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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 Secretary** (member of Parish Council\*)

Parish: ####

Employment Status: Volunteer

Term of Employment: 12 months

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): ##/##/####

\*This position can be co-opted and on Parish Council without voting rights.

**Position Overview**

The primary duty of the Secretary is set out in the Parish Administration Act, S.70 (7). The position of Secretary requires discretion, sensitivity and the trust of the Church community. The Secretary is always a member of Parish Council but may be a co-opted unelected member without voting rights (PAA S.70 (6)). The Parish Council is a body to share with the Incumbent the pastoral oversight over and ministry to the congregation (PAA S.87 (b)). It consists of the Incumbent 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. Its function and role is set out in PAA S.69-70. 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**

* The Parish Secretary must at all times comply with National, State, Local Government and Synod legislation, and follow the Parish Administration Act and Professional Standards Act.
* The Parish Secretary must at all times adhere to Safe Church Policy and Codes of Conduct and uphold Ethos of the Diocese.
* Minute all parish meetings and action their circulation, assist in the preparation of agenda and its circulation, bring correspondence to meetings and deal with it as directed, and to provide a Parish Council report to the Annual Meeting (PAA S.70 (7)).

**Requirements for a Parish Secretary**

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 able to work co-operatively with the Parish Priest, Churchwardens and Parish Councillors as part of the parish leadership team.
* have an up to date Police Check and Working with Children Check.
* have completed and submitted the declaration for a Parish Counsellor (PAA S.79).

You are not eligible for this role if you:

* are an undischarged bankrupt.

You are discouraged to serve as Parish Secretary if:

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

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 Secretary 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:

* Attendance at parish meetings, Executive group and any sub-committees.
* Attending to correspondence and minute recording.

**Terms of Appointment**

This position will be elected or appointed for a one year term by the Parish Council at its first meeting after the Parish Annual Meeting.

**Relevant Legislation**

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

**Declaration of Appointee**

*As a member of Parish Council this position is required to sign the declaration as pertains to Parish Councillors (PAA S.79).*