



Anglican Church Diocese of Sydney

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Circular to Ministers, Wardens and Parish Councils

Updating the "Green Book"

You may recall that last month I wrote to you about recent changes made by the Standing Committee to the rules for administering parishes under the Parish Administration Ordinance 2008.

The changes mean that the "Green Book" which sets out the rules relevant to administering your parish under Schedule 2 of the Ordinance is a little out of date.

In order to update the Green Book, I [attach](#) a .pdf file which contains the text of the amended rules. Can I suggest you print this document on a double sided A4 page, fold it in half and insert it as a loose leaf update in each of your copies of the Green Book.

The latest version of the whole Parish Administration Ordinance 2008, including the recent amendments, can be found on the Secretariat's website www.sds.asn.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Wicks', written over a white background.

ROBERT WICKS
Diocesan Secretary

- (b) fractions being counted as one, 75% of the members who would be entitled to vote on a motion for the resolution at a meeting of the parish council notify the person who provided or sent the statement that they are in favour of the proposed resolution by returning to that person a signed copy of the statement or otherwise confirming the statement to that person by electronic means,

provided that the proposed resolution will not pass as a resolution under the provisions of this rule if any member who would be entitled to vote on a motion for the resolution at a meeting of the parish council notifies the person who provided or sent the statement of their unwillingness for the proposed resolution to pass as a resolution under the provisions of this rule and such notification is given before the proportion of members referred to in paragraph (b) is reached.

(2) Separate copies of a document may be used for the purposes of sub-rule (1) if the wording of the resolution and statement is identical in each copy.

(3) The resolution is passed when the requirements of sub-rule (1) are satisfied.

(4) A resolution passed under this rule 4.11 is to be recorded in the minutes of the next meeting of the parish council.

Rule 5.4 – amended paragraph

- (b) to place or remove any monument, memorial or tablet in or on any part of a church or church trust property but the parish council may permit any alteration or addition to be made to an existing monument, memorial or tablet in a burial ground, or

Rule 9.6A – new rule

9.6A Exercise of Regional Archdeacon's functions by Regional Bishop or his delegate

The Regional Bishop may, in the absence of a person holding the office of Regional Archdeacon, exercise the functions of the Regional Archdeacon under the provisions of these rules and may delegate the exercise of any of these functions to a person holding office as an Assistant to the Regional Bishop.

Rule 9.11 – amended rule

9.11 Wardens accountable to Synod

(1) The Synod may call on any wardens to produce a financial statement of their dealings with any church or parish trust property together with all financial records in support of the statement and may submit the statement and records to auditors appointed by the Synod.

(2) If the financial statement and supporting records are not produced within a reasonable time in accordance with sub-rule (1), the Synod may appoint auditors to produce such a statement. For this purpose, the auditors are entitled to have access to all relevant financial records of the church or parish.

(3) The auditor's fees in relation to any work undertaken pursuant to sub-rule (1) or (2) must be paid by the wardens out of church or parish trust property managed by the wardens.

(4) If the Synod is not in session, its functions under this rule will be exercised by the Standing Committee.

AMENDMENTS TO RULES FOR PARISHES ADMINISTERED AS A WHOLE (THE "GREEN BOOK")

EFFECTIVE FROM 2 JUNE 2010

Rule 1.1(1) – new definition

member of the Anglican Church of Australia means a baptised person who declares that he or she is a member of the Anglican Church of Australia.

Rule 2.6 – new sub-rule

- (3) A person who holds the office of auditor of the financial statements and accounts of the wardens may not become or remain a member of the parish council.

Rule 2.7(1) – amended paragraph

- (b) within 7 days before or after election or appointment, or

Rule 2.7(1) – amended paragraph

- (d) within such further period as may be approved by the Registrar or the Regional Archdeacon.

Rule 2.8(1)(a) – new sub-paragraph

- (vi) is elected or appointed to the office of auditor of the financial statements and accounts of the wardens, or

Rule 2.10 – amended rule

2.10 Acts of wardens

(1) An act done by any 2 wardens is to be taken to be the act of the wardens, provided that all reasonable efforts have been taken first to consult the third warden at the time the act is done.

(2) A warden is disqualified from taking part in any act of the wardens if the warden or a member of the warden's family has a personal financial interest in the act.

Note: See also rule 3.12B concerning decision-making by a warden in relation to a family member who is appointed or proposed to be appointed as a parish worker.

