



**Anglican Diocese of Bendigo**

# **Parish Administration Policy Handbook**

**Revised 2017**

A new version of The Parish Administration Act has been passed by Synod to assist parishes in effective governance and management. At the same time, the Act has been developed on the understanding we are a Missionary Church as we worship a Missionary God!

The new Act was designed not to be totally prescriptive, but to give direction, signposts and where necessary a clear policy of how a parish must be administered.

This Policy Handbook has been produced to assist Churchwardens, Clergy and Parish Council members with key areas covered by The Parish Administration Act (Amended 2016) and revised in 2017.

# Contents

Governance and Management	1
Parish Councils/Churchwardens	2
Management of Parish Property	4
Sale of Church Property	6
Redundant or Surplus Property	7
Creation of a New Parish or Ministry	8
Mission Action Plans	9
Parish Incumbency Vacancy	11
Rectory Policy	14
<b>Appendices</b>	
Appendix 1: MAP Templates	15
Appendix 2: Annual Church Property template	21
Appendix 3: Church Closure Flowcharts	22



## I. Governance and Management

### a) Annual Financial Audit

The Annual Parish Financial Report must be audited before presentation to the Parish Annual Meeting. Suitable persons to undertake audits are CPAs and Bank Managers.

### b) Banking

The Diocesan Banker is the Bendigo Community Sector Bank. Parishes are encouraged to consider banking through Bendigo Bank, which will assist the Diocese in negotiating better fees and management of funds. As funds will increasingly be transferred electronically, this makes for ease of transfer and potentially lower costs.

Parishes are requested to minimize the number of accounts held, and each year the Churchwardens should inspect all accounts held in the name of the Parish. Where organizations are no longer meeting, these accounts should be closed and transferred into the Parish Account. Parishes should aim at having ONE Parish Account and not a multiplicity of accounts. In multi-centre parishes, one account per centre may be maintained to assist with the maintenance of property and the handling of funds. From an Audit and Risk management point of view, the fewer accounts the better. Ladies' Guilds may maintain a bank account, but it must be audited and reported to the Annual Parish Meeting. Ladies' Guilds' funds belong to the Parish.

### c) Diocesan Ministry Fund and Parish Share

These two amounts, levied monthly by the Diocesan Registry are the first priority on Parish funds. They should be paid by direct bank transfer. The Ministry Fund is the payment made by a parish for the stipend of their priest. The Parish Share includes a contribution to cover the cost of running the Diocese, a levy for The Spirit and administrative charges.

### d) Surplus funds

All funds surplus to parish requirements, e.g. investments, Term Deposits, should be lodged with the Community Sector Banking (Bendigo Bank) in a Social Investment Development Account (SIDA).

## 2. Parish Councils/Churchwardens

The information which follows should be read in conjunction with the Churchwarden and Parish Councilor packs which are obtainable from the Registry Office.

### a) Parish Council meetings

It is expected that Parish Councils will meet at least six times each year.

### b) Meeting Agenda

The Agenda for a Parish Council meeting should focus on significant issues of mission and ministry, leaving minutiae to meetings of Churchwardens or sub-committees.

A typical Agenda for a Parish Council meeting will look like this:

- Opening (welcome, prayers, confirmation of Minutes, overview of the meeting Agenda)
- Report from the Incumbent (preferably written, with suggestions for discussion)
- Report from the Churchwardens and Treasurer (noting any matters needing Parish Council decision)
- Corporate reflection on an issue relating to mission, as part of the Parish Council's regular ongoing review of the Parish's Mission Action Plan.
- Consideration of significant events and issues in Parish life, including reports from sub-committees and parish groups (youth, education, MU, ecumenical etc.)

### c) Churchwardens' meetings

Churchwardens are expected to meet with the Incumbent on a monthly basis, using an established Agenda, and (as necessary) with a written record of decisions being kept.

