



ST JUDE'S NOMINATION FORM 2024/2025

Thank you for nominating for a position of leadership for St Jude's for 2024/2025. The roles of Church Warden, Parish Council member, Treasurer or Incumbency Committee membership are important for the governance of St Jude's.

Please note nominations close at 5pm on Sunday 3 November 2024. Please return nominations to the Vicar, John Forsyth at jforsyth@stjudes.org.au

Counterpart forms are acceptable, so you can submit separate copies of the same Nomination Form - you can submit up to three forms (one signed by you, one by your proposer and one by your seconder).

Important Note

To be nominated for any of these positions:

- You must be a "parishioner" that is, be on the electoral roll of St Jude's.¹
- You must be a communicant member of the Anglican Church of Australia (confirmed or received Anglican).²
- You must not have already served in the role in the last 6 consecutive years.³
- You must not be a disqualified person.⁴

Those who are nominating you must also be parishioners, that is, be on the electoral roll of St Jude's and not be disqualified persons.

Being a parishioner (on the electoral roll of St Jude's is not something that happens automatically once you've been at St Jude's for a while – your name can only be added to the electoral roll if you have applied to do so. If you are unsure as to whether or not you are on the electoral roll, please check with Vera De Vere vdevere@stjudes.org.au **BEFORE** nominating. If you, or your nominees, are not on the roll, your nomination can not be accepted, so please check prior to completing the form.

What are the responsibilities for each of these leadership roles?

The *Parish Governance Act 2013* outlines the responsibilities for each of these roles. We have summarised them briefly below, but please refer to the Act for a full description.

Churchwardens

The churchwardens of a parish are responsible for—

- (a) the care and maintenance of all the buildings and property of the parish;
- (b) the care of worship centres and for providing everything necessary for the conduct of public worship;
- (c) keeping the worship centres and their grounds in good order;
- (d) providing for collection of their offerings;
- (e) reporting to the parish council all repairs or alterations required to buildings etc;
- (f) complying with any laws of Australia, Victoria and any appropriate municipality.

The churchwardens of the parish have a duty to provide a written report to the Archbishop, signed by a majority of them, on any serious irregularities in the performance of public worship or any wilful neglect of duty or any serious misconduct on the part of the vicar.

The parish council

The functions of the parish council include—

- (a) promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- (b) supporting and assisting the churchwardens in their responsibilities;
- (c) the consideration and discussion of matters concerning the Anglican Church or any other matters of religious or public;

¹ Rule 8.2 of St Jude's Parish Rules

² Rule 13.1 of St Jude's Parish Rules

³ Rule 13.2 of St Jude's Parish Rules

⁴ Section 19 of the *Parish Governance Act 2013*.

- (d) putting into effect provisions made by Synod;
- (e) giving advice to, and raising matters with, Synod
- (f) The parish council must have in place and review annually a plan setting out material risks and the mitigation strategies.

Treasurer

The treasurer is responsible to the churchwardens for–

- (a) ensuring the proper banking and payment of all amounts;
- (b) maintaining proper financial records of the parish;
- (c) reporting to each meeting of the parish council on the financial affairs of the parish;
- (d) preparing forward estimates of income and expenditure;
- (e) ensuring that the accounts of the parish are audited or assessed as required by the Act; and
- (f) preparing the annual financial report to the annual meeting.

The incumbency committee

Members of the incumbency committee work with the regional bishop, archdeacon and others to appoint a replacement vicar to the parish if such a need should arise.



NOMINATION FORM 2024/2025
(for Churchwarden, Parish Council, Treasurer and Incumbency Committee)

We, the undersigned, being parishioners (that is, on the electoral roll at St Jude's Carlton) and not being disqualified persons, hereby nominate:

_____ (Full name) (must be on Electoral Roll)

for the position of:

- Churchwarden
- Parish council member
- Treasurer
- Incumbency committee



_____ (nominator's name)

_____ (congregation)

_____ (nominator's signature)

_____ (nominator's name)

_____ (congregation)

_____ (nominator's signature)

I confirm the following and assent to the nomination:

- I am a "parishioner" that is, on the electoral roll of St Jude's.
- I am a communicant member of the Anglican Church of Australia (confirmed or received Anglican).
- I have not already served in the role in the last 6 consecutive years.
- I am not a disqualified person.

_____ (signature of nominee)

Information about person being nominated:

Length of time at St Jude's:

Congregation:

Relevant Christian experience:

Relevant employment or community skills and experience:

St Jude's ministry experience:

St Jude's committee experience:

80 word statement of ideas, policies and priorities: