

SECTION 1 - ADMINISTRATION

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 28 March 2015

Revised: Coordinating Council

Date: 10/11 May 2019

1.9 Annual Vestry Meeting (Annual General Meeting) Reporting by Parish to Territory of the People

Parishes must have an Annual Vestry Meeting (Annual General Meeting) of each congregation, which must be held **no later than the 28th of February each year**. Notice in writing of such meeting signed by the Incumbent/Ministry Developer and Wardens (if any), or if there is no Incumbent/Ministry Developer, by the Church Wardens or Warden as the case may be, shall be posted at least eight (8) days previously on the notice board of the Church or place where Divine Service is usually held, as well as other forms of notification, such as email, verbal announcements, and notices in the church bulletin.

1.9.1 Purpose

The purpose of this policy is to ensure Parishes fulfill their responsibility to report on an Annual basis, their Parish Statistics and Election of Delegates to the office of the Territory of the People Anglican Church **within two weeks of their Annual Vestry Meeting**.

Information from the parish reports is used to compile data required by the National Church.

1.9.2 Reports Required:

1.9.2.1 Officers – contact information such as address, phone and email for parish officers and contacts:

- Church Office
- Incumbent / Ministry Developer(s)
- Incumbent Warden
- People's Warden
- Treasurer
- Secretary

1.9.2.2 Elected Delegates - contact information such as address, phone and email for parish elected delegates:

- Regional Council
- PWRDF
- Anglican Fellowship of Prayer
- Youth (2) one delegate, one alternate)

- Territory Assembly (4) 2 delegates, 2 alternates

1.9.2.3 Lay Ministers of Word and Sacrament (LMWS) – the Parish Annual Vestry meeting must approve all Lay Ministers of Word and Sacrament for their parish.

- An Application must be submitted to the Territory office for each approved LMWS, with categories of licensing included.
- A new license is issued each year for each LMWS.
- For further information regarding LMWS see Policy 3.4 – Lay Ministers of Word and Sacrament

1.9.2.4 Lay Administrators - the Parish Annual Vestry meeting must approve all Lay Administrators for their parish.

1.9.2.5 Parish Statistics with offering – this information is utilized by the Territory office, statistics are forwarded to the National Church Office. Council of the North funding is based on these statistics.

1.9.2.6 Statement of Income and Expenditures: The information is used to collate the total parish income for the Central Interior for General Synod, and the 'Total Operating Income' is used as a base to determine Christian Sharing.
Also required is a copy of the audited or reviewed Financial Statement.

1.9.2.7 Parish Property Statistics - Information is used to ensure adequate coverage under Liability Insurance covering all buildings in the Central Interior.

A copy of these forms for reporting, is included in Section 5 of this Policy Manual