Churchwardens' meetings should deal with matters such as

- Primary maintenance and environmental issues for parish buildings
- The employment of parish staff (youth workers, organists, administrators, auditor etc.)
- Financial matters, "ensuring that all accounts, Diocesan and otherwise, are paid in a prompt and timely manner"

- The preparation of Diocesan Returns, for approval and prompt submission by the Parish Council
- Clergy leave requests (to be submitted to Diocesan Registry)
- The Agenda for Parish Council meetings.

The meeting should also have a pastoral dimension, where mutual concern for the Parish's leaders, Incumbent (and family members) and Churchwardens is considered.

#### d) Absences from Parish Council meetings

- A member of Parish Council may request up to three months' leave of absence in any year.
- If a Parish Councillor misses more than four meetings, even with an apology, the absence may be reported to the Bishop.
- If a Parish Councillor misses more than three meetings, without an apology for their absence, that person will cease to be a member of Parish Council and be so notified by the Churchwardens.

#### e) Diocesan intervention

Where a Parish Council is having difficulty in effectively conducting its business, a Diocesan Archdeacon will be requested by the Bishop to report on the Parish Council and what appropriate action may be required.

Where a Parish Council is unable to make an appropriate decision about any matter that may impact on mission and ministry, the Bishop may request the matter to be referred to the Diocesan Executive Committee.

The calling-in of any matter by the Bishop will only take place after two meetings have been held between Diocesan representatives and the Parish Clergy and Churchwardens to seek to resolve the matter.

#### f) Professional Standards

All members of Parish Councils are expected to abide by the Professional Standards code adopted by the Diocese.

#### g) Confidentiality

All Churchwardens and Parish Councillors should regard many of the matters they deal with as confidential until it has been clearly decided by the Parish Council and/or the Diocese when material can be made public.

### 3. Management of Parish Property

It is the responsibility of each Parish to care for its buildings.

In an age of compliance and expectations by users for first class facilities, many parishes face major challenges.

An annual audit of all Parish property is to be carried out by the Churchwardens, and presented to the Annual Parish Meeting. To assist with this responsibility, the Template in Appendix 2 has been developed. A priority listing of required work should also be maintained.

The Diocesan Registry is available to assist with property matters. Parishes are asked to consult with its staff as early as possible about any major property proposal.

#### **Please remember:**

1. Any property expenditure over \$5000 requires the approval of the Diocesan Executive Committee, which meets normally on the first Monday of the month. For further details please see the section below titled “Building works/property expenditure \$5,000 and over”.
2. All contracts with regard to property, including leases of parish property, must be signed by the Diocesan Trustees. Parishes and Churchwardens do not have legal standing, and all parish property is held in trust by the Diocesan Trusts Corporation.
3. The Diocese pays insurance on all Parish property each February; each Parish/congregation is then billed for their insurance. Church-wardens should review annually the cover on all Parish property.
4. In accordance with The Parish Administration Act 2010 (amended 2016), a safe repository for keys with a key register is to be maintained by the Churchwardens. It should also include a spare set of keys to the Rectory. However, permission to enter the Rectory should at all times take place only with the consent of the occupant.



## **Building works / property expenditure \$5,000 and over**

Any building works or property expenditure over \$5,000 requires approval of the Diocesan Executive Committee, which meets normally on the first Monday of each month.

The Diocesan Executive Committee is responsible to make sound and informed decisions and undertake due diligence in the exercise of their duties, while remaining focused on facilitating Parishes this means they first need to have a good understanding of the proposals put before them.

That information will need to be more substantial depending on the size, scale and amount of funds involved in a project. This will need to be accompanied by a Parish Council minute recommending the works proceed.

For example, a project towards the lower end, say \$5,000 could be justified by a short report describing the work to be done, where the work is to be done and accompanied by two to three quotes for the work (wherever possible). The Parish should indicate which of the quotes they would like to proceed with and why. (There may be good reason not to accept the lowest quote).

In the example of a major maintenance, alteration, new building or extension (say over \$20,000) a site plan, architectural drawings, three quotes and a written report should be provided.

