



Anglican Diocese of Grafton Registry Update

Edition 13 – April 2018

For distribution to any office bearer within the Anglican Diocese of Grafton including its parishes and organisations.

This is the first edition of the Registry Update for 2018 and as usual it contains important information on a variety of topics. These Registry Updates are not only important for reading at the time of receiving but also worthwhile for putting aside for future reference. If you are looking for any of the previous copies, you can find them on the Diocese's website at <https://www.graftondiocese.org.au/documents/registry-update/>

This Registry Update has been widely distributed by email but if you believe that someone has been missed who should also be receiving the Registry Update, please feel free to share your copy with them and advise admin@graftondiocese.org.au of the update to the distribution list.

The information contained in this Registry Update is not confidential or private, so please feel free to share it with others who would benefit from knowing.

SPECIAL SYNOD

Synods are usually only once a year but Bishop-in-Council considered it prudent to hold some special sessions of the synod of the Diocese in February 2018.

Bishop Sarah Macneil summoned members to a **special synod** in Grafton on Saturday 3 February 2018. The purpose of this synod was to consider the legislation approved by the recent General Synod of the Anglican Church of Australia on the topic of safe ministry. As this was important and urgent legislation creating nationally consistent standards for safe ministry in the Anglican Church, Bishop-in-Council considered that it was better to consider this legislation as soon as possible and avoid overloading the June synod.

The General Synod legislation adopted at the Special Synod was:

- Safe Ministry to Children Canon 2017 Adopting Ordinance 2018
- Episcopal Standards (Child Protection) Canon 2017 Adopting Ordinance 2018
- Constitution (Jurisdiction of Special Tribunal) Amendment Canon 2017 Assenting Ordinance 2018
- Offences Amendment Canon 2017 Adopting Ordinance 2018
- Canon Concerning Confessions (Revision) Canon 2017 Adopting Ordinance 2018
- Canon Concerning Confessions (Vulnerable Person) Canon 2017 Adopting Ordinance 2018

Copies of this legislation can be found on the Diocesan website at <https://www.graftondiocese.org.au/documents/ordinances/ordinance-history/>

Minutes from this synod can be found on the Diocesan website at <https://www.graftondiocese.org.au/bishop-registry/synod/>

DISCERNMENT SYNOD

Archdeacon Gail Hagon, as Administrator, summoned members to a **discernment synod** in Grafton on Sunday 4 February 2018. The resignation of Bishop Sarah Macneil as Bishop of Grafton triggered the requirement in Chapter 6 of the Diocesan Governance Ordinance that a discernment synod be held.

A Discernment Synod has two aspects.

Firstly, the members of synod meet to discuss the circumstances of the Diocese of Grafton and consider the qualities desired of the next Bishop of Grafton. In that process, The Reverend Canon Zoe Everingham lead the synod in a presentation of the progress to date in the strategic discernment of the Diocese. A copy of this presentation is available on the Diocesan website at <https://www.graftondiocese.org.au/bishop-registry/synod/>

Secondly, the synod elects a Bishop Appointment Board which is tasked with selecting the next Bishop of Grafton. The members elected are:

Clergy members

The Venerable Gail Hagon, The Very Reverend Dr Greg Jenks, The Reverend Canon Zoe Everingham, The Venerable Sally Miller, The Venerable Matthew Jones, The Reverend Christian Ford.

Lay members

Mr Chris Nelson, Canon John Bryen, Mr David Ford, Mrs Ann Helmrich, Mr Lawrence Outridge, Mrs Desley Ryan

There are three clerical and three lay supplementary members to cover any vacancies that may arise. These are:

Clergy: The Reverend David Hanger, The Reverend Lyn Bullard, The Venerable Stuart Webb

Lay: Mrs Stephanie Ridge, Mr Graham Peart, Mr Stephen Campbell

Members of Synod were encouraged to submit nominations for the next Bishop of Grafton by the closing date of 21 March 2018.

The Bishop Appointment Board will be meeting in mid-April to consider the nominations received and any information provided to support the nomination.

Please continue to pray for the work of the Bishop Appointment Board and for the person that God has chosen to be the next Bishop of Grafton.

Minutes from this synod can be found on the Diocesan website at <https://www.graftondiocese.org.au/bishop-registry/synod/>

ANNUAL SYNOD

Despite having special synods in February, there remains the requirement to hold an annual synod. Preparations for the annual synod are well progressed and members of the synod will be receiving their summons and information in the coming week.

There have been some changes to the synod program this year and synod members are encouraged to read their information carefully not assuming that previous arrangements will be repeated.

