

**ANGLICAN CHURCH OF AUSTRALIA**

**DIOCESE OF TASMANIA**

**PARISH ADMINISTRATION  
ORDINANCE  
1995**

*(Amended 1996, 1997, 1998, 1999, 2000, 2002, 2005, 2008, 2009, 2010)*

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# ANGLICAN CHURCH OF AUSTRALIA - DIOCESE OF TASMANIA

## PARISH ADMINISTRATION ORDINANCE 1995

(Amended 1996, 1997, 1998, 1999,2000, 2002, 2005, 2008, 2009, 2010)

An Ordinance to provide a structure for local ministries within the Diocese of Tasmania and the proper management of those ministries.

BE IT ENACTED by the Bishop, Clergy and Laity of the Diocese of Tasmania in Synod assembled, as follows:

1. This Ordinance may be cited as the Parish Administration Ordinance 1995.
2. The Parish Administration Ordinance 1986 and as amended is repealed.
3. In this Ordinance unless the contrary intention appears:-
  - "canon" means any canon of General Synod which is in force in the Diocese of Tasmania.
  - "church" means the local congregation or the licensed building in which it worships.
  - "clergy" means a person in holy orders duly licensed by the Bishop.
  - "council" means the Parish Council elected or appointed in accordance with this Ordinance
  - (Amended 1997) "full-time stipendiary clergy" means those clergy duly appointed to a parish and receiving with respect to that parish at least the minimum stipend and allowance as determined by Diocesan Council from time to time.
  - "Diocesan Council" means the Council constituted by Ordinance of Synod
  - (Amended 2002) "Incumbent" means a person or persons appointed by the Bishop to be in charge of a parish or subject to the Bishop's determination under section 5 a priest or priests appointed to the parish, or a Parish Manager or priest having oversight of a parish.
  - In a parish mandated as an Enabler Supported Ministry Parish "The Incumbent" shall be the Local Ministry Support Team working in partnership with and under the supervision of the Enabler.
  - (Amended 1997) "Parish Administration Regulations" means the regulations established under this Ordinance by Synod or Diocesan Council.
  - (Amended 2002) "Parish Manager" means a lay person or person in holy orders appointed by the Bishop to ensure the proper administration of the affairs of a parish in the circumstances that a full-time stipendiary incumbent is not appointed to the parish.
  - "Returning Officer" means any person appointed under Parish Administration Regulations to conduct elections within the parish.
  - (Amended 2002) "Enabler Supported Ministry" is defined as a way of organising Parish life in which full responsibility for the worship, ministry and mission of the church is carried out by a Local Ministry Support Team in partnership with the Parish Council and supported by an Enabler.
  - (Amended 2002) "An Enabler" is a stipendiary clerk who serves one or more Enabler Supported Ministry Parishes as a ministry developer, educator, trainer, mentor and supervisor, enabling the people of the Parish to sustain and develop all mission and ministry responsibilities of the Parish.
  - (Amended 2002) "A Local Ministry Support Team" is a team of leaders, called by parishioners and licensed by the Bishop to be responsible for the mission, ministry and worship life of the parish supported by an Enabler.
  - (Amended 2002 2008) "Ordained Team Member" is a person ordained and who holds the Licence of the Bishop for ministry within a nominated parish while that person qualifies as an elector of that parish.
  - (Amended 2002) "Co-ordinator of Administration" is a person appointed for that role in a parish with Enabler Supported Ministry.
4. The Diocese of Tasmania shall be divided into local ministry districts (hereinafter called parishes) for the provision of ministry.
5. The Bishop, in association with the Diocesan Council, shall seek to ensure the adequate provision of ministry within the parishes of the Diocese and may permit a method of providing ministry other than the appointment of a full-time stipendiary incumbent provided that in the absence of the same the Bishop may appoint a Parish Manager and may appoint a suitable priest to have oversight of the parish who shall in association with any member of the clergy appointed to the parish exercise the responsibilities of Incumbent in a manner determined by the Bishop.  
(Amended 1997)

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5A (Amended 1999)

## CO-INCUMBENTS

- (i) Two persons in priests orders may be appointed as Co-Incumbents of a Parish either upon nomination to the Bishop by the Nomination Committee where the Parish has the right of nomination or directly by the Bishop with the agreement of the Parish Council where the Parish has no right of nomination;
- (ii) The provisions of clause 5A(i) shall apply notwithstanding that there is no vacancy in the parish provided that the Incumbent consents for the appointment of a Co-Incumbent.
- (iii) The terms and conditions of Co-incumbents shall be determined by the Parish Council in accordance with the procedures of the Ministry & Tribunal Ordinance (1998).
- (iv) Should one of the Co-Incumbents die or resign or otherwise vacate the position of Co-Incumbent or, if the Co-Incumbents are married to each other, but separate for a period exceeding three months, or for any other reason as seemed appropriate by the Bishop, then the cure may at his discretion be declared vacant. Such an eventuality shall not preclude the remaining Co-Incumbent, or in the case of separation, either of them from being considered for reappointment as Incumbent.
- (v) In the event that Co-Incumbents are appointed in accordance with this clause to a Parish then each shall be entitled to act solely as if they were acting jointly and anything done or suffered by one shall be deemed to have been done or suffered by both of them acting jointly.
- (vi) Where Co-Incumbents have been appointed to a Parish it shall be competent for either of them to delegate to the other the function and power of convening and chairing meetings for the purposes of the Principal Ordinance or for any other purpose;
- (vii) For all other purposes of the Principal Ordinance any Parish to which Co-Incumbents have been appointed shall be governed by the Principal Ordinance as if a sole Incumbency was in place and each Co-Incumbent will be personally bound by the provisions of the Principal Ordinance and all other Ordinances of this Diocese as if that person were the sole Incumbent of the Parish.
- (viii) In the event of any dispute or doubt as to interpretation or application of this clause then the same shall be referred to the Bishop whose decision shall be final on all parties.

## PARISH ADMINISTRATION REGULATIONS

- 6. (1) The Regulations as set out in Schedule 1 of the Ordinance will be the Regulations at the time of assent of this Ordinance.
- (2) The Diocesan Council may by resolution, for which 14 days clear notice has been given, make and amend regulations for the management and administration of parishes.
- (3) No regulation shall have effect unless
  - (a) it is passed by a two-thirds majority of the Diocesan Council personally present.
  - (b) it has at least two-thirds support of the clergy present and entitled to vote.
  - (c) it has at least two-thirds support of the laity present and entitled to vote.
  - (d) the Advocate certifies that it does not contravene this or any other Ordinance, Canon or Standing Resolution of the Synod.
  - (e) it is assented to by the Bishop.provided that no regulation may be made, amended or repealed by the Standing Committee of Diocesan Council.
- (4) The Diocesan Council shall cause a copy of all regulations established by the Diocesan Council since the last session of the Synod to be presented at each session of the Synod for endorsement, amendment or repeal.
- (Amended 1997) (5) The Synod may by ordinary resolution make regulations or amend or repeal any regulation established by the Diocesan Council or Synod.

## CONSTITUTION OF DISTRICTS

## PARISH ADMINISTRATION ORDINANCE 1995

7. A parish shall be categorised in accordance with Parish Administration Regulations.
8. (1) The Diocesan Council may initiate a review of the existing boundaries of any parish and may by resolution assented to by the Bishop subdivide, alter or abolish the same or restructure or amalgamate any parishes.
- (Amended 2000)* (2) No subdivision, alteration, abolition or amalgamation may be effected under section 8(1) until such time as the Incumbent and Parish Council of any parish affected has presented a written report to the Diocesan Council.
- (3) Every alteration made under section 8(1) shall be reported to Synod at its next session and shall be valid unless rejected by Ordinary Resolution of the Synod.
9. The Bishop at the request of the governing body of any institution may in consultation with the relevant Incumbent license any member of the clergy as Chaplain to any institution in the Diocese and thereupon such institution shall cease to be a portion of the parish in which it is located.
10. Where there is a member of the clergy in priest's orders holding the Bishop's Licence in charge of a college, school or other institution in the Diocese such member of the clergy unless another shall be appointed shall be the Chaplain thereof, and such college, school or institution shall be deemed not to be a portion of any parish.

### CHURCHWARDENS

11. (1) In every parish there shall be three Churchwardens of whom two shall be elected and one shall be appointed by the Incumbent at the Annual Meeting.
- (2) For the purpose of any canon, ordinance, resolution or rule of Synod the Churchwardens shall be understood to be the Churchwardens of any church building in the parish and of the parish as a whole.
- (3) The Churchwardens shall have such roles and perform such functions as specified in the Parish Administration Regulations.

### THE PARISH COUNCIL

12. (1) A Parish Council (hereinafter known as "the Council") shall be constituted in every parish of the Diocese.
- (Amended 1997)* (2) Every member of the Council shall upon appointment declare in writing their intention to comply with all canons, ordinances and resolutions of the Synod for the time being in force, such declaration being appended to the minutes of the Parish Council of the first meeting following the member's appointment.
- (3) The Council shall have such roles and perform such functions as specified in the Parish Administration Regulations.
13. The members of the Council shall be:
- (Amended 2002)* (1) the Incumbent;
- (2) the Parish Manager (if any);
- (3) the Churchwardens;
- (4) members of the Council elected at the Annual Meeting of the Parish;
- (5) members of the Council appointed by the Incumbent;
- (6) the Synod representatives unless otherwise elected.
- (Amended 2002)* (7) the Co-ordinator of Administration of an Enabler Supported Ministry Parish.
14. (1) Every church in the Parish shall have at least one member of the Council either elected or appointed. If no parishioner from a given church in the parish is able and willing to serve on Parish Council, the Registrar shall be notified.
- (Amended 2005)*

- (Amended 2005)* (2) The Parish Annual Meeting shall determine the number of members of the Parish Council to be elected or appointed in accordance with the provisions of sub-sections 13 (4) and 13 (5) and shall be a multiple of 3 and be sufficient, in conjunction with the number of Churchwardens, to

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ensure that each church in the parish is able to be represented by at least one member on the Council.

