

# DIOCESE OF WAIKATO AND TARANAKI

## STATUTE NO. 15

### THE PARISHES STATUTE 2009

The Synod of the Diocese of Waikato enacts as follows -

1. **TITLE**

This Statute is the Parishes Statute 2009.

2. **PURPOSE**

The purpose of this Statute is to make provision for the establishment and administration of local ministry and mission units for the provision of ministry by and to members of the church under Title B Canon V and to enable the church to carry out its mission which is expressed in the First Schedule to this Statute.

3. **COMMENCEMENT**

This Statute will come into force at the close of the Synod at which it is enacted.

4. **INTERPRETATION**

**Bishop:** In this Statute, the word “Bishop” shall mean the Bishop with responsibility for Episcopal care and oversight and where there are two Bishops in the Diocese each with responsibility for a Bishopric, can mean those Bishops acting jointly.

**Parish:** In this Statute the word “Parish” includes Parishes, Parish Districts and Mission Districts as included in the Parishes Boundaries Statute 1996 which defines the territorial areas of each of them. A Parish constitutes an administrative entity for the purposes of collection of statistics, the setting of assessments and other administrative matters.

**Treasurer:** In this Statute the word “Treasurer” means the person appointed by the Vestry to oversee and be responsible for managing the finances of the Parish, whether that person is remunerated or not.

**Vestry:** In this Statute the word “Vestry” means the controlling body of a Parish irrespective of the name given to that body in a Parish.

#### **PART 1 PARISHES**

5. **FORMATION**

A new Parish may be formed or the boundaries of an existing Parish may be altered or a Mission District created on consideration of a petition to the Bishop and the Synod in the appropriate form set out in the Second Schedule to this Statute and accompanied by the information required to be presented as set out in that form. The petition must be signed by at least 10 people who are members of the congregation from which the petition arises and the Bishop may make any enquiries that are deemed necessary and call for such reports as are

considered appropriate. The discretion to form a new Parish or to alter the boundaries of an existing Parish is vested in the Bishop who shall take the advice of the Synod on the petition. The decision of the Bishop is final and no petition may be lodged relating to the same area within the ensuing five years.

**6. MINISTRY**

Ministry in any Parish will be provided under such arrangements as the Bishop deems appropriate and those arrangements may be altered from time to time. The Vicar of a Parish will be appointed by the Bishop who will take into account the recommendation of the Board of Nomination. Clergy other than the Vicar will be appointed by the Bishop who will take into account the recommendation of the Vicar and the Parish nominators.

**PART 2  
ADMINISTRATION**

**7. PARISH BOUNDARIES**

Parish boundaries are established for administrative purposes. They do not confine worship or the engagement in Parish activities only to those who reside within them, or who are on the Parish roll.

**8. PARISH STAFF**

(1) Every lay person appointed to a position within a Parish shall be appointed for the duties set out in an appropriate position description, whether the position is full time or part time and whether or not it is to be remunerated.

(2) In Parishes where there is more than one clergy person, it is desirable that each clergy person should have a position description that sets out the duties that each of them is expected to carry out.

**9. DECLARATION REQUIRED BEFORE TAKING UP DUTIES**

(1) Every lay person appointed or elected to any position or office in a Parish must complete a declaration in the form set out in the Third Schedule, Form A as required by Part C Clause 15 of the Constitution/te Pouhere before commencing in the position or office.\*\*

**\*\*Note:** In accordance with Canon XXI of Title B, where persons not being Anglicans are elected as members of the Vestry of a Co-operating Parish, they should complete a declaration in the form set out in the Schedule to that Canon, prior to taking up their office.

**10. VESTRIES AND OFFICERS**

(1) Every Parish will have a Vestry consisting of the Clergy licensed in the Parish, and the following:

(2) The Vicar's Churchwarden appointed annually from among the laity by the Vicar.

(3) The Parishioners' Churchwarden elected annually from among the laity at the annual general meeting.

(4) The Synod Representatives of the Parish elected from among the laity at the annual general meeting prior to the first session of each Synod.

