

SECTION A

Information

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DIOCESAN MISSION STATEMENT

Synod, in 1989, adopted the following Mission Statement for the Diocese:-

CHRIST OUR HOPE – FAITH FOR THE FUTURE

Our Mission is God's mission. It is expressed in the words of the Risen Jesus: "As the Father has sent me, so I send you ... receive the Holy Spirit". It is focused in Christ who is Lord and Master of all life. He is the hope of a needy world and He offers faith for the future. Like Christ's mission, ours will be marked by costly obedience. In so far as our mission is Christ-like, it involves an inescapable challenge to follow the loving leadership of Christ.

We accept the Anglican Consultative Council's definition of mission and express it as:-

1. To proclaim the Gospel of the Kingdom.
2. To nurture the community of faith.
3. In love to heal, care and serve all people.
4. To seek justice and peace for all.
5. To safeguard the integrity of creation and renew the life of the earth.

This leads us to affirm that:-

- Christ is the foundation of our lives and offers a living faith for all people.
- Christ is the centre around Whom all life is gathered.
- Christ is our hope in an uncertain and insecure age, and in Him we have confidence and direction for the future.
- Christ is Lord of the Church and calls us within that fellowship to show unity in that diversity which is traditional to Anglicanism.

STRATEGIC PLAN

Adopted by Standing Committee 2 March 1998

Diocesan Vision Statement

We the Diocese of Christchurch, in the Anglican Church of Aotearoa, New Zealand and Polynesia, as part of the wider Christian Church seek to be a dynamic and diverse community making Christ known in the society around us through faithful worship, work and witness.

To assist with the realisation of this Vision, our Diocese will develop strategies in critical areas of its mission. There is need to ensure that the Anglican Church continues to be available in rural as well as suburban communities. Our Diocese needs to maintain an appropriate profile in the various communities in which it

witnesses and serves: in this we must acknowledge the Treaty of Waitangi and follow the Constitution of this Church.

Episcopal Support

To make possible the presence and appropriate involvement of our Bishop in evangelism, worship and ministry development, while at the same time guarding against “burn out” we will continue to support the Bishop through the services of:

- The Chaplain to the Bishop
- A Personal Assistant
- The Diocesan Ministry Educator

and appropriate resourcing (financial and personnel) to better enable Episcopal oversight, pastoral care and ministry.

Evangelism

With the objective of fulfilling the Diocesan Vision Statement we will:

- continue, annually, with evangelism training programmes
- maintain appropriate Companion Dioceses relationships
- support agreed chaplaincies and mission areas
- support approved missionary organisations and endeavours both within and outside our Diocesan boundaries.

Ministry Education and Training

In this our objective is to ensure ongoing training and its extension throughout ministry units.

Areas of priority are:

- The work of the Diocesan Ministry Educator and resourcing of this
- To develop, implement and resource Local Shared Ministry Parishes, as appropriate
- Education and training of
Laity through
 - Training Events
 - Resource Centres
 - Encouragement of College House Institute of Theology courses
 - Through work of Diocesan Bicultural Education Committee
 - Cursillo
 - The Catechumenate
 - EFM
 - Alpha Programmes, where appropriate
 - Responsible use of Lay Training Fund
 - Licensed Lay Ministers’ Association (Llama)

Clergy through

- Annual Clergy Conference
- In-service training
- Post Ordination Training
- Diocesan Ordination Training
- Work of Diocesan Bicultural Education Committee
- Archdeaconry meetings

Pastoral

With the objective of provision of appropriate care, support and nurture of:

- those in active ministry through
 - supervision
 - appropriate training programmes
 - net working of Local Shared Ministry Enablers
- those in community by
 - supervision
 - appropriate training programmes
 - communication with parishes and Divisions
 - development of specific ministry groups

Youth

With the objective of developing and enabling youth work we will:

- assist Anglican Youth Ministries to carry through their activities with financial and other support
- continue to fund the work of the Diocesan Youth Adviser

Worship

With the objective of fulfilling the Diocesan Vision Statement

We will seek excellence in worship by:

- increasing opportunities for ongoing training for all involved in leadership functions
- extending the variety of forms for worship

Communication

To relate, in various forms, the mighty actions of God's love in Jesus. As communication must be both "within" and "without" the Diocesan Community we will:

- enhance the role of "Anglican Action"
- use technology in imaginative and creative ways, that involves parishes and ministry units
- develop groups of people to make informed public comment on issues at both local and national level.

Justice

With the objective of "making Christ known in the society around us" we will:

- support the work of Just Concerns in its educational and conscience awareness raising endeavours
- support Anglican Care in their endeavours.

