

# Notice of Annual General Meeting 2016



**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 2 October 2016 at 12:00 pm in the parish hall 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 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 2016 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 delegates to the Eighteenth Diocesan Assembly, 17-19 November 2016

### **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. In 2016, our AGM will also elect delegates to attend the Eighteenth Triennial Diocesan Assembly.

## When will the 2016 AGM be held?

With Bishop George's blessing, the 2016 AGM of our parish will be held on **Sunday 2 October 2016** at **12:00pm** in the parish hall 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.

Announcements will be made on Sunday **4 September, 18 September** and **2 October 2016**. 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 therefore 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, 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 2015 and 2016 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 seven 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 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.

## What is a Diocesan Assembly?

Diocesan Assemblies are provided for in the Regulations of the Australian-New Zealand Diocese. Held at least every three years, Diocesan Assemblies gather all the clergy of the Diocese together with an equal number of elected lay delegates. Certain Diocesan officials and representatives of Diocesan institutions also attend.

The Diocesan assembly chooses a Diocesan Council and Auditing Committee, hears reports on various aspects of church life, examines financial reports, and considers matters of importance to the Diocese as a whole. For the term of its period of office, the Diocesan Council assists the Ruling Bishop to administer the Diocese.

## What is the role of parish delegates at a Diocesan Assembly?

The role of parish delegates at a Diocesan Assembly is to prayerfully and attentively participate in the work of the Assembly, together with the parish rector and other parish clergy. In addition, a parish delegate may make himself or herself available to serve on the Diocesan Council or in another official capacity.

## **What is on the agenda of the Eighteenth Diocesan Assembly?**

The Eighteenth Diocesan Assembly will be held at the Saints Peter and Paul Cathedral, Strathfield, from Thursday 17 November until Saturday 19 November 2016. The Assembly will coincide with a celebration of the twentieth anniversary of Metropolitan Hilarion's episcopal service in the Diocese.

The programme of the assembly will include reports from Metropolitan Hilarion and the Diocesan Council. A hierarchical Divine Liturgy will be served and there will be a festive banquet to honour Metropolitan Hilarion's service. Detailed reports on the life of the parishes, monasteries, missions and other Diocesan institutions and activities will be presented. Consideration will be given to the Diocesan budget for 2016-2019.

The Assembly will also elect a Diocesan Council and an Auditing Committee and discuss any general business.

### **.Nomination forms**

A form that is to be used when nominating parish members to a position on the Parish Council or as delegates 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 **Tuesday 27 September 2016**. 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 and Diocesan 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 or, if selected as a delegate to the Diocesan Assembly, to any Diocesan office.

### **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 2015 AGM**

A copy of the minutes of the 2015 AGM will be circulated with the 2016 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, Father James Carles, or another member of the Parish Council.

*28 August 2016*



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