This year the synod will be held in Grafton on Saturday 16 and Sunday 17 June. Please note that there is no Friday evening session in 2018.

The Synod will commence with the Synod Eucharist and Presidential Address in the Cathedral from 8.30am Saturday 16 June. The Synod will continue upstairs at the South Grafton Ex-Servicemen's Club until 7pm Saturday night and on Sunday from 10.30am until 3pm.

This year there will be no pre-synod meetings around the Diocese. Instead of pre-synod meetings a short video previewing the business of Synod will be made in late May and made available for synod representatives and others to view in the fortnight prior to the synod.

SAFE MINISTRY STANDARDS

As many parishes and organisations look to improve their Safe Ministry compliance, the Registry has been receiving more questions about Safe Ministry training and standards. A summary of these is repeated below along with the latest information.

The standards are:

FAITHFULNESS IN SERVICE

What is it?

Faithfulness in Service is a code of conduct for church workers that has been adopted across the Anglican Church of Australia. It covers the topics of Pastoral Relationships, Children, Personal Behaviour, Sexual Conduct and Financial Integrity. Copies of the document are available on the diocese's website at <https://www.graftondiocese.org.au/safe-ministry/code-of-conduct/>

To whom does it apply?

Faithfulness in Service is a general code of conduct applicable to all church workers. The Bishop-in-Council has determined that those who need specific training in Faithfulness in Service are the following categories of church worker regardless of whether the person is paid or not paid for their involvement:

- Holders of a license issued by the Bishop (this includes clergy and LLMs)
- All members of Parish Council;
- All leaders and designated helpers in Family, Special Religious Education (SRE), Youth or Children's Ministry or similar;
- All leaders or coordinators of parish ministries;
- Church office workers and volunteers where public contact is involved;
- All leaders and designated helpers with street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops, and other people contact ministries.

However, the following activities do not trigger the requirement for Faithfulness in Service training:

- Reading or intercessing in church worship;
- Participating in gardening, cleaning, maintenance work or working bees (except as leader or coordinator);
- Parents and guardians who are observers or participants in activities where their children are involved (except where they have a leadership or designated role);
- Parish Auditor.

Bishop-in-Council discussed that sometimes it is not clear in church activities such as children's activities who is a leader and who is a designated helper in contrast to an

adult participant or interested parent or guardian. It was suggested that name badges with the person's role could be produced or a distinctive shirt or bib for the leaders of an activity.

How frequently does training need to be done?

Bishop-in-Council determined that those required to participate Faithfulness in Service training shall, in the event that their church work remains of a type where training is a requirement:

1. Participate in authorised refresher courses not less than 3 years following their initial training;
2. Participate in an authorised full training course not less than 3 years following their refresher training;
3. The six year cycle described by 1 and 2 above is repeated as often as necessary;
4. Any person who is more than 3 months overdue in regard to their training requirements may be stood down from that ministry or involvement until the necessary training is completed.

We need training in Faithfulness in Service - so what should we do?

Each parish and agency should review its circumstances and determine who is required to have training and who can produce evidence that they were trained in Faithfulness in Service in the past three years.

There are a number of people who have been trained to deliver Faithfulness in Service training sessions and who may be available to train a group of people in your parish. If you need help in identifying someone who could do training for your parish or group, please contact Maree Collett on 02 6642 4122 or pa@graftondiocese.org.au

SAFE CHURCH TRAINING

What is it?

Through the National Council of Churches in Australia (NCCA), the Anglican Diocese of Grafton has become a participant in the Safe Church Training Agreement with the aim of making all church environments safer for the people that use them. While Faithfulness in Service is a personal code of conduct for church workers, the Safe Church approach is for churches to make its activities and programs safe for all. The Safe Church training programs include modules on:

- Key concepts in protecting vulnerable people
- Child protection and vulnerable people
- Christian Leaders – Good practice guidelines for safe leaders
- Safe programs

To whom does it apply?

For Safe Church principles to be widely applied, it is important that the leaders within the church are well trained in this area. The Bishop-in-Council has determined that those who need specific training are the following leaders within the church regardless of whether the person is paid or not paid for their involvement:

- Holders of a license issued by the Bishop (this includes clergy and LLMs);
- Members of Parish Council;
- All leaders of Family, Special Religious Education (SRE), Youth or Children's Ministry or similar;
- All leaders or coordinators of parish ministries;
- All leaders of street ministry, hospital visiting, aged home visiting, soup kitchens, Op Shops and other people contact ministries.

How frequently does training need to be done?

