1. Principles of organisation within the Diocese.

(1) Congregations of the Church within the Diocese of Willochra shall be included in either Parishes or Ministry Districts as determined by the Boundaries Board.

(2) The provisions of Clauses A 1 - A 13 and C 1 - C 28 apply to Parishes.

(3) The provisions of Clauses B 1 - B 24 and C 1 - C 28 apply to Ministry Districts.

2. Boundaries Board and the Recognition of Parishes, Ministry Districts and Congregations

(1) The Boundaries Board shall consist of the Bishop, the Registrar, an Archdeacon and two clerical and two lay members elected by the Synod.

(2) Whenever a body of persons professing to belong to the Anglican Church of Australia shall request by memorial in the form of schedule "F" to be recognised by the Synod as a Congregation and shall agree to be bound by the Constitution and Regulations of the Diocese, the Archdeacon of the area shall investigate the application and report thereon to the Bishop and to the Diocesan Council which shall if it thinks fit place such a Congregation on the list of Congregations recognised by the Synod.

(3) Whenever it is proposed to alter the name of a Parish or Ministry District, to define or change the boundaries of a Parish or Ministry District or to consider the dissolution or the formation of a Parish or Ministry District, the decision shall be made by the Boundaries Board. Before making any decision the Board shall consult with the parties affected and the Parish or Ministry District Priests of the area. The Board shall consider any submissions made to it on the matter and is empowered to call for evidence and to decide any question concerning boundaries. Its decision shall be binding subject nevertheless to any contrary resolution of the Synod on a motion to disallow, amend or seek a fresh determination from the Board. Decisions of the Board shall be reported to Synod.

(4) The Boundaries Board shall then place the said Congregation or Congregations within an existing Parish or Ministry District, or establish the said Congregation or Congregations as a new Parish or Ministry District and assign its boundaries.

3. Register

The Registrar shall keep a Register of the Parishes, Ministry Districts and Congregations recognised by the Synod.

4. Membership of Synod

Each Parish or Ministry District shall elect Members of the Synod in accordance with Regulation One Clauses 1 to 4.

APPENDICES

APPENDIX 1 Operating Rules for the Regional Council for Anglican and Uniting Church co-operation.

APPENDIX 2 Guidelines for Anglican and Lutheran Congregations who desire to practise Eucharistic hospitality and share Pastoral Care.

A - PROVISIONS RELATING TO PARISHES

A 1. Parish responsibilities

Each Parish shall be responsible for the initiation, conduct and development of the work and worship of the Parish for the love and service of God and of all people and:

(1) agree to abide by the Constitution and Regulations of the Synod.

(2) have its property vested in the Synod.

(3) pay all synodal dues and assessments.

(4) recognise and support, in prayer and giving, the mission of the Church within the Diocese and beyond.

(5) provide suitable arrangements for the Parish Priest in accordance with Regulation Four, clauses 13 – 23.

(6) be responsible for the upkeep of all properties within the Parish.

(7) make arrangements to meet the running costs of the Congregations within the Parish.

(8) recognise funds bequeathed for specific purposes or for specific Congregations and apply those funds as originally intended.

(9) invest funds surplus to immediate needs in accordance with clause C18 of this Regulation.

(10) meet the requirements of the Diocesan Registrar in respect of submission of such returns as are requested.

In the event of a Parish being unable to meet any of subclauses (1) - (10) above for a period of twelve months, the matter shall be referred to the Diocesan Council which shall take such steps as are deemed necessary, which may include placing the Parish into Administration.

CHURCHWARDENS

A 2. Appointment

There will be two Churchwardens as follows who act on behalf of the whole Parish:

(1) One Churchwarden will be appointed by the Parish Priest. If at the Annual Meeting of the Parish the Parish Priest neglects or declines to appoint a Churchwarden then the Meeting shall have the authority to elect both Churchwardens;

(2) One Churchwarden will be elected by the Annual Meeting of the Parish. If the Meeting neglects or refuses or is unable to elect a Churchwarden then the Parish Priest shall have the authority to appoint both churchwardens.

A 3. Qualifications

Each Churchwarden shall be a communicant member of the Anglican Church of Australia except as is provided in Clause A9 of this Regulation. The appointment or election of a Churchwarden shall not be effective until the Churchwarden has signed Schedule N to the Regulations and the Third Schedule of the Constitution (unless the Bishop has exempted that person pursuant to Clause A9 of this Regulation).

A4. Duties of Churchwardens

The Churchwardens shall:

(1) Provide due care and support for the Parish Priest and family, ensuring that the accommodation provided is adequate and well maintained.

(2) Work with the Parish Priest and Parish Council in the initiation, conduct and development of the mission and ministry of the Parish.

(3) Ensure that all things necessary for the conduct of worship and the administration of the Sacraments are provided.

(4) Ensure that an inventory of all the assets of the Parish is maintained.

(5) Ensure that provision is made for the storage of church registers, records, and valuables.

(6) Provide for inspection by the Bishop or the Bishop's delegate of all records and any information or explanation when requested.

(7) Hand over to their successors the custody of everything for which they had responsibility as Churchwardens together with the inventory.

(8) With the Parish Council, ensure that maintenance is carried out promptly to ensure that grounds, fabric and furnishings are fit for purpose.

(9) Report to the Bishop any irregularities in the performance of worship or the neglect of duty on the part of the clergy or church workers of the Parish.

(10) Lodge a complaint with the Professional Standards Director in the case of serious misconduct on the part of the clergy or church workers of the Parish.

A 5. Casual vacancies

A casual vacancy shall be filled by whichever of the Parish Priest or the Parish Council appointed or elected the retiring Churchwarden.

PARISH COUNCILS

A 6. Composition and Operation of Parish Councils

(1) There shall be a Parish Council consisting of the Parish Priest, the Churchwardens and those elected at the Annual Meeting of the Parish.

(2) Every Member of a Congregation within a Parish shall be entitled to

attend and vote at the Annual Meeting of the Parish, at which Parish Councillors will be elected.

(3) The Parish Council shall elect a Chair from amongst its members.

(4) The Parish Council shall elect a Secretary and Treasurer, whose names, together with that of the Chair, shall be forwarded to the Registrar by the first day of September each year or immediately following election.

