Notice of Annual General Meeting 2018

russian orthodox church of saint panteleimon gosford

ABN 98 562 088 123

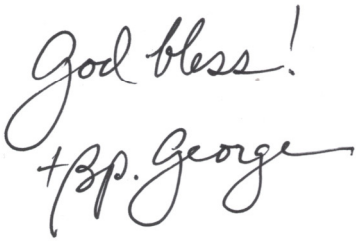
NOTICE OF ANNUAL GENERAL MEETING

Notice is given that the Annual General Meeting of Members of Saint Panteleimon Russian Orthodox Church, West Gosford, will be held on Sunday 18 November 2018 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 2018 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

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 2018 AGM be held?

The 2018 AGM of our parish will be held on **Sunday 18 November 2018** 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 **21 October 2018**. Further announcements will be made on **4 November** and **18 November 2018**. 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 2017 and 2018 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 the time, skills and energy to devote to their duties, and 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.

Nomination forms

A form that is to be used when nominating parish members to a position on the Parish Council or as a Child Safety Contact Person 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 11 November 2018**. 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 2017 AGM

A copy of the minutes of the 2017 AGM will be circulated with the 2018 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.

21 October 2018

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