

DIOCESE OF ARMIDALE

PARISH GOVERNANCE AND ADMINISTRATION ORDINANCE 2015-2021

Whereas it is expedient to make provision for the governance and administration of parishes and special districts in matters hereinafter mentioned, the Synod of the Diocese of Armidale in pursuance of the powers conferred upon it ordains and rules as follows:-

1. The *Parish Structures Ordinance 1979-2000* is hereby repealed but such repeal shall not revive any Ordinance heretofore repealed and shall not affect the past operations thereof nor anything done or commenced nor any rights, privileges, obligations or liabilities acquired, accrued or incurred thereunder.
2. In this Ordinance, unless the context or subject matter indicates otherwise:
 - “Associate” means one who has previously been an Incumbent of a parish or special district, or has had at least five years’ ordained ministry experience;
 - “Bishop” means the Bishop of Armidale;
 - “Diocese” means the Diocese of Armidale;
 - “Diocesan Council” means those who hold office pursuant to the *Diocesan Council Ordinance 1935-1997*;
 - “Incumbent” means the clergyman licensed for this purpose by the Bishop as the Vicar, or other licensed clergyman appointed to the cure of souls in a parish or special district;
 - “Ministry leader” means a lay person licensed by the Bishop and who has responsibility for the conduct of public worship, teaching and the pastoral care of people in a special district;
 - “Parish” or “special district” means an area of the Diocese of Armidale so designated in the terms of this Ordinance;
 - “Parishioner” means a person who is a member of the Anglican Church of Australia, who has primarily and usually attended services of public worship in the parish or special district and does not hold office in any other Parish or Special District or any other denomination;
 - “Regional Archdeacon” means a person licensed by the Bishop for the cure of souls in a parish or special district and who has been appointed by the Bishop to assist him in the oversight, administration and coordination of a group of parishes and special districts in the Diocese;
 - “Synod” means the Synod of the Diocese of Armidale;
 - “Vacancy” means there is no Incumbent at the time in a parish or special district; and

“Vicar-General” means the clergyman appointed by the Bishop to exercise those powers and responsibilities of the Bishop, consistent with the *Administration Ordinance 1935-1983*, when the Bishop is absent from the Diocese or on leave or when there is a vacancy in the See.

“WWCC” means NSW Government Working With Children Check.

Parishes and Special Districts

3. A parish or a special district is a geographical area within the Diocese, which has at least one licensed place for divine service or consecrated church building.
4. The boundaries of a parish or special district are as they have been designated in written descriptions held by the Diocesan Registry as at the date of the commencement of this Ordinance.
5. A parish shall be such portion of the Diocese in which there is at least one building duly licensed for divine service and in which there is a vicarage and which has been able, without outside subsidy, to support financially for the two preceding financial years a full-time stipendiary Incumbent together with associated parish expenses and Diocesan dues.
6. A special district shall be such area, parish, parishes, or portions of a parish or parishes which Diocesan Council may from time to time declare to be a special district. Schedule G applies to the assessment of the ongoing viability of a special district.
7. Upon the passing of this Ordinance, all parishes in the Diocese shall continue to be parishes and all special districts shall continue to be special districts until alterations or declarations are made as provided for in this Ordinance.
8. The parish council of a special district may apply to the Diocesan Council to be declared a parish when the conditions as required in section 5 have been fulfilled.
9. In the case of a parish, as declared in accordance with this Ordinance, the Diocesan Council shall await the elapse of at least two consecutive years of financial insufficiency before declaring it to be a special district solely for financial reasons.

Alteration of Boundaries

10. Should the Incumbent and church wardens of a parish or special district consider it appropriate to alter the boundary between their parish or special district and any adjoining parish or special district they should, in the first instance, consult with their Regional Archdeacon.
11. Should the Regional Archdeacon, in consultation with the Bishop, consider the change to be justified, the parish councils and congregations affected should be notified by the Registrar.

12. Where there is no objection, it shall be lawful to make application to Diocesan Council to consider and approve the alteration proposed.
13. Where there is not unanimous agreement, the Registrar shall submit a report to Diocesan Council and the decision of Diocesan Council on a question of boundary alteration in these circumstances shall be conclusive.
14. Notwithstanding the situation provided for in section 10, the Bishop may from time to time consider it appropriate to alter the boundary between a parish or special district and an adjoining parish or special district.
15. In these circumstances the Registrar, on behalf of the Bishop, shall notify the parish councils and congregations affected. They shall have two months from the date of the Registrar advising them of the proposed change to respond in writing to what is proposed.
16. Diocesan Council shall, in considering boundary adjustments, have regard to the outcomes of the consultation process and make a decision which, as provided for in section 13, shall be conclusive and binding on the parishes and special districts affected.

Clergy

- 16a. Anglican clergy ministering within the Diocese are required to be licensed or approved by the Bishop.
- 16b. The stipend, allowances and leave entitlements of the licensed stipendiary clergy of the Diocese shall be in accordance with the requirements set out in Schedule B.
- 16c. The living conditions of the licensed stipendiary clergy of the Diocese shall be in accordance with the requirements set out in Schedule C.

Incumbents

17. The Incumbent has overall responsibility for the spiritual welfare of the parish or special district and for this purpose has powers, rights and duties in accordance with his licence and the authority bestowed on him by the Bishop.
18. The Incumbent is able to invite others to preach or to celebrate divine service, to administer the sacraments and to perform any other rites or Ordinances of the Anglican Church of Australia in a licensed place for divine service or a church building, provided the person has been either licensed or approved by the Bishop.

Appointment of Stipendiary Clergy and Lay Ministry Staff and Officers

Stipendiary Clergy and Lay Ministry Staff

19. The Incumbent is able to appoint clergy to stipendiary positions and lay persons to paid ministry positions within their parish or special district, and to dismiss clergy and lay persons from such positions, following consultation with the Parish Council and the Bishop.

Church Warden

20. The Incumbent may appoint one qualified person (see section 70, below) to be a church warden within seven days before the election of church wardens at an Annual General Meeting of parishioners.

21. If the Incumbent does not make the appointment before the election of church wardens at the Annual General Meeting of parishioners, he may do so as soon as possible after the electoral meeting.

Parish Councillors

22. Except should the situation provided for in section 36 pertain, the Incumbent may, at an Annual General Meeting of parishioners, or within 28 days after the meeting, appoint one qualified person to be a member of the parish council for each two persons elected as members of the parish council.

Organist, Musician, Choirmaster and Choir

23. The Incumbent may appoint an organist, musician, music director, choirmaster and the members of a choir or music team at a licensed place of divine service or church building and may remove any such person from office.

