

# SECTION E

## Ministry Units

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## THE DIOCESAN LOCAL MINISTRY AND MISSION UNITS STATUTE

Enacted 1994; Amended 1996, 1999, 2002, 2004, 2007

WHEREAS pursuant to the provisions of the Constitution/te Pouhere and under Title B Canon V each Diocese shall make regulations concerning local ministry and mission units

AND WHEREAS The Diocesan Synod made provision for parishes to hold an annual general meeting part of the business to be to receive and adopt audited accounts for the previous financial year;

AND WHEREAS The cost and availability of auditors is prohibitive for some parishes/ministry units.

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch as follows:

1. THE short title of this Statute shall be “The Diocesan Local Ministry and Mission Units Statute 1994”
2. “THE Parish and Mission Districts Statute” and “The Co-operating Parishes and Co-operative Ventures Representation Statute” are hereby repealed
3. THE following is hereby enacted:

### **“The Diocesan Local Ministry and Mission Units Statute”.**

1. That in this Diocese local ministry and mission units shall include:
  - 1.1 Parishes
  - 1.2 Chaplaincies
  - 1.3 Co-operating Ventures
  - 1.4 Other Units
2. The responsibility of each local ministry and mission unit shall be:
  - 2.1 To promote the worship of God, the Holy Trinity
  - 2.2 To proclaim the good news of the Kingdom of God
  - 2.3 To teach, baptise and nurture believers in the Christian faith (within, where applicable, the Anglican tradition)
  - 2.4 To respond to human need by loving service
  - 2.5 To seek to transform the unjust structures in society
  - 2.6 To strive to safeguard the integrity of creation, and to sustain and renew the life of the earth
  - 2.7 To function, in accordance with Part E Clause 2 of the Constitution/te Pouhere, on the basis of partnership with Te Pihopatanga o Aotearoa and the Diocese of Polynesia and their constituent parts

3. Parishes:
- 3.1 Each parish and mission district as constituted at the date this Statute comes into effect shall be constituted as a parish, with such sub-districts as it now has. Its area of responsibility shall be defined by its current boundaries
- 3.2 New parishes may be established by:
- 3.2.1 Not less than ten registered members of the Church residing within a geographical area requesting Synod to form the same. Such request should include:
- (a) A plan showing the proposed boundaries
  - (b) That there are appropriate buildings and facilities to enable the parish to function effectively in its mission and ministry
  - (c) That the district proposed to be formed as a parish is in the position to pay, with appropriate grants where necessary and approved by Standing Committee, the agreed stipend and related costs which may be prescribed from time to time
- 3.3 When a new parish is constituted by Synod a meeting of parishioners shall be convened by a Churchwarden appointed by the Bishop. This meeting shall elect one Churchwarden from members of the Parish Roll and a Vestry in the manner prescribed by Synod from time to time.
- 3.3.1 The Churchwarden appointed by the Bishop shall hold office only until a Vicar shall be licensed by the Bishop. The Vicar shall then appoint a Churchwarden. The Churchwarden appointed together with the Churchwarden and Vestry elected in terms of Clause 3.3 shall hold office only until the next Annual General Meeting of Parishioners.
- 3.4 The boundaries of any parish may be altered by Synod on the request of the Vicar or Ministry Enabler in Local Shared Ministry parishes, Churchwardens and Vestry of the parish concerned or an adjoining parish. Where such changes are mutually agreed between the parishes concerned a motion at Synod should be passed to give effect to the boundary changes. If there is any objection to the proposed changes the Archdeacon should mediate seeking a consensus. Where such consensus cannot be achieved Synod may change the boundaries only on the recommendation of the Bishop and Standing Committee.
- 3.5 Qualification of Voters:
- 3.5.1 Every person who shall have been registered on the Parish Roll for at least two months shall be entitled to speak and vote at parish meetings.
- 3.5.2 The Vicar or the Administrator in Local Shared Ministry parishes and Churchwardens shall keep a Parish Roll consisting of the names of those persons who are resident, or who regularly attend Divine Worship, in the parish, who desire to be a member and have made the following declaration:  
*"I, AB, declare that I have been baptised and am a member of the Anglican Church in Aotearoa, New Zealand and Polynesia."*  
 or who shall be known by the Vicar or the Administrator in Local shared Ministry parishes and Churchwardens and be qualified for enrolment and have consented to be enrolled

The Parish Roll should be reviewed, at least annually, to keep it current.

3.5.3 A person may only be enrolled in any one parish or other local ministry or mission unit at any time.

3.6 Parish Organisation:

3.6.1 In every Parish there shall be two Churchwardens being parishioners of the age of twenty and over, one to be appointed by the Vicar or in the case of Local Shared Ministry parishes by the Bishop, the other to be elected yearly by the parishioners.

3.6.2 In every parish there shall be a Vestry consisting of the clergy licensed for work in the parish, the two Churchwardens, the Lay Synod Representative/s and not less than three nor more than fifteen members, to be elected yearly by parishioners, it is desirable that at least one of the persons to be under thirty years of age. Where the parish has one or more sub-districts places should be reserved for one or two persons representing each sub-district. In Local Shared Ministry parishes three members of The Ministry Support Team chosen by the Team shall be members of Vestry and the Ministry Enabler may attend with the right to speak but not vote. Also in Local Shared Ministry parishes ordained members of the Ministry Support Team shall only serve on Vestry if elected or appointed to do so.

3.6.3 In every parish there shall be convened an Annual Meeting to be held not later than the 30<sup>th</sup> day of April. Notice of the Annual Meeting shall be given ten days in advance of the meeting date. The purpose of the meeting is to consider the spiritual life of the parish; to receive and adopt the audited or reviewed accounts for the previous financial year; to elect a Churchwarden, the Vestry and Lay Member/s of Synod as required under the provisions of "The Diocesan Synod Election Statute"; to appoint an auditor or reviewer.

3.6.4 (a) Ministry units are required to have their annual accounts professionally audited or reviewed by either

- A Chartered Accountant in public practice or
- A Chartered Accountant (who may be retired) or
- Any other suitably qualified or experienced person approved by the Diocesan Finance Committee.

In any case they shall not be the ministry unit treasurer, churchwarden, or any other vestry member.

(b) The Diocese will make available a list of Chartered Accountants or other suitable persons who would be prepared to undertake audits or reviews of annual accounts at reasonable cost to the Ministry Unit.

- 3.6.5 Within seven days of the Annual Meeting the Chairperson shall notify the Diocesan Manager, using the forms provided, those persons elected or appointed to various offices.
- 3.6.6 A special meeting of parishioners shall be convened at any time by the Churchwardens when requested to do so by resolution of the Vestry or (by written request signed by not less than one quarter of those on the Parish Roll. Ten days advance notice shall be given concerning the date and time of such a meeting.
- 3.6.7 Notices of meetings should be given the following form:

**NOTICE OF MEETING**

*Notice is hereby given that a ( ) meeting of the Church members of this Parish (sub-district) will be held on the day of at (time) in (place), for the purpose of at which meeting all members of the church registered in this parish for a period of not less than two months are entitled to speak and vote.*

*Dated this day of 19 .*

*Signature of Convenor.*

- 3.6.8 Meetings of the Vestry shall be held at least once every three months, provided that a meeting may be convened at any time on a written request signed by at least one-third of the members of the Vestry. One-third of the members of the Vestry, including one of the Churchwardens, constitute the quorum for a meeting of the Vestry
- 3.6.9 It shall be the duty of the Vestry at a duly summoned meeting to be held within two months following the Annual Meeting of Parishioners, to elect four persons qualified to be members of the Vestry who shall be known as Parish Nominators, and who shall represent the parish in matters relating to the appointment of a new Vicar or the appointment of a Ministry Enabler in Local Shared Ministry parishes. Where the responsibilities of a Local Shared Ministry board include the appointment of a Ministry Enabler that Board shall elect the Nominators instead of the Vestry. At least one of the four parish nominators elected in a Local Shared Ministry Unit must be a member of the Ministry Support Team, and when more than one unit is represented by a Local Shared Ministry Board, at least one of the nominators must be a member of a Ministry Support Team from the units represented by the Board.

