

# Notice of Annual General Meeting 2019



**russian orthodox  
church of  
saint panteleimon  
gosford**

**ABN 98 562 088 123**

4/7 Comserv Close  
WEST GOSFORD NSW 2250

*Post Office Box 6039 WEST GOSFORD NSW 2250*

[www.gosfordrussianchurch.org.au](http://www.gosfordrussianchurch.org.au)  
[info@gosfordrussianchurch.org.au](mailto:info@gosfordrussianchurch.org.au)

# NOTICE OF ANNUAL GENERAL MEETING

Notice is given that the Annual General Meeting of members of Saint Panteleimon Russian Orthodox Church, West Gosford, will be held on Sunday 6 October 2019 at 12:00 pm in the parish centre at 4/7 Comserv Close, West Gosford.

## AGENDA

### Procedural items

1. Prayer, opening remarks
2. Election of AGM vice-president and minutes secretary
3. Adoption of agenda
4. Tabling and review of previous minutes

### Receipt of parish Annual Report

5. To consider the Annual Report and, if thought fit, to pass the following resolution:  
"That the 2019 Annual Report of Saint Panteleimon Russian Orthodox Church, West Gosford, be accepted".

### Elections

6. To elect
  - if necessary, up to 6 members of the Parish Council
  - two Child Safety Contact Persons
  - two delegates to the Nineteenth Diocesan Assembly, 15-17 November 2019

### Conclusion

7. Appointment of editing committee for minutes, closing remarks, prayer



# Important Information about our Annual General Meeting

## Why have an Annual General Meeting?

Every year, parishes of the Russian Orthodox Church outside Russia are obliged by the Normal Parish By-Laws to hold an Annual General Meeting (AGM) of parish members. The purpose of the AGM is to provide parish members with an opportunity to elect office-bearers and to consider reports on parish life and administration. An AGM may also respond to general questions of Christian life and on current affairs which affect the Christian conscience of the faithful.

## When will the 2019 AGM be held?

The 2019 AGM of our parish will be held on **Sunday 6 October 2019** at **12:00pm** in the parish centre at 4/7 Comserv Close, West Gosford.

## Preparing for the AGM

An AGM is lawfully convened if the meeting is announced in church on three successive Sundays and if parish members receive notice of the meeting and the agenda at least 3 weeks before the meeting.

The first announcement was made in church on Sunday **1 September 2019**. Further announcements will be made on **15 September** and **6 October 2019**. The meeting agenda is on the facing page.

## Attendance at the AGM

For decisions at an AGM to be valid, two-thirds of financial members must be present. If less than two-thirds of members are present, the meeting must be postponed for an hour, and may then start with whoever is present. So as not to delay proceedings and inconvenience others, it is important that all financial members either attend the meeting or give their apologies in advance.

## Participation in the AGM

Although all regular worshippers and friends of the parish are welcome to attend the AGM, active participation is restricted to those with valid membership of the parish. Membership is valid if the established membership fee has been paid and if the member has confessed and received Holy Communion at least once during the past year.

## Parish Annual Report

As in previous years, the Parish Council will compile financial and other reports into a parish Annual Report. The Annual Report will be distributed to all 2018 and 2019 financial parish members either by hand, email or post at least one week before the AGM. The Annual Report will also be available on the parish website.

## Nominations for Parish Council

Up to six regular positions on the Parish Council will be open for election at the AGM. Any valid parish member who has been a member for six months or more can be nominated, or nominate another member, to serve on the Parish Council.

Parish Council members serve for a one-year term. They should have an ability to work constructively with others and the time, skills and energy to devote to their duties. Ideally, the Parish Council as a whole should have a diversity of experience and perspective.

The role of the Parish Council encompasses financial management and planning, asset management, compliance with civil law and church statutes and policies, governance, and the adornment of the church.

Parish Council members are also the parish's 'responsible persons' for the purposes of the Australian Charities and Not-for-profits Commission (ACNC) and 'officers' under Work Health and Safety legislation. These are important roles that carry with them responsibilities before the law.

## Nominations for the position of Child Safety Contact Person

Our parish child-safe, child friendly policy requires the AGM to appoint two Child Safety Contact Persons to receive and manage any complaints that a child or young person in the parish is at risk or has been treated inappropriately.

The Child Safety Contact Persons should be trusted parish members who have a demonstrated rapport with children and young people. Ideally, one Child Safety Contact Person will be male and one female, at least one will be a fluent Russian speaker, and at least one will be a member of the Parish Council. Child Safety Contact Persons will also facilitate twice-yearly age-appropriate information sessions for children, young people and adults.

## **What is a Diocesan Assembly?**

Diocesan Assemblies are provided for in the Regulations of the Australian-New Zealand Diocese. Held at least every three years, Diocesan Assemblies gather all the clergy of the Diocese together with an equal number of elected lay delegates. Certain Diocesan officials and representatives of Diocesan institutions also attend.

The Diocesan assembly chooses a Diocesan Council and Auditing Committee, hears reports on various aspects of church life, examines financial reports, and considers matters of importance to the Diocese as a whole. For the term of its period of office, the Diocesan Council assists the Ruling Bishop to administer the Diocese.

## **What is the role of parish delegates at a Diocesan Assembly?**

The role of parish delegates at a Diocesan Assembly is to prayerfully and attentively participate in the work of the Assembly, together with the parish rector and other parish clergy. In addition, a parish delegate may make himself or herself available to serve on the Diocesan Council or in another official capacity.

## **What is on the agenda of the Nineteenth Diocesan Assembly?**

The Nineteenth Diocesan Assembly will be held at the Saints Peter and Paul Cathedral, Strathfield, from the evening of Thursday 14 November until the afternoon of Sunday 17 November 2019.

The programme of the assembly will include reports from Bishop George and the Diocesan Council. A hierarchical Divine Liturgy will be served on Sunday morning with all Diocesan clergy participating. Detailed reports on the life of the parishes, monasteries, missions and other Diocesan institutions and activities will be presented. Consideration will be given to the Diocesan budget for 2019-2022.

The Assembly will also elect a Diocesan Council and an Auditing Committee and discuss any general business.

## **Nomination forms**

A form that is to be used when nominating parish members to a position on the Parish Council, as a Child Safety Contact Person or as a delegate to the Diocesan Assembly is available from the candle-desk

in church or on the parish website. There is no limit to the number of individuals that a member may nominate. It is asked, however, that each nomination be seconded by another member and endorsed by the nominee.

Completed nomination forms should be given to the Rector no later than **Sunday 29 September 2019**. This will allow the Parish Council adequate time, if required, to prepare ballot papers.

Although permissible, nominations at the meeting are discouraged. This is because nominees for Parish Council need adequate time to carefully consider their candidacy.

## **National Criminal History Checks**

Since January 2011 it has been Diocesan policy that all parish officials undergo the National Criminal History Check (NCHC) before the Diocesan Bishop confirms their appointment. The NCHC helps ensure that all persons holding positions of responsibility in church life are suitable to do so. Any person unwilling to undergo the NCHC should not accept nomination to the Parish Council.

## **Working with Children Checks**

In New South Wales all who work with children in religious organisations are obliged by law to have a current Working with Children Check (WWCC). Any person who does not have a current WWCC or who is unwilling to obtain one should not accept nomination as a Child Safety Contact Person.

## **Elections**

Should an election be necessary for any position, this may be by a show of hands or by secret ballot. If anyone wishes for an election to be by secret ballot, they should indicate this on the nomination form in the space provided.

## **Minutes of the 2018 AGM**

A copy of the minutes of the 2018 AGM will be circulated with the 2019 Annual Report. They will also be tabled at the forthcoming meeting.

## **Additional information**

If you have any questions, please do not hesitate to speak with the Rector, Archpriest James Carles, or another member of the Parish Council.

*7 September 2019*