

**DIOCESE OF GIPPSLAND  
POSITION DESCRIPTIONS**

<b>Position</b>	<b>Duties</b>
Lay Reader	<ul style="list-style-type: none"> <li>• A Lay Reader is licensed to lead public worship in the absence of an ordained person. The ministry of a lay reader is focused on supporting the work of the mission of parishes in preaching, teaching, and assisting in the public worship in church.</li> <li>• An individual lay reader’s ministry will be influenced by the local pastoral and educational needs. They can be involved in schools, in study and prayer groups, parish visiting, baptism and confirmation preparation, as well as leading funerals and caring for the bereaved.</li> <li>• Many are now finding fresh opportunities for ministry and witness in their workplace and in the wider community, including Chaplaincy roles and work with voluntary organisations.</li> <li>• Lay Readers do not preside at the Eucharist or officiate at baptisms or marriages. When robed, they can be distinguished from their ordained colleagues by their distinctive blue scarf.</li> <li>• Administering the sacrament to people in their home or in hospital</li> </ul>
Pastoral Visitors	<p>The ministry of an individual pastoral carer will depend on their skills and gifts and on their local context. However, the ministry of a pastoral assistant may include:</p> <ul style="list-style-type: none"> <li>• Visiting people at home or in hospital</li> <li>• Working with children and young people</li> <li>• Visiting and supporting the recently bereaved</li> <li>• To undertake other pastoral duties as requested by an authorised person.</li> </ul>
Liturgical Assistant	<p>Duties will depend on what services and acts of worship with which your parish priest would like you to assist. It may include:</p> <ul style="list-style-type: none"> <li>• Leading liturgy in church under the supervision of a licensed person.</li> <li>• Preparing and leading prayer and intercessions</li> </ul>

Eucharistic Assistant/ Sacristans	The role of the Eucharistic Assistant is to assist the priest in the distribution of the bread and wine at Holy Communion.
Churchwardens	<p>The churchwardens of each church in a parish -</p> <ul style="list-style-type: none"> <li>(a) must ensure that all things necessary for the due conduct of divine service in the church are provided;</li> <li>(b) must keep order in church and provide for the due seating of the people;</li> <li>(c) must ensure that there is kept an inventory of the furnishings and other property of the church;</li> <li>(d) must ensure that photographic records are kept of the furnishings and ornaments of the church;</li> <li>(e) must ensure that there are kept registers or records of the names and addresses of electors of the parish;</li> <li>(f) must report to the parish council on - <ul style="list-style-type: none"> <li>(i) any expenditure necessary to preserve the fabric and furnishings of the church and other buildings; and</li> <li>(ii) any expenditure necessary to keep the fences and grounds of the church and other buildings of the parish in good order;</li> </ul> </li> <li>(g) must hand over to their successors the custody of the funds (if any) and all other property of the church, together with an inventory and the photographic records;</li> <li>(h) must do such other things as may be delegated to them with their consent by the parish council.</li> <li>(i) must report to the Bishop any irregularities in the performance of Divine Service or willful neglect of duty or serious misconduct on the part of the incumbent.</li> </ul> <p><i>Duties of church wardens of principal church relating to rectory</i></p> <p>32. (1) The relevant churchwardens of the parish must report to the parish council on any expenditure necessary to keep the rectory and residences of the incumbent and clergy of the parish in good order and repair.</p>

	<p>(2) The relevant churchwardens in the parish must inspect the rectory and other residences of the clergy of the parish at least once each year at a time convenient to the occupant of the rectory or residence.</p> <p>(3) In this section, 'relevant churchwardens' means the churchwardens of the church of the parish nearest to the rectory or residence, as the case requires.</p>
Secretary of Parish Council	<p>33. (1) The parish council of a parish shall, at its first meeting each year after the annual general meeting, appoint from among its members a secretary of the parish council.</p> <p>(2) The duties of the secretary of the parish council are:</p> <ul style="list-style-type: none"> <li>(a) to give adequate notice of meetings of the council to each member;</li> <li>(b) to keep minutes of the proceedings of meetings;</li> <li>(c) to conduct correspondence;</li> <li>(d) to prepare, in consultation with the incumbent, agenda for meetings and to circulate those agenda as determined by the parish council;</li> <li>(e) to perform such other executive functions as may be assigned to the secretary by the council;</li> <li>(f) to keep minutes of the parish annual meeting and make them available for perusal and to publish major decisions made at the annual meeting within one month after the meeting.</li> </ul>
Treasurer of Parish Council	<p>The duties of the Treasurer of the parish council are -</p> <ul style="list-style-type: none"> <li>(a) to present a statement of the financial transactions of the parish at each meeting of the council;</li> <li>(b) to ensure that copies of the audited financial statements are placed on a notice board at all churches in the parish at least 7 days before the annual general meeting;</li> </ul>

