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| **Policy** | **PARISH DELEGATIONS** | | |
| **Policy Number** | 110 | **Version** | Original |
| **Endorsement** | Bishop-in-Council<br>18 August 2026 | **Implementation** | 1 September 2026 |
| **Review** | Review within 2 years | | |

**PURPOSE**

The purpose of this policy is to support the good governance of the Diocese by clearly communicating the extent of parish's authority to act on behalf of the Diocese.

**SCOPE**

1) This policy relates to the assets and responsibilities of The Corporation of the Synod of the Diocese of Rockhampton that are managed by the parishes of the Anglican Church Central Queensland.
2) This policy does not include trust funds, investment assets and real property managed directly by the Diocese.
3) This policy does not apply to any entity of the Diocese that is not considered to be a Parish, Ministry District or Special District as defined in Part II of the Parish Canon 2013.

**DEFINITIONS**

**"Church"**

The Anglican Church of Australia within the geographic area of the Diocese.

**"Diocese"**

When referring to an entity, means The Corporation of the Synod of the Diocese of Rockhampton.
When referring to a geographic area, means the area known as Anglican Church Central Queensland, as set within the boundaries of the Diocese of Rockhampton.

**"Faculty"**
As defined in section 97 of the Parish Canon and elucidated in the Faculties Policy (2 March 2018)

**"Incumbent"**
As defined in the Parish Canon 2013.

**"Parish"**
In this policy includes each parish and each special district as they are defined in the Parish Canon 2013.

**"Parish Council"**
A council for the local governance of a Parish, Ministry District or Special Ministry in accordance with the Parish Canon 2013.

**PRINCIPLES**

1) Section 22 of the Constitution of the Diocese of Rockhampton places all real and personal property of the Church to be held, managed and dealt with by the Diocese.
2) Recognising that the exercise of the powers and responsibilities of the Diocese would be impractical without delegation, the Diocese is organised into Parishes for local expression of its mission and ministry.
3) Section 3 of the Corporation Canon places special responsibility on Bishop-in-Council in determination of the allocation of funds arising from the sale of church property.
4) No delegation replaces the requirement to seek a Faculty from the Bishop of Rockhampton when such is required.
5) Any matter not included in the standing delegations cannot be assumed to be delegated.
6) When a Parish acts for the purposes of this policy, it must do so in accordance with the Parish Canon 2013.

**DELEGATIONS**

*PROPERTY MATTERS*

| Activity | Limits of Delegation | Notes |
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| Renting of Church residential property to another party | Rentals using a standard rental agreement for periods up to 12 months | Bond to be lodged with the Residential Tenancies Authority (RTA). Property must be managed through a licensed real estate agent. Contract appointing the agent requires the Corporate Seal. |
| Church renting a residential property from another party | Rentals using a standard rental agreement for periods up to 12 months | Clergy Housing and Benefits Policy (2018) to be observed where applicable |
| Hiring of a Church hall or other venue to a non-Church hirer | Hall hires of any frequency for periods up to 24 months where a hire agreement is completed and the hirer provides evidence of current Public Liability Insurance of not less than $10 million<br>(Exception: Where the hiring agreement would prevent the hall being used for existing parish ministry.) | Hiring for purposes of religious worship is subject to the approval of the Bishop and comply with Use of Church Buildings by Other Churches Policy (April 2018).<br>A copy of the hirer's certificate of Public Liability Insurance shall be retained by the Parish.<br>Where a hiring agreement prevents a church venue being used for existing parish ministry, a written submission from Parish Council to Bishop-in-Council is required. |
| Church hiring a venue from another party | Hiring for periods of up to 1 month where a hire agreement is completed. | Longer periods of hire require a written submission from Parish Council to the Bishop-in-Council |
| Leasing Church non-residential property to another party | No standing delegation | Action of this type will require a written submission from Parish Council to the Bishop-in-Council |
| Church leasing of non-residential property from another party | Leases for periods of up to 12 months where lease agreement is completed | Longer leases require a written submission from Parish Council to the Bishop-in-Council. [Arrangements made prior to this policy may continue as agreed.] |

