**RESPONSE FORM**

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

This is the form for a response to an application 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=).

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 chair of the Review Panel.

Once completed, the response form (and any relevant documents) should be sent via email to the chair of the Review Panel who forwarded the application and response form to you. Please note that the response must be provided within THREE (3) WEEKS of your receipt of the application. An extension may be granted in exceptional circumstances.

 **YOUR PERSONAL DETAILS**

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

**THE PARISH**

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| **Parish:**  |   |
| **Rector:**  |   |
| **Wardens:** | 1.2. 3.4. |

**TERMINATION OF THE APPOINTMENT**

1. **On what date was the applicant notified of the termination of their appointment?**

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

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1. **Was the applicant provided with a written notice of termination?**

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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. **What is the response of the rector and wardens to the applicant’s assertions that the termination was not procedurally compliant with the 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=)**?**

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| *Please provide reasons, as well as evidence to support your reasons. You may attach any relevant supporting documents for the Review Panel’s consideration.*  |

1. **What is the position of the rector and wardens on the applicant’s desired outcomes?**

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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*. The application must be made within SIX (6) months of the notice of termination, although the Review Panel may allow an application to be made out-of-time in exceptional circumstances.

***What happens once an application is made?***

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 provide a copy of the application to the rector and wardens of the parish. A response should be provided within THREE (3) weeks of receipt of the application, although the Panel may allow a response to be made out of time in exceptional circumstances.

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

***Should I respond to the application?***

The rector and wardens are encouraged to participate in the review process, which has been established by Synod to facilitate and enhance compliance with the procedural requirements for termination set out in the Ordinance. Please note that the review will not consider the underlying reasons for the termination, which is the prerogative of the rector and wardens.

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

To the extent possible, the Review Panel will consider the application on the papers. It may also convene meetings with the parties and speak to witnesses in order to enquire into and determine whether the termination was procedurally fair.

Once the Panel has completed its review, it will produce a written report which sets 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, actions, rebuke or directions deemed appropriate. Any corrections, actions, rebuke or directions will only be recommended after the person to whom these actions relate has been notified of the recommendation and reasons, and been given an opportunity to respond.

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

The written report produced by the Review Panel must be provided to 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.