

ANGLICAN PARISH OF IPSWICH PARISH COUNCIL

PARISH MANAGEMENT COMMITTEE

As provided in the Diocesan Handbook sections **C2.4** and **C2.12**, Parish Council establishes the Parish Management Committee as a sub-committee of Council with terms of reference and membership as described:

Terms of Reference

To act on behalf of Parish Council in between meetings of Council, including the following matters:

- Review the draft minutes from PC meetings
- Monitor implementation of PC decisions
- Monitor financial and property issues, including grant applications
- Address any urgent matters pending the next PC meeting
- Prepare any Flying Minutes required from time to time
- Prepare advice for PC on matters referred to the Executive
- Draft the agenda and related business papers for PC meetings

Membership

Parish Priest (Chair)

Churchwardens

Parish Treasurer

one (1) person nominated by PC (not necessarily a member of PC)

Observers

At its own discretion, the Parish Management Committee may invite other people to participate in meetings to assist with its consideration of particular issues.

DIOCESAN HANDBOOK, Section C: Parish Organisation

C.1 QUALIFICATIONS AND STANDING

Qualifications for involvement

C.1.1. A person's qualifications for involvement in parish affairs depend on the following definitions -

- a) Member of this Church - means a baptised person who attends the public worship of this Church and who declares that he/she is a member of this Church and of no Church which is not in communion with this Church.
- b) Parishioner - means a Member of this Church who is at least 18 years of age and who has been for a period of not less than three months and is an accustomed worshipper in the particular Parish.
- c) Elector - means a communicant Parishioner provided that no person may at any time be an Elector for more than one Parish.

Meetings

C.2.4. The Churchwardens with the Parish Priest are the executive and standing committee of Parish Council. They transact their business at properly constituted meetings. These meetings should be held regularly, at least once per month.

C.2.12. Certain duties and responsibilities of the Churchwardens acting in conjunction with the Parish Priest are:- (see above C.2.5)

- a) subject to any general or special direction of the Parish Council to be the executive and standing committee of the Parish Council at times when the Council is not meeting;
- b) to be responsible for the communication of all information and documents required by Canon to be communicated to and from the Parish;
- c) to have the appointment, control and dismissal of all lay officers other than Stipendiary Lay Ministers;
- d) to have the control of all ornamentation and decoration of the Church, subject to appeal to the Archbishop;
- e) to approve any special collections.