Ecological

With the objective of care of the environment we will work in the areas of:

- education
- action awareness

Co-operation

With the objective of sharing skills, resources and "energy for mission" we will increase co-operative developments:

- within Diocesan family by:
 - sharing in appropriate, occasional, celebratory events
 - emphasising our identity as the Diocese of Christchurch

- between dioceses through the Inter Diocesan Conference and active participation in its endeavours
- with our Tikanga Partners through:
 - annual meeting with Hui Amorangi and Standing Committee
 - interest in and appropriate support of the work and activities of our Partners.
- with Anglican Care
- with the Association of Anglican Women (AAW)
- ecumenically

Resources

With the objective of effective stewardship, in consultation with the Church Property Trustees, we will, as appropriate:

- seek to rationalise physical resources
- provide new plant
- support ministry best suited for particular situations
- achieve a sound asset base to maximise returns enabling ministry and supporting administration services

Implementation and Review

Standing Committee shall ensure that Divisions and other appropriate group/s prepare tactical plans to achieve stated objects of the Strategic Plan. The preparation of such plans is to be top priority. Tactical plans shall be reviewed annually.

The Strategic Plan shall be reviewed in not less that three years and no more than five years.

INFORMATION FOR CLERGY AND CHURCH OFFICERS

The following summary is given for the information of clergy and church officers; it is not to be regarded as exhaustive. It is intended as a guide to those who deal with the business affairs of the Diocese and of vestries. Further information and advice is readily obtainable from the Diocesan Manager, or, where appropriate, the Property or Finance Managers, Anglican Centre, Christchurch.

DIOCESAN QUOTA

(Refer to Financial Regulation 8)

All vestries, and the Cathedral Chapter, are required to contribute to the General Budget of the Diocese in accordance with the requirements as contained in the Financial Regulations. The amounts payable are set by Synod each year and particulars of these are found in the schedule at the end of the Financial Regulations. The annual amount is payable in twelve equal monthly instalments and payment should be included each month with the stipend and travelling payments.

The diocesan quota is to be assessed as follows:

- Income and deductions as follows to be averaged over 3 years
- All income to be assessed
 - EXCEPT grants from bodies outside the parish (eg, Lottery Grants Board); legacies; fundraising for specific capital items, including accrued interest; proceeds on sale of capital items, including accrued interest; proceeds on sale of capital assets; investment income required to meet capitalisation requirements;
 - BUT INCLUDING notional parish expenses paid by Trusts
- Deductions allowed
 - Stipends and salaries and allowances, except housing allowance; tTravel expenses; interest paid; insurance;
 - Missions
 - all mission giving to Anglican Mission Board / Combined Joint Venture Mission Fund (for co-operating parishes) x 2
 - all mission giving outside the parish x 1.
- Implementation will be effected as follows:
 - 2007/08 – current method using income from 3 previous years
 - 2008/09 – current method for 2 years and new method for 1 year
 - 2009/10 – current method for 1 year and new method for 2 years
 - 2010/11 – new method for 3 years.

Quotas are determined using figures from submitted financial returns and accounts. The average income figure (less deductions) is used, together with the same figures calculated for all local ministry units, to determine the proportional share of the amount to be raised, in the Diocesan Budget, through Quotas.

MISSIONS

(Refer to Financial Regulation 14)

Synod each year sets a Diocesan Target for Overseas Missions and this is met by parishes, ministry or other mission units and the Cathedral through agreed individual targets. Any local ministry unit which raises amounts in excess of their target is required to pay such amounts to the Diocesan Office to be applied to the purposes for which the money was raised. Monies raised for Missions should be paid regularly, preferably monthly with other remittances, to the Diocesan Office so that regular payments can be made to the New Zealand Anglican Mission Board.

STIPENDS

(Refer to Conditions of Appointment for Clergy clause 2, & **Financial Regulation** 9.1)
All stipends are paid by the Diocesan Office around the 20th of each month. Accounts for the stipends are sent out soon after and payment is required within 10 days, preferably by direct credit.

SICKNESS INSURANCE

(Refer also to Guidelines, Page H 46)

All stipendiary workers in the Diocese are, subject to acceptance, insured under a block diocesan policy against accident and sickness. The premium is charged to each vestry annually and it is based upon the number of stipended people in the parish. The policy provides for weekly compensation during sickness at the rate of \$250.00 per week, or \$125 for partial disablement providing the disablement is for a period of not less than seven consecutive days. A 2 week stand down period applies, and the insurance is payable for a maximum of up to 3 months (including the stand down period) for each claim. After 3 months Stipend Continuance may be available if the injured/sick person is a member of the scheme. Claim forms and further details are available from the Diocesan Manager.

ACCIDENT COMPENSATION INSURANCE

All clergy and others who receive stipend or salary payments through the Diocesan Office are covered in terms of the Accident Compensation Act. The annual premium is payable by each vestry and is charged by the Diocesan Office each year.

TRAVELLING EXPENSES REIMBURSEMENTS

(Refer to **Financial Regulation** 9.1 and Conditions of Appointment for Clergy clause 4)
The travelling reimbursement claims of the clergy, for actual parish travel incurred, are paid by the Diocesan Office along with the stipend. Vestries are billed for amounts paid out on behalf of parish clergy and their remittances should be forwarded together with stipend and other payments by the due date and preferably by direct payment from your bank account.

