

Notice of Annual General Meeting 2014



**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 30 November 2014 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 and acceptance 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 2014 Annual Report of Saint Panteleimon Russian Orthodox Church, West Gosford, be accepted”.

Elections

6. To elect, if necessary
 - Up to 7 members of the Parish Council

Other Business

7. The establishment of a property purchase fund
8. Parish Council Code of Conduct

Conclusion

9. 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.

When will the 2014 AGM be held?

The 2014 AGM of the parish will be held on **Sunday 30 November 2014** 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 in church on the following Sundays: **2 November**, **16 November**, and **30 November 2014**. 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 2013 and 2014 financial parish members either by hand, email or post at least one week before the AGM, and tabled at the meeting. The Annual Report will also be available on the parish website.

Nominations for Parish Council

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, governance, and the adornment of the church. 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. Up to seven regular positions on the Parish

Council will be open for election at the AGM.

Nomination forms

A form that is to be used when nominating parish members to a position on the Parish Council 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 16 November 2014**. 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

As of 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 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.

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 2013 AGM

A copy of the minutes of the 2013 AGM will be circulated with the 2014 Annual Report. These will 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.

1 November 2014



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