Parish Organisations

24. The Incumbent may establish any Sunday school, Bible class, home group, study group, youth fellowship or other organisation of the parish or special district to further the work of the parish or special district.

25. Subject to the powers of the Bishop, or the Vicar-General when the Bishop is absent from the Diocese or the See is vacant, the Incumbent is responsible for the policy, organisation and affairs of any organisation established under section 24 and is able to remove from office superintendents, teachers, leaders or other office holders.

26. The Incumbent may delegate all or any of the powers conferred by section 25.

Safe Ministry Representative

27. The Incumbent, notwithstanding his overriding responsibility for safe ministry, is able to appoint in his place a safe ministry representative who, for the term of their appointment as determined by the Incumbent, is:

- (a) to ensure compliance with the parish's or special district's legal obligations relating to children and young people;
- (b) to maintain records of the date and place of safe ministry training satisfactorily completed by persons appointed to a children's or youth ministry position within the parish or special district;

(c) to provide a report at least annually to the parish council that includes current policies and practices, and any suggested changes thereto, to ensure the safety of children and youth involved in the activities of the parish or special district; and

(d) to report to the Incumbent, or his delegate, knowledge or reasonable suspicion that a child who attends or has attended any activity of the parish or special district has suffered child abuse or is at the risk of harm of child abuse from a parish or special district office holder.

Reporting

Reporting to the Registrar

28. The Incumbent must cause to be reported to the Registrar within no more than 30 days following their election or appointment:

(a) the names, addresses and acceptances of all persons elected or appointed to the office of church warden, parish secretary, parish treasurer and other members of parish council and, where appointed, safe ministry representative;

(b) the names and addresses of those elected by a parish to represent it on the Presentation Board should a vacancy arise in a parish; and

(c) the names, addresses and any other contact details requested by the Registrar of the lay representatives and any emergent representatives to represent the parish or special district during the term of a Synod.

Incumbent's Rights to access and use Parish or Special District Property

29. The Incumbent is entitled to the free and reasonable use of the vicarage, its garden and outbuildings. Any dispute about such use may be resolved by the Bishop.

30. The Incumbent is entitled to access the church building or buildings in the parish or special district at all times and may, in the church building or buildings, conduct services of public worship without hindrance from any person.

31. The Incumbent is entitled to the use of any hall for such parochial purposes as he and the church wardens determine, subject to any trusts on which the property is held.

32. A church building of the parish or special district must be used in accordance with Schedule F and not be used for any purpose not sanctioned by the Incumbent and the church wardens or, when there is a vacancy, by the Regional Archdeacon and the church wardens. The vicarage must not be used for any purpose not sanctioned by the Incumbent, or, when leased, by the church wardens. A church hall must not be used for any purpose not sanctioned by the Incumbent and church wardens acting together or, when there is a vacancy, by the church wardens.

Registers and Records

Incumbent's Responsibilities for Records (see also Schedule A)

33. The Incumbent is to ensure, in concert with the church wardens, that a register is maintained for each duly licensed place of divine worship that:

- (a) records the details of each service of public worship;
- (b) records the details of each baptism service;
- (c) records the details of each confirmation service;
- (d) includes the details of each marriage service; and
- (e) records the details of each funeral service conducted in, or in association with, the parish or special district.

These records shall be kept in accordance with the requirements set out in Schedule A.

Parish Councils

Size, Term and Membership

34. Having regard to the election of additional members of parish council provided for in section 41, each parish or special district shall have a parish council comprising, in addition to the Bishop, Regional Archdeacon and any Incumbent, no fewer than nine persons and no more than 12 persons and shall hold office for one year, or for a term longer than one year with the agreement of the Bishop.

35. In addition to the Bishop, Regional Archdeacon and any Incumbent, each parish council shall comprise three church wardens, one of whom is appointed by the Incumbent, and six or nine parish councillors, one-third of whom shall be appointed by the Incumbent. Other stipendiary clergy and paid ministry staff are able to participate in parish council meetings but not vote.

36. Notwithstanding the provision made in sections 34 and 35 for the size and composition of a parish council, the circumstances of a parish or special district may be such that a parish council of six, in addition to the Bishop, Regional Archdeacon and any Incumbent, would be advisable. In this case, the parish council shall comprise two wardens, one of whom may be appointed by the Incumbent, and four parish councillors, one of whom shall be appointed by the Incumbent.

37. Any parishioner is qualified to be appointed or elected as a member of a parish council provided he or she:

- (a) is a Christian not less than 18 years of age;
- (b) has been a parishioner, as defined in section 2, for the past three months, is a communicant and is not a member of another denomination;

(c) accepts the Christian faith which is grounded in the Bible, expressed in The 39 Articles and The Book of Common Prayer and is willing to be bound by the Diocese's *Faithfulness in Service* code, or any succeeding code of conduct;

(d) is not holding a similar office in another denomination, whether within or outside the Diocese;

(e) has current Diocesan Safe Ministry Training accreditation or has undertaken to complete Diocesan Safe Ministry Training accreditation within three months of their election or appointment;

(f) has a current WWCC Clearance or has undertaken to obtain a WWCC Clearance within three months of their election or appointment.

38. In the case of a special district, the Bishop may appoint and license a ministry leader, whose role and responsibilities are to be set out in their licence from the Bishop, and, following consultation with parishioners, arrange for an alternative body to carry out the functions and duties of a parish council for such period of time as agreed between the Bishop and the parishioners.

39. The outgoing parish council shall determine the size of an incoming parish council.

40. Where there is no Incumbent, and the Bishop has not exercised the discretion available to him under section 38, the Regional Archdeacon might appoint a church warden and one, two or three parish councillors depending on the size of the parish council.

41. Where there is more than one duly licensed place for divine service in a parish or special district, and where services are held no less than twice a month, and provided the average attendance of the licensed place of divine service, apart from the principal place for divine service, numbers not fewer than 15 members per service in the year 1 July to 30 June preceding an Annual General Meeting of parishioners of that parish or special district, then that place of divine service may elect a member of its congregation to participate in the parish council during its next term.

(a) If the outgoing parish council decides that a duly licensed place of divine service within the parish or special district requires more than one representative, it can determine the number, up to three in number (two elected and one appointed by the Incumbent, or the Regional Archdeacon in the event of a vacancy), within the limits set out in section 34.

Vacancies

42. Where there is a vacancy in the office of church warden or council member appointed by the Incumbent or the Regional Archdeacon, the Incumbent or the Regional Archdeacon shall appoint a person to fill the vacancy.

If an elected or appointed church warden or council member makes but fails to meet an undertaking to complete Diocesan Safe Ministry Training accreditation or obtain it within

three months of their election or appointment, their election or appointment is deemed to be vacated at the expiration of the three months from their appointment.

