

Administration and Operations

Parish Administration

- a) The [Parish Governance Statute](#) provides information and guidelines on parish structure, parish council and office bearers, parish rolls, vacancies, rights and responsibilities, financial requirements and assessments, building use and maintenance.
- b) Specific policies and forms for parish [clergy](#), [lay employees](#), [office bearers](#) and [volunteers](#) can be found on the diocesan website.

Screenings

- a) [Screenings](#) (Safe Ministry) are essential for all clergy, church workers, office bearers and volunteers. It is the responsibility of the parish priest to ensure that these screenings are completed and submitted to the Safe Ministry Services.
- b) An overview of Safe Ministry checks and required training for office bearers and volunteers is outlined in the appendix of [Policy 40.1 - Safe Ministry Screening and Training](#).

Parish Buildings and Maintenance

- a) The [Parish Property](#) policies provides practical guidelines for parish councils and wardens on the use and maintenance of church buildings so that they are safe and fit for use, both now and in the future.
- b) Rapid after-hours response contact details are provided in Appendix 2 of [Policy 6.5](#).

Ecumenical Use of Church Buildings

- a) As outlined in [Policy 6.4 - Parish Property - Leasing of Property](#), permission for another Christian denomination to use an Anglican church building for worship must be sought from the Archbishop. The applicant is to write to the Archbishop affirming their commitment: to honour the [Fundamental Declarations](#) of the Anglican Church of Australia, refrain from proselytising Anglicans, and to not act in any way that would bring the Anglican Church into disrepute.
- b) An agreement will need to be completed and submitted to the Property Department when permission from the Archbishop has been granted.
- c) Refer to [Ecumenical Use of Church Buildings for Worship Agreement](#) and [Hall Hire Agreement](#) forms.

Work Health and Safety

- a) The [Work Health and Safety](#) (WHS) policy provides guidance on achieving a safe and incident-free workplace for all who attend our properties or use our services.
- b) The parish priest is responsible for ensuring that WHS policy is implemented in their parish and that Health and Safety is a standing agenda item at every parish council meeting.

Insurance

- a) The most significant premium paid by parishes is for property and contents. Insurance covers damaged caused by specific events (eg fire, flood, wind damage, hail damage, accidental damage, theft); but does not cover damaged caused by inadequate maintenance, damage arising from faulty construction/design nor termite damage. The best way to keep property and contents premiums low is to proactively reduce the risk of fire, flood, wind damage and theft.
- b) The Diocese has Public Liability coverage. Public liability claims will only be successful if it can be shown the parish or entity was negligent in some way.
- c) The Diocese maintains insurance for volunteers, although there are some restrictions that apply to those over 85 years. Clergy should ensure that volunteer rosters are accurately maintained.
- d) The diocesan website provides more information on [Insurance](#).

Records

- a) Parish churches and school chapels must keep an accurate record of all services that take place, especially baptisms, confirmations, receptions into communicant membership, weddings, funerals and commissionings.
- b) Certificates should be issued to the recipients of these sacramental and pastoral ministries, except for those being received into communicant membership which are provided by the Archbishop's Office.

Fees

- a) The Church does not charge for the provision of sacramental and pastoral ministries. A living stipend enables clergy to be fully engaged in God's work, free from the concern of securing their livelihood.
- b) Reimbursement of travel and accommodation expenses may be appropriate for clergy whose ministry involves significant distance.
- c) Clergy are to declare any personal gifts or donations received when lodging their annual tax return.

Communication and Social Media

- a) Clergy must have an active mobile number and email address for ministry purposes and diocesan communication.
- b) Church workers are to abide by the diocesan [Social Media](#) policy.

Clergy Directory

- a) The online directories of active and retired clergy can be accessed via the [Clergy Protected](#) page of the diocesan website.
- b) It is the responsibility of clergy to advise the Episcopal Office if details need updating.

Forms of Address and Style Guide

- a) The diocesan [Forms of Address](#) outline the correct way to address clergy in writing and conversation.
- b) Rules on signage and the use of the diocesan logo are outlined in the [Style Guide](#).

Anglican Community Fund

The Anglican Community Fund (ACF) was founded in 1966 to service the investment and loan needs of the Anglican community and provides a comprehensive and competitive range of products and financial services to [parishes](#), [clergy](#), Anglican agencies, Anglican schools and welcomes other individuals who wish to support and invest in the Church. To find out more, visit the [ACF website](#) or office at Level 5 Church House, 3 Pier Street, Perth; 08 93254182; info@anglicanacf.com.au.