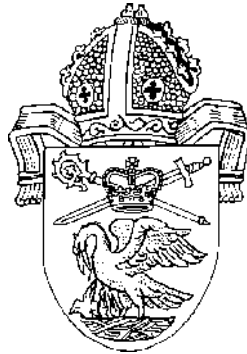


Parish:

## ANGLICAN DIOCESE OF CANBERRA AND GOULBURN



# PARISH RETURN

YEAR ENDED 31 DECEMBER 2010

- 
- |           |   |   |
|-----------|---|---|
| Section A | - | General Parish Information Relating to the Year Ending 31 December 2010 |
| Section B | - | Financial Information for the Year Ending 31 December 2010              |
| Section C | - | 2011 Parish Personnel & Office-Bearers                                  |
| Section D | - | Safe Ministries   |
| Section E | - | Anglicare Disaster Recovery Training (ACER)                             |
- 

**Please return to the Diocese:**

GPO Box 1981  
CANBERRA ACT 2601

**Or email to:**

[emma.body@anglicancg.org.au](mailto:emma.body@anglicancg.org.au)

**BY NO LATER THAN 21 MAY 2011**

Issued by the Registrar, Diocese of Canberra & Goulburn, GPO Box 1981, Canberra Act 2601

Phone - (02) 6248 0811 Fax - (02) 6247 6829 Email – [trevor.ament@anglicancg.org.au](mailto:trevor.ament@anglicancg.org.au)

Website – [www.anglicancg.org.au](http://www.anglicancg.org.au)

21 March, 2011

## INTRODUCTION

The parish return for 2010 is divided into five sections as follows:

### **Section A - General Parish Information Relating to the Year Ending 31 December 2010**

This section seeks general parish information.

The Diocese is developing a strategic three year plan for 2011-2014 and a longer term focus to 2020 to identify and develop new opportunities for the church mission. This information provides an important summary of change that we may not notice on a week by week basis that will serve as a benchmark against which our future progress will be compared. Not only does it provide a useful snap shot to help you develop mission locally but when combined it provides a vital picture of how we are all participating in God's mission.

Please enclose a full set of papers presented at your Annual General Meeting including all reports (rectors, wardens, financial etc).

### **Section B - Financial Information for the Year Ending 31 December 2010**

Parishes are asked to forward their audited accounts for 2010 together with other information requested in this section.

### **Section C – 2011 Parish Personnel & Office-Bearers**

This provides basic information about parish office-holders for use by the Diocese. Please complete all the requested details, as this provides contact information for the Diocese as a whole.

### **Section D – Safe Ministries**

Please complete the certification in respect of child protection. This certification by the Wardens is required to assure Synod and the Bishop that procedures for child protection are being completed.

### **Section E – Anglicare Disaster Recovery Training (ACER)**

Please tick the relevant box in relation to whether your Ministry Unit has participated in ACER training and provide further detail where relevant.

Trevor Ament  
**Registrar**  
21 March 2011

This report was prepared by

Position held in the parish

Date

## DIOCESE OF CANBERRA & GOULBURN – REGISTRY

The Registry respects your Privacy.

The Registry is responsible for supporting the Bishop in discharging his Episcopal functions and administers the central Diocesan Function.

We usually collect personal information such as a person's name, age, contact details, occupation and family details to discharge these functions but we may collect other personal information as well. We use this information for the proper administration of the Diocese including maintenance of contact information, assessing ordination applicants, licensing clergy and lay people for ministry in the Diocese, administering professional standards within the Diocese and recording historical information. When we collect sensitive information, as defined in the Privacy Act, we will collect it with your consent when required to do so by law.

We may share your information with other entities who are members of the Anglican Church of Australia. This is usually within the Diocese but can be with other church agencies outside the Diocese. We will handle such personal information in accordance with the standards set out in our Privacy Policy.

The Registry may disclose your personal information to third party service providers, agents or contractors from time to time to help us to provide our services. If we do this, we generally require those parties to protect your personal information in the same way we do.

