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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Parish Councillor (either elected or appointed)** Member of Parish Council

Parish: ####

Employment Status: Volunteer

Term of Employment: 3 years

Reports to: Incumbent (Rector/Priest in Charge), Parish Council

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

Parish Councillors are members of the Parish Council which shares with the Parish Priest the pastoral oversight over and ministry to the congregation (PAA S.87(b)). Parish Council consists of the Parish Priest as Chair, elected and appointed Churchwardens and elected and appointed Councillors who meet at a regular time to ensure the Church and Parish is effectively administered. The Parish Council is about service to God and the Church, not power or representing “interest groups” within the Parish.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

* Parish Councillors must at all times comply with National, State, Local Government and Synod legislation and Diocesan Codes of Conduct and follow the Parish Administration Act and Professional Standards Act.
* PAA S.69-70 set out the functions and role of the Parish Council.
* Particular functions are promoting in the parish the whole mission of the church (PAA S.70 (1a)), making due provision for and participating in the ministries of the parish (PAA S.70 (1b)), exercising an oversight and ultimate control of the disposition of any monies raised in the name of the church (PAA S.70 (1c)), electing the Secretary and Treasurer (PAA S.70 (2a)), provide adequate accommodation for the stipendiary clergy (PAA S.70 (2d)), and inform the parish on a regular basis of its activities and decisions (PAA S.70 (2g)).

**Requirements for a Parish Councillor**

To be eligible for this role a person must:

* be a Parishioner in a Church in the Parish, of at least 12 months standing.
* be at least 18 years of age.
* be a communicant member of the Anglican Church of Australia (a communicant shall mean a confirmed person who shall have communicated at least three times in the year preceding the time of which at which he/she claims or is alleged to be a communicant).
* be a layperson and not in clerical orders.
* have completed and submitted the declaration for a Parish Councillor (PAA S.79)
* be able to work co-operatively with the Parish Priest, Churchwardens and other Parish Councillors as part of the parish leadership team.
* have an up to date Police Check and Working with Children Check.

You are not eligible for this role if you:

* are an undischarged bankrupt.

You are discouraged to serve as a Parish Councillor if:

* you are the spouse of an ordained person licensed to the Parish.
* You are the spouse of a Church Warden or a Parish Councillor of the same church at the same time.

A person who has served two consecutive terms as Councillor is not eligible for election or appointment as a Councillor at the election or appointment period immediately following the expiration of the second of their consecutive terms save where the Bishop consents. (PAA S.69B)

Note: No person shall have privileges of a Parishioner in more than one Parish or in more than one church in the same Parish, or in more than one congregation in the same Parish.

**Training**

* A Parish Councillor must attend endorsed Safe Church training and attend a refresher every 3 years.

**Evaluation**

* All volunteers will have an initial evaluation after two months, then an annual review thereafter.
* Evaluation will be conducted by the Incumbent / Wardens (as applicable).

**Time Commitment**

As required to meet the commitments of the role including:

* attend meetings of Parish Council and any sub-committees. NOTE In the event of any councillor being Absent without Leave from the council for three successive ordinary meetings of such council, which shall have been duly convened, his office shall be declared vacant by the Council (PAA S.80).
* thinking time to mull over parish issues and strategies.
* attendance at church functions and activities.

**Terms of Appointment**

Parish Councillors will be elected or appointed consistent with the 3 year Parish Council election cycle and concluding at end of the Annual Meeting when the triennial elections take place.

**Relevant Legislation**

Parish Administration Act S.67 -138, Professional Standards Act, Acts Interpretation Act.

**Declaration of Appointee**

*This position is required to sign the declaration as pertains to Parish Councillors (PAA S.79).*