



BATHURST
DIOCESE
Anglican Church of Australia

Minister's Handbook

The Anglican Diocese of Bathurst
11 Church Street
Bathurst NSW 2795

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DIOCESAN CONTACTS

The Bishop

The Right Reverend Mark Calder
11 Church Street (PO Box 23)
Bathurst NSW 2795
bishop@bathurstanglican.org.au

The Registrar

Karen Trafford
11 Church Street (PO Box 23)
Bathurst NSW 2795
Ph: 0439 550 051
registrar@bathurstanglican.org.au

Accounts/Payroll

TBA
ph: 02 6331 1722
payroll@bathurstanglican.org.au (for payroll enquiries)
accounts@bathurstanglican.org.au (for accounts enquiries)

Bishop's Registry

11 Church Street (PO Box 23)
Bathurst NSW 2795
ph: 02 6331 1722

The Ministry Development Officer

The Reverend Canon Tim Fogo
81 Gilmour Street
Kelso NSW 2795
ph: 02 6332 4606 mob: 0418 556 007
mdo@bathurstanglican.org.au

ADMINISTRATOR

Ref: **Chapter 2 of the Anglican Diocese of Bathurst Administration Ordinance.**

The person in priest's orders who is senior in ecclesiastical rank and has appropriate experience and qualifications, is appointed Administrator of the diocese and, failing that person, the next most senior person in order of rank who has appropriate qualifications and experience.

The Administrator of the diocese is responsible for the life and good governance of the diocese in the time of the vacancy of the see.

ADMISSION OF CHILDREN TO HOLY COMMUNION

Bishop's regulations to be updated

ANGLICAN MANAGED INVESTMENTS FUND (AMIF)

*(The AMIF was established by the **Anglican Managed Investments Fund (Diocese of Bathurst) Ordinance**)*

The Anglican Managed Investments Fund invests trust funds and monies collected for capital works and other parish funds, as well as funds of diocesan organisations

An appropriately qualified investment advisor is appointed by the Board to assist with the selection of investments. For information regarding the current investment advisor please contact the Registrar.

Income from investments of the AMIF (after deduction of costs of management) is distributed in an equitable fashion to the parishes and diocesan organisations.

The fund is managed by the Anglican Property Trust and it is intended that interest is generally distributed twice per annum back to the parishes. However, this is very much dependent upon the global financial market.

Parishes wishing to obtain further information concerning the Anglican Managed Investments Fund should contact the Registrar.

ANGLICAN PROPERTY TRUST (APT)

The diocesan legal entity, Anglican Property Trust Diocese of Bathurst is the registered owner of all land and buildings together with investments and other property held in trust for the Anglican Diocese of Bathurst. The Anglican Property Trust exercises its powers of acquisition, disposal and change of use pursuant to an ordinance of the Synod of the diocese.

ASSISTANTS AT HOLY COMMUNION

Bishop's Regulations to be updated.

BAPTISM GUIDELINES

Guidelines for the Celebration of Holy Baptism - 2002

Pauls writes in Ephesians 4:1-6

"I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all"

In a Prayer Book for Australia, Page 51:

"Baptism is the gift of our Lord Jesus Christ.

When he had risen from the dead, he commanded his followers to go and make disciples of all nations, baptising them in the name of the Father, and of the Son and of the Holy Spirit."

These guidelines are provided for the people of the diocese of Bathurst, but especially for all who are involved with the preparation of families and candidates for Baptism, those involved with the planning for, and Celebration of, Baptism and those involved with the Pastoral Care of the newly Baptised and their families.

Clergy and lay leaders are asked to note the provisions of the "Canon Concerning Baptism 1992" of the General Synod: Canon 21,1998.¹ Reference is made to clauses of the canon in *Italics* in the following guidelines.

These guidelines are made under the provision of clause 12 of the canon.

Baptism, as one of the great sacraments, needs to be well prepared for, well celebrated and those baptised pastorally cared for, therefore:

1. Except in exceptional circumstances, families presenting children for baptism should give four weeks notice to allow for adequate preparation. Those seeking baptism on their own account should also give at least four weeks notice to enable a suitable programme of preparation. (*Clause 4*)
2. Preparation for baptism should involve the parents of the child being presented and should not merely be a preparation for the service of baptism but should also include an explanation of the faith as we live it in the Anglican Tradition of God's church. This will involve at least two but preferably three meetings. It is suggested that, wherever possible, godparents be involved in these preparation meetings. (*Clauses 5 & 6*)
3. Except in an emergency no one will be baptised in this diocese who usually lives in another diocese, unless the minister of that person's parish has been notified. A letter informing the local minister should be written following the baptism and suggesting that the local minister might follow up the newly baptised person and his/her family. (*Clause 7. The principle of this canon should also be applied between parishes within this Diocese.*)

¹ https://anglican.org.au/wp-content/uploads/2019/03/Canon_Concerning_Baptism_1992.pdf

4. It is preferred that at least one parent or godparent be a communicant member of the Anglican Church. However, all godparents must be baptised Christians and must be willing to answer on behalf of the child being presented for baptism. (*Clause 8*)
5. Whilst it has been a custom to prescribe the number and gender of godparents, this is a matter for the choice of individual families. (*Clause 8*)
6. Baptism being the initiation and welcome into the community of faith should, wherever possible, take place within the weekly act of worship of the gathered community. Where this is not possible, those being presented for baptism should be made welcome at a service either prior to the baptism or as soon as possible after the baptism. Clergy must stress the ‘corporate’ nature of baptism and where possible members of the local parish community should be present for the service of baptism. (*Clause 2*)
7. If, during the programme of preparation for baptism, a family decides not to proceed with the baptism at this time, their decision should be respected and the service of “Thanksgiving for a child” (p41 APBA) may be suggested as a way of marking the birth and celebrating this milestone in the life of the family.
8. Following an emergency baptism, the priest who baptised the child should encourage the family of the child to bring the child to the parish worship service so that the child might be welcomed into the Body of Christ. There should also be a time of explanation of the faith as would have been done if the baptism had not been carried out in an emergency.
9. Wherever possible members of the parish community should be involved in the programme of preparation, celebration and follow up care for all families bringing children to baptism. Adults presenting for baptism should be supported and encouraged by all in the parish and should have a mentor assigned to them throughout their preparation, celebration and pastoral follow up.

BEQUESTS AND GIFTS

Ref: **Section 592** of the **Anglican Diocese of Bathurst Administration Ordinance**.

A bequest is an amount given from a deceased estate.

A gift is an amount of money over \$2000 not given as an offertory.

