

CIRCULAR TO CHURCHWARDENS

Parish Risk Management Program - 2007 Annual Return

MAXIMISING MINISTRY BY MINIMISING HARM

Firstly, thank you for the attention that you are giving to this important aspect of parish life. As you know, the program is designed to protect your people and visitors and to assist you in meeting legal and moral obligations as the controllers of your premises.

Attached is the *Parish Risk Management Program - 2007 Annual Return*, which we are asking to be completed and returned **no later than 15 April 2008** to:

Michael Newman
Manager, Clergy & Church Support Services
P O Box Q190
QVB Post Office NSW 1230

Responses will again be required on the risk areas covered in Module 1. However, if you answered "Yes" in last year's return, your response this year must reflect the action taken to review these risk areas (Step 7 of the Risk Management Plan - 'Review and Monitor').

We would hope that where a "No" was entered last year that the answer will be different this year! However, particular notice will be taken of the answer this year, as the parish has an obligation to ensure that all risk issues covered in the modules are addressed in a timely manner.

As Module 2 was released in July of this year, the 2007 Annual Return requires a response to the risk areas covered in that module, as well. If issues are still being worked on, please do not hold the return until they are completed. Rather, send in the return with an explanation, in the space provided, of what action is being taken to rectify the situation and when it will be done by.

A soft copy of the 2007 Annual Return can also be found on our website (www.sds.asn.au) under 'Risk Management' on the 'For Churchwardens & Parish Councillors' web page.

If you have any questions or concerns, please call myself on 9265 1680 or Warren Stanley on 9265 1512 or email us at riskmanagement@sydney.anglican.asn.au.

Thank you for your willingness to serve the Kingdom of God in this way.

Yours sincerely



MICHAEL NEWMAN
Manager, Clergy and Church Support Services

November 2007

ANGLICAN CHURCH DIOCESE OF SYDNEY