

# **Roles and Responsibilities of a Parish Council Member**

*As outlined in the Parish Administration Ordinance*

## **Overview**

The Parish Council is the governing body of a parish, responsible for overseeing the financial, administrative, and practical operations of the parish in partnership with the Senior Pastor ('Incumbent'). Members are expected to conduct themselves in a manner consistent with the mission of the Church, Scripture, the Constitution and Canons of the Anglican Church of Australia, and the Ordinances and Standing Resolutions of the Synod.

## **Composition of the Parish Council**

The Parish Council consists of:

- The Incumbent
- The Wardens
- Elected or appointed ordinary members
- Lay Synod representatives
- The Coordinator of Administration (in Enabler Supported Ministry Parishes)

Ordinary members are appointed as follows:

- One-third by the Incumbent
- Two-thirds elected at the Parish Annual Meeting

Each Parish Council must elect a Parish Secretary and Parish Treasurer. If these individuals are not already Council members, they may attend and speak but not vote.

## **General Responsibilities**

Parish Council members must:

### **1. Govern in Partnership with the Incumbent**

- Cooperate to ensure the parish is run in a manner consistent with the Church's beliefs and regulations.
- Support the advancement of the mission of the Church.

### **2. Oversight of Financial and Business Affairs**

- Manage the parish's operations, ministry, mission costs, insurance, rates, taxes, and diocesan assessments.
- Ensure funds are appropriately held and authorised withdrawals require at least two authorised signatures.
- Maintain proper financial records through the Treasurer.
- Review and submit financial statements and budgets annually.

### **3. Risk and Safety Management**

- Identify and manage hazards and risks in the parish.
- Develop and annually review a risk mitigation plan.

### **4. Property and Assets**

- Be responsible for parish buildings, property transactions, leases, and maintenance in line with diocesan procedures.
- Provide required notice and seek approvals for any significant property transactions.

#### **5. Committee Formation**

- May establish sub-committees (e.g., Executive Committee) with defined terms of reference.
- All sub-committees report back to the Parish Council.

#### **6. Meetings**

- Attend regular meetings (at least six per year).
- Participate in special meetings as called.
- Ensure a quorum is met for decision-making.

#### **7. Conduct and Integrity**

- Declare any conflicts of interest and abstain from related decisions.
- Maintain confidentiality regarding council matters.
- Sign the required declaration upon appointment (Form 2), committing to:
  - Serve faithfully and confidentially
  - Uphold canons and ordinances
  - Abide by Safe Church Communities requirements
  - Follow the “Faithfulness in Service” Code
  - Adhere to the ACNC Duties of Responsible People

#### **8. Term of Service**

- Council members serve until the next Parish Annual Meeting unless they:
  - Cease to be an elector
  - Resign
  - Are removed by the Bishop
  - Fail to sign the declaration within one month
  - Are absent without leave from three consecutive meetings