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## CHURCH WARDENS

Shall have the care of the church, vicarage and other buildings, church grounds, furniture of the church and all articles appertaining to the celebration of Divine Service and all other parochial property;

Shall report to the Parish Council all repairs or alterations required in the fabric, fittings or furniture of the church and the fabric and fittings of the vicarage.

Shall keep in order the church and the church grounds and see that everything in and about the church is fit and in proper order for the due performance of Divine Service.

The Churchwardens have the charge of all parochial church funds which are subject to the purposes set forth in the Parish Governance Act 2013 and shall administer them subject to the general direction of the Parish Council

## CHRISTIAN LEADERSHIP

Being a Parish Council member is exercising Christian leadership. It is an important way you can contribute your time and skills to further the work of the Gospel in your local church. Leadership is delegated to us by God, and we are therefore accountable to him for how we exercise it.

Christian leadership and ministry is about who you are, as well as what you do.

- Character—the type of person you would like others to imitate?
- Competence—skills that can be applied to the role as a vestry member.
- Commitment—prepared to put in the time and effort to make a meaningful contribution to the Parish Council.

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- Confidence—the confidence to make decisions.
  - Change demanding—expect God to act, and believe that he works through vestry to achieve God's purposes in our parish.

**A National Police Check & a Working With Children Card is a set requirement by the Anglican Diocese and The Australian Government for people in leadership in the Anglican Church.**

## BEING A GOOD GROUP MEMBER

Parish Council effectiveness is determined not just by the individuals, but by how those individuals work together as a team—both inside and outside of the monthly Parish Council meeting.

Pray for wisdom, for good listening skills, for unity, and for good decisiveness.

Preparation for the Parish Council meeting, read through the papers in the week prior to the meeting (not just on the day of the meeting), so you have a chance to think through the issues.

If you are responsible for an issue, gather all the relevant information and facts.

No one Parish Council member is more important than any other. All members are equal.

Trust and respect for all other members of your Parish Council group is vital to the effectiveness of the group.



THE ANGLICAN PARISH OF  
HOLY TRINITY LARA  
WITH CHRIST CHURCH LITTLE RIVER

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## Being an Effective Parish Council Member



*Encourage one another and build each other up*

# Parish Council

# General functions of Parish Council

Parish Council is the name given to the principal leadership group of Anglican church in the Diocese of Melbourne.

The Parish Council consist of at least 1 and not more than 12 members (from the church electoral roll) unless the last preceding annual meeting determined a lesser number of elected lay members and that determination is ratified by the electors present, Nine elected by those on the electoral roll and three may be appointed by the vicar. There are also three wardens (two elected and one appointed by the vicar).

The **vicar** is the chairperson of the Parish Council

The **treasurer** is appointed by the wardens.

The **secretary** is appointed by the Parish Council

Meetings are held on the Third Sunday in the month at 5pm at Holy Trinity Lara in the Meeting Room.

Each Parish Council meeting has a flexible format but includes:

- Opening with a reflection by the vicar.
- Financial discussion/statement
- Receiving reports from ministry teams e.g. Op Shop
- Minutes of the meeting are distributed before the next meeting.
- Matters to do with the advancing mission of the church according to the current vision statement.
- Element of confidentiality

It is the duty of the Parish Council to consult together on matters of general concern and importance to the church and parish. The health of the evangelism, discipleship and pastoral care of the church and parish is at the heart of the Parish Council concern.

The functions of the Parish Council include -

- Promoting the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- Supporting and assisting the churchwardens in the discharge of their responsibilities;
- The consideration and discussion of matters concerning the Anglican Church or any other matters of religious or public interest but not the declaration of the doctrine of the Anglican Church on any question;
- Making know and putting into effect any provision made by the Diocesan Synod;
- Giving advice to the Diocesan Synod on any matter referred to the parish council;
- Raising such matters as the parish council considers appropriate with the Diocesan Synod.
- The parish council must consult together on matters of general concern and importance to the parish.
- The parish council must have in place and review annually a plan setting out material risks and the mitigation strategies.
- In the exercise of its functions, the Parish Council shall take into consideration any expression of opinion by a statutory parish meeting.

A decision of a parish council is not binding on the churchwardens in relation to any matter for which they have a statutory responsibility.

The financial duties of the Parish Council -

The Parish Council —

- Has the general direction of the administration of all parochial church funds that are not by the trusts under which they are held or otherwise excluded from the operation of this section;
- Shall devise and, with or without the aid of others, use with all due diligence such seemly methods as may be necessary to provide sufficient funds for the purposes of the church and parish.
- Two Parish Council members are required to count the collection, but if not two available one Parish Council member to co-opt a member of the congregation to assist with the counting directly after the service, amounts are to be stated in the service register held in the Vicar's Vestry.
- A Parish Council member is to retrieve the collection plates from the altar, deliver to meeting room, and ensure door remains closed during the counting process, to prevent interruptions.