



PARISH GOVERNANCE ACT 2013

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Parish Governance Act 2013

AN ACT

to provide for the establishment, governance and Diocesan oversight of parishes and for other purposes

BE IT ENACTED by the Archbishop, the Clergy and the Laity of the Anglican Church of Australia within the Diocese of Melbourne in Victoria duly met in Synod according to law as follows:

PART 1 – PRELIMINARY

1. Short title

This Act may be cited as the **Parish Governance Act 2013**.¹

2. Commencement

This Act comes into operation on 1 July 2014.

3. Definitions

(1) In this Act, unless the context otherwise requires—

“accounting records” includes—

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, vouchers and other documents of prime entry;
- (b) documents and records that record those entries;
- (c) documents, records and communications showing the authorization or ratification of expenditure; and
- (d) any working papers and other documents that are necessary to explain the methods and calculations by which accounts are made up;

“accounts” means a combination of—

- (a) an account recording the total receipts and payments; and
- (b) a statement of assets and liabilities—

together with any statements, reports and notes, other than the reports of an auditor or independent examiner, that are attached to and intended to be read with the account, statement or balance sheet, as the case may be;

“Anglican Church” means the Anglican Church of Australia;

“annual diocesan assessment” means the amount payable under section 30;

“bankrupt” includes a person who applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounding with his or her creditors or making an assignment of his or her remuneration for their benefit;

“Authorised Anglican Congregation” means a congregation in respect of which a declaration is in force under section 4 of the *Authorised Anglican Congregations Act 2004*;

“Church” has the same meaning as in section 7(2) of the *Interpretation Act 1878*;

“Diocese” means the Diocese of Melbourne;

“diocesan authority” means

- (a) the Archbishop, whether or not acting with the advice and consent of the Council of the Diocese;
- (b) a Regional Bishop;
- (c) a Regional Council;
- (d) an Archdeacon;
- (e) the Registrar; or
- (f) the Director of Diocesan Services;

“Director of Professional Standards” has the same meaning as “Director” in the *Professional Standards Act 2009*;

“disqualified person” means a person disqualified under section 19;

“financial year” means the year ending at midnight on 30 September;

“local electoral roll” means a roll showing only the parishioners on a parish electoral roll associated with a particular worship centre in the parish;

“mental incapacity” means a person who has a mental illness within the meaning of section 8 of the *Mental Health Act 1986 (Vic)*;

“parish” means a parish declared under section 6;

“parish council” in relation to a parish, means the parish council established by the parish rules for meetings and officers;

“parish electoral roll” means the roll established under section 9;

“parish officer” includes a person in a parish (other than the vicar) who is a churchwarden, member of the parish council, member of the incumbency committee or member of a vestry;

“parish rules for meetings and officers” means the rules referred to in Division 2 of Part 4;

“parish secretary” means the parish secretary appointed or elected under the parish’s parish rules for meetings and officers;

“statutory parish meeting” means any annual meeting, special meeting, parish electoral meeting, special parish electoral meeting, or meeting of parishioners on a local electoral roll provided for in this Act, the regulations or a parish’s parish rules for meetings and officers;

“Registrar” means the Registrar of the Diocese;

“vestry” in relation to a worship centre means the vestry established by the parish’s parish rules for meetings and officers;

“vicar” means—

- (a) the incumbent;
- (b) a clerk appointed temporarily by the Archbishop to perform the ecclesiastical duties of the incumbency;

- (c) if there is no incumbent and no clerk appointed under paragraph (b), or if such a person is absent from the parish on leave, the Archdeacon;

“worship centre” means a place within the parish used regularly by the parish for public worship, and includes a principal worship centre and a local worship centre.

- (2) For the purposes of this Act and any regulations made under this Act and the parish rules for meetings and officers of any parish, **“communicant member”** means a person who is on the parish electoral roll and who is eligible to be admitted to Holy Communion under the Admission to Holy Communion Canon 1973 of the General Synod of the Anglican Church.

Note: Section 3 of the Reception Canon 1981 of the General Synod of the Anglican Church provides that a person received into communicant membership in accordance with that canon has the same status in the Anglican Church of Australia as a person who has been confirmed in accordance with the rites of that Church.

- (3) For the purpose of this Act, **“principal worship centre”** means the principal place of worship referred to in section 8, and **“local worship centre”** means a worship centre within the parish other than the principal worship centre.
- (4) Where in this Act it is provided that a parish must do an act, it is the churchwardens who must seek in good faith to ensure that the parish does that act.
- (5) In this Act, other than in sections 19(3), 21(7), 27(4), 28, 29, 37(3), 37(4), 38(5), 40, 54(1), 55, 61(3), 62(1), and 72(1), a reference to the Archbishop in relation to any matter pertaining to the temporal affairs of the church means the Archbishop acting with the consent of the Council of the Diocese.
- (6) In this Act other than section 4, a reference to a diocesan authority includes a reference to a person acting as the delegate or agent of a diocesan authority.

4. Delegation

- (1) A diocesan authority other than the Archbishop in Council may delegate to any person or body any of its powers under this Act, other than this power of delegation.
- (2) The Archbishop in Council may delegate to any person or body (including to the Archbishop) any of its powers under this Act, other than the power to make regulations, including the power of delegation.
- (3) A delegation may be withdrawn in whole or in part, varied, or given again to the same or some other person.
- (4) A delegation given to a person may be given to them by name or by reference to an office or position.
- (5) Where a delegation has been given to a person by reference to an office or position, the delegated power may be exercised by anyone for the time being occupying or acting in that office or position.
- (6) A delegation, variation to a delegation or withdrawal of a delegation must be in writing and has effect from the time at which it is given to the Registry for registration.

PART 2 – THE PARISH

5. *The Anglican understanding of a parish*

The parish is the geographical unit for organizing the mission of God throughout the Anglican Church within the Diocese of Melbourne. The boundaries of each parish are those approved by the Archbishop in Council. The Anglican Church within the Diocese is constituted of clergy and lay people committed to building up the body of Christ under the leadership of the Archbishop.

PART 3 – ESTABLISHING A PARISH AND DEFINING ITS BOUNDARIES

6. *Declaration of parishes*

The Archbishop in Council may declare that there is a parish in relation to a geographical area within the Diocese.

7. *Parish boundaries*

- (1) When—
 - (a) declaring a part of the Diocese not included in a parish to be a parish;
 - (b) dividing a parish into separate parishes;
 - (c) creating a parish from more than one existing parish;
 - (d) altering the boundaries of parishes under sub-section (3), or
 - (e) merging parishes or discontinuing a parish under Division 3 of Part 7—the Archbishop in Council must by words of description with or without maps or plans declare in writing the boundaries of every parish affected.
- (2) Before the Archbishop in Council can divide a parish into separate parishes or create a parish from more than one existing parish, it must have before it a written report as to the views regarding the proposal expressed by the vicar, the parish officers and a statutory parish meeting of the parish or each of the parishes directly affected, including their views in relation to the proposed new boundaries.
- (3) Where it is proposed that the boundaries of two or more parishes be altered such that no more than 25 per cent of the area of any parish will be added or removed, and the vicar and parish officers of all affected parishes agree in writing to the proposal, the Archbishop in Council may alter the boundaries of those parishes in the manner proposed.
- (4) Every declaration made under sub-section (1) must be preserved in the Registry of the Diocese.
- (5) The Registrar must if so requested provide the description of a parish referred to in sub-section (1).
- (6) A declaration under sub-section (1) is conclusive evidence of the boundaries of a parish.

8. Places of worship

- (1) A parish must have a principal place of worship.
- (2) If a parish has more than one worship centre, the principal worship centre is the worship centre so designated by the Archbishop in Council.
- (3) Unless otherwise authorized by the Archbishop in Council, the principal place of worship must be a building of which the whole or some part is set apart and consecrated or intended to be set apart and consecrated exclusively for the worship of Almighty God according to the doctrine, rites and usages of the Anglican Church.

PART 4 — PARISH GOVERNMENT

Division 1 – Electoral rolls

9. Persons entitled to be on the parish electoral roll

- (1) There must be a parish electoral roll for each parish.
- (2) A person is not entitled to be upon the roll of more than one parish or Authorised Anglican Congregation, or upon the roll of a parish and an Authorised Anglican Congregation.
- (3) The parish electoral roll is to contain the names and postal addresses of lay persons who are of at least eighteen years of age and who—
 - (a) are baptised;
 - (b) regularly and habitually attend public worship at a worship centre in the parish;
 - (c) have signed an application seeking to be included on the roll and declaring that—
 - (i) they are a member of the Anglican Church of Australia or of a church in communion with the Anglican Church of Australia;
 - (ii) they are not a member of any church which is not in communion with the Anglican Church of Australia; and
 - (iii) they are not on the parish electoral roll of any other parish or any Authorised Anglican Congregation in the Diocese other than a roll from which they wish their name to be removed.
- (4) Without limiting other grounds on which a person may be taken to have regularly and habitually attended public worship in a worship centre in a parish, for the purposes of this section a person who has attended public worship at a worship centre 12 times in the preceding 12 months and three times in the preceding three months is considered to have regularly and habitually attended public worship at that worship centre.
- (5) Where there is more than one worship centre in a parish, the parish electoral roll must show in respect of each parishioner a worship centre with which they are associated.
- (6) The worship centre with which a parishioner is shown as being associated for the purposes of sub-section (5) is a worship centre at which the parishioner regularly and habitually attends public worship that has for the purposes of the roll been—
 - (a) identified by the parishioner; or
 - (b) if not so identified, determined by the parish electoral committee—

as the worship centre with which the parishioner is associated.

10. Forming a parish electoral roll

- (1) For each parish there is a parish electoral committee consisting of the vicar and a churchwarden or member of the parish council appointed by the parish council at its first meeting after the annual meeting.
- (2) Where the Archbishop in Council declares a new parish and there is in relation to that parish under the *Trustees Act 1910*—
 - (a) a Provisional Committee, the vicar and the Provisional Committee constitute the parish electoral committee in that parish until there is a parish electoral committee; and
 - (b) a Secretary, the Secretary is the parish secretary under this Division until there is a parish secretary.
- (3) When it declares a new parish and Part II of the *Trustees Act 1910* does not apply, the Archbishop in Council must—
 - (a) establish an interim parish electoral committee to perform the functions of a parish electoral committee in that parish until there is a parish electoral committee; and
 - (b) appoint a person to perform the functions of the parish secretary under this Division until there is a parish secretary.

11. Revising the parish electoral roll

- (1) The parish electoral roll must be maintained and revised by the parish electoral committee.
- (2) Subject to sub-section (3), the parish electoral roll must be revised and if necessary amended each year so as to be completed at a time between 15 and 28 days before the annual meeting of the parish or worship centre to which the roll relates to add the names of people eligible to be on it and to remove the names of people who have become ineligible.
- (3) The parish roll may not be amended—
 - (a) in the period of 14 days preceding the annual meeting; or
 - (b) during the period between the time when the churchwardens fix the date of a statutory parish meeting (other than an annual meeting) and the conclusion of that meeting.
- (4) At least 14 days before the revision referred to in sub-section 2, notice must be given as widely as possible within the parish of the revision.
- (5) The name of a parishioner must not be removed only on the grounds that they have not regularly and habitually attended public worship at a worship centre in the parish during the previous three months if they have failed to attend for some temporary or unavoidable reason.

12. Display and inspection of the electoral roll

- (1) Subject to this section, the parish electoral roll revised and amended in accordance with section 11(2) must be dated, signed and certified by the parish electoral

committee and displayed clearly, together with any names that have been removed since the last annual meeting—

- (a) near the main entrance to each church in the parish throughout the 14 days preceding the annual meeting; and
 - (b) in a place and manner obvious to anyone attending public worship in a worship centre that is not a church during, and for a reasonable time before and after, each occasion of public worship in that worship centre in the 14 days preceding the annual meeting.
- (2) Subject to this section, anyone who is on the parish electoral roll may inspect the roll at any time at no charge by request to the parish secretary.
 - (3) A copy of the parish electoral roll displayed under sub-section (1) must be presented to the annual meeting of the parish and must be provided to the Registrar by the parish secretary if the Registrar so requests.
 - (4) The parish electoral roll or local electoral roll that is publicly displayed or available for inspection must not show any information other than that person's first name and surname unless the person has agreed in writing for that other information to be available for public display and inspection.

13. People moving between parishes

- (1) If a person applies to be on the electoral roll of a parish and wishes to be removed from the electoral roll of another parish, the parish secretary must inform the parish secretary of that other parish of the person's wish.
- (2) Once an electoral roll of the other parish has been amended by removing a name as a result of a notice received under sub-section (1), the parish secretary of the other parish must inform the parish secretary of the new parish that the amendment has been made.

14. Prescribed forms for the purpose of this Division

The Archbishop in Council may prescribe forms that are to be used for the purposes of applications, notices and other communications required by this Division.

Division 2 – Parish rules for meetings and officers

15. Parish rules for meetings and officers

- (1) The parish rules for meetings and officers in Schedule 1 apply to each parish.
- (2) If section 18 applies to a parish, the additional rules in Schedule 2 apply to that parish.
- (3) Where in Schedule 1 provision is made for an alternative or additional rule, the parish may by following the procedures in section 16 adopt that rule as part of the parish's modified parish rules for meetings and officers.