We use a variety of physical and electronic security measures including restricting physical access to our offices and the use of security codes in respect of electronic information to keep personal information held on those systems secure from misuse, loss or unauthorised use or disclosure.

Generally, you can access personal information we hold about you. If we deny your request in some circumstances we will tell you why. Please contact the Registrar at 43 Constitution Avenue, Reid, ACT (GPO Box 1981, Canberra, ACT) or on 6248 0811 or at [trevor.ament@anglicancg.org.au](mailto:trevor.ament@anglicancg.org.au)

## SECTION A

### GENERAL PARISH INFORMATION RELATING TO THE YEAR ENDING 31 DECEMBER 2010

The Diocese of Canberra and Goulburn has a broad range of ministry units ranging from large suburban parishes with multiple congregations to country parishes that hold services in multiple locations in nearby towns and centres. Any services in aged care facilities should be included in the column 'other centres'.

If you have any difficulty compiling or calculating these statistics and require some advice, please contact Wayne Brighton at [wayne.brighton@anglicancg.org.au](mailto:wayne.brighton@anglicancg.org.au).

QUESTIONS	MAIN PARISH CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)
(This table collects data on up to five centres in your parish. If you have more than 5 centres, please photocopy this table and add the additional centres).			
<b>1. Parish Rolls</b>			
Does your Parish keep a roll of members?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many people are estimated to be members of the parish as at 31 December 2010:			
<b>1. Church Attendance in 2010</b>			
TOTAL ANNUAL ATTENDANCE (if data available)			
For each Sunday in November 2010 please indicate the attendance at Sunday services for each centre. (Where multiple services are held i.e. at 8am, 10.30am and 6pm, please add together. If you hold mid week services please include in Sunday total as indicated below. If a baptism was held as part of the service, please indicate with a B. <b>Do not include attendance at funeral services or weddings</b> ).			
November 7 (week Nov 1 – Nov 7)			
November 14 (week Nov 8 – Nov 14)			
November 21 (week Nov 15 – Nov 21)			
November 28 (Nov 22 – Nov 28)			

QUESTIONS	MAIN PARISH CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)
<b>3. Communicants in 2010</b>			
Total number of Communicants for 2010 (To calculate, add all the communicants at all services for the year 1 Jan – 31 Dec for each centre).			
Number of Youths (i.e. under 18 years old)			
Number or percentage of people 0– 12 years old			
Number or percentage of people 13 - 25 years old			
Number or percentage of people 26 - 45 years old			
Number or percentage of people 45+ years old			
<b>4. Church Services in 2010 (Total Number for year)</b> <b>Sunday</b>			
Holy Communion			
Other (please describe)			
<b>5. Back to Church Sunday 2010</b>			
Did you ministry unit participate in Back to Church Sunday (29 August 2010)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate the attendance for Sunday 29 August or the Sunday on which it was held in the centre. (Combine multiple services held for each centre).			

QUESTIONS	MAIN PARISH CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)	OTHER CENTRE: (insert name of centre)
<b>6. Sunday School or Junior Church</b>			
Does your parish/other centre operate a Sunday school or junior church?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the total attendance?			
How many teachers are involved?			
How many weeks during the year was the program offered?			
<b>7. Youth Groups or Church for teens</b>			
Does your parish/other centre operate a regular weekly / monthly program for teens, either on Sundays or at <sup>a</sup> different time during the week?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What was the total attendance for the year? (please do not include camps or special events)			
How many weeks during the year was the program offered?			
Do these participants attend Sunday worship and if so are they included in your attendance estimates for parish rolls (0. 1) or church attendance (0.2)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
To eliminate double counting, you may wish to estimate the percentage of regular participants who also participate in other parish activities.			