If an elected or appointed church warden or council member makes but fails to meet an undertaking to obtain a WWCC Clearance within three months of their election or appointment, their election or appointment is deemed to be vacated at the expiration of the three months from their appointment.

43. Where there is a vacancy in an elected office of church warden or council member, the office shall be filled as soon as practicable by a qualified person elected by the parish council.

44. A person appointed or elected pursuant to sections 42 or 43 holds office for the remainder of the term of office of the person whom he or she is replacing.

45. Should a vacancy arise in the membership of an alternative body appointed by the Bishop to carry out the functions and duties of a parish council in a special district, the Bishop may appoint a person to fill the vacancy.

46. The person appointed by the Bishop shall hold office for the remainder of the term of the alternative body, as previously agreed between the Bishop and parishioners pursuant to section 38 of this Ordinance.

Chairing and convening Parish Council Meetings

47. In addition to those appointed or elected, the Bishop and the Regional Archdeacon shall, should they choose, be *ex officio* members of a parish council and chair the parish council when one of them is present. The Bishop, unless otherwise decided, is to chair when both are present.

48. In the absence of the Bishop and the Regional Archdeacon, the Incumbent shall chair the meetings of the parish council. He can, however, decline to do so in which case he may appoint, or request the parish council to elect, a person to chair the parish council in his place.

49. The Incumbent may either appoint, or request the parish council to elect, a deputy for the purpose of chairing parish council meetings in his absence.

50. Meetings of the parish council shall be convened by the chair, or in his absence the deputy chair, at least once in every three months.

The Functions and Duties of a Parish Council

51. The parish council shall:

(a) confer with, and assist, any Incumbent and other ministry staff in the planning, organising and implementing of the evangelistic, educational, pastoral and missionary work of the parish or special district;

- (b) consider (on its own motion or on reference from a meeting of parishioners, from the Bishop or the Incumbent, or in accordance with the provisions of any Act or Ordinance) any measure or project affecting or likely to affect the interests of the parish or special district generally and take proper action in accordance with the functions conferred on it by this or any other Ordinance;
- (c) have charge and administration of all monies and other property of the parish or special district consistent with clause 32 (except monies or other property excluded from that charge and administration by the trust under which it is held);
- (d) have, in the case of a parish or special district having more than one duly licensed place of divine service, charge and administration of all monies and other property of, or payable to, the parish or special district or collected or held in connection with matters affecting the parish or special district (except monies or other property excluded from that charge and administration by the trust under which it is held);
- (e) keep records of account of all monies received and expended by it;
- (f) prepare budgets and financial reports and plan the financial care of the parish or special district and its buildings and grounds for the consideration of, and adoption by, parishioners at the parish's or special district's Annual General Meeting;
- (g) receive and consider at least quarterly financial reports prepared by the Treasurer, or any other person appointed to prepare such reports, for parish council and other parochial organisations or groups and determine how much might be spent between 1 July each year and the time the proposed budget is considered by the Annual General Meeting of parishioners;
- (h) keep and maintain order in those buildings and grounds for which the parish or special district is responsible;
- (i) repair the church building or church buildings for which it is responsible and their grounds, fittings, fixtures and furniture and parish residences, halls and all other buildings and so much of their contents as are the property of the parish or special district;
- (j) determine, having regard to the minimum schedule of stipends and allowances issued from time to time by the Registrar, the stipend, emoluments and allowances of any Incumbent;
- (k) in consultation with the Incumbent, settle, having regard to the minimum schedule of stipends and allowances issued from time to time by the Registrar, the stipend, emoluments and allowances of any other clergy engaged by the parish or special district;
- (l) agree with the Incumbent the salary and any other benefits to be paid to lay workers employed by the parish or special district;

- (m) insure such persons as may be required by law to be insured for any purpose, and to effect the insurances in accordance with any directions which may be given from time to time by Diocesan Council;
- (n) provide the Incumbent and the church wardens with sufficient means for the safe custody of all church registers and records;
- (o) receive at least annually a report from the Incumbent, ministry leader or safe ministry representative on the policies and practices put in place, and any suggested changes, to ensure the safety of children and youth involved in the activities of the parish or special district;
- (p) make donations for charitable purposes or for the purposes of a Christian missionary society, whether local or foreign, Anglican or non-Anglican;
- (q) fill any casual vacancy which occurs among its elected members in accordance with section 43 of this Ordinance;
- (r) nominate a person or persons to the Annual General Meeting of parishioners to perform the role of the independent assurance practitioner of the parish's or special district's financial statements and accounts; and
- (s) cause minutes to be kept of its proceedings.

Committees of a Parish Council

52. A parish council may, by resolution:

- (a) establish a committee; and
- (b) delegate to that committee all or any of the parish council's functions and duties as provided for in section 51.

53. The parish council may, by resolution, abolish a committee or revoke the delegation made to any committee under section 52, or both.

54. A committee established by the parish council under section 52 may comprise or include persons who are not members of the parish council.

Meetings of Parish Council

55. The first meeting of the parish council must be held within one month of the Annual General Meeting of parishioners.

56. A parish council must meet at least quarterly each year and the Incumbent, or in the case of a vacancy the Regional Archdeacon in consultation with the church wardens, must convene all meetings.

57. Every member of the parish council shall, on the first occasion of attending a parish council meeting after their appointment or election, and before participating in the business of a meeting, sign the Declaration of Submission to Synod, as set out in the *Submission to Synod*

Ordinance 1935-2003. In the event they decline to do so, the chair shall declare their place on parish council vacant.

58. The Bishop may convene a meeting of the parish council at any time he sees fit.

Quorum for Parish Council Meetings

59. At the first meeting of the parish council after an Annual General Meeting of parishioners, the meeting must determine its quorum being not less than one half of the members of the parish council.

60. If the parish council does not fix a quorum, any subsequent meeting may fix it and, in the interim, the quorum shall be the whole number beyond one half of the members of the parish council.

Parish Secretary

61. A parish council may appoint one of its members to act as Parish Secretary and may remove any such person from office at any time.

62. Where the person appointed to the position of Parish Secretary by the parish council is not a member of the parish council, he or she may attend its meetings but is not entitled to vote and can be removed from office at any time by the parish council.

Parish Treasurer

63. A parish council shall normally appoint one of its members to act as a Parish Treasurer or may, with the consent of the Incumbent, or the Regional Archdeacon where there is a vacancy in a parish or special district, appoint any other person who is a member of the parish or special district to act as Treasurer, accountant or bookkeeper and may remove any such person from office at any time.

64. If such a person is not a member of the parish council, he or she may attend its meetings to advise and/or report but is not entitled to vote at any meeting of the parish council.

65. There may be situations where a person who is not a member of the parish or special district is willing to serve as its Treasurer. Provided the Bishop approves the appointment, the person may attend parish council meetings to advise and/or report but, consistent with section 64 of this Ordinance, he or she is not entitled to vote at any parish council meeting.

66. The appointment of a Treasurer does not remove from the members of parish council their responsibility for the charge and administration of any funds or property of the parish or special district.

67. The Treasurer is responsible to the parish council for:

(a) ensuring, along with the church wardens, the proper banking of all monies of the parish or special district and the payment of all amounts payable by the parish council;

- (b) maintaining the financial records of the parish or special district;
- (c) reporting to each meeting of the parish council on the financial affairs of the parish or special district, including projected outcomes in accordance with the annual budget of the parish or special district adopted by the Annual General Meeting;
- (d) preparing forward estimates of income and expenditure in accordance with strategies and plans adopted by the parish council;
- (e) ensuring that the accounts of the parish or special district are reviewed by an independent assurance practitioner; and
- (f) preparing the annual financial report to the Annual General Meeting of the parish or special district.

Financial Affairs of a Parish or Special District

67a. The financial affairs of a parish or special district shall be conducted in accordance with the requirements set out in Schedule D.

Leave of Absence of Church Wardens and Members of Parish Council

68. The Incumbent or parish council may grant leave of absence to church wardens and members of the parish council.

Vacation of Office of Church Warden or Member of Parish Council

69. The office of a church warden or a parish councillor becomes vacant if he or she:
- (a) is absent from three consecutive parish council meetings without the leave of the meeting or the Incumbent, or the Regional Archdeacon where the parish or special district is vacant;
 - (b) ceases to attend the services of the Anglican Church in that parish or special district or joins or becomes a member of another denomination;
 - (c) dies;
 - (d) resigns;
 - (e) becomes an undischarged bankrupt, unless declared suitable by the Bishop having consulted with the Incumbent and parish council;
 - (f) is declared by a court or tribunal as being incompetent to manage his or her own affairs;
or
 - (g) is convicted of a disqualifying offence listed in the *Child Protection (Working with Children) Act 2012*, or any succeeding Act.

Church Wardens

Qualifications

70. Any parishioner shall be qualified to be appointed or elected to the position of church warden provided he or she:

- (a) is a Christian and not less than 25 years of age;
- (b) accepts the Christian faith which is grounded in the Bible, expressed in The 39 Articles and The Book of Common Prayer and is willing to be bound by the Diocese's *Faithfulness in Service* code, or any succeeding code of conduct;
- (c) has been a member of the parish or special district concerned for at least one year;
- (d) has been a parishioner, as defined in section 2, for the past 12 months, and a communicant member of the parish or special district and does not hold office in any other parish or special district in the Anglican Church of Australia, or in any other denomination;
- (e) is not the spouse of a person in Holy Orders licensed to the parish or special district;
- (f) is not disqualified by his or her spouse being a warden of the parish or special district at the same time;
- (g) is not a person engaged as an employee and who is paid from the funds of the parish or special district;
- (h) is not an undischarged bankrupt, unless declared suitable by the Bishop having consulted with the Incumbent and parish council;
- (i) has not been declared by a court or tribunal as being incompetent to manage his or her own affairs;
- (j) has not been convicted of a disqualifying offence listed in the *Child Protection (Working with Children) Act 2012*, or any succeeding Act;
- (k) has current Diocesan Safe Ministry Training accreditation or has undertaken to complete Diocesan Safe Ministry Training accreditation within three months of their election or appointment; and
- (l) has a WWCC Clearance or has undertaken to obtain a WWCC Clearance within three months of their election or appointment.

Responsibilities

71. As stated in sub-section 51(a), church wardens as part of a parish council are to confer with, and assist, any Incumbent and other ministry staff in the planning, organising and implementing of the evangelistic, educational, pastoral and missionary work of the parish or special district.

72. In addition, they are:

- (a) to act as confidential advisers to the Incumbent or, in the absence of an Incumbent, the Regional Archdeacon;
- (b) under the Bishop, to provide care and support to the Incumbent and his family;
- (c) to provide and ensure at the expense of the parish or special district the preparation of all things necessary for the conduct of divine service and the maintenance of good order during the conduct of same;
- (d) to cause the registers, as required in section 33, to be kept;
- (e) to ensure the safe-keeping and banking of all monies received by the parish or special district;
- (f) to take overall responsibility for the care, maintenance and repair of all grounds and buildings and their fixtures, furniture and contents which are the property of the parish or special district, and ensure compliance with clause 32 during any period of vacancy;
- (g) to ensure, if any property of the parish or special district is listed on the State Heritage Register or on a local heritage register:-
 - (i) that it is maintained and, when necessary, repaired in accordance with the minimum standards, if any, prescribed from time to time by the relevant New South Wales legislation, or any regulations made under the legislation, or any local requirements, and
 - (ii) where The Corporate Trustees of the Diocese of Armidale hold that property, for the purposes of the New South Wales legislation to provide, within 28 days of the receipt of a written request, such information as The Corporate Trustees reasonably require about compliance with the requirements of paragraph 72(g) (i) above;
- (h) to report to the Bishop any serious irregularities in the performance of divine service or wilful neglect of duty or any serious misconduct on the part of the Incumbent or other clergy licensed to the parish or special district; and
- (i) in concert with the Incumbent, or the Regional Archdeacon where there is no Incumbent, to recommend to the Bishop persons to be licensed as lay readers or lay preachers within a parish or special district.

Annual General Meetings of Parishioners

73. The Incumbent, or in the absence of an Incumbent, the Bishop or the Regional Archdeacon, and the church wardens of a parish or special district shall convene in August each year an Annual General Meeting of parishioners of which at least 30 days' public notice has been given.

Participation in Annual General Meetings

74. A person, other than the Bishop, the Regional Archdeacon or the Incumbent, is not entitled to participate in, to be counted for the purposes of a quorum, or to vote at an Annual General Meeting of parishioners, unless the person has subscribed to the following declaration:

- (a) I am a member of the Anglican Church of Australia;
- (b) I am not less than 18 years of age;
- (c) I have primarily and usually, during the past three months, attended services of public worship at (name of church building or other place duly licensed for divine service) or as part of an associated congregation of that church;
- (d) I do not claim to be a parishioner of any other parish or special district of the Anglican Church of Australia; and
- (e) I have not voted at a general meeting of parishioners of any other parish or special district of the Anglican Church of Australia within the past three months and I do not intend to vote at a general meeting of parishioners or any other parish or special district of the Anglican Church of Australia within the next three months.

Dated this day of 20....

Quorum

75. A quorum for an Annual General Meeting shall be no less than twice the number of persons to be elected as parish councillors in addition to any Incumbent.