Bishop-in-Council determined that those required to participate in Safe Church training shall, in the event that their church work remains of a type where training is a requirement:

1. Participate in authorised refresher courses not less than 3 years following their initial training;
2. Participate in an authorised full training course not less than 3 years following their refresher training;
3. The six year cycle described by 1 and 2 above is repeated as often as necessary;
4. Any person who is more than 3 months overdue in regard to their training requirements may be stood down from that ministry or involvement until the necessary training is completed.

The members of our churches do not necessarily need to complete Safe Church training in an Anglican context. As a participant in the Safe Church Training Agreement, any SCTA accredited course will be recognised for this purpose. Those who complete a SCTA accredited course should be able to produce a certificate of completion that identifies the course as an SCTA course.

Some have mentioned that they have registered teachers as part of their church and have enquired whether the training done by teachers makes them exempt from Safe Church training. Bishop-in-Council views this training which has a church context to be sufficiently different to training that has a school context and will not provide an exemption to teachers unless the course is SCTA accredited.

We need Safe Church training - so what should we do?

Each parish and agency should review its circumstances and determine who is required to have training and who can produce evidence that they received Safe Church training in the past three years.

Each parish and organisation should contact Maree Collett on 02 6642 4122 or pa@graftondiocese.org.au to register their requirement for Safe Church training. Maree will combine the requirements of parishes and organisations within a particular area and organise training courses to meet those requirements.

At this stage, the Diocese of Grafton is heavily reliant on trainers from the Diocese of Newcastle so it is essential that courses are planned to gather sufficient participants to justify the costs of bringing in the trainer.

The Diocese of Grafton is organising training for up to four local people to become SCTA accredited presenters. While this process has commenced, it will be several months before these presenters have achieved the status of SCTA-accredited trainers.

The next Safe Church course will be held at St John's Coffs Harbour on 19 May 2018 from 9.30am to 4pm. The cost will be \$35 and numbers of limited. Please contact Maree Collett on 02 6642 4122 or pa@graftondiocese.org.au to book your place.

For information on other SCTA accredited courses you can check the NCCA web page from time to time at <http://www.ncca.org.au/departments/safe-church-program>

Online Safe Church training is now available. More details on this on-line training is available later in this Registry Update.

WORKING WITH CHILDREN CHECK

What is it?

A Working With Children Check is a screening conducted by the Office of the Children's Guardian and is compulsory for a number of occupations and volunteer activities. Those who fail the Check or fail to undergo the Check are disqualified from working in certain occupations or certain volunteer activities.

To whom does it apply?

The Bishop-in-Council has clarified that those required to complete and remain current in a Working With Children Check (WWCC) are clergy and church workers (paid and unpaid) as per the requirements of the Office of the Children's Guardian, namely:

- Those who are responsible for religious ministry (clergy and lay holders of a license issued by the Bishop);
- Those involved in ministry to youth and children (Leaders and designated helpers).
- Members of Parish Council.

[Updated 2 February 2018]

How frequently does a WWCC need to be done?

A WWCC lasts for 5 years.

What should we do about Working With Children Checks?

Each parish and agency should review its circumstances and determine who is required to have a WWCC. The parish or agency should seek evidence from each relevant person that they have a current WWCC. Those who do not have a current WWCC should be given reasonable opportunity to obtain their WWCC.

Once the parish is up to date with WWCC, all new holders of positions that require a WWCC will need to be able to produce the WWCC before commencing in their role.

To apply for a WWCC, the applicant submits their Working with Children Check application online by going to www.kidsguardian.nsw.gov.au/check. Once their application form has been completed online, they will be given an application (APP) number. They then must take their application number along with proof of identity to a NSW Motor Registry, RMS Agency, or Service NSW office (not your local Council). Paid workers will be required to provide the fee of \$80. For Volunteers, the Check is free.

More information about the WWCC can be found at

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

CRIMINAL RECORD CHECK

What is it?

As a protection against a repeat of criminal behaviour, criminal record checks are conducted for particular appointments where the risk or impact of criminal behaviour is greatest.

There are some who believe that the Working With Children Check provides the same results as a Criminal record Check. While these two checks overlap they serve different purposes and each looks at some information that is not regarded by the other.

To whom does it apply?

A criminal record check is required before the appointment of the following categories of church worker regardless of whether the person is paid or not paid for their involvement:

- Clergy;
- Those ministering to the aged, frail, intellectually disabled and those with a limited command of English (except where this ministry only occurs in a public setting);
 - This specifically includes clergy, chaplains, LLMs and designated parish visitors to aged care facilities.
- Employees in the Bishop's Registry, Anglican Funds Grafton Diocese and parish offices;
- Parish Treasurers;
- Any other parish position where the Churchwardens have assessed that the position includes a significant risk to vulnerable people interacting with that position or a significant risk to parish finances.