- 3.6.10 The Vicar shall be Chairperson “ex officio” of all meetings of the parishioners and of the Vestry. If the Vicar so desires, the meeting of parishioners or of the Vestry may elect the Chairperson for that meeting and in the case of the Vestry, the election may be for all meetings during the whole or part of its term in office. If there be no Vicar or the Vicar shall have given notice of resignation, the Churchwardens shall convene such meeting. If the Vicar is absent the parishioners or the Vestry, as the case may be, shall elect a Chairperson. In Local Shared Ministry parishes parishioners shall elect the Chairperson for parish meetings and the Vestry shall elect its Chairperson.
- 3.6.11 The Chairperson of any meeting of parishioners, or of the Vestry, shall have the powers usually given to the chairperson of any public meeting, and shall have a casting vote as well as a substantive vote.
- 3.6.12 It is the duty of the chairperson to remain in the chair until the business of the meeting is concluded, or until the meeting is adjourned, to confine the meeting to the purpose for which it is assembled, and to decide questions of order. The right of adjournment is in the whole meeting and the question of such adjournment is to be decided by a majority of votes.
- 3.6.13 Minutes of the proceedings and resolutions of every parish meeting and every vestry meeting shall be kept and entered in a “Minute Book”, and signed by the Chairperson.
- 3.6.14 At parish meetings voting by proxy shall not be permitted.
- 3.7 The responsibility of the Churchwardens shall be:
- 3.7.1 To promote and participate in the mission of this Church, and generally to seek the coming of Christ's Kingdom.
- 3.7.2 To be key lay leaders of the parish.
- 3.7.3 To be the spokespersons for Vestry to the parishioners.
- 3.7.4 To be the spokespersons for the parishioners in all matters except those for which the lay representatives on Synod or the Parish Nominators are responsible.
- 3.7.5 To be responsible, in liaison with the Archdeacon, for the running of the parish during an interregnum or during the illness or incapacity of the Vicar.
- 3.7.6 To support and encourage the work of the Vicar and any other clergy having responsibility in the parish.
- 3.7.7 To ensure, with the chairperson, that the Vestry is properly informed about matters for which it is responsible, and that the decisions of Vestry are carried out.
- 3.7.8 To ensure the provision of all things required for public worship, and the preservation of order during services.
- 3.7.9 To call Annual and General Meetings of parishioners.
- 3.7.10 To ensure that there is a proper system of accounting for collections and all other monies received by the parish and that payments, including those to and through the Diocese, are made as required.
- 3.7.11 To be signatories to all contracts and deeds executed on behalf of the parish.

- 3.7.12 To ensure the keeping of records and making of returns as required by Synod or Standing Committee.
- 3.7.13 To inform the Archdeacon should the Vicar be prevented by death, illness or accident from officiating.
- 3.7.14 To attend the Bishop, or the Vicar-General, or the Archdeacon as required for visitation purposes.
- 3.7.15 To have the superintendence of the buildings, furniture and equipment required for the work of the parish, and to report to Vestry from time to time on their state and any need for repairs, replacement, improvement or insurance.
- 3.8 The responsibilities of the Vestry shall be:
  - 3.8.1 To promote and participate in the mission of this Church, and generally to seek the coming of Christ's Kingdom.
  - 3.8.2 To promote the worship of God, and to provide all things that are necessary for the ordering of public worship.
  - 3.8.3 To take counsel together for the fostering of spiritual growth and the well being of people, both church members and others.
  - 3.8.4 To share with the Churchwardens in the administration of the parish, the care of its buildings and the furtherance of its ministry and mission.
- 3.9 The responsibilities of the Vicar shall be:
  - 3.9.1 To promote and participate in the mission of this Church, and generally to seek the coming of Christ's Kingdom.
  - 3.9.2 To provide spiritual leadership in both the sustenance and promotion of the Christian faith within the Anglican tradition.
  - 3.9.3 To hold on trust the keys of the Church and Vicarage, and to use the Church for Divine Service as the Vicar thinks fit provided that wherever the Church is required for services other than parish ones, to be performed by authority of the Bishop, the Church shall be opened at the time appointed for these services.
  - 3.9.4 To liaise with people as is appropriate concerning matters related to public worship, while retaining discretionary power regarding times of services, selection of hymns, anthems and Church music.
  - 3.9.5 To liaise with people as is appropriate concerning the staffing, curricula and direction of Sunday School, youth and other educational concerns in the parish.
  - 3.9.6 To give consent for the ringing of the Church bells, which should only be rung with good cause.
- 3.10 The Synod may from time to time approve guidelines to be followed after the resignation of a Vicar.
- 3.11 It shall be the responsibility of each Archdeacon to ensure that once in every five years each parish in the Archdeaconry receives a review and assessment in order to encourage, affirm and challenge the parish in its ministry and mission.
  - 3.11.1 The Synod may from time to time approve guidelines to be followed for a five yearly review and assessment.
- 4. Chaplaincies:
  - 4.1 Chaplains may be appointed to schools, colleges, and other ministry units. Consultation concerning such appointments shall be held with the Bishop,

who will license the same. A Declaration of acknowledgement of the authority of General Synod needs to be made by the appointee in the form set out in the Schedule hereto.

- 4.2 The regulations and support structures of Chaplains will normally be governed or arranged by the employing body.
  - 4.3 Chaplains wherever possible shall maintain an active relationship with parishes and other groupings in which their ministry and mission is located.
  - 4.4 The responsibility of chaplains shall include:
    - 4.4.1 Active participation in the mission of this Church, and generally to seek the coming of Christ's Kingdom.
    - 4.4.2 To liaise with parish (or other wider setting in which chaplaincy is located) concerning the conduct of baptisms, weddings, funerals and other matters of mutual concern.
5. Co-operating Ventures:
- 5.1 The Synod itself, or the Standing Committee, may enter into agreements to form co-operating parishes or co-operating ventures with other Christian churches and such agreements shall be based on such guidelines as shall be approved by General Synod/Te Hinota Whanui from time to time.
  - 5.2 Any ordained minister of any Christian Church recognised by Resolution of General Synod/Te Hinota Whanui and duly appointed to serve in a co-operating parish or co-operative venture in the Diocese shall be admitted to and have a seat in the house of clergy in the Diocesan Synod with the right to vote except where the Synod shall be acting under the provisions of Title B Canon I, Title B Canon II Clause 4.2, Title C Canon I and Title D Canon I. Such ordained minister shall complete the necessary Declaration in the form set out in the Schedule hereto.
  - 5.3 Co-operating parishes and ventures are to follow the "Guide to Procedures in Co-operative Ventures" as agreed from time to time by the Negotiating Churches Unity Council or any body which may replace it.
6. Other Ministry and Mission Units:
- 6.1 Other ministry and mission units, as agreed by Synod or Standing Committee, may be established to further the mission of this Church.
  - 6.2 Such units should be supported by a Council the membership and duties of which should be determined as appropriate for the particular unit, and it is desirable that least one of the persons appointed to the council being under thirty years of age.
  - 6.3 Clergy shall be appointed after consultation with the Bishop who shall license them upon completion of required Declarations. Appropriate lay ministries shall be licensed following the requirements of the "Licensed Lay Workers Statute".
  - 6.4 The Synod may from time to time approve guidelines to be followed after the resignation of an ordained minister working in a ministry or mission unit.
  - 6.5 It shall be the responsibility of each Archdeacon to ensure that once in every five years each other ministry or mission unit in the Archdeaconry receives a visitation and assessment in order to encourage, affirm and challenge the unit in its ministry and mission.
    - 6.5.1 The Synod may from time to time approve guidelines to be followed for a five yearly visitation and assessment.

7. Dissolution of Local Ministry and Mission Units:
  - 7.1 Following appropriate consultations with parishioners, the Archdeacon, and Standing Committee a parish may be dissolved.
    - 7.1.1 In the event of dissolution of a parish all property under its control shall pass into the Diocese to be available for its general purposes provided that the first call on such property shall be the carrying through of the mission of this Church in that particular area.
    - 7.1.2 Clergy appointments and parish financial commitments shall not terminate by reason only of dissolution of the parish.
    - 7.1.3 No dissolution of a parish shall be final until ratified by Synod.
  - 7.2 The dissolution of a chaplaincy shall result after appropriate consultation with the employing body, the Standing Committee and others concerned. Where appropriate, Synod shall ratify such dissolution.
  - 7.3 The dissolution of co-operating parishes and co-operating ventures shall result following the appropriate procedures as contained in the "Guide to Procedures in Co-operative Ventures". Where appropriate, Synod shall ratify such dissolution.
  - 7.4 The dissolution of other ministry and mission units shall result at the direction of, or after discussion with the Standing Committee. Where appropriate Synod shall ratify such dissolution.
8. General:
  - 8.1 Every ministry and mission unit shall maintain as Archives such of its records and registers as Synod and/or the Archives Committee of this Church may require, from time to time. Archive material, as appropriate, should be forwarded to the Diocesan Archives for housing.



## THE LICENSED LAY MINISTERS STATUTE

Enacted 1999

WHEREAS it is considered that all baptised people are called to ministry;

AND WHEREAS it is desirable to encourage the development of competent and responsible lay ministry;

AND WHEREAS it is recognised that much lay ministry requires no authorisation beyond that of the local church community;

AND WHEREAS it is desirable that provision should be made for particular lay people to be authorised by Bishop's Licence to perform certain specific tasks in the ministry, mission, and leadership of the Church when operating with sole responsibility or with responsibility for the ministry of others;

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch in Synod assembled as follows:

1. THE Short Title of this Statute shall be "The Licensed Lay Ministers Statute 1999".
2. THE Licensed Lay Ministers Statute" is hereby repealed.
3. THE following is enacted:

"THE LICENSED LAY MINISTERS STATUTE

### 1. LAY MINISTERS

In addition to the personal ministry expected of all people in the Church and in the world by virtue of their baptism, Parishes and Local Churches may call and train lay people to perform certain tasks in the mission, ministry and leadership of the Church within the Parish or Mission or Ministry Unit. When they are exercising such ministry under the oversight or supervision of someone holding a Bishop's Licence they may do so without authorisation by Bishop's licence. Such ministry includes, but is not limited to:

- parish administration
- Christian education
- administration of the elements at Holy Communion
- reading the scriptures
- leading the prayers of the people
- music ministry

### 2. LICENSED LAY MINISTERS

- 2.1 Baptised lay people exercising ministry with sole responsibility or with responsibility for the ministry of others shall be licensed by the Bishop to

the Office of Licensed Lay Minister. Such ministry may be in one or more of the following areas or in such other areas as shall be determined by the Advisory Chaplains for Licensed Lay Ministry referred to in clause 3:

- (a) leading worship
- (b) taking the Holy Communion, whether for individuals or groups using the reserve sacrament
- (c) preaching
- (d) taking funeral liturgies
- (e) the conduct of healing liturgies including the Laying on of Hands and Anointing with oil previously consecrated by a Bishop or priest
- (f) the oversight of parish visiting
- (g) the oversight of Christian education

- 2.2 The selection of Licensed Lay Ministers and their recommendation to the Bishop for the issuing of a Licence shall be by a process agreed upon by the Advisory Chaplains for Licensed Lay Ministry designated in clause 3.
- 2.3 Every application for the licensing of a lay person as a Licensed Lay Minister shall include an endorsement of the candidate by the Vestry of the parish or its equivalent in any other ministry or mission unit in which the candidate is to serve, and by the Vicar or Chaplain where applicable, as attested by the appropriate signatures attached to the application. In Local Shared Ministry Parishes licensing shall follow the requirements of "The Local Shared Ministry Statute".
- 2.4 Every person to be admitted to the Office of Licensed Lay Minister shall first sign the Declaration in the Second Schedule to this Statute.
- 2.5 Every licence of a Licensed Lay Minister shall be for no more than five years, but may be renewed by the Bishop.
- 2.6 Every application for the renewal of a licence shall meet the requirements under 2.3
- 2.7 Licensed Lay Ministers shall carry out their duties in such manner as the Vicar or Priest-in-Charge or Ministry Team, on behalf of the Bishop, shall from time to time direct, and such ministry shall comply with the Diocesan Ethical Guidelines.
- 2.8 Where appropriate, Licensed Lay Ministers may wear robes suitable to the performance of any of their duties such as would normally be worn at services in the parish or other local ministry or mission unit.
- 2.9 When a Licensed Lay Minister leaves the parish or other local ministry or mission unit in which licensed, the licence of that Licensed Lay Minister shall lapse.
- 2.10 Any licence under this Statute may be withdrawn at any time by the authority of the Bishop by notice in writing to the holder, who shall forthwith surrender the licence to the Bishop.

### **3. ADVISORY CHAPLAINS FOR LICENSED LAY MINISTRY**

- 3.1 There shall be a group of five Advisory Chaplains for Licensed Lay Ministry, consisting of two clergy and two lay persons appointed by the Bishop, and the Diocesan Ministry Educator or the Ministry Educator's nominee.

3.2 The Advisory Chaplains for Licensed Lay Ministry shall be responsible for establishing and administering processes for:

- the provision, recommendation or approval of opportunities for initial and ongoing training and support of Licensed Lay Ministry
- the recognition of appropriate standards of training for the issuing of any Licence by the Bishop
- the selection of Licensed Lay Ministers and their recommendation to the Bishop for the issuing of a Licence
- the re-licensing of Licensed Lay Ministers, and
- oversight of the ministry of Licensed Lay Ministers.

### **FIRST SCHEDULE**

#### **DIOCESE OF CHRISTCHURCH**

#### **LICENCE TO THE OFFICE OF LAY MINISTER**

N., by the Grace of God BISHOP OF CHRISTCHURCH to our well beloved in Christ

.....

We, having received a request from the parish/local ministry or mission unit (delete one) of ..... and having received the consent of the Vicar and Vestry, or similar authorised persons, and;

You having made the required declarations required by the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia.

WE DO HEREBY ADMIT YOU to the office of Licensed Lay Minister whereby you are authorised to perform the duties of that Office, and DO AUTHORISE YOU to exercise the following ministry/ministries in the parish/local ministry or mission unit (delete one):

\*\* Here is details and sets out the ministry to which the licence applies.

PROVIDED always that you do not use the Absolution or the Blessing; and that you do not use The Great Thanksgiving or Prayer of Consecration of a Eucharistic Liturgy, or the Prayer of Consecration of Oil.

IN WITNESS WHEREOF we have affixed our Episcopal Seal, this      day of      in the year of our Lord one thousand nine hundred and      and in the      year of our Consecration.

This Licence unless renewed by our endorsement will expire on the      19      and must be returned to the Bishop for renewal on or before the expiry date.

### **SECOND SCHEDULE**

**ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

**DECLARATION OF ACKNOWLEDGEMENT OF THE AUTHORITY OF THE  
GENERAL SYNOD/TE HINOTA WHANUI AND THE SYNOD OF THE  
DIOCESE OF CHRISTCHURCH**

I, ( ), being licensed to the ministry of ( ) in the Parish (mission and ministry unit) of ( ) in the Diocese of Christchurch do acknowledge and declare:-

1. That I accept the authority of the General Synod/Te Hinota Whanui of the Anglican Church in Aotearoa, New Zealand and Polynesia in relation to the ministry in which I am licensed.
2. That I will obey all the applicable laws and regulations and the provisions of the Constitution of the said Church in so far as they relate to the ministry in which I am licensed.
3. That I will well and faithfully carry out the duties and responsibilities relating to this ministry, and if called upon by the General Synod/Te Hinota Whanui of the said Church, or by any person or body lawfully acting under its authority, I will immediately resign the office and any benefits that relate to it.
4. That I will pay true and canonical obedience, in all things lawful and honest to the Bishop of Christchurch and to the successors to that Bishop, and will be obedient to the ecclesiastical laws and regulations in force in the said Diocese of Christchurch.