- (Amended 1997) (3) The Incumbent shall be entitled to appoint one-third of all members of the Council determined pursuant to section 14(2).
- (Amended 2002) (4) The Parish Annual Meeting shall be entitled to elect two-thirds of all members of the Council determined pursuant to section 14(2).
- (Amended 1997) (5) Prior to the elections being held at the Parish Annual Meeting the Incumbent shall announce any appointments to the Council provided that where no appointment is made the Incumbent shall do so within seven days of the Parish Annual Meeting.
- (Amended 2002) (6) Only those persons enrolled as electors within the Parish are entitled to nominate, be nominated or to vote at a Parish Annual Meeting.
- (7) The Parish Annual Meeting shall elect members of the Parish Council provided that the Returning Officers for the election shall, bearing in mind the appointments' of the Incumbent, ensure that at least one member of each church in the Parish is either elected or appointed, provided that in the absence of an appointment or nomination such position shall remain vacant until an appointment or election occurs as provided or regulated.
15. A member of the Council shall continue in office until the conclusion of the next Parish Annual Meeting or until such time as that person:-
- (1) ceases to be an elector of the parish as prescribed in this Ordinance, or
  - (2) resigns in writing to the Incumbent, or
  - (3) is after due inquiry removed from office by the Bishop in writing under his hand for:-
    - (a) refusing or neglecting to comply with the provisions of any Ordinance duly passed by the Synod,
    - (b) ceasing to be qualified as prescribed, or
    - (c) any other cause considered by the Bishop to be good and sufficient, or
  - (4) fails to sign the declaration required to be signed in accordance with this Ordinance after election or appointment, or
  - (5) is absent without leave from three consecutive duly convened meetings of the Council for which notice has been given.
16. The Council shall elect a suitably qualified person to fill any vacancy in elected members of the Council.
17. The Incumbent shall appoint a suitably qualified person to fill any vacancy in appointed members of the Council.
18. The Parish Council shall at its first meeting:-
- (1) elect from any member of the Council a person to be known as the Lay Chairperson who shall in the event of there being no Incumbent, or in the event of the Incumbent not wishing to be the Chairperson, or in the event that the Incumbent is absent, or at the request of the Incumbent chair any meeting of the Council or the Parish Executive or the Parish;
  - (Amended 2002) (2) either elect from its members a secretary (herein known as "the Parish Secretary") and a treasurer (herein known as "the Parish Treasurer") or appoint to either one or both of these offices an elector or electors of the Parish, such appointed office holders being entitled to attend and speak, but not vote at meetings of the Council.

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- (Amended 2002) 19. (1) A person, licensed for ministry, other than the Incumbent, who is in receipt of a stipend from the parish may, at the invitation of the Incumbent, attend and speak at any meeting of the Council, but may not vote.
- (2) An honorary assistant member of the clergy may, with approval of both the Incumbent and the Parish Annual Meeting, be appointed or elected as a member of the Council and shall have full voting rights.
- (Inserted 2009) (3) Notwithstanding anything else in this Ordinance, none of the following persons shall be appointed or elected as a member of the Council without the consent of the Bishop:
- (a) a former Incumbent of the Parish;
  - (b) a spouse, parent or child of the Incumbent or of a former Incumbent of the Parish;
  - (c) a person licensed for ministry, other than the Incumbent, who is in receipt of a stipend from the Parish; and
  - (d) a retired member of the clergy.
20. The quorum for any meeting of the Council shall comprise a majority of all members presently elected or appointed.

### **PARISH COUNCIL EXECUTIVE**

21. The Council shall have an Executive Committee consisting of
- (1) the Incumbent;
  - (Amended 2002) (2) the Parish Manager (if any);
  - (3) the Lay Chairperson of the Council
  - (4) the Churchwardens
  - (5) the Treasurer
  - (6) the Secretary
  - (Amended 2002) (7) the Co-ordinator of Administration of an Enabler Supported Ministry Parish.
  - (Inserted 2010) (8) an Ordained Team Member of an Enabler Supported Ministry Parish
22. The quorum for any meeting of the Executive shall comprise a majority of all members presently elected or appointed provided that at least one is a Churchwarden.
23. (1) The Executive Committee of the Council shall administer the day to day affairs of the parish in between meetings of the Council.
- (2) The Executive Committee shall report to the Council, at each meeting, its activities and decisions, during the period since the last meeting of the Council.
24. A decision of the Executive Committee shall have the force of a decision of the Parish Council unless repealed or amended by a subsequent meeting of the Parish Council.

### **MEETINGS AND RESOLUTIONS OF THE COUNCIL AND EXECUTIVE**

25. Questions arising at meetings of the Council or the Executive shall be determined by the majority of members present and voting, and if the votes are equal the question shall be decided so as to preserve the status quo.
26. No proceedings of the Council shall be invalidated in consequence of there being any vacancy therein at the time of such proceedings whether arising from the failure to appoint or elect the full number of members or any other cause.
27. If a member or any person permitted to attend a meeting or meetings of the Council has any pecuniary interest in a matter to be discussed and voted on by the Council or where any pecuniary advantage would accrue to the member or other person as a result of the vote, such pecuniary interest or advantage shall not of itself disqualify the said member from holding office, but the member or other person shall
- (1) declare to the Council such interest or advantage, and
  - (2) withdraw from the meeting during discussion and voting on the matter.

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28. The Council shall meet no fewer than six times each year, not including special meetings of the Council.

29. The Parish Secretary shall give fourteen days clear notice of all Council and Parish meetings to all Council members and by notice to the Parish in any pew sheet or other parish publication.  
*(Amended 2002)*

30. The Incumbent may at any time call a special meeting of the Council and shall do so upon receiving a written request from the majority of Council members including one Churchwarden, specifying the nature of the business to be discussed thereat.

### **VISITORS AND SPEAKERS AT COUNCIL MEETINGS**

31. The Council may by resolution assented to by the Incumbent request any person to address a meeting of the Council.

32. The Bishop or the Diocesan Council may require the Council to enable the Bishop, an Assistant Bishop, a representative of the Bishop or Diocesan Council or Diocesan Officer to address an Ordinary or Special Meeting of the Council at a time agreed to by the Incumbent being not less than seven days and not more than twenty-eight days after due notice in writing has been received from the Registrar.  
*(Amended 1997 and 2000)*

### **COMMITTEES OF THE COUNCIL**

33. The Council may by resolution assented to by the Incumbent establish sub-committees which shall report to the Council provided that:-

(1) every sub-committee shall receive from the Council a clear specification of the matters it shall consider,

*(Amended 2002)* (2) a Convenor/Chairperson shall be appointed by the Council and at least one member of the sub-committee shall be a member of the Council.

(3) no sub-committee shall be responsible for the administration of finances except insofar as funds may be allocated it by the Council,

(4) each sub-committee shall cause proper records of meetings and the administration of finances to be kept.

*(Amended 2002)* (5) each sub-committee formed shall lapse at the next Annual Meeting of the Parish.

34. The Council may by resolution assented to by the Incumbent establish local committees for any or all churches of the parish to report to the Council provided that:-

(1) every local committee shall receive from the Council a clear specification of the matters it shall consider,

*(Amended 2002)* (2) all members of the Council from that congregation shall be members of the committee and the Council shall appoint a Convenor/Chairperson of that committee,

(3) no local committee shall be responsible for the administration of finances except insofar as funds may be allocated to it by the Council,

(4) the local committee shall not be called a vestry,

(5) each local committee shall cause proper records of meetings and the administration of finances to be kept.

*(Amended 2002)* (6) each local committee shall lapse at the next Annual Meeting of the Parish.

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## ADMINISTRATION AND CONTROL OF BURIAL PLACES

*Amended 1998*

35.

(1) All places of burial including any burial ground, memorial garden or columbarium situated on land held in trust by the Trustees and situated within the parish shall be under the control of the Incumbent and the Parish Council.

(2) The Parish Council may, with the consent of the Incumbent, appoint a sub-committee of the Parish Council to administer any places of burial and be known as the Burial Place Administration Committee.

*(Amended 2002)*

(3) The Parish Council shall appoint the members of the Burial Place Administration Committee provided that they shall be electors of the parish and that at least one member of the committee shall be a member of the Parish Council.

*(Amended 2002)*

(4) The Parish Council shall appoint a Convenor/Chairperson of the Burial Place Administration Committee.

(5) The Parish Council of the Burial Place Administration Committee shall administer the place of burial in accordance with the Parish Administration Regulations.

(6) All acts done in accordance with the Burial Grounds Ordinance 1947 shall continue to have effect as if they were done in accordance with this Ordinance.

(7) The Regulation contained in Schedule 1 of this Ordinance shall be added to the Parish Administration Regulations and may be amended or repealed in accordance with the provisions of the Parish Administration Ordinance 1995.

## LEGISLATION, DOCTRINE AND DISCIPLINE OF THE ANGLICAN CHURCH OF AUSTRALIA

36.

(1) The Incumbent shall be responsible for the ordering and conduct of services of worship in the Parish.

(2) The Incumbent and Parish Council shall be responsible for ensuring that the Parish conducts its affairs in a manner consistent with this Ordinance, and all Canons, Ordinances and Standing Resolutions of the Synod and the doctrine and discipline of the Anglican Church of Australia.

(3) Where an Incumbent believes a decision or action of the Parish Council, officer of the Council, sub-committee, local committee or organisation or licensed person is in contravention of section 36 (2) the Incumbent may deem the decision or action temporarily suspended and refer it to the Bishop who in his own right or with advice of the Diocesan Council may deem such decision or action null and void, the decision of the Bishop on such a matter being final.

(4) Where the Churchwardens believe a decision or action of the Incumbent to be seriously irregular or inconsistent with this Ordinance or any Canon, Ordinance or Standing Resolution of the Synod or the doctrine and discipline of the Anglican Church of Australia or to be a wilful neglect of duty they shall report the same to the Bishop who in the Bishop's own right or with the advice of the Diocesan Council shall take such reasonable action as the Bishop deems necessary.

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## FINANCE AND PROPERTY

37. (1) Funds under the control of the Council shall be kept in such bank or banks or with such other authorised financial institution or institutions under the Trustee Act 1898 as the Council shall direct and in accounts in the name of the Parish.
- (2) For the purposes of section 37 (1) the lodgement of funds with the Trustees of the Diocese is an authorised investment.
- (3) No order on such funds shall be drawn except on the signature of two of more persons authorised for that purpose by the Council.
38. The Council shall ensure that proper records of all financial transactions are kept by the Treasurer, such records and reports on those records shall be kept, presented and audited in accordance with Parish Administration Regulations.
39. The Parish Council shall prior to end of the financial year adopt a budget of income and expenditure for the parish for the succeeding financial year which shall be submitted to the Annual Meeting of Electors.  
*(Amended 1997)*
40. The Parish Council shall, prior to the end of the financial year, determine the parish's mission pledge for the succeeding financial year and the proportional allocation between ABM-A and CMS and advise the Registrar of the decision.  
*(Amended 2002)*
41. The incurring of debt by the Council shall occur in a manner consistent with Parish Administration Regulations.
42. The administration of property by the Council shall occur in a manner consistent with Parish Administration Regulations.

## MEETINGS AND ELECTIONS

43. An electoral roll shall be kept in a manner consistent with Parish Administration Regulations.
44. A pastoral roll for the Parish shall be kept in a manner consistent with Parish Administration Regulations.
45. A Parish Annual Meeting shall be held each year in a manner consistent with Parish Administration Regulations.
46. (1) A Special Meeting of the Parish may be called in a manner consistent with Parish Administration Regulations.
- (2) Special meetings of the Parish may be limited to members of a particular church as defined by the Parish Electoral Roll. Special meetings will be called if the Incumbent so desires, or at the request of the Bishop or upon a resolution of the Parish Council.  
*(Amended 1997)*
47. Elections to the Parish Council shall be held each year in a manner consistent with Parish Administration Regulations.

## THE SYNOD REPRESENTATION PANEL AND NOMINATION COMMITTEE

48. (1) At least once in every three years the Parish shall receive a mandate from the Bishop for election of the Synod Representation Panel and the Nomination Committee in a manner consistent with Parish Administration Regulations.

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- (Amended 2002) (2) The Parish shall proceed to the election of its Lay Synod Representation Panel, to include seven names *in order of election*. The first two names shall automatically be the parish Lay Synod Representatives. The subsequent five names shall be *in order of election*, alternate Lay members of Synod.  
Where the number of electors on the Parish Electoral Roll as at the 30th June prior to the annual Meeting being held exceeded 120 an additional Lay Representative of the Parish shall be summoned by the Bishop as a member of Synod.  
Where the number of electors on the Parish Electoral Roll as at the 30<sup>th</sup> June prior to the Annual Meeting being held exceeded 240 an additional two Lay Representatives of the Parish shall be summoned by the Bishop as members of Synod.
- (3) Should the Parish Annual Meeting determine that nomination of an Incumbent be vested in the Bishop such determination shall be advised to the Bishop's Registrar by the Incumbent.
- (4) Should the Parish Annual Meeting determine that nomination of an Incumbent be vested in the Nomination Committee provision shall be made for the election of three electors of the Parish to the Nomination Committee together with three substitutes elected *in order of preference* as provided in the Parish Administration Regulations.
- (5) The election of Synod Representatives and Members of the Nomination Committee for the Parish shall be concurrent and any one person may be nominated for both positions.
- (6) Only those persons enrolled as electors within the Parish are entitled to nominate, be nominated or vote at the election of Synod Representatives and Members of the Nomination Committee for the Parish.
- (Amended 1997) (7) On or before the 30th day of September in the year designated the Incumbent shall certify to the Registrar the decision relating to nomination of an Incumbent and the result of elections on the forms prescribed in accordance with the Parish Administration Regulations.
- (8) The Synod Representation Panel and the Nomination Committee shall have such roles and perform such functions as specified in the Parish Administration Regulations.

### **PARISH DECLARED TO BE UNDER REVIEW**

49. The Diocesan Council by a two-thirds majority present and voting and with the assent of the Bishop can place a Parish under Review if satisfied that a Parish does not comply with its obligations in:

(Amended 1997, 2002)

- (1) conforming with the Constitution, Canons, Ordinances and Resolutions of this Diocese; or
- (2) supporting the liturgical and pastoral ministry leadership; or
- (3) persistently failing to meet obligations under the Ministry Fund Ordinance and Assessment Authorisation Ordinance; or
- (4) persistently failing to pay debts to the Diocese and other organisations as and when due; or
- (5) failing to elect representatives to the Synod.

(Amended 1999)

50. The Diocesan Council, by a two-thirds majority present and voting and with the assent of the Bishop and at the request of a parish, may place that parish "under review" with immediate effect if satisfied that the ministry and mission objectives of the parish may better be fulfilled if the parish were to be a parish under review

51.

(Amended 1997)

- (1) A Parish placed under Review shall after its title place the words "Under Review".
- (2) Where prior to 1 May 1997 a parish has been classified as a Parochial District or Parish (under administration) by the Bishop, the Synod or the Diocesan Council that status is revoked.
- (3) For the purposes of any Ordinance of the diocese a parish "Under Review" shall have the status of a parochial district.

## PARISH ADMINISTRATION ORDINANCE 1995

- (4) Diocesan Council may by an ordinary resolution assented to by the Bishop revoke the status of "Under Review".
- (Amended 1997)* (5) Where the status of a Parish is changed to that of a Parochial District by any Ordinance of Synod that Parish shall be known as a "Parish Under Review".
52. No Parish shall be placed under review in accordance with Section 49 unless its Council is given three months notice to negotiate compliance with its obligations.
53. (1) The Council of a Parish placed under Review may be dissolved and in such circumstances the affairs of the Parish shall be managed in a form approved by the Diocesan Council and assented to by the Bishop.
- (Amended 1997)* (2) The nomination of an Incumbent for a parish "Under Review" shall be vested in the Bishop.
- (3) Any resolution of Diocesan Council pursuant to this section or sections 49 or 50 shall be made in a manner consistent with Parish Administration Regulations.
- (Amended 2002)* (4) The Registrar shall report to Synod all parishes 'Under Review' at the time of Synod.

### PARISH VACANCIES

54. An appointment to the Incumbency of the Parish shall be made in accordance with the Parish Administration Regulations.
- (Amended 2000)* 55. There shall be a Council of Nomination for each Mission Region formed and acting in a manner consistent with Parish Administration Regulations.
56. Nomination shall be vested in the Bishop where
- (1) it is so determined by the Parish Annual Meeting, or
- (2) no determination has been made by the Parish Annual meeting within sixty days of receipt of the Bishop's mandate, and shall remain so vested until provision has been otherwise made in accordance with this Ordinance.
57. Nomination shall vest in the Bishop for that occasion where a Nomination Committee duly convened in relation to any vacancy has
- (1) failed for four months after the date appointed for such meeting to make any nomination to the Bishop for appointment to such vacancy, or
- (2) owing to difficulty in respect of such nomination transferred the nomination in relation thereto to the Bishop.
- (Amended 2002)* 58. Nomination shall vest in the Bishop, after consultation with the Parish Council, where the appointment is less than a full time appointment.
59. A vacancy in a parish shall arise on the date when
- (1) the Incumbent thereof
- (a) attains the age provided in the Age Qualification and Retirement Ordinance, 1987,
- (b) dies,
- (c) is removed from office pursuant to any law of the Church, or
- (2) the Bishop accepts the resignation of such Incumbent.
- (Amended 1997 and 2000)* 60. During the vacancy in a parish all the powers vested in and duties to be performed by an Incumbent (other than the ministries which by canon or practice are to be performed by a bishop, priest or deacon) shall be vested in and performed by the Churchwardens of the parish. The churchwardens will ensure the provision of sufficient ordained and other ministry in consultation with the Bishop or person appointed by him.
61. The Bishop may appoint a person to the parish and may accept a conditional acceptance from the person so nominated that enables a limitation of tenure, a pattern of review and the like provided that

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such acceptance is agreed to by the Churchwardens of the parish, is in accordance with any regulation established by the Diocesan Council and a document of agreement is signed by the person, the Churchwardens and the Bishop, a copy of such agreement being deposited in the Bishop's Registry.

### MISCELLANEOUS PROVISIONS

62. The Bishop may at any time with due cause arrange an investigation into the affairs of any Parish.

*(Amended 2000)*

63. i. The Bishop may:  
a. implement any reasonable procedure to ensure compliance with this Ordinance or to remedy any breach from this Ordinance.  
b. authorise departures from this Ordinance in respect of a parish upon receiving a written request from the Incumbent and Parish Council of that Parish.

ii. The Registrar shall report to each Session of Synod any action taken in accordance with this Section.

*(Amended 2002)*

64. Lay Representatives shall be summoned to Synod for each Parish of the Diocese.

65. If any doubt shall arise with respect to any matter mentioned in this Ordinance the same shall be determined by the Bishop whose decision shall be final.

66. Where any accidental or unavoidable impediment, omission or misfeasance shall have happened in the carrying out of this Ordinance the Bishop may take such steps as are deemed fit for the removal of such difficulties.

67. The Bishop may seek the advice of the Diocesan Council prior to making any decision on matters covered by this Ordinance.

68. The provisions of this Ordinance shall not apply to the Parish associated with the Cathedral Church of Saint David if they conflict with the Cathedral Ordinance 1947 as amended.

69. This Ordinance shall come into force on a date determined by the Bishop. The date shall be advised in writing to all Incumbents and Parish Secretaries and by notice in the diocesan newspaper and in a manner determined by the Parish Administration Regulations.

70. Where an Ordinance, Standing Resolution or Resolution of the Synod refers to the Parish Administration Ordinance it shall be deemed to refer to this Ordinance from the date it comes into force as determined by the Bishop in accordance with section 69.

71. The Regulations contained in the First Schedule shall come into force as determined by the Bishop in accordance with section 69.