16. Modified parish rules for meetings and officers

- (1) Modified parish rules for meetings and officers may be proposed by—
 - (a) three churchwardens;

- (b) the parish council; or
 - (c) 10 or more parishioners.
- (2) A statutory parish meeting may adopt modified parish rules for meetings and officers only to the extent that—
- (a) the text is permitted text in Schedule 1; and
 - (b) the permitted text is used in conformity with the instructions corresponding to that text in Schedule 1.
- (3) A statutory parish meeting may not adopt or amend modified parish rules for meetings and officers at a time when there is no incumbent or when the incumbent is under suspension from the duties of the office.
- (4) Before a statutory parish meeting may adopt modified parish rules for meetings and officers under sub-section (2)—
- (a) at least one month's notice of the meeting must have been given; and
 - (b) the full text of the proposed modified parish rules for meetings and officers must have been always available during the period of one month before the meeting.
- (5) If at a meeting to adopt modified parish rules for meetings and officers, or at any meeting adjourned under this sub-section—
- (a) it is moved and seconded that the rules as available before the meeting be amended in any way; and
 - (b) following the consideration of all such motions one or more such motions has been carried—
- the meeting must be adjourned for at least 14 days to a date fixed and announced by the Chair before the meeting is adjourned for the further consideration of the motion to adopt the modified rules.
- (6) A parish may further modify its parish rules for meetings and officers by following the procedure set out in sub-sections (1), (2), (3), (4) and (5).
- (7) Modified or further modified parish rules for meetings and officers may be expressed to come into effect on any date or at any time not more than 14 months after the meeting at which they are adopted.
- (8) The parish must provide a copy of modified and further modified parish rules for meetings and officers to the Registrar as soon as they have been adopted.
- (9) Subject to sub-section (10), the Registrar must register the modified or further modified rules and notify the parish that they have been registered.
- (10) The Registrar—
- (a) must not register a parish's modified or further modified parish rules for meetings and officers unless satisfied that they contain no modifications other than those allowed by Schedule 1; and
 - (b) if in doubt as to whether modified or further modified rules contain only modifications allowed by Schedule 1, must refer the modified or further modified rules to the Archbishop in Council for a final determination as to whether they may be registered.

- (11) The Archbishop in Council must not determine that a parish's modified or further modified parish rules for meetings and officers referred to it under sub-section (10) may be registered unless it is satisfied that they contain only modifications allowed by Schedule 1.
- (12) The Registrar must register the modified parish rules for meetings and officers and notify the parish that they have been registered.
- (13) If modified or further modified parish rules for meetings and officers are registered, they have effect from the date on which they are registered under sub-sections (9) or (12) or on the date or at the time expressed in the modified rules, whichever is the later.
- (14) Subject to sub-section (15), the modified parish rules for meetings and officers, whether or not further modified, cease to have effect on the earlier of—
 - (a) the date fixed for that purpose by the modified rules; or
 - (b) the end of the annual meeting of the parish held in the tenth year after the meeting that adopted the modified rules.
- (15) If at the time when modified parish rules for meetings and officers are to cease to have effect under sub-section (14) the parish has no incumbent, they continue to have effect until the end of the first statutory parish meeting held after the institution of the next incumbent.
- (16) A parish must state in its annual statistical return whether it has modified parish rules for meetings and officers and the date on which those rules cease to have effect by virtue of sub-section (14).
- (17) In this section, "**modified parish rules for meetings and officers**" means the rules in Schedule 1 varied in accordance sub-section (2).

17. Rules applying to elections

- (1) An election at a statutory parish meeting must be conducted so as to fill the offices and positions provided for in the parish rules for meetings and officers that will be in place following the close of that meeting.
- (2) Where—
 - (a) an election or appointment is to take place at a statutory parish meeting, and
 - (b) the parish rules for meetings and officers that will operate in relation to the election or the offices following the meeting are different from those operating up to the end of the meeting—

the meeting may resolve—
 - (c) that the meeting stand adjourned for a period not exceeding 21 days; and
 - (d) that the election or appointment is to take place at that adjourned meeting—

and may further set a closing date for the receipt of additional nominations for election.

18. Parishes with a local worship centre

- (1) If there is a local worship centre in a parish, the parishioners on the local electoral roll of that local worship centre may at a meeting called for the purpose resolve that this section applies.
- (2) If this section applies—
 - (a) the budget presented to the annual meeting of the parish must include details of the income from each worship centre and the expenditure associated with the buildings and accommodation of each worship centre; and
 - (b) a meeting of the parishioners on the local electoral roll of one or more of—
 - (i) the principal worship centre; and
 - (ii) a local worship centre—may resolve that there is to be a local annual meeting for that worship centre and, if it resolves that there is to be an annual meeting for that worship centre, that there is to be a vestry for that worship centre.
- (3) A local statutory parish meeting may—
 - (a) if there is a vestry for that worship centre, resolve not to have a vestry for that worship centre; and
 - (b) if there is no vestry for that worship centre or it has resolved not to have a vestry for that worship centre, resolve that there is not in future to be an annual meeting for that worship centre.
- (4) A local statutory parish meeting of a local worship centre that has no vestry and no annual meeting may resolve that this section no longer applies.
- (5) This section no longer applies if a local statutory parish meeting of every local worship centre that has previously resolved that this section applies has resolved that this section no longer applies.

19. Disqualification from holding parish offices

- (1) Subject to sub-section (3) a person who is—
 - (a) an undischarged bankrupt; or
 - (b) a person who has been convicted of an offence punishable by more than 5 years imprisonment; or
 - (c) permanently or for a period of more than 12 months incapable to a substantial degree by reason of mental incapacity or physical disability to discharge the duties of a parish office —is a disqualified person and may not be a parish officer.
- (2) A person who is subject to a prohibition order under the *Professional Standards Act 2009* may not be a parish officer in relation to any position, office or function which they are prohibited from holding or carrying out under that Act, and that person is a disqualified person to the extent, but only to the extent, of that prohibition.
- (3) The Archbishop, on the advice of the Chancellor, may exempt a person in whole or in part from the application of sub-section (1).

- (4) The participation of a disqualified person in a meeting of a parish does not invalidate the meeting or any proceedings at it.

20. Declaration by office holders

- (1) Subject to sub-section (2), a person appointed or elected to a parish office must not perform any duties of that office before signing a declaration in or to the effect of the prescribed form.
- (2) Sub-section (1) applies to a person not already a member of the parish council appointed temporarily to act as a churchwarden or treasurer, but not to a person so appointed who is at the time of the appointment already a member of the parish council or to a member of an incumbency committee referred to in section 21(1)(b).
- (3) If a person fails to comply with sub-section (1) within one month of being appointed or elected, the office becomes vacant.

21. Incumbency committee

- (1) The incumbency committee of a parish comprises—
- (a) subject to this section, the Regional Bishop of the Region in which the parish lies, who chairs the committee;
 - (b) a churchwarden appointed in accordance with sub-sections (2) or (3);
 - (c) the parishioners elected in accordance with sub-section (4);
 - (d) the local archdeacon; and
 - (e) the consultant appointed to the incumbency committee in accordance with section 17 of the *Appointments Act 1971*.
- (2) Within 30 days of an annual parish meeting or before the first meeting of the parish council following an annual parish meeting (whichever occurs first), the churchwardens must appoint a churchwarden to be a member of the incumbency committee.
- (3) If the person appointed under sub-section (2) is for any reason no longer available at the time when the incumbency committee is first convened, the churchwardens must, before the first meeting of the incumbency committee, appoint to the incumbency committee a churchwarden who is not a member of the incumbency committee elected under sub-section (4).
- (4) Other than the churchwarden appointed in accordance with sub-sections (2) or (3), the parishioners who are members of the incumbency committee are—
- (a) where there is one worship centre, two parishioners elected by the annual meeting; and
 - (b) where there is more than one worship centre, one parishioner elected by the parish annual meeting plus one parishioner on the local electoral roll of each worship centre in the parish, elected by the parishioners on that local electoral roll.

Note: The election of parishioners on local electoral rolls could take place at the time of the annual meeting of the parish.

- (5) If there is a vacancy in the elected parishioners on the incumbency committee before its first meeting, the vacancy may be filled—

- (a) in the case of a parishioner elected by an annual meeting or a parish electoral meeting, by a special parish electoral meeting; and
 - (b) in other cases, by a special meeting of the parishioners on the relevant local electoral roll.
- (6) As soon as possible after a parishioner becomes a member of the incumbency committee, the parish must inform the Registrar of his or her name and postal address.
- (7) The Archbishop may determine that he or she, or another person whom he or she appoints for the purpose, is to be a member of and is to chair the committee instead of the Regional Bishop.

22. Status of decisions

- (1) The parish council must take into consideration any expression of opinion by a statutory parish meeting.
- (2) Except as otherwise provided by this or any other Act, a decision of a statutory parish meeting is not binding on the parish council or churchwardens unless it is a decision requiring that a matter be considered or taken into account, or a decision seeking a report in relation to a matter.
- (2) A decision of a parish council is not binding on the churchwardens in relation to any matter for which they have a statutory responsibility.

PART 5 — RESPONSIBILITIES IN PARISH GOVERNANCE

Division 1 — The churchwardens and parish council

23. Churchwardens

- (1) Subject to this Act, the churchwardens of a parish are responsible for—
- (a) the care and maintenance of the church, the vicarage and other accommodation provided by the parish for the staff of the parish, the church grounds, and all other buildings and property of the parish;
 - (b) the care of the furniture of the worship centres and of all things necessary for the conduct of public worship, and for providing everything necessary for the conduct of public worship, including the bread and wine for the Holy Communion;
 - (c) keeping in order the worship centres and their grounds and seeing that everything in and about the worship centres is fit and in proper order for the due performance of public worship;
 - (d) keeping order in the worship centres during public worship and providing for the due seating of the congregation and the collection of their offerings;
 - (e) reporting to the parish council all repairs or alterations required in the fabric, fittings or furniture of the worship centres and the fabric and fittings of the vicarage;
 - (f) complying with any laws of the Commonwealth of Australia, the State of Victoria or any municipality in which the parish has property that impose mandatory requirements applicable to the land, buildings and operations of the parish; and
 - (g) the other functions and responsibilities imposed on them by this Act.

- (2) The churchwardens must ensure that any leave taken by the vicar is consistent with the terms of the vicar's appointment.
- (3) Except where the churchwardens have a duty to report the matter under section 22 of the *Professional Standards Act 2009*, the churchwardens of the parish have a duty to provide a written report to the Archbishop, signed by a majority of them, on any serious irregularities in the performance of public worship or any wilful neglect of duty or any serious misconduct on the part of the vicar.
- (4) The churchwardens have the functions and duties conferred or imposed by the laws of the Church, including canons of General Synod adopted by this Diocese and the laws of this Diocese.

24. Role of the vicar

The vicar has a distinct role in governance and management of the parish and—

- (a) is responsible for the administration of public worship, for the preaching and teaching of the word of God, for the administration of the sacraments, and for its whole mission, pastoral, evangelistic, social, and ecumenical;
- (b) contributes biblical, theological, pastoral, liturgical, educational, evangelistic and ethical insights to the governance and management of the parish;
- (c) works in cooperation with the churchwardens and parish council in ensuring that the governance and management of the parish serves the identity and whole mission of the church;
- (d) exercises a “presidential” role by chairing the parish council, the vestry and statutory parish meetings, or by appointing other fit persons to chair such meetings as provided for by this Act and the parish rules for meetings and officers, and is entitled to exercise a vote at a meeting of the parish council or a vestry (whether chairing the meeting or not), but is not entitled to exercise a vote at statutory parish meetings;
- (e) may make appointments jointly with the churchwardens under the Act; and
- (f) may recommend to the Archbishop persons to be appointed to ministry in the parish as a clerk or as an authorised lay minister.

25. Functions of the parish council

- (1) The functions of the parish council include, in addition to the functions contained in this or any other Act,—
 - (a) promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
 - (b) supporting and assisting the churchwardens in the discharge of their responsibilities;
 - (c) 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;
 - (d) making known and putting into effect any provision made by the Diocesan Synod;
 - (e) giving advice to the Diocesan Synod on any matter referred to the parish council; and

- (f) raising such matters as the parish council considers appropriate with the Diocesan Synod.
- (2) The parish council must consult together on matters of general concern and importance to the parish.
- (3) The parish council must have in place and review annually a plan setting out material risks and the mitigation strategies.

Division 2 — Appointments

26. Interpretation

In this Division, a reference to “**authorised lay ministry**” is a reference to lay ministry of a kind that is or may be authorised pursuant to the Authorised Lay Ministry Canon 1992 of the General Synod of the Anglican Church, and a reference to “**authorised lay minister**” is a reference to a person authorised for authorised lay ministry.

27. Appointments generally

- (1) The parish council 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.
- (2) A person appointed to a role, office or position in a parish must be fit to hold the role, office or position in the Anglican Church whether unconditionally or subject to any condition or restriction.
- (3) A person appointed to hold any role, office or position in a parish for ordained ministry or for authorised lay ministry must not engage in that ministry without the licence or other written authority of the Archbishop which shall be conclusive evidence of their fitness for that role, office or position.
- (4) Except with the prior written consent of the relevant Archdeacon (or, in a parish in which the Archdeacon is the incumbent, the Archbishop or the relevant Regional Bishop), a churchwarden may not be appointed to, or continue to hold, a remunerated office or position in the parish.

28. Appointments of clerks and authorised lay ministers

- (1) The Archbishop alone may appoint—
 - (a) a person in Holy Orders to a stipendiary role, office or position in a parish; and
 - (b) a stipendiary authorised lay minister in a parish—and alone may suspend or terminate that appointment.
- (2) An appointment under sub-section (1) is on the terms and conditions determined by the Archbishop.
- (3) The vicar is responsible for recommending to the Archbishop the appointment of a person under sub-section (1) and the terms and conditions of that appointment.
- (4) The Archbishop must consult with the vicar before exercising the power of appointment, suspension or termination unless it is impracticable to do so.

- (5) The vicar is responsible for supervising and managing a person appointed under this section.
- (6) Nothing in this section applies to the appointment of a person as the vicar or derogates from the inherent powers or authority of the Archbishop.

29. Other appointments

- (1) Except as provided in sub-section (4) of this section and otherwise in this Act, the vicar alone may appoint on such terms and conditions as he or she determines a person to any role, office or position in the parish and alone may suspend or terminate that appointment.
- (2) The vicar may authorize a person on his or her behalf to manage and supervise a person appointed under sub-section (1).
- (3) The vicar may delegate to the relevant Archdeacon or to another person approved by the Archbishop his or her duties and functions as the Church authority under the *Professional Standards Act 2009* in relation to a person appointed under sub-section (1).
- (4) Except as otherwise provided in this Act or in the parish rules for meetings and officers, the vicar and churchwardens may jointly appoint on such terms and conditions as they determine—
 - (a) a person to any remunerated role, office or position in the parish that is not in relation to public worship, mission, ministry or teaching; and
 - (b) a person to any role, office or position in the parish involving the handling or collection of moneys or the keeping of parish books and records—and may jointly suspend or terminate that appointment.
- (5) The vicar and churchwardens may jointly authorize one of their number on their behalf to manage and supervise the person in the role, office or position.
- (6) The vicar and the churchwardens may jointly delegate to one of their number or to the relevant Archdeacon or to another person approved by the Archbishop their duties and functions as the Church authority under the *Professional Standards Act 2009* in relation to a person appointed under sub-section (4).

