

Diocese of Oron,
 11. 25. 200.

THE

PARROCHIAL ORDINANCE

1918.

With Memoranda for Church Officers.

PUBLISHED BY AUTHORITY OF THE
BISHOP-IN-COUNCIL.

MEMORANDA FOR CHURCH OFFICERS.

(Issued by authority of the Bishop-in-Council.)

TRANSMISSION OF SPECIAL OFFERINGS, ETC.

"The proper quarter" for the reception of Diocesan dues and offerings for extra-Parochial purposes, as specified in Part VII. 12 (c) and (d) of this Ordinance is the Diocesan Registry. (Box 4, Grafton.)

The following is a summary of such dues and offerings:—

A. Diocesan Dues.

1. CLERGY PROVIDENT FUND ASSESSMENT, due on or within three months of the second Wednesday in March and September of each year. (See C.P.F. Ordinance, 1915 section 10.)
2. CHURCH MANAGEMENT FUND LEVY, due on June 15 and December 15 in each year. (See C.M.F. Ordinance, 1918, Section 2, iii.)
3. FIRE INSURANCE PREMIUMS. (See Parochial Ordinance, Part VI, Section 5.)

B. Extra-Parochial Offerings.

- I. 20th Sunday after Trinity Collections and Donations for CHURCH EXTENSION FUND. (See C.E.F. Ordinance, 1914, Sections 3 (iv) and 4.)
- II. First Sunday in Lent Collections for CLERGY PROVIDENT FUND. (See C.P.F. Ordinance, 1915, Section 9.)
- III. All offerings for the MISSIONARY work of the Church and philanthropic objects.

The Parochial Ordinance, 1918.

PREAMBLE.

WHEREAS it is expedient to revise and consolidate existing legislation and to make such further provision as may be deemed necessary with respect to the management and administration of Church affairs within the several Parishes and Parochial Districts of the Diocese of Grafton. Be it therefore ordained by the Synod of Grafton as follows:—

1. Repeals.

The following Ordinances are hereby repealed:—

- The Grafton Church Ordinance 1914
- The Patronage Ordinance 1914
- The Corporate Trustees' Ordinance 1914
- The Electoral Ordinance 1914 and the Electoral Amendment Ordinances 1915-1916
- The Parishes Definition Ordinance 1914 and the Parishes Definition Amendment Ordinance 1915

But such repeal shall not affect the past operation of the abovementioned Ordinances nor invalidate any transactions hitherto undertaken in accordance with the said Ordinances.

2. Title.

This Ordinance may be cited as "The Parochial Ordinance 1918" under the several parts contained therein as follows:—

- i. Constitution and Formation of Parishes and Parochial Districts.
- ii. Appointment of Ministers.
- iii. Rights and Obligations of Ministers.
- iv. Acquisition and Vesting of Lands.
- v. Regulations respecting Sites and Church Buildings, etc.
- vi. Parochial Fire Insurance.
- vii. Parochial Councils.
- viii. Churchwardens.
- ix. Synod and Parochial Representation therein.

PART I. CONSTITUTION AND FORMATS OF PARISHES AND PAROCHIAL DISTRICTS.

1. Divisions Recognised.

The Diocese of Ceylon shall be divided into three Arch-deaconries, the separate Parishes and Parochial Districts of which are set out in the schedule accompanying this part of the Ordinance.

2. Boundaries Defined.

The Boundaries of each Parish or Parochial District shall be defined from time to time by the authority of the Bishop-in-Council in instruments laid up in the Diocesan Registry, and a copy of such definition shall be furnished to each Parish or Parochial District by the Registrar as soon as may be after the passing of this Ordinance.

3. Alteration of Boundaries.

If the limits of any Parish or Parochial District hitherto defined by the Bishop-in-Council appear to the Bishop to require alteration, it shall be lawful for him to instruct the Archdeacon after conference with the Ministers and Parochial Councils of the Parishes or Parochial Districts concerned, to report what changes are desirable; and such changes may thereupon be ratified by the Bishop-in-Council, and reported to the next session of Synod.

And further if the Ministers and Parochial Councils of adjoining Parishes or Parochial Districts shall agree to a change of the boundaries of their respective Parishes or Parochial Districts and shall submit proposals respecting the same to the Bishop-in-Council, it shall be lawful for such Council, with the approval of the Bishop, to consent to such change, which shall be reported to the next session of Synod.

4. Requirements for a Parish.

No portion of the Diocese shall hereafter be recognised as or raised to the status of a Parish unless it shall possess a duly-licensed Church and a Vicarage and shall undertake to provide a **MINIMUM** stipend of £250 per annum to its Minister; provided that any Parish which fails to fulfil these conditions for three consecutive years may be reduced by the Bishop-in-Council to the status of a Parochial District.

5. Creation of a Parochial District.

When it is desired by the Minister and Parochial Council of any Parish to form a district within such Parish under separate Ministerial Charge, a petition setting forth the necessity of such separation shall be submitted by the said

Minister and Parochial Council to the Bishop-in-Council. Such Petition

- (a) Shall signify that the proposed district possesses at least one duly licensed Church
- (b) Shall embody such promises of financial support as have been received from Church members resident within the proposed district, and
- (c) Shall be accompanied by a map of the country comprised therein, with a description of the proposed boundaries.

And if such Petition be approved by the Bishop-in-Council the said district may be declared by it to be a Parochial District after such period of probation as shall seem sufficient to the Bishop-in-Council.

Provided that as soon as the separation of the Parochial District as aforesaid has been approved by the Bishop-in-Council, the Parish shall remain liable for all Diocesan assessments collections for Diocesan Funds and other Diocesan payments which may be due at the time of such division.