(5) The Parish Council shall meet at least once in every two months. Meetings shall be held at such time and place as the Parish Council may determine.

(6) The Parish Priest may at any time convene a meeting of the Parish Council and shall do so on receipt of a written request signed by the majority of the members.

(7) At all meetings of a Parish Council a simple majority of members shall constitute the quorum.

(8) Minutes shall be kept of all meetings of Parish Council and shall be available to all members of the Parish.

(9) In the event of a casual vacancy occurring in a Parish Council the Council may appoint a suitable replacement.

(10) The Parish Council shall cause financial records to be kept and made up to the last day of June. Such records shall be checked and verified and presented to the Annual Meeting.

(11) The Parish Council shall prepare a budget each year for consideration and adoption at the Annual Meeting.

(12) The Parish Council may call a General Meeting (other than the Annual Meeting) of the Parish:

(a) to consider matters placed within the management and control of the Parish Council.

(b) to receive and consider any reports which are the concern of the whole Parish as well as the concern of the Congregations.

(c) to elect the lay members of Synod as provided for in Regulation One Clauses 2 and 3 and Parish Nominators as provided for in Regulation Four Clause 3.

(13) The Parish Council shall consult the relevant Congregation before taking any action with respect to property. Further:

(a) The Registrar shall be consulted, and shall bring the matter to the Diocesan Council for its approval, whenever any action with respect to property involves entering into any agreement relating to its purchase, leasing, sale or tenancy or whenever the cost of the renovation, alteration or substantial repair of that property exceeds the amount set from time to time by Diocesan Council.

(b) The sanction of the Bishop must first be sought and obtained by faculty for any action involving a church building as specified in Clause C (10) of this Regulation.

(14) No organisation or society shall be formed or disbanded nor any action undertaken in the name of any Parish or Congregation without prior approval of the Parish Priest and the Parish Council or other proper body.

A 7. The Annual Meeting of the Parish

An Annual Meeting of the Parish will be held each year no later than the last day of August at which the following business will be transacted:

(1) The confirmation of the minutes of the preceding Annual Meeting.

(2) The presentation of the written reports of the Parish Priest and Churchwardens, to cover the missional areas of:

(a) Worship

(b) Evangelism

(c) Education

(d) Pastoral Care

(e) Outreach and Service

(f) Stewardship.

(3) Such other written reports as the person chairing the meeting may determine.

(4) The presentation of checked and verified Financial Statements for the Parish for the preceding financial year, including all accounts held by parish organisations and funds.

(5) The adoption of a financial budget for the year.

(6) The appointment or election of Churchwardens in accordance with clause A2.

(7) The election of the Parish Council.

(8) The appointment of a person to check and verify Parish accounts.

A 8. Reviews

Every three years there shall be a review of the Parish at the same time as the clergy enhancement process led by a person appointed by the Bishop. Such review should include the life of the Parish including ministry offered within the Parish and ministries offered to the community by the church bodies.

MEETINGS OF THE CONGREGATION

A 9. Composition

Meetings of the Congregation will consist of the Clergy, and such other

members of the Congregation as are or shall be qualified in accordance with the Constitution and Regulations of the Synod. In special circumstances on request of the Congregation and with the approval of the Bishop it shall be possible for members of the Congregation who are Persons in Communion to participate in meetings of the Congregation and to hold office even though their names do not appear on the Roll of members of the Congregation.

A 10. Responsibilities

Meetings of the Congregation shall:

(1) be responsible for the general direction of the affairs of the Congregation.

(2) support the Clergy in the pastoral, educational, evangelistic and missionary work of the Congregation.

(3) have and exercise such powers and duties as are prescribed by this Regulation.

(4) vest all income and responsibility for operating expenditure in the Parish Council.

A 11. Congregational Roll

Each year prior to the Annual Meeting of the Congregation, the Parish Priest shall invite the people of the Congregation to sign the Roll in the form of the First Schedule of the Constitution. A communicant may apply at any time to the Parish Priest to sign the Roll. There shall be a right of appeal to the Bishop regarding the insertion or removal by the Parish Priest of any name in the said Roll.

A 12. Conduct of Meetings

(1) A meeting of the Congregation may be called at any time by the Parish Priest or by one-quarter of the number of people on the Congregational Roll.

(2) A Chair shall be elected from amongst the members.

(3) A quorum of one quarter of the persons on the Roll will be required.

(4) Most matters should be decided by consensus but where that is not feasible, the matter should be formally resolved.

(5) Where a vote is required to decide a matter, every person over the age of 16 years who has signed the Roll shall be entitled to vote.

(6) Members of the Congregation not on the Roll are entitled to be present and speak, but not vote.

(7) A record shall be kept of all Meetings and shall be made available to persons on the Roll.

A 13. Annual Meeting of the Congregation

An Annual Meeting of the Congregation shall be held each year no later than

the last day of August at which after Prayer the following business shall be transacted:

(1) The reading of the definition of a member of the Congregation: A member of this Congregation is a communicant member of the Anglican Church of Australia and of no Church which is not in communion with this Church and a member of the Parish of.....and the Congregation of ..... and has signed the Congregational Roll.

(2) The confirmation of the minutes of the preceding Annual and any other meetings of the Congregation, unless previously published and confirmed.

(3) The presentation of the written report of the Parish Priest to cover the missional areas of:

  (a) Worship

  (b) Evangelism

  (c) Education

  (d) Pastoral Care

  (e) Outreach and Service

  (f) Stewardship.

(4) Such other written reports as the person chairing the meeting may determine.

(5) The declaration that all offices be vacant.

(6) The election of such officers as are considered necessary for the management of the affairs of the Congregation or as are required to be elected or appointed by the Constitution or Regulations of the Diocese.

(7) The appointment by the Parish Priest of such other officers as may be appropriate.

(8) Other business as agreed to by the meeting.

(9) Closing of the meeting with Prayer.

B - PROVISIONS RELATING TO MINISTRY DISTRICTS

MINISTRY DISTRICTS

B 1. Mission

In Ministry Districts each congregation is responsible, under the oversight of the Bishop, for pursuing the mission and ministry of the Church in the area served by that congregation, and for the administration of the Church there. However, congregations may apply to the Bishop to operate as a cluster for the mission and administration of the Church within a geographic area.

