

# ANNUAL GENERAL MEETING FAQs



## What is the AGM?

The AGM is a special general meeting that attends to a particular set of decisions that are very important for the life of the parish. The process of the AGM, and the rules followed are designed to enable representation, participation, and responsible stewardship of the parish.

## What is a Church Warden?

The job of the church wardens is to administer the financial & property affairs of the parish. They oversee the week-to-week management of the church's physical & financial resources. This is a big job! There are three church wardens, one appointed by the minister and two elected at the AGM.



## What might Church Wardens do?

The wardens are responsible for approving all payments made by the parish, approving bookings of parish buildings, ensuring we meet various compliance requirements, monitoring our financial records, and maintaining our property. The wardens meet regularly with the rector and are also part of the parish council.



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## What is a Parish Councillor?

The parish council is 'the governing body for the financial & property affairs of the parish' (PAO 2.3). It's responsible for matters of:

- policy
- approving budgets
- authorising payments in the parish.

It has a governance role in the life of the church. The senior minister consults with parish council about major decisions such as staffing & significant aspects of ministry.



## What does the Parish Council look like?

The parish council can vary in size & shape depending on decisions made at the AGM. At a minimum, it is made up of the minister & wardens, but it usually includes a number of elected members. In addition, the minister may appoint one qualified person for every three people elected at the AGM.

## Who should be a Warden or Parish Councillor?

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## Are there other considerations?

Beyond the baseline requirements, it is important to consider a person's character, their availability for the role, & their capabilities. There is no *one* kind of person that is right for these positions. It is always good to have a diversity of points of view on parish council. However, these are weighty roles within the life of the church, carrying responsibility & requiring significant investment of time. They should therefore be carefully & prayerfully considered.



## Who can be a Warden or Parish Councillor?

To stand as a warden or parish councillor, a person must:

- be part of our church
- be over 18
- have all relevant Safe Ministry paperwork
- **not** be a prohibited person within the meaning of the Child Protection (Prohibited Employment) Act 1998.
- **not** fall into one of a number of excluded categories such as being the spouse of one of the ministers.



## What are Parish Nominators & Synod Reps?

Parish nominators are tasked with searching for & nominating a new rector when a senior minister resigns or cannot continue his role. If this occurs, it is a very demanding role. Synod representatives attend & participate in the synod (general council) of the Diocese of Sydney on behalf of the parish. They are elected for a three-year term.

# WHAT HAPPENS AT THE AGM?

The business of the AGM is set out in the ordinances of the Diocese of Sydney (Parish Administration Ordinance Schedule 2 [PAO], 3.1). This ensures that the meeting is run well. The business is as follows:



# THE AGM ELECTION PROCESS

How are wardens, parish councillors, and so on elected?

## Wardens

1. The minister notifies the AGM of the name of the warden he has appointed.
2. Two wardens are elected by the AGM. If there are more than two nominees, there will be a vote.

## Parish Council

It must first be decided at the AGM whether to have elected parish council members. If so, there are two ways of electing the parish council:

- To vote as a whole church for either 3, 6, or 9 elected persons
- To vote as a whole church for between 0 and 3 elected persons, and then vote separately by congregation for 1 elected person per congregation

For many years, this parish has had elected parish council members. The most recent practice of this parish has been to have 6 elected parish councillors. This has mostly involved good congregational representation. The second way is a way of ensuring this, but is more time consuming & can be unnecessarily rigid.

The minister is entitled to appoint 1 parish councillor for every 3 elected members.