Churchwardens are encouraged to conduct risk assessments of all types of positions within their parish to determine which positions will require a criminal record check.

What level of check is required?

A national police check is required. Where there is the option for a fingerprint check, this option is not required for our purposes.

Where a person who has an extensive background working overseas and little or no recent Australian residency, an application for a criminal record check in the countries relating to their most recent and most extensive residency or working experience should be made.

How frequently do these checks need to be done?

For each appointment or role that requires the license of the Bishop, a criminal record check is required every 3 years and will be associated with the renewal of a license where practicable.

For positions that do not require the license of the Bishop, a criminal record check is required on commencement only.

Who pays?

Clergy in receipt of a stipend are to pay the cost of their criminal record check. For all other positions or appointments, the cost will be met by the parish or organisation making the appointment.

Who is responsible?

Those who are responsible for recruitment or making an appointment are responsible for advising the potential recruit or appointee that a criminal record check is required before the employment or appointment is confirmed.

The criminal record check for clergy who will become the Incumbent of a parish (i.e. Rector or Priest-in-Charge) will be organised by the office of the Bishop. All other criminal record checks become the responsibility of the employing or appointing parish or agency.

The potential recruit or appointee plays a pivotal role in the process as they are required to make the application. No application can be made without the involvement and consent of person subject to the check.

The parish or organisation making the appointment can withdraw an offer of employment or cancel an appointment if the potential recruit or appointee fails to make an application for a criminal record check within a reasonable time (e.g. 2 weeks). Before withdrawing any offer or cancelling any appointment, the person should be advised that this action is being considered and a deadline will be imposed.

The person already has a Criminal Record Check – Can we use it?

A valid criminal record check issued not more than 3 months previously may be accepted.

In all cases, a copy of the Criminal Record Check should be retained and this should be compared with photographic identification to ensure that the check relates to the person who is to be employed or appointed.

Where can a Criminal Record Check be made?

There are many agencies offering this service. One of these is the NSW Police Service and details of their record checking can be found at

https://www.police.nsw.gov.au/online_services/criminal_history_check

SAFE MINISTRY RECORDKEEPING

While parishes and organisations should maintain their records on who have supplied Working With Children Checks and criminal record checks and who have attended Faithfulness in Service and Safe Church training, these records are also required at the Bishop's Registry to ensure Diocesan-wide compliance.

Each parish and organisation should ensure that they are up-to-date in sending this information through to the Registry. Please send any information of this type to Maree Collett at pa@graftondiocese.org.au

ON-LINE SAFE CHURCH TRAINING

For those who are struggling to attend Safe Church training courses, an on-line option has become available. The Anglican Diocese of Sydney has developed an on-line course and our Bishop-in-Council has approved the refresher course for promotion across the diocese.

For those interested in this option, you can investigate the course at <https://safeministry.training/online-safe-ministry-training/>

Some have used this resource individually and some parishes have organised group sessions. Whatever option you use, please make sure that your successful completion of the course is recorded at both your parish/organisation and at the Bishop's Registry.

THANKYOU FOR FINANCIAL SUPPORT

Following the submission of a deficit budget at the 2017 Synod, there was a call for parishes to consider voluntarily increasing their financial contribution to the operations of the diocese in 2018.

Nine parishes have now written and pledged extra funds which will add about \$15,000 extra for the diocesan budget. While this is short of the deficit amount, the extra funds will be

useful and are appreciated. The Bishop-in-Council and the Bishop's Registry thank each parish that has considered providing financial support.

REMITTING FUNDS

Regularly the Bishop's Registry receives funds from parishes, diocesan organisations and individuals for a variety of reasons and purposes. The account staff of the Registry then match those payments to invoices or other commitments.

When a deposit has a meaningful reference attached, the task of matching the payment to an invoice or commitment is easy and efficient.

When a deposit is made without any reference (or has a cryptic reference), the task of matching the payment to an invoice or commitment can prove difficult and time consuming.

Thank you to those consistently providing good reference information with their deposits. We hope that all can match your standard.

PARISH BUILDING INSPECTIONS

Did you know that it is the responsibility of Churchwardens to organise an annual report on the condition of each parish building and a schedule of maintenance? This requirement is contacted in clause 105.1 of the Diocesan Governance Ordinance.