Signed by the abovenamed declarant  
this            day            ,19  
in the presence of:

14. THIS Statute shall come into effect on the first day of February 1995.

## **THE LOCAL SHARED MINISTRY STATUTE 1999**

Enacted 1999

1. THE Short Title of this Statute shall be “The Local Shared Ministry Statute 1999”
2. THE following will form this Statute:
  - “1. Parishes may decide, following the process requirements contained in this Statute, to adopt a pattern of ministry organisation known as Local Shared Ministry.
  2. The provisions for all parishes except those relating to a Vicar, as contained in the “The Local Ministry and Mission Units Statute”, shall apply to those parishes who choose to adopt Local Shared Ministry.
  3. The following procedure shall be followed where parishes wish to consider and or adopt Local Shared Ministry:
    - 3.1 Parish representatives meet with Diocesan personnel and use resources provided to discover what Local Shared Ministry could mean for them.
    - 3.2 The Bishop assisted by advisors, together with the parish, will assess whether Local Shared Ministry is appropriate.
    - 3.3 The Parish will hold a properly convened meeting of parishioners which must vote in favour of the Local Shared Ministry option.
    - 3.4 Final approval shall be given by the Bishop and Standing Committee before the process continues.
  4. The continuing process for the development of Local Shared Ministry in the parish will include:
    - 4.1 The appointment of a Ministry Enabler who will be licensed by the Bishop to nurture ministry and Local Shared Ministry development.
    - 4.2 The worshipping congregation along with the vestry will covenant with the Diocese and the Ministry Enabler to enter into development of Local Shared Ministry process according to the current guidelines.
    - 4.3 At an appropriate time a Ministry Support Team, will be called in order to enhance and support the ministry of the whole worshipping community(ies).
    - 4.4 Following a period of formation, which will include prayer and study by the ministry unit, the Ministry Support Team shall be commissioned/ordained and licensed by the Bishop for ministry.
  5. The responsibilities of the Ministry Enabler shall include assisting in:
    - 5.1 the development of appropriate styles of local ministry
    - 5.2 the ongoing identification of ministry skills
    - 5.3 the facilitation of training programmes

- 5.4 the encouragement of ministry outreach
  - 5.5 Sunday worship as appropriate
6. In Local Shared Ministry Parishes there shall be a Ministry Support Team
- 6.1 Membership of the Team shall consist of the Administrator and other licensed lay leaders and priests and deacons as agreed and called by the Local Shared Ministry Unit and the Diocese. Other licensed lay ministers may be called under the provisions of the “Licensed Lay Ministers Statute” but need not be members of the Ministry Support Team.
7. The responsibilities of the Ministry Support Team shall be:
- 7.1 To promote and participate in the mission of this Church, and generally to seek the coming of Christ’s Kingdom.
  - 7.2 To support and encourage the ministry of all the baptised.
  - 7.3 To support and encourage each other as members of the Team.
  - 7.4 To meet with the Ministry Enabler, regularly as a Team and individually as required.
  - 7.5 To report to the vestry on ministry matters and to make recommendations concerning the same.
8. The place of the ordained members of the Ministry Support Team shall include:
- 8.1 Partnership in ministry with the Team and Parish community
  - 8.2 Serving within the community which called them for ordination, as licensed by the Bishop, and shall only function in another parish or ministry unit with the support of the Team and the Ministry Enabler
  - 8.3 Serving in a voluntary capacity
  - 8.4 Not being eligible to be a Churchwarden
  - 8.5 The licence ceasing upon movement to another parish or diocese.
9. Members of the Team are eligible to receive from the parish reimbursement for expenses including travel at rates approved by the Diocese from time to time, as agreed by the Vestry.
10. To meet the requirements of Section 25 of “The Church Property Trust (Canterbury) Act, 1879” the signatories on behalf of the parish shall be the Ministry Enabler and the Churchwardens.
11. In the case of sickness, accident to or the death of the Ministry Enabler the Churchwardens shall liaise with the Archdeacon and the Diocesan Ministry Educator.
12. The Churchwardens shall hold on trust the keys to any parish buildings.

13. Unless elected or appointed under the provisions of the “Diocesan Synod Election Statute” those ordained for such local ministry shall not by virtue of ordination be entitled to a seat on Synod. However the parish shall elect one of those ordained for such local ministry to be its licensed clergy representative of Synod with both a seat and vote.”
  
3. THIS Statute shall come into effect on the passing of the same.

**RULES AND REGULATIONS**  
**FOR THE MANAGEMENT OF THE CHURCH OF ENGLAND CEMETERIES IN**  
**THE DIOCESE OF CHRISTCHURCH, NEW ZEALAND**

Enacted 1864

Amended 1873, 1891, 1897, 1900, 1919, 1940, 1983, 1989

1. All the Anglican Cemeteries in the Diocese shall be placed under the control and management of the Vicar and Churchwardens or Cemetery Boards of the several districts in which they are situated, subject to the general superintendence of the Archdeacon.
2. Nobody shall be interred in these cemeteries without an authorised service read by the Vicar of the Parish or some other person authorised by the Vicar and no other service shall be performed over bodies in such cemeteries except by consent of the Vicar.
3. A sum to be fixed by the Vicar and Churchwardens or Cemetery Boards shall be paid as Sexton's fees.
4. (a) Persons desirous of obtaining an exclusive right in any plot of ground as marked on the plan of cemetery, for the purpose of making graves or family vaults, or erecting memorials may do so at a rate to be fixed by the Vicar and Churchwardens or Cemetery Board. An extra rate, at the discretion of the Vicar and Churchwardens or the Cemetery Board may be charged in the case of persons desiring to purchase who are not resident within the parish or mission district, or who, whether so resident or not desire to purchase for the burial of the body or ashes of any person who at the time of death was not resident within the parish or mission district.  
(b) Every burial plot shall be 2.7 metres by 1.2 metres for adults, and no persons shall hold more than six of such plots, nor shall the top of any coffin be less than 1.2 metres at least from the natural level of the soil. For the interment of ashes every burial plot shall be at least 0.6 metres by 0.6 metres and such ashes shall be buried so that they are not less than 0.5 metres below the natural level of the soil.  
© Every person obtaining such a plot shall receive a document signed by the Vicar and one of the Churchwardens, or by the Chairperson of the Cemetery Board of the district, or, in the case of there being no Vicar, by the Priest-in-Charge for the time being and one of the church officers.

*Received from A.B., of ....., the sum of ..... for that piece of ground, part of the Anglican Church Cemetery, at ....., numbered ..... on the map of the cemetery in the custody of the Vicar and the Churchwardens, or Cemetery Board, of .....*

*The above piece of ground to be held by the said A.B. subject to the rules for the time being in force for the management of the cemetery.*

5. Applications for this purpose or for burial, may be made to the Vicars of the several districts, or the Sextons.

6. The money arising from the above payments for burial plots shall be appropriated towards the cost of enclosing, draining, planting and maintaining the cemetery, provided that not less than one half of such payment shall normally be paid into a separate fund, the income of which shall be applied to the up-keep and maintenance of the cemetery. In special circumstances the Cemetery Board in consultation with the Standing Committee may apply for the use of the capital set aside in the separate fund for use in expenditure which will result in permanent improvements in the cemetery.
7. The holders of any plot of burial ground, vaults, or graves in the several cemeteries shall observe such rules with regard to the erection of monuments and memorials, the enclosure and fencing and decent keeping of such plots, vaults, graves, monuments and memorials as shall from time to time be in force in the said cemeteries, such rules having been approved by the Standing Committee.
8. The Vicar and Churchwardens or Cemetery Board may remove at their discretion any enclosure or fencing which may be in a state of dilapidation from any plots of burial ground, after due notice of such intended removal given, if possible, to the holders of such plots.
9. Any tree or shrub or plant injuring , or likely to injure, any memorial, or overhanging another plot, may be pruned, or, if necessary, removed by order of the Vicar and Churchwardens or Cemetery Board, notice having been given, if possible, to the persons interested.
10. The position of the graves or vaults and the general arrangement and laying out of the ground shall be determined by the Vicar and Churchwardens or Cemetery Board of the several committees, subject to the approval of the Archdeacon.
11. A plan of each Cemetery shall be kept, on which position of the several graves and vaults (each of which shall be numbered) shall be shown, and a register of ownership and interment shall also be kept.
12. No monument, gravestone, railing, or erection of any kind shall be placed in any cemetery without the specific consent, in writing, of the Vicar, Officiating Minister, or Bishop (if the cure be vacant), or of the clerical members of the Cemetery Board, as the case may be; nor shall any inscription of any wall, monument, gravestone or railing be made without the consent of the Vicar, Officiating Minister, or Bishop (if the cure be vacant), or of the clerical members of a Cemetery Board, as the case may be reserving to the Archdeacon the power of ordering the removal of any inscription erection or obstruction at the Archdeacon's next visitation, subject to an appeal to the Bishop as hereafter provided.
13. In the case of the Vicar, officiating minister, or the clerical members of the Cemetery Board objecting to any inscription or the erection of any monument, an appeal may be made to the Bishop, whose decision shall be final.
14. In the case of any dispute arising between the Vicar and Churchwardens, or between the members of the Cemetery Board, an appeal may be made to the Archdeacon, whose decision shall be final; and in case of any dispute arising between the

Archdeacon on the one part and the Vicar and Churchwardens or Cemetery Board on the other, and appeal may be made to the Bishop, whose decision shall be final.