There are procedures to follow when a parish, or church within a parish, receives a bequest or a gift.

These conditions and proceedings are for the protection of all members of the diocese. They exist to protect people from an inadvertent breach of Trust, which could be a criminal offence.

As soon as any knowledge of a bequest or gift is available to a parish or church, the Parish Council must advise the Anglican Property Trust in writing.

Moneys received should be forwarded directly to the Anglican Property Trust via the Bishop’s Registrar, who is its secretary. Details of items other than moneys should be advised, and relevant documents (*e.g.: share certificates*) sent to the Anglican Property Trust – by the Parish Council. The Anglican Property Trust will prepare a “Declaration of Trust” for the proceeds.

The Anglican Property Trust is the only body that can lawfully receive such items, although there are exemptions in respect of small amounts of cash and for amounts required to be applied for specific purposes within a period of twelve months.

Information and wording for those preparing a will is available from the Registry Office upon request.

THE BISHOP

The Bishop's Office

The bishop's office is located at 11 Church Street, Bathurst.

This is the administrative centre from which the bishop conducts his ministry. Most interviews and meetings associated with the bishop will take place in this office.

Appointments with the bishop are arranged through the Bishop's Registrar.

BISHOP-IN-COUNCIL

Ref: **Chapter Four** of the **Anglican Diocese of Bathurst Administration Ordinance**.

The Anglican Diocese of Bathurst Administration Ordinance (2003 – 2018) describes the Bishop in Council in the following way:

410 The primary duty of Bishop in Council is to provide advice to the Bishop in the exercise of his responsibilities in the administration of the Diocese and to act as the Standing Committee of the Synod.

Bishop-in-Council comprises the Bishop (as Chair), the Diocesan Archdeacon, the Registrar, the Dean, the Regional Archdeacons, nine members, comprising three clergy and six lay people, are elected by the Synod and three members, one clergy and two lay, are appointed by the Bishop.

Bishop-in-Council has the following responsibilities:

- To be a council of advice to the bishop when required by ordinance or, on his request, in the areas of his prerogative;
- To be the standing committee of the synod during the synod's recess. Many of the powers of the synod have been specifically delegated. Bishop-in-Council may itself pass ordinances. However, those concerning variations of trust are subject to referral to synod in certain cases;
- To administer the diocese as required by ordinance and to carry out the resolutions of the synod, including those relating to financial matters;
- To relate the diocese to the Anglican Church of Australia, the worldwide Anglican Communion and to other churches on a regional basis;
- To set policy on matters where such is required for actions of the Anglican Property Trust;
- To deal with such matters as shall be presented to it by the bishop;

- To make arrangements for, and to propose and prepare business for the synod;
- To adopt estimates of income and expenditure to be presented to the synod and to administer the Synod Management Fund on behalf of the synod;

Committees of Bishop in Council are:

1. Stipends and Clergy Welfare Commission. This meets at least once a year to review and make recommendations to Bishop-in-Council on the stipends, living conditions and welfare matters for clergy of the Diocese.
2. Standing Committee of Bishop-in-Council. Bishop-in-Council may establish a standing committee of no less than five members to deal with particular matters under delegated authority.

BISHOP'S LEADERSHIP TEAM

The Bishop's Leadership Team is an advisory group to the Diocesan Bishop, especially in strategic planning, policy setting, clergy wellbeing and personnel issues. It is comprised of the Diocesan Bishop, the Diocesan Archdeacon, the Bishop's Registrar, the Ministry Development Officer, the Dean, and the Regional Archdeacons.

The Bishop's Leadership Team meets every two months. The Regional Archdeacons brief the Bishop's Leadership Team regarding the ministry and life of their Regions. The Ministry Development Officer also provides information to the Bishop's Leadership Team - particularly relating to vocations, theological students, lay ministry, and ministry formation. The Bishop's Registrar provides information to the Bishop's Leadership Team regarding administrative, business, and legal matters including professional standards in the diocese.

BISHOPS OF BATHURST

The Diocesan Bishop's central ministerial functions are defined in the "Ordinal" annexed to the Book of Common Prayer. He is "guardian of the spiritualities" of his diocese and has jurisdiction in ecclesiastical matters. Under various church laws he has a wide range of functions in relation to clergy, parishes and church buildings. Customarily, in Australia, the Dioceses of the Anglican Church have been governed through a balance of powers of the bishop and the synod.

The ministry of a bishop is apostolic and unifying and is exercised in community. It is a ministry of oversight. The Diocesan Bishop defends and teaches the faith, embodies the unity of the church and leads by prophetic and inspirational ways of engaging with people and situations. Within his diocese, he ensures that the life of the church is connected to the wider Anglican Communion and to the life of ecumenical partner churches. He ensures that issues peculiar to the region are connected to national and international arenas.

In a diverse and complex society, he can only effectively exercise his ministry in collaboration with a wider leadership team. Recent New Testament research has emphasized the collaborative nature of the apostolic ministry and that shared episcopate is a given of the threefold ministry, strengthening both the Church's unity and her ability to send ministers out

to live and preach the Gospel. True collegiality between bishops and clear delegation of appropriate authority to a leadership team of ordained and lay men and women form the basis of an episcopate which enables the whole people of God to minister together in their regional context.

The Bishop of Bathurst is elected by the Bishop's Election Board, a committee elected by the Synod of the Diocese and, if not already a Bishop, his canonical fitness is confirmed by the Bishops of the Province. The Bishop is subject to compulsory retirement and he may only be removed earlier following certain proven charges.

Since its inception the Diocese of Bathurst has had eleven Diocesan Bishops.

The Bishops of Bathurst have been:

1870 – 1885 The Right Reverend Samuel Edward Marsden

1887 – 1911 The Right Reverend Charles Edward Camidge

1911 – 1928 The Right Reverend George Merrick Long

1928 – 1936 The Right Reverend Horace Crotty

1936 – 1958 The Right Reverend Arnold Lomas Wylde

1959 - 1981 The Right Reverend Ernest Kenneth Leslie

1981 - 1989 The Right Reverend Howell Arthur John Witt

1989 - 2000 The Right Reverend Bruce Winston Wilson

2001 -2013 The Right Reverend Richard Warwick Hurford

2013 – 2019 The Right Reverend Ian Palmer

2020 - The Right Reverend Mark Calder

THE BISHOP'S REGISTRAR

The Registrar is a member of Synod and Bishop-in-Council ex officio and is appointed by, and is responsible to, the Bishop.

The Registrar is also the General Manager of the diocese, and the secretary of the Property Trust. In that capacity the Registrar has responsibility for legal, human resources, property, and finances of the diocese and is the point of contact for professional standards matters within the diocese.

