



Anglican Church in Adelaide - beginnings

The Diocese of Adelaide was founded in 1847. It was originally part of the Church of England. Anglican churches in British colonies could not use the same rules about how it operated as the Church of England. In England the Church of England was the established church and had Parliamentary backing for its structure and organisation. As the Church does not have that special status in Australia, the Church in each state and territory had to work out its own governance framework.

The first assembly of clergy and lay representatives met as a synod in Adelaide in 1855 to begin working out how the Church here should govern itself. Synod became an incorporated entity in 1871. The rules about how the Church would govern itself are contained in Synod's *Constitution*. This set up a form of church governance which included wide representation of the Church's members but which operated through consent. The synodal form of church governance which began in South Australia is now the model for Anglican Dioceses around the world.

Anglican Church of Australia – General Synod

Today, the Diocese of Adelaide is one of 23 dioceses that constitute the Anglican Church of Australia (ACA). The ACA can be described as a loose federation of dioceses. Dioceses are recognised in the Constitution of the ACA as being the fundamental units of organisation within the ACA. All Anglican dioceses in Australia are members of the General Synod. It usually meets triennially and has broad representation from each diocese. It can make rules (Canons) relating to the order and good government of the Church. However, Canons passed at General Synod have to be adopted by individual dioceses before they become binding there. Special rules apply to Canons that deal with 'ritual, ceremonial or discipline' which (after all diocesan synods have assented to them) are binding throughout the ACA.

Anglican Diocese of Adelaide today

The Anglican Diocese of Adelaide comprises 75 worship centres across 57 parishes. Although a complex and heavily regulated organisation, parishes are the very life blood of the Diocese. The parish is the day to day custodian of parish assets and parishes have a rich heritage that dates back to the very foundation of South Australia. The Diocese can be best described as a permission giving organisation, where Synod cannot act without the consent of the parish, even though Synod bears most of the legal risk and potential liability.

Legally, the Synod holds almost all parish property in trust for the benefit of the parish. The *Parochial Administration Ordinance 1985* contains the rules of the trust and also sets out the governance structure for parishes.

What is corporate governance? How does church governance differ?

Simply put, governance refers to the processes, activities and relationships that make sure an organisation is effectively and properly run. Good governance provides a framework of rules, relationships, systems and processes within and by which authority is exercised, decisions and delegations are made and risks are controlled.

Great emphasis is placed on sound corporate governance, as having good structures and frameworks of accountability in place can help avoid company failure, with ensuing loss to investors and the community at large.

The Church and Synod exist within Australian society and must comply with some elements of contemporary corporate governance. As a registered charity, Synod must meet the Australian Charities and Not-for-profits Commission's Governance Standards. As an incorporated association, Synod and its officers also have to comply with the requirements of the Associations Incorporation Act 1980.

But the Church is not a secular organisation and has an extra layer of complexity. Governance within the Church is underpinned by Biblical teaching and theological understanding. The Church is the body of Christ. Anglican Church governance is informed by scripture, tradition and reason. The episcopal nature of the ACA and the role of bishops is described and affirmed in the ACA Constitution. It is also highlighted at s3 of the diocesan *Constitution*: "the authority and power to provide for the life and growth, the order and good government and the management of the affairs of the Diocese is vested in - (a) the Bishop, and (b) the Synod which for such purposes may exercise the powers hereinafter provided."

Synod Today

The size of the Diocese, the name of the church (from the Church of England in Australia to The Anglican Church of Australia) and the rules have changed many times in the intervening years, but the essential framework remains the same. The Bishop, all licensed clergy and elected Synod representatives from each parish in the Diocese make up the Synod, which is 'the governing body for the management of the affairs of the Diocese' (s7 *Constitution*). The *Constitution* is very succinct in describing Synod's objectives: 'to provide for the life and growth and order and good government of The Anglican Church of Australia within the Diocese' (s8 *Constitution*).

Sessions of Synod

The full membership of Synod normally meets once a year (annual session of Synod), over 3 days. The *Constitution* can only be changed and Ordinances made by the Synod meeting in session. Synod can also pass resolutions and give directions to the Diocesan Council, its committees, officers and Synod staff.

The Synod has many duties and obligations pursuant to its *Constitution* and Ordinances. In most cases, these duties and obligations are expressed as duties of the Synod as a body. Given that the Synod typically meets once per year, and that it consists of more than 250 members, it is neither practical nor efficient for the Synod as a body to perform the many functions or to undertake the many activities that are required for the day to day administration of the Synod's responsibilities. The *Constitution* recognises this by creating and authorising an executive committee, the Diocesan Council, to perform many of its functions.

