## Parish Council Practices

**Baptism:**

* We welcome all people who want to be baptised.
* The Sacrament of Baptism will normally take place during public worship as per the Constitution of the Anglican Church of Australia.
* Candidates for Baptism agree to meet with the Rector at least once in preparation for baptism.

**Depreciation:**

* Assets over $2000 are depreciated.
* Depreciation rates are guided by the ATO but determined annually by the treasurer.

**Finances:**

* For non-budgeted items over $1000 parish council agrees that the treasurer must always be consulted for advice before proceeding with any motion.
* Wardens may authorise emergency payments for up to $500 for unplanned events. These payments are ratified at the following Parish Council meeting.
* Payments are usually processed on Tuesdays. Payments are usually authorised within 48 hours by the treasurer and one other.

**Coles Account:**

* The following portfolio coordinators have Coles Cards:
	+ Pastoral Care
	+ Office staff
	+ Wardens
	+ Messy Church Catering coordinators
* When purchases are made receipts are delivered to the office as soon as possible.

**Flying Minutes:**

* Flying minutes are discouraged but when necessary are used for non-contentious issues requiring a yes or no answer. The flying minutes are included in the next parish council meeting.

 **Facility hire and usage:**

* Facility hirers must:
	+ complete the required booking form,
	+ provide a copy of public liability insurance or sign a waiver,
	+ sign a condition of usage agreement,
	+ and receive a facility orientation.

**Licensed Lay Ministers and ministry coordinators:**

* As per Diocesan ordinances, LLM’s and coordinators need to be full members of the parish for a minimum of a year before being appointed to a coordinators position or a licensed position.
* Any person may be a worker/volunteer as soon as they are willing.

**Parish Council Meetings:**

* Reports to parish council and any proposed motions with supporting information are collated in a business paper that is available on the weekend before parish council meets.
* With the exception of the finances, reports and proposed motions with supporting information are due at 9am 1 week before parish council meetings. Any parish council member may contribute to the agenda.

**Petty Cash:**

* To assist with bookkeeping, claims from Petty Cash need to be made as soon as possible.

**Prayer needs:**

* For privacy and pastoral reasons, prayer needs are not usually published in the bulletin. The prayer chain ministry prays for those in need, with their permission. Anyone may nominate prayer needs to the prayer chain either through the coordinator or the office.

**Record keeping:**

* Financial documents including facility hire, annual audits. etc: retained for seven years in ministry administrator’s office.
* Minutes of Parish Council Meetings: retained for ten years in ministry administrator’s office then send to Diocesan archive.
* Registers: retain in reception office fireproof cabinet for ten years and then send to Diocesan archive.
* Volunteer documentation: retain in priest’s office in locked cabinet for seven years and then send to Diocesan archive.

**Weddings:**

* The Rector conducts weddings according to the Rites of the Anglican Church at Alstonville Anglicans.
* At the discretion of the Rector another licensed Anglican priest may conduct a wedding at Alstonville Anglicans.
* The church is not hired out for weddings, but the hall may be booked for wedding receptions.
* Weddings are not conducted in Holy Week or on the Easter Weekend but may occur on any Saturday during Lent.

**Welfare Policy:**

* Our Lord said we are to be “Gentle as a dove and wise as a serpent”.
* No cash may be given.
* Vouchers of $20 are given by staff during office hours in response to requests for help.
* At the discretion of any staff member, more than 1 voucher may be given.
* A tracking sheet for vouchers is always signed.
* A referral booklet with specialist services is available in the office foyer and in the church vestry and may be used in directing people to obtain help.
* Outside of office hours, people seeking assistance are not to be invited into the building without a scheduled appointment. Toilets are available in Main Street Alstonville and people may be directed there.
* People seeking assistance may not be transported in private vehicles under any circumstance.