76. Consistent with section 38, where the Bishop has appointed and licensed a ministry leader and arranged for an alternative body to carry out the functions and duties of a parish council, a quorum for an Annual General Meeting of the special district should be no less than twice the number of those serving on the alternative body.

Chair of the Annual General Meeting

77. Should the Bishop or the Regional Archdeacon not express a desire to do so, the Incumbent shall chair the Annual General Meeting of the parish or special district.

78. The Incumbent may authorise another person entitled to take part in the meeting to chair the meeting and may revoke such authorisation at any time.

79. If no other provision has been made, the meeting may elect its own chair.

80. The chair has a casting vote only.

Advance Availability of Reports

81. At least one week prior to the date of the Annual General Meeting, the Incumbent, and in the absence of an Incumbent the church wardens, should arrange for copies of reports,

duly reviewed financial statements and the proposed budget for the current financial year to be available to parishioners.

Business of Annual General Meetings

82. The business of an Annual General Meeting shall include:

- (a) where a vacancy does not exist, a report from the Incumbent or ministry leader;
- (b) a report from the church wardens;
- (c) a financial report and duly reviewed financial statements for the preceding financial year ending 30 June and a proposed budget for adoption for the financial year commencing on 1 July that year;
- (d) other reports from ministry leaders and ministries within the parish or special district;
- (e) the opportunity for the meeting to make recommendations to the incoming parish council for it to consider;
- (f) elections for the positions of wardens and parish councillors, and when required, lay Synod representatives and emergents, and, in the case of parishes, Presentation Board members; and
- (g) appointing one or more persons to undertake the independent assurance of the parish's or special district's financial statements for the ensuing year who shall not be a member, or members, of the parish council.

83. Should each three years the timing of the first session of a new Synod preclude the election of lay Synod representatives at the time of an Annual General Meeting of a parish or special district in August, a special electoral meeting should be held to elect a parish's or special district's Synod representative(s) and emergent representative(s) to comply with the time advised by the Bishop, or the Vicar-General in the event of an absence from the Diocese of the Bishop or a vacancy in the See, by which these representatives need to be notified to the Registrar.

84. Presentation Board members are to be elected and to hold office in accordance with the *Patronage Ordinance 2013*.

Nominations and Elections

85. A person may not be nominated unless he or she has accepted in writing the nomination duly signed by a nominator and seconder.

86. Desirably, nominations should be received by the Incumbent, or in the event of a vacancy the church wardens, no later than one week prior to the Annual General Meeting.

This does not preclude, however, nominations being received up until 24 hours before the Annual General Meeting commences, or if a situation contemplated in section 87(c) arises.

87. If the number of nominated candidates for election to an office does not exceed the number of vacancies to be filled, the election is uncontested and the following apply:

- (a) the chair is to move a motion that the candidates be elected;
- (b) if the motion is carried, the chairman is to declare the candidates elected; and
- (c) if the motion is not carried, the chair shall call again for nominations.

88. If the number of candidates nominated for election to an office exceeds the number of vacancies to be filled, the election is contested and the following apply:

- (a) voting is to be conducted by secret ballot with the surnames of those nominated placed on the ballot paper in alphabetical order;
- (b) each person entitled to take part in the meeting is not able to vote for more than the number of candidates to be elected;
- (c) the candidate who obtains the highest number of votes is, or the candidates who obtain the higher or highest number of votes are, elected; and
- (d) if, in respect of the last vacancy to be filled, two or more candidates each obtain an equal number of votes, the election is to be determined on the casting vote of the chair.

89. In conducting any secret ballot:

- (a) proxies are not permitted; and
- (b) there are to be at least two scrutineers appointed by the Annual General Meeting, being persons not standing for election.

Minutes of the Annual General Meeting

90. Minutes are to be taken of the proceedings of an Annual General Meeting, or special general meeting (see sections 91, 92 and 93 of this Ordinance). Such minutes must be confirmed by the parish council, or the alternative body established in accordance with section 38 of this Ordinance, at its next meeting.

Special General Meetings

91. A special general meeting may be convened at any time, provided that at least two Sundays before the day of the proposed meeting:

(a) a notice in writing has been placed in a prominent position at the principal entrance to the main church building, or in the entrance to the place duly licensed for divine service in a parish or special district without a church building;

(b) the details pertaining to the time and place of the meeting are published in any weekly church bulletin; and

(c) an announcement is made at each service held in the parish or special district on the aforementioned Sundays.

92. Where deemed appropriate by them, and in accordance with the arrangements set out in section 91 of this Ordinance, the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, or the Regional Archdeacon, may call for a special general meeting of a parish or special district to be held.

93. A special general meeting can also be convened:

(a) if the Incumbent and church wardens consider this to be warranted; or

(b) the parish council so decides; or

(c) where 10 members of the parish or special district, who are entitled to vote at an Annual General Meeting, petition the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, for the holding of a special general meeting and consent is given.

94. Any request to the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, shall state the matters the petitioners wish the meeting to consider.

95. Where the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, or the Regional Archdeacon has not called the meeting, the business of a special general meeting shall only include those matters the Incumbent and church wardens, the parish council or the petitioners have stated as the reason for convening, or requesting the convening of, the meeting.

Participation in a Special General Meeting

96. A person who is able to attend and vote at an Annual General Meeting is also able to participate in, and vote at, a special general meeting.

Chairing of a Special General Meeting

97. Where the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, or the Regional Archdeacon has called the meeting, he is able to chair. Otherwise, the presiding member of the parish council should chair.

Procedure at Special General Meetings

98. In the absence of the presiding member of the parish council, the persons present who are eligible to vote shall elect one of their number to preside.

99. The person presiding has a deliberative but not a casting vote.

100. A question arising at a special general meeting shall be determined by a majority of the votes of the persons eligible to vote at the meeting who are present and vote on the question, except in those instances provided for in Schedule E of this Ordinance where the decision is the prerogative of the Bishop, or the Vicar-General, and is final.

101. A quorum at a special general meeting shall be no less than 10 persons eligible to vote at an Annual General Meeting in addition to the person presiding.

102. If a quorum is not present within half an hour after the time fixed for the holding of a special general meeting of parishioners, the meeting lapses and a further special general meeting may be convened, so long as the requirements set out in section 91 are met.

Buildings and Property

102a. The erection and modification of the buildings of a parish or special district on property whose title is held by the Corporate Trustees of the Diocese of Armidale shall be in accordance with the requirements set out in Schedule E.

102b. The use of property held for the use, benefit or purposes of the Anglican Church of Australia in the Diocese shall be in accordance with the policy set out in Schedule F.