- (5) Licensed Lay Ministers as provided for in the Parish Bylaw.
- (6) Not less than three and not more than ten ordinary members elected from among the laity at the annual general meeting each year, the number of members to be fixed for the Parish by the Parish Bylaw.
- (7) The Vestry may from time to time establish and disestablish such subcommittees as it sees fit for the better administration of the Parish. Each subcommittee shall cease to exist immediately prior to each annual general meeting of the Parish unless earlier disestablished. In making such appointments the Vestry shall have regard to skills, gender balance, and age of the members.

## 11. VESTRY

- (1) The purpose and responsibility of every Vestry, is to assist the Vicar in:
  - (a) Enabling ministry to be provided to and by members of the Parish;
  - (b) Ensuring the provision of effective pastoral care;
  - (c) Advancing the mission of the Church within the community;
  - (d) Providing for Christian initiation;
  - (e) Encouraging Christian commitment and devotion.
- (2) The Vestry is responsible for the financial administration and property maintenance in the Parish, and in particular is responsible for -
  - (a) The payment, as a first priority, of stipends and salaries to the clergy and lay staff of the Parish.
  - (b) The payment of Diocesan assessments and levies.
  - (c) Reimbursing the costs of supervision and spiritual direction of all clergy up to the maximum amount approved by the Standing Committee from time to time.
  - (d) Maintaining adequate insurance on any church buildings, vicarages, halls and any other Parish buildings and property;
  - (e) Maintaining in good condition the vicarage and other accommodation for clergy in the Parish or providing a housing allowance as fixed by the Standing Committee from time to time.
  - (f) Providing resources and finance, and enabling and authorising all actions necessary for the well-being of the Parish other than matters within the authority of the trustees for any Church property in the Parish; or any other matters within the authority of the Vicar.
  - (g) Keeping all Parish buildings, the fabric of the Church building and all furniture, fittings and other property of the Parish in a proper state of repair and applying for a faculty for any repair, addition, removal or substantial alteration to any building in accordance with the Faculties Statute 1972.
  - (h) Receiving and controlling all money and property belonging to the Parish, other than that held on specific trusts, including all collections and donations, not expending them other than in payment of stipends and allowances of the clergy and the Diocesan assessment without the authority of the Vestry.

- (i) Fixing the maximum amount of any petty cash float held by the Parish at any time.
- (j) Recording in the books of accounts of the Parish all money raised or received for special purposes.
- (k) Keeping control of all halls, social and recreational buildings in the Parish and establishing such charges as may be set out in the Parish Bylaws.

**12. DUTIES AND RESPONSIBILITIES OF THE CHURCHWARDENS**

- (1) It shall be the duty of the Churchwardens, either themselves or by delegation to others -
  - (a) To collect the offerings of Church services and immediately after each service attest the amount collected in the Vestry Book to be kept for the purpose in the Vestry of the Church building and see that the monies are banked;
  - (b) To provide for the accommodation of the congregation in the Church building;
  - (c) To preserve order in the Church building and Church grounds during the services in the Church.
  - (d) To have the care of the Church building, its furniture, fittings and other contents, and in a Parish to exercise this duty in conjunction with the Vicar.
  - (e) To provide at the expense of the Parish bread and wine for Holy Communion.
  - (f) At least once in each year to inspect or cause to be inspected the Church building, Parish hall, Vicarage and all other Parish buildings and property and to report to the Vestry all repairs required thereto and to boundary fences and to provide for the execution of all repairs authorised by the Vestry.
  - (g) To take custody for the books and records of the Parish and to ensure that Archives are properly housed.
  - (h) To present to the Annual General Meeting of the Parish a report of the proceedings of Vestry during the previous financial year.
  - (i) To record annually and to forward to the Diocesan Registrar Manager no later than 31 December in each and every year schedules of all trusts and the trustees of such trusts of which the Parish is a beneficiary, all untagged bequests received, and all other income under the direct control of the Parish.

**13. DUTIES AND RESPONSIBILITIES OF THE TREASURER**

- (1) It shall be the duty of the Treasurer, either personally or by delegation:
  - (a) To ensure that accounts owing by the Parish are paid in a timely manner.
  - (b) To present at each regular Meeting of the Vestry a financial report including a full account of all receipts and payments and a budget comparison for the financial year then current. In the event of the report disclosing that the aggregate cash balance of the Parish's

general funds bank accounts is in overdraft (and has been for the past three months) to the extent of \$2,000 (or such other amount from time to time fixed by Standing Committee) to forward to the Diocesan Manager a copy of such financial report within seven days of its presentation, and to continue to forward such reports following successive Vestry Meetings thereafter until the overdraft is less than \$2,000 (or such other amount from time to time fixed by Standing Committee).

