

Parish Administration (Registers) Amendment Ordinance 2015

No 14, 2015

Long Title

An Ordinance to make provision for the management and control of church and congregation registers and records.

The Standing Committee of the Synod of the Diocese of Sydney Ordains as follows.

1. Name

This Ordinance is the *Parish Administration (Registers) Amendment Ordinance 2015*.

2. Amendments in relation to the Diocesan Registry

(1) The *Parish Administration Ordinance 2008* is amended as follows –

(a) insert the following in rule 1.1(1) of Schedule 1 –

“**Archives** means the collection of records permanently retained by the Registrar.

church registers means all service registers, baptism registers, confirmation registers, composite registers, marriage registers, certificates of marriage, funeral registers, burial registers and banns registers.”, and

(b) insert the following in rule 1.1(1) of Schedule 2 –

“**Archives** means the collection of records permanently retained by the Registrar.

congregation registers means all service registers, baptism registers, confirmation registers, composite registers, marriage registers, certificates of marriage, funeral registers, burial registers and banns registers.”, and

(c) omit rules 3.21(2) and (3) of Schedule 1 and insert instead the following –

“(2) Subject to sub-rule (4) –

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

(b) the church registers must be kept as bound books or in such other form as accords with any records management and archival requirements approved by or on behalf of the Registrar, and

(c) the church registers must be kept in a secure place within the church or church office or in such other place as the Archbishop may from time to time appoint in writing.”, and

(d) renumber existing rule 3.21(4) of Schedule 1 as rule 3.21(3) and insert instead a new rule 3.21(4) as follows –

“(4) The minister may from time to time lodge any church register with the Archives in accordance with any records management and archival requirements approved by or on behalf of the Registrar. Upon such records being lodged with the Archives, the minister ceases being responsible for the records, and the management and control of the records vest in the Registrar.”, and

(e) omit rules 3.20(2) and (3) in Schedule 2 and insert instead the following –

“(2) Subject to sub-rule (4) –

(a) the minister is responsible for the safe custody and preservation of all congregation registers and records (other than current books of account), and

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- (b) the congregation registers must be kept as bound books or in such other form as accords with any records management and archival requirements approved by or on behalf of the Registrar, and
- (c) the congregation registers must be kept in a secure place within the parish office or in such other place as the Archbishop may from time to time appoint in writing.”, and
- (f) renumber existing rule 3.20(4) of Schedule 2 as rule 3.20(3) and insert a new rule 3.20(4) as follows –
 - “(4) The minister may from time to time lodge any congregation register with the Archives in accordance with any records management and archival requirements approved by or on behalf of the Registrar. Upon such records being lodged with the Archives, the minister ceases being responsible for the records, and the management and control of the records vest in the Registrar.”

3. Transitional

The management and control of the records of church registers and congregation registers which are held in the Archives of the Diocese immediately before the date of assent to this Ordinance vest in the Registrar.

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

R TONG
Chair of Committees

I Certify that this Ordinance was passed by the Standing Committee of the Synod of the Diocese of Sydney on 27 July 2015.

R WICKS
Secretary

I Assent to this Ordinance.

GN DAVIES
Archbishop of Sydney
28/07/2015