BROTHERHOOD OF THE GOOD SHEPHERD

The Brotherhood of the Good Shepherd was founded in 1903 in response to a perceived need for ministry in isolated and remote parts of New South Wales and Queensland. The Brotherhood consisted of Ordained and Lay Brothers who served principally in the north western area of the Diocese of Bathurst.

The Brotherhood of the Good Shepherd was incorporated as a Company in 1971, and continues to function with financial members, both lay and ordained, elected at the Annual General Meeting.

The Brotherhood of the Good Shepherd is not an organisation of the Diocese of Bathurst.

CANONS OF GENERAL SYNOD

The General Synod of the Anglican Church of Australia meets every four years. Laws passed by the General Synod become the Canons of General Synod and are binding to all dioceses of the Anglican Church of Australia.

The Canons are published by the General Synod Office and can be found at <https://anglican.org.au/governance/canons-and-rules/>.

THE BISHOP'S CHANCELLOR

The Bishop's Chancellor is the legal adviser to the Bishop, and is appointed by, and is responsible only, to the Bishop.

1. The chancellor of a diocese is the principal confidential adviser to the bishop of the diocese in legal and related matters.
2. Subject to the chancellor's overriding duty to the bishop, the chancellor may provide advice to the synod and other agencies of the diocese.
3. The chancellor may preside in the diocesan tribunal as deputy president, if appointed so to do by the bishop pursuant to section 54(1) of the Constitution of the Anglican Church of Australia.²

USE OF CHURCH BUILDINGS

Ref: **Chapter 6** of the **Anglican Diocese of Bathurst Administration Ordinance**.

A Church may only be used for divine worship, religious instruction, meetings of parishioners, such other purposes approved by the bishop or for temporary usage by the parish priest.

The parish priest, churchwardens and parish council may approve the use of other church buildings for community activities as considered proper. Matters of insurance **MUST** be cleared by the Bishop's Registrar – prior to confirming such arrangements

No church property is to be leased without the Anglican Property Trust's approval, and no leases may be signed by the parish officers.

CLERGY VISITING FROM OUTSIDE THE DIOCESE

It is both courteous and customary for clergy of the diocese to inform the bishop when they wish to invite a clergy person or speaker from outside the diocese to participate in the life, and especially the worship, of the congregations and groups over which the inviting priest has pastoral care.

² <https://anglican.org.au/wp-content/uploads/2019/12/Constitution-update-011219-for-web.pdf>

The bishop's permission is required when a visitor is invited to preach or lead a study programme, or teach, in the diocese.

Clergy are advised that before inviting anyone to perform a ministry in their parish, they should consult the bishop. This may save embarrassment if the person concerned does not have the goodwill of their bishop or the church at large.

It is also courteous and customary for any priest who is invited to officiate at any service in a parish, other than that to which she/he is licensed, to obtain the agreement of the priest in charge/rector of the parish where the service is to take place. This applies especially to baptisms, weddings and funerals.

Clergy of this diocese who are invited to take part in services in another diocese are advised to seek the permission of the bishop of the diocese where the service is to be held, before they accept any invitations, and as a courtesy advise the diocesan bishop.

THE COMPANY OF THE GOOD SHEPHERD (CGS)

The Company of the Good Shepherd was established in 2001 as successor to the historic ministry of the Brotherhood of the Good Shepherd.

Members of the CGS may be lay or ordained, men or women, married or single. All members are known as Companions of the Company of the Good Shepherd and are committed to ministry in rural and remote areas of the Bathurst Diocese.

CLERGY CONFERENCES AND RETREATS

The Bishop with the Ministry Development Officer have the responsibility of planning the professional development of the clergy.

Attendance requirements:

Annual Clergy Conference

Licensed clergy for whom attendance is a professional obligation: rectors, priests-in-charge, associate and assistant stipendiary priests and deacons

Others who may be invited at the bishop's discretion.

Annual Retreat

Licensed clergy for whom attendance is a professional obligation: rectors, priests-in-charge, associate and assistant stipendiary priests and deacons

All other clergy of the diocese *may* attend – with the prior agreement of the bishop.

Clergy are expected to attend and participate in the above programme as part of their professional development.

Absences from conferences or retreats must be discussed personally with the Bishop or, in his absence, the Vicar General.

CONFIRMATION GUIDELINES

Bishop's regulations to be updated.

CONTRACTS AND OTHER DOCUMENTS

All contracts and documents, such as the lease of church property or building contracts, must be prepared by the Bishop's Registrar and approved by the Anglican Property Trust.

Contracts and agreements must be executed by the Property Trust.

COPYRIGHT

The use of other people's creative works until at least 50 years after their death without permission is, in the end, stealing from them. Hence the system of copyright to protect authors and composers. Getting copyright permission may, at times, seem complicated as it may appear to be a difficult task determining copyright ownership.

Many firms have sprung up recently claiming that if you take out a licence from them your copyright problems are solved. Alas, this is not so! Each company can only give you permission to copy the works for which they hold the licence. So depending on the works that you want to use, you have to search for who holds the copyright in the works that you want to use.

Taking out a licence from these companies can be expensive and you may need to have quite a collection of them. Please be aware that the Anglican Church of Australia does **not** have a general exemption from copyright law.

You may need to cover your parish for copying of the following:

- Words of hymns and songs;
- Music; (Please be aware that there is no one licence that covers all musical works: most of the licences do not allow the copying of print music, so you will need to check carefully before you copy. If the music is not represented by one of the licencing bodies, and it is copyright, you will need to obtain permission from the relevant music publisher/copyright owner.)
- Scripture passages;
- Prayer Book services, or parts thereof;
- Psalms.

The Australian Hymn Book contains advice on reproducing words and/or music.

Copyright and the Performance of Music

Live Performance

The Australasian Performing Right Association (APRA) generally controls the public performance and communication rights on behalf of composers and music publishers of the majority of both Australian and foreign music, and has granted an exemption from licencing requirements for public performance of music and lyrics during worship services; this covers

all services conducted in a church. However, it is helpful to check whether the particular composer is a member of APRA; if not, you will need their personal permission to play their music at a worship service.

If you want to perform a song at an individual function, say a church fete, or dinner or some other church-related event, APRA can grant a licence authorising that performance if the copyright owner (the composer or music publisher) is a member of APRA. The music and lyrics then covered by the licence can be performed at any time for the duration of the licence.

For more information, contact APRA either by writing to them at Locked Bag 5000, Strawberry Hills 2012, or on 02 9935 7900.

