

Summary of Roles (from the CCAANZ Parish Administration Canon)

Churchwardens

- (1) There are to be two churchwardens. The Vicar must announce the appointment of the Vicar's churchwarden for the forthcoming year at the annual general meeting. The people's churchwarden is to be elected at that meeting.
- (2) While persons aged 16-17 may be voting members of the Parish, they are not eligible to be churchwardens.
- (3) The functions and powers of the churchwardens are to:
 - (a) promote and participate in the mission and ministry of the parish.
 - (b) prayerfully, personally, and practically support and encourage the ministry of the Vicar.
 - (c) be key lay leaders of the parish.
 - (d) ensure, with the chairperson, that the Parish Council is properly informed about matters for which it is responsible, and that the decisions of Parish Council are carried out.
 - (e) communicate significant information received from voting members of the parish or others to the Vicar, and to communicate from Parish Council to the Parish.
 - (f) be signatories on behalf of the parish in all contracts and deeds, including staffing and employment.
 - (g) ensure that the financial management of the parish is appropriate, including ensuring that relevant legislation is complied with.
 - (h) be responsible for the running of the parish during an interregnum or during the illness or incapacity of the Vicar.
 - (i) ensure the provision of all things necessary for public worship, and ensure the preservation of order during public worship
 - (j) have superintendence of any buildings, furniture, and equipment owned or used by the parish, and to report to the Parish Council from time to time on their state and any need for repairs, replacement, improvement or insurance.

Parish Council's (Vestry's) function

- (1) The function of the Parish Council is to ensure the activities of the parish include the regular worship of God, the deliberate disciplining of Christians in the parish, and evangelism in the local area. It is to support and partner with the Vicar and any other clergy to help develop ministry goals which the parish will strive to fulfil as it seeks to glorify God and to engage in his mission.

Synod Representatives

- (1) Synod representatives of the parish must be elected at the annual general meeting every three years for a three year term.
- (2) While persons aged 16-17 may be voting members of the Parish, they are not eligible for election as Synod representatives.
- (3) The number of representatives that the parish may elect is regulated by canon. Synod representatives are ex officio members of the Parish Council.
- (4) The task of the Synod representatives is to engage responsibly in the business of the Synod, to convey to the Synod any matters resolved at a general meeting of which the Synod should be aware, and to report to the parish on Synod decisions in such manner as the Parish Council decides.