INSURANCE ON BUILDINGS AND CONTENTS

(Refer to Financial Regulation 13)

All parish buildings are insured against material damage by the Church Property Trustees through their Insurance Broker. Cover is provided on an annual basis on figures provided by the Trustee's Valuer, including the value of any stained glass windows, and the cost of valuation is paid for by the Trustees.

In addition a Diocesan cash-in-transit and Public Liability cover is included and vestries may take out covers on parish owned contents of churches, halls, vicarages and other parish buildings. The contents cover is for replacement. Whenever additions or repairs to buildings are commenced the Church Property Trustees should be advised and a Builders Risk Cover taken out either by the contractor or the parish. When the Builders Risk expires (or when work is completed) the Trustees should be informed so that permanent cover can be arranged after consultation with the Valuer.

Premiums are payable monthly in advance.

Insurance premiums are paid annually by the Trustees and, consequently, the monthly parish payments are payable upon receipt of accounts.

PUBLIC LIABILITY INSURANCE

All vestries in the Diocese are insured under a block diocesan policy against any legal liability which might arise for accidents happening in or about churches, church halls, vicarages and clergy houses, cemeteries, camps, youth rallies, and other duly authorised church activity anywhere in New Zealand. The policy provides for a limit of \$1,000,000 for any one accident covering legal liability. The annual premium is charged to the vestries by the Diocesan Office each year.

TRUST FUNDS

The Church Property Trustees are pleased to accept investments from parishes in either of two Funds.

1. The Amalgamated Fund provides for money to be placed mainly in cash investments and deposits are held virtually "On Call". Competitive rates of interest are paid to depositors. In normal circumstances it is expected that funds will be invested for at least a year although there is no restriction on availability of funds apart from those stipulated by the Vestry when the deposit is made.

Provision can be made for the interest to be capitalised or made available annually, or on other agreed periods, to the parish. Dependent on the original decision of Vestry when lodging deposit, amounts can be available as to both capital and income. The purpose for the investment should be as wide as possible when the funds are originally lodged.

Unless there are exceptional circumstances, and as required by the Church Property Trustees 1934 Act, all requests for withdrawal must be made over the signature of the Vicar and both Churchwardens.

2. The Investment Fund has a much wider investment base than the Amalgamated Fund and is designed to provide for some capital gain or inflation protection and, consequently, the short term earning rate is lower. Deposits may only be withdrawn quarterly (31 January, etc.) and then only after three months notice. The minimum deposit is \$5,000 and withdrawals should be made over the signature of the Vicar and both Churchwardens. This Fund complies with the requirements of the Anglican Church Trusts Act (1981) and enquiries about it are welcomed and may be made to the Finance Manager, Anglican Centre.

3. The Forestry Fund is a long term investment option. Details are available from the Finance Manager, Anglican Centre.

BEQUESTS

From time to time enquiries are received from solicitors whose clients wish to make bequests to their parish or other church groups. It is helpful to have a consistent formula which can be used in wills and is acceptable to the legal profession.

It is advisable for legacies to be left to the Church Property Trustees, who provide a continuing body established by Act of Parliament, with an indexed "memory" of bequests, providing secure investments for funds held on behalf of parishes. The following Forms of Bequest have the approval of the Chancellor.

FORMS OF BEQUEST

A.

"To the Church Property Trustees of the Diocese of Christchurch in the Anglican Church in Aotearoa, New Zealand and Polynesia the sum of \$..... to apply the income arising therefrom (if income only is to be used) or to be available as to both capital and income for the purpose of and I direct that the receipt of the Trust Manager or Accountant for the time being of the said Church Property Trustees shall be a sufficient discharge to my executors for all monies payable hereunder, and they shall not be liable to see the application thereof."

B.

"To the Church Property Trustees of the Diocese of Christchurch in the Anglican Church in Aotearoa, New Zealand and Polynesia the sum of \$..... the income arising therefrom (if income only is to be used) or to be available as to both capital and income for the purpose of for Saint X Church at Y on the written requisition of the Vicar and Churchwardens for the time being of the Parish in which Saint X Church is situated and I direct that the receipt of the Trust Manager or Accountant for the time being of the said Church Property Trustees shall be a sufficient discharge to my executors for all monies payable hereunder, and they shall not be liable to see the application thereof."

If parishioners wish to make a bequest directly it should be made to "The Churchwardens". It is not customary in New Zealand to leave bequests directly to the Vicar, although they may be made to the Churchwardens to be used at the Vicar's discretion. It is also wise to avoid bequests for very narrow purposes.

Further detail, regarding the correct wording for bequests, is available from the Trust Manager, Church Property Trustees.

PROPERTY

Before any alterations or building projects are undertaken or changes made within a church, parishes should seek the advice of the Diocesan Manager or Property Manager at the Anglican Centre.

VACANT VICARAGES

It is important that Churchwardens should advise the Trust Manager, Church Property Trustees, immediately upon a vicarage becoming unoccupied because of requirements of the Insurer.

No vicarage or clergy house may be let without authority from the Church Property Trustees, who must sign the Tenancy Agreement.

TREES

No trees on land vested in the Church Property Trustees may be cut down without permission from the Trustees.