Playing Pre-recorded Music

As for live performances of music and lyrics, APRA has authorised playing pre-recorded music during a worship service without any need to apply for a formal licence. Again, however, a check should be made as to whether the copyright owner is a member of APRA and, if not, again the individual composer's personal permission will be needed in order to play that piece of music.

If you want to play pre-recorded music at an individual function, such as a church fete, or dinner or some other church-related event, APRA can grant a licence authorising the use of the music if the copyright owner (the composer or music publisher) is a member of APRA.

Under Section 106 of the Copyright Act, permission from copyright owners in sound recording is not necessary when the recording is used in the activities of the church ***unless pre-recorded music is to be played at a function for which admission is charged and the proceeds are NOT applied solely for church purposes.*** In that case, authorisation to play that music must be obtained.

PPCA can issue 'blanket licences' so that sound recordings can be played for the duration of the licence without needing permission for individual occasions; this licence may be especially relevant if the church hall is used by other groups for public entertainment.

(A licence is needed for the playing of any recorded music [in the church or hall] – apart from that which is in the "Public Domain".)

For more information, contact PPCA either by writing to them at PO Box Q 20, QVB PO, SYDNEY NSW 1230, or by 'phone: (02) 8569 1100.

Copyright and the Reproduction of Music

Photocopying Sheet Music

Christian Copyright Licencing (CCL) issues two licences, the "CCL Church Copyright Licence" and the "CCL Photocopy Licence".

The CCL Photocopy Licence allows copying from any publication where the publisher and author are signed with CCL.

CCL Licence does not allow photocopying of sheet music but does allow for the reproduction of words from sheet music, and then the copying of these words.

(Please note that most choral music is not covered by this licence; only more contemporary repertoire written by CCL members.)

Under some circumstances, the CCL Photocopy Licence also permits limited photocopying of lyrics – if the author and publisher are listed with CCL.

If the copyright owner is represented by CCL, the CCL Church Copyright Licence will allow you to record, on either audio or video tape, live music performed during a church service.

For more information, contact CCL either by writing to them at PO Box 6644, BAULKHAM HILLS BUSINESS CENTRE NSW 2153, or by 'phone: 1800 635 474.

1. Photocopying or Making Overhead Transparencies of Lyrics

Copyright Agency Limited (CAL) issues a licence which allows limited photocopying of the lyrics of authors and publishers whom CAL represents.

The CAL licence and CCL Photocopy Licence do not give you permission to photocopy all lyrics; if the author of the lyrics you want to copy is not represented by CAL or CCL, you will need the permission of the individual author.

If you prefer to write lyrics out and then photocopy those, the CCL Copyright Licence will give you permission, within limits, if the author is represented by CCL. You do not have permission to write or type out all lyrics, or to make photocopies of lyrics directly from a published edition.

For more information, contact CAL either by writing to them at Level 19, 157 Liverpool Street, SYDNEY NSW 2000, or by 'phone: (02) 9394 7600.

2. Tape Recording or Videotaping Live Music

The Australasian Mechanical Copyright Owners' Society (AMCOS) issues licences that permit the reproduction of music (where the copyright owner is represented by AMCOS), either on audio or video tape, or in any other format. Please note that whilst this licence does not give permission to record *all* music which is performed live, it does cover the vast majority of compositions likely to be needed.

If the music is not in AMCOS' repertoire, or CCL does not represent the copyright owner, permission is needed from the copyright holder in order to record their music.

When recording live music performances, please remember to gain the performer's permission as well!

When services are held, in which music is performed (such as weddings), there is a need to ensure that anyone who wishes to make a recording for that function (eg a professional videographer or photographer) has either an AMCOS "Domestic use Video Licence", or the permission of the copyright owner/s to record the music for the service. If they do not have authority, then a breach of copyright has been authorised.

(Note: There is no need to seek a copyright licence for the reproduction of music if the composer/arranger/lyricist has been dead for 50 years.)

For more information, contact AMCOS either by writing to Locked Bag 3665, ST LEONARDS NSW 1590, or by 'phone: (02) 9935 7700.

3. Tape Recording or Videotaping Pre-Recorded Music

If you want to reproduce an existing commercial recording, e.g.: a CD, you will need:

1. permission from the copyright owner of the sound recording - i.e. the record company that made the recording
2. a licence from AMCOS for the musical works

Copyright and A Prayer Book for Australia

Guidelines approved by General Synod for reproduction of liturgical material from A Prayer Book for Australia are set out below.

Rules for reproduction of material from a Prayer Book for Australia (APBA)

A. LICENSED CUSTOMISED SERVICES

An **annual** licence for the reproduction of material from APBA for regular use on Sundays, including Easter and Christmas, and all services other than one-off events will be granted under the following conditions:

- "Material" refers to any material from APBA, which is the copyright of the Anglican Church of Australia, unless the publisher believes it excessive;
- The material reproduced can be re-used, and no dates need be printed;
- The reproduced copies must not be sold;
- The Liturgical guidelines of the General Synod must be followed;
- Permission must be sought of copyright holders for any material which is not the copyright of the Anglican Church of Australia;
- The copyright notice must appear on every copy, in the following form:

“Copyright © 1995, The Anglican Church of Australia Trust Corporation. From the text of A Pray Book for Australia, published under the imprint of Broughton Books. Reproduced with permission”

- The applicant (parish, school, or other body) must have purchased at least 20 copies of APBA Shorter Edition or 10 copies of the Complete Edition. A Prayer Book for Australia can be purchased from John Garratt Publishing, 1300 650 878
- An annual fee is payable , regardless of the size of the parish/school and includes the GST component. The licence runs for 12 months from date of payment of the fee.

There is still the requirement to apply in writing each year, preferably between 1 October and 31 December, outlining what is to be reproduced. Licences granted after 1 October in any one year for the following year will also cover the rest of that earlier year at no extra charge.

B. ONE-OFF OCCASIONS (SUCH AS WEDDINGS, FUNERALS, BAPTISMS, BUT NOT REGULAR SUNDAY OR WEEKDAY SERVICES):

Permission is no longer required, and copies of the reproduction need not be sent to the general synod office. However, the following usual conditions remain:

- The reproduction must be dated, and cannot be sold;
- They cannot be re-used;
- The Liturgical guidelines laid down by the Anglican Church of Australia must be followed;
- Permission must be sought of copyright holders for any material which is not the copyright of the Anglican Church of Australia (as indicated in APBA);
- Each copy of the reproductions must carry the complete acknowledgement worded as in the italicised paragraph above;
- The parish, school or other body must have purchased at least 5 copies of ***A Prayer Book for Australia Complete Edition***.

