nomination Board, made up of the parish nominators and the Bishop
- Considering and providing the name of one or more clergyman to the Archbishop for consideration and confirmation (or otherwise) as the new rector

SYNOD REPRESENTATIVE'S ROLES AND RESPONSIBILITIES

Synod Representatives are comprised of the minister and two lay members elected at the AGM for a 3 year term to represent the Parish at the Diocesan Synod

Their responsibilities include:

- Electing persons to diocesan Bodies - including electing the Archbishop when required
- Receive reports and making ordinances that govern the diocese
- Pass resolutions and make policies to express and influence the life of the diocese
- To appoint representatives who interact with the wider Anglican Ccommunity

Elected wardens, parish councillors and parish nominators must make the following declaration within seven days of their election:

- I am a communicant member of the Anglican Church of Australia
- I have been baptised
- I am not less than 18 years of age
- I have usually, during three months within the past twelve months, attended divine service at the church of Bulli
- I do not claim to be a parishioner of any other church of the Anglican Church of Australia

Further, note that a person who is a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998 may not be appointed or elected as a warden, a parish councillor or parish nominator.

Any person nominated for election must make or have made the following declaration within 7 days before or after their election:

- I declare that I am not a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998

Finally, following are some biblical considerations for those called to leadership in the church. Please meditate on these passages as you consider who might be qualified for the roles outlined above, for the service of the church and to the glory of God:

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgement as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons.

In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything.

A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus."

1 Timothy 3:1-15

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.

Galatians 6:9

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves

Philippians 2:3

So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.

Ephesian 4:11-16

To the elders among you, I appeal as a fellow elder and a witness of Christ's sufferings who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

1 Peter 5:1-4

For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your[a] faith; if it is serving, then serve; if it is teaching, then teach; if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully.

Romans 12:3-8

The above information is to be used as a guide only. For full details of the roles and responsibilities of Office Bearers and the Ordinances that govern them, please see the

Parish Administration Ordinance 2008

and all other related resources at <https://www.sds.asn.au/>