	<p>(c) to carry out such other duties as are assigned to the treasurer by the parish council.</p>
<p>Parish Council Member</p>	<p><i>Principal duty of Parish Council</i></p> <p>29. The parish council of a parish, under the direction of and in co-operation with the incumbent, must promote within the parish the whole mission of the church, pastoral, evangelistic, social, and ecumenical. <sup>1</sup></p> <p><i>General duties of parish council</i> <sup>2</sup></p> <p>29A (1) The parish council shall ensure that adequate provision is made for the proper preservation of and safe custody of the church registers and, in consultation with the incumbent, the sacred vessels and valuables of the church.</p> <p>(2) The parish council shall provide for the collection of the offerings of the people.</p> <p>(3) The parish council shall, subject to the <b>Stipends, Remuneration and Allowances Act 1994</b>, fix the stipend and allowances of the incumbent and other ministers of the parish.</p> <p>(4) The parish council shall maintain in good condition and repair all church property within the parish.</p> <p>(5) The parish council shall comply with such requirements about insurance, whether in relation to the church and buildings of the parish, public liability, clergy sickness and accident, or otherwise, as are specified by the Bishop in Council from time to time.</p> <p>(6) The parish council shall ensure that this Act and any other Act and any resolution of Synod relating to the administration of the parish is complied with in the parish.</p> <p><i>Financial responsibilities of parish council</i> <sup>3</sup></p>

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	<p>29B (1) The parish council, subject to and in accordance with Part 5, shall arrange for money received by the parish to be deposited with a bank or such other institution as is approved by the Bishop in Council.</p> <p>(2) The parish council shall ensure--</p> <p>(a) that there are kept records of all receipts and payments of the funds of the parish, including funds of all centres of the parish and all organisations of the parish (other than funds to which sub-section (3) applies); and</p> <p>(b) that the accounts of those funds are made up and closed as at 30 September each year;<sup>4</sup> and</p> <p>(c) that the audited financial statements of those funds are laid before the annual meeting of the parishioners.</p> <p>(3) If, with the approval of the parish council, there are separate funds for a church in a parish, the parish council shall ensure--</p> <p>(a) that there are kept records of all receipts and payments of those funds; and</p> <p>(b) that the accounts of those funds are made up and closed as at 30 September each year;<sup>5</sup> and</p> <p>(c) that the audited financial statements of those funds are laid before the annual general meeting of the parishioners.</p> <p>(4) The parish council shall direct the administration of parish funds, subject to any specific trusts.</p> <p>(5) The parish council may raise funds for the purposes of the parish by direct giving or such other appropriate means as it determines, subject to this Act.</p>
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Missions Secretary	The Mission Secretary educates members of the parish about and promote the work of Missionary organizations, to encourage financial contributions to and prayerful support of missionary organizations approved by the Diocese and to ensure the prompt remission of funds by the Parish to missionary organisations.
Safe Ministry Officer	TBA
Parish Youth Leader	<p>Under the direction and leadership of the priest of the parish:</p> <ul style="list-style-type: none"> <li>• Plan, develop, and implement all aspects of a balanced youth ministry.</li> <li>• Recruit and train youth leaders.</li> <li>• Be an advocate for youth and young adults</li> <li>• Educate the congregation about the hopes, concerns, and needs of youth in the local church and community.</li> <li>• Mentor youth and young adults in developing their leadership skills.</li> </ul>
Organist/Musician	<p>Under the direction and leadership of the priest of the parish:</p> <ul style="list-style-type: none"> <li>• An organist is a musician who plays any type of organ.</li> <li>• An organist may accompany congregational hymn-singing and play liturgical music.</li> <li>• An organist may play solo organ works, play with an ensemble or orchestra, or accompany one or more singers or instrumental soloists.</li> <li>• An organist may choose or recommend hymns and songs to be sung during services.</li> <li>• An organist may also play hymns and other appropriate music at special services such as funerals and weddings.</li> </ul>
Verger	<p>The verger's duties may include but not be confined to the following:</p> <ul style="list-style-type: none"> <li>• Regular cleaning of toilets, building, welcome area. This includes the vacuuming of carpets, washing of the stone floor, cobweb, and dust removal, up to a safe working height.</li> <li>• Tidying of cupboards and ensuring that the crypt is tidy and free from hazards</li> <li>• Providing access for authorised maintenance workers and other tradesmen</li> <li>• Cleaning and treating floors where necessary, including spot cleaning the carpet after spillages</li> </ul>

	<ul style="list-style-type: none"> <li>• Keeping a watch for faults, problems, and repair needs</li> <li>• Sweeping paths</li> <li>• Unlocking/Lock up of the building when on duty</li> <li>• Restocking of cleaning products and other items</li> <li>• Removing rubbish from church yard and path areas, including pressure washing of doorways and walls where necessary.</li> <li>• Dealing with emergency situations such as damage to building, blocked gutters etc</li> <li>• Sets the church up as necessary</li> <li>• Setting up and removing sound equipment for meetings, including an initial sound check</li> <li>• Weddings/Funerals – set the church, cleaning, attendance at rehearsal and reset</li> </ul>
Server	<ul style="list-style-type: none"> <li>• Servers assist the clergy at the Eucharist and other services of worship. They perform their duties with reverence, skill, and commitment, and are an example for others in the congregation. They will be faithful in their attendance at worship</li> <li>• The positions that are a part of this “Server Ministry” group include: <ul style="list-style-type: none"> <li>○ Crucifer: Carries the Cross at specified times in the worship service.</li> <li>○ Acolytes: The word “acolyte” means “assistant” and normally carries a candle as in a Gospel procession.</li> <li>○ Book Bearer: The person who carries the Gospel Book at specified times in the worship service.</li> <li>○ Communion Server: Assists the clergy with the preparation of the altar at the time of the Eucharist.</li> </ul> </li> </ul>