DIOCESAN ARCHDEACON

The Diocesan Archdeacon is appointed by the Bishop.

The role and function of the Diocesan Archdeacon is to:

- when required, act as spokesperson on behalf of the Bishop at the request of the Bishop;
- assist the Bishop and Regional Archdeacons in their various responsibilities.

ENDOWMENT OF THE SEE

The Endowment of the See existed as a separate corporation which was responsible for providing the emoluments of the Bishop and of any other senior Diocesan clergy appointed by the Bishop (*for example, an Assistant Bishop or the Diocesan Archdeacon*).

The Endowment formally held property and an investment fund to provide for these purposes but no longer holds this property or investments.

EXTENDED COMMUNION

A public service of extended communion, should use one of the authorised forms for Holy Communion from our prayer book, although please note that the 3rd order is perhaps the most straight forward and not seasonally dependent. If using 2nd order, the 1st Thanksgiving is preferable.

The service will be conducted in the same way as if an ordained priest was present, except that **the following changes MUST occur**:

1. **Assurance of forgiveness following confession – substitute with the following:**
 Merciful Lord, grant to your faithful people pardon and peace,
 that they may be cleansed from all their sins,
 and serve you with a quiet mind;
 through Jesus Christ our Lord. Amen.

2. The Great Thanksgiving

- a. The leader, having organised the elements conveniently on the Lord's Table, must return to the lectern and be nowhere near the table so as not to give the impression that the elements are being set apart by the deacon or lay minister.
- b. The Great Thanksgiving **MUST CONCLUDE** following the Sanctus: **Holy Holy Holy Lord, heaven and earth are full of your glory. Hosanna in the highest.**
- c. You must then ask people to be seated.
- d. You may then announce that before we share the elements, set apart at a service (ANNOUNCE WHEN AND WHERE), you are going to read from the Bible.
- e. **Our Bible reading is from 1 Corinthians 11:23-36 –**
For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, 24 and when he had given thanks, he broke it and said, "This is my body, which is for you; do this in remembrance of me." 25 In the same way, after supper he took the cup, saying, "This cup is the new covenant in my blood; do this, whenever you drink it, in remembrance of me." 26 For whenever you eat this bread and drink this cup, you proclaim the Lord's death until he comes.

You might remind people at the conclusion of the reading, that as you share the communion, you are proclaiming the Lord's death to one another – the very means by which are forgiven and have eternal life.

I must emphasise, that the leader must not be near the Lord's Table, nor hold the elements up during the Bible reading.

- f. The deacon or lay minister should then take the bread and wine themselves, then share with those assisting, and then with the congregation.

3. Closing prayer

In place of the blessing, the person leading the service might carefully prepare to read from the Bible, the Aaronic blessing from Numbers, or the last verses of the Epistle of Jude, or find some inspiration from one of the concluding verses used in the daily service for Morning or Evening Prayer from the prayer book.

FACULTIES

The Bishop's permission (known as a faculty) must be obtained for the following:

- Installation of fittings and furnishings in churches and other places of worship
- The alteration of any furnishings or fittings in churches or other places of worship
- The removal of any furnishings or fittings in churches or other places of worship
- The erection of any building on church property
- The installation of any plaques (including memorial and dedication plaques)
- The placement of a memorial or other object in the grounds of a parish church.

Permission for any of the above must be sought, using the Application for a Faculty, that is in the appendix.

- “To place a memorial or gift within a parish church building”
- “To alter the fabric or internal arrangements of a church building”
- “To place memorial or other object in the grounds of a parish church”.

As church buildings are the property of the Anglican Property Trust, the trust is the appropriate decision-making body for a faculty.

Process:

1. The request is to be discussed at parish council and recorded in the minutes at a parish council meeting.
2. The appropriate form and any necessary accompanying plans and specifications are then forwarded to the Registrar, who will record the request, and place the faculty application on the agenda of the next meeting of the Property Trust.
3. The Property Trust will arrange to have the proposed work inspected (if appropriate), make recommendations and forward the form to the bishop
4. The bishop will grant the faculty as appropriate and instruct the Registrar to prepare the faculty *or* advise the parish otherwise.
5. The faculty will be forwarded to the parish.

Note: See page 2 of “Anglican Property Trust” (Dealings in Property) for information regarding all other property/furnishing/furniture matters.

FAITHFULNESS IN SERVICE

A copy of *Faithfulness in Service – A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers* is available at <https://anglican.org.au/wp-content/uploads/2019/05/1442-FIS-Consolidated-November-2016-current-at-190918.pdf>

This code is intended to identify the personal behaviour and practices of pastoral ministry that will enable clergy and church workers to serve faithfully those among whom they minister. If the behaviour and practices it outlines are followed, our communities will be safer places for everyone, where integrity is honoured, accountability is practised, and forgiveness encourages healing and does not conceal misconduct.

Further information regarding professional standards for the national church may be found at <https://anglican.org.au/our-work/professional-standards-commission/prevention/> or by contacting the Registrar.

GRIEVANCE POLICY

The protocol for resolving misunderstandings, grievances and conflicts is to be followed when there is a misunderstanding and/or conflict situation between two or more members of a Parish or Diocesan entity.

This protocol applies to all people in the Anglican Diocese of Bathurst – staff, volunteers and members.

The grievance policy is contained in the appendix.

CLERGY LEAVE

Ref: **Section 7** of the **Anglican Diocese of Bathurst Administration Ordinance**

Annual Leave

The provision for clergy annual leave is set out in Sections 727 to 731 of the **Anglican Diocese of Bathurst Administration Ordinance** and provides for a period of 4 working weeks in each calendar year. Please refer to the Ordinance for the full provisions.

Leave Loading of 17½% on 4 weeks annual clergy leave is payable.

A “Leave Form for Parish Clergy & Lay Staff” is in the appendix and is to be completed appropriately (by all Clergy) each time leave arrangements are finalised.

Long Service Leave

Long Service Leave is provided for in the General Synod’s Long Service Leave Canon.

The amount of long service leave to which an eligible member becomes entitled is:

- (a) on completion of the first 10 years of qualifying service (refer to Long Service Leave Canon 1992-1995), a period of 10 weeks leave;
- (b) on completion of each subsequent 5 years of qualifying service, a period of 5 weeks leave.

Other Leave

The Ordinance provides that “each member of clergy shall endeavour to ensure that he or she has one day per week completely free of duty”.

Parental Leave

The Ordinance provides for parental leave as set out in the attached Parental Leave Regulations adopted by Bishop-in-Council.