Miscellaneous

103. Where any accidental or unavoidable impediment, misfeasance or omission shall have occurred in giving effect to the provisions of this Ordinance, the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, may:

(a) take all such measures as may be necessary for removing such impediment or rectifying such misfeasance or omission;

(b) declare any act done to be valid notwithstanding such misfeasance or omission;

(c) extend the time within which this Ordinance declares any matter shall be done;

(d) appoint any person other than the person herein named to do any act, matter or thing;

(e) conduct any election; and

(f) in the case of failure to elect or appoint any or all of the church wardens or parish councillors directed by this Ordinance, appoint the necessary number of qualified persons to give effect to the provisions thereof.

Changes to the Ordinance and Schedules

104. Proposed additions or amendments to the Ordinance and proposed new Schedules are to be adopted by Synod by amending Ordinance.

105. Changes to Schedules adopted by Synod may be effected by Diocesan Council, with any changes to be tabled at the following session of Synod for its information.

SCHEDULE A

REGISTERS AND RECORDS

1. The Incumbent, Ministry Leader, or when a vacancy exists, the church wardens:
 - (a) will record, or cause to be recorded, the following details of each service of public worship conducted in the parish or special district:-
 - (i) the time, date and place the service was held,
 - (ii) the number of people attending the service, and
 - (iii) the name of the person who preached at the service;
 - (b) will record, or cause to be recorded, the following details of each baptism service conducted in the parish or special district:-
 - (i) the date on which and the place where the baptism service occurred,
 - (ii) the full name and address of each person baptised,
 - (iii) the date of birth of each person baptised,
 - (iv) if the person was an infant, the full name and address of each parent of the person, and
 - (v) the name of the officiating clergyperson;
 - (c) will record, or cause to be recorded, the following details of each confirmation service held in the parish or special district:-
 - (i) the date on which and the place where the confirmation service occurred,
 - (ii) the full name of each person confirmed,
 - (iii) the date each person was baptised, and
 - (iv) the name of the officiating Bishop;
 - (d) will record, or cause to be recorded, the details of each service of marriage conducted in the parish or special district; and
 - (e) will record, or cause to be recorded, the following details of each funeral service conducted in, or in association with, the parish or special district:-
 - (i) the date and place of the funeral service,
 - (ii) the name and address of the deceased,
 - (iii) the deceased's date of death, and
 - (iv) the name of the officiating clergyperson.
2. The Incumbent or ministry leader, in conjunction with the church wardens, is responsible for the safe custody of all parish and special district registers and records, apart from current books of account.
3. The registers must be kept within the vestry, parish office or in such other place as the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, may from time to time appoint in writing.

SCHEDULE B
CLERGY STIPENDS, ALLOWANCES, CONTRIBUTIONS IN RESPECT OF,
LEAVE AND OTHER EMOLUMENTS

1. Diocesan Council shall from time to time, and in any case not less than annually, review the stipends and allowances of clergy and declare the minimum stipends and allowances which are to be paid, as well as the contributions parishes, special districts and other Diocesan entities employing clergy are to make in respect of superannuation, long service leave and clergy accident and sickness insurance.
2. All clergy engaged in parish and special district ministry, and those performing non-school chaplaincy roles who are paid through the Diocesan Registry, are entitled to four weeks annual leave per year. On leaving a parish or special district, or a non-school chaplaincy role, clergy are either to take the annual leave they have accrued and not taken or are to be paid in full for the annual leave they have accrued but not taken. The intention is for annual leave to be taken annually, however, if a clergyperson has more than ten weeks annual leave accumulated, then the wardens or Parish Council must inform the Bishop who will be able to instruct the clergyperson to take annual leave in order to reduce the owed annual leave to less than eight weeks.
3. Special arrangements can be made with the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, for clergy to take an additional two weeks leave a year for refreshment and/or study purposes. Such leave is not cumulative and may be taken in one or a series of segments before 31 December each year.
4. Every Incumbent should notify the Bishop, or if applicable the Vicar-General, if he intends to be absent from his parish or special district for two or more successive Sundays. He is to arrange with the church wardens for the holding of divine service and the undertaking of pastoral duties in his absence. Any costs incurred shall be a charge on parish or special district funds.
5. Similarly, an Incumbent intending to take long service leave should first seek the permission of the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, before application is made through the Registrar to the Long Service Leave Fund. He, in consultation with the Bishop or Vicar-General and the church wardens, is to arrange in his absence for the holding of divine service and the pastoral care of those for whom he is responsible. Any costs that are incurred are to be a charge on parish or special district funds.
6. Applications for extended periods of absence to undertake further study or training are to be made to the Bishop or the Vicar-General.
7. Paid Relocation Leave of one week is to be available for all clergy moving house to relocate from one parish to another within the Diocese, with stipend and other associated expenses to the value of 3.5 days being contributed by both the outgoing and the incoming parishes, with the leave to include one Sunday.
8. A parish or special district may provide a motor vehicle for the use of the Incumbent, in which case he should pay for personal use at the stipulated travel allowance rate. Should the Incumbent prefer, however, to use his own vehicle for parochial purposes he should be paid the recommended vehicle and travel allowances. The vehicle and

travel allowances recommended for an Incumbent should also be paid to all full-time associate and assistant clergy, as well as lay pastoral ministers.

SCHEDULE C

LIVING CONDITIONS

1. Each parish or special district is to provide housing in reasonable repair for an Incumbent and other clergy ministering there.
2. The housing is to include the usual fixtures plus floor coverings, curtains or blinds, light fittings, a refrigerator, internet access and a telephone for other than private calls. The parish or special district is also to meet reasonable energy costs for lighting, cooling and heating and, where relevant, fuel for heating.
3. Where a single clergyperson is in a boarding situation, an appropriate contribution must be paid by the parish or special district towards the cost of such board.
4. In the event that the Diocese, parish or special district does not have a property for a clergyperson or ministry worker to live in, they, provided the Bishop and parish or special district have given their consent, may live in their own home and receive a housing allowance on the basis agreed by Diocesan Council from time to time.

SCHEDULE D

FINANCIAL REQUIREMENTS

1. Two people who are not related are to count the offertory in the presence of each other at the conclusion of each service.
2. At least two signatures or authorisations shall be required for the drawing of cheques or the payment by electronic means of monies on behalf of a parish or special district and those names are to be submitted and minuted at the first parish council meeting following the Annual General Meeting.
3. No parish or special district is to submit grant applications or to borrow monies from private sources or financial or other institutions without first obtaining the approval of Diocesan Council.
4. Appropriately reviewed financial statements which cover all the ministries and other activities of a parish or special district for the year ending the preceding 30 June are to be forwarded to the Registrar no later than 31 October each year.

