

Parish Trust Property

In most instances, the assets of a Parish (money and property) are held by the Synod under the terms of the Model Trust Deed. The Trust requires the parish to operate under the rules specified in the Parochial Administration Ordinance (PAO). Assets protected by this arrangements are called **Parish Trust Property**.

The Synod may not control or manage such property under normal circumstances. The **Parish Council** is responsible for the management and control of Parish Trust Property (PAO S.76), on behalf of the Parish.

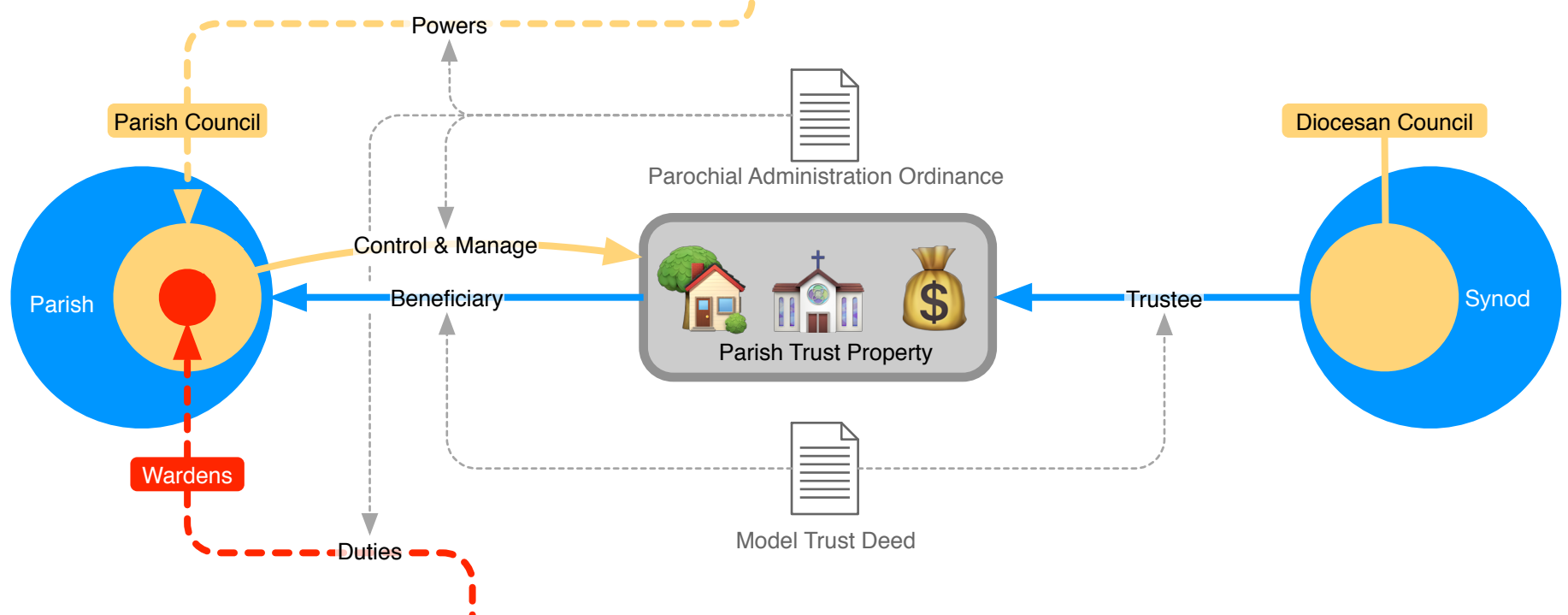
The PAO defines the powers and functions of the Parish Council and Parish Officers including Wardens.

Powers and Functions of Parish Council

Parochial Administration Ordinance S.29 abridged:

The **Parish Council together with the Parish Priest is responsible for the worship, ministry and mission of the parish under the leadership of the Parish Priest.** The Parish Council will work to fund and fulfil these responsibilities and, subject to the provisions of this Ordinance, shall have the following powers and duties:

- (a) The **insurance, maintenance, rental** (where applicable) of and the payment of rates taxes and other outgoings, and so much of telephone and other charges (excluding private use) **of the rectory** and any assistant member of the clergy;
- (b) The **insurance, maintenance, rental** (where applicable) of and the payment of rates taxes and other outgoings for all **churches, halls**, schools and other buildings erected on Parish Trust Property;
- (c) The **payment of all amounts owed by the parish** (whether capital or interest, and whether secured upon Parish Trust Property or not);
- (d) In all cases *not* specifically provided for in any Ordinance of the Synod, **the maintenance and control of all Parish Trust Property**;
- (e) The preservation and safe custody of all registers, records, documents, plate and other valuables of the parish;
- (f) Subject to the provisions of any Ordinance of the Synod, the determination of the amount of the stipends and other allowances of the Parish Priest and all assisting members of the clergy;
- (g) The **payment of stipends**, travelling and other allowances to the Parish Priest and assistant members of the clergy;
- (h) The **payment of diocesan assessments** and all other expenses payable by the parish;
- (i) The determination of the amount to be provided by each congregation in the parish to meet the expenses of the parish;
- (j) The management of the financial affairs of the parish, including the appropriation and application of all voluntary contributions (other than Baptismal offerings) and of **any moneys raised or held by any organisation connected with the parish**;
- (k) The provision of all things necessary for the decent performance of divine service and the administration of the sacraments;
- (l) The payment of fees and travelling expenses of any member of the clergy relieving the Parish Priest during such annual or other leave as the Parish Priest may be entitled to take;
- (m) Confirmation of the minutes of any meeting of a vestry within the Parish;
- (n) Such other powers and duties as may be specifically provided for in this or in any other Ordinance or as may be referred to it by a Vestry or by the Synod.



Duties of Wardens

Parochial Administration Ordinance S.51 abridged:

In addition to those duties prescribed in the Book of Common Prayer the duties of churchwardens shall include the following-

- (a) To **co-operate with the Parish Priest** in the initiation conduct and development of the work of God and the Church within the parish;
- (b) To be the executive officers of the Vestry and of the Parish Council in respect of matters pertaining to the congregation to which they are appointed;
- (c) To maintain order in the church and church grounds
- (d) To ensure that all things pertaining to the celebration of divine service are provided and to see that everything is fit and proper for the due performance thereof;
- (e) To make available all books muniments and records for the inspection of the Bishop or the Archdeacon of the district in which the parish is situated and to supply them with any information or explanations when requested to do so.
- (f) To report to the Bishop any serious neglect or failure on the part of the Parish Priest in the fulfilment of his or her pastoral duties;
- (g) To perform such duties as are prescribed by this or any other Ordinance;
- (h) Subject to any direction of the Parish Council or the Vestry as the case may be to receive bank and disburse moneys on behalf of the parish or congregations as the case may be.

The Parish Council may determine that any of these functions shall be carried out by the parish secretary.