6. Raising of a Parochial District.

It shall be lawful for a Parochial District upon compliance with the requirements of Clause 4 of this Part to petition the Bishop-in-Council through the Minister thereof and its Parochial Council to declare such Parochial District raised to the status of a Parish, after such period of probation as may be deemed sufficient by the Bishop-in-Council.

7. Issue of Declaration of Parish or Parochial District.

When a newly-formed district shall have been declared a Parochial District or when a Parochial District shall have been raised to the status of a Parish the Bishop shall issue official notice of the same to the Minister. Such notice shall be read by him first at the principal Church and subsequently at all centres where Divine Service is held in the newly created Parish or Parochial District and shall be preserved amongst the official Parochial records. Report of all such declarations shall be made to the next session of Synod.

8. Designation of Parish or Parochial District.

The official designation of each Parish or Parochial District shall be determined by the Bishop-in-Council and may, if necessity arises, be altered by its authority.

9. Designation of Ministers.

The Minister in charge of a Parish shall be styled Vicar; the Minister of a Parochial District shall be styled Priest-in-Charge or Curate, or Reader, as the case may be.

SCHEDULE.

Archdeaconry of the Clarence.

Parishes—
Bellingham
Coff's Harbour

Copmanhurst
Grafton
Macleay
Mid-Clarence
South Grafton
Parochial Districts—
Coramba
Dorrigo
Nymboida

Archdeaconry of Richmond and Tweed.

Parishes—
Alstonville
Ballina
Bangalow
Byron Bay
Casino
Clunes
Dunoon
Eureka
Kyogle
Lismore
Mullumbimby
Murwillumbah
South Woodburn
Parochial Districts—
Burrighbar and Upper Tweed
Coraki
Drake
Liston
Nimbin
Tweed Heads
Urbenville

Archdeaconry of Hastings and Macleay.

Parishes—
Kempsay
Lower Macleay
Nambucca
Port Macquarie
Upper Hastings
Parochial District—
Bellbrook

PART I. APPOINTMENT OF MINISTERS.

1. Procedure on Vacancy in Parish.

Whenever a vacancy shall occur in the cure of any Parish the Bishop shall forthwith notify the same by letter to the secretary of the Parochial Council, and take immediate steps to consult such Council at a meeting duly called for that purpose. The Bishop shall thereupon cause to be convened a meeting of the Patronage Committee, consisting of the Bishop, two clerical members elected by Synod, and two representatives of the Parish concerned to be elected at the Annual Meeting of Parishioners; the Bishop, one Synod representative and one parochial representative to form a quorum. Any member of the said committee may make nominations. In the event of any Clergyman so nominated not being approved of by the Patronage Committee, the Bishop or any member of the Committee may submit subsequent nominations until the approval of the Patronage Committee be obtained. Provided that in the event of the Patronage Committee failing to approve within three months from the occurrence of the vacancy, the appointment to such vacancy shall rest in the Bishop alone.

2. Vacancy in a Parochial District.

Whenever a vacancy shall occur in the cure of any Parochial District, the Bishop shall take steps to fill such vacancy after consultation personally or by correspondence with the Parochial Council of the Parochial District concerned.

3. Exchange of Cures.

The Vicar of any Parish within the Diocese may with the consent of the Bishop negotiate for an exchange of cure with any duly accredited clergyman in full orders, and with the concurrence of the Patronage Committee such exchange may take effect.

PART III. RIGHTS AND OBLIGATIONS OF MINISTERS.

1. Chairmanship.

The Minister or his deputy shall in the absence of the Bishop preside at all meetings.

2. Permission to Officiate.

Any duly accredited clergyman may be invited by the Minister to officiate in any licensed church in his Parish or Parochial District for not more than two Sundays without the sanction of the Bishop.

3. Use and Sanctity of the Church.

The Church and all things appertaining thereto shall be at the disposal of the Minister, or of any other Clergyman acting on his behalf, for all services, rites and ceremonies authorised by the Church, and for no other purpose without the sanction of the Bishop. And wherever possible the Minister shall provide that the Church be always open for the private devotions of his parishioners.

4. Use of Vicarage and Glebe.

The Minister shall have the free use and enjoyment of the Vicarage, its premises and grounds, and of the Glebe, except as hereinafter provided. (See Part IV. Section B, 12.)

5. Lease of Vicarage.

No Vicarage shall be let by the Minister without the sanction of the Parochial Council, which shall first have obtained the approval of the Bishop.

6. Use of Parish Hall, etc.

The Parish Hall and other parochial buildings shall be primarily used by the Minister for such parochial purposes as he may deem desirable, provided that if such buildings be rented for any purpose, the amount of rental shall be determined by the Minister and Churchwardens.

7. Appointment of Officers.

The Organist, Choirmaster and Members of the Choir, whether voluntary or paid, shall from time to time be appointed by the Minister and shall be subject to his control and dismissal. The Minister shall also have the appointment, control and dismissal of the Superintendent and Teachers of every Sunday School within his Parish or Parochial District, and shall regulate the management of such Schools and direct the religious instruction given therein, subject to the provisions of any ordinance of Synod relating thereto. All other officers shall be appointed or removed by the Churchwardens, with the concurrence of the Minister.

8. Registers to be Kept.

It shall be the duty of the Minister of each Parish or Parochial District to keep, or cause to be kept, proper Registers of all Baptisms, Confirmations, Marriages and Burials, and of all regular and occasional services in such form as may be approved by the Bishop-in-Council; and such Registers shall be the property of the Parish or Parochial District, and not of the Minister.

