




# Secretary Responsibilities and Administration

MIKE BROWN / ANNE WILSON / SAMANTHA CHAN

# Administration

## OVERVIEW

- Duties of Parish Secretary
- Resources
- Annual Meeting
- Diocesan Archives
- Communications
- Copyright
- Fundraising
- Grants
- Insurance



## Administration

**Overview**

- Duties of Parish Secretary
- Annual Meeting
- Diocesan Archives
- Communications (+)
- Copyright (+)
- Fundraising (+)
- Grants Overview (+)
- Insurance (+)
- Cyber Security
- Privacy

### Administration

This section contains useful information and resources to assist parishes and secretaries to foster good practices in operational and administrative matters.

Working with Property and Finance, Operations exists to carefully align the strategic, planning and risk management functions for the diocese.

### Contact Information

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# Administration

## DUTIES OF PARISH SECRETARY

- Coordinate annual and parish council meetings, including preparing agendas (in consultation with the Rector) and minutes
- Assisting with Annual Parish Returns, including, the notification of Parish Office Bearers
- Managing parish correspondence, including archiving
- Managing the Parish Electoral and Pastoral Roll
- Assist Councillors in accessing statutes and policies
- Assist Councillors in meeting WHS and Safe Ministry checks and training requirements



## Reference –

[Parish Governance Statute 2016](#)

[Website](#)

# Administration

## RESOURCES



- ADP Website:

- [Statutes and Canons](#)
- [Policies](#)
- [Forms](#)
- [Resources / Administration](#)

- Key Staff:

- Digital Content Coordinator
- Diocesan Archivist
- Operations Manager

The screenshot displays the website's header with the Anglican Church Diocese of Perth logo and navigation links: A+ A-, Statutes & Canons, Policies, Forms, Resources, Diocesan Office, and a 'Visit the Public site' button. Below the header is a search bar and a secondary navigation menu with links for Clergy, Lay & Operational Employees, Parish Office Bearers, Church Volunteers, and Governing Bodies. The main content area features a 'Welcome' message over a background image of clergy members. The text reads: 'Welcome. In this section you will find Statutes & Canons, Policies, Forms and Resources applicable to all members of the Dioceses.' Below this is a search bar with the text 'Search by keyword' and a 'Begin Search' button.

# Administration

## ANNUAL MEETING



- [Annual Meeting](#) must be held in May or June
- Notice must be provided in writing to all Enrolled Members four (4) weeks beforehand
- After elections complete [Lay Officer's Declarations](#)
- Other forms for completion and return following the Annual Meeting available at [Annual and Financial Returns](#)





# Administration

## DIOCESAN ARCHIVES

- What [Diocesan Archives](#) does
- How Diocesan Archives helps parishes:
  - records are over 25 years old,
  - records are too bulky to store at your parish,
  - records are in danger from how they are stored, or
  - the parish is to be merged or closed.
- Access to Diocesan Archives
- Volunteers
- Further Information
  - [Records and Archives Statute 1996](#)
  - [Diocesan Archives Policy 43](#)
- Contact: [archives@perth.anglican.org](mailto:archives@perth.anglican.org)

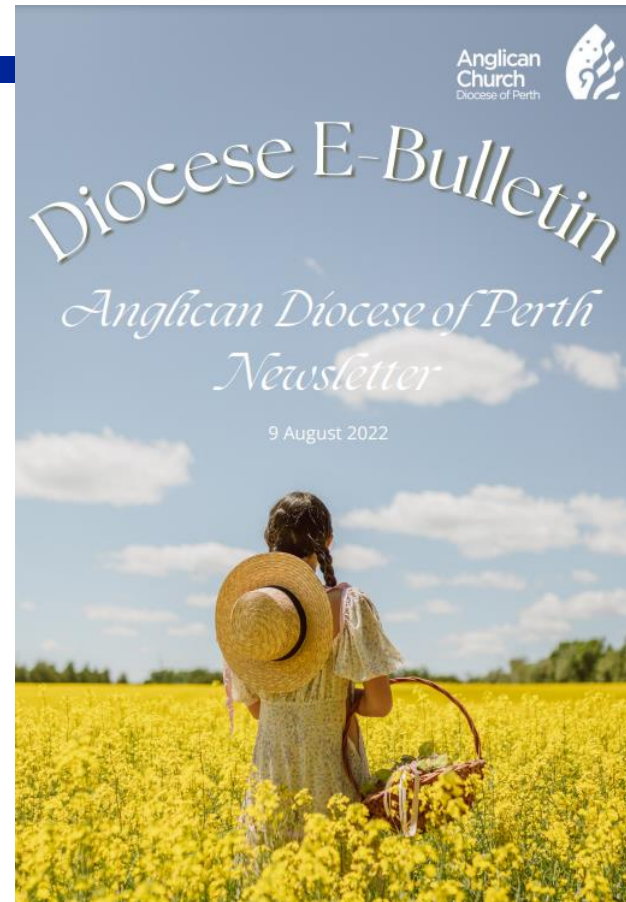


# Administration

## COMMUNICATIONS

- E- Bulletin
  - [Fortnightly editions](#)
  - [Submission form](#)
- Messenger
  - [Monthly editions](#)
  - [Sign Up Form](#)
- Microsoft Licencing
  - [Office 365 for non-profits](#)
- Parish Websites and email
  - [Hosting of Websites](#)
- Church Directory
  - [Find a Church](#)
- Contact: [communications@perth.anglican.org](mailto:communications@perth.anglican.org)

Anglican  
Church  
Diocese of Perth





# Administration

## COPYRIGHT

- [Obtaining a Copyright Licence](#)
  - Coordinated by Diocesan Office
- [Recording the use of Copyright materials](#)
  - Use CCLI website



NEW! Auto-reporting is here. [LEARN MORE >](#)

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**CCLI** Who We Serve / What We Provide / Our Partners / About Copyright / About CCLI / Worship

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**SongSelect** by CCLI Search for song, author or lyrics...



# Administration

## FUNDRAISING



- [Charitable Collections Licence](#)
- [Heritage Appeals](#) and the [National Trust](#)
- [Raffles](#)



**Racing, Gaming and Liquor**

Contact us | Help

Username:

Password:

Log in

Reset Password Create Account

Home Find a Licence View Prohibition Orders

Home

**Quick links**

- Portal Information Guide
- Online Lodgement Guides

**Racing, Gaming and Liquor portal**

In the portal you can submit an application form or lodge returns. Refer to the online lodgement guides located under "Quick Links" for help you lodge your application.

**Compatibility**

- Mobile devices and Safari are not compatible.
- We recommend your operating system has the latest security updates installed.
- We recommend you have anti-virus software installed and updated.

**About the portal**

The portal enables the general public to:

Government of Western Australia  
Department of Mines, Industry Regulation and Safety

Our divisions Who we assist Services

Home → Consumer Protection → Charities and associations → Charities

**Charities**

**Charity licence applications**

Who needs to apply, how to apply, renew or cancel a charitable collections licence.

- [Collecting money for a charity](#)
- [Applying for a charity licence](#)
- [Renewing a charity licence](#)
- [Cancelling a charity licence](#)
- [Fundraising under an existing charity licence](#)

**Charity licence requirements**

Reporting requirements for charity licence holders.

- [Charity licensing reforms 2020](#)
- [Charity licensing conditions](#)
- [Financial reporting requirements](#)
- [Principal Executive Officers](#)
- [Managing conflicts of interest](#)

**Licensed charity list**

Comprehensive list of charities licensed in Western Australia.