15. A separate account shall be kept in respect of every cemetery, and shall be made up annually to 31 December in each year, and a copy bearing the auditor's signature shall be forwarded to the Standing Committee, and the Standing Committee may at any time call upon the Vicar and Churchwardens or the Cemetery Board for accounts of all monies received and expended upon the cemetery.
16. Except as directed by the Coroner or other Public Officer having legal authority in that behalf, no body shall be disinterred for removal without the consent of the Bishop, or, in the Bishop's absence, of the Archdeacon.
17. These Rules and Regulations shall be applicable as far as possible, to interments which have already been made in the several cemeteries.
18. Nothing in these Regulations shall be held to conflict with the Burial and Cremation Act 1964 and any subsequent amendments.
19. With the consent of the local authority concerned the Church Property Trustees may transfer a cemetery to such local authority subject to the consent in writing of the Synod, given under the hand of the President thereof, or, if such Synod shall not be in session, given under the hand of the Chairperson of the Standing Committee of the Synod, and subject also to the consent in writing of the ordained minister licensed by the Bishop of Christchurch to such parish in which the cemetery concerned, or any part thereof, shall be situated, and in the event of such parish being vacant, of the Archdeacon of the district in which such parish is included, and subject further to the consent in writing of the Churchwardens of such parish.
20. The Rules and Regulations for the management of the Church of England Cemeteries in the Diocese of Christchurch, New Zealand as enacted in 1864 and amended in 1873, 1891, 1900, 1902, 1919 and 1940, are hereby repealed.

These should be read in conjunction with the Section on the Guidelines on the Establishment and Operation of Columbariums, Ashplots and Memorial Gardens (See Page H 33-34).

And the Historic Places Trust Act (copy of this Act available from the Archivist at the Diocesan Office)

## **REGULATIONS FOR TRUSTEES**

1. Every trustee in this Diocese who holds property on behalf of the Anglican Church in Aotearoa, New Zealand and Polynesia shall
  - 1.1 Ensure that the provisions of Part C Clause 14 of the Constitution/te Pouhere are complied with
  - 1.2 Before admission to office sign the Declaration provided for in Part C Clause 15 of the Constitution/te Pouhere as contained in Schedule One hereto
  - 1.3 Be subject, concerning such property, to all regulations and instructions, not inconsistent with the terms of trust, which may from time to time be issued by the Synod.
  - 1.4 Resign as trustee whenever called upon by the Synod, or by any person or body lawfully acting on behalf of the Synod to do so; PROVIDED however, that no trustee shall be called upon to resign office except on judgement of the persons acting on that behalf under Title D Canon I or II of the General Synod/Te Hinota Whanui.
2. Trustees appointed by the Synod may receive and administer properties offered by any donor for religious, charitable, or educational purposes generally, provided that no special conditions or limitations shall be introduced into any deed or gift without the approval of the Standing Committee.
3. Where land is vested in trustees for religious, charitable, and educational purposes generally, the specific applications shall be determined by the Synod, or the Standing Committee.
4. No sale of land shall be made, and no lease for a longer term than twenty-one years shall be granted, by any trustees other than the Church Property Trustees, except with the consent of Synod, or the Standing Committee.
5. No fine or premium shall be taken for granting any lease.
6. All leases of rural land shall contain clauses providing that such land shall not be exhausted, and that it shall not be sub-let without the consent of the trustees.
7. No building shall be erected on any church site, vicarage or clergy house site, or glebe land until the plans thereof shall have been submitted to, and approved by, the Standing Committee.
8. No alterations of any important kind shall be made:
  - 8.1 to the fabric of the church without a faculty from the Bishop
  - 8.2 to other church buildings without the permission of the Standing Committee
9. The Trustees of any church site shall allow the Bishop or the Vicar-General, specially authorised in that behalf, the Archdeacon, the vicar of the parish or ordained minister of a ministry or mission unit, or other cleric or licensed lay minister lawfully acting under the authority of the Bishop, the Churchwardens, or other officers of the local ministry or mission unit, to perform therein all lawful acts belonging to their respective offices.

10. The Trustees shall allow the free use of the vicarage and glebe to the vicar of the parish or clergy house and grounds to the ordained minister of any other ministry or mission unit, and shall not interfere with the occupation thereof, except as may by regulation be expressly required.
11. No vicarage, clergy house or part thereof shall be let without the consent of the Standing Committee, the Church Property Trustees and the Vestry or church officers of the parish or other mission or ministry unit concerned. Any rental shall belong to the parish or other mission or ministry unit concerned.
12. The spouse of a vicar or ordained minister shall be permitted to continue in the use and occupation of the vicarage and glebe or clergy house and grounds for up to three months after the death of the vicar or ordained minister.
13. Every Board of Trustees shall forward to the Diocesan Manager, on or before the 31<sup>st</sup> day of July in each year, a full account of all properties under its control, whether productive or unproductive, a duly audited account, showing the revenue and the application thereof. All such accounts shall be made up to the 30<sup>th</sup> day of April in each year. And the Standing Committee shall cause a summary of such accounts to be prepared and laid before the Synod at its next annual session. And every Board of Trustees shall, if required so to do, lay before the Synod the Minutes, or a copy of the Minutes, of its proceedings.
14. All questions which may arise between any trustees and the officers of any parish or other ministry or mission unit shall be referred to and decided by the Standing Committee.
15. The trustees of a Burial Ground shall be subject to these regulations, so far as the same are applicable, and to any special regulations which may from time to time be passed by the Synod for the management of cemeteries.”

*(for Schedule please refer next page)*

**SCHEDULE ONE**

**DECLARATION OF ADHERENCE AND SUBMISSION TO THE ANGLICAN  
CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

I, A.B. DO DECLARE my submission to the authority of the General Synod/Te Hinota Whanui of this Church established by a Constitution agreed to on the 13<sup>th</sup> 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 that 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 Hinota Whanui 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 Hinota Whanui 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:

## **REGULATIONS FOR THE APPOINTMENT OF**

### **NEW TRUSTEES**

#### UNDER THE RELIGIOUS, CHARITABLE AND EDUCATIONAL TRUSTS ACT

Enacted 1914; Amended 1989

1. In all cases in which freehold or leasehold property in the Diocese is held upon trust under “The Charitable Trusts Act, 1957” or any Act passed in substitution, therefore, and it is provided by a Conveyance, Assignment or other Assurance declaring the trust thereof, that the provisions of the Statutes and Regulations of the Synod respecting the appointment of new Trustees shall be deemed to apply for the purpose of the appointment, resignation or removal of a new or an existing trustee or trustees of such property or other similar reference is made to the Statutes and Regulations of the Synod respecting the appointment of new trustees, the Synod, or when the Synod is not in session the Standing Committee of the Synod may by Resolution appoint a new trustee or trustees in place of any trustee who is dead, or who remains out of New Zealand for the space of twelve months, or desires to be discharged from all or any of the trusts or powers reposed in or conferred on such trustee, or who refuses or is unfit to act therein, or is incapable of so acting, and in any such case, the Synod or Standing Committee may appoint the Church Property Trustees to be sole trustee in place of a sole trustee or in place of two or more former trustees.
2. The foregoing regulation shall come into operation immediately upon the passing thereof, and after such passing any appointment thereunder may be made during or after the present session of the Synod.