B 2. Responsibilities

Each congregation in a Ministry District shall

(a) agree to abide by the Constitution and Regulations of the Synod.

(b) have its lands vested in the Synod.

(c) recognize and support, in prayer and giving, the mission of the Church within the Diocese and beyond.

(d) make such contribution towards synodal dues and assessments and to the support of District Priests and other Ministry Development persons as shall be allocated by the District Committee in accordance with Clause B 24(2) of this regulation.

THE VESTRY

B 3. Composition of the Congregational Meeting

The Congregational Meeting shall consist of the Churchwarden(s) and such other members of the Congregation as are or shall be qualified in accordance with the Constitution and Regulations of the Synod. In special circumstances on request of the congregation and with the approval of the Bishop it shall be possible for members of the congregation who are Persons in Communion to be admitted to the Congregational Meeting and to hold office even though their names do not appear on the congregational roll of members

B 4. Responsibilities and powers of the Congregational Meeting

(1) The Congregational Meeting shall be responsible for the general direction of the affairs of the Congregation, including the missional, evangelistic, pastoral, and educational work of the congregation, and shall have and exercise such powers and duties as are prescribed by this Regulation.

(2) In all cases not specifically provided for, the Congregational Meeting shall have the general management, control, power of appropriation and disposal of the property of the congregation subject to the Constitution and Regulations of the Diocese of Willochra.

B 5. Roll of Members of Congregational Meeting

Each year prior to the Annual Congregational Meeting the Churchwarden(s) shall invite members of the congregation to sign the Congregational Roll in the form of the First Schedule of the Constitution. A communicant may apply at any time to the Churchwarden(s) to sign the Roll. There shall be a right of appeal to the Bishop regarding the insertion or removal by the Churchwardens of any name in the said Roll.

B 6. The calling of Congregational Meetings

(1) A Congregational Meeting may be called at any time by the Churchwarden(s) or, on their neglect or refusal or inability, by any five members of the congregation. The notice of meeting shall state the time and place and object of the meeting and shall be signed by those who have called it. At least two weeks' notice of each Congregational Meeting shall be given to the congregation at all services on the two Sundays prior to the day of such meeting. Those who call the meeting shall take appropriate steps to ensure that members of the congregation are informed concerning the meeting.

(2) No decision shall be taken by the Congregational meeting or combined Congregational meetings on any matter specifically requiring the decision of a Congregation or Congregations unless due notice of the matter has been given.

(3) If the Churchwardens neglect to call any Congregational meeting the Bishop or the Archdeacon may at any time summon a meeting of the congregation and or congregations after notice thereof has been sent to the Churchwarden(s). The Bishop or the Archdeacon or the Bishop's nominee shall preside at such meeting.

B 7. Chairing Congregational Meetings

(1) Unless the Bishop otherwise directs, all meetings of the congregation shall be chaired by one of the Churchwardens. Should the Churchwardens be absent or decline to preside a person to chair the meeting shall be elected.

(2) The person who chairs the meeting shall have a deliberative vote only.

B 8. Voting

(1) Every person over the age of 16 years who has signed the Congregational Roll for the year commencing the First Day of July shall be a member for that year and entitled to vote at all Congregational meetings for that year on matters with which the congregation is by virtue of the Constitution and Regulations competent to deal.

(2) At every meeting of the congregation the votes of a majority of persons present, qualified to vote and voting shall decide every question unless

(a) the congregation itself decides otherwise or

(b) the Bishop's counsel is sought by the District Priest, the Churchwardens or any five parishioners; and the Bishop requires a two-thirds majority of persons present and qualified to vote.

(3) Members of the Congregation not yet 16 years of age are entitled to be present and speak at all Congregational Meetings.

B 9. Quorum

(1) At every Congregational meeting at least one quarter of the members, but not fewer than five, shall be present, except where the Vestry consists of fewer than ten members when at least one half must be present.

(2) If such quorum is not present the meeting shall adjourn for a period not exceeding twenty eight days with the usual notice for a Congregational Meeting given and those attending the adjourned meeting shall have the power to proceed.

B 10. Adjournment of meetings

A Congregational Meeting shall be adjourned only by the vote of the majority of members present. At the adjourned meeting the only business to be transacted shall be that which was left unfinished at the prior meeting unless fresh notice be given in the manner aforesaid.

B 11. Minutes

Minutes shall be kept of all meetings of the Congregation and shall be available to members of the Congregation.

B 12. Annual Meeting of the Congregation

An Annual Meeting of the Congregation shall be held each year no later than the last day of August at which after Prayer the following business shall be transacted:

(1) The reading of the definition of a member of the Congregation: A member of this Congregation is a communicant member of the Anglican Church of Australia and of no Church which is not in communion with this Church and a member of the Congregation of ..... and has signed the Congregational Roll.

(2) The confirmation of the minutes of the preceding Annual and any other Congregational Meeting, unless previously published and confirmed.

(3) The presentation of the written reports of the District Priest, the District Committee and Churchwardens to cover the areas of responsibility which may include

(a) Worship

(b) Education

(c) Pastoral Care

(d) Outreach and Service

(e) Stewardship

(4) Such other written reports as the person chairing the meeting may determine.

(5) The tabling of audited financial statements of all groups and organizations connected with the congregation.

(6) The presentation by the Treasurer or Churchwardens of the audited Financial Statements and Budgets for the Congregation, together with financial information for the Ministry District.

(7) The declaration that all offices be vacant and the election of two Churchwardens.

(8) The determination by the meeting of the number of Church Councillors in accordance with Clause B 20(1) of this Regulation and the election of the same. Where the formation of a Church Council is not practicable its formation may be varied as the Bishop may approve.

(9) The election or appointment of a person to audit the church accounts.

(10) The election of such other officers as may be appropriate or as are required to be elected or appointed by the Constitution or Regulations of the Diocese.

(11) Other business as agreed to by the meeting, subject to Clause B 6(2) of this Regulation

(12) Closing of the meeting with Prayer.

B 13. Returns

The Chair of the Annual Meeting of the Congregation shall ensure that the names of officers appointed or elected together with the declarations duly made and signed by them, such Annual Returns as shall be required from time to time by the Synod, and the Financial and Statistical Returns are forwarded to the Diocesan Registrar before the first day of September.

