

JOB DESCRIPTIONS

(Summaries based on the Parish Administration Ordinance)

1. WARDEN (meet regularly)

- i) to ensure the proper management, security and financial administration of all money and other property of the parish
- ii) to ensure proper procedure for the counting, recording and banking of all offertories
- iii) to keep books of accounts for all moneys received and expended by the parish
- iv) to keep order in the church and its grounds
- v) to ensure proper care is taken of the church and its furniture; to ensure everything is fit and in proper order for the conduct of services
- vi) to report to the Archbishop any grave irregularities in the conduct of services of public worship, or any willful neglect of duty or any flagrant misconduct on the part of the minister
- vii) to take out appropriate insurance not otherwise covered by the Diocese
- viii) to pay the stipend, allowances and benefits of the minister and other persons entitled to receive them
- ix) to prepare annual financial returns and to have them audited ready to present to the Annual Meeting
- x) to prepare a budget for the then current financial year to present to the Annual Meeting

2. PARISH COUNCIL (meet monthly)

- i) to make recommendations to the minister regarding ministry within the parish
- ii) to confer with the minister in the initiation, conduct and development of church work- including such matters as are vital to the spiritual welfare of the church.
- iii) to determine matters of policy re funds and property. To approve budgets and authorize payments. To fix stipends, allowances and benefits of the minister.
- iii) to keep minutes of its proceedings
- iv) to fill any vacancy in office of auditor
- v) to direct the expenditure or investments policy on any surplus funds, including donations to Christian charities and missionary societies

3. PARISH NOMINATORS (meet when necessary)

To present to the Archbishop the name of a clergyman to be appointed as the new rector, in the case of a vacancy

NOMINATION FORM FOR THE ANNUAL GENERAL MEETING OF PARISHIONERS

Meeting will be held on Sunday 18th March 2018 at 12.30pm at St. Faith's Clarke St Narrabeen

Person to be Nominated: Name.....

Signature.....

Position (circle one only):

Warden or Parish Council or Parish Nominator

Person nominating: Name.....

Signature.....
(Nominating person must be present at the AGM)

Secunder (optional): Name

Signature

Qualifications to stand for positions or to vote at the Annual General Meeting, require a person to be able to sign the following declaration:

*"I am a member of the Anglican Church of Australia. I have been baptised
I am not less than 18 years of age
I have usually, during 3 months within the past 12 months, attended services of public
worship as part of:*

Saturday: Saturday Church.

Sunday: Warriewood :

Narrabeen: Traditional; Morning; Arvo; Night.

(please circle the meeting of the parish which you attend)

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

Dated March 2018

NOTE: it is **NOT** permitted to elect

- i) both a husband and wife to the position of Warden or Parish Nominator
- ii) Parish Nominators less than 21 years of age
- iii) a prohibited person,
- iv) as a warden, a person employed and paid by the parish, or the spouse of an ordained minister
- v) as a nominator, a person employed full-time by the parish

RETURN by 14th March to the office

Forms also available on our website: www.stfaiths.org.au