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| Church acting against non-compliant tenant | Verbal and written reminders can be issued under instruction from Churchwardens | Engagement of solicitors or action under the Residential Tenancies and Rooming Accommodation Act 2008 are to be referred to the Registrar who will seek a Bishop-in-Council as required. |
| Submitting a Development Application for improvements to Church property | Churchwardens and Incumbent may jointly be an applicant for a Development Application providing the application has been approved by the Bishop-in-Council and is signed under the Corporate Seal. | Requirements outlined in 702 Buildings and Property Projects – Approval Process need to be complied with before an application is submitted. |
| Submitting a Minor Works application for improvements to church property | Application may be made by any of the Churchwardens and Incumbent. | Requirements outlined in 702 Buildings and Property Projects – Approval Process need to be complied with before an application is submitted. |
| Establishing, changing or renewing of utilities supply agreements (e.g. water, gas, power, phone, internet) | Supply agreements approved by Parish Council may be entered into on an ongoing basis or for contracts of up to 3 years | Where Diocesan preferred supplier agreements are made, Parishes will adopt those supply arrangements. |
| Entering into a contract for building or maintenance services (e.g. cleaning, mowing, AC servicing, fire extinguisher servicing) | Agreements for provision of building or maintenance services approved by Parish Council may be entered into on an ongoing basis or for contracts of up to 2 years | |

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| Photography and filming | Applications for professional photography or filming of or on church property will be at the discretion of the Incumbent and Churchwardens except where any structure is erected or building modified as part of the process | The Incumbent and Churchwardens can determine such matters without reference to Parish Council except where the activity impacts on other activities in the Parish.<br>Any agreement in the name of the property owner is to be forwarded to the Registrar to sign on behalf of The Corporation. |

*EQUIPMENT AND ASSETS*

| **Activity** | **Limits of Delegation** | **Notes** |
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| Purchase of photocopiers and other office assets | Parishes may purchase office equipment and other office assets up to $20,000 on each occasion on the resolution of the Parish Council | Expenditure above this level requires a written submission from Parish Council to the Bishop-in-Council |
| Purchase of motor vehicles | Parishes may purchase motor vehicles up to $50,000 on each occasion on the resolution of the Parish Council | Expenditure above this level requires a written submission from Parish Council to the Bishop-in-Council.<br>The Registrar is to be advised prior to any purchase.<br>Registration of church vehicles is to be in the name of The Corporation. |
| Purchase of air-conditioning | Parishes may purchase and install air-conditioning up to the relevant Threshold Value listed in 702 Buildings and Property Projects – Approval Process | Where installation of air-conditioning affects a heritage property or would mean structural changes to the property, the policy in 702 Buildings and Property Projects – Approval Process shall apply |
| Purchase of whitegoods, furniture and other chattels | Parishes may purchase white goods, furniture, equipment and other chattels up to $10,000 on each occasion on the resolution of the Parish Council | Where the purchase is for a worship centre, the Incumbent shall make enquiries of the Bishop regarding the need for a Faculty before any commitment to a purchase |