72. Nothing contained in this Ordinance shall derogate the rights and privileges of the Bishop of the Diocese.

# PARISH ADMINISTRATION ORDINANCE 1995

## FIRST SCHEDULE

### PARISH ADMINISTRATION REGULATIONS

1. These regulations may be cited as the Parish Administration Regulations.
2. **The Categorisation of Parishes:**
  - a. A district shall be known as a Parish if an Incumbent has been appointed and all Parish Regulations have been complied with.
  - b. A district shall be known as Special Ministry District, separate from any other parish, if it is declared an area of transitory development by the Bishop.
  - (Amended 2002) c. A district shall be known as an Enabler Supported Ministry Parish if mandated by the Bishop for the development of Enabler Supported Ministry.
3. **The Incumbent shall:-**
  - a. be responsible for the ordering and conduct of services of worship in the Parish.
  - b. be entitled to preside at any meeting within the Parish of
    1. electors of the parish;
    2. the Council;
    3. sub-committee or congregational committee;
    4. churchwardens or Council;
    5. any organisation operating in the Parish in the name of the Church.and need only signify a desire to do so at the commencement of the meeting.
  - c. at any such meeting have a deliberate vote only except in the case of an equality of votes at an election when the Incumbent shall have a second or casting vote.
  - d. vacate and depart a meeting of the Council when the matter of stipend and allowances are under discussion.
  - e. have the keys to all parochial buildings and shall have full access at all times to all churches and halls
  - f. have the right to refuse access to any parochial building to any person or persons wishing to use it for a meeting, entertainment or gathering.
  - g. for the term of the Incumbency keep and have custody and control of the parish roll, the parish electoral roll and all registers and records of baptisms, confirmations, marriages, burials and services of worship held in the parish, surrendering them to the Churchwardens upon its termination.
  - (Amended 2000) h. for the purpose of inspection make available to the Registrar or person appointed by him all rolls, registers and records upon requests.
  - i. have responsibility for the proper appointment, control and dismissal of assistant clergy, pastoral assistants, office assistants, musicians, Sunday School leaders and leaders of children or youth groups.
  - j. not engage in any remunerative work other than the work of the Parish without the prior approval of the Council and the prior consent of the Bishop.
  - k. live in the residence provided by the Parish for that purpose unless permission not to do so has been granted by the Bishop and the Council.
4. **Full-time Stipendiary Clergy shall be entitled to:**

*Deleted 1999. Refer Ministry & Tribunal Ordinance Schedule 3*
5. **The Parish Council shall**
  - a. ensure that the affairs of the parish are conducted in a business-like manner;
  - b. ensure that the principles and the requirements of this Ordinance are fulfilled;
  - c. assist any Incumbent in the conduct of their duties;
  - d. consider pursuing any provision or programme for the Parish, the Diocese, the Church nationally, the Church ecumenically or for any other cause as may from time to time be approved by the Bishop;
  - e. control all parish funds not controlled by the trusts under which they are held or otherwise excluded from the operation of this Ordinance;
  - f. ensure that all clergy and staff entitled to a stipend or salary and allowances are paid as and when due;

## PARISH ADMINISTRATION ORDINANCE 1995

- g. provide for its clergy a travelling allowance in accordance with the determinations of the Diocesan Council or a suitable vehicle the arrangements for which are agreed to by the member of the clergy;
- h. inform the Registrar should it be unable to meet the stipends or allowances agreed to be paid to clergy before payment is due to the Ministry Fund;
- i. devise and with or without the aid of others use with all diligence such seemly method as may be deemed expedient to provide sufficient funds for the purposes of the Parish, provided that no method of fund raising may be adopted that does not have the approval of the Incumbent or which contravenes any Ordinance, standing resolution or resolution of Synod;
- j. determine the salaries and allowances to be paid to lay persons appointed by the Council;
- k. supervise the ministry of any officer appointed by the Council;
- l. provide opportunities for parishioners to contribute to the relief of people in need;
- m. pay out of the funds contributed for the purposes of the Parish -
  - 1. to the Ministry Fund, amounts in accordance with the provisions of the Ministry Fund Ordinance 1994 with respect to the Incumbent and other stipendiary staff being amounts which are not less than the minimum stipends and travelling allowances fixed by the Diocesan Council or as may be negotiated by the Bishop and the Council;
  - 2. to the Ministry Fund or other nominated fund to reimburse the stipend, allowances and costs of the Parish Manager or Priest with responsibility for supervising the parish, as determined by agreement between the Bishop and the Council;
  - 3. to lay persons appointed by the Council the salaries and allowances as determined or equivalent amounts to the Ministry Fund where such persons have been approved by the Diocesan Council to participate in the Ministry Fund under the provisions of the Ministry Fund Ordinance 1994;
  - 4. insurance, rates and taxes on all properties of the Parish;
  - 5. interest and instalments on monies borrowed for the erection or maintenance of buildings of the Parish or for any other cause as may be entered into;
  - 6. telephone and postal charges incurred by the Incumbent, other clergy, staff and officers of the Council on Parish business;
  - 7. at least 50 per centum of the costs incurred at the Rectory and at the residence of any assistant clergy for lighting, heating and power;
  - 8. the cost of light, heat and power on all Parish buildings;
  - 9. the rent and incidental expenses incurred in providing accommodation for assistant clergy in accordance with any agreement made with the Bishop;
  - 10. the cost of relieving staff during the authorised absence from the Parish of the Incumbent and other staff;
  - 11. the cost of all registers, books of record and adequate equipment for filing and storage of the same, stationery and other equipment as may from time to time be required for work in the Parish;
  - 12. the cost of all maintenance, repair and improvements to the buildings in the Parish;
  - 13. amounts required under the Assessment Authorisation Ordinance;
  - 14. amounts required for the day to day running of the Parish;
  - 15. any other costs;
- n. meet all the requirements of the Assessment Authorisation Ordinance;
- o. determine on matters put to it as representatives of the electors of the Parish;
- p. insure parish property in accordance with any requirements of the Diocese as may from time to time be determined by resolution of Diocesan Council;
- q. provide a fireproof receptacle for the safe custody of registers and records;
- r. remit promptly to relevant bodies the total monies received from special appeals made on their behalf throughout the Parish;
- s. have care of all parish property.

*(Amended 1997)*

*(Amended 1997)*

*(Amended 1997)*

### **6. The Churchwardens shall**

*(Amended 1997)*

- a. take responsibility for working with the Bishop, the Incumbent, the Parish Manager and any priest appointed to supervise the life of the parish, to ensure that the mission of the Church is advanced through the Parish and the obligations of the Parish are met;
- b. have the care of each church, hall and furniture, the grounds belonging thereto and all articles appertaining to the celebration of divine service;
- c. ensure that each church, hall and grounds belonging thereto are kept in order;
- d. ensure that each church is in fit and proper order for the due performance of divine service;

## PARISH ADMINISTRATION ORDINANCE 1995

- e. hold in trust all equipment acquired and stored on church property by church organisations;
- f. exercise in conjunction with the Incumbent their functions under the Burial Grounds Ordinance 1947;
- g. report to the Council and recommend to it all repairs and alterations required in the fabric, fittings or furniture of the church and hall or other property of the Parish;
- h. cause to be made and maintained a full and complete inventory of all furniture, ornaments, service books and vessels belonging to the Parish and supply the same to the Incumbent at the beginning of every incumbency and at each 6th year of incumbency;
- i. prepare for each Parish Annual Meeting a report detailing their actions and activities as Churchwardens.
- (Amended 1999) j. ensure that within the Rectory and other clergy housing within the Parish, smoke alarms are installed in such manner as would at least satisfy the minimal guidelines of the Tasmania Fire Service.
- (Amended 1999) k. during the month of October in each year ensure that any smoke alarm installed in a Rectory and other clergy housing is tested to ensure that it is clean and the battery is in working order.

### 7. **The fabric or ornaments or furniture of Parish Churches shall**

- a. not be added to, altered or removed without the prior approval of the Council and until a faculty has been received from the Bishop.
- b. not be added to, altered or removed by any person whatsoever other than the Churchwardens or duly appointed representative of the Incumbent.
- c. be restored upon the order of the Bishop.
- d. not of themselves constitute authority to introduce a service or ceremony which is not in the Book of Common Prayer or An Australian Prayer Book or A Prayer Book for Australia.

### 8. *(Repealed 1997)*

### 9. **The Secretary shall**

- a. record accurate minutes of meetings of the Council, the Annual Meeting and Special Parish Meetings in a permanently bound book and shall forward copies of minutes of relevant meetings to members of the Council with notice of meetings and be responsible for all matters relating to the office and as directed by the Incumbent and Council.
- b. supply all information requested by the Diocesan Council.
- (Amended 1997) c. together with the Incumbent certify to the Registrar on or before 30th September in each year the number of electors on the Parish Electoral Roll on 30th June in that year.

### 10. **The Treasurer shall**

- a. keep a record of monies of the Parish in such a manner as to ensure proper accounting and stewardship of funds entrusted to the Council, and shall give a written account of such monies to date to meetings of the Council and present to the Annual Meeting a true and fair audited Statement of Parish Council Income and Expenditure accompanied by a Balance Sheet for the Parish for the preceding year.
- b. supply all relevant financial information requested by the Diocesan Council.

### 11. **The Synod Representatives shall:**

- a. be members of the Parish Council and the Nomination Committee.
- b. represent the Parish at each session of Synod.
- c. if instructed by the Council put to Synod the views of the Council on a matter before Synod, but may vote on the matter or any other matter before Synod according to conscience.
- d. at the conclusion of a session of Synod report to their Council as soon as possible after Synod on the matters discussed at Synod.
- e. advise the Incumbent if unable to fulfil duties as required so that they may arrange for another person to act in accordance with this Ordinance or these Regulations.

### 12. **An Elector and the Electoral Roll**

- (Amended 1997) a. An elector means a person who
  - 1. is at least 16 years of age.
  - 2. is baptised.
  - 3. is a member of the Anglican Church of Australia.
  - 4. has within the preceding twelve months attended Divine Service within the Parish on not less than six occasions.