Maternity Leave

A clergy person who has completed 40 weeks continuous service within the Anglican Church of Australia will be entitled to a maximum of 52 weeks maternity leave comprising –

- 12 weeks paid maternity leave,
- any period of annual leave or long service leave to which she is entitled, and
- a further period of unpaid leave in consultation with the Parish.

Clergy will be able to remain in their home during this leave.

The Diocese will make provision for the payment of:

- the stipend and all other emoluments and benefits (except housing) during the period of paid maternity leave at current rate payable;
- a housing allowance for any locum; and
- during unpaid maternity leave, superannuation, long service leave and stipend continuance insurance.

A clergy person whose pregnancy ends before 20 weeks or results in a still-born child is entitled to a period of 12 weeks paid maternity leave. Further leave may be negotiated as above in individual circumstances, following consultation with, and approval by, the Bishop.

Paternity Leave

Clergy will be entitled to up to 1 week continuous paid paternity leave at any time prior to the date that is 6 weeks after the birth of a child or other termination of pregnancy.

Sick Leave

There is no provision for sick leave. However, in cases of prolonged serious illness Stipend Continuance Insurance provides for 75% of the “living” stipend to be paid after a period of one month. For further information please contact the Bishop’s Registry.

Study Leave

Provisions for study leave is set out in **section 731A** of the **Anglican Diocese of Bathurst Administration Ordinance** and provides clergy with one working week’s leave each year.

The approval of the Bishop is required for study leave.

From time to time the Bishop may recommend courses for professional development for clergy.

NB In the event of any clergy leave, or absence, longer than 48 hours, the form *Clergy Absence/Leave Longer than 48 Hours* in the appendix should be completed and forwarded to the Registry Office.

LICENSED LAY MINISTERS (LLM’s)

The bishop’s regulations are being reviewed. Please contact the MDO for further information.

LOCUM TENENS

A locum tenens is a priest appointed by the bishop to function in the place of the priest-in-charge, or rector, during a period of long service, or extended leave, or during a time when there is not a priest appointed to a parish.

The locum tenens will carry out all the functions and assume all the responsibilities of the rector or priest in charge and will report directly to the bishop.

Stipend and other payments to a locum tenens should be arranged through the bishop, and Registrar. Wardens, treasurers, and members of parish councils should consult the bishop and Registrar before any arrangements are entered into with the locum.

MARRIAGE

Celebrants

All priests licensed to conduct marriages in the Diocese of Bathurst must have a Marriage Celebrant’s number registered with the State of New South Wales.

Clergy must apply for a Marriage Celebrant’s number through the Bishop’s Registrar.

The Registrar, upon receipt of the number from Births, Death and Marriages, will advise the clergy person and keep the number on file. This number given by the Registry of Births, Deaths and Marriages does not permit a minister to conduct a civil ceremony.

Bishop's Regulations

Clergy of the Diocese of Bathurst who are authorised to conduct marriage services should normally conduct such services in a licensed church building and may only conduct such services outside a licensed church building with the permission of the Bishop and so long as the following conditions are observed:

- a) the service is able to be conducted with due reverence to God and is not in any way 'gimmicky' or 'sentimental';
- b) the order of service is an authorised Anglican liturgy and that an appropriate address is given as part of the service;
- c) the place where the service is held is conducive to the full participation of all those gathered (the congregation) to witness the marriage;
- d) if the proposed location of the wedding service is not in the celebrant's own parish, he/she must personally obtain permission from the rector of the parish concerned, **prior to** agreeing to conduct the proposed service.

Marriage of Divorced Persons

In the event that a clergy person is approached by a couple to be married, where one or both are divorced, the form *Marriage after Divorce* should be completed and submitted to the bishop in the early stages of marriage preparation ideally after the first meeting with the couple.

The form requires the priest to discuss certain matters with the couple and provide a checklist. The questions are directed to the priest and are asked as a way of enabling discussion and enriching the priest's ministry to the couple.

The form places the responsibility on the priest and not the couple, as it is the priest who is seeking permission, not the couple.

The form is to assist the couple, the priest, and the bishop in their respective roles.

Forms are available from the Bishop's Registry and in the appendix.

Marriage of a same sex couple

In 2018 the Marriage Act was changed to permit same sex couples to marry. Marriage of same sex couples in the Anglican Church is not approved by the General Synod and therefore must not be conducted by a minister in any church in the Diocese of Bathurst. The authorisation number given to clergy to conduct marriages in the state of NSW limits the minister to solemnify marriages "According to the rites of the Anglican Church of Australia". Since no rite exists for the solemnisation of a same sex marriage in the Anglican church, no such ceremony can take place.

MU AUSTRALIA

Membership of Mothers' Union is open to both Christian women and men who supports its aims. Members visit hospitals, help with court support programmes, teach scripture, organise playgroups and visit young families. Members of Mothers' Union wish to be partners in ministry in their parishes.

Caritas is the young members' arm of Mothers' Union. Caritas encourages young parents to meet for social occasions such as picnics and barbecues, without the constraint of formal meetings. Numerous resources are available to give groups ideas for family activities.

The aim of Mothers' Union Australia (**known as MU Australia**), expressed through their Mission Statement, is:

“Sharing Christ’s love by encouraging, strengthening and supporting marriage and family life.”

NOTICE BOARDS

For information about church noticeboards please contact the Registrar.

ORDINANCES

The Diocese of Bathurst is governed the bishop of the diocese together with the synod and Bishop-in-Council.

These two bodies make the law of the diocese known as ordinances.

Ordinances cover the rules and regulations for the well-being and good order of the life of the Diocese.

Ordinances of the Diocese of Bathurst are available through the Bishop’s Registry.

PARISH VACANCY

Ref: **Section 7** of the **Diocese of Bathurst Administration Ordinance**

The term ‘vacancy’, or ‘vacant’, is often applied to a parish or area of ministry in the time between one clergy person leaving the parish, and the installation of the next clergy person.

A parish will be declared vacant by the bishop when the priest-in-charge or rector leaves the parish after having given notice to the bishop of his or her resignation (**Section 709 Anglican Diocese of Bathurst Administration Ordinance**).

During the vacancy, the bishop, as rector of the parish, assumes all responsibilities for the life of the parish community. in most cases, this responsibility will be delegated to the locum tenens and regional archdeacon.

The parish councillors, and most particularly, the churchwardens, will assume additional responsibilities as outlined in the **Anglican Diocese of Bathurst Administration Ordinance**.

The bishop will arrange for a parish consultation to take place in the parish in preparation for the appointment of the next clergy person.