Division 3 — Annual diocesan assessment

30. Annual diocesan assessments

- (1) A parish must pay from its funds to the Diocese in accordance with this section the annual diocesan assessment specified in sub-section (5) or as otherwise determined under section 31.
- (2) The annual diocesan assessment is for the purpose of contributing to—
 - (a) funds expended by the Archbishop in Council or in accordance with the budget of the Diocese;
 - (b) the expenses of the Synod;
 - (c) funds authorized or required to be expended by statute or resolution of Synod, and

- (d) purposes incidental to any of the foregoing items of expenditure.
- (3) The assessment is an amount determined in the manner prescribed by the Archbishop in Council on the basis of the annual income of the parish, net of allowable deductions and at a stipulated rate of assessment.
- (4) For the purpose of determining the annual diocesan assessment, the parish must give the Registrar an annual statement of the income and expenditure of the parish in the form and at the time prescribed.
- (5) The Registrar must determine the annual diocesan assessment in the manner prescribed and issue a notice of assessment to the parish.
- (6) The parish must discharge its obligations under this Part within the time and in the manner prescribed.

31. *Objection to annual diocesan assessment*

- (1) A parish may within a prescribed time in the prescribed form object to the Archbishop in Council against the annual diocesan assessment.
- (2) The grounds for the objection must be stated fully and in detail, and must be in writing.
- (3) The Archbishop in Council may following an objection under sub-section (1), allow the objection and determine an annual diocesan assessment in lieu of the annual diocesan assessment determined by the Registrar under section 30(5).

32. *Waiver of annual diocesan assessment*

- (1) A parish may within a prescribed time apply to the Archbishop in Council for some or all of its obligation to pay the annual diocesan assessment to be waived.
- (2) The Archbishop in Council may following an application under sub-section (1), in its absolute discretion waive in whole or in part a parish's obligation to pay the annual diocesan assessment on such terms and conduct as it may decide.
- (3) The Archbishop in Council must adopt and publish a policy guiding the exercise of its discretion under sub-section (2).

Division 4 — Finance

33. *Parish council and parish budget*

- (1) The parish council has the general direction of the administration of all parish funds other than those excluded from that direction by the trusts on which they are held, and must provide that direction in accordance with this Division.
- (2) The parish council must approve and present to each annual meeting a parish budget for the financial year in which the meeting is held.
- (3) The parish budget must specify an amount with regard to each of the matters for which payment must be made under section 35(1).
- (4) The parish council may alter the parish budget to respond to unforeseen increases or decreases in income, expenditure, assets or liabilities.

- (5) The treasurer must ensure that the funds of the parish are expended in a manner consistent with the parish budget.
- (6) In this Division, “**parish budget**” means the parish budget approved and presented under sub-section (2) as altered under sub-section (4).

34. Parish funds

- (1) The churchwardens have responsibility for the proper keeping and management of all parish funds and must maintain adequate and accurate accounting records of the parish's financial transactions.
- (2) The funds of the parish must be kept in an account in the name of the parish with a bank or with some other prescribed institution.
- (3) Subject to this section—
 - (a) the signatories for payments from the funds of the parish are the persons decided by the parish council, and
 - (b) a cheque or other payment from the funds of the parish must be signed or authorized by two signatories, one of whom is the treasurer or a churchwarden.
- (4) All money received by the parish in order for it to be remitted to a person or body outside the parish must be paid to that person or body within two months of its being received.
- (5) A person must not incur a liability on behalf of the parish except as authorized by the parish council.
- (6) The parish council 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.
- (7) The Archbishop in Council may make regulations regarding the systems to be established under sub-section (6).

35. Application of parish funds

- (1) The parish must out of its funds pay for—
 - (a) the supply of all things necessary for public worship and the administration of the sacraments;
 - (b) the amounts of remuneration determined under section 27(1);
 - (c) the insurance required by section 39;
 - (d) the payment of interest on money borrowed for the erection of the worship centre, vicarage or other parish buildings; and
 - (e) the annual diocesan assessment.
- (2) If any rent is received for the buildings of the parish, the insurance and repairs of those buildings must be met first from the rent.
- (3) After making due provision for any existing debt, the parish budget may provide for—
 - (a) the investment of any surplus funds in the manner prescribed;

- (b) the expenditure of surplus funds for such pious and charitable uses as the parish council may think fit; or
- (c) retaining surplus funds in an operating account of the parish.

36. Other provisions relating to management of parish funds

- (1) Despite any other provision of this Act—
 - (a) money raised by or contributed to the parish in connection with the parish church or other parochial buildings or for improving or furnishing them, or for any other purpose or purposes connected with the Anglican Church or any of its schools, societies, clubs, committees or other institution; and
 - (b) money raised or contributed to the parish from any trust or corporation established for the benefit of the parish or to advance any mission or ministry for which the parish is responsible—must be shown in the accounts of the parish.
- (2) The vicar, other than in the discharge of the responsibilities provided for in this Act, must not have any involvement in the management or administration of the finances or financial arrangements other than as a member of the parish council or a sub-committee of the parish council.

Division 5 —Property held for parish purposes

37. Use of property held by a parish for parish purposes

- (1) The parish council 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.
- (2) A meeting (other than a duly called statutory parish meeting or a meeting of a parish council or vestry) may not be held in any parochial building (including a worship centre) without the consent of the vicar.
- (3) The fittings and furniture of a new church may be installed, and the fabric, fittings and furniture of any church may be added to, altered or removed, only by the churchwardens with the approval of the vicar and parish council and the written consent of the Archbishop.
- (4) A monument must not be placed within or on the walls of a church without a faculty from the Archbishop.
- (5) The churchwardens must not remove or reinstate anything installed, added, altered or removed otherwise than in accordance with this section or without any necessary faculty.
- (6) This section does not prevent the churchwardens from repairing and maintaining the fabric, fittings and furniture of a church as closely as possible to their original condition.
- (7) In this section, "fittings" includes monuments, stained glass windows and any fixtures primarily ornamental or decorative affixed to or incorporated into the fabric of the church.

- (8) The churchwardens, with the consent of the vicar and parish council, may permit any monument to be placed in any part of a church or church grounds upon payment of such charges and subject to such regulations as are prescribed and the person so placing a monument, and the person's heirs, administrators and executors, may maintain and keep up the monument to and for his, her or their sole and separate use.

38. Property rights of the incumbent and vicar

- (1) The vicar is entitled to the means of access (including keys, security passes and security codes) to all the worship centres and other buildings of the parish used for parish purposes, and is to have unimpeded access at all times to the worship centres and those other buildings.
- (2) The vicar is entitled to lead public worship, administer the sacraments and perform all other rites and ordinances of the Anglican Church without hindrance from any one.
- (3) The incumbent is entitled to reside in the vicarage and, when resident, to the free and unimpeded use and enjoyment of the vicarage and any land associated with it.
- (4) The vicar may not let or otherwise part with possession of the vicarage, and if the incumbent does not reside in the vicarage the parish council is responsible for deciding how it and any land associated with it are to be occupied or otherwise used.
- (5) The incumbent must not, without the prior consent in writing of the Archbishop following consultation with the parish council, reside beyond the boundaries of the parish.
- (6) The rights and entitlements of an incumbent continue only for as long as he or she is the incumbent.

39. Parish insurance

- (1) A parish must maintain adequate insurance for—
- (a) all the buildings of the parish;
 - (b) the contents of all the buildings of the parish;
 - (c) loss or damage occurring in connection with the ownership, management, control or use of the buildings of the parish and their contents and of the grounds of the parish; and
 - (d) any liability of the parish officers incurred in that capacity (including any legal fees, fines or penalties) other than as a result of their fraud or wilful misconduct.
- (2) Sub-section (1) does not require a parish to insure against any loss or damage against which the Diocesan Trusts Corporation has insured in accordance with the *Diocese of Melbourne Insurance Act 1986*.
- (3) The parish must pay the insurance premiums that are from time to time determined under the *Diocese of Melbourne Insurance Act 1986* by the Archbishop in Council to be payable by the parish to the Diocesan Trusts Corporation or any other body.
- (4) The churchwardens must maintain a full and complete inventory of all registers, records, legal documents and of all furniture, service books, and vessels belonging to the parish and must provide to the Registrar a copy of the inventory as it is updated from time to time.

40. Public worship

- (1) Except with the prior written authorization of the Archbishop, the vicar and the churchwardens, a worship centre must not be used for any purpose other than public worship, the administration of the sacraments, the performance of the rites and ordinances of the Anglican Church or religious instruction or devotion.
- (2) Public worship must be conducted in accordance with—
 - (a) a form of service contained in—
 - (i) the Book of Common Prayer;
 - (ii) An Australian Prayer Book;
 - (iii) A Prayer Book for Australia; or
 - (b) deviations from any of those forms permitted by the Archbishop under section 4 of the Constitution of the Anglican Church; or
 - (c) variations to any of those forms which are not of substantial importance according to particular circumstances and which are authorized under a Canon of the Anglican Church adopted by the Diocese.
- (3) Subject to sub-section (4), a person other than the Archbishop or the relevant Regional Bishop may not perform a clerical office in a worship centre without the consent of the vicar and the Archbishop.
- (4) A clerk in holy orders authorized to officiate in the Diocese may perform a clerical office in a worship centre with the consent of the vicar alone or, if the vicar is suspended from office or for any other reason not capable of consenting, with the consent of the Archbishop.
- (5) The time or mode of conducting the principal service in a worship centre may be changed only with the consent of the vicar and the parish council given at a meeting summoned for the purpose and ratified at another meeting not more than six months later.

Division 6 — Preparation, audit and independent examination of accounts

41. Statements of money raised for parish

- (1) A treasurer or other person who has the custody or control of any money of the parish must each year, at least 14 days before the date of the annual meeting and at other times when called upon by the churchwardens, provide to the churchwardens a statement of accounts and balance sheet.
- (2) The churchwardens must to the fullest extent that it is possible for them to do so obtain the most recent profit and loss statement and balance sheet of every trust or corporation established—
 - (a) for the benefit of the parish; or
 - (b) to advance any mission or ministry for which the parish is responsible—
and of which the vicar or any parish officer is an officer.

42. Churchwardens to prepare accounts

- (1) As soon as possible after the end of a financial year the churchwardens must prepare the accounts in respect of that financial year to be tabled at the annual meeting.
- (2) The accounts must be prepared in accordance with the following principles:
 - (a) there must be an abstract of accounts of all moneys received and expended during the financial year that gives a true and fair view of the incoming resources and the application of the resources in that financial year;
 - (b) there must be a statement of all assets and liabilities of and in connection with the parish as at the end of the financial year that gives a true and fair view of the state of affairs of the parish at the end of that financial year.
- (3) The notes in Schedule 3 must be provided with the accounts to the extent necessary to show a true and fair view of the accounts.
- (4) The churchwardens must—
 - (a) show the accounts to the parish council before the annual meeting;
 - (b) submit the accounts to the auditors or the independent examiner together with all accounting records required by the auditors or the independent examiner;
 - (c) have the accounts, the certificate of the auditors or the independent examiner, and the statements and balance sheets obtained by them under section 41(2) printed and made available in printed form to the parishioners attending the annual meeting; and
 - (d) send to the Registrar within seven days after the annual meeting two copies of the documents printed for the annual meeting.
- (5) The churchwardens must—
 - (a) inform the annual meeting of any material change, as at the date of the meeting, in the income, expenditure, assets or liabilities from that shown in the accounts and the budget presented to the meeting; and
 - (b) immediately after the annual meeting, give to their successors, all accounting records and other documents relevant to the financial administration of the parish.

43. Audit and independent examination

- (1) The annual meeting of a parish whose total receipts in the financial year immediately preceding that annual meeting exceed \$250,000 must appoint an auditor.
- (2) The annual meeting of a parish to which sub-section (1) does not apply must appoint either—
 - (a) an auditor; or
 - (b) an independent examiner.
- (3) If at any time a position of auditor or independent examiner becomes vacant, the parish council must appoint an auditor or independent examiner to fill the vacancy.
- (4) An auditor or independent examiner appointed under this section holds office until the next annual meeting unless in the meantime the auditor or independent examiner –

- (a) dies;
- (b) resigns; or
- (c) is removed by resolution of a special meeting.

44. Qualifications of auditor

An auditor must be —

- (a) a registered company auditor under the Corporations Act 2001 (Cth);
- (b) a firm of registered company auditors under the Corporations Act 2001 (Cth);
- (c) a person who is a member of CPA Australia or the Institute of Chartered Accountants in Australia; or
- (d) a person who is approved by the Registrar of Incorporated Associations under section 99(5) of the *Associations Incorporation Reform Act 2012* of the State of Victoria to audit financial statements.

45. Duties of the auditor

(1) The auditor must —

- (a) audit or review the accounts in accordance with this Act and the Australian Auditing Standards made by the Auditing and Assurance Standards Board under the Corporations Act 2001 (Cth); and
- (b) report to the Registrar as soon as practicable in the prescribed form if a matter of material significance has arisen.