Diocesan Council

When Synod is not in session, the Diocesan Council has power 'to exercise or perform all or any' of the Synod's rights authorities and powers (s22 *Constitution*). In addition, the Diocesan Council is 'a council of advice' to the Archbishop. Diocesan Council is not able change the *Constitution* or the Ordinances and must comply with resolutions passed by Synod in session.

Diocesan Council's key responsibilities include:

- Council of advice to the Archbishop
- Management committee of the entity (incorporated association)
- Set the direction – vision and strategy
- Ensure compliance – federal, state and church legislation: achieved via adoption of diocesan policies in addition to Ordinances and Canons

- Manage risk
- Asset management – buildings, finances, intellectual property
- Preparing Synod’s budget for presentation to Synod – staffing, projects

Diocesan Council is larger than an average corporate board which might typically be 10 or less members, reflecting its dual role as a council of advice and as an executive reflective of and trusted by Synod, to carry out the business of Synod between sessions:

Diocesan Council is made up of:

- The Archbishop *ex officio*
- The Chancellor *ex officio* (non voting)
- Secretary of Synod *ex officio* (non voting)
- Assistant Bishop(s) *ex officio*
- The Dean *ex officio*
- Two Archdeacons (appointed by the Bishop)
- Four members of clergy (elected by the Synod)
- Eight lay members of Synod (elected by the Synod)
- Up to two other communicant members of the Church appointed by Diocesan Council

The *Constitution* and the *Diocesan Council Ordinance 2007* authorise the formation of committees to assist the Diocesan Council in the performance of its functions or to exercise its powers. Diocesan Council currently has two such committees.

1. Property Finance and Resources Committee (PFRC)

The functions and delegated powers of the PFRC are contained in its Committee Charter.

The committee’s primary function is to assist the Diocesan Council to fulfil its responsibilities concerning management of the property, finance and resources of the Synod. This includes:

- a. Consideration of strategic property development proposals on Synod property;
- b. Consideration of proposals from parishes to undertake property development on Parish Trust Property;
- c. Advice about appropriate financing and structures for major development projects;
- d. Oversight of the Synod’s financial management and budget planning;
- e. Oversight of the management of Synod resources.

The Committee is made up of:

- the Archbishop *ex officio*,
- at least one Archdeacon,
- at least one member of Diocesan Council,
- up to five independent members who have demonstrated expertise in the field of property, finance and resource management.

The PFRC has delegated authority to make decisions on behalf of Diocesan Council in some matters. The range of decision-making powers (including the financial limits to those powers) is listed in the Schedule to the Charter. While that list is extensive, in reality, most decisions made by the Committee relate to finalising leases and authorising the sale of surplus property.

Parishes also have delegated authority from Diocesan Council. They are able to enter contracts of up to \$15,000. Beyond that amount, authority must be given by the Secretary of Synod (up to his/her delegated amount) or the PFRC (up to its delegated amount) or beyond that to Diocesan Council.

2. Diocesan Risk and Audit Committee

The functions of the Diocesan Risk and Audit Committee are also contained in its Committee Charter. Its primary function is to assist the Diocesan Council to fulfil its responsibilities concerning effective financial governance and monitoring risk. This includes:

- a. Monitoring risk management
- b. Monitoring systems of internal control
- c. Reviewing the Synod's financial reports and statements
- d. Monitoring the performance of the external audit
- e. Monitoring compliance

The Diocesan Risk and Audit Committee makes recommendations to Diocesan Council but has no decision making authority.

Minutes of all PFRC and DRAC meetings are reviewed by Diocesan Council and any issues discussed by those committees can be interrogated or further deliberated by Diocesan Council thereby ensuring that Diocesan Council is fulfilling its overall governance responsibilities.

Other Synod activities

The Synod also operates St Barnabas College and Anglican Funds South Australia (AFSA). Although the ultimate responsibility for these activities rests with Synod, and hence with the Diocesan Council as Synod's executive committee, these activities are established under stand-alone Ordinances and are beyond the scope of this consultation.

Pastoral Activities

Pastoral Leadership Team (PLT)

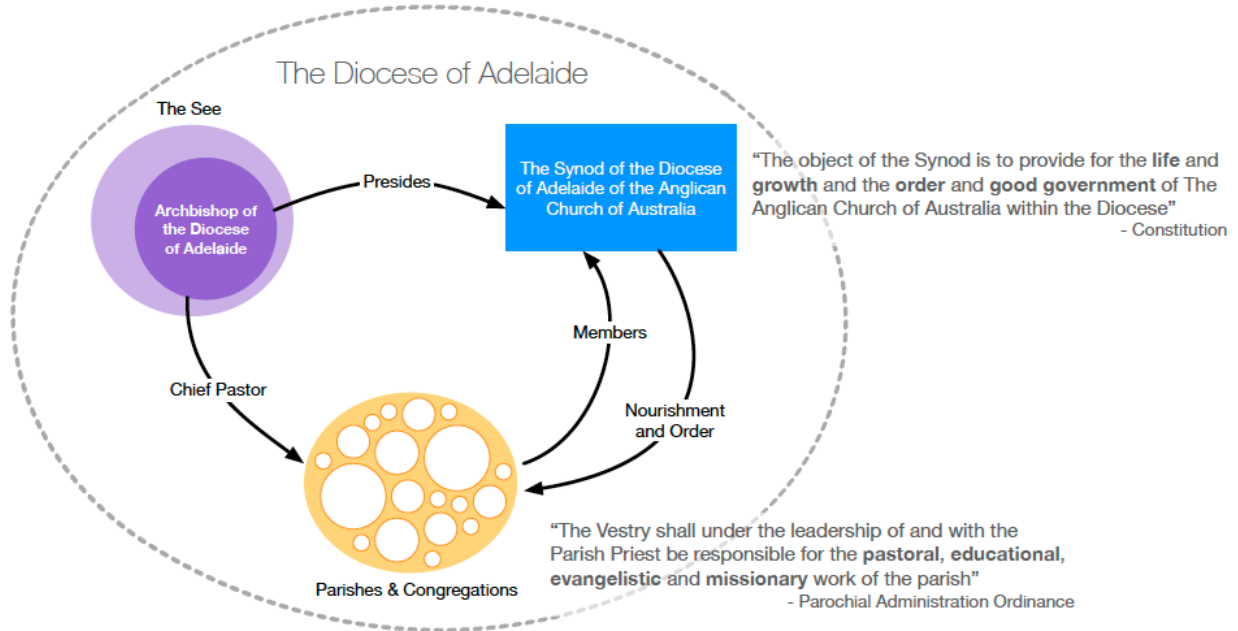
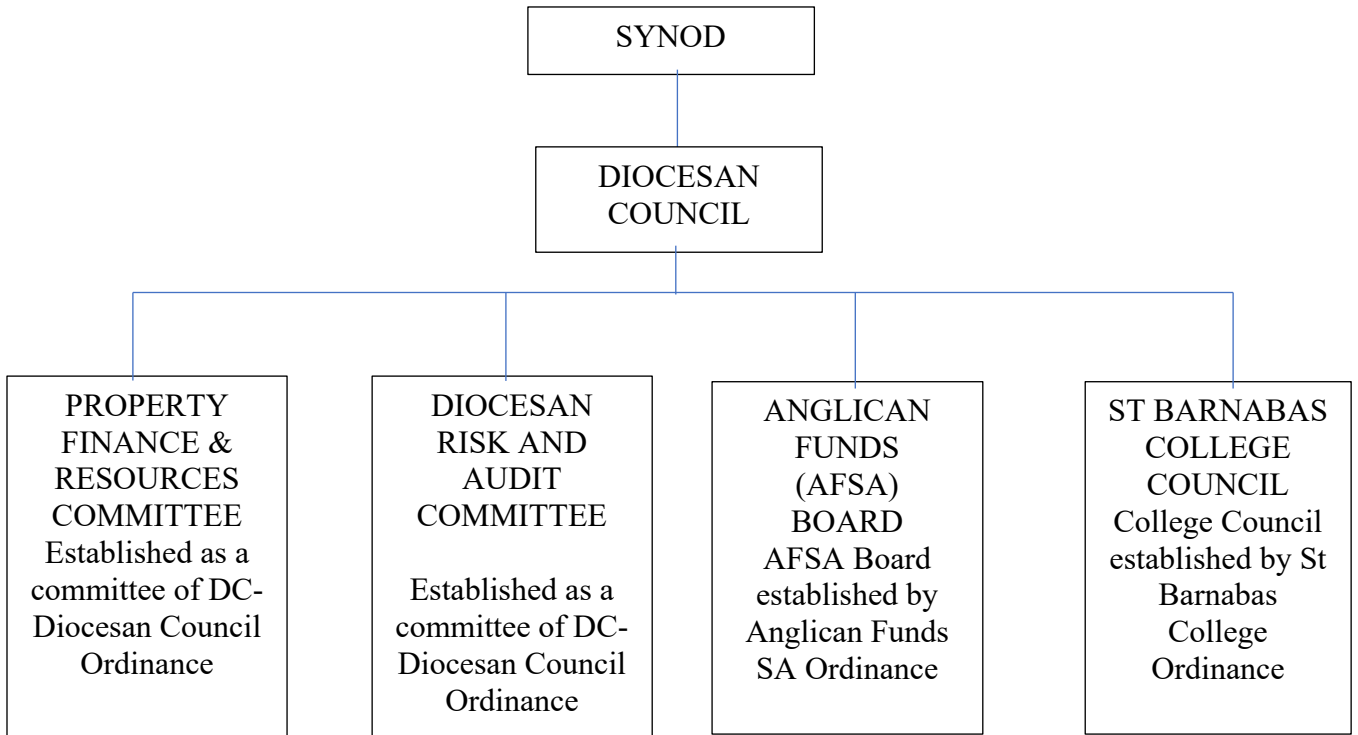
The Archbishop is also the pastoral leader in the Diocese. Pastoral oversight is shared by the Assistant Bishops and Archdeacons, who meet the Archbishop regularly along with the Registrar, the Dean, and the Archbishop's Chaplain to keep the Archbishop informed of pastoral issues of which they become aware and to provide each other with pastoral support and fellowship. These meetings are advisory and do not make decisions about governance.

Deanery meetings

Clergy within deaneries also meet regularly to provide each other pastoral support and fellowship. The Area Dean is elected by the clergy of the deanery to convene meetings and to offer pastoral support. The Archbishop meets with the Area Deans to keep the Archbishop informed of pastoral issues. These meetings are advisory and do not make decisions about governance.

Lay Leaders

The current Archbishop has instituted a regular cycle of lay leaders' meetings. These are open meetings held regionally for lay leaders, such as church wardens, parish councillors and Synod representatives, to meet with the Archbishop to inform him of pastoral and other issues. These meetings are advisory and do not make decisions about governance.





Property Finance and Resources Committee Charter

Version 2.2

Adopted by Diocesan Council on 9th March 2022 (DC22/39).

1. Purpose

- 1.1. The primary function of the Property Finance and Resources Committee (the PFRC) is to assist the Diocesan Council of The Synod of the Diocese of Adelaide of the Anglican Church of Australia Inc (the Synod) to fulfil its responsibilities concerning management of the property, finance and resources of the Synod. This includes:
 - 1.1.1. Consideration of strategic property development proposals on Synod property;
 - 1.1.2. Consideration of proposals from parishes to undertake property development on Parish Trust Property;
 - 1.1.3. Advice about appropriate financing and structures for major development projects;
 - 1.1.4. Oversight of the Synod's financial management and budget planning;
 - 1.1.5. Oversight of the management of Synod resources; and
 - 1.1.6. Other matters delegated to PFRC by the Diocesan Council from time to time.
- 1.2. PFRC has no executive powers in relation to the operations of the Synod except to:
 - 1.2.1. Make decisions under delegated authority from the Diocesan Council, as specified in Part 1 of the attached Schedule;
 - 1.2.2. Review and make recommendations to the Diocesan Council concerning other matters referred to it by Diocesan Council, including those specified in Part 2 of the attached Schedule;
 - 1.2.3. Review policies affecting the financial and property operations of the Synod and make recommendations to the Diocesan Council concerning any necessary changes.
- 1.3. PFRC will primarily fulfil its responsibilities by carrying out the activities outlined in paragraph 6 of this Charter.

2. Composition

- 2.1. PFRC shall be comprised of a minimum of five and a maximum of nine members:
 - 2.1.1. The Archbishop *ex officio*
 - 2.1.2. At least one Archdeacon – appointed by the Archbishop
 - 2.1.3. At least one member of Diocesan Council – appointed by Diocesan Council.
 - 2.1.4. Up to five independent members, who have demonstrated expertise in the field of property, finance and resource management – nominated by the PFRC, subject to Diocesan Council approval.
 - 2.1.5. The Secretary of Synod *ex officio*
- 2.2. Members of PFRC are to act in the best interests of the Synod and independent members shall be non-executive and free from any business or other relationship that, in the opinion of the Diocesan Council, would materially interfere with the exercise of their independent judgment as a member of PFRC.
- 2.3. The Archbishop will appoint a Chair from the members of the PFRC. A Deputy Chair shall be appointed from the PFRC membership by its members.