B 14. Combined meetings of Vestries

(1) Where the Bishop has agreed to the formation of a Cluster of congregations the congregations may be called to meet at the same time and place.

(2) The combined meeting shall conduct its business as a whole, except for elections and for matters which pertain to a particular congregation, when the congregations shall vote separately.

(3) At such meeting the quorum shall be one quarter of those entitled to attend except where a matter is to be dealt with by individual Congregations when Clause B 9 of this Regulation shall apply.

(4) The meeting shall elect one of those present to chair the combined

meeting.

CHURCHWARDENS

B 15. Qualifications

Each Churchwarden shall be a communicant member of the Anglican Church of Australia except as is provided in Clause B 3 of this Regulation. The appointment or election of a Churchwarden shall not be effective until the Churchwarden has signed the declaration as in the Third Schedule of the Constitution or the Bishop has granted approval for a person to hold the office of Churchwarden pursuant to Clause B 3 of this Regulation.

B 16. Appointment

The positions of two churchwardens shall be filled at the Annual Congregational Meeting. If the office of Churchwarden remain unfilled for a period in excess of two months the Bishop may make the appointment.

B 17. Casual Vacancies

A casual vacancy in the office of Churchwarden shall be filled by a meeting of the Congregation called for that purpose. The notice of the remaining Churchwarden shall be sufficient for the calling of such meeting.

B 18. Duties of Churchwardens

The Churchwardens shall:

(1) Show leadership in the initiation, conduct and development of the work of the Congregation.

(2) Ensure that all things necessary for the conduct of Divine Service and the administration of the Sacraments and Rites of the Anglican Church of Australia are provided.

(3) Keep order in church and provide for the seating of the people and for the collection of alms and other offerings.

(4) Ensure adequate provision is made for an inventory of and for the proper preservation and safe custody of the church registers, records and church plate and other valuables and movables belonging to the church.

(5) Make available all books and records for inspection by the Bishop or the Archdeacon and supply to them any information or explanation when so requested.

(6) Hand over to their successors the custody of everything for which they had responsibility as Churchwardens together with the inventory.

(7) Report to the Church Council on any expenditure necessary to keep the fences and grounds in order or necessary to preserve the fabric and furniture of the Church and other buildings.

(8) Report to the Bishop any irregularities in the performance of Divine Service .

(9) See that the accounts of any funds belonging to the Church of which they are Churchwardens are made up and closed on the last day of June in each year and that a checked and verified statement of such accounts is presented to the Annual Meeting of the Congregation.

(10) Act as Executive Officers on behalf of the Synod in the area of their congregation. If either or both Churchwardens shall neglect or refuse or be unable so to act then the Bishop shall appoint some suitable person to do so.

GENERAL PROVISION FOR CHURCH COUNCILS (where there is one)

B 19 Provisions

(1) Where a Church Council does not exist the Congregational Meeting shall act in its place, including the election of office holders.

(2) Where there is a Church Council, every member shall be a member of the congregation. Persons not members of the Anglican Church of Australia may be appointed as provided in Clause B 3 of this Regulation.

(3) A Church Council meeting shall be chaired by one of the Churchwardens. If the Churchwardens are absent or decline to preside, the meeting shall then elect one of its members as Chair.

(4) Each Church Council shall elect a Secretary and Treasurer, either separately or conjointly, whose names shall be forwarded to the Registrar by the first day of September each year or immediately following election.

(5) A Church Council shall meet at least once in every three months.

(6) At all meetings of any Council a majority of members shall constitute the quorum.

(7) Minutes shall be kept of all meetings of Church Councils and shall be available to all members of the Congregation.

(8) In the event of a casual vacancy occurring in a Church Council the Council may appoint a suitable person.

(9) Each Council shall cause financial records to be kept and made up to the last day of June. Such records shall be checked and verified and presented to the Annual Meetings of the Congregation.

(10) Before entering any agreement relating to the purchase, taking on lease, sale, tenancy, renovation, alteration or substantial repair, or other action with respect to its property a Church Council shall consult the Congregation concerned. In every case the Registrar shall be consulted and shall bring the matter to the Diocesan Council for its approval.

(11) No organization or society shall be formed or disbanded nor any action undertaken in the name of any Congregation without prior approval of the appropriate Council or other proper body.

CHURCH COUNCILS

B 20. Appointment of Church Councils

(1) Where there is a Church Council provided in Clause B 12(8) of this Regulation such Council shall consist of the Churchwarden(s) and such additional members as shall be decided by the Annual Meeting of the congregation. The congregation shall elect such members at each Annual Congregational Meeting.

(2) Where there is a Church Council members of the Church staff and Congregation may be present at meetings of the Church Council. They may speak at the invitation of the chair but may not vote.

B 21. Powers and Duties of Church Councils

Where there is a Church Council the Church Council subject to any direction of the congregation shall

(1) Assist the Churchwardens in the initiation, conduct and development of the work of the Congregation for the love and service of God and of all people.

(2) Control the administration of all church moneys and funds.

(3) Make provision for payments to the Diocese and Ministry District.

(4) Keep the Church and other buildings in good order and repair and pay all rates and taxes.

(5) Pay emoluments as determined by the Congregational Meeting to all persons holding office in or about the Church.

MINISTRY DISTRICT COMMITTEES

The primary place of decision making in a Ministry District is the congregation or cluster of congregations where they exist. Church Councils or Congregational Meetings are responsible for most issues of mission, ministry and administration (see B21). However, to enable efficiency and cooperation in areas of mutual concern, each Ministry District shall appoint a Ministry District Committee.

B 22 Formation

(1) At the Annual Congregational Meeting, each congregation shall elect a representative and reserve to serve on the District Committee.

(2) District Priests shall be voting members of the District Committee.

(3) Assistant Clergy shall be non-voting members of the District Committee.

(4) Local clergy are eligible to be elected by their Congregation as the congregational representative to the District Committee.

(5) Local Clergy who have not been elected to the District Committee may attend meetings in which case they may speak but not vote, nor propose and second motions.

(6) At the first meeting of the District Committee after 31st August each year, a District Committee shall appoint a Chair, Secretary and Treasurer. These officers need not be representatives of Congregations but must be members of a Congregation within the Ministry District.

