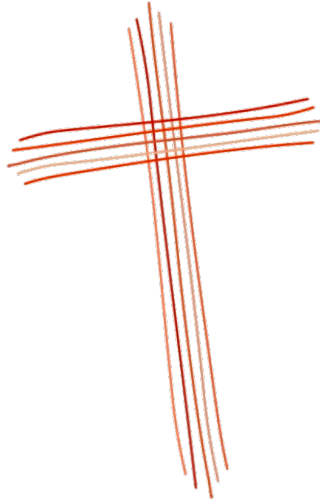




What should I wear to the AGM?

A guide to how St. John's is managed and what to do about it while still looking good this Spring.



Annual General Meeting. Our AGM will be held on **November 15th, 2026** from 11:30 am in the church building. The AGM reports will be available for you two Sundays prior on the **1st of November** on both our website or in printed versions on the welcome and bookstall tables in the church. The AGM is a time for reviewing the past year and electing decision makers for the year ahead. Questions and comments are very welcome.

The reports. There are two types of reports presented to the AGM.

The Administrative reports include

- Audited accounts from October of the previous year to September of our current year (the church financial year).
- An estimate of Parish Assessment (money we pay to support the Diocese of Melbourne).
- Parish Council's budget for the coming year
- Warden's report – from the people responsible for managing property & finance.
- Parish council report – a summary of the business covered by our management committee over the last 12 months.
- Statistical reports on attendance and various services.

The ministry reports include: Reports from the staff and our volunteers about our ministries our outreach, life groups, wider church support, church services and other events.

The electoral roll.

To be able to vote at the AGM or be nominated to be elected/appointed for a leadership position you must be on our electoral roll. A form is available either from tables in the church or from our website for you to apply to be on the roll. The qualifications are: you must be:

- Over 18 years of age,
- are baptised,
- and have been regularly attending St. John's for at least three months prior to the AGM or twelve times in the previous twelve months.
- It is important that you are not a member of another church or organisation which is at odds with the doctrines of the Anglican Church of Australia.

Since 2013, regular attendance has been defined as: "Someone who has regularly and habitually attended public worship in a worship centre in a parish 12 times in the preceding 12 months and three times in the preceding three months ..."

How do I nominate someone for election or stand myself?

There are nomination forms in the church building and on our website that cover all the elected positions that are dealt with by our AGM. Simply fill in the forms (you will need others on the electoral roll to second your

nomination) and give the form to the Vicar by the cut off time advertised on the notice of the AGM.

Elections and appointments.

At the AGM we elect or appoint by and from people on our electoral roll.

- Up to 3 Parish Council members (one nominated by the Vicar and two elected by those on the electoral roll).
- Three church Wardens (one nominated by the Vicar and two elected by those on the electoral roll).
- Three members of the nominations committee (one appointed from amongst the Wardens by the Wardens, two elected by those on the electoral roll).
- The auditor for the coming year (nominated by the outgoing Wardens but appointed by those on the electoral roll).

Appointments which happen after the AGM are:

- The Parish Council appoints a Secretary.
- The Wardens appoint a Treasurer.
- The Wardens appoint one Warden to the nominations committee.
- The Parish Council appoints a committee to audit the electoral roll which includes one member of the Council and the Vicar.
- The Vicar may appoint a chair for Parish Council.

- The Vicar can appoint up to one Parish Council member and must appoint one Warden.

What excludes people from standing for one of these leadership positions? There are several things that exclude people on our electoral roll from standing for an elected position. If they are:

- an undischarged bankrupt; or
- a person who has been convicted of an offence punishable by more than 5 years imprisonment; or
- permanently or for a period of more than 12 months incapable to a substantial degree by reason of mental incapacity or physical disability to discharge the duties of a parish office —
- a disqualified person who is subject to a prohibition order under the Professional Standards Act 2009.
- a spouse or domestic partner to someone already appointed or standing for an elected position.
- a spouse, domestic partner or household member of a staff member.
- absence from three concurrent meetings of Parish Council or Wardens.

What does the Parish Council do?

The Parish council (which until June 2014 was called *the Vestry*) meets on a week night most months and for one planning day each year.

The job description for Parish Council in the Parish Governance Act of 2013 is focused on Diocesan business. However, in practice the Parish Council is mostly occupied with guiding and organising for the Parish, is responsible for pastoral care and the mission of the parish, supports and advises the Wardens and staff.

The Parish Council is the employing body of the parish with other staff being accountable to the Vicar on a day-to-day basis. Clergy and lay staff are licensed to St. John's by the Anglican Archbishop of Melbourne whose office sets standards for remuneration, training and professional ethics.

If you are keen for more information you can read the Parish Governance Act act on our web site:

www.stjohnswb.org.au > search for **AGM 2026** to find the relevant post.

What do the Wardens do? *Warden: noun 1) a person responsible for the supervision of a particular place or procedure. 2) Brit. the head of certain schools, colleges, or other institutions. 3) chiefly N. Amer. a prison governor. — ORIGIN Old French wardein, guarden 'guardian'. (OED)*

There are two traditional areas the Wardens are responsible for: first, Church property, its preservation and maintenance. Second, Parish finances, though, Parish Council is responsible for the raising of money for parish activities and setting the annual budget.

A third area of responsibility that has emerged in recent years is compliance and insurance matters. This covers occupational, health and safety inspections, various building inspections as well as compliance with insurance requirements, professional standards and State laws on Child Safety. The Parish Council shares this responsibility with the Wardens but, for practical purposes, the Wardens audit our compliance areas and report back to the Council.

The Wardens are members of Parish Council but can have their own conversations outside of Council meetings to consider on-going financial, property and compliance matters.

What is the nominations committee?

This committee works with the Bishop (or Archbishop), the local Archdeacon and a Diocesan consultant to appoint a new Vicar when the need arises. In multi-staff parishes this committee (without Diocesan representatives) will also often conduct staff interviews and reviews.

What should I wear to the AGM?

Our AGM's occur during the Spring racing and fashion season in Melbourne, so this might be an apt question. A biblical response would be: a sense of grace and humour because an active church is full of mistakes and contradictions (Acts 15), an enquiring and prepared mind (please ask questions as we are all have a measure of responsibility for the life of our church (1 Corinthians 11.17-34), a servant heart and renewed mind (1 Peter 2.9,10; Romans 12), a sense of thankfulness (1 Thessalonians 1) and a devotion to prayer for all we do in Christ's name (James 5.13-18).

*St. John's Brunswick West
is an Anglican Church of the Diocese of Melbourne,
Victoria. @ corner of Melville Road and Victoria Street.*

Living the hope Jesus brings

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