- 2.4. All members of PFRC shall have a working familiarity with basic finance, property development, property management, resource management and other matters appropriate to the operations of the Synod.
- 2.5. A suitable person chosen by PFRC, and approved by the Diocesan Council, will be the Secretary for PFRC.
- 2.6. New PFRC members will receive induction from the Chair of PFRC.
- 2.7. The term of office
 - 2.7.1. For PFRC members appointed by DC pursuant to paragraph 2.1.3 is a Synod triennium; and
 - 2.7.2. For all other PFRC members is as stipulated in the member's letter of appointment and will be for a period not exceeding 3 years.
- 2.8. PFRC members are eligible for reappointment, up to a maximum of three (3) consecutive terms.

3. Meetings

- 3.1. PFRC will normally meet five times annually .
- 3.2. PFRC may request any employee or officeholder of the Synod or any person or group with relevant experience or expertise to attend meetings of PFRC or to meet with any members or consultants to PFRC.
- 3.3. Members of the Diocesan Council are entitled to attend PFRC meetings (after advising the PFRC Chair) and upon request may receive copies of the papers.
- 3.4. A quorum of any meeting will be 50% of PFRC's members or three, whichever is greater.
- 3.5. All matters may be decided by a simple majority of members.
- 3.6. Members may attend PFRC meetings either in person or contemporaneously through electronic means.
- 3.7. The agenda and supporting documentation will be circulated to PFRC members within a reasonable period in advance of each meeting. The PFRC Secretary will organise circulation of the minutes of meetings to members of PFRC and to the Diocesan Council.
- 3.8. PFRC may adopt such procedures as it deems appropriate for the conduct of its affairs, provided only that they are not inconsistent with the *Constitution*, this Charter (as amended from time to time) or any resolution of the Diocesan Council.
- 3.9. With agreement of members, PFRC may meet via a circular of papers by email. When this occurs, a motion is considered to be carried should at least 50% of PFRC members or three (3) members (whichever is greater) respond in the affirmative by the date and time nominated in the email and must be confirmed at the next formal PFRC meeting.
- 3.10. All meetings held in accordance with clause 3.9 above shall be appropriately minuted by the Secretary.

4. Right of Access to Information

- 4.1. The Diocesan Council authorises PFRC, within the scope of its responsibilities, to:
 - 4.1.1. seek any information it requires from:
 - a. management; and
 - b. external parties; and
 - 4.1.2. request management to obtain outside legal or other professional advice, subject to the appropriate delegations.
- 4.2. The Diocesan Council authorises current PFRC members to have a right of access to any former PFRC papers.

5. Diocesan Council delegations

- 5.1. The Diocesan Council authorises PFRC to make decisions on behalf of Diocesan Council in respect of those matters specified and to the extent stipulated in Part 1 of the Schedule to this Charter.
- 5.2. The Diocesan Council directs PFRC to make recommendations to Diocesan Council in respect of those matters itemised in Part 2 of the Schedule to this Charter.

6. Relationship with Diocesan Management

- 6.1. The Secretary of Synod is responsible for the implementation of all decisions made by PFRC and in assisting PFRC in the performance of its duties. Specifically the Secretary of Synod will:
 - 6.1.1. Attend all PFRC meetings.
 - 6.1.2. At the request of PFRC, arrange for employees or officeholders or other persons specified at 3.2 above, to attend PFRC meetings or to meet with any members or consultants.
 - 6.1.3. Be responsible for safeguarding the minutes.
 - 6.1.4. Report on activities undertaken and tasks completed.
 - 6.1.5. Provide reports as requested by PFRC.

7. Reporting

- 7.1. PFRC shall regularly update the Diocesan Council about PFRC activities and make appropriate recommendations. Copies of all PFRC minutes will be tabled at the next Diocesan Council meeting following each PFRC meeting.
- 7.2. PFRC will include in its report to the Diocesan Council all decisions made by PFRC pursuant to the authority delegated to the PFRC under Part 1 of the Schedule to this Charter.
- 7.3. PFRC will refer to the Diocesan Council, or any other Diocesan Council Committee (as appropriate) any matters that have come to the attention of PFRC that are relevant for those other bodies.
- 7.4. At the discretion of the PFRC, matters considered to be of major importance will be referred to the Diocesan Council or other internal or external bodies for attention.

