

# Notice of Annual General Meeting 2023



*God bless you!*  
*+Fr. George*



**russian orthodox  
church of  
saint panteleimon  
gosford**

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*A parish of the Australian-New Zealand Diocese of the Russian Orthodox Church Outside Russia*

# 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 17 December 2023 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 2022 AGM minutes

### Receipt of parish Annual Report

5. To consider the Annual Report and, if thought fit, to pass the following resolution:  
“That the 2023 Annual Report of Saint Panteleimon Russian Orthodox Church, West Gosford, be accepted.”

### Elections

6. To elect
  - If necessary, up to six members of the Parish Council

### 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 2023 AGM be held?

The 2023 AGM of our parish will be held on **Sunday 17 December 2023 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 three weeks before the meeting.

The first announcement will be made on **Sunday 5 November 2023**. Subsequent announcements will be made on **Sunday 19 November** and **Sunday 17 December 2023**. *No announcement will be made of Sunday 3 December 2023*. 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 2023 and 2022 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.

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 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 should have a diversity of experience and perspective.

Parish Council members are 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. They also have a statutory obligation to provide leadership in matters of child safety. No-one who is unwilling to understand and engage constructively with these obligations should accept nomination to the Parish Council.

## **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 3 December 2023**. This will allow the Parish Council adequate time, if required, to prepare ballot papers.

Although permissible under the By-Laws, nominations at the AGM 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 is one way of ensuring 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.

## **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 2022 AGM**

A copy of the minutes of the 2022 AGM, held on 18 September 2022, will be circulated with the 2023 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 with another member of the current Parish Council.

The members of the 2023 Parish Council are:

- Protodeacon Martin Naef
- Rick Golovin
- Anna Kourbatov
- Nina Golovin
- Kate Marcotrigiano
- Anne Nielsen
- Alexei Kozlovski

*5 November 2023*