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| Leasing of photocopiers and other office assets | Parishes may lease photocopiers and other office assets for periods of up to 5 years for assets that would otherwise have a purchase price no greater than $20,000 and where the financial obligations decrease proportionately throughout the term of the lease | Commitments above this level or a lease with a "balloon payment" at the conclusion of the lease term, require a written submission from Parish Council to the Bishop-in-Council |
| Leasing of motor vehicles | Parishes may lease motor vehicles for periods of up to 5 years for vehicles that would otherwise have a purchase price no greater than $50,000 and where the financial obligations decrease proportionately throughout the term of the lease. | Commitments above this level or a lease with a "balloon payment" at the conclusion of the lease term, require a written submission from Parish Council to the Bishop-in-Council.<br>Registration of church vehicles is to be in the name of The Corporation. |
| Investigations and reports regarding assets | Parishes may procure an investigation into or a report on any parish held asset (including land and buildings) on the resolution of Parish Council. | |
| Sale of land or buildings | Where a Parish Council determines that land and/or buildings held by the Parish should be sold, the Parish Council reports this to the Registrar for consideration of Bishop-in-Council. | Parishes are not delegated to sell land or buildings. The consideration of Faculties, plaques and donated objected mentioned in "Sale or disposal of assets (general)" may also be relevant to the sale of real property. |
| Sale of motor vehicles | Where a Parish Council determines that a motor vehicle held by the Parish should be | Motor vehicles are to be registered by The Corporation of the Synod of the Diocese of Rockhampton and included in the Diocese's insurance schedule. |

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| | sold, the Parish Council contacts the Registrar for approval to proceed. | |
| Sale or disposal of assets (general) | Except for land, buildings and motor vehicles, Parishes may sell any asset owned by the Church and held by that Parish for the use of the Parish. | Where an asset to be sold or disposed of has a Faculty, the Faculty needs to be removed on application to the Bishop before any sale or disposal can take place.<br>Where an asset bears a plaque or is known to be donated, the potential sale or disposal of that asset is to be handled sensitively. Parish officers need to consider the risks to any new owner or user of an asset involved with that asset however, in the sale of any asset, those conducting the sale shall make clear that the church does not indemnify the new owner or user for any faults or damage arising from the asset. The purchaser is to make their own risk assessment. |

*OPERATIONAL, LEGAL AND FINANCIAL*

| **Activity** | **Limits of Delegation** | **Notes** |
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| Financial management of the Parish | Except where regulated elsewhere in this policy or the Parish Canon 2013, Parish Council has open delegation to manage parish finances and financial commitments. | Parish Council shall observe of Section 70 Priority of Disbursement of the Parish Canon 2013. Where Parish Council is of the view that they will be unable to meet the obligations under Section 70, they shall advise the Registrar without delay. |
| Establishment of a new remunerated position (not requiring a Bishop's licence) | Parish Council may recommend to the Bishop and Registrar, the establishment of a new remunerated position where the position is in the parish and funded by the parish. | Submissions for the establishment of a new remunerated position shall be on the the ACCQ Position Establishment Form.<br>No position shall be advertised, or any interviews or employment-related discussions commence, until written approval for the new position is received. |

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| New employment contracts (not requiring a Bishop's licence) | The Incumbent/Churchwardens may offer employment contracts after consultation with, and approval by, the Registrar. | There is no delegation where the person engaged requires a licence from the Bishop.<br>Consultation with the Registrar should commence prior to advertising a position or approaching any candidate.<br>The Incumbent/Churchwardens are to act in accordance with a resolution of Parish Council. |
| Extension or variation of an employment contract | Extensions can be authorised by the Incumbent/Churchwardens. Where there is a variation of conditions or cessation of the contract is being considered, these matters should be referred to the Registrar with details on the ACCQ Position Establishment Form not less than 4 weeks prior to the conclusion of the current contract. Contract extensions shall not be offered until approval received. | Contract extensions shall be in writing.<br>There is no delegation where the person engaged requires a licence from the Bishop.<br>The Incumbent/Churchwardens are to act in accordance with a resolution of Parish Council. |
| Termination of employment | Employment may be terminated by Incumbent/Churchwardens only after approval by the Registrar after consideration of their written submission. Legal advice at the Parish's cost may be required. | There is no delegation where the person engaged requires a licence from the Bishop. |
| Completing registration forms for volunteers with Centrelink entitlements | Incumbent/Churchwardens may enter into Work for the Dole or similar arrangements for a Parish or part of a Parish (e.g. Op Shop) | The requirements of the government program shall be observed by those responsible for the supervision of the volunteer. |