(2) The auditor must give to the churchwardens before the annual meeting a report on the results of the audit or review (as the case may be) which—

- (a) states his or her name and address and the name of the parish;
- (b) is signed by him or her and specifies any relevant qualifications or professional body of which he or she is a member;
- (c) is dated and specifies the financial year in respect of which the accounts to which it relates have been prepared;
- (d) specifies that it is a report in respect of an audit or review carried out under section 45 of the Act;
- (e) in the case of an audit, states whether in the auditor's opinion—
 - (i) the accounts comply with the requirements of section 42 of the Act; and
 - (ii) the accounts give a true and fair view of the moneys received and expended and of the state of affairs of the parish at the end of the financial year in question;
- (f) in the case of a review, reports as a matter of fact whether on the basis of the review assignment, anything has come to the auditor's attention that causes the auditor to believe that the financial report is not prepared in accordance with the requirements of section 42(2);
- (g) states whether or not any matter has come to the auditor's attention in connection with the audit or review which gives him or her reasonable cause to believe that in any material respect—

- (i) accounting records have not been kept in respect of the parish in accordance with this Act; or
- (ii) the accounts do not accord with those records;
- (h) states whether or not any matter has come to the auditor's attention in connection with the audit or review to which, in his or her opinion, attention should be drawn in the accounts in order to enable a proper understanding of the accounts to be reached; and
- (i) contains a statement as to any of the following matters that has become apparent to the auditor during the course of the audit or review:
 - (i) that a matter of material significance has arisen;
 - (ii) that any information or explanation to which the auditor is entitled under this Act has not been made available to him or her.

46. Qualifications of independent examiner

The independent examiner must be an independent person who is nominated by the churchwardens and who they reasonably believe has the requisite ability and practical experience to carry out a competent examination of the accounts.

47. Duties of independent examiner

- (1) The independent examiner must —
 - (a) undertake an independent examination of the accounts in accordance with this Act and any procedures prescribed by Archbishop in Council; and
 - (b) report to the Registrar and the churchwardens as soon as practicable in a form prescribed if a matter of material significance has arisen.
- (2) The independent examiner must give the churchwardens prior to the annual meeting a report on the results of the independent examination which—
 - (a) states his or her name and address and the name of the parish;
 - (b) is signed by him or her and specifies any relevant qualifications or professional body of which he or she is a member;
 - (c) is dated and specifies the financial year in respect of which the accounts to which it relates have been prepared;
 - (d) specifies that it is a report in respect of an examination carried out under section 47 of the Act;
 - (e) states whether or not any matter has come to the independent examiner's attention in connection with the examination which gives him or her reasonable cause to believe that in any material respect—
 - (i) accounting records have not been kept in respect of the parish in accordance with the Act; or
 - (ii) the accounts do not accord with those records; or
 - (iii) the accounts do not comply with any of the requirements of section 42(2), other than any requirement to give a true and fair view;
 - (f) states whether or not any matter has come to the independent examiner's attention in connection with the examination to which, in his or her opinion,

attention should be drawn in the accounts in order to enable a proper understanding of the accounts to be reached;

- (g) contains a statement as to any of the following matters that has become apparent to the independent examiner during the course of the examination:
 - (i) that a matter of material significance has arisen;
 - (ii) that any information or explanation to which the independent examiner is entitled under this Act has not been made available to him or her.

48. Access and information

- (1) An auditor or independent examiner carrying out an audit, review or examination has a right of access to any books, documents and other records (however kept) which relate to the parish and which the auditor or independent examiner considers it necessary to inspect for the purpose of carrying out the audit, review or examination.
- (2) An auditor or independent examiner may require such information and explanations from past or present parish officers or clergy of the parish as he or she considers it necessary to obtain for the purposes of carrying out the audit, review or examination.

49. Meaning of "material significance"

For the purposes of this Division, a matter of material significance will have arisen if the person is aware of circumstances that the person has reasonable grounds to suspect may amount to—

- (a) a failure in a significant respect of any of the treasurer, the churchwardens or the parish council to comply with a provision of this Act;
- (b) dishonesty or fraud involving a loss of parish funds or a risk of loss of parish funds; or
- (c) a breach in a significant respect of the terms of any special trust to which property enjoyed by the parish is subject.

50. Accounts to be dealt with by annual meeting

- (1) The annual meeting may receive and adopt the accounts or may refer them back to the churchwardens and auditors or the independent examiner for further report and information and may adjourn the annual meeting for the purpose of considering them further.
- (2) Despite any other provision in this Act or in a rule for meetings and officers, if the churchwardens do not as required by section 42(4)(c) at the annual meeting of a parish have the accounts and the certificate of the auditors or the independent examiner printed and made available in printed form to the parishioners attending that annual meeting, the person chairing that meeting must, when all the other business of the meeting has been concluded, adjourn the meeting to a date not later than the end of February next following, for the purpose of considering at that meeting so adjourned the accounts so certified.

51. Registrar's request for further information

- (1) The Registrar may refer the accounts back to the churchwardens and the auditors or independent examiner for further information.

- (2) If the accounts are referred back under this section, the churchwardens and the auditors or independent examiner who were in office at the time of the previous annual meeting must supply the information.

52. Audit by Registrar

If it appears to the Registrar on reasonable grounds that the churchwardens or the auditors or independent examiner have not complied with section 42(4) or section 51 the Registrar may cause an audit to be undertaken of the accounts for that year.

Division 7 — Registers, records and other documents

53. Registers and records

- (1) The vicar must keep or cause to be kept and have the custody and control of the registers and records relating to:
 - (a) baptisms;
 - (b) persons prepared and presented for confirmation;
 - (c) marriages solemnised;
 - (d) funerals, memorial services, burials and interments of ashes;
 - (e) public worship.
- (2) The registers and records must be in the prescribed form and clearly show the prescribed particulars.
- (3) The churchwardens must provide the vicar with the necessary books and with a safe place to store them.
- (4) The registers and records are the property of the parish and not of the vicar by whom they were compiled.
- (5) At the end of an incumbency or when the incumbent is suspended, he or she must surrender all the registers and records under his or her control to the churchwardens, who must give the incumbent a written receipt for them.
- (6) The churchwardens must hand to an incoming incumbent the registers and records of the parish and the incumbent must give the churchwardens a written receipt for them.

54. Inspecting the condition of books and records

- (1) The Archdeacon or Area Dean may inspect any books, registers, records or legal documents of a parish and report on their condition if required by the Archbishop to do so.
- (2) Any information in a register or record of an act of public worship is open to public inspection if that information was available to a person attending that act of public worship.

Division 8 — Periodic parish reviews

55. Periodic review

- (1) A parish may with the consent of the parish council and the agreement of the Archbishop on the recommendation of the Registrar and the relevant Archdeacon (or, in the case of a parish the incumbent of which is the Archdeacon, the relevant Regional Bishop) conduct a periodic review in accordance with this section.
- (2) The purpose of a periodic review is to generate information based on common criteria regarding the health and potential for the church in the diocese, and to assist the Archbishop in Council, Regional Councils, Archdeacons and the parish itself in understanding and planning for the future. The scope of the review must include the effectiveness of the governance of the parish.
- (3) The parish council must collect the data prescribed by Archbishop in Council for use in all periodic reviews of parishes. The data may include statistical and quantitative data, and information gathered from parish officers and parishioners.
- (4) The data is to be assessed by an external reviewer and made the basis of a report to the parish and to the Regional Council.
- (5) Within three months of the completion of the report, the report must be presented to and discussed at a special meeting of the parish called for the purpose which is chaired by the Archdeacon (or, in the case of a parish of which the Archdeacon is the vicar, the Regional Bishop or some other Archdeacon nominated by the Archbishop or the Regional Bishop) and at which the external reviewer is present and able to speak.
- (6) The external reviewer is a person appointed by the Registrar after consultation with the Archdeacon (or, in the case of a parish of which the Archdeacon is the vicar, with the Archbishop or the Regional Bishop) from a panel approved by the Archbishop in Council.

PART 6 — PARISH CO-OPERATION

Division 1 — Introduction

56. Possible co-operative arrangements

- (1) Two or more parishes may enter into co-operative arrangements in accordance with this Part.
- (2) Division 2 is concerned with co-operative arrangements that involve the sharing of property, ministry or governance.
- (3) Division 3 is concerned with co-operative arrangements that involve the use of shared resources.

Division 2—Shared property, ministry or governance

57. Co-operative agreement

- (1) Two or more parishes may enter into an arrangement by which, while retaining their legal status as parishes, they share responsibility for and access to one or more of

ministry, mission and property, and put in place the joint governance to the necessary extent.

- (2) Before an arrangement is entered into a statutory parish meeting of each parish and the Archbishop in Council must approve a written agreement, to be signed by the churchwardens of each parish, that sets out, insofar as any of these matters is within the scope of a parish and subject to sub-section (3):
 - (a) the motivation for the parish;
 - (b) the outcomes sought from the parish;
 - (c) how it will be evaluated;
 - (d) the specific arrangements and agreed expectations regarding:
 - (i) governance and leadership roles;
 - (ii) voting rights and election processes;
 - (iii) the shared use of and access to property;
 - (iv) the application of income derived from the use of property,
 - (v) the maintenance of property and any associated costs;
 - (vi) responsibility for insurance and risk management in relation to shared resources;
 - (vii) making appointments and the supervision of staff and contractors;
 - (viii) financial arrangements;
 - (ix) reporting and the sharing of information;
 - (x) the times and mode of public worship services;
 - (xi) licensed ministry and other clergy, including how they are to be appointed, supervised, evaluated and replaced;
 - (xii) appointing, supervising, evaluating and replacing other paid and unpaid staff.
 - (xiii) what is to happen if one parish fails to adhere to the agreement;
 - (xiv) how disputes are to be resolved;
 - (xv) how the arrangement is to be reviewed and can be terminated;
 - (e) a provision that the agreement is terminated automatically on the expiration of 10 years from the date it was last made unless it is renewed with the consent of a statutory parish meeting of each parish and the Archbishop in Council.
- (3) A term in an agreement that alters or modifies the operation of this Act or any other Diocesan legislation as it applies to one or more of the parishes who are parties to it has effect only if the term is set out in a schedule separately approved by the Archbishop in Council.
- (4) Once approved and in place, an agreement must be lodged with the Diocesan registry.

58. Ministry areas

- (1) A co-operative agreement under section 57 may provide that the parishes come together as a ministry area.
- (2) A co-operative agreement to establish a ministry area, in addition to satisfying the requirements of section 57—

- (a) may provide for a ministry team in the parish or parishes concerned that includes chaplains and other persons licensed by the Archbishop to special ministries within those parishes;
- (b) may provide for a priest to be designated by the Archbishop to be the leader of ministry within the ministry area, while maintaining the rights and responsibilities of any vicar in any of the parishes concerned;
- (c) may provide for a priest who is the leader of ministry to share in the oversight of the parish congregations in the ministry area with the Archbishop, the Regional Bishop and each vicar in that ministry area;
- (d) may provide that the responsibilities of the members of the ministry team would be those agreed amongst the Regional Bishop (or, if the Archbishop so determines, the Archbishop), the members of the ministry team and each parish council concerned; and
- (e) may provide for a ministry area constitution that establishes a ministry area council.

59. Licensing of a clerk to more than one parish

- (1) Despite any law, rule or practice of the church to the contrary (other than a law of the Anglican Church of Australia), but subject to this section, where there is in place a co-operative arrangement between parishes in accordance with this Division, the Archbishop may license or appoint a clerk to be the vicar in more than one of those parishes.
- (2) A clerk licensed or appointed as the vicar in more than one parish is entitled to a stipend only in respect of one of those parishes.

Division 3—Shared resources

60. Arrangements for the sharing of resources

- (1) Two or more parishes may enter into an arrangement for jointly sourcing goods or services or for cooperative activity in the ministry and mission of the church.
- (2) An arrangement referred to in sub-section (1) must be set out in a written agreement, approved by the parish council of each parish concerned and by the Archbishop in Council and signed by the churchwardens of each parish concerned, covering:
 - (a) the motivation for the parish and the outcomes sought;
 - (b) how the arrangement will be evaluated;
 - (c) the specific arrangements and agreed expectations regarding:
 - (i) governance and leadership roles;
 - (ii) financial arrangements, including how profits and losses are to be allocated;
 - (iii) responsibility for insurance and risk management in relation to shared resources;
 - (iv) appointing and supervising service providers;
 - (v) reporting and the sharing of information;
 - (vi) what is to happen if a parish fails to adhere to the agreement;
 - (vii) how disputes are to be resolved;

- (viii) how the arrangement is to be reviewed and can be terminated;
- (d) the automatic termination of the agreement on the expiration of five years from the date it was last made unless it is renewed by the churchwardens of the parishes concerned.
- (3) A term in an agreement that alters or modifies the operation of this Act or any other Diocesan legislation as it applies to one or more of the parishes who are parties to it has effect only if the term is set out in a schedule separately approved by the Archbishop in Council.
- (4) An agreement under this section must be lodged with the Diocesan registry.

PART 7 — SPECIAL CIRCUMSTANCES

Division 1—Supported parishes

61. Designation as a supported parish

- (1) Where the Archbishop in Council considers that—
 - (a) it is necessary for the advancement of the church that a parish be established or retained in a particular geographic area, and
 - (b) it is unrealistic to expect that the resources required to maintain a viable parish and to discharge the functions and responsibilities imposed by this Act and by other laws can be found within that parish—it may designate the parish a supported parish.
- (2) Except where a parish is designated a supported parish at the time when it is established under section 6 or the Archbishop in Council is acting in accordance with a provision in Division 3 of Part 7, before a parish is designated a supported parish the Archbishop in Council must consult the vicar and the parish council and a statutory parish meeting must agree to the designation.
- (3) In relation to a supported parish, by written agreement to which the parties are the Archbishop, the relevant Regional Bishop or the relevant Archdeacon, the Registrar and the churchwardens of the parish—
 - (a) the Registrar may assume any or all of the responsibilities of the parish council, churchwardens, treasurer or parish secretary contained in this Act or the parish rules for meetings and officers; and
 - (b) the requirements of this and any other Diocesan legislation in relation to meetings and elections may be altered, while preserving as far as possible the right of parishioners to participate in making decisions relating to the life of the parish.
- (4) Despite anything in any other legislation, with effect from the date of the next mandate given by the Archbishop under section 9 of the *Synod Act 1972* following the date of the agreement under sub-section (3), the number of lay representatives for a supported parish in the Diocesan Synod is fixed at one.
- (5) If a parish ceases to be a supported parish, section 34(1) of the *Synod Act 1972* thereupon applies as if any seat to which the parish is then entitled is vacant under section 34(1)(a) of that Act.