## PARISH ADMINISTRATION ORDINANCE 1995

5. has signed the electoral roll indicating their commitment to
  - (i) participate in worship on a regular basis
  - (ii) contribute from the gifts God has given them within the life of the parish.
- b. An elector shall cause their name to be included in the electoral roll known as the "Parish Electoral Roll".
- (Amended 1997)* c. The Parish Electoral Roll shall contain the name, address, church and signature of each elector and a copy of the requirements for being an elector detailed in the regulations.
- d. The name of a person may be removed from the Parish Electoral Roll by resolution of the Council by reason of:-
  1. death
  2. resignation
  3. becoming an elector of another church
  4. no longer meeting the requirements for being an elector
- e. No person shall have their name on more than one Parish Electoral Roll.
- f. No person may cast a vote on any matter at a meeting of a Parish or in favour of any person at an election unless their name has been placed on the Parish Electoral Roll of that Parish.
- g. The Electoral Roll shall be available at all times except that it shall be closed from the time that notice is first given for the Parish Annual Meeting and notice of such closure shall be given at Divine Service beforehand, and in the case of a Special Meeting being called it shall be closed from the time that notice of the meeting is first given and until the meeting is concluded, such notice of closure being given with the notice of meeting.
- h. If any doubt or dispute shall arise with respect to the enrolment or removal of the name of any person in or from a Parish Electoral Roll the same shall be resolved by the Bishop whose decision in writing shall be final.
- (Amended 1999)* i. Any person aged over 16 years who has caused their name to be included on the Parish Electoral Roll shall be eligible for election or appointment unless otherwise provided or regulated.
- (Amended 1999, 2010)* j. On the fifteenth day of June preceding the first session of each Synod, all Electoral Rolls will become void. Notice requesting parishioners to sign a new Parish Electoral Roll is to be given by:
  1. verbal announcement during Divine Worship on each occasion on which a service is held at the church during the month of March,
  2. a notice placed in any pew leaflet and/or other form of communication, and
  3. a written notice posted on the notice board of the church.

### 13. The Pastoral Roll

The Incumbent and the Church Wardens shall ensure that a roll of pastoral contacts is kept and maintained containing sufficient information to enable the mission and ministry of the parish to be maintained and where possible enhanced.

### 14. Property

- a. The Parish Council may propose in its own right or upon the recommendation of the Diocesan Council the closure, sale, exchange, mortgage, alteration or addition to, demolition or removal of parochial property, the purchase of property or erection of new parochial property.
- b. The Parish Council shall accept financial responsibility for such transaction and shall be responsible for its adoption or rejection and any ramifications relating thereto.
- c. No transaction relating to the sale, exchange, mortgage, alteration or addition to, demolition or removal of parochial property or the purchase of property or erection of new buildings for parochial purposes shall be entered into without
  1. the electors of the Parish having been informed at public worship and through any parish or public media as the Parish Council may deem appropriate at least twenty-one days before the matter is to be debated for decision by the Parish Council inviting objections or otherwise to be submitted in writing to the Parish Secretary,
  2. the approval of the Parish Council, and
  3. the approval of the Diocesan Council.
- d. No property of the Parish may be leased to another party without the approval of
  1. the Parish Council,
  2. the Diocesan Council, and
  3. the Trustees of the Diocese.
- (Amended 2000)* e. Matters relating to property requiring approval of the Diocesan Council shall be submitted to the Registrar at least fourteen days prior to the meeting of the Diocesan Council at which approval is requested.

## PARISH ADMINISTRATION ORDINANCE 1995

- (Amended 2000) f. No written agreement or contract regarding property shall be entered into by the Incumbent, the Churchwardens or the Parish Council, but any such agreement or contract shall be submitted to the Diocesan Council through the Registrar for signing and sealing by the Trustees of the Diocese.
- (Amended 1999) g. 1. The Parish Council shall insure and keep insured all properties of the Parish through the Insurance Scheme arranged by the Diocesan Council.  
2. That in accordance with Parish Administration Ordinance, Regulation 5p the Diocesan Council resolves that parish property shall be insured through the Insurance Scheme arranged by the Diocesan Council.
- h. No church shall be used for any purpose other than  
1. the celebration of Divine Service,  
2. the administration of the Sacraments,  
3. the performance of the rites and ordinances of the Anglican Church of Australia,  
4. religious instruction or devotions,  
5. a church meeting, or  
6. such other purpose as the Bishop may from time to time approve.
- i. No church shall be used for the rites other than that of the Anglican Church of Australia without the prior written consent of the Bishop.
- (Amended 2000) j. No meeting, entertainment or gathering of persons shall be held in any parochial building without the full prior knowledge and consent of the Incumbent or in the case of a vacancy in the cure of the Parish without the consent of the Registrar and with the approval of the Churchwardens.
- k. The Churchwardens shall be responsible for the care of properties of the Parish.

### 15. Incurring of debt

- a. No debt in excess of the Parish annual income from regular sources shall be incurred by the Parish Council without the approval of the Diocesan Council.
- b. No debt shall be incurred by the Parish Council on any property of the Parish or for the purchase of property or for any other cause without  
1. the matter is passed by a majority of 75 per centum of members present and voting thereon, and  
2. in cases relating to property the electors of the Parish being consulted as required by the Ordinance and Regulations
- (Amended 2000) c. The Parish Council may apply to the Diocesan Council through the Registrar for the Trustees of the Diocese to provide its guarantee to a lending authority for the sum involved subject to the terms of repayment being agreed to by all parties.
- d. The Parish Council shall be responsible to see that repayments and interest are met when due.
- (Amended 2000) e. No written contract relative to the incurring of a debt by a Parish shall be entered into by the Incumbent the Churchwardens or the Parish Council, but any such contract shall be submitted to the Diocesan Council through the Registrar for signing and sealing by the Trustees of the Diocese.

### 16. Parish Annual Meeting

- a. A Parish Annual Meeting shall be held in every parish.
- b. The Parish Annual Meeting shall be held not later than the 31st day of August unless permission is obtained from the Bishop to hold the meeting after that date.
- c. The time and place appointed for holding the Parish Annual Meeting shall be decided by the Parish Council and announced not less than fourteen days prior to the holding thereof by  
1. a written notice posted on the notice board of every church in the Parish,  
2. verbal announcement during divine worship on each occasion on which a service is held in the Parish within the said period of fourteen days,  
3. a notice placed in any pew leaflet and/or other form of communication,
- d. The Parish Annual Meeting shall be held at a place where and at a time when the greatest number of parishioners may be present and should preferably be preceded by a celebration of the Holy Communion.
- e. The Incumbent may present his review of pastoral work during the celebration of Holy Communion prior to the meeting, leaving reception and discussion on it to the meeting which follows.
- f. The Parish Annual Meeting shall determine the number of Parish Council members.
- g. Only electors of the Parish may vote at the Parish Annual Meeting.
- h. A quorum for the Parish Annual Meeting shall be ten electors of the Parish personally present.
- i. Agenda  
The order of business at the Parish Annual Meeting after prayers shall be:

## PARISH ADMINISTRATION ORDINANCE 1995

1. To read and confirm the minutes of the last preceding Parish Annual Meeting and any special Parish meetings held during the year and deal with any business arising therefrom.
2. The Incumbent's review of pastoral work, its reception and discussion thereon.
- (Amended 1999) 2a. The report of the Local Ministry Support Team (if any.)
- (Amended 1997) 3. The presentation of the reports of the Churchwardens, the Parish Council and parish organisations.
- (Amended 1997) 4. The presentation, reception and adoption of the audited accounts of the Parish and Parish Budget.
5. The appointment of an auditor for the current year, not being a member of Parish Council.
6. To determine the number who shall be members of the Parish Council.
7. When applicable, the declaration of Synod Representatives and Members of the Nomination Committee with substitutes in order of preference as elected as provided in this Ordinance.
- (Amended 2002) 8. To confirm the financial target for mission
- (Amended 2002) 9. To appoint a Parish Mission Representative(s)
- (Amended 2002) 10. To elect an Anglican Development Fund contact person.
11. The declaration of those who shall be members of the Parish Council for the current year.
12. Any other business applicable to a Parish Annual Meeting.

### 17. Special Meeting of Parish

- a. The Incumbent at any time may call a Special Meeting of electors.
- b. Special Meetings of electors shall be called by the Incumbent
  1. upon a resolution of the Parish Council, or
  2. upon a request in writing to the Incumbent by at least ten electors of the Parish stating clearly the nature of the business to be discussed.
- c. The churchwardens, with the consent of the Incumbent may call a Special Meeting of a church or the Parish in accordance with the Ordinance and Regulations.
- d. Notice of a Special Meeting of electors shall state clearly the business to be discussed thereat and shall be given at least fourteen days before the date on which the meeting is to be held.
- e. A quorum for a Special Meeting of the Parish shall be ten electors of churches in the Parish personally present.

### 18. Financial Records and Audit

- a. The Parish Council shall
  1. as soon as possible after the 30th day of June prepare an abstract of its accounts of monies received and disbursed in respect of the preceding year in such form as the Diocesan Council may from time to time require,
  2. submit to its appointed auditor such abstract and all books of account and vouchers and other documents and evidence relating thereto as the auditor may require,
- b. The auditor shall determine whether the abstract presents a true and fair view of the financial transactions and state of the parish and report in writing upon the same.
- c. The Parish Council shall cause such abstract with the auditor's report thereon to be submitted to the Annual Meeting.
- d. Immediately after the Annual Meeting deliver to the newly elected Parish Council as the case may be all abstracts of accounts and books of account and vouchers and all monies as shall by such books to be then remaining in their hands, and submit to the newly elected Parish Council as the case may be an account of all monies received since the termination of the financial year and hand the same less any monies lawfully expended therefrom together with any cash on hand and evidence of cash invested.
- (Amended 2000) e. The Parish Council shall on adoption of its Annual Statement of Income and Expenditure cause a copy to be forwarded to the Registrar by the 7th day of September and a copy shall be exhibited in each church of the Parish for one month, and the Parish news media if so determined by the Parish Council.
- f. An Annual Meeting may receive and adopt the Statement of Income and Expenditure submitted to it or may refer the same back to Parish Council for further report and information and may adjourn the Annual Meeting for the purpose of further consideration of the same.

### 19. Elections

- a. The Incumbent shall be responsible for all matters relative to elections within the Parish.