9. Custody of Records, Inventory, etc.

The Minister shall have the custody of the keys of the Church, Parish Hall and Church grounds, and the control of all sacred vessels, service books, and registers in his Parish or

Parochial District, and on vacating the cure shall supply a complete Inventory of the above, together with an inventory of all other parish property in his cure, to the Churchwardens, who shall deliver the same to his successor, and shall receive his receipt for the same.

10. Forfeiture of Rights.

Whenever a Minister shall cease to hold the Bishop's license, he shall thereupon forfeit all rights and privileges conferred by this Ordinance.

PART IV. ACQUISITION AND VESTING OF LANDS.

A. THE CORPORATE TRUST.

1. Constitution.

The constitution of the Corporate Trust of the Diocese of Grafton (hereinafter referred to as the Corporate Trust), having by Section 5 of the Church of England Trust Property Act, 1917, been continued, the Synod of the Diocese of Grafton hereby declares that hereafter five lay members of Synod, together with the Bishop ex officio, shall form such body.

2. Vacancies.

Vacancies in the Corporate Trust shall be filled by Synod in the manner prescribed by Section 12 of the Act above-mentioned, and notification of all such appointments, under the hand of the Bishop, shall forthwith be published in the "Government Gazette."

3. Powers.

The Corporate Trust is empowered to hold in trust all property vested in them for the use and benefit of the Church of England within the Diocese, and shall preserve the same for the purposes set forth in the respective instruments of trust or for which the same are held, but the care and custody of any Church, Vicarage, Parish Hall, etc., shall be exercised by the churchwardens in accordance with such trust.

4. Quorum.

Any three of the Trustees shall form a quorum and shall have and may exercise all the powers and authorities of the Corporate Trust, and no proceeding of the Trustees shall be invalidated in consequence of there being any vacancy in the Trust at the time of such proceeding.

5. Chairman.

Such Trustee as the Bishop shall determine shall be chair-

man of the Corporate Trust, and, in his absence the Trustees present may appoint one of their number to be chairman at that meeting.

6. Secretary.

The Registrar of the Diocese for the time being shall be secretary of the said Corporate Trust; on behalf of the Trust, he shall have custody of the Common seal of the Trust at the Bishop's Registry, shall summon meetings as required by the Bishop or Chairman, or, on the written request of any two members of the Trust, and shall keep the minutes and record the proceedings of such meetings. All communications for the Corporate Trust must be addressed in writing to the Bishop or the Registrar.

7. Common Seal.

The affixing of the Common Seal of the Trust shall be verified by the signature of not less than three of the Trustees and the signature of the Secretary.

B. ACQUISITION OF LANDS.

8. Private Donors.

Whenever any person or persons desire to provide for the use of the Church of England a site for the erection of a Church, Vicarage, School or other building, or any Glebe or Burial Ground or other lands, he or they, having first received the approval of the Bishop, shall cause such land to be conveyed and transferred to the Corporate Trust of the Diocese.

9. Existing Trustees.

Upon the consent in writing of the Trustees of any Church land or upon the consent of Synod given by and under an Ordinance, such land shall by virtue of such consent and without other assurance in the law, vest in the Corporate Trust: provided that if in consequence of death or disability the consent of any Trustee or Trustees cannot be obtained, it shall be lawful for the Bishop to consent in the place of such Trustee or Trustees.

10. Registration of Local Trustees.

The name, occupation and residence of every local Trustee, and every change in the trusteeship of any church land shall be recorded in an official Register at the Bishop's Registry and entries therein shall be prima facie evidence of such trusteeship. It shall be the duty of the Parochial Council in each Parish or Parochial District within 6 months after the passing of this Ordinance to furnish a return giving such particulars in respect of any land so held within the said Parish or Parochial District, and to furnish a like return whenever any lands shall hereafter be so held.

11. Removal of Local Trustee.

It shall be lawful for the Synod to remove on resolution a local Trustee from his office and to declare such office vacant by reason of such Trustee having died, resigned office, refused or neglected or having become incapable to act in the said office, or having for the space of six months ceased to reside within the Diocese, or by reason of some other matter to be specified in such resolution.

12. Glebe Lands.

(a) Leasing.

It shall be lawful for the Corporate Trustees or other Trustees in whom any Glebe lands may for the time being be vested with the consent in writing of the Bishop and with the further consent in writing of the minister if he be in possession or occupation of the said lands or any part thereof to let and demise the said lands or any part thereof for any term not exceeding Seven Years upon such conditions as to rental and otherwise as the said Trustees may deem meet provided that with the consent and by leave of the Synod the said lands may be let for such longer period as expressed in such consent.

(b) Rents.

The net rents and profits shall be paid and disposed of by the said Trustees in the manner following:—

Where the same do not exceed one hundred pounds per annum, to the minister for his exclusive use in augmentation of his stipend.

Where the same are upwards of one hundred pounds per annum then as to the sum of £100 to the minister as aforesaid and as to the residue in such manner as shall be determined by the said Trustees in consultation with the Bishop and the Parochial Council.

PART V. REGULATIONS RESPECTING SITES AND CHURCH BUILDINGS, ETC.

1. Preliminary Meeting.

When in any Parish or Parochial District it is proposed to acquire a site for the erection of a Church, Vicarage, School or Parish Hall, or to erect any one of such buildings upon an already acquired site, a meeting of those concerned shall be called by the Minister and Churchwardens, to arrange for the carrying out of the proposal.

In any locality, where as yet there are no Churchwardens, the Minister of the Parish or Parochial District, or if there be no Minister, then the Archdeacon, may with the consent of the Bishop, call a meeting of those concerned to arrange for the carrying out of any of the aforementioned proposals;

and such meeting may appoint a Provisional Committee, which shall exercise all the powers, and perform all the duties required of Churchwardens in this Ordinance, pending the appointment of Churchwardens.