Rule 2.12(5) – amended paragraph

- (d) within such further period as may be approved by the Registrar or the Regional Archdeacon.

Rule 3.8(2) – amended paragraph

- (b) whether the financial statements, in the opinion of the auditor or auditors, comply with the provisions of these rules, and

Rule 3.11 – amended rule

3.11 Granting of licences by wardens

Subject to rules 3.19 and 5.3 to 5.6, the wardens may grant a licence to permit a person or organisation ("licensee") to use real property of the parish for purposes not connected with the parish if –

- (a) the use of the property by the licensee is not –
 - (i) prohibited by law or by the trusts on which the property is held, or
 - (ii) for the purposes of a pre-school, kindergarten, child care centre, long-day care centre or like service, and
- (b) the terms upon which the licensee is to be permitted to use the property are documented in a form last approved by the Property Trust, and
- (c) the period during which the licensee is permitted to use the property does not exceed 5 years, and
- (d) the amount payable by or on behalf of the licensee for the licence is not more than \$50,000 per annum (including GST), or such other amount as may be determined by the Standing Committee by resolution from time to time, and
- (e) the granting of the licence has been approved in writing by the Regional Archdeacon and the majority of the parish council of the parish.

Rule 4.1 – amended sub-rule

- (3) A general meeting of parishioners is convened –
 - (a) by announcement at not less than 2 services of public worship for each congregation of the parish before the day of the meeting, and
 - (b) if there is a weekly parish bulletin, by notice published in such bulletin,

of the date, time and place of the meeting and, in the case of a meeting which is not an annual general meeting of parishioners, the business to be considered at the meeting.

Rule 4.6 – amended rule

4.6 Nominations and elections

- (1) A person may not be nominated unless he or she has consented verbally or in writing to the nominator or another person at the meeting. A person nominated need not be present at the meeting. A person making a nomination must be present at the meeting.
- (2) If the number of nominated candidates for election to an office does not exceed the number of vacancies to be filled, the election is uncontested and the following rules apply –
 - (a) The chairman is to move a motion that the candidates be elected.
 - (b) If the motion is carried, the chairman is to declare the candidates elected.
 - (c) If the motion is not carried, the chairman shall call again for nominations.
- (3) If the number of candidates nominated for election to an office exceeds the number of vacancies to be filled, the election is contested and the following rules apply –
 - (a) Voting is to be conducted by secret ballot.
 - (b) Each person entitled to take part in the meeting must not vote for more than the number of candidates to be elected.
 - (c) The candidate who obtains, or the candidates who obtain, the higher or highest number of votes is elected.

(ii)

- (d) If, in respect of the last vacancy to be filled, 2 or more candidates each obtain an equal number of votes, the election is to be determined on the casting vote of the chairman.
- (4) In conducting any secret ballot –
 - (a) proxies and preferential voting are not permitted, and
 - (b) where possible, there are to be at least 2 scrutineers, being persons not standing for election.

Rule 4.10 – amended rule

4.10 Chairman

- (1) Except as provided by this rule, the minister, if present, is the chairman of a meeting of a parish council.
- (2) If the minister is not present, the members present must elect a chairman to preside during the absence of the minister.
- (3) The chairman has a casting vote only.
- (4) Nothing in this rule prevents the minister, if he is present at the meeting of the parish council, from authorising a member of the council to be the chairman of the meeting.
- (5) An authorisation under sub-rule (4) may be revoked by the minister at any time.
- (6) The minister must, in relation to any matter concerning his stipend or allowances, vacate the chair and the members are to elect a chairman to preside during any discussion or determination of the matter.
- (7)
- (8)

Rule 4.10A – new rule

4.10A Conflicts of interest

A member of a parish council is disqualified from taking part in the exercise of any function of the parish council if the member or a member of his or her family has a personal financial interest in the exercise of the function.

Note: For example, a member of the parish council must not vote on or take part in any decision of the parish council to pay to the member or a member of his or her family a stipend, salary or other amount.

Rule 4.11 – amended rule

4.11 Resolutions without a meeting

- (1) The members of a parish council may pass a resolution without a meeting of the members being held if –
 - (a) a document setting out the proposed resolution and containing a statement that a member is in favour of the proposed resolution is provided or sent to each member either personally or at the last postal or electronic mailing address provided by the member for the purpose of receiving material in connection with meetings of the parish council, and

(iii)