- (c) To prepare following the close of each financial year, the accounts of the Parish in such a form as may from time to time be directed by the Standing Committee and as set out in the Parish Manual, which shall include as a minimum; a Statement of Financial Performance and a Statement of Financial Position in accordance with International Financial Reporting Standards (IFRS).
- (d) After the review of the accounts to submit them to the Parishioners at the Annual General Meeting, and to forward a copy to the Diocesan Manager.

#### **14. THE PARISH ROLL**

- (1) Every Parish must maintain an up-to-date roll of Parishioners who shall constitute "the Congregation". For the purposes of this Statute, a Parishioner is a person who has expressed a wish for his or her name to be entered on the Parish roll, and "the Congregation" is a worshipping community centred on a Church whether or not the Parishioners constituting "the Congregation" reside in the territory of the Parish. It is competent for parents to enrol their children on the Parish roll.
- (2) No person shall be entered on the roll of more than one Parish

#### **15. ELECTIONS**

Voting is open to every person whose name is entered on the Parish roll.

#### **16. VOTING AND ELIGIBILITY FOR CERTAIN POSITIONS**

Every baptised lay person whose name is on the Parish roll is eligible for election to any office in the Parish except that no person shall be elected to any office in the Parish who receives remuneration by way of salary or wages directly from the Parish or receives remuneration indirectly for work carried out under a contract for services for work which is under the direction of the Vestry.

#### **17. RECORDS AND ARCHIVES**

- (1) The Vestry will ensure that proper records are kept secure from theft or fire or any other event that would cause their loss or destruction and that archives are kept by the Diocese or in some other secure place at the direction of the Diocese.
- (2) The records shall include:
  - (a) A Register of Services
  - (b) A Register of Baptisms
  - (c) A Register of Marriages
  - (d) A Register of Burials
  - (e) A Register of Confirmations

- (f) A Vestry Book in each Church building
- (g) The Vestry Minute Books
- (h) A Cash Book or alternative
- (i) Register of Assets.

**18. CHAIRPERSON**

The Vestry is normally chaired by the Vicar who may delegate the role to some other member of the Vestry.

**19. MEETINGS OF VESTRIES**

- (1) Every Vestry will meet regularly and at least four times each year.
- (2) The Vestry will adopt a procedure for meetings of the Vestry and for general meetings of parishioners under its Bylaw.
- (3) At the first meeting after the Annual General Meeting, a treasurer and a secretary shall be appointed.

**20. ANNUAL AND SPECIAL GENERAL MEETINGS**

- (1) Every Parish must hold an annual general meeting not later than the 30th day of April each year.
- (2) The Agenda for every annual general meeting must include as a minimum
  - (a) An opening prayer,
  - (b) Confirmation of the minutes of the last annual general meeting and any special general meetings held since the last annual general meeting;
  - (c) Consideration of the accounts duly reviewed;
  - (d) Review of the number of Vestry members provided for in the Parish Bylaws;
  - (e) The announcement of the Vicar's church warden;
  - (f) The election of officers for the ensuing year.
- (3) At the annual general meeting prior to the first session of each Synod the Parish will elect two Lay Synod Representatives together with a youth representative.
- (4) At every second annual general meeting from and including 2011 the Parish will elect four lay persons to be Parish nominators.
- (5) A special general meeting may be called at the request of the Vicar, or the churchwardens, or on the petition of 20 parishioners.
- (6) Notice of a special general meeting must be given 21 days in advance of the meeting and the business of the meeting must be clearly stated in the notice. No business other than that stated in the notice may be transacted at a special general meeting.
- (7) Any building, renovation, or other project which a parish proposed to undertake, the costing for which is more than \$10000 and for which provision is not already made in the parish budget must be approved by a Special General Meeting of the parish and is subject to the provisions of the Faculties Statute 2014.

- (8) Following the Annual General Meeting the Secretary of the Vestry or Parish Council, as the case may be, shall without delay send to the Registrar-Manager the names and addresses of the newly elected officers of the Parish.