7. Collection of Funds.

The Churchwardens or Provisional Committee, as the case may be, shall take the necessary steps to obtain a suitable site, and after obtaining the Bishop's approval may receive contributions towards the purchase of such site, and for fencing the same, and towards the erection of the proposed building thereon.

3. Vesting of Site.

Whenever any site has been acquired it shall be vested in the Corporate Trust of the Diocese; and no application for a loan or grant towards the proposed building shall be entertained by the Bishop-in-Council until the site be so vested.

4. Submission and Approval of Plans.

It shall not be lawful to proceed with the erection of any church, vicarage or other building, or with any extensive alterations, vicarage or other building, or with any extensive alterations in or additions thereto, without the approval of the Bishop-in-Council, until the plans and specifications have been approved by the Diocesan Consulting Architect, who shall be appointed by the Bishop-in-Council, and the fee for such examination and advice shall be graduated according to the cost of the proposed building or additions, provided that the maximum fee shall not exceed three guineas, and the minimum be not less than half a guinea: provided also that such examination and the approval of the Bishop-in-Council be not required in such cases as the Bishop may deem unnecessary.

5. Petition for License.

When a sufficient portion of a Church has been completed and duly furnished, the Churchwardens or Provisional Committee as the case may be shall petition the Bishop to license the same for Divine Service.

6. Church Furniture.

No Church shall be deemed to be duly furnished unless it contains at least:—

- (a) Adequate accommodation for worshippers. (The Bishop-in-Council has power to issue from time to time regulations respecting Church sittings.)
- (b) A Font (with sufficient space for the convenient administration of Holy Baptism.)
- (c) A Prayer Desk, with book of Common Prayer thereon.

12

- (d) A Lectern, with Holy Bible thereon.
- (e) A Y Table, with re-table, and service books, linen, and vessels for Holy Communion.
- (f) A Credence-table, or wall-bracket.
- (g) A Provision for the proper lighting of the building
- (h) A vestry which shall contain
 - (1) A suitable chest for the safe custody of Church registers, documents and Holy Communion vessels. (In the case of a Parish Church an iron safe shall be deemed a necessity.)
 - (2) A wash-stand and requisites for the convenience of the Minister.
 - (3) A table for the use of the Minister and Churchwardens.

7. Custody of Church Furniture.

Such furniture, registers, sacred vessels, etc., shall be deemed to be vested in the Corporate Trustees of the Diocese, the custody, care and control of the same remaining with the several parties charged therewith by this Ordinance. (See III. 9; VIII. 10 (2).)

8. Inventory of Church Furniture and Property.

The Provisional Committee, or in the case of licensed churches, the Churchwardens, shall cause an inventory of all church furniture as indicated above and of all other church and parochial property to be prepared, and such inventory shall be delivered by them to the Minister, and they shall receive his receipt for the delivery of the articles mentioned therein. They shall also cause a copy of such Inventory to be kept in each licensed church and presented to the Archdeacon on his visitation, and a further copy of the same shall be forwarded to the Registrar, who shall also be notified from time to time by the Churchwardens of any additions to or removals from the number of articles enumerated in the said Inventory. (See III. 9.)

9. Alteration of Fabric.

It shall not be lawful to make any alteration in the fabric or internal arrangements of a duly licensed church, except with the Bishop's sanction, for which application shall be made by the Minister and Churchwardens.

10. Monuments.

When it is desired to place a monument or memorial in any part of the Church or Church grounds, application shall be made to the Minister and Churchwardens, who shall submit the design of such monument or memorial for the approval of the Bishop; and if the design be approved, a Faculty for

13

the introduction of the same shall be issued the Bishop upon payment to the Registry of such charges as are set forth in the Table of Authorised Fees; and the donors of such monuments or memorials or their legal representatives shall be responsible for the maintenance of the same in due order.

11. Ornaments.

No ornaments shall be placed in or removed from any licensed church without the consent and approval of the Bishop and application for the same shall be made in writing to the Bishop by the Minister and Churchwardens, after the holding of a duly-constituted meeting of the members of the congregation so concerned for the consideration of the proposed additions or removals; such application shall be accompanied by a copy of the minutes of the said meeting. If the application be approved by the Bishop he shall issue his faculty for such additions or removals.

PART VI. PAROCHIAL FIRE INSURANCE.

1. Board of Diocesan Insurance Commissioners.

There shall be established a Board of Diocesan Insurance Commissioners (hereinafter called "the Commissioners") who shall be the Bishop of the Diocese and the Treasurer of the Diocese, ex officio, and three Laymen, to be elected at the first session of the Third Synod of Grafton, who shall hold office until the first session of the next ensuing Synod. At the first Session of the fourth Synod, and of each succeeding Synod, the three elected Members shall retire, and three Laymen shall be elected, the retiring Members being eligible for re-election, and shall hold office until their successors are appointed. At all meetings of the Commissioners three shall form a quorum. Any vacancy occurring between Sessions of Synod to be filled by the Bishop-in-Council. The Registrar of the Diocese shall act as Secretary to the Board.

2. All Property to be Adequately Insured.

Churchwardens shall adequately insure in the name of the Corporate Trustees of the Diocese all Ecclesiastical property under their control.

3. Insurance to be Effectuated Through the Commissioners.

All Insurance over Ecclesiastical property shall be effected through the Commissioners.

4. Information Through Archdeacons.

It shall be the duty of the Archdeacons to furnish from time to time to the Registrar a complete list of all ecclesiastical properties within their respective Archdeaconries and

their value with particulars of insurance thereon, if any; such list to give the value of buildings and furniture separately.