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| Establishing or varying deposit accounts with bank, credit union or Anfin | The Incumbent, Churchwardens and Parish Treasurer may establish and vary banking arrangements for the Parish. | Parishes whose banking arrangements are facilitated or managed by the Diocese shall consult with the Diocesan Accountant prior to any change in banking arrangements. |
| Borrowing funds, establishing or varying credit facilities (including credit cards) | The Incumbent, Churchwardens and Parish Treasurer may establish loans or credit facilities for the Parish up to $5,000 (total of all facilities) on resolution of the Parish Council. | Borrowing or credit facilities above this level require a written submission from Parish Council to the Bishop-in-Council |
| Application for grants | Small grants (up to $10,000) may be applied for by a Parish where the obligations of the grant are for a purchase of assets or receipt of funds without obligation (except the obligation to report). All other grants are to be referred to the Registrar and will require Bishop-in-Council approval. | Where a grant application requires the approval of the landowner, the application shall be referred to the Registrar to sign on behalf of The Corporation. |
| Engagement of solicitor | There is no delegation | Any engagement of solicitors or consideration of legal action shall be in the name of The Corporation, approved by the Bishop-in-Council with the Bishop-in-Council identifying who shall be the Diocese's representative(s) in the matter. |
| Insurance | All insurance is to be placed by the Diocese through AIRS. | Churchwardens are responsible for making full declarations and accurate valuations for insurance purposes to the Diocesan Accountant. |
| Advertising on parish online sites, bulletins and publications | Advertising and promotion on parish publications, bulletins, websites, social media and the like, whether paid or | Advertising or promotion in support of a political party or political candidate is not permitted. |

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| | unpaid, is under the authority of the Incumbent. | All advertising or promotion is to be consistent with the code of conduct Faithfulness in Service.<br><br>ACCQ supports the ministry of Bush Church Aid Australia (BCA), Church Missionary Society (CMS) and Anglican Board of Mission – Australia (ABM) and advertising in support of their activities fits with the ministry of the Diocese. |

**AUTHORISED OFFICERS**

Except where specifically advised, authorised action by a Parish on behalf of the Diocese is by any two of the Incumbent and the Churchwardens of the Parish after a resolution of Parish Council endorsing the action and in accordance with the Parish Canon 2013.

**FACULTIES**

Notwithstanding the provisions elsewhere in this policy, altering, adding or removing any furnishings, fittings or ornaments within a place of worship or altering the fabric of another church building may require a Faculty. Enquiries with the Bishop concerning a Faculty or an application for Faculty should be conducted prior to any action that commits the Parish to a course of action that may be covered by the Faculties Policy.

**FINANCIAL CAPACITY**

1) In all cases, delegations are made on the basis that Parish Councils and the Authorised Officers examine the financial capacity of the parish to enter into the financial commitment.
2) Where financial capacity does not exist, the action to financially commit the parish shall not be made.
3) Where financial capacity is predicated upon another event (e.g. application for trust funds, availability of grant funds, special donations, loan approval), financial commitments shall be delayed until such time as the financial capacity is assured.

**MONETARY LIMITS**

Where this policy specifies a monetary limit to a delegation, that limit excludes any Goods and Services Tax (GST) but includes any installation, delivery and other costs directly associated with the action.

**SEAL**

Any transaction or undertaking requiring the Corporate Seal shall be enacted in accordance with section 4 of The Corporation Canon. This includes, but is not limited to, all contracts for:

- appointing real estate or property agents
- leases on behalf of church for non-residential properties
- building maintenance contracts over $20,000
- Contracts for the sale or purchase of real property
- Development Applications

**RELEVANT DOCUMENTATION**

Diocese of Rockhampton Constitution

The Corporation Canon 1893 – 1983

Bishop-in-Council Canon 1989 - 2017

Parish Canon 2013

Faculties Policy (2 March 2018)

**FORMS**

ACCQ Position Establishment Form