SCHEDULE E

BUILDINGS AND ORNAMENTS

1. Prior to the erection, addition, alteration or use, the approval of the Bishop shall be obtained for the site plans and specifications of any church building, vicarage or other building to be erected, altered, added to or used on lands for which The Corporate Trustees of the Diocese of Armidale are responsible.
2. Diocesan Council shall appoint a panel of up to 10 persons who have qualifications in architecture, engineering, building or related disciplines to advise the Bishop when site plans and specifications are passed to him for approval. At least three members of the panel should advise the Bishop in relation to each application.
3. The church wardens, with the consent of the Incumbent or the Regional Archdeacon if a parish or special district is vacant at the time, may, subject to any state or local heritage requirements, make alterations in the fabric or internal arrangement of a licensed or consecrated church building or may place ornaments in, and remove ornaments from, a licensed or consecrated church building provided:
 - (a) prior public notice has been given at church services on at least two different but successive Sundays on which services are held;
 - (b) a faculty is obtained from the Bishop with respect to ornaments and monuments within or on the walls of church buildings; and
 - (c) opportunity is given for five or more parishioners to petition within one month of the first public notice being given, as provided for in section 3(a) above, to disallow such proposed action.
4. Where a petition is received by the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, a special general meeting of parishioners, at which the Bishop or the Vicar-General is in attendance, shall be called to discuss the matter and the decision of the Bishop or the Vicar-General at, or following, the meeting shall be final.
5. A licensed, dedicated or consecrated church building may be used for divine service, religious instruction or such other purpose as is approved by the church wardens on the suggestion of the Incumbent, or the Regional Archdeacon if a parish or special district is vacant at the time, provided five or more parishioners are given the opportunity, within three months of any approval being given, to petition the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, to disallow any such other purposes.
6. Should the Bishop, or the Vicar-General in the absence of the Bishop or a vacancy in the See, receive a petition as provided for in section 5, a special general meeting of parishioners, at which the Bishop or the Vicar-General is in attendance, shall be called to discuss the matter and the decision of the Bishop or the Vicar-General at, or following, the meeting shall be final.

SCHEDULE F

ANGLICAN DIOCESE OF ARMIDALE PROPERTY USE POLICY

Introduction

1. The Synod, through the Parish Governance and Administration Ordinance 2015, has given authority variously to incumbents, church wardens and regional archdeacons to have discretion over how parish property may be used.
2. The Synod, through the Corporate Trustees Ordinance 2009, has provided that the Synod or the Diocesan Council may, by resolution, disapprove of church trust property that is vested in the Corporate Trustees being used for certain purposes, and when Synod or Diocesan Council have acted in this way, church trust property is not to be let, licenced or used for such purposes.
3. The purpose of this document is to create a uniform diocesan policy with regard to the use of church property, and to clarify the theological rationale.
4. The doctrines, tenets and beliefs of the Diocese include, but are not limited to, the doctrines, tenets and beliefs set out in this policy. A Church body conforms to the doctrines, tenets and beliefs of the Diocese if it undertakes or authorises an act or practice which –
 - (a) is consistent with this policy, or
 - (b) involves not allowing church property to be used for an activity that is inconsistent with this policy.

From time to time there are certain actions and practices that a Church body will need to undertake in order to avoid injury to the religious susceptibilities of a significant proportion of Anglicans in the Diocese. The Synod, as the governing body representing Anglicans in the Diocese, considers that, as a minimum, these include any act or practice undertaken to conform to the doctrines, tenets and beliefs set out in this policy.

Interpretation

5. In this Policy –

“Anglican body” means a body which has charitable purposes that include purposes for or in relation to the Anglican Church of Australia, which is not a Diocesan body, but is situated in the Diocese and the governing body of the body has resolved to adopt this policy as amended from time to time as a policy of the body.

“Diocese” means the Anglican Church of Australia in the Diocese of Armidale.

“Diocesan body” means –

- (a) a parish,

(b) any body corporate, organisation, school or association that exercises ministry within or on behalf of the Anglican Church of Australia in the Diocese –

- i) which is constituted by ordinance or resolution of the Synod,
- ii) in respect of whose organisation or property the Synod may make ordinances, or
- iii) which is a trustee of Church trust property.

“Church body” means a body that is an Anglican body or a Diocesan body.

“Church property” means –

- (a) Church trust property, and
- (b) the property of an Anglican body.

“Church trust property” has the same meaning as in section 4 of *Anglican Church of Australia Trust Property Act 1917*, being property that is held “for the use, benefit, or purposes” of the Anglican Church of Australia in a particular diocese.

“Synod” includes the Diocesan Council.

Policy Principles

6. The priority use of church property is for Christian ministry conducted in accordance with the doctrines, tenets and beliefs of the Diocese.
7. Where church property is not suitable for ministry, is temporarily not required for current ministry purposes, or there are periods of time during the week in which a ministry property is not required for ministry purposes, it may be good stewardship of these resources to employ them for the general benefit of the community or for income-producing purposes, provided that all such income is used for the “use, benefit or purposes” of some part of the Diocese.
8. However, it is inappropriate for church property to be used to facilitate, or generate income from, activities which are inconsistent with the doctrines, tenets or beliefs of the Diocese. As a matter of policy, therefore, ***church property must not be used for purposes which contravene the doctrines, tenets and beliefs of the Diocese***. Without limiting the generality of this principle, the following sections provide a theologically grounded application of this policy to specific examples, in order to provide guidance for wardens, ministers, members of governing boards and others involved in decisions involving the use of church property.
9. The application of this policy is intended to be informed by other policies and guidelines endorsed by the Synod, including –
 - *Faithfulness in Service*
10. For the avoidance of doubt,
 - (a) This policy does not prevent discussion and debate about contentious issues on church property, including dissent from the doctrinal statements in this policy. As Articles 20 and 21 remind us, Christians have erred in the past “in things

pertaining to God”, and therefore as a church we must always be open to reform our doctrine, if that doctrine is contrary to God’s Word written.

- (b) This policy does not prevent an act or practice on Church property that is necessary for a body or person to comply with the law.