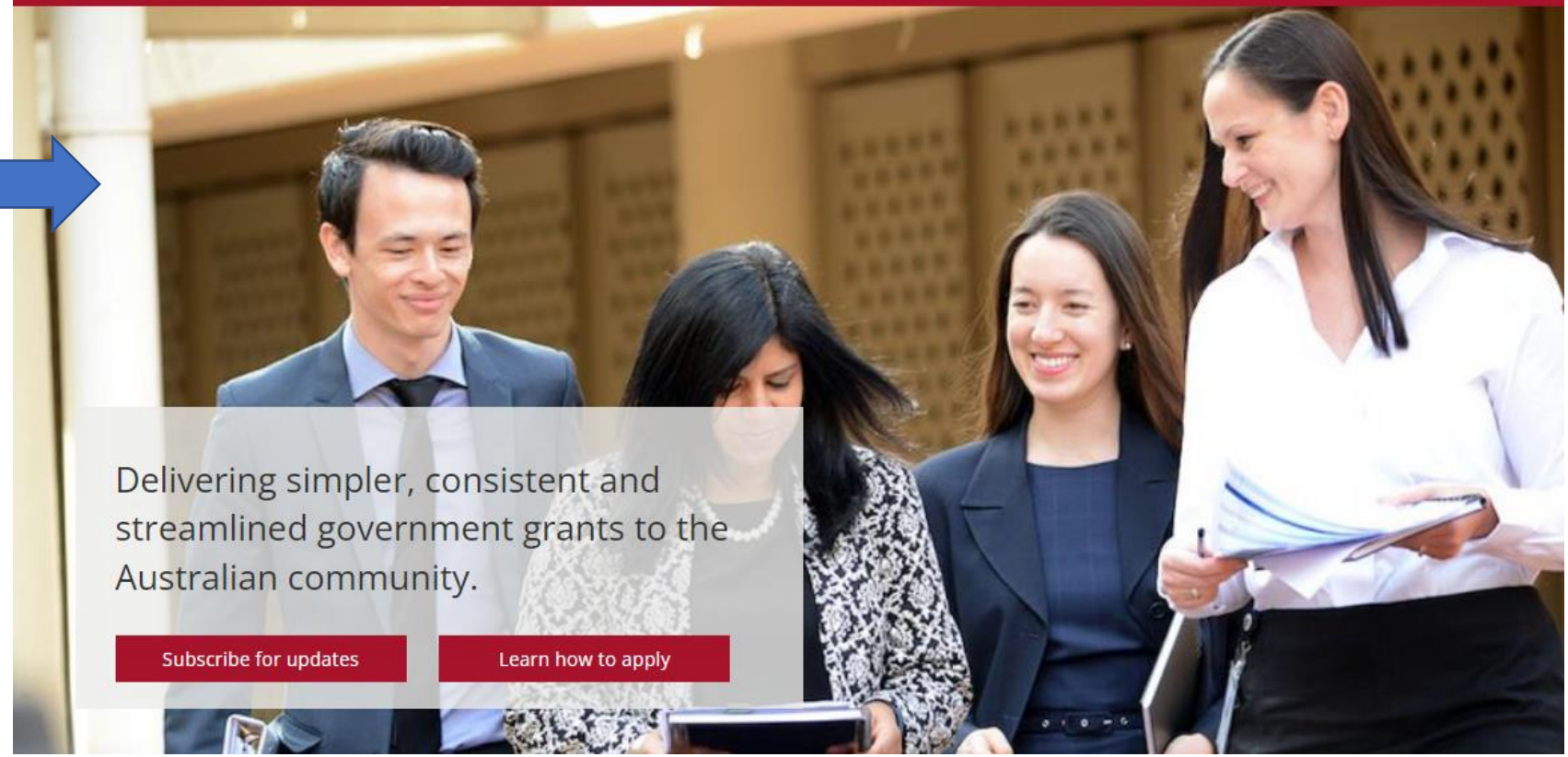
- [List of licensed charities](#)

# Administration

## GRANTS



- [Types and Sources of Grants](#)
  - Local Government
  - State Government
  - Commonwealth Government
  - Lotterywest
- [Tips for Applications](#)
  - Grantmaker's key priority areas
  - Be well prepared with a budget and quotes etc
- [Delegation and Authority](#)
  - Engage Diocesan Operations Manager in the process



Delivering simpler, consistent and streamlined government grants to the Australian community.

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[Learn how to apply](#)

# Administration

## INSURANCE



- Insurance premiums are significant parish costs.
- Insurance covers damage caused by specific events (e.g., fire, flood, wind damage, hail damage, accidental damage, or theft)
- Insurance does not cover damage caused by inadequate maintenance (e.g., damage caused by blocked or corroded gutters), damage arising from faulty construction/design or termite damage.
- The best way to keep property and contents premiums low is to take action to reduce the risk of fire, flood, wind damage and theft.
- The best way to keep workers compensation premiums low is a good application of WHS policy and only using contractors with their own workers compensation insurance.





# Open Panel Questions

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DENISE SATTERLY ROOM