5. Payment of Premiums.

All premiums shall be paid to the Registrar by the Parochial authorities, and shall be placed to the credit of the Commissioners.

6. Insurance of Risks with Corporations.

The Commissioners shall have power to continue or discontinue either wholly or in part the Insurances at present in force; to vary such insurances; to transfer such insurances either wholly or in part to other Corporations; to effect new insurances with any Corporations they may think fit.

7. Retaining Risks.

Upon the provision of a Guarantee Fund of not less than One Thousand Pounds, the Commissioners shall have power to retain the premium and hold the risk on any ecclesiastical property in the Diocese and fix the contribution to be paid in lieu of premium for any new Risk accepted. Provided always that the Commissioners shall not undertake any single Risk which exceeds an amount equal to their yearly income from Risks retained, plus one tenth of the total of the Guarantee Fund and of the accumulated Reserve combined: Provided that such tenth shall not exceed an amount equal to the said yearly income.

8. Custody of Funds.

The Commissioners shall open a Banking Account with one of the Trading or Savings Banks, into which the Registrar shall pay all premiums received and all other receipts whether by way of interest, donations, endowments or otherwise, and shall forward the premiums on risks covered by policies to the Corporations concerned. Any balance in the hands of the Commissioners at the end of the financial year after deducting management expenses shall be placed to a Reserve Fund and handed to the Corporate Trustees for investment.

9. Dealing with Funds in Event of Ecclesiastical Fire Insurance Ordinance Coming into Operation.

In the event of the "Ecclesiastical Fire Insurance Ordinance of 1912" coming into operation the Commissioners shall hand over all funds to the Bishop-in-Council and the Bishop-in-Council is hereby empowered to use such funds to pay the Diocesan quota to any Capital or Guarantee Fund established under clause 8 of the said Ordinance to protect Risks undertaken by the Board of Directors appointed under the said Ordinance: Provided that the said Board undertakes to pay the Bishop-in-Council 5 per cent. per annum upon the said

Funds until the capital sum is repaid. The interest so paid to be applied by the Bishop-in-Council to the Clergy, Provident Fund, and the capital when repaid to be applied as Synod may determine.

The Commissioners shall become the Agent of the Board under the "Ecclesiastical Fire Insurance Ordinance 1912."

PART VII. PAROCHIAL COUNCILS.

1. Constitution of Parochial Council.

In each Parish or Parochial District, except in the case of the Cathedral Parish, there shall be a body called the Parochial Council, consisting of the following members:—

The Bishop as President, the Archdeacon of the Archdeaconry in which the Parish or Parochial District is situated, and the Minister of the Parish or Parochial District, the Assistant Priest or Deacon, if any, and

EITHER

the Churchwardens of each licensed Church within the Parish or Parochial District together with such number of representatives, if any, from the whole Parish or Parochial District, as shall be decided upon by the Annual Meeting of Parishioners, provided that such number shall not exceed twelve,

OR

the Churchwardens of the Parish Church together with not less than four or more than twelve representatives from the whole Parish or Parochial District (as the Annual Meeting of Parishioners may decide): Provided that each licensed Church within the Parish or Parochial District shall have at least one representative.

2. Qualification of Parochial Councillors.

Any person shall be qualified to be appointed or elected a Parochial Councillor, who is a resident of the Parish or Parochial District for which the election is to be held, a Communicant not less than 21 years of age, and an habitual attendant of some Church or building in which Church of England services are held within such Parish or Parochial District: Provided that if there be not a sufficient number of Communicants, eligible and willing, non-communicants over the age of 21, or communicants of 18 years and over, being attendants as above, may be appointed with the sanction of the Bishop.

3. Qualifications of Electors.

Communicants of or above the age of 18 years, or non-communicants of the full age of 21 years, who have attended services of the Church of England for at least three months within the Parish or Parochial District, in which such

persons residing, are qualified as Electors, and shall, if the chairman so require, sign the declaration of membership in the form of Schedule A or B as the case may be.

SCHEDULE A.

I hereby declare that I am a Communicant member of the Church of England, of or above the age of 18 years, and have attended services of the Church for at least three months past within the Parish or Parochial District of

Signed

Date

SCHEDULE B.

I hereby declare that I am a member of the Church of England, of the full age of 21 years, and have attended services of the Church for at least three months past within the Parish or Parochial District of

Signed

Date

4. Annual Meeting of Parishioners.

(a.) Date.

An Annual Meeting of Parishioners for the purposes specified under (e.) below shall be held not later than the fourteenth day of August in each year.

(b) Convening of Meeting.

The said Annual Meeting shall be convened by the Minister, who shall cause notice to be given at all services on two Sundays at least before the meeting. A similar notice must be attached to the principal door of the Parish Church at least fourteen days before such meeting, and also be inserted in a newspaper circulating in the district at least twice during that period.

(c.) Chairman.

The Minister or his deputy in the absence of the Bishop shall preside at such annual meeting, but in the absence of all these the meeting may elect its own chairman.

(d.) Quorum and Adjournment.

At such meeting five electors in addition to the Minister or his deputy shall form a quorum, and business shall be proceeded with at the advertised time; but if no quorum be present within half an hour of the appointed time, the meeting shall be postponed for not more than 7 days to a date to

be determined by the Minister or his deputy. Any such Annual Meeting duly constituted may be adjourned as it shall itself determine.

(e.) Business.