**8.RELIGIOUS EDUCATION IN SCHOOLS**

Briefly describe the religious education program in your parish:

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**9.MINISTRY TO YOUNG PEOPLE**

Briefly describe ministry to young people in your parish:

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## 10. BAPTISMS, CONFIRMATIONS, MARRIAGES, BURIALS & CREMATIONS

**MAIN PARISH CENTRE:** (insert name of parish)

Baptisms		Thanksgiving		Confirmations		Marriages	Burials	Cremations
Infants		Boys		Boys				
Adults		Girls		Girls				
				Adults				

**OTHER CENTRE:** (insert name of centre)

Baptisms		Thanksgiving		Confirmations		Marriages	Burials	Cremations
Infants		Boys		Boys				
Adults		Girls		Girls				
				Adults				

**OTHER CENTRE:** (insert name of centre)

Baptisms		Thanksgiving		Confirmations		Marriages	Burials	Cremations
Infants		Boys		Boys				
Adults		Girls		Girls				
				Adults				

**11. ACTIVE GROUPS WITHIN THE PARISH/CENTRE**

AREA	NAME OF GROUP	NUMBER INVOLVED
Men		
Women		
Adults		
Youth Groups		
*Fresh Expressions		
Process Evangelism, e.g. Alpha		
Choir		
Study Groups		
Young Families / Playgroups		
Other		

**\*Fresh Expressions** – an intentional and experimental form of church developed to engage evangelistically with unchurched people in the general community. They function as church in their own right without the expectation that participants will join a main service.

**12. PARISH-BASED CARING & WELFARE PROGRAMS IN 2010** (e.g. establishment/continuation of opportunity shops, pastoral visiting program, services to the aged and disadvantaged, emergency food provision, telecare program, etc.)

Please describe:

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## SECTION B

### Financial Information for the Year Ending 31 December 2010

1. Please attach the audited accounts of the parish (and, if applicable, other parish centres) together with the Treasurer's report presented to the annual meeting of the parish.
2. Please supply the following information:

#### **2.1 Parish Loans**

Amount of Principal Owning as at 31/12/10	Bank/ Institution	Type of loan (overdraft, housing, church building, car)	Purpose of Loan	Term of Loan	Loan Expires	Security

Note: Please include total loans from parishioners as one item. Do not refer to parishioners by name.

#### **2.2 Parish Bank Account**

The parish maintains its principal bank account with:

**Bank:**

**Branch:**

**Treasurer:** (insert name)

#### **Use of Funds from Trust Accounts**

The Trustees of the Anglican Church Property Trust Canberra and Goulburn must assure themselves that funds used from trust a/cs under their care are used for the purposes of those trusts. You are therefore asked to provide the following information:

- The amount of funds drawn from trust accounts for the benefit of the parish during 2010 was \$
- I certify that these funds were used for the purposes allowed by the trusts from which they were drawn

**Warden:** (insert name)

**2.3 Calculation of 2010 Net Parish Income for 2012 Parish Contributions**

**1 Church collections**

- a. Open plate \$.....
- b. Envelope giving \$.....
- c. Donations \$.....

**2 Special Activities**

(Amount raised after expenses from fetes, opportunity shops, special events) \$.....

**3. Interest received/profits earned on investments** \$.....

**4. Income received from parish property (rents, hall hire, etc)** \$.....

**5. Other income not included in the items referred to below** \$.....

**6. TOTAL NET PARISH INCOME FOR 2010** \$.....

**Note:**

Income for this purpose does not include:

- + Funds received and passed on to missionary bodies
- + Gifts from parishioners and others for specific purposes (Trusts/Bequests) e.g.:
  - > building funds
  - > debt reduction
  - > land purchases
  - > car and organ purchase
- + a diocesan grant
- + bequests received
- + loans received
- + withdrawals from trust funds held by the property trust
- + withdrawals from parish reserves.

No deduction from income should be made for expenditure of any kind.

