

Parish Council Member

Job Description

Our Mission: to make, mature and mobilise disciples of Jesus Christ.

What this role is all about:

The functions of the Parish Council are described in the [Parish Governance Act 2013](#) (§25) as including:

- promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- supporting and assisting the churchwardens in the discharge of their responsibilities;
- the consideration and discussion of matters concerning the Anglican Church or any other matters of religious or public interest but not the declaration of the doctrine of the Anglican Church on any question;
- making known and putting into effect any provision made by the Diocesan Synod;
- giving advice to the Diocesan Synod on any matter referred to the parish council; and
- raising such matters as the parish council considers appropriate with the Diocesan Synod.

In addition the Act specifies that the Parish Council

- must consult together on matters of general concern and importance to the parish. (§25(2))
- must have in place and review annually a plan setting out material risks and the mitigation strategies. (§25(3))
- may determine amounts to be available for the remuneration of the holders of any role, office or position in the parish and, subject to the Diocesan Stipends Act 1991, must determine the remuneration payable in each case. (§27(1))
- has the general direction of the administration of all parish funds (§33(1))
- must approve and present to each annual meeting a parish budget for the financial year in which the meeting is held. (§33(2))
- may alter the parish budget to respond to unforeseen increases or decreases in income, expenditure, assets or liabilities. (§33(4))
- must establish a proper system for monitoring the incurring of liabilities on behalf of the parish to ensure that liabilities are incurred within the scope and terms of the authorization. (§34(6))
- must ensure that the uses to which property held or controlled for parish purposes are put are consistent with the fundamental beliefs and principles of the Christian church and the good name and repute of the Anglican Church. (§37(1))

What this role involves:

Task	Timing
Attending Parish Council meetings once a month (usually 4 Tuesday of the month)	2.5 hours / month
Preparing for Parish Council by reading through all the papers provided	1.5 hours / month
Attend additional meetings, conferences, programs or workshops as appropriate	
Undertake tasks or participate in committees flowing out of the Parish Council	
Be aware of the different ministries, services, and activities across the Parish	
Pray regularly for the ministry and mission of the Parish	

The Details:

- If you are unable to attend a meeting of Parish Council you should give your apologies through the Lead Minister, who is the chair of the Parish Council.
- This is an elected position in the Parish for a period of one year, but it is hoped that people will make themselves available to serve for at least 3 years on Parish Council if elected as such
- If you are unable to continue as a member of Parish Council you need to resign in writing to the Lead Minister.
- Please ensure that you arrive on time for meetings and are well prepared by having read through the papers ahead of time. This ensures that our time is best used.

What you agree to be kept accountable to:

I have prayed about and been offered a position as a member of Parish Council and I now choose to commit myself to the following:

- I agree with and support our church's [Mission, Vision and Values](#)
- I have signed the [Code of Conduct](#).
- I have signed the [Diocesan declaration for Wardens and Parish Councillors](#)
- I have read my job description and commit to following it to the best of my ability.

"...whoever wants to become great among you must be your servant..." Matthew 20:26

Name: _____

Signature: _____

Date: _____