**21. RESIGNATIONS**

- (1) Any person elected at a general meeting to any office may resign that office by notice in writing to the Vicar, and the vacancy, if it is required to be filled before the next annual general meeting, shall be filled at a special general meeting called for that purpose.
- (2) Where the office of Vicar's Churchwarden becomes vacant the appointment of a replacement will be announced to the Vestry as soon as practicable and then to the congregation at Sunday services following the notification to the Vestry.

**PART 3  
GROUPING OF PARISHES**

**22. REGIONAL COUNCILS**

Subject to the consent of the Bishop and the Synod, Parishes may form regional councils which operate collegially. In these cases each Vestry in the group shall delegate its administrative powers to the Regional Council for the purposes of the administration of the group and the Regional Council will have all the administrative powers of a Parish Vestry.

**23. LOCAL COMMITTEES**

Where a Vestry delegates its administrative functions to a Regional Council, a local committee must be formed in the Parish for the purposes of supporting local ministry.

**24. AGREEMENTS TO FORM COLLEGIAL GROUPS**

Every agreement to form a collegial group must be in writing and be approved by the Bishop and the head of every denomination included in the group where the group includes other than Anglicans.

**25. PROTECTION OF DENOMINATIONAL AUTONOMY**

Every regional grouping must include in its founding documents a procedure for conflict resolution. This may be achieved by the adoption of the procedure of one or other of the denominations or by the enactment of a different process.

**PART 4  
MISCELLANEOUS MATTERS**

**26. USE OF CHURCH BUILDINGS BY PARISHIONERS**

- (1) Every new building, or substantial alteration to an existing building, must be dedicated or consecrated prior to its use, and no building may be consecrated before it is free of all debt. Any building that has been consecrated must not be offered as security for any mortgage or loan.
- (2) The Church building, its sacred vessels and all other furnishings may be used by any ordained or lay minister (whether or not stipended) who is licensed by the

Bishop for the celebration of Divine Worship and all rites and ceremonies authorised by the Church at times that the minister thinks fit.

**27. USE OF CHURCH BUILDINGS BY OTHERS**

The use of any Church building by another Christian body recognised by the General Synod/te Hīnota Whānui for the purposes of holding services must be



authorised by the clergy in charge of the Parish or, if there is no clergy person, the Vestry, or alternatively by the Bishop or any Church Trustees and will be permitted only if -

- (a) The particular Christian body has no suitable building of its own in the neighbourhood;
  - (b) The times at which the Church building is sought by the other Christian body do not conflict with the regular services;
  - (c) The Minister of the other Christian body seeking the use of the building undertakes to use only those parts of the building that are expressly lent;
- (2) If permission is granted -
- (a) No charge shall be made for such use;
  - (b) The proposed use of the building does not contravene Part C Clause 14 of the Constitution/te Pouhere which requires that no doctrines contrary to the doctrines of the Anglican Church in Aotearoa, New Zealand and Polynesia may be taught; and
  - (c) The use is terminable by notice given to the other Christian body by the Bishop, or by the Vestry with the consent of the Bishop.

**28. APPEALS**

Any appeal under this Statute will be to the Vicar and the Churchwardens in the first instance, and there shall be one further right of appeal to the Standing Committee.

**29. MAKING OF BYLAWS**

- (1) A Parish may make bylaws for the better fulfilling of its functions. Bylaws must:
- (a) Provide for the matters contained in the model bylaw set out in the Fourth Schedule to this Statute,
  - (b) Not be inconsistent with this Statute,
  - (c) Be adopted or amended at a special general meeting or an annual general meeting.
  - (d) Comply with the canons of the General Synod/te Hīnota Whānui and with the general law of New Zealand.
- (2) Until a Parish has made bylaws as aforesaid, the model bylaw set out in the Fourth Schedule to this Statute shall apply in the Parish.

**30. REGULATIONS**

The Standing Committee of the Diocese may make regulations under this Statute for any administrative purpose at any ordinary or special meeting.

**31. REPEAL**

The Parishes Statute 2008 is hereby repealed.

## SCHEDULES

### **FIRST SCHEDULE** **THE MISSION OF THE CHURCH**

1. The Parish exists in the Church as part of the body of which Christ is the Head and all those who are baptised are members; the Church believes that God is one and yet is revealed as Father, Son and Holy Spirit, the Most Holy Trinity, and it recognises God as Creator, Redeemer and Sustainer. Accordingly, the Church is called;
  - a. to be the agent and sign of the Reign of God;
  - b. to offer worship and service to God in the power of the Holy Spirit;
  - c. as the community of faith to serve and care for all God's people.
  