## PARISH ADMINISTRATION ORDINANCE 1995

- b. The Incumbent shall advise electors at church and in pew sheets and any other form of communication as may be approved by the Parish Council of their responsibilities to elect people to certain positions and shall call for nominations for the positions and detail how such nominations shall be made, the date on which nominations shall be received by the Incumbent; the date or dates on which the elections shall take place and the manner relating thereto.
- c. Six clear days shall lapse between the calling for nominations and the closing date, and the elections shall be conducted not less than seven days nor more than thirty days after the closing date for nominations.
- d. Nominations shall be made on such forms as may be determined by the Incumbent and Parish Council being made available at each church in the Parish and may be reproduced in pew sheets or any other form of communication as may be approved by the Parish Council.
- e. If the number of persons nominated for election exceeds the number required to be elected a ballot shall be held.
- f. On receipt of nominations, ballot papers shall be prepared on the nominations submitted in alphabetical order and shall be distributed to electors present at the Parish Annual Meeting for voting thereon.
- g. Only those persons enrolled as electors within the Parish as defined in the Ordinance are entitled to nominate, be nominated or vote at Parish elections.
- h. The Incumbent shall appoint two returning officers from electors of the Parish not being nominees to receive completed ballot papers and count the votes cast thereon. On appointment the Incumbent shall obtain verbal assurance from the returning officers that they will receive and retain all matters relative to the elections in confidence.
- i. The returning officers shall
  1. determine from the votes cast who shall be the five members of the Synod Representation Panel in order of election and in the case of an equality in voting call on the Incumbent to record a casting vote to resolve the deadlock,
  2. determine from the votes cast who shall be the members of the Parish Council by ensuring that the restrictions on membership detailed in the Ordinance are complied with and in the case of an equality in voting call on the Incumbent to record a casting vote to resolve the deadlock. Where a restriction cannot be observed the position shall remain vacant until filled by the Parish Council.
  3. determine from the votes cast who shall be the three Members of the Nomination Committee and three substitutes in order by the number of votes cast, first discarding the votes for those two persons elected first to the Synod Representation Panel should their names appear on the ballot paper for Members of the Nomination Committee and in the case of an equality in voting call on the Incumbent to record a casting vote to resolve the deadlock, and
  4. submit to the Incumbent the results of the elections without reference to the number of votes cast at the appropriate time during the Parish Annual Meeting.
- j. Should the numbers required for the positions be not elected as herein provided the remaining positions shall be filled at the Parish Annual Meeting, and if not then so filled by the Parish Council.
- k. Where an annual election has not been held or churchwardens or Parish Council members have not been elected as respectively prescribed, the Bishop shall take such measures as may be necessary to remedy the failure. For the purpose of this Section the Bishop may
  1. extend the time prescribed for the holding of an annual meeting,
  2. declare any appointment to be valid notwithstanding any accidental or unavoidable misfeasance or omission,
  3. appoint any person to hold an election, or
  4. appoint the required number of qualified persons.
- l. A person elected shall hold office until a successor is elected.

### 20. Forms

The forms in the second schedule shall be used in association with this Ordinance.

### 21. Designation of Incumbents

- a. A priest canonically instituted and inducted into a parish shall be known as Rector.
- b. A priest appointed to administer a parish and a priest appointed to administer a parish during the temporary absence of the Incumbent or a vacancy in the incumbency shall be known as Priest-in-charge.
- c. A deacon canonically instituted into a parish and a deacon appointed to administer a parish during the temporary absence of the Incumbent or a vacancy in the incumbency shall be known as Deacon-in-charge.

## PARISH ADMINISTRATION ORDINANCE 1995

### 22. Synod Representation

- a. Should a Synod Representative die, vacate that office or cease to be an elector of the Parish that place shall be taken by the person next elected on the Synod Representation Panel. The Parish Council shall appoint another elector of the Parish to the Panel to fill the fifth position. The appointee's name and relevant details shall be advised to the Bishop by the Incumbent together with the reason for the alteration provided that such advice shall be received by the Bishop not less than fourteen days prior to a session of Synod.
- b. Should a Synod Representative on receipt of the Bishop's Summons to attend a session of Synod be unable to be present at the session the Incumbent should be advised immediately, and
  1. the Incumbent shall determine from the Synod Representation Panel the next available member, and
  2. the Incumbent shall advise the Bishop of the inability of the Synod Representative to attend the session of Synod and request that the substitute be accepted provided that such notification is received by the Bishop not less than seven days prior to the session of Synod, whereupon if so accepted the Synod Representative shall pass all papers relevant to the session of Synod to the elector so appointed.
- c. Notwithstanding that they have not signed any declaration as may be prescribed before taking part in any dealings of a Diocesan Synod the electors elected at the Parish Annual Meeting as the Parish Synod Representation Panel are deemed to be so on election.
- d. The Synod Representatives of the Parish are by virtue of their office members of the Parish Council and of the Nomination Committee when sitting with respect to the Parish.
- e. Should a Synod Representative on receipt of notice to attend a meeting of the Nomination Committee be unable to be present the Incumbent is to be advised immediately. The Parish Council shall appoint another elector of the Parish to attend in his/her stead and the Incumbent shall inform the Bishop forthwith.

### 23. Appointing a New Incumbent to a Parish

*(Amended 2002)*

- a. When a vacancy occurs in a parish the Registrar and the Mission Support Officer will meet with the Parish Council, Parish Synod Representatives and Parish Nomination Committee representatives to discuss procedure for the filling of the vacancy.

*(Amended 2002)*

- b. Following the departure of the Incumbent the Mission Support Officer shall arrange a consultation with the electors of the parish to review the life of the parish, and make such report as seems appropriate to the Bishop prior to the meeting of the Nomination Committee.

*(Amended 2002)*

- c. Unless the report of the Parish Consultation recommends otherwise the Bishop will proceed with the filling of the vacancy.

*(Amended 2002)*

- d. The Bishop shall inform the clergy of the Diocese of such vacancy and invite expressions of interest in writing addressed to the Bishop. Such expressions shall be available to the meeting of the Nomination Committee.

*(Amended 2002)*

- e. Copies of the report of the Parish Consultation will be made available on request to clergy who indicate a desire to express an interest in the vacant parish.

*(Amended 2002)*

- f. The Nomination Committee for the parish and the relevant Mission Region representatives elected by Synod will be notified in writing to meet, giving each member at least 21 days notice.

*(Amended 2002)*

- g. Should a member of the Nomination Committee so notified be unable to attend the Registrar should be advised immediately so that the first available substitute may be notified to attend.

*(Amended 2002)*

- h.
  1. The Bishop, or in his absence the Assistant Bishop or the Vicar-General, may attend any sitting of the Nomination Committee and if present shall preside thereat but shall not vote.
  2. In the absence of the Bishop, the Assistant Bishop, or Vicar General shall preside.
  3. The Chairperson if other than the Bishop, the Assistant Bishop or the Vicar General, shall have a deliberate vote, but not a casting vote.

*(Amended 2002)*

- i. Upon the day on which a meeting of the Nomination Committee is to be held Holy Communion shall be celebrated.

*(Amended 2002)*

- j. Immediately after such celebration the Nomination Committee shall meet at the place appointed and every member thereof shall sign a declaration of confidentiality

*(Amended 2002)*

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- k. The quorum for a meeting of a Nomination Committee shall be five including the Chairperson provided there are at least two representatives appointed by Synod and two Parish representatives present.  
(Amended 2002)
- l. If a quorum is present the Nomination Committee shall proceed to elect a member of the clergy for nomination to fill the vacancy with which that Committee is dealing, and the Chairperson shall forthwith notify the Bishop that the Nomination Committee has nominated the person so selected for appointment to the vacant parish.  
(Amended 2002)
- m. If at any meeting of a Nomination Committee a quorum is not present within twenty minutes after the hour appointed for such meeting the members present shall
1. adjourn the meeting for not less than seven and not more than fourteen days, and
  2. forthwith notify the Bishop's Registrar of the adjournment of such meeting and of the names of the members who were present thereat and the Bishop's Registrar shall thereupon notify the members who were not so present of the fact of such adjournment and of the time and place to which the meeting was adjourned.
- (Amended 2002)
- n. The Nomination Committee at any time may adjourn its sitting to allow for
1. members to interview nominees;
  2. further parish consultation to take place;
  3. additional nominees to be sought; and
  4. such other purposes to which the Chairperson shall agree.
- (Amended 2002)
- o. Every member of the clergy proposed for election shall be nominated to the Nomination Committee by one or more members of the Nomination Committee.
1. If only one person is nominated by the Nomination Committee that person shall be declared elected.
  2. If more persons than one are nominated the election shall be by exhaustive ballot.
- (Amended 2002)
- p. The Nomination Committee when making an election shall first consider the claims of the clergy already officiating in the Diocese of Tasmania.  
(Amended 2002)
- q. The Nomination Committee may nominate three persons in order of choice to the Bishop for appointment by the Bishop.  
(Amended 2002)
- r. If any difficulty is encountered which in the opinion of the Nomination Committee is such as to render any nomination undesirable or impracticable the Nomination Committee may transfer the nomination to the Bishop for that occasion.  
(Amended 2002)
- s. The Bishop may refuse to appoint any person elected by the Nomination Committee and shall not thereby incur any legal responsibility whatsoever.  
(Amended 2002)
- t. All part-time appointments to a parish will be the sole prerogative of the Bishop and will not be subject to the Nomination Committee process.

### 24. Nomination Committees

- a. A Nomination Committee shall be constituted as follows:
1. Deleted 2000.
  2. three Clerical and two Lay members of Synod elected as hereinafter provided,
  3. three Lay communicants of the Parish in relation to which a vacancy has arisen elected as provided in this Ordinance, and
  4. the first two elected Lay Representatives of Synod.
  5. the Mission Support Officer as a non-voting member unless elected by Synod as an Electoral Region representative.
  6. the Bishop's Registrar as a non-voting member.
- (Amended 2002)  
(Amended 2002)  
(Amended 2010)  
(Amended 2002)  
(Amended 2000)
- b. At the first session of every new Synod an election shall be held and Synod shall elect
1. as representatives of Synod on the Nomination Committee of each Electoral Region, three stipendiary Clerical members of Synod of the Region, elected by the Clerical members of Synod of the Region, and two lay members of Synod of the Region, elected by the Lay Members of Synod of the Region.
  2. for each Electoral Region, three stipendiary Clerical members of Synod of the Region, elected by the Clerical members of Synod of the Region, and four Lay members of Synod of the Region, elected by the Lay members of Synod of the Region, who are hereinafter called "substitute members", to act as and when occasion arises in place of
- (Amended 2010)

## PARISH ADMINISTRATION ORDINANCE 1995

any representatives of Synod on the Nomination Committee who for any cause are precluded from attending at any meeting thereof by electing six stipendiary Clerical and six Lay members, the last elected three and four of whom respectively shall be substitute members.