The Application of this Policy

Doctrine of Salvation

11. We believe in one God, who is Father, Son and Spirit. Our triune God alone is to be worshipped, in the way he requires. There is only one way of salvation, which comes through faith in the atoning work of Jesus Christ. The gospel calls us to turn from sin and abandon our idolatrous or syncretistic worship, and to worship the true God, through Jesus Christ, by the Holy Spirit.
12. Church property must therefore not be used for the worship of other gods, or to profess and promote a different doctrine of salvation.
13. The use of a church building by another Christian congregation for the purposes of worship is only allowed if the profession of faith of the non-Anglican congregation is Bible-based. This “Bible-based” profession of faith must (at least) conform to the following 4 core principles:
 - (a) The Christian faith as set forth in the Apostles’ and Nicene Creeds;
 - (b) That God’s word written, the canonical Scriptures of the Old and New Testaments, is the supreme authority in all matters of faith and conduct;
 - (c) That there is only one way to be reconciled to God which is through his Son, Jesus Christ, who died for our sins and was raised for our justification; and
 - (d) That we are justified before God by faith only.
14. Some examples of property use which would be inconsistent with the doctrines, tenets and beliefs of the Diocese are:
 - (a) Use of church property for the promotion of non-Christian religions such as Hinduism, Buddhism and Islam, or for events the purpose of which is to attack, denigrate or undermine Christian beliefs;
 - (b) Use of church property by other (Christian) groups, whose basis of faith differs from the four principles articulated above;
 - (c) Use of church property for activities which promote a spirituality that is in conflict with true Christian Spirituality. For example, those yoga classes which go beyond mere “positional yoga” and involve spiritual practices such as meditative practices and chants derived from Hinduism.

Doctrine of the Human Person

15. We believe that all human beings are uniquely created in the image of God, loved by God and precious to him. We believe that God created humanity with two complementary sexes – male and female – and that both male and female are equally

made in God's image. We believe that God made people of all races and abilities as equal in his sight, and offers salvation through faith in the atoning work of Jesus Christ to all people without distinction. We believe that God alone determines the beginning and end of life.

16. Church property must therefore not be used for purposes which destroy human life or devalue the inherent worth of human beings in the image of God.
17. Some examples of property use which would be inconsistent with the doctrines, tenets and beliefs of the Diocese are:
 - (a) Abortion advocacy;
 - (b) Undertaking or making referrals for medical and/or surgical elective abortions;
 - (c) Production of abortifacient or abortifacient-like contraceptives;
 - (d) Undertaking any activity that involves or leads to the destruction of human embryos;
 - (e) Advocacy for, or assistance with, euthanasia;
 - (f) Manufacture of armaments or other weapons of war;
 - (g) Activities that incite racial hatred;
 - (h) Advocacy of or activities that incite discrimination against people with disabilities.

Doctrine of Marriage and Human Sexuality

18. We believe that there are only two expressions of faithful sexuality: marriage between a man and a woman or abstinence in singleness.
19. Church property must therefore not be used for activities which promote sexual intimacy outside of marriage, or which promote a version of marriage that is inconsistent with God's plan for marriage.

The use of an Anglican Church building for a wedding by those from another denomination is only appropriate where the marriage rites to be used are consistent with authorised Anglican marriage services.
20. Some examples of property use which would be inconsistent with the doctrines, tenets and beliefs of the Diocese are:
 - (a) Production or distribution of pornography;
 - (b) Commercialisation of sexual services (e.g., a brothel);
 - (c) Solemnisation or blessing of a same-sex wedding;
 - (d) A reception venue for a same-sex wedding;
 - (e) Events for the purpose of advocacy for expressions of human sexuality contrary to our doctrine of marriage.

Doctrine of Christian Freedom

21. We believe that the gospel of salvation brings freedom from our captivity to sin. Christian freedom is not a freedom to indulge the sinful nature. Rather, Christians

should seek to throw off everything that hinders and the sin that so easily entangles and should seek not to cause others to sin by leading them into temptation.

22. Church property must therefore not be used for activities which profit from addictive desires, or which will cause others to become entrapped by addictive desires.
23. Some examples of property use which would be inconsistent with the doctrines, tenets and beliefs of the Diocese are:
 - (a) The production, promotion or sale by wholesale of tobacco;
 - (b) The commercial manufacture, distribution or sale of liquor (other than the sale and consumption of liquor on premises where the liquor is intended to be consumed with food sold on those premises for consumption on those premises);
 - (c) Any use in connection with narcotic drugs (including any prohibited drug, prohibited plant or drug of addiction) except as part of the normal trading practices of a registered medical practitioner, accredited residential aged care facility, pharmacist, chemist, dental or veterinary surgeon;
 - (d) For the purposes of gambling or betting.

SCHEDULE G

PROTOCOL FOR ASSESSING THE VIABILITY OF SPECIAL DISTRICTS

Key Indicators of the non-viability of a Special District

- a) No incumbent minister or licenced ministry leader
- b) No duly constituted Annual General Meeting of the Special District.
- c) Non-payment of the full quota over the previous five years.
- d) An inability to meet the Special District's financial commitments without external support.
- e) The Special District has not been represented at Synod by a duly elected lay Synod representative (see section 60 of the Governance of the Diocese Ordinance 2016).
- f) No meetings of a Parish Council or alternative arrangement (see section 38 of the Parish Governance and Administration Ordinance).
- g) No capable and active Safe Ministry Representative (see section 27 of the Parish Governance and Administration Ordinance).
- h) No capable and active treasurer, or no signatories to accounts (see section 63-67 of the Parish Governance and Administration Ordinance).
- i) The vicarage is either not maintained, unsuitable or no longer available.
- j) Other issues as considered by the Bishop and Regional Archdeacon, in consultation with the Diocesan Council and/or Special District representatives.

Protocol for Assessing the Viability of a Special District

A failure with regard to any four of the above key indicators would trigger the pathway outlined below:

1. A special meeting of the congregation be called with attendance by the Bishop, the regional archdeacon and two other senior diocesan clergy (and the Bishop's Travelling Chaplain, should there be one) to discuss the present situation and consider the future, in line with the Diocesan vision to build a Christian community in every town.
2. If, after the special meeting and after further consultation with Diocesan representatives, those triggering key indicators for the ongoing viability of the Special District still cannot be met, then discussions should take place with regard to implementing alternative ministry arrangements. Such discussions are to include a special focus on upholding Anglican doctrinal consistency, Safe Ministry compliance and ongoing financial compliance.

Alternative ministry options to be discussed would include:

- a. The closure of ministry centres.
- b. The possible sale of branch churches and any other properties.
- c. The amalgamation of the Special District with another centre (the Amalgamation Partner Church (APC)).

- d. Dissolving of the Parish Council if there is one.
 - e. The distribution of any residual funds.
3. Any proposed APC is to be evaluated by the Bishop, the Archdeacon and two senior diocesan clergy, (and the Bishop's Travelling Chaplain, should there be one) along with the incumbent and wardens of the APC in order to determine what arrangements may be most suitable for ministry and compliance purposes. Issues to be discussed could include
- i. Should extra staff be employed at the larger centre?
 - ii. Should extra lay training be offered for preaching or Bible study leaders?
 - iii. Should services to be held on different days at the proposed integrated church?
 - iv. Should some form of technological support be funded and instituted?