

# St David's Parkdale Uniting Church Council

## CHURCH COUNCIL PROCESS for ANNUAL GENERAL MEETINGS.

The purpose of this document is to provide the Church Council with a timeline to allow for the well-ordered preparation of the Annual General Meeting AGM of St David's Parkdale Uniting Church.

The purpose of the AGM is to fulfil the requirements of the regulations of the Uniting Church of Australia which states that *"At least once each year at a meeting of the Congregation financial reports shall be presented and policies, plans, budgets, appointments and other matters within the responsibility of the Congregation shall be determined."*

The AGM under Manual For Meetings would be considered to be a General Sessions, and it provides the following guidance 3.1 General Sessions

*General sessions include ceremonial occasions, formal addresses, opening and closing ceremonies, celebrations, public meetings and other sessions where a specific and fixed agenda is appropriate. During sessions of this nature the chairperson has responsibility for the agenda, and new business may not be introduced except by consent of the members present.*

The following gives the timeline for the AGM.

1. **Start of October** Advertise that submissions for the Annual Report will need to be submitted in November.
2. **Start of November:**
  - a. Submissions for the Annual Reports need to be handed in at the office before the end of November.
  - b. Pastors and Treasurer begin the process of defining the budget for the next year
3. **Start of February**
  - a. The Treasurer engages the auditor to have the previous year's accounts to be audited.
4. **February Meeting of Church Council**
  - a. The draft budget is presented to the Church Council for discussion
  - b. . Church Council decides the date for the Annual General Meeting and this should be advertised to the congregation before the March CC meeting.
  - c. Church Council updates the Church Roll.
5. **March Meeting of Church Council**
  - a. Church Council approves the Annual Report including the audited accounts
  - b. Finalise the rolls
  - c. Elect a person to oversee the AGM and Church Council Elections timeline.

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## **6. 6 weeks prior to AGM:**

- a. Commence advertising of the AGM, CC and Presbytery Representatives and Elections Date on notice sheets in the foyer, printed in the newsletter, on the web page and the internal and external doors of the foyer and church. If there is to be a combined service it is to be advertised properly.
- b. Nomination and Role Description forms for Elders and Church Councillors Councillors and Presbytery Representatives to be advertised and available in foyer and to be inserted in the newsletter. One ballot paper to be used for both Elder and Church Councillor nominations.

## **7. 2 weeks prior to AGM:**

- a. The printed Annual Reports to be available for circulation from the foyer.
- b. The printed Agenda to be available for circulation from the foyer
- c. Communicate with any special needs homes concerning transportation/caring arrangements due to changes of Church Service times.
- d. All nominees for Elders and Church Councillors and Presbytery Representatives Elections to be publicly announced in newsletter.

## **8. 1 week prior to AGM:**

A printed Church Roll and voting forms for Church Councillor and Elder to be available.

## **9. Prior to the AGM:**

- a. The UCA Regulations state that voting should take place in the context of a congregational meeting.  
Consideration will be given by Church Council to individuals who request to vote early, who have genuine exceptional circumstances that prevent them from attending the meeting such as Sunday work, long distance travel or serious illness.  
A request for early voting should be made in writing to Church Council Secretary and before the March Church Council meeting for approval. Early voting should be done under the supervision of a member of Church Council, who will mark off the person's name from the voting roll. The voting papers and roll will be made available in the church office by the Administrative Officer.
- b. Apologies for the AGM need to be received in writing by the Church Council Secretary prior to the AGM.

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## **10. On the day of the AGM:**

- a. Have printed copies of the Minutes from the previous AGM stapled together and ready for circulation.
- b. Have the roll drawn up attendance sheet ready for the meeting.
- c. Three or four people to be on duty at an official voting table, providing information, answering questions and assisting people with their voting.
- d. At the end of the church service, announce to the congregation the allowed voting times.

## **11. After the AGM:**

- a. Remove advertising from web page.
- b. Send and a copy of the Annual Report to Presbytery and the Auditor.

(APPROVED by CHURCH COUNCIL 13/06/17)