## SECTION C

### 2011 PARISH PERSONNEL & OFFICE BEARERS

**NOTE: As this information is used to update Diocesan records please ensure that it is accurate, legible, complete and up-to-date.**

#### 1. PARISH

Postal Address:	
Street Address:	
Parish email address:	
Parish website address (if any):	
Parish office staff name:	
Office Phone number:	
Office Fax number:	
Parish Office days/hours staffed:	

#### 2. RECTOR/PRIEST-IN-CHARGE

Name:	
Email:	
Regular Day Off (day of week)	

#### 3. ASSISTANT CLERGY (including honorary)

Name:	Regular Day Off:
Email:	
Name:	Regular Day Off:
Email:	
Name:	Regular Day Off:
Email:	
Name:	Regular Day Off:
Email:	

#### 4. SALARIED LAY STAFF

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			
Days and Hours of Duty:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			
Days and Hours of Duty:			

#### 5. HONORARY LAY MINISTERS

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**6. PARISH MEMBERS OF THE CLERGY APPOINTMENTS BOARD  
(elected for a three year period 2011-2013)**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**7. LAY SYNOD MEMBERS (elected for a three year period 2011-2013)**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

## 8. ALTERNATE LAY SYNOD MEMBERS (elected for a three year period 2011-2013)

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

## 9. WARDENS OF THE PARISH CHURCH

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:	
Address:	Postcode:
Phone:	BH: AH:
Email:	

Name:	
Address:	Postcode:
Phone:	BH: AH:
Email:	

Name:	
Address:	Postcode:
Phone:	BH: AH:
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Name:	
Address:	Postcode:
Phone:	BH: AH:
Email:	

Name:	
Address:	Postcode:
Phone:	BH: AH:
Email:	

Name:	
Address:	Postcode:
Phone:	BH: AH:
Email:	

**10. PRESIDING MEMBER OF PARISH COUNCIL**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**11. HONORARY SECRETARY, PARISH COUNCIL**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**12. HONORARY TRESURER, PARISH COUNCIL**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**13. HONORARY OFFICE SECRETARY (if any – salaried secretary listed in C1 above)**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**14. A.W./C.U. BRANCH HONORARY SECRETARIES**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**15. PRINCIPAL YOUTH LEADER/S**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**16. PARISH CONTACT FOR YOUTH MAILINGS**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**17. CO-ORDINATOR OF SUNDAY SCHOOL / CHILDREN'S CHURCH**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**18. CONTACT PERSON FOR SPECIAL RELIGIOUS EDUCATION (SCRIPTURE) TEACHERS IN THE PARISH**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**19. AUDITOR/S**

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

Name:			
Address:			Postcode:
Phone:	BH:	AH:	
Email:			

**20. PARISH COUNCIL MEETINGS**

The regular Parish Council meeting day in 2011 will be (e.g. 4th Tuesday) at (am/pm).

## SECTION D

### Safe Ministries

The following certification must be completed by the Rector and the Chair of the Parish Council

**We certify that:**

- The parish/ministry unit has brought to the attention of the parish the spirit, intent, procedures and responsibilities associated with Diocesan **Safe Communities of Faith** policy document on an annual basis.
- The parish/ministry unit has embraced the following policy statements by implementing them into their practice<sup>1</sup>:

*Please indicate whether you are currently meeting each of these requirements or if they are in progress (IP)*

**SAFE LEADERS**

We commit to:	Yes	No	IP
<ul style="list-style-type: none"> <li>• ensuring the suitability of leaders in child-oriented ministries, before they are appointed;</li> </ul>			
<ul style="list-style-type: none"> <li>• recruiting leaders of children and young people oriented ministries using the Diocesan Guidelines outlined in the Implementation Strategy from <b>Our Diocese: Screening for Safe Leaders</b> and resource documents in the <b>Church Leadership Implementation Pack</b> (available from website):</li> </ul> <p><b>For NSW</b></p> <ul style="list-style-type: none"> <li>• Student/Volunteer Declaration (for everyone in a child-related ministry role)</li> <li>• Applicant Declaration and Consent (for paid staff in child-related ministry role)</li> </ul> <p><b>For ACT</b></p> <ul style="list-style-type: none"> <li>• Lay Minister's Statutory Declaration (for everyone in child-related ministry role – paid or volunteer)</li> <li>• AFP Background Check (for Ministry Co-ordinators – paid or volunteers)</li> </ul>			
<ul style="list-style-type: none"> <li>• ongoing training, supervision of, and support for, leaders.</li> </ul>			
We require for leaders of children and young people's ministries, Wardens and Parish Councillors:			
<ul style="list-style-type: none"> <li>• that they follow the <b>Diocesan Code of Good Practice</b>; (available from website)</li> </ul>			
<ul style="list-style-type: none"> <li>• that they undertake a Diocesan <b>Creating Safe Ministries</b>, (or SCTA endorsed), workshop and refresher sessions;</li> </ul>			
<ul style="list-style-type: none"> <li>• that they attend additional ministry-specific training as required by churches and diocesan agencies;</li> </ul>			
<ul style="list-style-type: none"> <li>• that they report disclosure or suspicions of child abuse or neglect, according to government legislation using Diocesan Lines of Reporting;</li> </ul>			
<ul style="list-style-type: none"> <li>• that, if an allegation of misconduct is made against such a leader, the provisions of the Diocesan Professional Standards Ordinance provisions will be followed.</li> </ul>			

**SAFE PROGRAMS**

a) Safe emotional environments	Yes	No	IP
<ul style="list-style-type: none"> <li>• We encourage all people, including children and young persons, to provide input into the programs and the activities in which they are to participate, by valuing and fostering their ideas, and encouraging participation in the life of the church.</li> </ul>			

<sup>1</sup> Where there are any difficulties in implementing any of the policy statements into practice, please contact Celia Irving, the Professional Standards Director on 0427 533 159 or [celia.irving@anglicancg.org.au](mailto:celia.irving@anglicancg.org.au) for assistance.

**SAFE PROGRAMS** (continued)

<b>a) Safe emotional environments</b>	Yes	No	IP
<ul style="list-style-type: none"> <li>We will follow the Diocesan privacy policy in respect to information relating to program participants, (including children's health and family situation)</li> </ul>			
<ul style="list-style-type: none"> <li>We require those in ministry leadership to be nurturing and affirming in their ministry interactions.</li> </ul>			
<b>b) Safe physical environments.</b>			
<ul style="list-style-type: none"> <li>Leaders will establish and maintain physically safe ministry environments. Forms, checklists and templates to assist this are provided in the <b>Church Leadership Implementation Pack</b>.</li> </ul>			
<ul style="list-style-type: none"> <li>Ministry Co-ordinators will ensure that the following areas are incorporated into establishing and maintaining a safe physical environment: fire safety, building safety, first aid; food safety practices; risk assessment for activities; adequate ministry supervision for activities; transport protocols; critical incident and emergency protocols and ministry review.</li> </ul>			

**Creating Safe Ministries (CSM) Workshop Audit for 2010:**

Role	How many people in the following roles have not yet completed any CSM (or similar) workshops since being in this ministry role or in the last 4 years?
Warden	
Parish Council member	
Ministry Leader	
PLEASE NOTE: The Diocese retains a database of everyone who has attended a CSM workshop since 2007. If you are unsure if a leader has completed a workshop in the last 4 years, you may request a check of the database via <a href="mailto:celia.irving@anglicancq.org.au">celia.irving@anglicancq.org.au</a>	

**Leader Screening Audit 2010 – NSW Ministry Units:**

Role	Number of <b>Student/Volunteer Declaration</b> forms completed in 2010 (for people new to a ministry role)	Number of <b>Applicant Declaration and Consent</b> forms completed in 2010 (for people new to a ministry role)	Number of <b>Employer Request for Background Check</b> forms submitted in 2010 (for people new to a ministry role)
Ministry Leader			

**Leader Screening Audit 2010 – ACT Ministry Units:**

Role	Number of Lay Minister's Declaration forms completed in 2010 (for people new to a ministry role)	Number of Police Background Check Request forms submitted in 2010 (for people new to a ministry role)
Ministry Leader		

Rector:

Parish Council Chair:

Date:

Date:

