



# The Anglican Diocese of Gippsland

Gippsland Anglicans are *Committed in Christ – Connecting in Service – Creative in Spirit*

## **Role: TGA Representative (AKA: Parish Secretary for the Official Diocesan Newspaper)**

### **Overview and justification**

The position of TGA Representative ('TGA Rep') fulfils the role of Parish Secretary for the Official Diocesan Newspaper. This position is named in the [Parish Administration Act 1994 \(amended 2023\)](#), section 42(m).

TGA Reps facilitate the supply of Parish-level news for the development of The Gippsland Anglican magazine and might also play a role in their Parish to promote readership of TGA. It is an appointment that is made at the Parish annual general meeting:

#### ***Business at annual general meeting of parish***

*42. At the annual general meeting of parishioners, after prayers and the signing of an attendance register by the electors present, the order of business shall be as follows:*

*(m) the appointment of a Parish Secretary for the Official Diocesan Newspaper.*

Diocese of Gippsland. (2023). *Parish Administration Act 1994 (including amendments to 2023)*.

[https://www.gippslandanglicans.org.au/assets/Parish\\_Administration\\_Act\\_1994\\_including\\_amendments\\_to\\_2023.pdf](https://www.gippslandanglicans.org.au/assets/Parish_Administration_Act_1994_including_amendments_to_2023.pdf)

### **Limits on appointments**

More than one person may be elected to share this role if that works best for your Parish or people.

### **Role description**

**Term:** 12 months following election at the Parish annual general meeting.

#### **Duties:**

- Identify and follow up on news and stories of interest from their Parish.
- Liaise with their Parish Council to plan and deliver news articles. A target of 4-6 articles across the year is ample. A list of ideas is included in the appendix.
- Promote TGA within the Parish, and encourage subscriptions, readership and article submissions.

- Gather stories and photographs from article-writers. We welcome diversity of writers and perspectives.
- Submit documents to the TGA Editor by email.
- Adhere to publishing timeframes.
- Where applicable, provide leads for potential advertisers to the TGA Editor for follow-up.

### Helpful skills to succeed as a TGA Representative

- **Administrative:** Able to use email and share digital files. Meet publishing timeframes. Collect stories and photographs from article-writers. Provide updates to Parish Council as required.
- **Interpersonal:** Connect positively with a diverse range of people from within the Parish and the wider community to identify suitable news and stories.
- **Community-building:** Promote TGA within the Parish, and encourage subscriptions, readership and article submissions.
- **Initiative:** Identify news and story ideas. Where applicable, provide leads for potential advertisers to the TGA Editor for following up.
- **Communication and Networking:** Ask questions and seek help when needed. Join in the online networking meetings from time to time (these are not required but will help to strengthen the community that develops and delivers TGA each month).

### Diocesan support in the role

- **Information** about submitting stories and images is maintained on Gippsland Anglicans website [Submitting stories and images | Gippsland Anglicans](#)
- **Information** about TGA is maintained on Gippsland Anglicans website [The Gippsland Anglican | Gippsland Anglicans](#)
- **TGA Reps Network:** Optional monthly online catch ups with Diocesan staff and TGA Reps across the Diocese for networking and informal support. Typically, the second Tuesday of the month, 7-8 PM via *Zoom* videoconference. Excluding January.

### Article ideas



# The Anglican Diocese of Gippsland

Gippsland Anglicans are *Committed in Christ – Connecting in Service – Creative in Spirit*

As a TGA Representative, you can encourage people in your Parish to contribute articles to TGA. Here are some ideas to help your Parish find 4-6 pieces for the year:

- Plan ahead for any **special Parish activities**, e.g. Anniversaries; events that connect with community; Invitations to events and fundraisers.
- Book or film **reviews**
- **Show and tell** of any memorable sermons, displays, commemorations, etc.
- Tell the story of a **memorial tree or garden**. Include a before/after photo. This might be in a church/community space, or perhaps a private garden.
- **Baptism or wedding photos** and congratulations.
- **Training and skill-building** events.
- Share how your Parish is making changes to **support Child Safety Standards**.
- Celebrate your **Parish groups** – Men's groups, Women's groups, Youth groups, playgroups, and others
- Celebrate your **people** with a 10-question catch up: Op Shop volunteers, your musicians, your flower arrangers, your welcomers, etc.
- A **favourite hymn** and what it means to you.
- A **volunteer's story** – what did you do, why did you do it, how did it change you?
- An **artistic reflection** on scripture.
- A **personal account** of God's grace or presence.

## More information

Registry Office

Phone: (03) 5144 2044

Email: [registryoffice@gippsanglican.org.au](mailto:registryoffice@gippsanglican.org.au)