

# Notice of Annual General Meeting 2025



PO Box 3554  
WEST KEMPSEY NSW 2440

[www.stsymeonorthodox.org.au](http://www.stsymeonorthodox.org.au)  
[info@stsymeonorthodox.org.au](mailto:info@stsymeonorthodox.org.au)

*A mission of the Australian-New Zealand Diocese of the Russian Orthodox Church Outside Russia*

# NOTICE OF ANNUAL GENERAL MEETING

Notice is given that the inaugural Annual General Meeting of members of Saint Symeon of Verkhoturye Orthodox Mission will be held on Sunday 30 November 2025 at 12:00 pm at the Coffs Harbour Scout Hall, 209 Harbour Drive, Coffs Harbour.

## AGENDA

### Procedural items

1. Prayer, opening remarks
2. Election of AGM vice-president and minutes secretary
3. Adoption of agenda



*God bless you!  
+ Archbishop George*

### Receipt of mission Annual Report

4. To consider the Annual Report and, if thought fit, to pass the following resolution:  
"That the 2025 Annual Report of Saint Symeon of Verkhoturye Orthodox Mission be accepted."

### Report

5. A report will be given on the Twenty-First Diocesan Assembly convened in Strathfield from 23-26 October 2025.

### Elections

6. To elect
  - At least three members of the Mission Committee

### Conclusion

7. Appointment of editing committee for minutes, closing remarks, prayer

# Important Information about our Annual General Meeting

## Why have an Annual General Meeting?

Our Mission is obliged by the *Association Rules* that govern it to hold an Annual General Meeting (AGM) of members. The purpose of the AGM is to provide Mission members with an opportunity to elect office-bearers and to consider reports on mission life and administration. An AGM may also respond to general questions of Christian life and on current affairs which affect the Christian conscience of the faithful.

## When will the 2025 AGM be held?

The 2025 AGM of our Mission will be held on **Sunday 30 November 2025 at 12:00pm** at the Coffs Harbour Scout Hall, 209 Harbour Drive, Coffs Harbour.

## Preparing for the AGM

An AGM of our Mission is lawfully convened if members are advised in writing at least 21 days before the meeting.

## Attendance at the AGM

For decisions at an AGM to be valid, at least 10 per cent of members entitled to vote must be present. If less than this number of members are present within 30 minutes of the start time, the meeting must be adjourned. So as not to delay proceedings and inconvenience others, it is important that all members either attend the meeting or give their apologies in advance.

## Participation in the AGM

Although all regular worshippers and friends of the Mission are welcome to attend and participate in the AGM, voting and election to the Mission Committee is restricted to those with valid membership. Membership is valid if

the established membership fee has been paid and if the member has confessed and received Holy Communion at least once during the past year.

## Mission Annual Report

Prior to the AGM the Mission Committee will compile financial and other reports into an Annual Report. The Annual Report will be distributed to all current members either by hand, email or post at least one week before the AGM. The Annual Report will also be available on the Mission website.

## Nominations for the Mission Committee

Three or more positions on the Mission Committee will be open for filling by election at the AGM. Any valid Mission member can be nominated, or nominate another member, to serve on the Mission Committee.

The role of the Mission Committee encompasses preparation for services; financial management and planning; asset management; compliance with civil law and church statutes and policies; and governance.

Mission Committee members serve for a one-year term. They should have an ability to work constructively with others and the time, skills, and energy to devote to their duties. Ideally, the Mission Committee should have a diversity of experience and perspective.

Mission Committee members are the Mission's 'responsible persons' for the purposes of the Australian Charities and Not-for-profits Commission (ACNC) and 'officers' under Work Health and Safety legislation. These are important roles that carry with them responsibilities before the law. They also have a statutory obligation to provide leadership in

matters of child safety. No-one who is unwilling or unable to understand and engage constructively with these obligations should accept nomination to the Mission Committee.

### **National Criminal History Checks**

Since January 2011 it has been Diocesan policy that all church office-bearers undergo the National Criminal History Check (NCHC) before the Diocesan Bishop confirms their appointment. The NCHC is one way of ensuring that all persons holding positions of responsibility in church life are suitable to do so. Any person unwilling to undergo the NCHC should not accept nomination to the Mission Committee. Nominees should be aware that the findings of the NCHC may be considered grounds for the Diocesan Bishop to decline to confirm an appointment.

### **Nomination forms**

A form that is to be used when nominating Mission Committee members is available on the Mission website. There is no limit to the number of individuals that a member may nominate. It is asked, however, that each nomination be seconded by another member and endorsed by the nominee.

Completed nomination forms should be scanned and emailed to the Rector no later than **Sunday 23 November 2025**. This will allow adequate time, if required, to prepare ballot papers.

No nomination should be made or seconded unless the person making or seconding the nomination is certain of the suitability of the nominee to serve on the Mission Committee.

Although permissible under the *Association Rules*, nominations at the AGM are discouraged. This is because nominees for the Mission Committee need adequate time to carefully consider their candidacy.

### **Elections**

Should an election be necessary for any position, this may be by a show of hands or by secret ballot. If anyone wishes for an election to be by secret ballot, they should indicate this on the nomination form in the space provided.

### **Additional information**

If you have any questions, please do not hesitate to speak with the Rector, Archpriest James Carles, or another member of the Mission Committee.

The current members of the Mission Committee are:

- Ekaterina Cotten
- Tatiana Tobin
- Evgenia Biryukova

22 October 2025