The process of appointment of the next clergy person will be carried out under the direction of the bishop, and in consultation with the parish nominators as elected by the parish community. The Parish Appointments Board will also have three members of clergy elected by the synod.

PRIVACY REGULATIONS

Privacy Laws cover the gathering, keeping and use of private personal details, and require that consent be given by a person before any matter of a private nature can be revealed. This applies to the keeping of Parish Records and Rolls.

Parishes are advised to seek the prior approval of any person whose name is to be published or mentioned in prayer or church newsletters.

It is recommended that only the Christian name of persons be included in requests for prayer in newsletters and in leading prayer. Health issues and circumstances should not be included.

PROFESSIONAL STANDARDS

Clergy within the diocese are mandatory reporters and must comply with the requirements of the Professional Standards Ordinance 2007, in place within the diocese. This ordinance should be read alongside Faithfulness in Service and is included in the appendix to this handbook.

REGISTERS AND ARCHIVES

Ref: **Sections 534 and 535** of the **Anglican Diocese of Bathurst Administration Ordinance**

Regulations adding to and clarifying the requirements of clauses 534 and 535 of the Anglican Diocese of Bathurst Administration Ordinance for the safe custody of Parish Registers and Archives, their availability for Diocesan inspection, and furnishing of extracts:

1. The Parish Priest is responsible for the safe custody of all church registers and records, other than current books of account. Such registers must be kept in a secure place within the church or in such other place as the Bishop may from time to time appoint in writing.
2. The Bishop may direct in writing that all registers of a Parish not currently in use must be delivered to the Registrar for storage in the Diocesan Archives.
3. The Parish Priest must make the church registers available on request for inspection by the Bishop, the Diocesan Archdeacon, Regional Archdeacon or another person appointed by the Bishop in writing for that purpose and must make a search of the register and furnish an extract if requested by such person.
4. The Parish Priest may, on the application of any other person, have a search made and supply an extract from the register. A parish may request a donation to assist in the costs of this work.

Access to Registers and Archives

Because Church Registers may contain sensitive and private data and because of the rise in identity fraud, privacy policies of entitlement and identification similar to those of the NSW Registrar of Births Deaths and Marriages will apply to the Church's Registers.

Our Church register records are classified as "Unrestricted" or "Restricted".

An **Unrestricted Record** is of a Baptism or Confirmation that occurred 100 years ago or more, or of a Funeral that occurred 30 years ago or more, or of a Marriage that occurred 50 years ago or more. A certified copy of an entry in the unrestricted category is available to anyone.

More recent entries are **Restricted Records**. *Copies of entries in this category are normally available only to the person named in the register entry and identification is always required.*

Protection of Registers

Photocopying of entries is prohibited because of the effect on the paper of the scanning process and to the possible harm to frail bindings caused by bending or pressing on them to achieve a flat image.

Removal from Church Premises

Registers and archive materials are not to be removed from church premises.

REMOVAL OF CLERGY GOODS AND CHATELS

Quotations

The clergyperson concerned should attempt to seek three quotes from professional removalists and submit such quotes, together with any specific recommendations, to the bishop's registry for consideration. In general, the lowest quote will be accepted by the Registrar. In the event that the clergyperson involved wishes to employ a different removalist, the extra cost shall be met by the clergyperson concerned.

Removal Expenses

The removal expenses for household furniture and effects of parish clergy within the diocese and from outside the diocese are to be shared jointly between the diocese and the parish to which the clergy person is moving.

Any additional expense is to be the responsibility of the parish.

CLERGY RESIDENCE

Introduction

The clergy residence is both the home of the priest/deacon and his/her family and a place of hospitality and welcome for the people of the parish and wider community. This has been known as the rectory in the past but, to-day, may be known by different names. Therefore, this document speaks of the 'residence'.

It is a private residence where a family lives out their common life and should always be seen as such.

It is often also the centre of parochial administration and pastoral care. This is most especially the case where the only office or study in the parish is located in the residence.

The design of a residence must take into account these functions, relating them in such a way that the privacy for each function is respected and made possible.

The following features have been set down not only for parishes considering the purchase or building of a new residence, but also to guide parishes in upgrading existing residences.

These guidelines should also apply to other clergy houses throughout the diocese, as far as possible, and considering the function of the other houses.

The Site

- a) In choosing a site, parishes should take into account characteristics of the site - aspect, slope, sun, prevailing winds and weather, other buildings, adjacent properties.
- b) If possible, to be so located that it could be sold separately.
- c) To be fenced with a childproof fence.
- d) To be properly drained.

The Building

- a) To be of brick or brick veneer construction, or other, as appropriate.
- b) To have a terracotta, tiled or corrugated iron roof as suited to the location.
- c) To be easily accessible for aged and disabled people.
- d) To be adequately heated.
- e) To be adequately insulated
- f) To be air-conditioned where this is the norm for the locality.
- g) Septic tank to be installed where reticulated sewerage is not available.
- h) Adequate water storage to be provided where reticulated or suitable drinking water is not available.
- i) To have a screened private outdoors area.
- j) To have a clothes hoist.
- k) To have a TV antenna with a room outlet.
- l) Sealed or paved pathways and driveways to be provided.
- m) Screen doors are to be provided on all external doors and adequate insect screens on all windows.
- n) Exterior painted surfaces to be the minimum necessary for building requirements.
- o) To have sufficient power points in each room.
- p) To have proper rainwater drainage.
- q) A fire extinguisher to be provided and maintained (most country towns have only volunteer fire services).
- r) To have an adequate hot water system - solar if economical and practicable.
- s) Adequate outdoor, entrance light to be provided.
- t) To have a garage of adequate size for family sized car, with room for storage of tools, etc. If possible, this should be incorporated with the residence.
- u) Adequate covered waiting area outside front entrance.
- v) Adequate deadlocks and window locks should be fitted to all exterior doors and windows, and security systems should be installed as appropriate.

The Study

- a) Is provided for the use of the clergyperson and must not be used as the parish office.
- b) To have bookshelves of adequate depth and size, filing cabinet and cupboard space.
- c) To be adequately soundproofed.
- d) To have an entrance that provides privacy from normal family activities.
- e) In larger parishes, to have a private waiting area unless there is an office/study provided at another location.