## REGULATIONS RELATING TO LOCAL RESERVES

1. All reserves and donations of land for the sites of churches, schools, vicarages, burial grounds, or other local purposes shall be regarded as the property of the parishes or other ministry or mission units in which they are respectively situated, and any income arising from any such land shall be applied within the local ministry and mission unit to the special purpose for which the reserve was originally intended.
2. On the subdivision of any parish or other ministry or mission unit, the Synod shall decide to what proportion, if any, of any local reserve, or the income thereof, the newly-formed parish or other ministry or mission unit is entitled. Allocations made previously to such subdivision shall be deemed to have been made under this provision.\*
3. If at any time it shall appear to the Synod that the value or income of any local reserve has increased to such an extent as to be more than sufficient to satisfy the reasonable wants of the parish or district, the Synod may, unless inconsistent with the terms of the trust, decide what amount of the income shall be applied to the purposes of the parish or other ministry or mission unit, and shall determine to what purposes in neighbouring parishes or districts, or within the Diocese at large, the surplus income shall be applied.#}

### EDITORIAL NOTES

- Section 29 of the “Church Property Trust (Canterbury) Act, 1879,” provides that in the event of the constitution by Synod of any new parish or mission district being part of a parish or district in which local endowments are situated, the trustees shall administer the said local endowments, or such part of them as is situated within the boundaries of the new parish or mission district, for the benefit of such new parish or mission district; and any glebe lands so situated for the benefit of the licensed ordained minister of such new parish or mission district.

See also Resolution of Synod with respect to the proceeds of certain Special Reserves, Year Book, 1906, page 38.

- # Section 34 of the “Church Property Trust (Canterbury) Act, 1879,” provides that special directions in the Deed or other Document creating the Trust shall nevertheless have effect.
- } The “Church Property Trust (Canterbury) Act, 1879, Amendment Act, 1906,” provides, that after the date thereof in respect of any land originally given or acquired as a site for a Church, School, Parsonage or Vicarage, the Synod shall have full discretion in dealing with the proceeds (whether capital or income) without being limited by the consideration whether or not the value has increased beyond the reasonable wants of the parish or district.

## **REGULATIONS AFFECTING GLEBES**

WHEREAS IT IS ENACTED in "The Church Property Trust (Canterbury) Act, 1879," Part IV, Section 24, that local endowments held by the Church Property Trustees, or by any other trustees appointed by the Synod of the Diocese of Christchurch under the provisions of "The Religious, Charitable and Educational Trusts Act, 1856," "The Religious, Charitable and Educational Trusts Act Amendment Act, 1865," and "The Bishops in New Zealand Trusts Act, 1871," as glebe lands, shall be administered by the Trustees for the benefit of the ordained minister licensed by the Bishop of Christchurch to the cure of the particular parish or mission district in which any such glebe shall be situated" AND WHEREAS it is necessary for the due carrying out of the said enactment, and the permanent maintenance in good order and condition of glebe lands, and the improvements thereon, that regulations for the management of the same should be made -

It is hereby directed:-

1. That the terms 'glebe' and 'glebe land' shall, for the purpose of these regulations, be interpreted to mean land intended to be used by or for the benefit of the vicar of a parish or other ministry or mission unit, not being the actual site of the vicarage, nor a garden or orchard connected therewith, nor the site of the stable in the actual use of the vicar.
2. The vicar of the parish or other ministry or mission unit in which any glebe is situated is entitled to the free use thereof: nevertheless the trustees of any glebe shall have the free right of entry upon the same at all reasonable times for the purpose of inspecting the condition of the land, and the state of repair of all buildings, fences, gates, ditches, watercourses, drains and other improvements.
3. In the vacancy of any parish or other ministry or mission unit the trustees may, with the sanction of the Standing Committee, let the glebe lands pertaining to such cure, and shall hold the net rental thereof, after deducting the necessary expenses of management, for the benefit of the cure.
4. At the request of the vicar and church officers of any parish or other ministry or mission unit, and in the case of a mission district, with the sanction of the Standing Committee, the trustees may let or lease the glebe lands pertaining to such cure, and shall pay the net rental thereof, after deducting the necessary expenses of management, half-yearly or quarterly to the vicar for the time being of such parish or other ministry or mission unit. At the termination of any such letting, the vicar of the parish or other ministry or mission unit may elect either to occupy the glebe, or to request the trustees thereof to let it for a further term.
5. Unless otherwise sanctioned by resolution of the Synod or Standing Committee, no glebe shall be let or leased for a longer term than five years. When sanctioned by such resolution, a glebe may be leased for any term for which the Church Property Trustees may lease a Local Endowment.
6. The rental of any glebe so let shall not be included in any guarantee of local contributions to the stipend of the ordained minister.
7. No person or body of persons is authorised to let or lease any glebe other than the trustees thereof.

8. No buildings, fences, graves, trees, drains or other improvements shall be removed from any glebe without the consent, in writing, of the Trustees; and the vicar shall have no claim to compensation, on vacating the cure, for any improvements effected during past tenure.
9. Subject to the provisions of "The Church Property Trust (Canterbury) Act, 1879," the Synod shall, on the division of any parish or mission district in which there are glebe lands, determine what portion of such glebe lands, or of the rental thereof, shall be administered for the benefit of the respective vicars of the separate parishes or districts.
10. That there shall be an inspection of all glebe lands, on behalf of the trustees thereof, at the least in every second year, and also at every fresh vacancy occurring in a cure; and the reports of the inspector shall be laid by the trustees before the Standing Committee.

## **REGULATIONS OF THE STANDING COMMITTEE**

### **CONCERNING FACULTIES, PLANS AND SITES**

For the guidance of Vicars, Churchwardens and Vestry members the following regulations are issued by the Bishop and the Standing Committee concerning plans of buildings and alterations thereto.

1. The Bishop's Faculty or Licence is necessary before permanent furnishings are made for a church or before any alteration is made in a church or before any addition is made to the permanent furniture thereof and before any reredos, monument, tablet, window or any inscription is placed therein or in the church grounds, but excluding tombstones. There is a printed form for the petition for a Faculty; the petition must be in writing, addressed to the Bishop, and signed by the Vicar and Churchwardens of the cure. It should distinctly describe the alteration or addition; the position it is to occupy in the church; the material of which it is to be made; whether it is a gift, and if so, by whom; and must also set out fully, and if possible in facsimile, the inscription, if any, which is desired. Applications must reach the Bishop at least ten days prior to the date set down for the meeting of the Plans and Sites Committee who act as the Bishop's Advisory Committee on Faculties.
2. The approval of the Standing Committee and of the Church Property Trustees is required on any church land and before any alteration is made to an existing building or the placing thereof on church land.
3. In case of buildings, sketch plans only should be supplied to the Diocesan Manager so that any alterations suggested by the Standing Committee may be made before final plans are prepared. It is important to see that plans and specifications, including a siting plan, are submitted and approved before the work is put in hand.
4. Sketch plans must be accompanied by draft specifications or a summary of materials which it is proposed to use.
5. In every case where it is proposed to erect a new building, sketch plans must be sent to and approved by the Standing Committee and the Church Property Trustees and then submitted to and approved by a general meeting of parishioners. After approval by the parishioners, final plans and specifications should then be submitted to the Diocesan Manager for submission to and approval by the Standing Committee before the work is put in hand. Approval of plans and specifications does not indicate that finance by way of loan is available, separate applications must be made as detailed in the following clause.

6. Where the raising of loan money is involved, the approval of a meeting of parishioners is required before the application, together with the text of the resolution passed at the parishioners' meeting, is submitted to the Standing Committee and the Church Property Trustees.

*(See Financial Regulation 12)*

Forms of application for Parochial Loans may be obtained from the Diocesan Office.

7. The services of a registered architect must be employed in the erection of, or alteration to, any building within the Diocese unless Standing Committee is satisfied that other arrangements, satisfactory to it, are made as to plans, specifications and supervision. Any application in this connection or plan prepared by other than a Registered Architect must clearly show the name and qualifications of the person concerned. An outline of the requirements of the Standing Committee in connection with the preparation of plans and specifications is available from the Diocesan Manager.
8. All applications for faculties and plans for consideration must reach the Diocesan Office at least ten days prior to the meeting of the Plans and Sites Committee as detailed on the Schedule of Meeting Cards forwarded yearly to all clergy and churchwardens.
9. There are certain minimum requirements in connection with vicarages and clergy houses and details of these are available from the Diocesan Manager.
10. Details concerning the Diocesan requirements in connection with floor and window coverings should be sought from the Parish Property Administrator.

## **THE CLERGY APPOINTMENTS STATUTE**

Enacted 2006; Amended 2007

- 1 Whenever a full time stipendiary clergyperson (other than a Priest-in-charge) is to be appointed to a ministry unit, or an Anglican appointed to a co-operating parish, a Board of Nomination shall be constituted.
  - 1.1. The membership of the Board shall be the Bishop, any Assistant Bishop of the Diocese, the nominators of the appointing unit and four Diocesan Nominators, two ordained and two lay.
  - 1.2. The Board shall be chaired by the Bishop.
  
- 2 The Diocesan Nominators shall be drawn from a pool of six people, three priests holding the Bishops Licence and three Lay Representatives.
  - 2.1. These persons shall be elected at the first annual session of Synod held after each general election for the Diocesan Synod. The Clerical members elect the Clerical Representatives and the Lay Members elect the Lay Representatives, each Order acting as an electoral body and not as a Diocesan Synod.
  - 2.2. The Diocesan Nominators shall hold office until the election of their successors unless a Nominator resigns by letter addressed to the Bishop or leaves the Diocese.
  - 2.3. Any casual vacancies due to death or as under Clause 2.2 shall be filled by the Standing Committee. The Clerical Members of the Standing Committee shall elect Clerical Representatives and the Lay Members elect Lay Representatives, each Order acting as an electoral body and not as the Standing Committee.
  - 2.4. The Standing Committee may direct its Clerical Members to elect an eligible person as a substitute Diocesan Nominator in the place of a Clerical Representative who is appointed Vicar-General or Deputy Vicar-General or Commissary of the Primate, such substitute Diocesan Nominator to act wherever the Vicar-General or Deputy Vicar-General or Commissary is acting in such capacity on the Board of Nomination.
  
- 3 The Vestry of the Parish, in accord with Clause 3.6.8 of "The Diocesan Local Ministry and Mission Units Statute", shall elect four persons to serve as Parish Nominators.
  - 3.1. Any casual vacancy on the Parish Nominators shall be filled by the Vestry.
  - 3.2. The Parish Nominators in office at the time a Vicar announces resignation shall continue in office until the appointment process is completed.
  
- 4 In the case of a Co-operating Parish, where an Anglican appointment is imminent the appointments of four persons to serve as Nominators shall be arranged by the Parish Council.
  - 4.1. The appointed persons shall as far as possible provide congregational representation for the partner church or churches.

- 5 For the appointment of a Vicar the Diocesan Board of Nomination shall observe the following process:
  - 5.1. The Bishop shall be the Convenor of every Board of Nomination.
  - 5.2. The Bishop, two Diocesan Nominators and two Parish Nominators shall be present to constitute a quorum.
  - 5.3. Every endeavour will be made to provide continuity of attendance by Diocesan Nominators at meetings of the Board of Nomination for a particular parish.
  - 5.4. At the first meeting of the Board of Nomination the Archdeacon who has oversight of the parish should be invited to attend as a non-voting consultant to the Board.
  
- 6 Subject to clause 7 and 8, for the appointment of a Deacon or Priest Assistant to serve in a single Ministry Unit the following process will be observed:
  - 6.1. The Ministry or Mission Unit will first of all advise the Bishop
  - 6.2. The Bishop shall call together the Diocesan Board of Nomination, together with the Vicar and any other ordained members of the team who shall be non-voting consultants
  - 6.3. Notwithstanding the above, no appointment may be offered without the approval of the Vicar.
  
- 7 For the first appointment of ordinands the appointment shall be made by the Bishop in consultation with the Examining Chaplains and the Vicar and the appropriate parish representatives.
  
- 8 For full time stipendiary clergy appointments to multiple Ministry Unit Teams where the license will be held in common, but excluding Ministry Enablers, the following process will be observed:
  - 8.1. The Bishop shall call together the Diocesan Board of Nomination including parish nominators from all the parishes involved in the cluster.
  - 8.2. Notwithstanding the above, no appointment may be offered without the approval of an appointed Cluster Team Leader.
  
- 9 In all cases a nomination of appointment requires the majority of the voting members constituting the Board whether present or not.
  
- 10 Before the nominee is offered the position the Board of Nomination shall be satisfied that the parish concerned can meet the removal costs, the cost of stipend and allowances, housing provisions, pension and insurance arrangements for the expected length of term for the intended appointment.
  
- 11 The Bishop shall write to the nominee a Letter of Offer.
  - 11.1. If the offer is accepted the due licensing process follows.
  - 11.2. Should the offer be declined the appointment process shall begin again.
  
- 12 Prior to the appointee taking up the position an orientation or training process appropriate to the appointment shall be arranged by the appointee in consultation with the Parish and the Diocesan Ministry Adviser, with costs of

the process to be paid by the Parish. The particular orientation or training should be agreed upon between the appointee, the Parish and the Diocesan Board of Nomination.

- 13 For Ministry Enablers the Bishop shall be authorised to make an appointment following consultation solely with the Parish Nominators of the parishes concerned.
- 14 For part-time stipendiary clergy appointments the Bishop shall be authorised to make the appointment having first obtained the approval of the Vicar (if any) and the majority of Parish Nominators and any other clergy holding a Bishop's licence in that Ministry Unit.
  - 14.1. The Bishop may at their discretion choose to use a full Board of Nomination process in some instances.
- 15 In other Ministry and Mission Units clergy shall be appointed by the Bishop after consultation with representatives of the Ministry and Mission Unit.

**THE ETHICAL CONDUCT AND COMPLAINTS PROCEDURES**  
**OF THE DIOCESE OF CHRISTCHURCH STATUTE**

Enacted 1995; Amended 1996, 1999, 2000

WHEREAS it is desirable to adopt the Ethical Guidelines of the Diocese and to regulate the process of dealing with breaches of the Code of Ethics.

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch in Synod assembled as follows:

**1. Short Title and Commencement**

- 1.1 The short title of this statute shall be “The Ethical Conduct and Complaints Procedures of the Diocese of Christchurch Statute 1995”.
- 1.2 This statute shall come into force immediately upon the passing thereof and the Ethical Guidelines adopted by Synod in 1992 will cease to apply from that time.

**2. Interpretation**

- 2.1 In this Statute, unless the context otherwise requires;

“Church” means the Anglican Church in Aotearoa, New Zealand and Polynesia;

“Civil Agencies” means the Police, Civil Courts, Human Rights Commission, Employment Tribunal or any other body having jurisdiction under the laws of New Zealand in respect of complaints pertaining to matters which amount to a breach of the Ethical Guidelines;

“Clergy” means all Ordained Ministers;

“Code of Ethics” means the Code of Ethics set out in the Ethical Guidelines;

“Complainant” means the person making a complaint under the Ethical Guidelines;

“Diocese” means the Diocese of Christchurch;

“Ethical Guidelines” means the Ethical Guidelines more particularly set out in Schedule I. These are the Ethical Guidelines adopted by Synod in 1992 with the exclusion of the first paragraphs under the headings “Ethical Guidelines” and “Code of Ethics” and the provisions under the headings “Notes/Advice concerning “Ethical Guidelines” and “Breaches of Ethical Practice”;

“Inter Diocesan Conference” means the governing body set up by the various dioceses comprising Tikanga Pakeha under the constitution of this Church;

“Lay Worker” means any non-ordained person employed by the Diocese or a Local Ministry Unit whether or not they are licensed or unlicensed or paid or unpaid;

“Local Ministry Unit” means the local ministry and mission units specified in Clause 3.1 of the Diocesan Local Ministry and Mission Units Statute 1994;

“Monitor” means the monitor appointed pursuant to clause 11 hereof;

“Monitoring Committee” means the committee appointed pursuant to clause 4 hereof;

“Respondent” means the person against whom a complaint has been made under the Ethical Guidelines;

“Support Persons” means those persons appointed in accordance with clause 18 hereof;

“Tribunal” where not inconsistent with the context means a tribunal established pursuant to Title D Canon 1 Part D.

