

MEMORANDUM

TO: Incumbents of Parishes & Episcopal Districts
FROM: The Registrar
SUBJECT: Annual General Meetings
DATE: 15 October 2019

1. Introduction

I enclose information and forms for this year's Annual General Meetings required to be held in parishes during November 2019.

You will find the following Diocesan Acts helpful in this process

- Parish Administration Act 1994
- Appointments Act 1994
- Synod Act 1997

Please let me know if you want copies.

PLEASE NOTE THAT ELECTION OF SYNOD REPRESENTATIVES AND PARISH MEMBERS OF THE CLERGY APPOINTMENTS BOARD ARE NOT REQUIRED THIS YEAR AS THESE ARE THREE YEAR APPOINTMENTS. THE NEXT ELECTION TO THESE POSITIONS WILL NOT BE REQUIRED UNTIL NOVEMBER 2018.

2. Annual General Meeting of a Parish

Under Section 42 of the Parish Administration Act 1994 the business of the Parish AGM is as follows, apart from the reporting requirements set out in that section:

- To determine the size of the Parish Council and to hold an election for the same.
- To determine the number of representatives from centres and to hold an election for the same. The number of representatives from each centre may vary (See Section 44(f)).
- Appointment of Auditors

The Parish Annual General Meeting should be held before any Annual Church Meetings within the parish.

Submission of nominations for elections

Your attention is drawn to Section 46 of the Parish Administration Act:

“(2) A nomination shall be delivered to the incumbent or the parish secretary not less than one week before the meeting and a copy or details shall be displayed on appropriate church notice boards as soon as practicable after receipt.”

3. Annual General Meeting of a Church

Under Section 44 of the Parish Administration Act 1994 the business of a Church AGM is as follows, apart from the reporting requirements set out in that section:

- Elect two Churchwardens
- Incumbent appoints a Churchwarden
- Depending on the Parish AGM determination, the meeting proceeds to elect members for Parish Council from that Centre.
- The Incumbent appoints representatives from centres. The ratio is determined according to Section 44(f).

If the AGM determines only one representative from some centres, the person must be a Churchwarden and is appointed by the Incumbent (Section 44(f) (iv)).

Where there is more than one representative from a Centre then one of them must be a Churchwarden (except for the Principal Centre of the Parish where the three Churchwardens are to be members of the Parish Council).

4. Forms

With the mailing you will find the following forms:

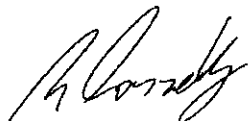
4.1 Retained by the parish

- AGM Attendance Register - to be completed by those attending an AGM - **FORM 2019/1**
- Nomination for Election - **FORM 2019/2**
- Declaration of Qualification to be signed by those elected to Parish Council - **FORM 2019/3**

4.2 Returned to the Registrar by 15 December 2019

- Notification of Office Holders including those appointed to the Clergy Appointments Advisory Board - **FORM 2019/4**
- Parish Statistical Form - **FORM 2019/5**

Yours Sincerely



**ANNUAL GENERAL MEETING OF A PARISH/
ANNUAL CHURCH MEETING/SYNOD ELECTION**

Parish Administration Act 1994

Section 42, 43, 45 & 67

Synod Act 1997, Schedule 1

ATTENDANCE REGISTER OF ELECTORS

FOR THE PARISH OF

Parish Administration Act 1997 Declaration

I declare that I am a member of the Anglican Church of Australia, have been baptised and attained the age of 18 years and during the preceding three months I have usually attended Divine Service in the Parish of and I am not an elector of any other Parish.

Date:

Name	Address	Email	Phone

Name	Address	Email	Phone

**Parish Administration Act 1994
(Sections 46 & 67)**

NOMINATION FOR ELECTION

Parish of

Position:

We hereby nominate

Proposed by:..... an elector of the Parish.

Seconded by:..... an elector of the Parish.

I declare I am an elector of the Parish

.....
Nominee

.....
Date

**Parish Administration Act 1994
(Sections 46 & 67)**

NOMINATION FOR ELECTION

Parish of

Position:

We hereby nominate

Proposed by:..... an elector of the Parish.

Seconded by:..... an elector of the Parish.

I declare I am an elector of the Parish

.....
Nominee

.....
Date

**Parish Administration Act 1994
(Sections 49(2) & 67)**

DECLARATION OF QUALIFICATION OF A PARISH COUNCIL MEMBER

I declare myself to be a member of the Anglican Church of Australia, have been baptised and attained the age of 18 years.

I have usually attended Divine Service in the Parish of during the past three months and am not an elector in any other Parish and accept the duties and responsibilities of a Parish Council Member.

Date:

Name	Address	Telephone	Email

DIOCESE OF GIPPSLAND

**Parish Administration Act 1994
(Sections 49(3) & 67)
Appointments Act 1994**

NOTIFICATION OF OFFICE HOLDERS - 2020

(Please complete and return by 15 December 2019 to registryoffice@gippsanglican.org.au)

Parish.....

POSITION	NAME	ADDRESS Include postal address, phone no. (day and evening) and email
Secretary		
Treasurer		
Mission Secretary		
Rural Deanery Representative (1)		
Rural Deanery Representative (2)		
Parish Youth Contact		
Gippsland Anglican Parish Contact		

POSITION	NAME	ADDRESS Include postal address, phone no. (day and evening) and email
Wardens - Parish Wardens Principal Centre		
(1)		
(2)		
(3)		
Wardens – Centre One		
(1)		
(2)		
(3)		
Wardens - Centre Two		
(1)		
(2)		
(3)		

POSITION	NAME	ADDRESS Include postal address, phone no. (day and evening) and email
Wardens - Centre Three		
(1)		
(2)		
(3)		

Parish Council Representatives

Parish Council Representative		

DIOCESE OF GIPPSLAND

Parish Statistics for the Year Ended 30th September 2019

PARISH OF

(Please complete and return by 15 December 2019 to registryoffice@gippsanglican.org.au)

	Main Centre	Centre of	Centre of	Centre of	Centre of	Total
1. Baptisms						
Children						
Adults						
2. Children admitted to Communion						
3. Confirmations						
Children						
Adults						
4. Marriages						
5. Burials						
6. Estimated total number of Anglicans living in the parish						
7. No. of regular worshippers (at least once a month)						

	Main Centre	Centre of	Centre of	Centre of	Centre of	Total
8. Attendance & Communicants Christmas Day						
9. Attendance & Communicants Easter Day						
10. Total Number of Worshippers for the Year						
11. Number of Sunday Childrens' Programs						
12. Estimated No. Regular Givers						
13. No. of people who participate in community building programs eg <i>Mainly Music</i> , Religious Education in Schools etc						