At every Annual Meeting, after prayer, the order of business shall be:

- (i.) Reading and confirmation of the Minutes of the preceding Annual Meeting, if any.
- (ii.) Presentation of Reports by the Minister or any other officers of the Church.
- (iii.) Presentation and adoption of the Churchwardens' balance-sheet (if any) and the balance-sheet of the Treasurer of the Parochial Council duly audited and made up to the previous 30th day of June.
- (iv.) Election and appointment of Churchwardens of the Parish Church. See Part VIII. 6.
- (v.) Determination of the number of Councillors, as above. (Part VII. 1.)
- (vi.) Election and appointment of Councillors. (Part VII. 8.)
- (vii.) Election of one or more Auditors, not being members of the Parochial Council.
- (viii.) Election of Lay Representatives to Synod. (See Part IX.)
- (ix.) Election of Representatives (in the case of Parishes only) on Patronage Committee. (See Part II. 1.)
- (x.) General Business.

5. Contracts Binding on Successive Councils.

All contracts and undertakings lawfully entered into by the outgoing Council shall be binding upon the succeeding Council from year to year until such contracts and undertakings be fully completed.

6. Special Meetings of Parishioners.

The Minister of any Parish or Parochial District may, and by the direction of the Bishop or Archdeacon or upon written requisition signed by five Parochial Councillors, or ten electors, shall call a Special Meeting of Parishioners for the transaction of special business. Such business and none other shall be transacted thereat and only duly qualified electors permitted to take part therein.

7. Chairman's Vote.

The chairman of any meeting held under the provisions of this Ordinance shall have both a deliberate and a casting vote.

8. Mode of Appointment and Election of Councillors.

(i.) Number of Councillors.

The Annual Meeting of Parishioners shall determine the number of Councillors in accordance with either of the alternatives provided in Part VII. 1.

(ii.) Proportionate Appointment.

If the number of the Councillors decided upon be four, five or six, the Minister shall appoint one; if seven, eight or nine he shall appoint two; if ten, eleven or twelve he shall appoint three; and in each case the remainder shall be elected by the meeting. The Minister may appoint his proportion at the Annual Meeting or within fourteen days after.

(iii.) Nominations.

Nominations for the position of Councillors must be signed by at least two electors, and delivered to the Minister or his deputy, the consent of the person or persons nominated having been first obtained. If the number so nominated do not exceed the number to be elected, the chairman shall forthwith declare them to be duly elected.

(iv.) Poll.

If the number nominated exceed the number to be elected, a poll shall be taken forthwith, the chairman acting as returning officer assisted by two scrutineers appointed by the meeting.

(v.) Ballot.

The poll shall be taken by ballot after the following manner:—

Each voter shall be furnished with paper initialised by the chairman,

EITHER bearing the names of the candidates, in which case the voter shall strike out the names of those for whom he does not intend to vote, leaving not more than the number required

OR, blank, upon which he shall write the names of such candidates as he desires to vote for, not exceeding the number required. Having folded up the paper in the presence of the Chairman and Scrutineers, the voter shall place it in the receptacle provided for that purpose.

(vi.) Declaration of the Poll.

At the conclusion of the polling the chairman and scrutineers shall examine the papers, rejecting all which contain more than the required number of names or which do not bear the initials of the chairman. The chairman shall then announce the result of the poll.

(vii.) Equality of Votes.

If there should prove to be equality of votes for two or more candidates, the chairman shall then and there decide the matter by his casting vote.

(viii.) Validity of Procedure.

In the event of any question as to the validity of an election, the matter shall be referred within fourteen days of the meeting to the Archdeacon, whose decision shall be final.

(ix.) Preservation of Ballot Papers.

All the Ballot Papers connected with an Election shall

be preserved by the Chairman for one month after the election and then destroyed.

9. Declaration of Councillors.

Every Parochial Councillor shall on the first occasion of his being present at a meeting of the Council after his election or appointment, and before taking part in the business of such meeting, be required by the chairman to sign the following declaration:—

"I, the undersigned, having been appointed or elected a Parochial Councillor for the Parish or Parochial District of do declare that I am duly qualified for the office under the provisions of the Parochial Ordinance 1918, and that I will faithfully perform all the duties of my office, and conform to the acts of the Diocesan Synod relating thereto."

10. Tenure of Office.

All members of the Parochial Council shall remain in office until the new Council has been elected: Provided that if any member absents himself from three consecutive meetings of the Council without leave, his seat may be declared vacant.

11. Vacancies.

In the event of any vacancy in the office of Councillor or Auditor, the Minister in the case of appointed Councillors, and the Parochial Council in the case of elected Councillors, or Auditors, shall have power to fill such vacancies for the remainder of the year.

12. Duties of Parochial Councils.

(i.) INTERNAL ORGANISATION.

Each Council shall meet at least once in three months, due notice of which shall be sent by the Secretary to each member. At the first meeting of each new Council, it shall

(a) Appoint from amongst its own members a Secretary and a Treasurer whose full names and addresses shall be forwarded by the chairman to the Registrar without delay.

(b) Determine the quorum, which shall comprise not less than one-third of the full membership of the Council.

(c) Decide when the meetings of the Council shall be held.

(ii.) PAROCHIAL FINANCE.

(a.) Administration of Funds.

Subject to the powers of Churchwardens as herein defined and the regulations at any time laid down by Synod or the

conditions agreed by donors it shall be the duty of each Parochial Council to receive and arrange for the collection of funds and with the consent of the Minister to determine what special efforts shall be made to provide funds for purposes of Church work within their Parish or Parochial District, provided that no resort shall be made to any methods of gambling for the purpose of raising such funds; to assess, if they see fit, the various centres in the Parish or Parochial District, where services are held, at some fixed amount annually; to administer such funds and to transact such other temporal business as may from time to time be necessary or may be allotted to them by Synod.

(b.) Clergy Stipends.