- c. The substitute members shall act when required in accordance with the following provisions:
  - 1. Their names shall be recorded in order according to the number of votes received in the election in separate lists for Clerical and Lay members respectively.
  - 2. A Clerical substitute member shall act in place of an absent Clerical representative and a Lay substitute member in place of an absent Lay representative.
  - 3. They shall act as aforesaid respectively in the order in which their names appear on the respective lists as aforesaid but if any substitute member having priority is not available when required the first available person next on the relevant list shall act in his place.
- d. Where in a parish it is determined that the nomination therein shall be vested in the Nomination Committee an election shall be held to elect three Lay communicants of the Parish to represent the Parish on the Nomination Committee as provided and such election shall also elect three other Lay communicants who shall be subject to the like provisions as substitute.
- (Amended 2002) e. Where any Lay representative is a parish representative and a Mission Region representative that person will attend as a parish representative and a Mission Region substitute will be invited to attend.
- f. Where a Lay communicant elected as aforesaid dies or otherwise vacates his office his place shall be taken by the first available substitute communicant elected in order or priority.
- g. Should a person elected as a Member of the Nomination Committee for the Parish or as a substitute die, vacate his office or cease to be an elector of the Parish the Incumbent shall inform the Bishop forthwith
- h. Subject to this Ordinance all members of a Nomination Committee shall hold office until the appointment of their successors.
- i. When a vacancy occurs among the substitute members elected by Synod, Diocesan Council may fill the vacancy and report such appointment to the next session of Synod.

### 25. **Transitory Provisions**

- a. All secretaries and treasurers appointed or elected under the repealed ordinance shall within 14 days of this Ordinance coming into force make available to the secretary and treasurer appointed under this Ordinance all books, records and documents in their possession retained for the purposes of carrying out their duties.
- b. All vestries, secretaries and treasurers appointed or elected under the repealed Ordinance shall within 14 days make available to the secretary and treasurer appointed under this Ordinance such forms and letters as will enable the smooth and proper transition of direct control of all funds to the Parish Council elected and appointed under this Ordinance.
- c. The Parish Electoral Roll shall comprise all the Church Electoral Rolls made in accordance with the repealed Ordinance.
- d. The Churchwardens and Parish Council formed under the repealed Ordinance shall continue to hold office until a Parish Annual Meeting is held in accordance with this Ordinance.
- e. The Synod Representation Panel and Nomination Committee formed under the repealed Ordinance shall remain in office until their successors are elected as provided and regulated.

### 26. **Retention of Parish Financial Records**

(Amended 1997)

- a. The following Parish Council Financial Records shall be kept in perpetuity:
    - Parish Annual Financial Statements
    - Parish Balance Sheets
    - Auditor's Reports.
  - b. The following Parish Council Financial Records shall be kept for seven (7) years:
    - Journals
    - Ledgers
    - Cash Books
    - Receipt Books
    - Cheque Books
    - Invoices/accounts
    - Bank Statements
- and other associated loose documents such as correspondence and other papers pertaining to financial matters.

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### **27. Appointment of Parish Consultant**

*(Amended 1997, 2000 and 2009)*

Where the Diocesan Council, with the assent of the Bishop, resolves to dissolve the Parish Council in accordance with section 53 of the Ordinance the following provisions shall apply:

- (a) The Diocesan Council shall appoint a suitably qualified person to act as a Consultant to the parish under the direction of the Registrar or person appointed by the Registrar. The Consultant, Registrar and Incumbent shall oversee the life and ministry of the parish until Diocesan Council appoints a Council of Management.
- (b) At the first ordinary meeting following the appointment of the Consultant, the Diocesan Council shall appoint a Council of Management. The Council of Management shall comprise the Incumbent and no fewer than five electors of the parish recommended by the Registrar as suitable to best manage the affairs of the parish.
- (c) The Consultant shall after due consultation with the Council of Management and the Registrar or person appointed by the Registrar appoint a suitably qualified person, who need not be an elector of the parish, as the Parish Treasurer.
- (d) The Consultant shall after due consultation with the Council of Management and the Registrar or person appointed by the Registrar appoint a suitably qualified person, who need not be an elector of the parish, as the Parish Secretary.
- (e) Notwithstanding the provisions of Regulation 5 the Consultant shall determine the priority of parish expenditure.
- (f) Notwithstanding the provisions of Regulation 3 the Consultant shall be entitled to exercise all the functions of the Incumbent in accordance with that regulation except provisions a, g, h, j and k.
- (g) The Consultant shall report to the Registrar or person appointed by the Registrar on a regular basis.

### **28. Enabler Supported Ministry**

*(Amended 2002)*

Numbers 1-3 will apply where the Bishop has given formal approval for a Parish to consider Enabler Supported Ministry.

Numbers 4-12 will apply where the Bishop has mandated Enabler Supported Ministry if there is conflict with other sections of the Ordinance.

In all other matters the relevant section of the Ordinance will apply.

1. A Parish may decide following the process requirements that follow, to adopt a pattern of ministry organisation known as Enabler Supported Ministry.
2. The following procedure shall be followed where parishes wish to consider and/or adopt Enabler Supported Ministry.
  - a. Parish representatives shall meet with Diocesan personnel and use resources provided to discover what Enabler Supported Ministry could mean for them.
  - b. The Bishop, assisted by the Diocesan Ministry Council, Diocesan Mission Enabler and/or a Diocesan Mission Support Officer, together with the Parish, will assess whether Enabler Supported Ministry is appropriate.
  - c. The Parish will hold a properly convened meeting of parishioners at which a vote must determine whether or not the parish will proceed with the Enabler Supported Ministry option.
  - d. Final approval shall be given by the Bishop and Diocesan Ministry Council before the process continues.
3. The continuing process for the development of Enabler Supported Ministry in the Parish will include:
  - a. The appointment of an Enabler who will be licensed by the Bishop to nurture ministry and Enabler Supported Ministry development.
  - b. The worshipping congregation(s) along with the Parish Council will covenant with the Bishop and the Enabler to enter the development of the Enabler Supported Ministry process according to current guidelines.
  - c. At an appropriate time, a Local Ministry Support Team (hereafter called "The Team") will be called in order to enhance and support the mission and ministry of the whole

*(Amended 2008)*

## PARISH ADMINISTRATION ORDINANCE 1995

Parish. In the calling process individuals shall be identified to serve as Ordained Team Members.

*(Amended 2008)*

- d. Following a period of formation, which will include prayer and study, the Parish and Team shall be commissioned for Enabler Supported Ministry. The service shall include ordination of those called to serve as Ordained Team Members. Team members will be licensed for ministry in the Parish.
- e. A written Covenant shall be drawn up between the Parish and the Bishop outlining the terms and conditions under which Enabler Supported Ministry will be developed in the Parish and signed by the Churchwardens, members of the Team and the Bishop.

4. In Enabler Supported Ministry Parishes there shall be a Local Ministry Support Team (referred to as 'the Team')

- a. Membership of the Team shall consist of a Co-ordinator of Administration and other licensed ministers, priests and deacons as agreed and called by the Parish and the Diocese. Other licensed lay ministers may be called, but need not be members of the Team.

*(Amended 2008)*

- b. The Executive of the Parish Council shall consist of:-
  - The Lay Chairperson
  - The Wardens
  - The Co-ordinator of Administration
  - The Treasurer
  - An Ordained Team Member elected at the Annual Meeting.
- c. The Executive of the Parish Council shall administer the day to day affairs of the parish in between meetings of the Council.  
The Executive shall report to the Council, at each meeting, its activities and decisions during the period since the last meeting of the Council.

5. The Local Ministry Support Team shall:-

- a. promote and participate in the mission of the Church and ensure that it is advanced through the parish, by generally seeking the coming of the Kingdom of God.
- b. be responsible for the ordering and conduct of services of worship in the parish.
- c. support and encourage ministry of all baptised members.
- d. support and encourage each other as members of the Team.
- e. meet with the Enabler regularly as a Team and individually as required.
- f. report to the Parish Council on mission and ministry matters and make recommendations concerning the same
- g. report to the Parish Annual Meeting

6. The role of the Ordained members of the Team shall include:

- a. partnership in ministry with the Team and Parish community.
- b. serving within the community which called them for ordination, as licensed by the Bishop, and shall only function in another parish with the support of the Team and Enabler.
- c. serving in a voluntary capacity
- d. not being eligible to be a Churchwarden
- e. the Licence ceasing upon movement to another parish or diocese.

7. Unless elected or appointed under any special provisions of Ordinances of the Diocese, those ordained for such local ministry shall not by virtue of ordination be entitled to a seat on Synod. However, the Parish shall elect one of those ordained for such local ministry to be its licensed clergy representative of Synod with both a seat and vote in the House of Clergy.

8. Members of the Team are eligible to receive from the Parish reimbursement for expenses including travel at rates approved by the Diocese from time to time, as agreed by the Parish Council.

9. No more than two members of the Local Ministry Support Team shall be elected to serve as members of the Parish Council. The Co-ordinator of Administration shall be an ex-officio member of the Parish Council with full voting rights.