(7) Any member of a Congregation within a Ministry District may attend District Committee meetings in which case they may speak but not vote, nor propose nor second motions.

B 23 Powers of District Committees

The primary task of the District Committee is to act as a consultative body for Congregations and it should not be equated with a Parish Council under Regulation 5A. Any recommendations not covered in Reg.5 B 24 (2) should be ratified by Church Councils.

In case of irreconcilable differences between the recommendations of the District Committee and one or more Church Councils, the Bishop or his nominee, shall determine the resolution of the matter.

B 24 Duties of District Committees

(1) The District Committee shall meet regularly, and not less than four times a year.

(2) The District Committee acts in the common interests of the Congregations in making decisions about

(a) The support of any District Priests

(b) The provision and upkeep of housing for District Priests and Assistant Clergy.

(c) The maintenance of Synod property which is held for the benefit of the Ministry District as a whole.

(d) The suggested allocation of financial responsibilities amongst the Congregations of the District, including ministry costs and contributions to the Diocese.

(e) Allocation of fair and representative Synodal membership and Reserve Membership for the District.

(3) At each meeting of the District Committee the District Priest(s) shall table a written report on his or her activity in ministry and mission.

(4) The District Committee shall act as the Nomination Committee for the District unless the District Committee determines to appoint a Nomination Committee using a different formula. Such alternative formula must ensure equality of representation amongst the

Congregations within the Ministry District and have the approval of the Bishop.

(5) The Ministry District Committee Treasurer shall each year prepare a budget and checked financial statement which will be available for presentation to congregation Annual Congregational Meetings.

(6) An Annual Report of the activities of the District Committee will be prepared for presentation to congregation Annual Congregational Meetings."

C - MATERIAL APPLICABLE TO BOTH PARISHES AND MINISTRY DISTRICTS

RECORDS

C 1. The keeping of Records

(1) Every congregation shall keep Records as follows:

(a) A Vestry Book for the recording of every

(i) Service

(ii) Baptism

(iii) Confirmation

(iv) Reception

(v) Marriage

(vi) Burial

(b) Minute Books for the recording of the minutes of

(i) The Annual Vestry Meeting

(ii) Other Vestry Meetings

(iii) Church Council Meetings

(c) Columnar Cash Book or similar for the entry of all moneys received and paid.

(2) Every Parish shall have:

(a) Adequate registers for the recording of every:

(i) Baptism

(ii) Confirmation and Reception

(iii) Marriage

(iv) Burial

(b) Minute Book for the recording of the Minutes of all Parish Council and other Parish Meetings.

(c) Columnar Cash Book or similar for the entry of all moneys received and paid.

In a Ministry District it shall be sufficient for a group of congregations to hold registers for the rites and activities mentioned in this sub-clause.

(3) Those officiating at services shall be responsible for the prompt making of entries in the Vestry Book and in the Baptism, Confirmation, Marriage and Burial Registers.

CHURCHES AND OTHER BUILDINGS

C 2. Faculties

Faculties in relation to Churches and furnishings may be issued by the Bishop upon application made on the decision of the Vestry. Such application is to be made through the Archdeacon as provided for in the form of Schedule "H". In the case of parishes the application is to be made by parish priest and churchwardens, while in the case of a Ministry District, by the Churchwardens accompanied by comments from the District Priest.

C 3. Erection of Churches and other buildings

No building shall be erected without the approval of the Diocesan Council. No building intended as a church shall be erected without the sanction of the Bishop given by faculty.

C 4. Buildings to be adequately equipped

No building shall be licensed as a church until it has been equipped with all that is requisite for the celebration of Divine Service according to the law and usage of the Anglican Church of Australia.

C 5. Dedication of Churches

No building shall be dedicated as a church until a petition has been sent to the Bishop signed by the Parish Priest (if any), Churchwardens and other members of the Vestry and a licence has been issued by the Bishop.

C 6. Consecration of Churches

No building shall be consecrated as a church unless it be built of stone, brick, concrete or other durable material approved by the Diocesan Council and until a petition has been sent to the Bishop signed by the Parish Priest (if any), Churchwardens and other members of the Congregation and a licence has been issued by the Bishop. The land on which the building is erected shall be vested in the Synod.

C 7. Use of Churches

A church that has been consecrated shall be used for the celebration of Divine Service the Administration of the Sacraments the performance of the Rites and Ceremonies of the Anglican Church of Australia and for any other purpose as the Bishop may approve upon the application of the Parish Priest (if any) and Churchwardens acting on the decision of the Vestry.

C 8. Abandonment of Services

Where services are held regularly in any place whether in a church or other building they may not permanently be abandoned without the consent of the Bishop.

C 9. Services in Churches

No person shall be permitted to celebrate Divine Service administer the Sacraments perform any other Rite or Ceremony of the Anglican Church of Australia or preach any sermon in any church in the Diocese of Willochra unless such person first be licensed or approved by the Bishop.

C 10. Alterations to Churches

(1) No renovation, extension or alteration shall be made to the fabric, furnishings or internal arrangement of a church except with the sanction of the Bishop to be given by faculty.

(2) No ornament or monument or memorial shall be placed in any church nor removed therefrom except with the sanction of the Bishop to be given by faculty.

(3) The Churchwardens may allow temporary loans of furnishings of their churches for suitable purposes.

C 11. Alterations to Buildings

No renovations extensions or substantial repairs shall be made to any building without the approval of the Diocesan Council.

C 12. Sale or demolition

No sale or demolition of any building may take place without the approval of the Diocesan Council. No sale or demolition of any church may take place without the sanction of the Bishop obtained by faculty.

C 13. Work of an urgent nature

Work that requires either the approval of the Diocesan Council or the sanction of the Bishop shall not be commenced until such approval or sanction has been received except where the Archdeacon, the Bishop, and the Registrar are satisfied that the work is of an urgent nature.

RIGHTS OF THE BISHOP

C 14. Use of Churches by the Bishop

The Bishop has the right at all times to enter each and every licensed church or chapel and every building licensed for public worship within the Diocese for the purpose of saying public prayers, administering the sacraments, preaching and performing all other rites and ceremonies according to the use of the Anglican Church of Australia.