The amount of Stipend payable to the Minister and to his Curate or Curates, if any, shall be determined from time to time by arrangement between the Parochial Council and the Bishop or Archdeacon, and the amount so determined shall be recorded in the Diocesan Registry and shall be a first charge upon the Parochial Church Fund.

(c.) Parochial Church Fund.

All contributions received by each Parochial Council unless otherwise specially directed by donors, shall be paid into a Fund to be called the Parochial Church Fund, which Fund shall be chargeable with:—

The Stipend of the Minister, and of any Curate or Lay Reader.

The cost of maintenance of the Vicarage, if any, including rates, taxes, and insurance thereon.

Diocesan dues.

Other general Parish expenses as provided under (a.) above.

The travelling expenses of the Clerical and Lay Representative or Representatives attending Synod.

(d.) Extra-Parochial Purposes.

It shall also be the duty of all who receive or collect moneys for any extra-Parochial purpose to pay the same into the Parochial Church Fund, and the Treasurer of the Parochial Council shall duly remit the same without delay or deduction to the proper quarter.

(e.) Separate Accounts.

Whenever for convenience of administration the Parochial Church Fund is banked along with other funds, the Treasurer shall keep each account carefully separated in his books, so that the condition of each separate fund may be always readily ascertained, and so that separate statements may be included in the Annual Balance Sheet.

(f.) Financial Returns.

The Parochial Council shall furnish to the Registrar of the Diocese such yearly and other returns as shall be required by the authority of the Bishop-in-Council.

13. Special Meetings of Council.

A special meeting of the Council may be convened by the President or the Minister, and shall be convened by the Secretary at the written request of three Councillors, and at such meeting only the special business for which it was summoned shall be transacted.

PART VIII. CHURCHWARDENS.

1. Elections of First Churchwardens.

The Minister shall before or as soon as conveniently may be after a building has been licensed as a church call a meeting of subscribers to the church building, and at such meeting three Churchwardens shall be appointed or elected, and such meeting and election shall be conducted as far as circumstances will admit in a manner similar to that of the annual meeting.

And if from any cause the appointment or election of any of the Churchwardens has not been made within two months of the Church being licensed, the Bishop may make such appointments and such wardens shall have the same powers as the Churchwardens elected at any subsequent annual meeting of the congregation of that Church.

2. Qualifications of Churchwardens.

These shall be the same as those specified for Parochial Councillors. (See Part VII. 2.)

3. Qualification of Electors.

These shall be the same as those specified for Electors of Parochial Councillors (See Part VII. 3).

4. Annual Meeting.

(a.) Date.

The Annual meeting for the election of Churchwardens other than in connection with the principal church shall be held not later than the 14th day of August in each year.

(b.) Convening of Meeting.

The said Annual Meeting shall be convened by the Minister who shall cause notice thereof to be given at all services on at least two Sundays before the meeting, and a similar notice to be attached to the principal door of the Church.

(c.) Chairman.

and

(d.) Quorum.

As in Part VII. 4 (c.) and (d.)

(e.) Order of Business.

After prayers

(1.) Reading and confirmation of the minutes of the preceding annual meeting, if any.

23

(ii.) Presentation of reports, if any, by the Minister or other officers of the church.

(iii.) Presentation of the Churchwardens' Balance Sheet.

(iv.) Appointment and election of Churchwardens.

(v.) Election of one or more Auditors.

(vi.) General Business.

5. Contracts Binding on Successive Wardens.

Same as in Part VII. 5.

6. Mode of appointment and Election of Churchwardens...

(a.) The Minister shall appoint one Churchwarden and the meeting elect two.

(b.) The Minister may appoint his Churchwarden at the said annual meeting or within fourteen days thereafter.

(c.) The mode of nomination, and

(d.) of election shall be the same as prescribed in Part VII., 8, iii.-vi.

7. Churchwardens' Declaration.

The same as that required of Parochial Councillors in Part VII. 9, substituting the word "Churchwarden" for "Parochial Councillor."

8. Special Meetings.

The Minister and Churchwardens of any licensed Church may, and by the direction of the Bishop or upon the written requisition of five electors, shall summon a special meeting for the transaction of special business connected with the church, and at such meeting such business only shall be transacted.

9. Filling Vacancies.

In the event of any vacancy in the office of churchwardens the Minister in the case of the appointed member and the remaining Churchwardens in the case of an elected member or auditors shall have power to fill the same for the remainder of the year. If any vacancy be not so filled within thirty days the Bishop may appoint some qualified person to fill the vacancy.

10. The Rights, Powers, and Duties of Churchwardens.

(i.) To provide the bread and wine for Holy Communion and all things necessary for Divine Worship.

(ii.) To have the care of the Church and its furniture and of other things appertaining to the celebration of Divine service, and to see that everything is in proper order for the due performance thereof.

23

(iii.) To keep order in the Church and church grounds during Divine Service and to see that as far as possible worshippers are accommodated in Church.

(iv.) To pay into the Parochial Church Fund, unless otherwise directed by the donor, all moneys received from subscriptions and other sources, and unless otherwise agreed upon between the Churchwardens and the Parochial Council at least three-quarters of all moneys received from ordinary collections.

(v.) To keep all church buildings, premises, and grounds attached thereto in good order and repair and to pay all rates and taxes and all charges for the insurance thereon.

(vi.) To devise and to authorise all such works as shall be necessary for the welfare and maintenance of the church, and to vote such sums of money as shall be required for the execution of such work.

(vii.) To report to the Bishop any grave irregularities in the conduct of Divine Service, any wilful neglect of duty, or any flagrant misconduct on the part of the Minister.

PART IX. SYNOD AND PAROCHIAL REPRESENTATION THEREIN.