### Checklist

- Report outlining works to be done and which of the quotes is preferred
- Parish Council minute approving the proposal and advising from which Trust, Grant or Gift that the proposed expenditure will be sourced
- A summary and total of costs
- Quotes (two to three for each item)
- Site plan
- Draftsmen's or architect's drawings of the proposal
- Planning permit (where applicable)

## 4. Sale Of Church Property

(Please read in conjunction with the Flowchart on Sale of Church Property in Appendix 3)

Synod has resolved:

- a. To require the diocese and parishes to contribute 10% of any property sale to the Diocesan Ministry Trust to enable the growth of the Trust to support the ministry of the bishop and other clergy.
- b. That this policy be retrospective from June 2010 and be based on the net proceeds of sale at the time of settlement.
- c. That any parish can appeal to the Diocesan Executive Committee for special consideration of their circumstances.

## 5. Redundant Or Surplus Property

Redundant property may be church buildings, halls, rectories or land that are no longer required for parish use, e.g. a centre in the parish has closed, but the Parish continues.

To dispose of or sell such property requires:

1. A resolution of the Parish Council requesting
  - a. the closure of the church building if it is a worship centre; and
  - b. the sale of the property.
2. This resolution, signed by the Churchwardens, is to be sent to the Diocesan Executive Committee, requesting permission to proceed.
3. If permission is given, usually the Parish will appoint an Agent. The Diocesan Registrar can be requested to appoint an Agent.
4. The Diocese will obtain, through the Registrar, an Independent Valuation. Under Trust Law, properties cannot be sold at less than 10% of the valuation.
5. All legal matters will be handled by the Diocesan Solicitor through the Registrar.
6. The proceeds of sale, where the Parish continues, will be held in the name of the Parish by the Diocesan Trusts Corporation. The proceeds of sale are regarded as Capital and as such can only be:
  - a. applied to a future parish capital project, e.g. a new rectory, new parish asset; or
  - b. invested through the Trusts Corporation. Interest on the investment can be drawn down by the Parish for general use.  
In any one year, only 85% of the interest can be drawn down, with the balance accruing to the Parish's capital account.
7. Parishes, before they make any property decisions, are expected to **consult** with the Bishop or Diocesan Registrar very early in the process.
8. Parishes are requested to contribute 10% of any property sale to the Diocesan Ministry Trust Fund. This fund has been established to raise \$3m and assist with paying for the Bishop and other clergy; it would help reduce Parish Share contributions across the Diocese.

## 6. Creation Of A New Parish Or Ministry

(See Division 9 of the Parish Appointment Act 2010).

1. The Diocese, for the effective carrying out of God's mission through the Anglican Church, is divided into areas. Every part of the Diocese is geographically in a Parish.
2. The number of Parishes and their boundaries is determined by the Diocesan Executive Committee. Where a Parish seeks to change its boundary, or where a Parish may merge with another parish, all such proposals should be addressed to the Bishop.
3. The creation of a new Parish or ministry is subject to consultation with the Diocesan Executive Committee and approval by the Council of the Diocese.

## 7. Mission Action Plans (MAPS)

In Bendigo Diocese all Parish Councils are required annually to adopt a Mission Action Plan, to be presented to the Annual Parish Meeting.

MAPs, although presented annually, are now prepared on a 3 year cycle. With Parish Councils now elected for 3 years, MAPs should be revised or reviewed in the first year of the Parish Council cycle.

One template for the MAP centres around four Gospel values of:

- Teach
- Serve
- Give
- Grow

The goals must be focused on outcomes, and not simply be statements of faith, ideals or hope of what might be done.

In 2010, the Bishop instituted three other templates that parishes may use to prepare MAPs. One is based on a lecture given by Dr Graham Buxton to the 2010 Diocesan Clergy Conference, also based on a quadrant design:

- Justice
- Spirituality
- Relationships
- Beauty

The other two templates are:

- The Anglican Consultative Council's 'Five Marks of Mission' as cited in The Parish Administration Act (2010)
- The Seven Marks of a Healthy Church from Robert Warren.