The Residential Section of the Residence:

Rooms

- a) To contain four bedrooms, two of which are to have built-in wardrobes
- b) To contain a dining room area and separate lounge room area.
- c) To contain a family room.
- d) To have a kitchen of sufficient size to cater for larger than normal family requirements, with adequate bench and cupboard space, with a good size stove and space for both a deep freeze unit and dishwasher.
- e) To have a bathroom with a bath, shower recess and hand basin.
- f) To have a second shower and toilet with hand basin.
- g) These ablution areas (e), (f), to have adequate ventilation.
- h) To have a laundry with adequate space, electric points and a space for a dryer and broom cupboard. The laundry tub to be installed with a suds saver provision. Steps from the laundry to the clothes hoist to be avoided if possible.
- i) A bulk storage area would be desirable in view of the mobility of clergy.

Furnishings

Consideration must be given to the fact that this house will be home to more than one family over time and furnishings and fittings must be chosen with this in mind. Thus, very fashionable colours or styles should be avoided.

- a) Blinds and/or curtains for all rooms to be provided.
- b) Floor coverings to be provided for all rooms.
- c) Suitable light fittings to be fitted in all rooms.
- d) A built-in linen cupboard to be provided.

Care and Maintenance

Vacating the Premises.

At the time of vacating the premises, the clergyperson and the church wardens will carry out an inspection of the premises and ensure that it has been left in good condition.

The time when there is no Clergyperson living in the Residence.

During this time, the church wardens, will carry out a thorough inspection of the property, including the grounds – noting those things that need repair, upgrade or maintenance.

The church wardens develop a list of priorities and will undertake to carry out all such work to

bring the residence to a suitable condition for occupation prior to occupation. A copy of this list of priorities is to be sent to the bishop's registry

The church wardens and the parish council will ensure that the residence is ready for occupation – taking particular care about the cleanliness and good order of the house and grounds.

The church wardens will notify the Bishop's Registrar that the residence is ready for occupation.

Occupation during leave

The occupiers of a rectory or church-supplied house shall not be required to vacate the house they occupy when they take any leave – including long service leave. (By resolution of Bishop-in-Council, 13 May 1998, Item 10.)

Entitlement of House in Case of Death of Spouse or Separation.

Death of a Spouse

When a clergyperson dies, the residing spouse and/or residing dependent children are entitled to the use of the house, including normal entitlements associated with the provision of the house, for a period of up to three (3) months and, with the bishop's approval, a further three (3) months.

Separation

If there is a separation between a clergyperson and spouse, and the clergyperson leaves the residence, the resident spouse is entitled to the use of the residence, including normal entitlements associated with the provision of the residence, for a period of up to three (3) months.

Clergy Living in their own Homes.

Clergy wishing to occupy their own home should discuss this, in the first instance, with the bishop.

SPECIAL RELIGIOUS EDUCATION PROCEDURES

For information regarding Special Religious Education please refer to the diocesan website: <https://www.bathurstanglican.org.au/special-religious-education>

STIPENDS AND ALLOWANCES, CLERGY

Ref: **Sections 715 and 716** of the **Anglican Diocese of Bathurst Administration Ordinance**

Minimum stipends and conditions are set by Bishop-in-Council on the advice of the Stipends and Clergy Welfare Commission.

Stipends are paid to clergy through a centralised diocesan payment authority. Parishes of the diocese pay into the diocesan system to enable this to happen.

Clergy wishing to arrange for 'salary sacrifice', or make other arrangements regarding their stipend, should contact the Bishop's Registry Office.

Stipends and Clergy Welfare Commission

The Stipends and Clergy Welfare Commission generally meets at least once a year to review and recommend stipends and living conditions and to consider the welfare and conditions of service of clergy licensed in the diocese.

Recommendations on stipends and living conditions are made by the Commission to Bishop-in-Council, which then makes a decision based on the information received. The Bishop's Registrar sends a circular to all parishes each year, setting out Bishop-in-Council's decision on the following financial matters affecting clergy:

- Minimum stipends
- Travelling allowances
- Travelling for stipendiary clergy who provide relief ministry for parishes other than their own
- Remuneration for non-stipendiary clergy who provide relief ministry to parishes
- Clergy conditions of service (accommodation, utility costs, fringe benefits tax, holiday leave loading, long service leave, and superannuation)
- Depreciation for parish-owned motor vehicles

The rates set by Bishop-in-Council are *minimum stipend* only, that is, the lowest amount which a clergy person must be paid. Any questions please consult the Bishop's Registrar.

The Stipends and Clergy Welfare Commission is appointed by Bishop-in-Council and at least one member must be experienced in industrial relations.

SURPLICE FEES

Surplice fees are those fees paid to clergy in relation to **funerals** and **weddings**. These fees are separate to the payment of a stipend, and they are paid to the parish priest.

Surplice fees are separate to other fees that may be levied in relation to these services – *such as*: a parish fee or organist's fee, or for flowers or service sheets.

The surplice fees are set/determined by the parish priest and parish council, and/or district council. (surplice fees may be waived – at the discretion of the parish priest.)

The income from surplice fees becomes part of the clergyperson's taxable income, unless set aside for particular ministry use. (Advice should be sought from the Clergyperson's Accountant.)

It should be noted that surplice fees are **not** charged for baptism.

Families/individuals seeking Baptism should be informed that there is *no* fee. However, they may be encouraged to make a donation to the financial state of the parish.

THE SYNOD

Ref: **Chapter 3** of the **Anglican Diocese of Bathurst Administration Ordinance**

The Synod is comprised of the Bishop, who is President *ex-officio*, the Diocesan Archdeacon, the Bishop's Registrar, the Chancellor, Chairs of Diocesan Organisations, members of the

Anglican Property Trust, stipendiary Clergy, together with two lay persons elected by each parish as parish representatives. The Bishop may summon up to 10 laypeople.

The 1902 Anglican Church of Australia Constitutions Act of New South Wales empowers the Synod to make ordinances for the order and good government of the Church within the Diocese but an ordinance may only come into force with the Bishop's assent. A bishop is subject to all ordinances of Synod, including those assented to by his predecessors and himself.

Synod receives and comments on financial reports and reports received from diocesan committees and organisations; and may express its mind on any matter by the passing of resolutions. These range from adoption of the budgets for the ensuing year to statements on social issues.

The term of each synod is three years and each year the synod meets during a term is known as a session. Thus, each synod will have a first, second and third session. Generally, the synod will meet annually for several days for regular business but may meet as required to attend to special business.

Councils and Committees of the diocese are generally elected by synod at the beginning of each term (otherwise known as the first session) and membership applies for the duration of the term. Any person wishing to resign from a council or committee must tender their resignation to the bishop, who will refer the vacancy to Bishop-in-Council so that a replacement member may be elected for the remaining term of the Synod.

VICAR GENERAL

Vicar General is the person appointed by the bishop to represent him in matters of leadership in the Diocese.

The Vicar General may also be the Administrator of the Diocese.