1. Constitution.

The Synod shall consist of the Bishop of the Diocese as President, and of the Clergy holding the Bishop's License under seal, and of Laymen elected as hereinafter provided, to represent the several Parishes and Parochial Districts within the Diocese. And the Bishop may also summon thereto his Chancellor, the Diocesan Solicitor and the Registrar.

2. Meetings and Duration of Synod.

The Bishop or in his absence or during the vacancy of the See the Administrator shall ordinarily convene Synod by summons once in each year at such time and place as the Bishop-in-Council shall determine, and each Synod shall continue as a Synod for a period of three years from the date named for a general election in the Bishop's Mandate: provided that the Bishop may with the concurrence of Synod dissolve the Synod at any time during the said period of three years.

3. Special Meetings.

The Bishop may at his own discretion, and the Bishop or Administrator shall at the request of two-thirds of the Diocesan Council, summon by notice as hereinafter provided a special meeting of Synod, stating the business therein to be done, and that business alone shall be considered.

4. Bishop's Mandate.

Whenever a new Synod is to be elected the Bishop shall issue his Mandate addressed to the Minister of each several Cure of Souls to proceed with the election of representatives in the manner hereinafter provided on the same occasion as that of the Annual Meeting of Parishioners or at a special meeting of the Parishioners summoned for this purpose, and the Minister shall give at least fifteen days' notice of such election in every Church or building wherein Divine Service is held.

5. Electoral Roll.

On receipt of the Bishop's Mandate the Minister shall compile from the official Register of Communicants, a list containing the names of all Communicants of Twenty-one years of age, and these, together with the names of other persons of 21 years and upwards, members of the Church or habitual occupiers of seats, or residents within the Parish, shall form the Electoral Roll of the Parish or Parochial District and a certificate in the form of Schedule C. shall be sent forthwith to the Registrar by the Minister.

SCHEDULE C.

I certify that the Electors of the Parish or Parochial District of upon the Electoral Roll completed this day of 19..... number Communicants of 21 years and over, and other qualified electors. Total

Signed Minister.
Date

6. Representation of Electoral Districts.

Each Parish shall be entitled to return two lay representatives to Synod and each Parochial District one, provided that if the number of qualified electors recorded upon the Electoral Roll and certified thereto by the Minister, exceed 200, one additional representative may be returned, provided also that the number of lay representatives to be summoned shall not be more than twice the number of the Clergy to be summoned.

7. Mode of Election.

The mode of nomination and election of representatives for Synod shall be as defined in Section XI. of the Schedule to the Constitutions Amendment Act 1902.

THE SECTION REFERRED TO

"In case at any such meeting the persons proposed for election exceed the number which the meeting in authorised to elect the chairman shall take in writing the votes of the qualified persons present each of whom may give one vote for such persons proposed as he or she may think fit but not exceeding the number to be elected and where the votes for two or more are equal the chairman who shall have no other vote shall give a casting-vote in favor of either one or more of such persons as the case may require and the chairman shall declare to the meeting the names of the persons elected."

8. Qualification of Representative.

Any adult male Communicant wherever resident within the Diocese shall be qualified for election as Lay representative; provided that with the consent of the Bishop any Parish or Parochial District may elect as its representative any male Communicant wherever resident.

9. Endorsement of Mandate.

The Minister shall, after the election of Lay Representatives as above, certify the names callings and postal addresses of the persons elected upon the Mandate, which he shall then return to the Bishop.

10. Certification of Election.

The Minister shall issue a certificate of Election to each elected Lay representative in the form of Schedule D, and shall countersign and forward to the Bishop a copy of all minutes relative to the election, together with ballot papers, if any, which ballot papers shall be retained in the Registry until one month after the first session of Synod.

SCHEDULE D.

Electoral District of
We hereby certify that you of
..... have been duly elected as a Lay
Representative of the above District in the
Synod of Grafton.
Signed.....
Minister.

Secy. of the Parochial Council.

11. Tenure of Office.

Every Lay Representative shall hold office until the next ensuing general election: in the event of resignation, the

same must be signified in writing by the representative to the Bishop; and the seat of any representative who shall cease to be a member of the Church of England shall be declared vacant by resolution of the Bishop-in-Council.

12. Vacancies.

When any vacancy in representation shall have arisen through the resignation, removal, or death of a Lay Representative or from any other cause the Parochial Council shall appoint a duly qualified person to fill the vacancy until the next general election, and the Minister shall certify such election to the Bishop.

13. Lapse of Election.

If from any cause no election be held in any electoral district, such omission shall not invalidate the proceedings of Synod, but the Bishop may take such steps in conjunction with the Parochial Council of such electoral district, as shall seem expedient to him to rectify all such omissions.

14. Disputed Elections.

At the opening of each session of Synod the Bishop shall lay upon the table of Synod a list of five names of members of Synod of whom three shall form a quorum to act as a Committee of Elections and Qualifications. Any petition concerning a disputed election signed by a candidate or by three qualified electors at such election may be referred to this Committee on the first day of the Session of Synod, following such disputed election, and the decision of such Committee as reported to Synod shall be final.

* * *

INTERPRETATION.

In this Ordinance the word "Bishop" shall be held to signify the Bishop of the Diocese, or the Administrator, if the See be vacant, or its administration be committed to him in the absence of the Bishop from the Diocese.

The word "Minister" shall signify any person duly licensed to perform ministerial duty in any Parish or Parochial District, whether he be Priest, Deacon or Reader.

MISFEASANCE.

Where any accidental or unavoidable impediment, omission or misfeasance shall have happened in carrying out the provisions of this Ordinance, the Bishop may take such steps as may be possible for the removal of such difficulties.