- (6) The written agreement referred to in sub-section (3) must be signed by the parties and state—
- (a) the expectations of the parties for the parish and for the arrangement;
 - (b) the key performance indicators for the arrangement and how it will be evaluated;
 - (c) the specific arrangements and agreed expectations regarding—
 - (i) the application of all applicable laws and Diocesan legislation, including the provisions of this Act;
 - (ii) governance and leadership roles;
 - (iii) financial arrangements, including how profits and losses are to be allocated;
 - (iv) responsibility for insurance and risk management; and
 - (v) reporting and the sharing of information;
 - (d) what is to happen if any party fails to adhere to the agreement;
 - (e) what is to happen if a person appointed to perform any functions under this legislation given to a parish officer fails to perform the function satisfactorily;
 - (f) how the arrangement may be reviewed and terminated;
 - (g) how disputes are to be resolved; and
 - (h) a provision that the agreement is terminated automatically on the expiration of five years from the date it was last made unless it is renewed by the parties referred to in sub-section (3).
- (7) A term in an agreement that alters or modifies the operation of this Act or any other Diocesan legislation as it applies to one or more of the parties to it has effect only if the term is set out in a schedule separately approved by the Archbishop in Council.

Division 2—Diocesan review and Diocesan management

62. Diocesan review

- (1) The Archbishop in Council, on the written recommendation of any two of—
- (a) the Archbishop;
 - (b) the relevant Regional Bishop;
 - (c) the relevant Archdeacon;
 - (d) the Registrar;
 - (e) the relevant Regional Council—
- may direct and authorize the Registrar to examine the records and affairs of a parish and report to the Archbishop in Council and the churchwardens.
- (2) The vicar and the parish officers must give to the Registrar or anyone appointed by the Registrar for the purpose of assisting in the examination, immediately on being requested to do so, access to and, if so requested, copies of any books, registers, accounts, bank statements, minutes (together if necessary with any signatures, codes or passwords necessary to read them) that the vicar or parish officer is by virtue of any Act of the Diocese or any law of the Commonwealth of Australia or State of Victoria, required to bring into being and retain.

63. Appointment of Diocesan manager

- (1) The Registrar may apply to Archbishop in Council for the appointment of a Diocesan manager to conduct the affairs of a parish.
- (2) On an application under subsection (1), the Archbishop in Council may resolve to appoint a person as Diocesan manager of the parish subject to the terms and conditions determined by the Archbishop in Council.
- (3) The resolution must specify—
 - (a) the date of appointment; and
 - (b) the appointee's name; and
 - (c) the appointee's business address.
- (4) If the appointee's name or business address changes, the appointee must immediately give written notice of the change to the Registrar.
- (5) Before being appointed, the Diocesan manager must enter into a written agreement with the Registrar to be bound by the provisions of this Act and by the resolution and terms and conditions determined under sub-section (2).
- (6) The Archbishop in Council must not appoint a Diocesan manager unless the Registrar certifies that following an investigation or review pursuant to this Act into the affairs of the parish or the working and financial condition of the parish—
 - (a) there is a serious and continuing failure of governance, administration or legal compliance; and
 - (b) the appointment is in the interests of the parishioners, the Diocese or the Anglican Church.

64. Effect of appointment of Diocesan manager

- (1) On the appointment of a Diocesan manager of a parish the parish officers cease to hold office.
- (2) A parish officer cannot be appointed or elected while the Diocesan manager is in office except as provided by this Division.

65. Powers of Diocesan manager

- (1) A Diocesan manager of a parish has control of, and may manage, the property and affairs of the parish and, to the same extent as the churchwardens and parish council could have done but for the appointment of the Diocesan manager—
 - (a) may dispose of all or part of the property of the parish;
 - (b) may engage or discharge a person appointed under section 29; and
 - (c) may perform any function and exercise any power that could be performed or exercised by—
 - (i) the parish;
 - (ii) the parish council or vestry of the parish;
 - (iii) any parish officer; or
 - (iv) subject to sub-section (2), the parishioners.

- (2) This Act does not alter the entitlement of the parishioners of a parish under Diocesan management to elect lay representatives and alternate lay representatives to the Synod under the *Synod Act 1972*.
- (3) To avoid doubt and without limiting sub-section (1)(c), the Diocesan manager may perform any function and exercise any power the parish or a parish officer has as trustee.
- (4) Where the Archbishop in Council has placed a parish under Diocesan management, the Archbishop may vary the licence of the vicar so as to suspend specified rights and functions of the vicar in relation to the governance and administration of the parish.
- (5) Sub-section (4) is in addition to and not in derogation of the rights and powers of the Archbishop in Part 5 of the *Appointments Act 1971*.

66. Revocation of appointment

- (1) A Diocesan manager of a parish holds office until the appointment is revoked.
- (2) A Diocesan manager's appointment is revoked if—
 - (a) on application by the Registrar, the Archbishop in Council resolves to revoke the appointment of a Diocesan manager from a specified date; or
 - (b) the parish is discontinued under Division 3.
- (3) Immediately on the revocation of a Diocesan manager's appointment, the Diocesan manager must submit to the Registrar a report showing how the Diocesan management was carried out.
- (4) For the purposes of preparing the report the Diocesan manager has access to the records and documents of the parish.
- (5) The Registrar may provide a copy of the report to the parish.
- (6) On submitting the report under subsection (3) and accounting fully in relation to the Diocesan management of the parish to the satisfaction of the Registrar, the Diocesan manager is released from any further duty to account in relation to the Diocesan management of the parish other than on account of fraud, dishonesty, negligence or wilful failure to comply with this Act or the regulations.
- (7) Before revoking the appointment of a Diocesan manager of a parish, the Archbishop in Council must—
 - (a) appoint another Diocesan manager; or
 - (b) be satisfied that the churchwardens and parish council have been elected in accordance with its parish rules for meetings and officers at a meeting convened by the Diocesan manager in accordance with those rules; or
 - (c) be satisfied that the Registrar has appointed churchwardens and a parish council under subsection (8).
- (8) The Registrar may appoint the churchwardens, parish council and members of the incumbency committee of a parish for which a Diocesan manager is appointed.
- (9) Parish officers elected or appointed in accordance with this section—
 - (a) take office on revocation of the Diocesan manager's appointment; and

- (b) hold office, subject to section 69, until the next annual parish meeting after that revocation.

67. Expenses of Diocesan management

The Archbishop in Council is authorized to pay out of church funds the fees of the Diocesan manager agreed at the time of their appointment and the expenses of and incidental to the conduct of a parish's affairs incurred by a Diocesan manager.

68. Liabilities arising from Diocesan management

- (1) If a parish incurs any loss because of any fraud, dishonesty, negligence or wilful failure to comply with this Act or the regulations or the rules of the parish by a Diocesan manager, the Diocesan manager is liable for the loss.
- (2) A Diocesan manager is not liable for any loss that is not a loss to which subsection (1) applies but must account for the loss in a report given under section 66(3) or 69.

69. Diocesan manager to report to Registrar

- (1) On the receipt of a request from the Registrar, a Diocesan manager must, without delay, prepare and give to the Registrar a report showing how the Diocesan management is being carried out.
- (2) The Registrar may give a copy of the report to the parish.

70. Additional powers of Registrar

- (1) If the Registrar appoints parish officers under section 65(8), the Registrar may, at the direction of the Archbishop in Council and by written notice given to the parish, specify—
 - (a) a time during which this section is to apply in relation to the parish;
 - (b) the terms and conditions on which all or any of the parish officers hold office; and
 - (c) the parish rules for meetings and officers applicable to that parish.
- (2) While this section applies to a parish, the Registrar may at the direction of the Archbishop in Council—
 - (a) from time to time remove and appoint parish officers;
 - (b) from time to time, vary, revoke or specify new terms and conditions in place of all or any of the terms and conditions specified under subsection (1)(b); and
 - (c) amend all or any of the rules specified under subsection (1)(c) in a manner permitted by section 16(2).
- (3) The Registrar may, at the direction of the Archbishop in Council and by written notice given to the parish, extend the time for which this section is to apply in relation to the parish.
- (4) A rule for meetings and officers specified by the Registrar under this section as a rule of a parish—
 - (a) is not to be altered except in the way set out in this section; and
 - (b) if it is inconsistent with any other rule of the parish, prevails over the other rule, and the other rule is to the extent of the inconsistency invalid; and

- (c) is a rule of the parish for the purposes of this Act.

Division 3—Discontinuing a parish

71. The purpose of this Division

The purpose of this Division is to provide for a process by which the Archbishop in Council may for good cause designate a parish a parish under consideration and discontinue a parish under consideration in a manner that is orderly, constructive and respectful of parishioners and their faith community and that honours so far as reasonably possible those serving the mission of the Church in the parish.

72. Parishes under consideration

- (1) The Archbishop in Council, at the request of a parish by resolution of a statutory parish meeting or on the written recommendation of any two of—
- (a) the Archbishop;
 - (b) the relevant Regional Bishop;
 - (c) the relevant Archdeacon;
 - (d) the Registrar;
 - (e) the relevant Regional Council—
- may designate a parish a parish under consideration.
- (2) A decision under sub-section (1) must take into account, in addition to the recommendations made, the results of any periodic review under section 55 or Diocesan review under section 62 and any recent information regarding:
- (a) the number of parishioners;
 - (b) the number of baptisms;
 - (c) the income of the parish and the sources of that income (and in particular whether it is from the giving or fundraising activity of parishioners or from other sources);
 - (d) the solvency of a parish;
 - (e) whether the buildings and grounds are properly maintained;
 - (f) the parish's ability to pay its annual diocesan assessment;
 - (g) the ability of the parish to fill parish offices and other lay leadership positions;
 - (h) the mission of the parish;
 - (i) whether the parish has a Mission Action Plan and its adherence to and success in pursuing that plan;
 - (j) any other matters prescribed in a protocol made under this division.

73. Protocol in relation to a parish under consideration

- (1) The Archbishop in Council may from time to time prescribe a protocol for the steps required to be taken for the purposes of this Division in relation to a parish under consideration.

- (2) Without limiting the generality of sub-section (1), the protocol may—
- (a) outline a process leading to the designation of a parish as a parish under consideration;
 - (b) determine the criteria and indicators that a statutory parish meeting and the Archbishop in Council must have regard to in deciding whether the parish is to be discontinued;
 - (c) identify the information that is to be made available to the statutory parish meeting or the Archbishop in Council;
 - (d) determine a process for the appointment of a diocesan authority (with or without the power of delegation)—
 - (i) to have oversight of the implementation of the protocol in relation to the parish; and
 - (ii) to make recommendations to the parish council, the parishioners or the Archbishop in Council as may be necessary or appropriate;
 - (e) determine a process, whether by the appointment of the Regional Council or another diocesan authority or otherwise, by which to determine—
 - (i) whether the parish can and should be merged with a neighbouring parish;
 - (ii) how, if the parish is merged or discontinued, the boundaries of the parish and of any neighbouring parishes should be altered so as to include the geographic area of the parish; and
 - (iii) how, if the parish is merged or discontinued, its property, assets and liabilities should be distributed, realized or disposed of—and by which to consult with and establish formally the views of the parish officers and parishioners of all the neighbouring parishes regarding these matters; and
 - (f) determine a process for the appointment of a consultant to the parish during the implementation of the protocol whose role will be to provide advice and pastoral support to the parish in relation to all matters relating to the future of the parish, in conjunction with the vicar and the diocesan authority nominated in accordance with the protocol.

74. Duties of the parish council

- (1) The parish council must within 60 days of the resolution of the Archbishop in Council under sub-section 72(1) set a period, not less than one year and not greater than three years, for the purposes of section 75.
- (2) The parish council may from time to time with the approval of the Archbishop in Council abridge or extend the period fixed under the preceding sub-section.
- (3) If the parish council has not within 60 days complied with sub-section (1), the Archbishop in Council must set the period and may from time to time abridge or extend the period fixed.
- (4) A period as abridged or extended under sub-section (2) or (3) may be less than one year or more than three years.
- (5) The parish council must carry out any steps required of it by a protocol prescribed under section 73.

75. Statutory parish meeting

- (1) The parish must convene a statutory parish meeting within four months of the end of the period set under section 74.
- (2) At the statutory parish meeting convened under sub-section (1) the parish must consider—
 - (a) a report by the appointed diocesan authority referred to in section 73(2)(d);
 - (b) any recommendation of the parish council; and
 - (c) any submissions by the vicar or any parishioner—and vote on separate motions for the following questions—
 - (d) whether to petition the Archbishop in Council to discontinue the parish;
 - (e) whether to petition the Archbishop in Council to become a supported parish under section 60; and
 - (f) whether to petition the Archbishop in Council to determine that the parish is no longer a parish under consideration.
- (3) A resolution to petition the Archbishop in Council to discontinue the parish must be carried by a majority of at least 75% of the total number of parishioners.

76. Decision by Archbishop in Council

- (1) Within three months of receiving a petition under section 75 to discontinue a parish, the Archbishop in Council must—
 - (a) discontinue the parish; or
 - (b) determine that the parish is no longer a parish under consideration and designate the parish a supported parish under section 61.
- (2) Subject to section 78, within three months of receiving a petition under section 75(2)(e) to determine that the parish is no longer a parish under consideration and designate the parish a supported parish under section 61, if the parish has not also petitioned the Archbishop to discontinue the parish under section 75, the Archbishop in Council—
 - (a) must determine that the parish is no longer a parish under consideration; and
 - (b) may designate the parish a supported parish under section 61.

77. Other circumstances for decision by the Archbishop in Council

- (1) If—
 - (a) the parish under consideration fails to hold the statutory parish meeting within five months of the end of the period set under section 74;
 - (b) the parish holds the statutory parish meeting at which the separate motions referred to in section 75(2) are not put and voted on; or
 - (c) at a statutory parish meeting under section 75 a motion to petition the Archbishop in Council to discontinue the parish is carried by a percentage of the total number of parishioners equal to or greater than 50% and less than 75% —the Archbishop in Council must within three months—

- (d) discontinue the parish;
 - (e) determine that the parish is no longer a parish under consideration and designate the parish a supported parish under section 61; or
 - (f) determine that the parish is no longer a parish under consideration.
- (2) If—
- (a) none of the circumstances in sub-section (1) has arisen; and
 - (b) none of the motions referred to in section 75(2) has been carried or the only motion to be carried is the motion referred to in section 75(2)(f)—
- the parish ceases to be a parish under consideration at the expiration of seven months after the period set under section 74.