Up until recently, the clause required the Churchwardens to submit these reports to the Buildings and Property Committee (BPC) however the BPC only received 1 report in 2017!

The Bishop-in-Council has agreed to amend the Ordinance so that the report doesn't need to go to the BPC but go to the Parish Council for consideration. The new wording of the clause is: "Churchwardens shall ensure annual inspections of all Parish buildings with the supply to Parish Council of the inspection report and the maintenance priorities arising from the report for the budgeting and scheduling of maintenance and building works."

Bishop-in-Council is keen that annual building inspections take place but that the responsibility for action is clearly within the parish council and that matters get referred to the Buildings and Property Committee as necessary.

The Bishop-in-Council has requested that the Parish Annual Returns be upgraded to include a declaration from the Churchwardens that building inspections have been conducted as required. The Bishop-in-Council has also requested that the Buildings and Property Committee develop a suitable format to guide the process of annual building inspections.

RENEWABLE ENERGY

In the 2017, a resolution was passed encouraging action on renewable energy. This resolution was looked at by the Bishop-in-Council, Corporate Trustees, AFGD Board and Buildings and Property Committee. It was agreed that a common and centralised approach to maximising the use of renewable energy was not practical but that any action on renewable energy be initiated by parishes and diocesan organisations recognising local opportunities and circumstances.

In that respect, the AFGD Board has approved discounted loans (0.5% discount on standard rate) to parishes for renewable energy projects and the Buildings and Property Committee have issued a guide sheet for parishes considering installing solar power. The guide sheet can be found at <https://www.graftondiocese.org.au/documents/policies-procedures/>

YEAR BOOK and UPDATES

Each incumbent and each parish office should now have their copy of the 2017 Year Book.

The Year Book is a snapshot in time and the 2017 Year Book shows officeholders as at 31 December 2017. This means that the Year Book becomes less accurate as a reference as the year progresses.

This year there has been an unusual number of appointments and elections within the first 40 days of the year. Because of the large number of changes, please find below a list of those who have assumed new positions or left before 31 March this year.

Cathedral Chapter

Dean:

The Very Reverend Gregory Jenks

Clerical Canons:

The Reverend Canon Dr John Barrett

The Reverend Canon Zoe Everingham

Lay Canon:

Canon Lee Archinal (Chapter Clerk)

Cathedral Parish Warden member of Chapter:

Mrs Lynette Johnstone

Professional Standards Board

Clergy panel:

The Reverend Clyde Appleby

The Reverend Lisa Williamson

Lay panel:

Mr Stephen Hall

Mrs Desley Ryan

Board of Enquiry

Bishop's Appointments:

Mr Rob Tobias (Chair)

The Very Reverend Gregory Jenks

Mr Lindsay Walker

Finance Committee

The Reverend Canon Judy Edwards

Mr Ian Morris

Buildings and Property Committee

Mr Jim Clark

Anglicare North Coast Board

Mrs Pamela Langford

Mr Blaine Fitzgerald (resigned 31 January)

Anglican Funds Grafton Diocese Board

Mr Chris Nelson (ex-officio position cancelled by amending ordinance on 22 March 2018)

St Cuthbert's Retirement Living Complexes Inc. Board

Mrs Carolyn Bown

Mr Sebastian Koppel

Mr David Keppie

Grafton Anglican Schools Commission

Ms Selena Arthur (resigned March 2018)

Representative to General Synod

Lay: Mrs Anne Morris Bannerman (resigned February 2018)

NEW DIOCESAN WEBSITE

In the November 2017 edition of the Registry Update, the launch of a new fresh Diocesan website was announced. Many who have visited this website have found it to be easier to navigate and a useful source of information. You will note that several times in this Registry Update, references have been made to further information on the website.

If you haven't already, please visit www.graftondiocese.org.au to familiarise yourself with the site.

IMPORTANT DATES

Bishop-in-Council

3rd May 2018

19th July 2018

6th September 2018

8th November 2018

Corporate Trustees

12th April 2018

17th May 2018

5th July 2018

16th August 2018

18th October 2018

13th December 2018

Buildings and Property Committee

30th May 2018

25th July 2018

3rd October 2018

28th November 2018

Please note that this meeting schedule has changed from that previously advised.

If you have any submission to a meeting of Bishop-in-Council, the Corporate Trustees or the Buildings and Property Committee, please provide these to the Registrar at least 10 days prior to a meeting to ensure that your submission can be included in the business of that meeting.

Synod

The 2018 Synod of the Diocese of Grafton will be held on 16th and 17th June in Grafton.

No pre-synod meetings will be held in 2018.

Yours in Christ's service,

Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton