

PROPOSED COUNCIL STRUCTURE

A Council of 18 plus the Clergy,

1. THE PARISH COUNCIL

The Council shall comprise;

a) Two wardens and one alternate elected by the outgoing council at the November meeting.

b) Three councillors elected by each congregation who shall form a management team for that congregation. The councillor with the most votes will be the Team Leader. In the event of no individual having the most votes, the Council shall elect the leader from those elected..

The election in the congregation shall take place on the first two Sundays in February with nominations being received in January. One proposer shall be sufficient for a nomination to be considered.

c) 6 councillors elected by vestry.

An executive body of 7 or 8.

2. THE EXECUTIVE OF THE PARISH

1. The executive of the parish shall comprise the Rector and Wardens as stipulated in the Canons and in addition the Team Leaders of the three congregations and where applicable the Treasurer.

2. In all such matters as the Canons or Rules of the Diocese shall delegate to the Executive, only the Rector and Wardens and Alternate Warden shall vote.

The Executive does the spade work and brings the proposals to Council.

3. MEETINGS.

1. The Council shall normally meet once a month and the Executive shall meet within the week preceding the council meeting.

2. Except in the case of urgent business, all matters decided at council shall first have been discussed at the Executive and a proposal brought from them to the council. If a councillor raises a matter at council that leads to a proposal, it shall be referred to the Executive and returned at the next Council meeting.

3. Exceptions to rule 3.2 above shall be debate on reports presented to the Council by sub-committees and portfolio holders as defined in section 5 below.

Teams at each congregation under a Team leader look after the local matters. The Wardens look after parish affairs.

4. DUTIES OF THE EXECUTIVE

1. The Executive shall be responsible for appointments to the positions of Worship Wardens, and their deputies and the Lay Deacons at each congregation. This shall be done at their first meeting after vestry.

2. The Executive shall be responsible for the Finances of the Parish. This shall ultimately be the responsibility of the Wardens who may appoint a Treasurer to assist. Accounts shall be presented at the Executive Meeting and approved there before being presented to Council.

3. The Executive shall be responsible for the maintenance of all parish property.

a) Each Team leader shall be responsible for raising at the executive the needs of the property of his/her congregation.

In small matters that are covered by the budget the Team Leader and local Team may go ahead and fix the problem. Likewise if the matter falls within the budget and the Team has been unsure of the course to take, the Executive may go ahead and fix the problem. Such matters shall be reported to the Council Any other matters shall be referred to the Council.

b) The Wardens shall be responsible for maintenance of all Parish property not considered “local”. This will include the Rectory, Pedlar Place, 1 Hospital St, 148 Commissioner St, the premises of St Raphael’s pre-primary school, and the premises around St Michaels’ excluding St Michael’s itself. The provisions of 3(a) above shall apply.

4) The Executive shall be responsible for all matters of fund-raising and fellowship, bringing proposal for events to the Council., and considering proposals referred to it from the Council.

Other matters are handled by specially selected people, not necessarily already on council.

5. SUB-COMMITTEES AND PORTFOLIOS

a) Other matters considered important in the life of the Parish may be delegated to sub-committees appointed by the Council on the nomination of the executive, or to individuals as portfolios. Such may include a Social Responsibility sub-committee, Link Parish sub-committee, Environmental Affairs sub-committee, and Pedlar Place tenant liaison. All the above sub-committees may be replaced by an individual councillor as his or her portfolio.

b) In any of the above instances the Council may co-opt a person or persons on to council whom they feel will fulfil this function.

To speed up matters people are empowered to act quickly in certain circumstances.

6. POLICY ON PROCUREMENT

In all matters of procurement, an individual charged with responsibility may spend up to R4,000. Matters exceeding R4,000 but not exceeding R10,000 may be decided by the Executive on the basis of one quote, especially when the provider is a preferred provider. All items above R10,000 shall require a quote from a preferred provider and one other quote, or at least three quotes. The Diocesan rules require that all items above R30,000 be referred to the Trustees by vestry. This will not affect items for Pedlar Place or the School (other than the property itself).