78. Matters the Archbishop in Council must consider

In making a decision under sections 76 or 77, the Archbishop in Council must consider—

- (a) any petition from the parish;
- (b) a report by the appointed diocesan authority referred to in section 73(2)(d);
- (c) any recommendation of the parish council to the statutory parish meeting; and
- (d) any written submission by the vicar, the parish council or a parishioner received by the Registrar.

79. Boundaries and assets on discontinuation of a parish

- (1) At the time of making a decision to discontinue a parish under sections 76 or 77, the Archbishop in Council must revoke the declaration given under section 6 and—
 - (a) merge the parish with a neighbouring parish;
 - (b) redefine the boundaries of one or more neighbouring parishes so that the whole of the geographic area of the former parish is within a parish; or
 - (c) both merge the parish with a neighbouring parish and alter the boundaries of one or more of the neighbouring parishes so that the whole of the geographic area of the former parish is within a parish.
- (2) At the time of making a decision to discontinue a parish under sections 76 or 77 and to merge the parish or redefine its boundaries under sub-section (1), the Archbishop in Council must—
 - (a) specify the date from which the parish is discontinued;
 - (b) decide how the property, assets and liabilities of the discontinued parish are to be distributed, realized and disposed of; and
 - (c) determine such other matters, and make such other provisions, as seem necessary in relation to the accounts, records and other affairs of the parish.
- (3) In deciding or determining any matter under sub-section (2), the Archbishop in Council must take account of any recommendation by—
 - (a) the consultant;
 - (b) a statutory parish meeting of the parish; or
 - (c) the parish council—

and must make its decision or determination—

- (d) having regard to the legal rights of any person under section 37(8); and
- (e) in a way that—
 - (i) is pastorally sensitive; and
 - (ii) honours, so far as is reasonably possible, those who have given to the parish in the past and the basis on which what they have given has been received.

PART 8 — RESOLUTION OF DISPUTES

80. Definition

In this Part—

“parish decision” means, in relation to a decision, action or function that is not spiritual—

- (a) a decision or action by a diocesan authority under a provision in this Act (including sections 81 and 82); and
- (b) a failure or alleged failure by a diocesan authority—
 - (i) to follow a process provided for in this Act;
 - (ii) to honour a commitment to a parish on which significant reliance has been placed by the parish; or
 - (iii) to adhere to the rules of natural justice in making a decision or deciding on a course of action.

81. Irregularities in parish governance

- (1) If the vicar or a parish officer fails or allegedly fails to follow a requirement or process in this Act or a parish’s parish rules for meetings and officers, the Archbishop in Council may take whatever steps it deems necessary and appropriate to correct or overcome the consequences of that failure or alleged failure.
- (2) The steps that the Archbishop in Council may take include, but are not limited to—
 - (a) holding a meeting, conducting an election or making an appointment;
 - (b) extending the time (whether or not it has expired) within which an act may be done;
 - (c) declaring any decision, action, process or appointment valid despite any irregularity or omission;
 - (d) appointing a person to conduct an election or do any other thing;
 - (e) appointing sufficiently qualified persons to constitute a parish council until the churchwardens and members of a parish council have been elected or appointed under the parish’s parish rules for meetings and officers;
 - (f) annulling any previous election, appointment, action or decision, but only to the extent necessary to enable the consequences of the original failure to be overcome or corrected.
- (3) The Archbishop in Council may settle and determine all doubts and disputes which may arise with reference to—
 - (a) the election of any parish officer;

(b) the transaction of business by parish officers—

and may from time to time make or alter regulations, not inconsistent with this Act and with a parish's parish rules for meetings and officers, for the conducting of elections and transaction of business and may also settle and determine all doubts and disputes in relation to those matters.

82. Grievances relating to the parish electoral roll and election of Synod representatives

(1) A person aggrieved by—

- (a) any enrolment or refusal of enrolment on the roll of a parish; or
- (b) the removal of any name or the refusal to remove any name from the roll of a parish; or
- (c) the allowance or disallowance of any vote given or tendered as a result of grievance in relation to any such enrolment, removal or refusal—

may within 14 days of the person first becoming aware of the facts or circumstances giving rise to the grievance appeal in writing to the Archbishop in Council.

- (2) The Archbishop in Council may appoint a person to gather such evidence and material as is necessary for it to consider and decide the appeal.
- (3) The decision of the Archbishop in Council on an appeal is final.
- (4) The Archbishop in Council may extend the time within which an appeal may be given under this section.
- (5) Every appeal in respect of an election held under the *Synod Act 1972* for the election of lay representatives or alternative lay representatives must be determined by the Election Committee established under that Act.

83. Parish Decision Mediation Panel

- (1) There is established a Parish Disputes Mediation Panel.
- (2) The panel comprises between 5 and 8 persons appointed by the Archbishop in Council for a period of 4 years who—
 - (a) are members of a Christian denomination;
 - (b) have qualifications and experience in mediation and alternative dispute resolution; and
 - (c) have not at the time of their appointment been in the preceding 3 years within the Diocese—
 - (i) a member of the Council of the Diocese;
 - (ii) a member of a Regional Council;
 - (iii) an Archbishop, Regional Bishop, Archdeacon or area dean; or
 - (iv) Chancellor, Deputy Chancellor, or Advocate; or
 - (v) the Registrar or a member of the Diocesan staff.

84. Mediation

- (1) A parish officer may make a complaint in relation to a parish decision (other than a parish decision under sections 76 or 77).
- (2) A complaint under sub-section (1) must in the first instance be given in writing to the Registrar.
- (3) On receiving a complaint under sub-section (1) the Registrar must refer it to the member of the Parish Dispute Mediation Panel next in line by rotation.
- (4) The mediator must attempt to resolve the complaint within 60 days.

85. Provisions in support of this Part

- (1) The Diocese must provide the funds and facilities necessary for the work of the Parish Disputes Mediation Panel.
- (2) So far as is possible the Parish Disputes Mediation Panel will be supported by the Registry of the Diocese. The Registrar must ensure that this support is entirely separate from any function of the Registry concerned with the participation of the Diocese and its authorities and agents in any mediation.

PART 9 — GENERAL

86. Extent of liability of parish officers and others

- (1) In this section, a reference to this Act is a reference to this Act or the regulations made under it or the applicable parish rules.
- (2) To the extent permitted by law, a diocesan authority, vicar, parish officer or treasurer shall not be personally liable for any loss occasioned by the exercise of any discretion or power conferred on that person under this Act or by that person's failure to comply with any duty responsibility or obligation under this Act other than a loss attributable to that person's—
 - (a) fraud or dishonesty; or
 - (b) wilful failure to comply with this Act or other wilful misconduct.

87. Regulations²

- (1) The Archbishop in Council may make regulations for or with respect to any matter or thing required or permitted by this Act to be prescribed or necessary to be prescribed to give effect to this Act.
- (2) Without limiting subsection (1), the Archbishop in Council may make regulations for or with respect to—
 - (a) sections 33(6) and 72(1);
 - (b) any matter that may be prescribed under section 21(1), 30, 31(1), 32(1), 34(2), 34(7), 36(3), 37(8), 45(1), 47(1), 52(2), 55(3) and 73(2));
 - (c) the matters to be addressed by a statutory parish meeting held for the purposes of Parts 6 or 7; and
 - (d) any forms required by Division 1 of Part 4.

- (3) Regulations made under this Act may—
 - (a) be of general or limited application;
 - (b) differ according to differences in time, place or circumstance;
 - (c) confer a discretionary authority or impose a duty on a specified person or body or a specified class of person or body.
- (4) The power to make regulations includes the power to amend or revoke them.

88. Parish Governance (Transitions, Consequential Amendments and Repeals) Act 2013 to prevail

A provision of the Parish Governance (Transitions, Consequential Amendments and Repeals) Act 2013 prevails over an inconsistent provision in this Act.

SCHEDULE 1 — PARISH RULES FOR MEETINGS AND OFFICERS

Note: Under section 16(2) of the Parish Governance Act 2013, a statutory parish meeting may adopt modified parish rules for meetings and officers only to the extent that the text is permitted text in this Schedule and the permitted text is used in conformity with the instructions relating to that text in this Schedule.

Parish rules for Meetings and Officers applying to the Parish by virtue of Division 2 of Part 4 of the Parish Governance Act 2013

1. Definition

1.1 In these rules—

“the Act” means the Parish Governance Act 2013;

“member of the immediate family” of an individual means a person who is—

- (a) a parent, child or sibling of the individual;
- (b) a spouse or domestic partner of the individual; or
- (c) a relative of the individual and a member of the individual’s household.

1.2 Words and expressions in these rules have the same meaning as in the Act.

2. Notices of statutory parish meetings

- 2.1 The churchwardens must give parishioners at least 14 days’ notice of any statutory parish meeting.
- 2.2 On receiving a notice of special meeting under rule 4.2, the churchwardens must fix a date and time for the meeting that is not less than 5 weeks or more than 8 weeks from the date of that notice, and immediately give notice of the meeting.
- 2.3 At a time when it becomes necessary to convene a special election meeting under rule 5, the churchwardens must fix a date and time for the meeting that is not less than 3 weeks or more than 6 weeks from that time and immediately give notice of the meeting.
- 2.4 Each notice of a statutory parish meeting must give the date, time and place of the meeting, and the business to be transacted at the meeting.
- 2.5 Notice of a statutory parish meeting must be displayed prominently on or near the main entrance to each worship centre and where necessary it must be given or distributed in other ways that are likely to inform parishioners of the meeting.

Addition to rule 2		
No.	Permitted text	Instructions
A.1	2.6 In addition to the requirements of rule 2.5— * notice of any statutory parish meeting;# * notice of nominations for election;# * proposed modified parish rules for meetings and officers;# * papers to be distributed at the meeting#— must be— * sent by post to all parishioners;¶ * posted on the parish website;¶ * posted on the parish website accessible only to parishioners;¶ * sent as an email attachment to all parishioners.¶	# -- select one or more ¶ - select one or more.

3. Annual meeting

- 3.1 The annual meeting must be held in October or November of each year on a date and at a time fixed by the parish council.
- 3.2 A notice of an annual meeting must state the time and date by which nominations for election are to be received by the vicar. The time and date fixed for the receipt of nominations must be—

- (a) at least 96 hours before the time fixed for the commencement of the annual meeting; and
- (b) before the time of the first service held on the Sunday immediately preceding the meeting.

Alternative to rule 3.2 (second sentence)		
No.	Permitted text	Instructions
B.1	In place of "96 hours" insert "[X] days".	[X] must be a whole number between 5 and 10

- 3.3 All nominations for election must be displayed at or near the main entrance to the worship centre for at least 48 hours before the time fixed for the commencement of the annual meeting.

Alternative to rule 3.3		
No.	Permitted text	Instructions
C.1	In place of "48 hours" insert "[X] hours or [Y] days".	[X] or [Y] must be a whole number, and the period must be greater than 48 hours and less than the period in rule 3.2.

- 3.4 The business of the annual meeting is to include after prayers—
- (a) The minutes of the previous annual meeting and of any subsequent statutory parish meeting;
 - (b) The reception of the parish electoral roll;
 - (c) The annual report by the vicar that includes the entries in the registers of the Parish for the financial year, including numbers of baptisms, persons received into communicant membership, confirmations, marriages, funerals, Sunday services, acts of communion and such other statistics from the registers as Archbishop in Council determines;
 - (d) An annual report on the proceedings of the parish council and together with a report by the parish council on the pastoral care, evangelism, social and ecumenical programmes of the parish and on future plans for the parish;
 - (e) A report by the churchwardens on the fabric, goods and ornaments of the worship centre and the vicarage and other buildings of the parish;
 - (f) The audited or independently examined accounts and financial statements of the parish and any accompanying papers required by the Act;
 - (g) The budget approved by the parish council for the year in which the meeting is held;
 - (h) Reports by other parish groups;
 - (i) The election of churchwardens and members of the parish council;
 - (j) The election of an auditor or independent examiner;
 - (k) The election of lay representatives to the parish incumbency committee;
 - (l) Any other matters of parochial or general church interest.

4. Special meetings

- 4.1 A special meeting is convened—
- (a) if the majority of the whole number of members of the parish council so decides;
 - (b) at the request of at least two churchwardens; or
 - (c) on the written request of at least 20 parishioners.

Alternative to rule 4.1(c)		
No.	Permitted text	Instructions
D.1	(c) on the written request of at least [X] parishioners.	X can be a percentage (eg, "25% of") or any whole number, but in either case the number required must be not

		less than 10 or greater than 1/3 rd the number of parishioners.
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4.2 A decision or request to convene a special meeting must be given in writing to the churchwardens, the vicar and the parish secretary and state the matters to be put to the meeting.

4.3 The business of a special meeting is to include only the matters referred to in the decision or request referred to in rule 4.2.

5. Special election meetings

5.1 A special election meeting is convened in the event that the number of lay members of the parish council falls to less than half the total number of elected and appointed members under rule 10.1.

Alternative to rule 5.1		
No.	Permitted text	Instructions
E.1	5.1 A special election is convened in the event that the number of lay members of the parish council falls to a number less than [X].	X must be a whole number equal to or greater than the number of elected and appointed members under rule 10.1.

5.2 The business of a special election meeting is to fill any casual vacancies in the positions of elected churchwardens or members of the parish council.

5.3 The provisions of rules 3.2 and 3.3 apply to the nomination of parishioners to fill casual vacancies at a special election meeting.

6. Entitlement to be present and vote at statutory parish meetings

6.1 A parishioner is entitled to be present and vote at a statutory parish meeting.

6.2 A clerk who regularly and habitually attends public worship in the parish and a member of staff of the parish who is not a parishioner is entitled to be present at a statutory parish meeting and to speak by leave of the meeting, but not to vote.

6.3 A person other than a parishioner and a person referred to in rule 6.2 may not be present or speak at a statutory parish meeting except in each case by leave of the meeting.

7. Procedure at statutory parish meetings

7.1 The vicar presides at a statutory parish meeting and does not have a vote.

7.2 A question will be determined by the majority of the votes of the parishioners present and voting on the question, and in the event of an equality of votes a question is resolved in the negative.

7.3 A quorum at a statutory parish meeting of a parish is 10 parishioners or one third the number of parishioners on the parish electoral roll, whichever is greater.

Alternative to rule 7.3		
No.	Permitted text	Instructions
F.1	7.3 A quorum at a statutory parish meeting of a parish is [X] parishioners or one third the number of parishioners on the parish electoral roll, whichever is greater.	X must be greater than 10
F.2	7.3 A quorum at a statutory parish meeting of a parish is 10 parishioners or [insert proportion] the number of parishioners on the parish electoral roll, whichever is greater.	Proportion must be greater than one third
F.3	7.3 A quorum at a statutory parish meeting of a parish is [X] parishioners or [insert proportion] the number of parishioners on the parish electoral roll, whichever is greater.	X must be greater than 10 and the proportion must be greater than one third

7.4 If a quorum is not present within half an hour after the time fixed for the holding of a statutory parish meeting, or if during a meeting there is a call of the meeting and there is no quorum, the meeting lapses and a statutory parish meeting may be convened to consider such of the business as was not dealt with at the earlier meeting.

7.5 If a statutory parish meeting lapses before voting has been completed for an election to be held at the meeting, the vicar must convene a further statutory parish meeting to hold the election.

8. Nominations for election

8.1 At the time when an annual meeting is called there must be a call for nominations for—

- (a) churchwardens;
- (b) elected members of the parish council; and
- (c) members of the incumbency committee.

8.2 Nominations must be in writing and signed by—

- (a) the person nominated;
- (b) the proposer; and
- (c) the seconder,

each of whom must be a parishioner and not a disqualified person.

8.3 If the person nominated is unable to sign the nomination, there may be a statement signed by the proposer and seconder to the effect that the person nominated has consented to the nomination.

8.4 Where there is no nomination for a position (including where the number of vacancies exceeds the number of nominations) there is a casual vacancy in that position.

9. Conduct of elections

9.1 If at the time of any election the number of candidates is not greater than the number of vacancies the candidates nominated shall be declared elected.

9.2 If an election is required it will be by secret ballot conducted by a returning officer appointed by the vicar.

9.3 If in an election there is an equality of votes requiring casting vote, the returning officer may at his or her discretion exercise a casting vote or determine the result by lot.

10. Parish council

10.1 The parish council consists of—

- (a) the vicar;
- (b) three churchwardens; and
- (c) 9 other persons, one-third nominated by the vicar and two-thirds elected by the parishioners.

Alternative to rule 10.1 (b) and (c)		
No.	Permitted text	Instructions
G.1	(b) three churchwardens; and (c) 3 other persons, one-third nominated by the vicar and two-thirds elected by the parishioners.	
G.2	(b) three churchwardens; and (c) 6 other persons, one-third nominated by the vicar and two-thirds elected by the parishioners.	
G.3	(b) three churchwardens; and (c) 12 other persons, one-third nominated by the vicar and two-thirds elected by the parishioners.	
G.4	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; and (d) 2 other persons, one nominated by the vicar and one elected by the parishioners.	Must not be used with option P.1 and option P.2 must be used
G.5	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; and (d) 5 other persons, two nominated by the vicar and three elected by the parishioners.	Must not be used with option P.1 and option P.2 must be used
G.6	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; and (d) 8 other persons, three nominated by the vicar and five elected by the parishioners.	Must not be used with option P.1 and option P.2 must be used

G.7	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; and (d) 11 other persons, four nominated by the vicar and seven elected by the parishioners.	Must not be used with option P.1 and option P.2 must be used
G.8	(b) three churchwardens; (c) the parish secretary, elected by the annual meeting; and (d) 2 other persons, one nominated by the vicar and one elected by the parishioners.	Must not be used with option Q.1 and option Q.2 must be used
G.9	(b) three churchwardens; (c) the parish secretary, elected by the annual meeting; and (d) 5 other persons, two nominated by the vicar and three elected by the parishioners.	Must not be used with option Q.1 and option Q.2 must be used
G.10	(b) three churchwardens; (c) the parish secretary, elected by the annual meeting; and (d) 8 other persons, three nominated by the vicar and five elected by the parishioners.	Must not be used with option Q.1 and option Q.2 must be used
G.11	(b) three churchwardens; (c) the parish secretary, elected by the annual meeting; and (d) 11 other persons, four nominated by the vicar and seven elected by the parishioners.	Must not be used with option Q1 and option Q.2 must be used
G.12	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; (d) the parish secretary, elected by the annual meeting; and (e) 1 other person nominated by the vicar.	Must not be used with options P.1 or Q.1 and options P.2 and Q.2 must be used
G.13	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; (d) the parish secretary, elected by the annual meeting; and (e) 4 other persons, two nominated by the vicar and two elected by the parishioners.	Must not be used with options P.1 or Q.1 and options P.2 and Q.2 must be used
G.14	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; (d) the parish secretary, elected by the annual meeting; and (e) 7 other persons, three nominated by the vicar and four elected by the parishioners.	Must not be used with options P.1 or Q.1 and options P.2 and Q.2 must be used
G.15	(b) three churchwardens; (c) the treasurer, elected by the annual meeting; (d) the parish secretary, elected by the annual meeting; and (e) 10 other persons, four nominated by the vicar and six elected by the parishioners.	Must not be used with options P.1 or Q.1 and options P.2 and Q.2 must be used

- 10.2 The parish council may co-opt a parishioner (other than a person who is not eligible for election or appointment under rule 13) to assist the council for such a period (but not extending beyond the conclusion of the next parish annual meeting) as the council determines and such person shall have a right to attend and speak at but not vote at meetings of the Council.

Alternative to rule 10.2		
No.	Permitted text	Instructions
H.1	10.2 <i>Omitted</i>	This option must be used with options N.2 or N.3.

- 10.3 A clerk in holy orders licensed or authorized for service in the parish or a stipendiary lay person appointed to the parish who is not otherwise a member of the council may attend and speak but not vote at meetings of the parish council.

Alternative to rule 10.3		
No.	Permitted text	Instructions
I.1	10.3 A clerk in holy orders licensed or authorized for service in the parish, a stipendiary lay person appointed to the parish who is not otherwise a member of the council, and any of the following office holders (unless they are not eligible for election or appointment under rule 13): * [title of office or position]	Insert the title of each position -- eg, director of music, youth outreach coordinator.

	* [title of office or position] may attend and speak but not vote at meetings of the parish council.	
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- 10.4 The parish council may invite any person (whether or not a parishioner, but other than a person who is not eligible for election or appointment under rule 13.2) to attend and speak but not vote at a meeting of the council.

Permitted rule 10.5		
No	Permitted text	Instructions
J.1	10.5 Any parishioner may attend (but not speak except by invitation of the council) a meeting of the council other than a portion of the meeting that the council determines is closed to people who are not members of the council or entitled to be present under [rules 10.2 and 10.3].	[text] to read "rule 10.3" if option H.1 is used

11. Quorum

- 11.1 A majority of the parish council constitutes the quorum.

Alternative to rule 11.1		
No.	Permitted text	Instructions
K.1	11.1 [X] members of the parish council constitutes a quorum.	[X] must be a whole number greater than half the number of members of the parish council

12. Term of office

- 12.1 A churchwarden or member of the parish council—

- (a) appointed by the vicar; or
- (b) appointed by the parish council or elected by a special election meeting—

holds office until the conclusion of the annual meeting next following that election or appointment.

- 12.2 A churchwarden elected at an annual meeting holds office until the conclusion of the annual meeting next following that election.

Alternative to rule 12.2		
No.	Permitted text	Instructions
L.1	12.2 A churchwarden elected at an annual meeting holds office until the conclusion of the second annual meeting following the election, but if two churchwardens are elected at the same annual meeting, one of them (determined by them jointly or, in the absence of agreement, by lot) must retire at the conclusion of the next annual meeting.	

- 12.3 A member of the parish council at an annual meeting holds office until the conclusion of the annual meeting next following that election.

Alternative to rule 12.3		
No.	Permitted text	Instructions
M.1	12.3 A member of the parish council (other than a churchwarden) elected at an annual meeting holds office until the conclusion of the second annual meeting following that election. 12.4 If the number of members of the parish council (other than the churchwardens) elected at an annual meeting is greater than half the total number of elected members of the parish council (other than the churchwardens), so many of them (other than a treasurer or parish secretary so elected) as equals the difference between half the total number of elected members of the parish council (other than the churchwardens) and the number so elected (determined by them jointly or, in the absence of agreement, by lot) must retire at the conclusion of the next annual meeting.	

13. Eligibility for election

- 13.1 A person is not eligible for election or appointment as a churchwarden or member of the parish council if the person is not a communicant member.
- 13.2 Subject to rule 13.3, a person who has been for a continuous period of six years in any capacity a lay member of the parish council in the parish (including a person co-opted under rule 10.2) is not eligible for election or appointment as a churchwarden or member of the parish council, or to become a member of the parish council by election or appointment as a treasurer or parish secretary, at any time in the 12 months immediately following that six year period.

Alternative to rule 13.2		
No.	Permitted text	Instructions
N.1	13.2 Subject to rule 13.3, a person who has been for a continuous period of [X] years in any capacity a lay member of the parish council in the parish (including a person co-opted under rule 10.2) is not eligible for election or appointment as a churchwarden or member of the parish council, or to become a member of the parish council by election or appointment as a treasurer or parish secretary, at any time in the [Y] months immediately following that [X] year period.	(1) X cannot be greater than 6 and Y cannot be less than 12 and must be divisible by 12. (2) If alternative 12.2.1 or 12.2.2 has been used, X must be an even number.
N.2	13.2 Subject to rule 13.3, a person who has been for a continuous period of six years in any capacity a lay member of the parish council in the parish is not eligible for election or appointment as a churchwarden or member of the parish council, or to become a member of the parish council by election or appointment as a treasurer or parish secretary, at any time in the 12 months immediately following that six year period.	This option or N.3 must be used if cl 10.2 is omitted, but not otherwise.
N.3	13.2 Subject to rule 13.3, a person who has been for a continuous period of [X] years in any capacity a lay member of the parish council in the parish is not eligible for election or appointment as a churchwarden or member of the parish council, or to become a member of the parish council by election or appointment as a treasurer or parish secretary, at any time in the [Y] months immediately following that [X] year period.	This option or N.2 must be used if cl 10.2 is omitted, but not otherwise. (1) X cannot be greater than 6 and Y cannot be less than 12 and must be divisible by 12. (2) If alternative 12.2.1 or 12.2.2 has been used, X must be an even number.

- 13.3 A person is not ineligible under rule 13.2 for election or appointment at or following an annual meeting if they have not been in any capacity a lay member of the parish council since the conclusion of the previous annual meeting.
- 13.4 A disqualified person within the meaning of the Act is not eligible for election or appointment as a parish officer.

14. Termination of office

- 14.1 The office of a churchwarden or member of the parish council becomes vacant if he or she —
- (a) is absent for three consecutive meetings of the council except on leave of absence granted by the council; or
 - (b) fails to sign a declaration as required by section 20 of the Act; or
 - (c) resigns in writing to the vicar; or
 - (d) ceases to be a parishioner; or
 - (e) becomes a disqualified person.
- 14.2 The office of a churchwarden becomes vacant if he or she at any time—

- (a) holds a remunerated office or position in the parish without the consent referred to in section 27(4) of the Act;
- (b) is or becomes a member of the immediate family of the incumbent; or
- (c) is or becomes the treasurer of the parish otherwise than under rule 18.2(b).

14.3 Acceptance by a council of an apology for absence from a meeting of the parish council is to be taken to be a grant of leave of absence from that meeting.

Alternative to rule 14.3		
No.	Permitted text	Instructions
O.1	14.3 <i>Omitted</i>	

15. Casual vacancies

- 15.1 Where there is a vacancy in an office of churchwarden or member of the parish council appointed by the vicar, the vicar may nominate a person eligible to fill the vacancy.
- 15.2 Subject to rule 15.5, where there is a vacancy in an elected office of churchwarden or member of the parish council, the remaining members of the parish council may fill the vacancy by a person eligible to fill the vacancy.
- 15.3 A person nominated or elected pursuant to this section holds office for the remainder of the term of office of the person whose place is being filled.
- 15.4 The validity of anything done by a parish council is not affected by a vacancy in the membership of the council for as long as the number of lay members of the parish council (inclusive of the churchwardens) is greater than half the number elected or appointed at the preceding annual meeting or annual election meeting.
- 15.5 If the number of lay members of the parish council (inclusive of the churchwardens) is equal to or less than half the number of lay members (inclusive of the churchwardens) provided for in rule 10.1, the parish council cannot make any decisions or undertake any action other than what is necessary to convene a special election meeting.
- 15.6 Despite any other provision in these rules, the churchwardens or the remaining churchwarden or churchwardens may continue to discharge all the powers and functions vested in them by the Act and these rules notwithstanding the number of vacancies in the parish council.

16 Chairing meetings of the parish council

16.1 The chair of a meeting of the parish council is—

- (a) the vicar or a member of the parish council nominated by the vicar; or
- (b) if vicar or person so nominated is not present, a member of the parish council chosen by the parish council.

17. Churchwardens

17.1 The parish has three churchwardens, two elected by the parishioners and one appointed by the vicar.

18. Parish treasurer

18.1 The parish treasurer is appointed by the churchwardens.

Alternative to rule 18.1		
No.	Permitted text	Instructions
P.1	18.1 The parish treasurer is appointed by the parish council.	This may be used if options G.4, G.5, G.6, G.7, G.12, G.13, G.14, and G.15 are <i>not</i> used,
P.2	18.1 <i>Omitted</i>	This must be used if option G.4, G.5, G.6, G.7, G.12, G.13, G.14, or G.15 is used

18.2 The treasurer—

- (a) must be a parishioner; and
- (b) except with the prior agreement of, and for such period and on such other terms set by, the Archbishop in Council, must not be a churchwarden.