2. Every Local Ministry and Mission Unit in this Diocese is formed to enable the Mission of Jesus Christ to be fulfilled among the people in its congregations and to the people living within its district/s;
  - a. to proclaim the Good News of God's Reign;
  - b. to teach, baptise and nurture new believers within Eucharistic communities of faith;
  - c. to respond to human needs by loving service;
  - d. to seek to transform unjust structures of society; and
  - e. to strive to safeguard the integrity of creation, sustaining and renewing the earth.
  
3. Every Local Ministry and Mission Unit exists for the pastoral care of all the people within its district; the sacramental Eucharistic congregation, the baptised occasional worshippers, the irregular worshippers, and people beyond the worshipping Church who may turn to seek the ministrations of the Church.
  
4. The first duty of every Local Ministry and Mission Unit is to strive to fulfil the Mission of the Church in its life and witness.

**SECOND SCHEDULE**

**DIOCESE OF WAIKATO AND TARANAKI**

**PETITION FOR THE FORMATION OF A PARISH**  
**FORM A**

**TO:** The Right Reverend the Bishop of Waikato; and  
The Right Reverend the Bishop of Taranaki

**AND TO:** Members of Standing Committee  
Diocese of Waikato and Taranaki

Application of the congregation of ..... to Constitute a Parish under Part I of the Parishes Statute 2009 to be known as the Parish/Co-operating Parish of .....

We the congregation of ..... hereby apply to constitute a Parish/Co-operating Parish to be known as .....

Attached hereto are:

- A. A plan to scale showing -
  - (i) The boundaries for the proposed Parish/Co-operating Parish;
  - (ii) The boundaries of each portion of existing Parish/s of ..... Parish District/s of ..... or Mission District/s of ..... showing the area/s to be excluded from it/them to be area/s to be included in the proposed Parish;
- B. A description of the boundaries of the proposed Parish;
- C. A Roll of the names of proposed Parishioners to be included in the new Parish, authenticated by the signatures of the sponsors of the proposed Parish;
- D. An agreement in principle to the boundary changes from the Vestry/ies of all Parishes, and Parish Districts from which the areas of the proposed new Parish will be formed.

We certify that the List of Parishioners marked "A" is a true record of the Roll of Parishioners for this proposed Parish.

Dated at            this            day of  
Signed by the Sponsors of the Application

**DIOCESE OF WAIKATO AND TARANAKI**

**THIRD SCHEDULE**

**DECLARATION OF ADHERENCE AND SUBMISSION TO  
THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī  
Ki Nga Moutere o te Moana Nui a Kiwa***

I ..... DO DECLARE my submission to the authority of the General Synod/te Hīnota Whānui of this Church established by a Constitution agreed to on the 13th day of June 1857 and as subsequently revised and amended from time to time and to all the provisions of the Constitution from time to time in force to the extent that the authority and those provisions relate to the office of ...../membership of ..... and to any other office or membership I may at any time hold.

AND I further consent to be bound by all the regulations which may from time to time be issued by the authority of the General Synod/te Hīnota Whānui in relation to any such office or membership so long as I hold it.

AND I hereby undertake in consideration of my holding any such office or membership immediately to resign that office or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by the General Synod/te Hīnota Whānui or by any person or persons lawfully acting under its authority in that behalf.

Given under my hand this ..... day of ..... in the presence of:

*The Constitution /te Pouhere Part C, Clause 15 Page viii(a)*

# DIOCESE OF WAIKATO AND TARANAKI

## FOURTH SCHEDULE

### BYLAWS

Those parts of this bylaw indicated by *italics* may be altered by a Parish in a general meeting, but where no alterations are made by a Parish this Bylaw shall be observed by that Parish.

#### **BYLAWS OF THE \_\_\_\_\_ PARISH Made under Clause 30**

##### **Vestry**

Vestry membership of any Parish shall include all members of the clergy licensed in this Parish.

Where the Parish has more than seven Licensed Lay Ministers not more than two of them shall represent all of them as members of the Vestry.