C 15. Presence of the Bishop at meetings

The Bishop or the Bishop's nominee has the right to be present at all meetings at a Congregational, Parochial, Ministry District and Diocesan level.

FINANCE

C 16. Financial Year

The financial year of the Diocese shall begin on the first day of July and shall close on the last day of June in the following year.

C 17. Accountability

(1) All moneys received at Church Services and Functions shall be counted and recorded by two duly appointed persons.

(2) All Church moneys shall be deposited with a bank or recognised

financial institution or with the Diocesan Council for safekeeping.

(3) Each Congregation, Parish, and Ministry District and all Church Organizations shall keep a record of all financial transactions.

C18 Investments

Money raised or set aside for development or other purposes shall be forwarded to the Diocesan Council for investment on behalf of the Congregation, Parish or Ministry District concerned. Such moneys together with the interest accrued thereon shall be held in trust by the Diocesan Council and shall be released upon the request of the Vestry, Parish Council or Ministry District Committee. In special circumstances, the Diocesan Council at the request of the Vestry, Parish or Ministry District Committee may authorize certain funds to be held locally subject to such conditions as the Diocesan Council may from time to time determine.

C 19 Loans

No debt shall be incurred upon any building or property belonging to the Church in any Parish or Ministry District without the consent of the Diocesan Council. No overdraft shall be established in any church or parish account or money borrowed without the consent of the Diocesan Council.

C 20 Financial and Statistical Returns

(1) By the first day of September each year every congregation in a Ministry District and the Parish Council in a Parish shall forward to the Registrar Returns in such form as the Diocesan Council shall from time to time determine. Such Returns shall be accompanied by a copy of the checked and verified financial records of Congregations, District Committee or Parish Council and all Church Organizations.

(2) The annual income of a Congregation or Parish or Church Organization means all the moneys raised by, payable or contributed to, such Congregation or Parish or Church Organization (including income from endowments whether received by the Parish Priest or the Churchwardens) and shall be the basis for determining the Diocesan Ministry Quota.

(3) In the absence of such returns the annual income shall be deemed to be the figure determined by Diocesan Council.

C 21. Payments to the Synod

(1) Diocesan Ministry.

Each Parish or Ministry District shall pay to the synod its quota of the amount determined by Synod to cover all expenses necessarily and properly incurred in the administration of the Diocese in accordance with the Constitution and Regulations together with such other expenses as the Synod may from time to time determine to be Synodal Expenses.

(2) Contra payments

Each parish, ministry district, or congregation shall also pay the total amount paid on its behalf by the Synod for

(a) insurance (of buildings and contents, for public liability, and for stipend continuance);

(b) long service leave contributions;

(c) superannuation of stipendiary clergy in accordance with the provisions of Regulation 4 clause 24;

(d) repairs to and maintenance of properties pertaining to that parish, ministry district or congregation;

(e) any other amounts that the Synod shall determine shall be paid by the Synod on behalf of the parish, ministry district or congregation;

(f) gifts to be forwarded by the diocese to various missionary organizations.

C 22. Notice of amounts payable

The Registrar shall by the last day of April or such other date as is determined by Diocesan Council notify the Parish Council or District Committee of the amounts calculated under clauses C 21(1) and C21(2).

C 23 Objections

(1) Within one calendar month of receiving such notice any Parish Council or District Committee which is dissatisfied with the amounts so notified may object in writing.

(2) The Diocesan Council shall consider such objection and notify the Parish Council or district Committee of its decision. If this decision meets with further objection the diocesan council shall report to the next meeting of Synod recommending a course of action which the synod may follow in determining the amounts payable.

C 24. Determination of Diocesan Ministry Quotas

(1) Each annual session of the Synod shall determine a quota for the current year on the basis of the total income budgeted by the Synod for Diocesan Ministry and the total income declared by the Parishes and Ministry Districts in the annual returns of two years prior.

(2) The quota is to be expressed as a rate of cents per dollar and applied equally to each Parish or Ministry District unless otherwise determined by Diocesan Council.

(3) Income for the Parishes or Ministry Districts shall be their total annual income except that:

(a) moneys collected specifically for Missions; and

(b) moneys raised specifically for major capital expenditure as approved by Diocesan Council,

shall not be regarded as income.

CHURCH CEMETERIES

C 25. The control and management of Church Cemeteries

The Synod of the Diocese is deemed by the various legislative acts of the South Australian Parliament to be the Controlling Authority in respect to Church Cemeteries within the Diocese.

Rules for the control and running of Church Cemeteries:

(1) The Cemetery shall be conducted in accordance with State Legislation.

(2) The Synod shall in consultation with the Vestry appoint a Curator for a term of three years.

(3) The Curator shall

(a) At all times carry out and comply with the orders and directions of the Controlling Authority and observe perform and comply with the provisions of this regulation and cause them to be observed by all other persons in or about the Cemetery.

(b) Keep a Register of Burials and shall from time to time enter therein the date of every burial or interment in the Cemetery, the name, the age and last place of abode of the deceased person whose remains are buried or interred, the number, location and depth of the grave or vault and the type of coffin, casket or urn. The Curator shall also enter particulars in the Register of Burials of every exhumation and reburial in the Cemetery.

(c) Keep a map of the plots showing the plots leased and indicating those used.

(d) As far as possible ensure that used plots are marked.

(e) Issue a licence on receipt of the appropriate fees and keep a record of the same.

(f) Provide for the Annual Vestry Meeting of the Congregation a checked and verified statement showing the financial assets of the Cemetery and income and expenditure for the year ending the last day of June.

(4) The tenure of the licence shall be 99 years from the date of issue with a right of renewal, subject to any Act of Parliament which may vary this period. This period of tenure may be varied by the Controlling Authority at the request of a Vestry.

(5) Right of burial or interment of ashes may be assigned at the discretion of the Controlling Authority, by the original licence holder or executors, on payment of the current fee.

(6) No burial or interment of ashes shall take place in any portion of the Cemetery in respect of which a licence for the exclusive right of interment has been granted, unless such licence (or written declaration

that the licence has been lost or destroyed) is provided to the Curator.

(7) The licensee of any plot shall not place upon such plot any monument or other erection until the design of such monument or erection and any proposed inscription has been approved by the Controlling Authority.