8. Responsibilities and Duties

8.1. Property

8.1.1. Diocesan Strategic Property Plan

PFRC will

- a. advise management in the formulation of a strategic property plan for Diocesan property that is consistent with the current vision and strategic direction of the Diocese as enunciated by the Archbishop and Diocesan Council;
- b. make recommendations to Diocesan Council concerning adoption of the Strategic Property Plan;
- c. review and make recommendations to Diocesan Council concerning amendment to or variation from the Diocesan Strategic Property Plan; and
- d. advise management on the implementation of the Diocesan Strategic Property Plan.

8.1.2. Synod Major Projects

Where the Synod proposes to undertake a major project on land owned by the Synod, the PFRC will

- a. decide whether the proposal is consistent with the Diocesan Strategic Property Plan and with the Diocese's missional priorities;
- b. provide advice to management about how to progress the proposal, including appropriate structures to undertake the proposed development and financing arrangements for the project;
- c. seek such further information from stakeholders, professional consultants and others that the PFRC considers necessary or appropriate to enable the Synod to further the proposal;
- d. report to Diocesan Council on a regular basis as to the status of each such project; and
- e. make recommendations to Diocesan Council at critical stages of each project as to the project's viability.

8.1.3. Management of Diocesan Property

PFRC will

- a. discuss with management any significant issues in the management and operations of the Diocesan property portfolio;
- b. discuss with management any major issues as to the adequacy and effectiveness of the internal controls for managing the Diocesan property portfolio, as well as any special steps adopted in light of material control deficiencies; and
- c. report annually to Diocesan Council on the management and operations of the Diocesan property portfolio.

8.2. Finance

8.2.1. Budget

PFRC will review and recommend to the Diocesan Council for its adoption the annual budget of the Synod.

8.2.2. Financial Management

PFRC will oversee management of the financial affairs of the Synod, (including the operations of Diocesan Office, AFSA, St Barnabas College, NRC and PSO) and will report any significant variations to budget to the Diocesan Council.

8.3. Resources

8.3.1. Oversight of Diocesan Resources

PFRC will oversee the management of diocesan resources, including

- a. Consideration of management reports on allocation of resources to key Diocesan priorities .
- b. Referral of any significant resourcing matters raised in such reports to the Diocesan Council

8.3.2. Policy Review

PFRC will review and recommend to the Diocesan Council for its adoption policies that pertain to the financial and property operations of the Synod.

9. Other matters

- 9.1. This Charter should be reviewed by PFRC every five years and any necessary changes will be referred to the Diocesan Council for approval.
- 9.2. PFRC's performance will be reviewed as part of any periodic Diocesan Council evaluation process.
- 9.3. PFRC shall have the resources and authority necessary or appropriate to discharge its duties and responsibilities, including authority to select, retain, terminate and approve the fees and other retention terms of special or independent counsel, accountants or other experts and advisors as it deems necessary or appropriate.

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

| PROPERTY | | |
|---|-----------------|---|
| Constitution | 9(d), (e) & (f) | To purchase or lease or otherwise acquire or hold property for the purposes of the Synod; to erect, renovate, alter, improve or demolish buildings; to sell, lease, dispose or deal with Synod's property. |
| Parochial Administration Ordinance | 31 | Where the Parish Council shall neglect or refuse to carry out exercise and fulfil the duties powers and trusts undertaken by entrusted to or conferred upon the Synod, to appoint a different agent to manage Parish Trust Property. |
| | 86 | The several rights duties and powers conferred upon the Synod pursuant to Parts VI and IX of this Ordinance may be exercised by the Diocesan Council or by a committee appointed for that purpose in accordance with section 7 of the <i>Diocesan Council and Ministry Units Ordinance 2007</i> . |
| Part VI | 64 & 65 | To set apart parts of Parish Trust Property (with Parish Council consent) for a building to be licensed/used for worship: and for rectory, glebe, school, hall, cemetery etc. |
| Part XIII | 75 | To approve the regulations of schools built on Parish Trust Property. |
| Part IX | 77 | With Parish Council's consent, enter a lease for Parish Trust Property for up to 21 years (other than licenced church buildings). [NB lease for more than 21 years needs Bishop's consent] |
| | 79(aa)(i) | To determine (generally or) in a specific case that less than 40% from sale of Parish Trust Property be retained by Synod. |
| | 79(aa)(ii) | To determine (generally or) in a specific case that less than an additional 5% shall be set aside for the support of ministry and mission in areas of need beyond the Diocese |
| | 80(1) | Subject to the provisions of s79 and s80(2) being satisfied, to sell or transfer any Parish Trust Property for such amount and on such terms and conditions as seem fit to PFRC. |
| | 84(1) | To arrange insurance for improvements on Parish Trust Property for amounts prescribed by it, decide whether to settle a claim involving parish trust property and how to apply proceeds of an insurance claim where the amount is |

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

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| 84(3) | To effect on behalf of parishes and at their expense, policies of insurance against property damage, public liability and personal injury. |
| 84(4) | To settle any insurance claim for an amount above the prescribed amount, and to decide on the application and expenditure of any proceeds received having regard to wishes expressed by Parish. |
| 85 | To fix the maximum amount for which Parish Councils can enter into agreements contracts or arrangements for the maintenance of property or for the erection of buildings on Parish Trust Property. |
| 85A(1)(a) | To decide that Synod will act as guarantor of obligations of a Parish Council with respect to any agreement, contract or arrangement |
| 85A(1)(b) | To decide that Synod will lend money to a Parish Council |
| 85A(3)(b) | To exercise control and management of the Parish Trust Property where the Parish Council no longer has Synod's authority to do so (where the provisions of 85A(3)(a) are satisfied. |
| 85A(4) | To mortgage or sell Parish Trust Property and to apply the proceeds first towards the discharge of the unfulfilled Parish Obligation, second to pay the costs or expenses incurred by Synod and then to account to the Parish Council for any surplus. |
| 85A(5) | To appoint an operator of the Parish's operating account to effect the disbursement of moneys on behalf of the Parish. |
| 85A(7) | (When stipulated conditions are satisfied) to resolve that the provisions of subsection (3) shall cease to apply |
| 85B(1) | To request the Archdeacon of the area to attempt to resolve a parish default (as specified) either by conciliation or mediation before an independent mediator. To receive the Archdeacon's report on the outcome of the process. |
| 85B(2) | To require the defaulting party to remedy the default within 30 days after service of written notice. |
| 85B(3)(a) | (if stipulated conditions exist) and after consultation with the parish vestry through the area Archdeacon, to appoint a Manager to take control of and manage the property and financial affairs of the parish for such period as is deemed fit. |
| 85B(3)(b) | To extend or terminate the term of a Manager's appointment |
| 85B(3)(c) | To appoint a new Manager for the balance of the appointment |
| 85B(4) | To determine whether the proposed appointee has appropriate expertise and experience to act as a Manager |
| 85B(8)(b) | To give directions to the Manager. |
| 85B(8)(f) | Diocesan Council nominates the PFRC to receive reports from the Manager (within 3 months of appointment and thereafter at intervals of not less than 6 months intervals) in such form as the PFRC directs |
| 85B(9)(f) | To approve a Manager's request for authority to seek advice or assistance from external advisor |
| 85B(9)(g) | To receive and respond to requests for advice or directions from the Manager. |

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

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| 85B(9)(k) | To make an agreement with the Manager concerning recovery of the Manager's professional management fees |
| 85B(11) | To notify the Parish Council and churchwardens that the management of the property and financial affairs of the parish has been completed. |

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

| FINANCE | | |
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| Assessment Ordinance | 3(1) | Stipulate the form and content required for the parish financial return. |
| | 3(2) | Determine if it is necessary for each parish to provide books of account to the Secretary of Synod. |
| | 4(6) | To allow a parish or parishes to pay any initial determination of assessment under subsection (4) or any amount payable under subsection (5) at a time or in instalments specified by PFRC rather than in monthly instalments on such conditions as PFRC may specify. |
| | 5 | To determine a parish's assessable income where the parish has defaulted in its obligation to furnish a parish financial return. |
| Insurance for the Members of the Clergy Ordinance | 2 | DC to effect personal sickness and accident insurance for parish clergy. PFRC to determine which insurance company and the amount of cover to be provided. |
| | 3 | In case of dispute, PFRC to apportion premium between congregations within a parish. |
| | 6 | Where it is satisfied about payment of premiums by other entities, PFRC can add clergy other than parish clergy to policy. |
| Insurance of Property Ordinance | 2 | Synod is required to arrange property and contents insurance for property that it holds on behalf of others. PFRC to determine the amounts insured and also what additional risks to be insured against (must cover against fire, storm, tempest, theft). |
| | 4 | PFRC to effect insurance in respect of: <ul style="list-style-type: none"> (a) The property and risks mentioned in section 2 hereof upon the conditions determined from time to time by the Diocesan Council; (b) The liability of the Synod or any officers of the Synod or of the person or body on whose behalf property is held for personal injury or damage to property arising out of the use of such property; and (c) Personal injury by accident to voluntary workers. |

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

**Special Purpose Funds – 1(c)
Rules approved by DC
8.6.2011 and
Deductions Policy**

An approved Special Purpose Fund is (inter alia) may be approved by PFRC.

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PFRC authorised to determine if a Parish Council's application for a Special Purpose Fund meets the criteria established by the **Special Purpose Funds – Rules**.

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PFRC authorised to determine whether an application fits within **Special Purpose Funds – Rules** and/or **Deductions Policy**.

PFRC CHARTER:
SCHEDULE PART 1

Diocesan Council authorises PFRC to make **decisions** on behalf of the Synod on the following matters

RESOURCES

| | | |
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| <i>Superannuation (Contributions) Ordinance</i> | 4 | To make decisions about complying super funds. |
| | 5(4) | To agree with individual clergy how to split super contributions between 2 funds or in the absence of agreement to make a determination. |
| | 6 | To decide on pro-rata contribution to be made to part time clergy. |
| | 7 | To make special provision for a particular member of clergy. |
| | 8(1) | To determine that the whole or a proportion of the annual amount to be paid by the Synod towards the superannuation of a member of the clergy shall be borne by the parish. To determine that any such amount shall be payable by instalments or part-payments and the times when any such instalments or part-payments are to be payable. To vary any such determination at any time and from time to time. |
| | 8(2) | To determine whether special circumstances exist in the case of a particular parish – warranting a different allocation of superannuation expenses. |
| | 8(3) | To determine which congregation in a parish is the principal congregation of that parish and in default of agreement between individual congregations as to the amount to be paid by each, to determine the amounts to be paid by other congregations comprising to the principal congregation |

SCHEDULE PART 2

Diocesan Council requests PFRC to make **recommendations** to DC on the following matters

| PROPERTY | | |
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| <i>Parochial Administration Ordinance</i> | 82 | Where a parish's registration is terminated and upon receipt of a request of the Archdeacon to lease sell or transfer Parish Trust Property, to make a recommendation to Diocesan Council as to whether to approve the request, and as to the application of the proceeds of the leasing or sale of Parish Trust Property. |
| | 85A(6) | Where a parish is subject to s85A(3), as a consequence of being in default of a Parish Obligation, to make a recommendation to DC as to whether DC should resolve that persons elected as a representative of the Parish or of any congregation thereof should be entitled to attend or take part in the deliberations at Synod. |
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SCHEDULE PART 2

Diocesan Council requests PFRC to make **recommendations** to DC on the following matters

| FINANCE | | |
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| Assessment Ordinance | 17 | Where a parish's assessment is overdue, PFRC is to make a recommendation to DC as to whether DC should determine that lay members of Synod are not to be excluded from Synod. |
| Special Purpose Funds – Rules approved by DC 8.6.2011 and Deductions Policy | 6 | To make recommendations to DC concerning changes to the Special Purpose Funds – Rules and to the Deductions Policy |
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| RESOURCES | | |
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| Clergy Parenting Leave Ordinance | | To review any draft policy and procedures prepared in connection with the Ordinance and to recommend to DC for adoption. |
| Retirement Ordinance | | To review any draft policy and procedures prepared in connection with the Ordinance and to recommend to DC for adoption. |
| Stipends Ordinance | 2 | To recommend to DC the amount of stipend and allowances to be paid to Bishop and what level of super payments to be made to Bishop. |
| | 3 | To recommend to DC what stipend and allowances are to be paid to Administrator. |
| | 4 | To recommend to DC what stipend and allowances are to be paid to clergy. |
| Superannuation (Contributions) Ordinance | 5 | To recommend to DC to pay super at a rate higher than the minimum 11.9% set in Ordinance. |
| | 8 | To recommend whether lay reps can attend Synod where payments 2 months' overdue. |
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