18.3 If the person appointed as treasurer is not a member of the council, he or she becomes, upon being so appointed, a member of the council for all purposes for the remainder of the current term of the council.

18.4 The treasurer is responsible to the churchwardens for—

- (a) ensuring the proper banking of all moneys of the parish and the proper payment of all amounts payable by the parish;
- (b) maintaining proper financial records of the parish;
- (c) reporting to each meeting of the parish council on the financial affairs of the parish, including projected outcomes in accordance with the annual budget of the council;
- (d) preparing forward estimates of income and expenditure in accordance with strategies and plans adopted by the council;
- (e) ensuring that the accounts of the parish are audited or assessed as required by the Act; and
- (f) preparing the annual financial report to the annual meeting.

18.5 The name and postal address of the treasurer must be given to the Registrar.

19. Parish secretary

19.1 The parish council may appoint a lay member of the parish council as parish secretary.

Alternative to rule 19.1		
No.	Permitted text	Instructions
Q.1	19.1 The churchwardens may appoint a lay member of the parish council as parish secretary.	This may be used if options G.8, G.9, G.10, G.11, G.12, G.13, G.14, and G.15 are <i>not</i> used,
Q.2	19.1 <i>Omitted</i>	This must be used if options G.8, G.9, G.10, G.11, G.12, G.13, G.14, and G.15 are used

19.2 The duties of the parish secretary are determined by the parish council.

Alternative to rule 19.2		
No.	Permitted text	Instructions
R.1	19.2 The parish secretary is responsible for: <i>[insert responsibilities, such as:</i> <i>* ensuring that minutes of statutory parish meetings are made, displayed and permanently kept;</i> <i>* sending and receiving correspondence on behalf of the parish;</i> <i>* maintaining up to date compilations of the legal requirements applying to the parish;</i> <i>* assisting the wardens and parish council to comply with their legal obligations and responsibilities.]</i>	This may be used only if option G.8, G.9, G.10, G.11, G.12, G.13, G.14, or G.15 is used

19.3 The name and postal address of the parish secretary must be given to the Registrar.

20. Nomination by the vicar

20.1 The vicar must announce to the parishioners within 30 days of becoming entitled to appoint a person as churchwarden and or member of the parish council the name of each person appointed.

21. Acting appointments

21.1 During a period when a churchwarden or treasurer is absent or is, for any reason, unable to perform the duties of the office—

- (a) the parish council may appoint one of its members to act in the place of a churchwarden elected by the parish during some or all of that period;
- (b) the vicar may appoint a communicant member who is a parishioner (whether or not a member of the parish council) to act in the place of a churchwarden appointed by the vicar during some or all of that period; and

- (c) the churchwardens may appoint a communicant member who is a parishioner (whether or not a member of the parish council) to act in the place of the treasurer during some or all of that period.

22. Meetings of the parish council

22.1 The parish council must hold such meetings as are necessary for the performance of its functions.

Alternative to rule 22.1		
No.	Permitted text	Instructions
S.1	22.1 The parish council must hold such meetings as are necessary for the performance of its functions and must meet at least [X] times each year.	X must be a whole number
S.2	22.1 The parish council must hold such meetings as are necessary for the performance of its functions and must meet at least every [<i>insert number of months</i>].	Insert one of: * month * two months * three months

- 22.2 A meeting of the parish council may be convened, subject to any directions of the council, at any time by the vicar or the person (if any) nominated by the vicar as its chair.
- 22.3 A meeting of the parish council shall be convened upon request by four of its members.
- 22.4 Questions arising at a meeting of the parish council shall be determined by a majority of the votes of the members present and voting and, if the votes are equal, the question shall be decided in the negative.
- 22.5 The person chairing a meeting of a council, has a deliberative vote but does not, in the event of an equality of votes, have a casting vote.
- 22.6 True and accurate records of each meeting of the parish council shall be kept and signed by the chair.

23. Conflict of interest

- 23.1 A member of the parish council who has a pecuniary interest in a matter before the council must—
- (a) declare that interest at the first occasion on which it becomes apparent that the matter is to be discussed at, referred to or considered by the meeting;
 - (b) not vote on any question in relation to that matter; and
 - (c) if so requested by—
 - (i) the chair of the meeting; or
 - (ii) the meeting following a secret ballot requested by any member of the parish council (without the requirement of a seconder)—

be absent from and out of sight and hearing of the meeting during any discussion or consideration by the meeting, and during any vote in relation to the matter.
- 23.2 In addition to any other basis on which a member of a parish council may be considered to have a pecuniary interest in a matter, the member has a pecuniary interest if the matter concerns the financial interests of the council member, of a member of the immediate family of the council member, or of any business or organization (whether profit-making or not) of which the council member or a member of the immediate family of the council member is an office holder.
- 23.3 If the provisions of this rule mean that the parish council is during consideration of that matter without a quorum, the members present constitute a quorum in relation to that matter.

24. Minutes of meetings

24.1 The minutes of statutory parish meetings and of the parish council must be publicly displayed.

Alternative to rule 24.1		
No.	Permitted text	Instructions
T.1	24.1 The minutes of statutory parish meetings must be displayed— (a) publicly; (a) on the parish's website; (a) publicly and on the parish's website; and the minutes of the parish council must be displayed— (b) publicly;	(1) Only one paragraph (a) to be used. (2) Only one paragraph (b) to be used.

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	(b) on the parish's website; (b) publicly and on the parish's website.	This is an alternative to omitting rule 24.1
T.2	24. <i>Omitted</i>	This is an alternative to the alternative permitted text for rule 24.1

SCHEDULE 2—ADDITIONAL PARISH RULES FOR MEETINGS AND OFFICERS FOR A SECTION 18 PARISH

25. Local annual meeting

- 25.1 If a local worship centre has decided to hold local annual meetings under section 18(2) of the Act, that local annual meeting must be held in October or November of each year on a date and at a time fixed by the parish council.
- 25.2 The rules relating to a statutory parish meeting apply to a local annual meeting, a local special meeting and a local special electoral meeting.

Alternative to rule 25.2		
No.	Permitted text	Instructions
U.1	25.2 The rules relating to a statutory parish meeting apply to a local annual meeting a local special meeting and a local special electoral meeting, but for the following worship centres the quorum for a local annual meeting is: * [name of worship centre]: [X] * [name of worship centre]: [Y]	(1) Only insert worship centres that have a separate annual meeting and have fewer than 30 parishioners on the local electoral roll. (2) X and Y must be a whole number equal to or greater than 4 or one-third the number of parishioners on the local electoral roll (whichever is greater).

- 25.3 A copy of the local electoral roll displayed under section 12(1) of the Act must be presented to the local annual meeting.
- 25.4 The business of the local annual meeting is to include after prayers—
- (a) The minutes of the previous local annual meeting and of any subsequent local meeting;
 - (b) The reception of the local electoral roll;
 - (c) A report by the vicar in relation to the parish and the worship centre;
 - (d) A report by the churchwardens on the buildings, fabric, fittings and grounds of the worship centre;
 - (e) A report by the churchwardens on the contribution of the worship centre to the parish budget;
 - (f) If the worship centre has a vestry, a report on its proceedings;
 - (g) Reports by other groups associated with the worship centre;
 - (h) If the worship centre has a vestry, the election of members of the vestry;
 - (i) The election of a member of the incumbency committee;
 - (j) Any other matters of parochial or general church interest.

26. Entitlement to be present and vote at local meetings

- 26.1 In the case of a local annual meeting, local special meeting or local special electoral meeting, this rule operates instead of rule 6.
- 26.2 A parishioner on the local electoral roll of a local worship centre is entitled to be present and vote at a local annual meeting of that worship centre.
- 26.3 A churchwarden or treasurer of the parish and a member of staff of the parish who is not on the local electoral roll, and a clerk who regularly and habitually attends public worship at the local worship centre, is entitled to be present at a local meeting and to speak by leave of the meeting, but not to vote.
- 26.4 A person other than a person referred to in rules 26.2 and 26.3 may not be present or speak at a statutory parish meeting except in each case by leave of the meeting.

27. Local Vestry

- 27.1 If a local worship centre has decided that there is to be a vestry for that worship centre under section 18(2) of the Act, elections for the vestry are to be conducted at the local annual meeting.
- 27.2 A vestry of a worship centre is, under the vicar, responsible to the parish council for managing the affairs of the worship centre.
- 27.3 A vestry consists of—
 - (a) the vicar;
 - (b) the churchwardens of the parish;
 - (c) the treasurer of the parish;
 - (d) 6 other members who are parishioners on the local electoral roll, one-third nominated by the vicar and two-thirds elected by the parishioners on the local electoral roll.
- 27.4 A person may be at the same time a member of a vestry under rule 27.3(d) and a member of the parish council under rule 10.1(c).
- 27.5 A member of the vestry holds office until the conclusion of the annual meeting next following his or her election or appointment.
- 27.6 A person who has been a member of a vestry for a continuous period of six years in any capacity is not eligible for election or appointment as a member of a vestry at any time in the 12 months immediately following that six year period, but is not ineligible for election or appointment at or following a local annual meeting if they have not been a member of the vestry since the conclusion of the previous local annual meeting.
- 27.7 A clerk in holy orders licensed or authorized for service in the parish or a stipendiary lay person appointed to the parish who is not otherwise a member of the vestry may attend and speak but not vote at meetings of a vestry.
- 27.8 A vestry may invite any person (whether or not on the local electoral roll of that worship centre, unless that person is not eligible under rule 27.6) to attend and speak but not to vote at a meeting of the vestry.

Permitted rule 27.8		
No.	Permitted text	Instructions
V.1	27.8 Any parishioner on the roll of a worship centre may attend (but not speak except by invitation of the council) a meeting of the vestry of that worship centre other than a portion of the meeting that the vestry determines is closed to people who are not members of the vestry or entitled to be present under rules 27.7.	

- 27.9 True and accurate minutes of each meeting of the vestry shall be kept and signed by the chair.
- 27.10 The chair of the vestry is the vicar or a person nominated by the vicar.
- 27.11 The vestry may appoint one of the members elected or nominated under paragraph 27.3(d) to be the vestry secretary, with such duties as the vestry determines.
- 27.12 A majority of the parish council (of whom at least three must be members nominated or elected under rule 27.3(d)) constitutes the quorum.

28. Application of parish rules for meetings and officers to local worship centre

- 28.1 Except as otherwise provided in these rules, the provisions of these rules apply, with any necessary modifications, to the meetings, elections, appointments and vestry of the local worship centre.

29. Minutes of meetings

- 29.1 The minutes of local statutory parish meetings and vestries must be publicly displayed.

Alternative to rule 29		
No.	Permitted text	Instructions
W.1	29.1 For the <i>[insert name]</i> worship centre, the minutes of local statutory parish meetings must be displayed— <ul style="list-style-type: none"> (a) publicly; (a) on the parish's website; 	(1) Insert name of worship centre. (2) Only one paragraph (a) to be used.

	<p>(a) publicly and on the parish's website; and the minutes of the vestry must be displayed—</p> <p>(b) publicly; (b) on the parish's website; (b) publicly and on the parish's website.</p>	<p>(3) Only one paragraph (b) to be used.</p>
W.2	<p>29.2 For the <i>[insert name of some other]</i> worship centre, the minutes of local statutory parish meetings must be displayed—</p> <p>(a) publicly; (a) on the parish's website; (a) publicly and on the parish's website; and the minutes of the vestry must be displayed—</p> <p>(b) publicly; (b) on the parish's website; (b) publicly and on the parish's website.</p>	<p>(1) Insert name of another worship centre. (2) Only one paragraph (a) to be used. (3) Only one paragraph (b) to be used.</p>
W.3	<p>29.2 For the <i>[insert name of some other]</i> worship centre, the minutes of local statutory parish meetings and vestry meetings are not to be publicly displayed.</p>	<p>This text may be used as a rule 29.2 in relation to a third worship centre, or may be used instead of the preceding rule 29.2 in the case of a second worship centre.</p>
W.4	<p>29. Omitted</p>	<p>Where no minutes for any worship centre are to be displayed, the rule may be omitted.</p>

SCHEDULE 3—NOTES TO ACCOMPANY ACCOUNTS

The notes to the accounts must provide the following information to the extent that it is not disclosed in the accounts:

- (a) a description of each of the accounting policies that have been adopted by the churchwardens, and which are material in the context of the accounts of the parish, together with a description of those estimation techniques adopted which are material to the presentation of the accounts;
- (b) a description of any material change to these policies and techniques, the reason for such change and its effect (if material) on the accounts;
- (c) a description of the nature and purpose of all material funds of the parish;
- (d) such particulars of the related party transactions of the parish, or of any institution or body corporate connected with the parish;
- (e) a description of any incoming receipts which represent capital, according to whether or not that capital is permanent endowment;
- (f) an itemized analysis of any material movement between any of the restricted funds of the parish, or between a restricted and an unrestricted funds of the parish, together with an explanation of the nature and purpose of each of those funds;
- (g) the name of any institution or body corporate connected with the parish, together with a description of the nature of the parish's relationship with that institution or body corporate and of its activities;
- (h) particulars of any contingent liability in the name of the parish or the churchwardens on its behalf, where any potential liability is outstanding at the date of the statement of assets and liabilities;
- (i) particulars of any loan outstanding at the date of the statement of assets and liabilities —
 - (i) which was made to the parish, and which is secured by an express charge on any of the assets of the parish; or
 - (ii) which was made by the parish to any institution or body corporate connected with the parish;
- (j) particulars of any fund of the parish which is materially in deficit at the date of the statement of assets and liabilities;
- (k) particulars of any *ex gratia* payment made by the parish;
- (l) a statement as to whether or not the accounts have been prepared in accordance with any applicable accounting standards and statements of recommended practice and particulars of any material departure from those standards and statements of practice and the reasons for such departure.

NOTES

1. The **Parish Governance Act 2013** was assented to on 12 December 2013 and comes into operation on 1 July 2014.
2. The **Parish Governance Regulations 2014** were made by the Archbishop in Council on 22 May 2014 and come into force on 1 July 2014.