(8) The licensee or the licensee's next of kin shall be responsible for the maintenance, repair and removal of damaged or deteriorated memorial work and shall ensure that the plot is kept tidy and free from weeds and shall not plant anything thereon unless authorized by the Curator.

(9) Imitation flowers of plastic, porcelain or other material are not permitted to be placed on the plot.

(10) A committal service according to the Rites of the Anglican Church of Australia or a Rite approved by the Bishop shall be held at all burials and interments of ashes.

(11) Any additional conditions required by a Vestry to apply to a particular Cemetery must be approved by the Controlling Authority.

(12) A copy of these rules and any approved conditions must be made available to the licensee at the time of purchase of the licence.

ECUMENICAL PROJECTS

C 26. Principles of ecumenical projects

Vestries may co-operate with members of Congregations of other Denominations in the following ways:

(1) When a common purse finances the total ministry provided by several Congregations of different Denominations each Congregation maintaining its own life and agreeing from time to time on what work, witness or worship shall be done in common.

(2) When ministry is given to all worshippers by one minister or by one team of ministers under one leader and where there are stated areas of corporate action and agreed limits of corporate financial responsibility.

(3) When Congregations of two or more Denominations combine for worship, work and witness and where all communicant members of each Church share in the communion of every Church involved as members in communion. The terms of such co-operation shall be expressed in a Covenant or Agreement. There is no provision for creating a Congregation outside the authority of the co-operating Churches and in every case members maintain their own denominational identity and shall receive the Occasional Offices of their own Church.

C 27. Ecumenical Authority

(1) Any schemes for co-operation proposed under this Regulation shall come under the oversight of an Ecumenical Authority which shall consist of diocesan delegates and delegates from each of the other

Denominations involved and with provision for local representation. (See Appendices)

(2) The Ecumenical Authority must have the endorsement of and shall be accountable to the Diocesan Council. The other Denominations involved shall define the endorsement and accountability required by them.

(3) This Authority shall determine how the provisions of this Regulation shall apply to such co-operating Congregations as shall come under its oversight.

C 28. Inauguration

The establishment of co-operative ventures shall proceed as follows:

(1) A meeting of the Vestry shall advise the Diocesan Council and other Congregations involved in the project

(a) of the desire to take this step

(b) of the intentions and goals envisaged.

(2) Within three months the Vestry shall report in writing to the Diocesan Council concerning the proposal. If such report is not received within this period the Diocesan Council shall respond to the Vestry.

(3) After the response of the Diocesan Council and the other Congregations involved there shall be a joint meeting of ordained ministers and worshippers involved in the proposal. When such meeting has set the minimum terms for a Covenant or Agreement these terms shall be submitted to the appropriate authorities in each Denomination.

(4) When the appropriate Denominational Authorities have approved the Covenant the Diocesan Council shall formally release that Congregation from direct obedience to the provisions of this Regulation and commit it to the care of the Ecumenical Authority established under Clause C 27 of this Regulation.

(5) Changes to or dissolution of the Covenant or Agreement shall be made with the approval of the Ecumenical Authority and with the consent of the contracting parties and the authorities of each Denomination involved in the project.

OPERATING RULES FOR THE REGIONAL COUNCIL
FOR ANGLICAN AND UNITING CHURCH CO-OPERATION

Presbytery of South Australia, Uniting Church in Australia (UCA)

Diocese of Willochra, Anglican Church of Australia

This Council functions with the authority of the Synod of the Anglican Church of Australia in the Diocese of Willochra and the Synod of the UCA (SA) within the boundaries of the Diocese of Willochra.

The Regional Council shall consist of

~ The Bishop of Willochra or his delegate, and the Chairperson of the Presbytery of South Australia of the UCA or his/her delegate, who shall be considered the Executive Officers.

~ Three representatives from the Diocese of Willochra appointed by the Diocesan Council.

~ Three representatives appointed by the Presbytery of South Australia of the UCA.

~ Other representatives appointed by the Chairperson of the Presbytery of SA of the UCA and the Bishop of Willochra in equal numbers.

Officers

The Regional Council shall be chaired by the two Executive Officers in rotation each year.

A secretary shall be appointed by the Council each year for a one year term.

Meetings

The Regional Council shall meet at the discretion of the two Executive Officers who shall jointly call the council together. The Council shall meet at least twice a year.

Quorum

The quorum shall be four members, being equal representation from the UCA and the Diocese of Willochra.

The Regional Council shall

1. Oversee and accept responsibility for, and ensure adequate pastoral support for those Churches/Parishes/Ventures where the Anglican Church and the Uniting Church are co-operating in ministry within the boundary of the Diocese of Willochra.

2. Initiate co-operation in further areas for provision of ministry.

3. Undertake on behalf of the Presbytery of South Australia and the Diocese of Willochra to conduct reviews of joint ventures and co-operating ventures under its oversight and care.

4. Explore ways and means of recognition of the ministries of each Church by the other.

5. Be responsible to seek consensus between the denominations, the Council, and the parish for the appointment of ministers/priests to those parishes where joint/co-operating work is presently recognized or about to commence.

6. Be responsible for the length of such appointments taking into consideration the normal practice of each denomination.

7. Ensure that any co-operative ministry shall safeguard and present the doctrines, practices and traditions of each Church in such a way that they can be recognized and appreciated.

8. Negotiate and authorize agreements or other such documents or working papers as proposed by each Church/Parish/Venture where co-operation is presently functioning or hereafter is promoted.

9. Attend to other matters pertaining to co-operative work as the Regional Council and/or the two member Churches shall see fit.

Changes

Any changes, including termination, to these Operating Rules must have the approval of the Synod of the Anglican Diocese of Willochra and the South Australian Synod of the UCA.

GUIDELINES FOR ANGLICAN AND LUTHERAN CONGREGATIONS WHO DESIRE TO PRACTISE EUCHARISTIC HOSPITALITY AND SHARE PASTORAL CARE.

PREAMBLE

For many years Anglicans and Lutherans in Australia have been engaged in theological discussions. The culmination of these deliberations was the publication of the document *"Common Ground: Covenanting for Mutual Recognition and Reconciliation between the Anglican Church of Australia and the Lutheran Church of Australia."* This report was launched at a special evening service conducted in St. Peter's Cathedral, Adelaide, on 1 April, 2001.