The Vestry of any Parish however it is described shall have the same rights and duties as any Vestry under this Statute.

##### **Meeting Procedures**

In addition to the matters set out in this Statute which must be observed, the Vestry has adopted the following procedures for meetings and for elections.

(Specific procedures)

##### **Minutes**

At every Vestry or general meeting, minutes of the proceedings shall be kept and shall include -

The names of those present and those in attendance (that is non-voting advisers),

A record of any apologies,

The confirmation of the minutes of any previous meeting.

##### **Quorum**

The quorum for meetings of the vestry shall be one half of the lay members, plus the Vicar or one clergy person licensed to the parish, or the appropriate Archdeacon.

The quorum for general meetings shall be ten parishioners whose names are on the parish roll at the time of the meeting.

No meeting is valid unless the Vicar or one of the Churchwardens is present.

##### **Notices**

Notices of any general meeting shall be given by publication in the weekly newsletter of the Parish at least two weeks prior to the proposed meeting date.

Notices of Vestry meetings shall be sent to members together with an Agenda ten days prior to the proposed meeting

### **Formality**

Every meeting shall be formal requiring a motion for every item of business or informal where the business is conducted by agreement of the majority of members present. Items of business where a resolution is required by the Diocesan Statutes or by the General Synod/te Hīnota Whānui, shall in every case be formal.

Every motion, other than motions moved from the Chair, requires a Mover and a Secunder.

### **Right to Speak**

Every member of the Vestry and every person in attendance at Vestry meetings (as described above) shall be permitted speaking rights but voting rights are confined to Vestry members.

### **Voting**

Voting at meetings of the vestry or at general meetings on general matters shall be by voices, show of hands or by secret ballot except that elections of officers at general meetings shall be by secret ballot only.

### **Committees**

The Vestry or any general meeting may appoint a committee for any purpose for the expediting of business. Where a committee has been appointed by the Vestry it shall make a report to the Vestry after each of its meetings and where it has been appointed by a general meeting it shall report in accordance with the direction of the meeting at which it was set up and if no direction is given, to the next appropriate meeting of the Vestry.

### **Disputes**

The resolution of any dispute at any meeting is vested in the chairperson whose decision shall be final other than for the right of appeal set out in Clause 29.

### **Other matters**

The Vestry may include other matters in this Bylaw as it deems appropriate.

### **Petty Cash**

The limit of the petty cash that may be held by a vestry shall not exceed \$500 at any time.

### **Electors**

For the purpose of voting every validly baptised person, registered for not less than two months on the Parish Roll, and who has made the Declaration in the form following, or shall be known by the Vicar and Churchwardens to be qualified to make the Declaration, shall be entitled to vote at Parish meetings and to vote at all meetings called for the election of Parish and Synod representatives.

### **Form of Declaration:**

I ..... hereby declare that I have been baptised, and am a member of the Anglican Church of Aotearoa, New Zealand and Polynesia.

In the event of any dispute as to qualification to be an elector of the Parish an appeal may be made to the Archdeacon, or if the Vicar is Archdeacon to the Bishop.

**Charges**

The following is schedule of charges for the use of buildings other than Church Buildings or Residences used by Parish staff.

*(Schedule of Charges intended to be made)*

**Keys**

The custody of keys to all parts of the Church and all Parish halls and such buildings is vested in the Vicar, and shall be available to the Churchwardens at all reasonable times. Duplicate keys to Parish buildings may be made only on the authorisation of the Vicar.

Keys to all church buildings (other than residences used by the clergy or staff of the Parish) may be provided to the following persons -

*(Persons named or person or identified by office)*

These Bylaws are administered by the Vestry.

Synod 2014 passed the following amendment:

The Parishes Statute 2009 is amended as follows –

(1) By deleting clause 20 (7) and substituting the following -

(7) Any building, renovation work or other project which a parish proposes to undertake, the costing for which is more than \$10 000 and for which provision is not already made in the parish budget must be approved by a Special General Meeting of the parish and is subject to the provisions of the Faculties Statute 2014.

(2) By deleting Form B in the Second Schedule.

(3) By adding a new clause 20 (8) as follows -

(8) Following the Annual General Meeting the Secretary of the Vestry or Parish Council, as the case may be, shall without delay send to the Registrar-Manager the names and addresses of the newly elected officers of the Parish.