10. The primary responsibilities of the Enabler shall include assisting the Team and Parish in:

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- a. the development of a mission strategy and encouragement of outreach.
  - b. the development of appropriate styles of local ministry.
  - c. the ongoing identification of ministry skills.
  - d. the facilitation of training programmes.
  - e. the supervision and mentoring of individuals in the development of their particular ministries.
  - f. Sunday worship as appropriate.
- 11.
- a. The Annual Meeting shall determine the number who shall be members of the Parish Council.
  - b. There shall be no more than three Church Wardens, one of whom shall be appointed by the Team and the Enabler.
  - c. The number of other members of the Parish Council shall be at least equal to the number of Wardens.
  - d. For the purpose of any Canon, Ordinance, resolution or rule of Synod the Churchwardens shall be understood to be the Churchwardens of any church building in a parish and of the parish as a whole.
  - e. The Parish Council shall elect from any member of the Council a person to be the Chairperson and a person to be the Vice Chairperson
  - f. The Chairperson shall have a deliberate vote only, except in the case of equal voting at an election when the Chairperson shall have a second or casting vote.
  - g. In case of sickness, accident or death of the Enabler, the Churchwardens shall liaise with the Diocesan Mission Support Officer and/or the Diocesan Mission Enabler.
  - h. The appointment of an Enabler shall be made by the Bishop in partnership with the Ministry Council, Diocesan Mission Enabler and/or the Mission Support Officer in discussion with the Parish(es) that the Enabler will serve.
- i. Enabler Supported Ministry Parishes shall follow all Guidelines published by the Diocesan Ministry Council that pertain to the development of Enabler Supported Ministry. All such Guidelines shall first be ratified by the Bishop and Diocesan Council before coming into force.

### 28 Administration and control of Burial Places

*(Amended 1998 and 2000)*

- a. Whenever this regulation makes reference to the Parish Council it shall mean a Burial Place Administration Committee of the Parish Council if one has been appointed.
- b. The Parish Council of any parish in which there is a burial ground, memorial garden, columbarium or other authorised place for the interment of human remains shall administer such burial place in accordance with this regulation and shall:-
  1. have full and complete management of the burial place
  2. direct and determine -
    - (a) The general arrangement, sanitary conditions, and laying out of the burial place
    - (b) The positions, dimensions, and construction of graves, vaults, monuments and memorials:
    - (c) The upkeep and improvement of the burial place:
    - (d) The duties and activities of all persons employed therein:
    - (e) The fees and levies to be charged for the use of the burial place.
    - (f) Any rules for the administration, control and management of the burial place.
  3. cause a plan of the burial place to be kept showing the position of each place of burial, each of which shall be numbered; the names of any person buried and the holders and places of any exclusive right of burial.
- c. Any person desiring to purchase an exclusive right of burial in respect of any place of burial which is still in use may apply to the Parish Council and upon payment of the prescribed fees and levies such person shall receive a receipt which shall entitle the purchaser and persons lawfully claiming under that person exclusive right of burial. Such receipt shall specify the name of the person, the amounts paid, the number of the burial place, the name of the burial place, and shall be signed by a duly authorised officer of the Parish Council.
- d. The holder of any exclusive right of burial, and all persons claiming under that person shall comply with any regulation or ordinance with regard to interment, any enclosure or fencing, the construction of vaults, the erection of monuments and memorials, the maintenance of all such things with regard to the place of burial.
- e. The Parish Council may in its discretion remove any fencing, vault, or monument found to be in a state of dilapidation from any part of the burial place and cause to be pruned, cut away, or

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- removed, any tree, shrub or plant injuring or likely to injure any person, vault, monument, or memorial in the burial place.
- f. The Parish Council shall cause an account to be kept, known as the Burial Place Account. Such account shall be administered by the Parish Treasurer or duly appointed member of the Burial Place Administration Committee. A report on the transactions and a balance sheet shall be audited and submitted to each Parish Annual Meeting.
  - g. The Parish Council shall apply the funds received for
    1. meeting the expenses of enclosing, draining, planting, decently maintaining and managing the burial place.
    2. establishing and building a Reserve Fund  
and may with the approval of Diocesan Council:
      - a. build, furnish and maintain a chapel or church associated with the burial place
      - b. withdraw funds for general use within the parish.
  - h. The Bishop at any time may order the removal from any burial place any inscription on any of the things aforementioned or any memorial or monument which in his opinion is undesirable.
  - i. Should any doubt or dispute arise with regard to the administration of a burial place it shall be settled by determination of the Registrar, such decision being final.
  - j. The Parish Council may appoint a Burial Place Administration Officer to assist in the administration of Burial Place in accordance with these Regulations.

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**SECOND SCHEDULE**

**FORM 1**

**DECLARATION TO BE MADE BY EVERY MEMBER PRESENT AT A MEETING OF  
A NOMINATION COMMITTEE**

I, ..... being about to proceed to the election of a Clerk in Priests Orders for presentation to the Parish of ..... do declare that I will exercise my office to the best of my judgement, to the glory of God, and the well-being of the Church, and that I will regard all proceedings of the Committee as strictly private and confidential.

**FORM 2**

**CERTIFICATE OF DETERMINATION BY A PARISH ANNUAL MEETING  
CONCERNING THE RIGHT OF APPOINTMENT OF AN INCUMBENT**

**CERTIFICATE "A" - to be used in cases where Nomination vested in  
THE BISHOP**

I HEREBY CERTIFY that the right of appointing an incumbent to the Parish of ..... should a vacancy occur was duly vested by a meeting of the Parish Annual Meeting on ..... in THE BISHOP and this determination shall remain until such time as it may be renewed or changed as a result of a future request from the Bishop for determination of Nomination.

Dated this ..... day of .....

Signed .....

Chair of the Meeting.

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**CERTIFICATE "B" - to be used in cases where Nomination is vested in  
A COMMITTEE OF NOMINATION**

I HEREBY CERTIFY that the right of appointing a Rector to the Parish of ..... should a vacancy occur was duly vested by a meeting of the Parish Annual Meeting on ..... in the Bishop through the COMMITTEE OF NOMINATION for the Mission Region of ..... and this determination shall remain until such time as it may be renewed or changed as a result of a future request from the Bishop for determination of Nomination, and I further certify that the following Lay Communicants of the Parish, viz.,

SURNAME      CHRISTIAN NAMES      POSTAL ADDRESS

1. ....
2. ....
3. ....

were duly elected to represent the Parish of ..... on the said Nomination Committee until such time as others are elected in their place or this present determination is reversed. The following three Lay Communicants of the Parish were elected to act in ORDER OF PRIORITY in the event of any of those elected above being unable to act, viz.,

4. ....
5. ....
6. ....

Dated this ..... day of .....

Signed .....

Chair of the Meeting

**PARISH ADMINISTRATION ORDINANCE 1995**

**FORM 3**

**CERTIFICATE OF ELECTION OF PAROCHIAL LAY REPRESENTATIVES IN SYNOD**

I HEREBY CERTIFY that the following persons in order of priority were elected to the Synod Representation Panel for the

Parish of ..... on the ..... day of

.....

Signed ..... (Incumbent)

	Full Name	Address
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....

# PARISH ADMINISTRATION ORDINANCE 1995

## FORM 4

### NOTICE OF PARISH ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT in accordance with the provisions of the Parish Administration Ordinance the Annual Meeting of Electors of the Parish of ..... will be held in ..... on the ..... day of ..... commencing at ..... for the following purposes:

1. To confirm the Minutes of the preceding Annual Meeting.
2. Business arising from the Minutes.
3. To receive the Incumbent's review of pastoral work.
4. To receive reports by Officers of the Parish.
5. To receive the financial statement for the year.
6. To receive the Parish Budget.
7. To determine the number of Council members for the ensuing year.
8. To elect Churchwardens.
9. To elect Council members.
10. To appoint an Auditor.
11. To elect Synod Representatives (every third year only).
12. To determine Nomination and if necessary elect Nomination Committee Representatives (every third year only), if applicable.
13. To confirm the financial target for mission
14. To elect a Parish Mission Representative (s).
15. To elect an Anglican Development Fund contact person.
16. Any other business applicable to a Parish Annual Meeting.

.....  
(Signature of Incumbent)

Date .....  
(Not less than 14 days before the date of the meeting)

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**FORM 5**

**NOTICE OF SPECIAL MEETING**

NOTICE IS HEREBY GIVEN THAT in accordance with the provisions of the Parish Administration Ordinance a Special Meeting of Electors of the Parish of ..... will be held in ..... on the ..... day of ..... commencing at..... for the following purpose:

*(Here set out clearly the nature of the business to be discussed)*

and it is hereby advised that the Parish Electoral Roll is closed from this date until the conclusion of the meeting.

.....  
(Signature of Incumbent)

Date .....  
(Not less than 14 days before the date of the meeting)

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**FORM 6**

**DECLARATION BY CHURCHWARDEN OR COUNCIL MEMBER**

I, the undersigned, having been appointed or elected as a Churchwarden or Council member of the Parish of ..... hereby declare that I am duly qualified for that office under the provisions of the Parish Administration Ordinance and that I will faithfully perform the duties of my said office and will conform with all canons, ordinances and resolutions of Synod relating thereto.  
Declared at

..... in Tasmania, this ..... day of

.....

**PARISH ADMINISTRATION ORDINANCE 1995**

**FORM 7**

**NOMINATION FORM**

We, 1. .... and 2. ....

electors of the Parish of .....

HEREBY NOMINATE ..... as .....

..... (Signatures  
of  
..... Nominators)

I agree to this nomination

.....  
(Signature of Nominee)      ...../...../.....

**PARISH ADMINISTRATION ORDINANCE 1995**

**FORM 8**

**BALLOT PAPER**

State clearly the purpose of the ballot

(List names of nominees in alphabetical order of surname.)

A

B

C

D

etc.

Indicate your preference by putting the numbers in ascending order against the names in your order of choice.

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**FORM 9**

**DECLARATION IN PARISH ELECTORAL ROLL**

The following words shall be inscribed at the head of each page of a Parish Electoral Roll:

'I, the undersigned declare that I am of the age of sixteen years and upwards; I am baptised; I am a member of the Anglican Church of Australia; I claim to be a Member of the Parish of ..... in Tasmania having within the period of twelve months immediately preceding this declaration attended Divine Service conducted therein on not less than six occasions; and I commit myself to participate in worship on a regular basis and to contribute from the gifts God has given me within the life of the Parish. I further declare that I am not enrolled on the Electoral Roll of any other Anglican Parish.'