All four sets of Templates are set out in Appendix I

The Parish Council in framing its MAP should:

- a. Identify one or two goals in each area that must be:
  - Specific
  - Measurable
  - Attractive

- Realistic
  - Timely
- b. Consult with the Parish by
- Congregational meeting(s)
  - Workshop(s) conducted or auspiced by the Bishop, Diocesan Staff or an outside facilitator.
- c. Be prepared to present their MAP to a Deanery Rally called by the Bishop, usually around mid-year.
- d. Use the Summary of MAPs around the Diocese prepared after the Deanery Rallies each year. These can be obtained from the Registry.

## 8. Parish Incumbency Vacancy

(This is covered by the Synod Appointments Act: the information below is included in this Handbook for ease of reference).

### a. Parish Appointments Board

Under Anglican protocols, it needs to be understood that it is always the Bishop who appoints and licenses clergy.

Where a Parish has the Right of Nomination of its Incumbent, this means the Parish has the right to present a preferred candidate to the Parish Appointments' Board.

The Parish Appointments Board for all parishes is made up of:

- the three Parish Nominators, elected by the Annual Parish Meeting
- a Diocesan Archdeacon
- the Rural Dean
- a member drawn from a Diocesan Pool elected by Synod
- the Bishop

### b. The Parish Nominators' role

When notice is received that a Parish is to become vacant, the Parish Nominators should:

- a. Establish with the Bishop whether
  - the Parish has the Right of Nomination, or
  - is a Bishop's Appointment, where the Bishop has the right to make every third appointment.
- b. After considering the situation of the Parish, the Nominators may also forfeit their Right of Nomination to the Bishop.
- c. Arrange with the Rural Dean for a Vacancy Consultation, where parishioners can be consulted about the Parish and its next appointment of an Incumbent.
- d. Prepare a Parish Profile. In the past, this has usually been prepared in a printed format, but some Parishes are now producing a DVD about the Parish for distribution.

For assistance with preparing the Parish Profile, speak to a Diocesan Archdeacon or your Rural Dean.

### c. Locum Ministry

The Bishop, in consultation with the Parish and the Director of Supply Ministry, will usually appoint a locum. Where there is the likelihood of a long vacancy, the Bishop may appoint an Acting or Interim Rector.

### d. The Process - Bishop's Appointment

1. The Bishop, as soon as the vacancy is announced, usually organizes an informal meeting with the Churchwardens and Parish Nominators, at which the Appointments Act is considered.
2. The Bishop will usually invite the Churchwardens and Nominators to submit names for consideration.

### e. The Process - Parish has Right of Nomination

The Nominators are urged, once a vacancy is known, to get to work and begin assembling a list of possible candidates. The Nominators will normally visit and interview prospective candidates in coming to a common mind about a preferred candidate.

Nominators, in seeking candidates, should:

- consider the needs of the parish in terms of mission and ministry, as related to the Parish Profile;
- draw up a list of the gifts/qualities they are seeking in their preferred candidate;
- seek independent references about prospective candidates.

Under the current Appointments Act, the Nominators have two months to present a preferred candidate to the Appointment Board. If the Nominators are unable to do so, or the Board is unable to agree on a candidate, the appointment becomes a Bishop's Appointment.

### f. Practical Information

- Where a priest accepts the Bishop's invitation to become the Incumbent of a Parish, it is often 2-3 months before the Induction.
- A Parish pays half of the relocation costs for the new Incumbent, and the Diocese the remaining half.
- The Bishop liaises with the Churchwardens about announcements, Induction dates etc.



- During a vacancy a Diocesan Archdeacon is required to undertake a Rectory Inspection, and issue a Report as to any work required to meet Diocesan standards: see Appendix 2.

## 9. Rectory Policy

This policy adopts a minimalist approach and is concerned with setting down clear principles rather than detail. It accepts that in future, clergy housing requirements will vary and seeks to be flexible, and responsible to clergy, Parishes and the Diocese.

