**APPLICATION FORM**

**Process review of termination under the   
*Assistant Ministers Ordinance 2017***

This is an application form for the review of the termination of the appointment of an assistant minister or senior assistant minister for compliance with the procedural requirements of the [*Assistant Ministers Ordinance 2017*](https://www.sds.asn.au/sites/default/files/Assistant%20Ministers%20Ordinance%202017%20-%20O73-0114.docx.pdf?doc_id=NDM4OTI=).

The application must be completed within SIX (6) MONTHS of your receipt of the notice for termination. An extension may be granted in exceptional circumstances.

Please refer to the ‘Frequently Asked Questions’ at the end of the application form which deal with the application and review process. All other questions should be directed to the relevant Regional Bishop’s office.

Once completed, the application form (and any relevant documents) should be sent via email to the Regional Bishop of the region in which the termination occurred:

* The Rt Rev Gary Koo, Bishop of Western Sydney: [gkoo@sydney.anglican.asn.au](mailto:gkoo@sydney.anglican.asn.au)
* The Rt Rev Peter Hayward, Bishop of Wollongong: [office@wollongong.anglican.asn.au](mailto:office@wollongong.anglican.asn.au)
* The Rt Rev Peter Lin, Bishop of Georges River: [plin@sydney.anglican.asn.au](mailto:plin@sydney.anglican.asn.au)
* The Rt Rev Chris Edwards, Bishop of North Sydney: [nor@sydney.anglican.asn.au](mailto:nor@sydney.anglican.asn.au)
* The Rt Rev Dr Michael Stead, Bishop of South Sydney: [mstead@sydney.anglican.asn.au](mailto:mstead@sydney.anglican.asn.au)

**YOUR PERSONAL DETAILS**

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| **Name:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **Email address:** |  |

**YOUR APPOINTMENT**

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| **Parish:** |  |
| **Appointment:**  **(select one only)** | Assistant minister  Senior assistant minister |
| ***If you were a senior assistant minister at the parish, please provide the date of your appointment to the parish (including as an assistant minister):*** | |

**TERMINATION OF YOUR APPOINTMENT**

1. **On what date were you notified of the termination of your appointment?**

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1. **On what date was the termination effective?**

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1. **Were you given a written notice of termination? *If so, please provide a copy.***

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1. **What were the reasons given for the termination? *For example, unsatisfactory conduct, performance or capacity, lack of funding, or other reasons relating to ministry needs of the parish.***

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1. **Why do you think that the procedural requirements of the *Assistant Ministers Ordinance 2017* have not been met? *Please provide reasons, as well as evidence to support your reasons (see clause 3 of the*** [***Assistant Ministers Ordinance 2017***](https://www.sds.asn.au/sites/default/files/Assistant%20Ministers%20Ordinance%202017%20-%20O73-0114.docx.pdf?doc_id=NDM4OTI=)***). You may attach any relevant supporting documents for the Panel’s consideration.***

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1. **What do you want to happen as a result of your application?**

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**Frequently Asked Questions**

***Who can make an application?***

The application must be made by an assistant minister or senior assistant minister whose appointment at a parish is terminated under the [*Assistant Ministers Ordinance 2017*](https://www.sds.asn.au/sites/default/files/Assistant%20Ministers%20Ordinance%202017%20-%20O73-0114.docx.pdf?doc_id=NDM4OTI=).

***When can an application be made?***

An application for review must be made within SIX (6) months after the notice of termination is received. The Review Panel may allow an application to be made out-of-time in exceptional circumstances.

***How do I make an application?***

You must complete the application form. The completed form (and any attachments) should be sent via email to the Regional Bishop of the region in which the termination occurred. The listing of Regional Bishops as well as their email addresses are set out on the front page of the application form.

***What happens once I send my application to the Regional Bishop?***

The Regional Bishop will appoint a Chair to convene the Review Panel from members of the Synod Pool (see clause 3 of the *Parish Disputes Ordinance 1999*).

Once appointed, the Chair will forward a copy of your application to the rector and wardens of the parish. There is a THREE (3) week time period to provide a response, although the Review Panel may allow a response to be made out of time in exceptional circumstances.

The Chair will also invite you (the applicant) and the rector and wardens (the respondents) to nominate a member of the Synod Pool to sit on the Review Panel, which consists of three (3) persons.

***What processes will the Review Panel undertake to consider my application?***

To the extent possible, the Review Panel will consider the application on the papers. However, the Panel may convene meetings with the parties and speak to witnesses in order to enquire into and determine whether your termination was effected in accordance with the procedural requirements of the [*Assistant Ministers Ordinance 2017*](https://www.sds.asn.au/sites/default/files/Assistant%20Ministers%20Ordinance%202017%20-%20O73-0114.docx.pdf?doc_id=NDM4OTI=).

Once the Panel has completed its review, it will produce a written report setting out its view regarding compliance or non-compliance with the procedural requirements for termination under the Ordinance. The Panel can also make non-binding recommendations, including that the rector or other member of the parish take certain actions, or any corrections, rebuke or directions deemed appropriate.

***Who will see the written report?***

The written report produced by the Review Panel must be provided to you (the applicant), the rector and wardens of the parish, and Regional Bishop and the Archbishop.

***Is the review process confidential?***

Yes. All oral and written communications that occur during the review process, including the report, must be treated as confidential, except to the extent that disclosure is consistent with the purpose of the report, or is required by law.