

Elections to Council: A Guide

Anglican Church in Freiburg (ACF)

At our Annual General Meetings we elect members for our council (among other matters).

What is the function of the council?

The council is concerned with the smooth running of the ACF and works together with the chaplain to support the church and the Verein in all their work, especially in promoting the mission of the Church. The council meets approximately 8 times a year to discuss and to make decisions on church life and events. The council also regularly reviews our church's finances, ecumenical activities, educational ministry, prayer ministry and progress to our own self-sufficiency as a Chaplaincy in the Diocese in Europe.

What is the role of council members?

All council members must play an active and responsible role in our church and work with others on behalf of all. Serving on the council is a great responsibility. It requires that council members be in touch with the needs of the congregation as well as informed about the church and its catchment area and thereby able to represent all our community. It also requires a firm commitment to attend and participate at council meetings and to take on different tasks for the church in the Lord's name. It is important that you consider this responsibility before agreeing to be nominated.

Elected council members will be asked the following questions when they are commissioned:

- Do you believe and trust in Jesus Christ as your Saviour and Lord?
- Will you seek in your life to serve the Lord both in the church and in the world?
- Will you work in cooperation with me as Chaplain to enable the Anglican Church in Freiburg to make the good news of Jesus known among the English-speaking people in this region?
- Will you seek to do so in the spirit of love and prayer?
- Will you support your new church council with your prayers, love and fellowship in the task God has called them to do?

In addition to their general council responsibilities, some individual council members have roles and are responsible for the following:

Specific Duties

Wardens

Supporting the chaplain

- Meeting and praying regularly with the chaplain (on zoom or in person)
- Representing the congregation
- Having a duty of care towards the chaplain and her/his family
- Being the contact person during the chaplain's absence

Ensuring the smooth running of services

- Being present on Sunday mornings (or arranging for a trustworthy stand-in)
- Making sure that the clergy can conduct services without hindrance
- Ensuring that visitors or newcomers are welcomed & assisted

Church Building

- Being very familiar with the church building
- Keeping an up-to-date written inventory of the property and valuables owned by the church

Representing the ACF

- Keeping in touch with the leadership of the Petrus-Paulus-Gemeinde for a peaceful cohabitation of the two congregations
- Responding to 'official' or press questions about the church in collaboration with the minister
- Welcoming & assisting guest preachers, the Archdeacon, or Bishop when these visit

Church leadership

- Wardens are officially the Bishop's officers
- Setting a good example for the congregation and encouraging unity and cooperation
- Responding to unexpected problems

Being the 1./2. chair of the Verein

- The wardens, the 2 treasurers & the secretary form the board (*Geschäftsführende Vorstand*) of the Registered Charity (*Verein: Anglican Church of Freiburg e.V.*). The board is registered with the *Amtsgericht* and is responsible for the legal dealings of the *Verein*: Two signatures of board members are always required on official documentation).

The Churchwardens should be willing to become familiar with the legal regulations (from the Church of England and the German *Vereins-law*). At least one of the wardens should have good German language skills.

However, they are not expected to run the ACF single-handedly. There is a big network of people that support their work, such as the minister, the council-at-large, a tax firm, the Archdeacon, a lawyer, the former wardens, and many capable ACF members.

Treasurer/ Deputy Treasurer

- Ensure received income is recorded and banked
 - Monitor all items of income and expenditure
 - Pay and record all items of expenditure including payroll
 - Keep proper books and records
 - Prepare the annual accounts each year for Diocese and Finanzamt
 - Assist the council in setting an annual budget
 - Advise the council of the financial position against budget
 - Provide general financial information to council, Finanzamt and Diocese.
- Act as treasurer to the Anglican Church in Freiburg *Verein* (see above)

Council Secretary

- Prepares and distributes minutes of council meetings and annual retreat
 - Plans, organizes, assists at, and documents the Annual General Meeting
 - Makes annual filings concerning activities of Verein to Amtsgericht and of church to Diocese office
 - Maintains church records / archives
- Act as secretary of the Anglican Church in Freiburg *Verein* (see above)

Council of Anglican and Episcopalian Churches in Germany (CAECG) & Synod

Representatives

- Attend meetings with clergy and representatives from other churches at meetings of the deanery
- Represent our church at these meetings
- Report back to the council and church on the meetings
- Keep up with developments, policies, and strategies in the Diocese in Europe and the Church of England
- Follow the news of the Anglican Communion and report the most important facts to the congregation
- Help to support and further the mission of the Anglican churches within the deanery and the wider Diocese

Who will be on the council this year?

- Our CAECG representatives were elected in 2023 for a three-year term.
- All other positions are to be re-elected this year, except that of the chaplain. The elections will be for one year.
- Current council members may stand for re-election. We highly value and are very grateful for all that they have given of themselves to the church.

How are people nominated for election?

Prayerfully consider a suitable candidate.

Speak to the candidate and ask if s/he agrees to be nominated for election.

Find someone to second the nomination.

(The candidate, proposer, and seconder must each be on the electoral roll.)

Complete the nomination form, which has been sent to you. Extra copies are on the welcome desk.

Finally, give this form to the council secretary by hand, or scan and send by email to

secretaryfreiburganglican@gmail.com

For their part, all candidates for election are asked to submit to the council secretary, as part of the nominations committee, a photo of themselves as well as a supporting statement briefly describing their person, gifts that suit their foreseen role on council. The supporting material will be included in the AGM circular distributed to the congregation a week before the meeting. *If you have submitted this last year, you do not need to re-submit this information.*

Can anyone vote?

No. To be able to vote, your name must be on the electoral roll. Forms were sent to you earlier in an email and are also available on the welcome desk. Please return completed forms to the council secretary.

No proxy votes are allowed; you must vote in person at the AGM.

How may voting be carried out at the AGM?

This year, there will be separate elections for: two church wardens, two treasurers, one secretary, six members at large, and two CAECG & Synod representatives.

Voting may be given, by a show of hands, or if one or more persons objects, on voting papers. There will be allowance for nominations from the floor of the annual meeting; however, the voting members will not have the prior advantage of knowing details of the person being nominated.

The council encourages everyone in the congregation to attend the AGM to learn more about, and to participate in, the running of the church and encourages those on the electoral roll to vote for council members. Should you have any questions regarding the council elections (or the AGM), please speak to any member of the council.