### a. Principles

Clergy housing in the current environment needs to be cognisant of:

- the needs of clergy and their families
- the purpose of clergy housing
- occupational health and safety requirements
- the needs of the parish and the local context.

This means that, in the future, a clergy house may not always need to be four bedrooms with a separate study. A three-bedroom house and a study on the church property may be sufficient and appropriate.

Clergy housing may be on-site in relation to the parish church etc. or off-site, which will depend on local and personal circumstances. In some situations, clergy may apply to the Bishop to provide their own housing.

### b. Changes or Renovations to Clergy Housing

All requirements, changes, renovations etc. related to clergy housing in the Diocese must be with the full knowledge of the Registrar and the approval of the Diocesan Executive Committee.

Maintenance work to clergy housing - either exterior or interior - of less than \$5,000 must be approved by the Parish Council and managed by the Churchwardens. Expenditure above this amount should be referred to the Registrar. Any new work/ planned alterations to clergy housing must be referred to the Registrar.

### c. Care of Clergy Housing

Clergy housing and surrounding grounds, garden etc. must be maintained in good condition by the clergy or the occupant.

Large pets, fowl/ducks and geese must not be kept in clergy housing or within the grounds of clergy housing without the written permission of the Registrar. Where permission is requested, the application will be subject to any existing local government by laws.

All clergy housing shall be inspected annually by the Churchwardens and a copy of the report sent to the Registrar.

### d. Queries

Queries regarding the policy are to be directed to the Diocesan Registrar.

## Appendix I: MAP Templates

### A Diocese at Mission - CHRIST CALLS US

#### MAP Type A

Add particular points in each box after the final colon

<p style="text-align: center;"><b>Teach</b></p> <p style="text-align: center;">TEACH THE FAITH</p> <p>Jesus went throughout Galilee teaching – Matthew 4:23</p> <p>To develop the understanding of what it means to be the CHURCH: The People of God at mission:</p>	<p style="text-align: center;"><b>Grow</b></p> <p style="text-align: center;">GROW CONGREGATIONS</p> <p>Bear fruit and grow in the whole world - Colossians 1:6.</p> <p>To grow the understanding of congregations to see themselves as confident, enthusiastic, prayerful, bases of ministry:</p>
<p style="text-align: center;"><b>Give</b></p> <p style="text-align: center;">INCREASE GIVING</p> <p>God loves a cheerful giver - 2 Corinthians 9:7</p> <p>To be faithful and generous with all that God has given us:</p>	<p style="text-align: center;"><b>Serve</b></p> <p style="text-align: center;">SERVING COMMUNITIES</p> <p>Jesus said, “I am among you as one who serves” - Luke 22:27</p> <p>To demonstrate the compassion of Christ in the communities of the Diocese:</p>

## MAP TYPE B

Add particular points in each box after the final colons ...

<p style="text-align: center;"><b>Justice</b></p> <p>Jesus said, “He has anointed me to bring good news to the poor” - Luke 4:18</p> <p>As the people of God, we are called to strive for a just society:</p>	<p style="text-align: center;"><b>Spirituality</b></p> <p>Pray without ceasing, give thanks to the Lord - I Thessalonians 5:16</p> <p>To grow the understanding of congregations to see themselves as confident, enthusiastic, prayerful, bases of ministry:</p>
<p style="text-align: center;"><b>Relationships</b></p> <p>Jesus taught, “Love one another as I have love you” - John 15:12</p> <p>Relationships are at the heart of our faith, with God and with each other:</p>	<p style="text-align: center;"><b>Beauty</b></p> <p>O Lord, how glorious is your name in all the earth! - Psalm 8:1</p> <p>To strive to safeguard the environment we live in:</p>

\* Based on a model by the Revd. Dr. Graham Buxton, Adelaide.

## MAP TYPE C

### The Five Marks of Mission

(as adopted by the Anglican Consultative Council)

Add points under each number, as each relates to the parish:

**1. To proclaim the Good News of the Kingdom of God.**

- .....
- .....

**2. To teach, baptize and nurture new believers.**

- .....
- .....