Subsequently, *"Common Ground"* was adopted by the General Synods of both churches: Lutheran in 2003 and Anglican in 2004. "Common Ground" is not a declaration of church union, but a solemn pledge to work towards that goal. However, "Common Ground" does enable Anglicans and Lutherans to serve one another. Shared pastoral care and Eucharistic hospitality between local Anglican and Lutheran communities living in rural, regional or remote areas may be practised after consultation with the Anglican Diocesan Bishop and the Lutheran District President.

Any such initial local agreement is secured on the joint authority of the Diocesan Bishop and the District President, but does not have diocesan-wide or District-wide application.

A meeting of the Anglican-Lutheran Consultation (August, 2005) decided to encourage Bishops and Presidents to pursue actively situations where cooperation between Anglican and Lutheran congregations can take place.

SOME SUGGESTED GUIDELINES

1 Where Lutherans and Anglicans wish to have joint worship and/or pastoral care, or where they wish to practise Eucharistic hospitality, approval is obtained from the respective Anglican Diocesan Bishop and the Lutheran District President.

2 Local Agreements are to be made on the following basis:

   a. joint public profession, by participating congregations, of the catholic faith as contained in the Nicene Creed.

   b. an undertaking to respect the distinctive traditions enshrined in the Augsburg Confession and the Book of Common Prayer with the Thirty-nine Articles of Religion.

   c. joint commissioning of clergy by the local Anglican Bishop and Lutheran President.

3 A statement of Local Agreement is drawn up and signed by the Bishop and the President, by the local pastor and local parish priest, and by representative lay leaders of both congregations.

4 Such a Local Agreement implies ongoing pastoral care and Eucharistic hospitality in a local area for an agreed period, and is not to be understood as occasional Eucharistic hospitality (provided for by the Anglican General Synod

Canon 14 of 1973.) Rule xxiii made pursuant to Canon 14, 1973, already makes possible sustained Eucharistic hospitality for Lutherans.

5 When services are conducted by an Anglican minister, an authorised Anglican liturgy is used. When services are conducted by a Lutheran pastor, an authorised Lutheran liturgy is used.

6 Anglican and Lutheran congregations, and in particular the clergy of both churches, are encouraged to study together "Common Ground"**,** which forms the basis for this agreement.

7 Anglican and Lutheran congregations, and their clergy are asked to note the following additions to "Common Ground" made by the respective General Synods.

Lutheran General Synod, October, 2003

The General Synod of the Lutheran Church of Australia adopted the recommendations of the Anglican-Lutheran Dialogue in regard to a National Covenant with the insertion of the following clause as recommended by the General Pastors' Conference:

"The Lutheran Church of Australia requires that wherever arrangements for local eucharistic hospitality are being considered, the College of Presidents will ensure that there is agreement on baptismal regeneration and the real presence of Christ's body and blood in the Lord's Supper, and that the position of the LCA on the ministry of Word and Sacrament and the ordination of women is not compromised."

Anglican General Synod, October, 2004

The Anglican General Synod adopted the recommendations of the Anglican-Lutheran Dialogue in regard to a National Covenant with the insertion of the following clause:

"The Anglican Church affirms its willingness to work with the Lutheran Church in the process of developing a distinct Episcopal office."

8 Where joint worship and Eucharistic hospitality and shared pastoral care between Anglicans and Lutherans take place, both groups are encouraged to share with one another church literature such as bulletins, newsletters and church papers.

9 In accordance with the suggestion in the "Second Report from the Anglican-Lutheran Dialogue" (2002), the Anglican-Lutheran Consultation will monitor local cooperation between Anglicans and Lutherans where Eucharistic hospitality and joint worship and shared pastoral care takes place, and submit reports to the House of Bishops and the College of Presidents.

LOCAL AGREEMENT** BETWEEN **THE ANGLICAN CHURCH OF AUSTRALIA IN THE DIOCESE OF WILLOCHRA** AND **THE LUTHERAN CHURCH OF AUSTRALIA,

*……. **DISTRICT** CONCERNING*

***EUCHARISTIC HOSPITALITY AND SHARED PASTORAL CARE BETWEEN THE CHURCHES IN** …….*

PREAMBLE

"Common Ground, Covenanting for Mutual Recognition and Reconciliation between the Anglican Church of Australia and the Lutheran Church of Australia**"**, acknowledges that Anglicans and Lutherans recognise each other as continuing in the apostolic faith and ministry. Paragraph 4.1 makes this important affirmation:

> *We recognise each other as churches that, despite our failings, stand in the community of apostolic faith and ministry. We acknowledge that in each other's ordained ministries gospel oversight and administration of the means of grace are authentic and effective. We pledge to work together to develop joint participation in mission and witness, and to continue to seek ways of manifesting the unity that is ours in Christ.*

Furthermore, paragraph 4:2 states:

> *In particular, we believe that this agreement in faith and order we have reached is sufficient basis for a national Covenant by which regional agreements for eucharistic hospitality and recognition of ministry may be entered into. Under this covenant each church may invite and welcome the members of the other church in a particular locality to share in Holy Communion and to receive pastoral care according to need.*

THE LOCAL AGREEMENT

Anglicans and Lutherans in ……have heard the same prompting of the Holy Spirit in their local pastoral situation. We have studied together "Common Ground" as the basis of this local agreement. Recognising this local initiative, an agreement is hereby established between the Anglican parish of…….and the ……. Lutheran congregation in …….

who agree to:

1. extend eucharistic and pastoral hospitality to each other's members in this local community.
2. use only the authorised liturgy of the minister conducting the worship i.e. when services are conducted by a Lutheran pastor, a Lutheran liturgy will be used and when services are conducted by an Anglican minister, an Anglican liturgy will be used.
3. allocate offerings according to the wishes of the Anglican and Lutheran congregations.
4. ensure that Anglican and Lutheran clergy liaise regarding the pastoral care of members.
5. review this local agreement in ……. months/years.

Signed by ……. Date…….

Bishop of the Diocese of …….

Signed by…… Date…….

President of the Lutheran Church of Australia, ……. District

Lutheran Pastor……... Chair of Congregation ……

Anglican Incumbent ……. Churchwarden ……

TO GOD BE THE GLORY