

# **Church Administration Ordinance 1990 Amendment Ordinance 1992**

No 35, 1992

An Ordinance to amend the Church Administration Ordinance 1990.

Whereas it is expedient to amend the Church Administration Ordinance 1990 ("Principal Ordinance") so as to provide for the maintenance of church registers and repeal the existing law in relation thereto.

Now the Synod of the Diocese of Sydney Hereby Ordains Declares Directs and Rules as follows -

## **Citation**

1. This ordinance may be cited as the "Church Administration Ordinance 1990 Amendment Ordinance 1992".

## **Amendment of Principal Ordinance**

2. Clause 19 of the Principal Ordinance is deleted and is replaced with the following -

"19(1) The minister must cause a register or registers to be maintained in each church in which -

- (a) he will record or cause to be recorded the following details of each service of worship conducted in the church -
  - (i) the time and date of the service;
  - (ii) the number of persons attending the service; and
  - (iii) the name of the person, if any, preaching at the service;
- (b) he will record or cause to be recorded the following details of each baptism service conducted in the church -
  - (i) the date on which the baptism service took place;
  - (ii) the full name and address of the person baptised;
  - (iii) the date of birth of the person baptised;
  - (iv) if the person baptised was an infant, the full name, address and occupation of each parent of the person; and
  - (v) the name of the officiating minister;
- (c) he will record or cause to be recorded the following details of each confirmation service conducted in the church -
  - (i) the date on which the confirmation service took place; and
  - (ii) the full name of each person confirmed;

- (d) he will retain or cause to be retained the official certificate of marriage in respect of each marriage conducted in the church; and
- (e) he will record or cause to be recorded the following details of each funeral service conducted in or in association with the church –
  - (i) the date of the funeral service;
  - (ii) the name, address and occupation of the deceased;
  - (iii) the deceased's date of death; and
  - (iv) the name of the officiating minister.

(2) The minister is responsible for the safe custody of all church registers and records, other than current books of account.

(3) The registers must be kept within the church or in such other place as the Archbishop may from time to time appoint in writing.

(4) The minister must make the church registers available on request for inspection by the Archbishop, the relevant Assistant Bishop, the relevant Archdeacon or another person appointed by the Archbishop in writing for that purpose and must make a search of the register and furnish an extract if requested by the Archbishop, the Assistant Bishop, the Archdeacon or such other person appointed by the Archbishop. The minister may on the application of any other person and on the payment of a reasonable fee make a search and furnish an extract from the register.

(5) If there is no minister, the minister's functions under this clause attach to the churchwardens."

3. Clause 29(1)(d) of the Principal Ordinance is deleted and is replaced with the following –

"(d) to provide such book or books as are necessary so as to enable the minister to maintain the church register or registers under clause 19(1) and to provide the minister with sufficient means for the safe custody of all church registers and records;"

#### **Repeal of Ordinance No 5 of 1895**

4. Ordinance No 5 of 1895, being an ordinance for accepting and adopting a certain ordinance passed by the Provincial Synod, Session 1895, entitled "An Ordinance for making provision for the Registration by the Clergy of Baptisms, Marriages, and Burials, and for other matters connected therewith", is repealed.

I Certify that the ordinance as printed is in accordance with the Ordinance as reported.

**N.M. Cameron**  
Chairman of Committees

We Certify that this Ordinance was passed by the Synod of the Diocese of Sydney on this 12th day of October 1992.

**G.K. Clifton**  
**W.G.S. Gotley**  
Secretaries of Synod

I Assent to this Ordinance.

**Donald Robinson**  
Archbishop of Sydney

12/10/1992