**3. To respond to human need by loving service.**

- .....
- .....

**4. To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation.**

- .....
- .....

**5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.**

- .....

## MAP TYPE D

### Seven Marks of a Healthy Church

#### Expressing the life of Christ through the local church

- Energised by faith  
rather than just keeping things going or trying to survive
  - worship & sacramental life move people to experience God's love
  - motivation: energy comes from a desire to serve God and one another
  - engaging with scripture: in creative ways that connect with life
  - nurturing faith in Christ: helping people grow in and share their faith.
  -
- Outward-looking focus  
with a 'whole life' rather than a 'church life' concern
  - deeply rooted in the local community, working in partnership with other denominations, faiths, secular groups and networks
  - passionate and prophetic about justice and peace, locally and globally
  - making connections between faith and daily living
  - responding to human need by loving service
  -
- Seeks to find out what God wants  
rather than letting our own preferences set the church agenda
  - vocation: open to the Spirit's leading about what we should be and do
  - vision: developing and communicating a shared sense of where we are going
  - mission priorities: consciously setting both immediate and long-term goals
  - able to call forth and make sacrifices, personal and corporate, in bringing about the above and living out the faith.
  -

- Faces the cost of change and growth  
 rather than resisting change and avoiding failure
  - while embracing the past, daring to take on new ways of doing things
  - taking risks: admitting when things are not working, and learning from experience
  - crises: responding creatively to challenges facing church and community
  - positive experiences of change, however small, are affirmed and built on.
- 
- Builds community  
 rather than functioning as a club or religious organization
  - relationships are nurtured so people know they are a part of a community of faith (often through small groups) with opportunities for service
  - leadership: lay and ordained work as a team to develop appropriate expressions of all seven marks of a health church
  - lay ministry: the different gifts, experiences and faith-journeys of all are valued and given expression in and beyond the life of the church.
- 
- Makes room for others  
 being inclusive rather than exclusive
  - welcome: works to include newcomers into the life of the church
  - children and young people: are helped to belong, contribute and be nurtured in their faith
  - enquirers are encouraged to explore and experience faith in Christ
  - diversities: coming from social and ethnic backgrounds, mental and physical abilities and age differences are seen as a strength and sought after.
-

Does a few things – and does them well  
focused rather than frenetic

- doing the basics well: especially public worship, pastoral care, stewardship and administration.
- occasional offices: make sense of life and communicate faith
- being good news as a church, in our attitudes and ways of working
- enjoying what we do and being relaxed about what is not being done.



## Appendix 2: Annual Church Property Report Template

In accordance with The Parish Administration Act (2010), the Template below is to be completed and signed off on by the Churchwardens, presented at the Annual Parish Meeting, and forwarded to the Registrar with the Annual Parish Returns by 31 March each year.

### CHURCHWARDENS' ANNUAL PARISH PROPERTY REPORT

<b>Property</b> <i>(Rectory, all church buildings and land)</i>	<b>Location</b>	<b>Condition of Property</b>	<b>Nature of any work required</b>	<b>When work will be undertaken</b>	<b>Provision in Parish Budget</b>
Rectory					
Church A					
Church B					
Hall A					
Land at ...					

#### Notes:

1. This form is to be completed and signed off on by the Churchwardens before 31 December each year
2. This form should form the basis of the Churchwardens' report to the Annual Parish Meeting of the condition of all Church Property and work needing to be undertaken.
3. This form, when completed, is to be forwarded, with the Annual Parish Returns, to the Diocesan Registrar by 31 March each year.

#### Churchwardens' Signatures and Date

Rector's Warden ..... Date .... /..... /.....

People's Warden ..... Date .... /..... /.....

People's Warden ..... Date .... /..... /.....

## Appendix 3: Closure of a Church Property Flowcharts

### Flowchart on the Closure of a Church Property

1. Consult with the Churchwardens and then speak with the Bishop before any action is taken. Contact the Registry for information about the process.
2. Raise the matter and discuss at Parish Council. Give members a copy of this Flowchart.
3. Organise a congregational meeting in relation to the building concerned and seek a resolution supporting closure which would go to the Parish Council. The meeting should be advertised as widely as possible and be open to members of the public. The closure of church building especially in rural communities attracts a wide community interest.
4. If there is contention about the closure, request the Bishop or Registrar to consider a Public Meeting which they would attend to address any concerns and/or questions.
5. Take the congregational resolution to the Parish Council for formal adoption. Where there is no congregation left, the Parish Council can make the resolution. The resolution is sent to the Registrar to be tabled at Diocesan Executive. The Executive makes the final decision. The Executive in making the final decision will also consider the wider issues of mission and demographics.
6. An inventory of all fixtures, fittings and holy vessels should be made and a copy supplied to the Registry, normally through the Registrar. Diocesan and Parish records should be checked to see what items have Faculties. (A memorial plaque or inscription will often indicate if there is a faculty) The Faculties will need to be rescinded by the Bishop. **Nothing should be disposed of without consultation and permission of the Bishop/Registrar.** It should be noted that all items in a church building are legally owned by the diocese (even where donated) and can only be disposed of or relocated with diocesan permission. Ultimately the Diocesan Trustee's under law are responsible. Local members of the congregation and Parish Council can submit suggestions in relation to items. Normally items will not be returned to individuals. Items may be placed in the public domain such as in Public Halls, community centres or with local historical societies.
7. The diocese will appoint an estate agent to handle the sale and the agent will then consult with the parish and the diocese about suitable dates, etc. The diocese will also obtain an independent valuation. Under Trust law property cannot be sold for less than 10% of the valuation.
8. The cost of selling and legal costs will be drawn from the proceeds of the sale. The balance will be kept in Trust for the parish less 10% which will be contributed to the Diocesan Ministry Trust. Parishes may draw down up to 85% of the interest each year for parish funds. The capital can only be applied to capital projects.
9. All enquiries and questions about this process should be first of all addressed to the Registrar.
10. A final service will be organised by the parish in consultation with the bishop at which the Notice of De-consecration will be read. This returns the building to secular use.
11. If there is a Memorial Garden involved in the closure special advice should be sought from the Diocese.
12. All legal work will be undertaken through the Diocesan solicitor.

## A Pastoral Flowchart for the Closure/Sale Of Church Property

1. The closure or redundancy of any church property should first be raised in discussion with the Churchwardens. The Diocese should be consulted through the Registrar, and the **Flowchart on the Closure of Church Property** be distributed.
2. The proposed property for closure/sale should be listed on the Agenda for Parish Council for discussion.
3. At the Parish Council meeting issues to be considered should include:
  - How closure may impact on the mission of the parish.
  - Pastoral implications, who will be affected?
  - Demographic factors,
  - Community interest
  - Ongoing ministry to the area
4. The Parish council needs to pass a resolution supporting the closure and send this to the Registrar for consideration by the Diocesan Executive committee. The Executive will formally resolve the closure and sale of the property.

The Parish Council needs to be cognizant of the resolution of Synod that requires parishes to contribute 10% of any property sale to the **Diocesan Ministry Trust Fund** (Bishopric Endowment). This fund has been established to raise \$3M to enable the Bishopric to be funded independently of the Parish Share.

5. Where the property is a church property a final service will need to be organised at which the Bishop or his nominee will read the Certificate of Deconsecration which returns the building to secular use.
6. Where necessary a community meeting may need to be held to consult the wider community about the intended closure and sale. Consideration should be given as to whether a diocesan representative should be present such as the Registrar, the Property Manager, or the Bishop.
7. The clergy, churchwardens and Parish Council members should give consideration in regard to the pastoral care of church members affected directly by the closure. Members should be visited to ascertain their concerns and as to where they might attend church in future. If it is to be in another parish the clergy should take care to contact the Rector of that parish to which they wish to transfer.
  -
8. Clergy are to take special care that all holy vessels associated with a church to be closed are accounted for.