“Tribunal Process” means the procedures set out in Title D Canon 1 for dealing with breaches of the laws, rules, regulations, canons and statutes of this Church.

## **PART 1 - ETHICAL GUIDELINES**

### **3. Adoption of Ethical Guidelines**

3.1 The Ethical Guidelines are hereby adopted as the ethical guidelines of the Diocese.

3.2 The Ethical Guidelines shall be binding on all Clergy, Lay Workers and Members of the Church holding positions of responsibility within the Diocese or a Local Ministry Unit.

## **PART 2 - MONITORING COMMITTEE**

### **4. Monitoring Committee**

4.1 There is hereby established a committee to be called the Monitoring Committee.

4.2 Members of the Monitoring Committee shall be Members of the Church.

### **5. Membership of Monitoring Committee**

5.1 The Monitoring Committee shall consist of not less than five nor more than eight members to be appointed from time to time by the Standing Committee on the recommendation of the Bishop, the Monitor and the Monitoring Committee.

5.2 The Monitoring Committee shall appoint a co-ordinator.

5.3 The Monitoring Committee may from time to time appoint a member of the Monitoring Committee to exercise the function of the co-ordinator during any period when the co-ordinator is incapacitated by illness, absence or other sufficient cause from exercising those powers.

## **6. Functions of Monitoring Committee**

6.1 The functions of the Monitoring Committee shall be:

- (a) To recommend to Standing Committee a person or persons for appointment as Monitor;
- (b) To arrange for appropriate training for the Monitor;
- (c) To oversee and supervise the Monitor;
- (d) To advise and assist the Monitor;
- (e) To appoint Support Persons where appropriate and to assist in training them;
- (f) To advise and assist the Bishop and the Standing Committee on all aspects of the Diocesan processes, rules and policies relating to the Ethical Guidelines;
- (g) To assist the Diocese to set up appropriate training and compliance programmes in respect of the Ethical Guidelines, Code of Ethics and the procedures for dealing with complaints under this Statute;
- (h) To keep under review the Ethical Guidelines and to recommend to Synod any changes to them it considers necessary;
- (i) To promote an understanding of the Ethical Guidelines, the Code of Ethics and the complaint process throughout the Diocese.

6.2 In cases of doubt, the Monitoring Committee shall determine whether the conduct specified in a complaint is capable of constituting a breach of the Ethical Guidelines.

## **7. Term of Office of Members**

7.1 Every member of the Monitoring Committee shall hold office for a period of two years.

7.2 Any member of the Monitoring Committee may from time to time be re-appointed as such.

7.3 Any member of the Monitoring Committee may be removed at any time from office by the Standing Committee or at any time may resign by writing addressed to the Standing Committee.

7.4 The powers and functions of the Monitoring Committee shall not be affected by any vacancy in its membership.

## **8. Reimbursement of Expenses**

- 8.1 There may be paid to members of the Monitoring Committee such allowances as may be prescribed from time to time in the **Financial Regulations** of the Church.

## **9. Meetings of Monitoring Committee**

- 9.1 The co-ordinator shall convene such meetings of the Monitoring Committee as the co-ordinator thinks necessary for the efficient performance of the functions assigned to it. A meeting may also be called by any two members of the Monitoring Committee.
- 9.2 Meetings of the Monitoring Committee shall be held at such place as the Monitoring Committee determines.
- 9.3 The co-ordinator shall preside at all meetings of the Monitoring Committee at which the co-ordinator is present.
- 9.4 In the absence of the co-ordinator from any meeting the members present shall appoint one of their number to be the chairperson for the purposes of that meeting.
- 9.5 At any meeting of the Monitoring Committee, the quorum necessary for the transaction of business shall be three members.
- 9.6 All questions arising at any meeting of the Monitoring Committee shall be decided by a majority of votes of the members present and voting. The presiding member shall have a deliberative vote and, in the event of an equality of votes, shall also have a casting vote.
- 9.7 The Monitoring Committee shall appoint a Secretary and keep minutes of its meetings.

## **10. General Powers of Monitoring Committee**

- 10.1 The Monitoring Committee shall be subject to the authority of Standing Committee and shall report to Standing Committee as and when required by Standing Committee to do so.
- 10.2 Subject to clause 10.1 hereof, the Monitoring Committee shall have such powers as are reasonably necessary or expedient to enable it to carry out its functions.

## **PART 3 - MONITOR**

### **11. Appointment of Monitor**

- 11.1 The Monitor shall be appointed from time to time by the Bishop on the recommendation of the Monitoring Committee.
- 11.2 The Bishop shall be entitled to appoint more than one Monitor.

## **12 Functions of Monitor**

12.1 The functions of the Monitor shall be to

- (a) receive and investigate all complaints referred to the Monitor by the Bishop;
- (b) advise the Complainant of all options to pursue the complaint both in the Diocese and in Civil Agencies and the processes involved in them;
- (c) arrange immediate counselling for the Complainant if appropriate;
- (d) within seven days advise the Respondent that a complaint has been made and to deliver a copy of the complaint to the Respondent;
- (e) explain the options and processes to the Respondent and advise the Respondent to obtain independent legal advice;
- (f) initiate all procedures for complaints to be determined by the Diocese;
- (g) monitor complaints dealt with by Civil Agencies;
- (h) keep the Monitoring Committee informed in respect of all complaints;
- (i) keep a file in respect of each complaint which shall be confidential to the Monitor and the Monitor's successors and the Bishop;
- (j) assist in setting up the support processes for:
  - (i) the Complainant and the Complainant's family;
  - (ii) the Respondent and the Respondent's family;
  - (iii) the Local Ministry Unit;
- (k) assist the Diocese to set up training and compliance programmes in respect of the Ethical Guidelines, Code of Ethics and the procedures for dealing with complaints under this Statute;
- (l) assist in the training of Support Persons;
- (m) determine whether the process to be followed by the Church should be formal or informal.

12.2 The Monitor shall be responsible for the selection of appropriate facilitators for informal processes.

12.3 If the Monitor is of the opinion that the complaint does not or may not constitute a breach of the Ethical Guidelines the Monitor shall immediately advise the Monitoring Committee.

## **13. Qualifications of Monitor**

13.1 The Monitor must have an understanding of the ethos of the Church.

13.2 The Monitor must have appropriate training and experience to:

- (a) understand the options open to the Complainant;
- (b) understand the Diocesan process for dealing with complaints under the Ethical Guidelines;
- (c) be aware of the legal issues involved in the complaint process; and
- (d) have a reasonable understanding of the processes used by the Civil Agencies.

## **14. Term of Office of Monitor**

14.1 The Monitor shall hold office for such term as the Bishop shall specify in the Monitor's appointment, being a term not exceeding three years.

- 14.2 The Monitor may from time to time be re-appointed as such.
- 14.3 The Monitor may at any time be removed from office by the Bishop in consultation with the Monitoring Committee or may at any time resign by writing addressed to the Bishop.

**15. Remuneration of Monitor**

- 15.1 There shall be paid to the Monitor such remuneration by way of fees, salary or wages as may from time to time be fixed by the Standing Committee.
- 15.2 There may be paid to the Monitor such allowances and expenses as are provided for in the **Financial Regulations** of the Diocese.

**16. Supervision for Monitor**

- 16.1 The Monitor shall undertake regular professional supervision.
- 16.2 The cost of the Monitor's supervision shall be paid for by the Diocese at such rate as shall be determined from time to time by Standing Committee.

**17 General Powers of Monitor**

- 17.1 The Monitor shall be subject to the authority of the Bishop who may review the Monitor's functions and duties as and when the Bishop deems it necessary. The Bishop may prescribe such limits to the powers of the Monitor as the Bishop deems necessary.
- 17.2 Subject to clause 17.1 the Monitor shall have all such powers as are reasonably necessary or expedient to enable the Monitor to carry out the required functions and duties.

**PART 4 - SUPPORT PERSONS**

**Appointment of Support Persons**

- 18.1 The Complainant, the Respondent, their families and the Local Ministry Unit with whom they are connected may each appoint as a Support Person any person whom the party considers appropriate at any time after a complaint is made.
- 18.2 The party appointing a Support Person shall notify the Monitor of the name, address and contact telephone number of the Support Person as soon as possible after the appointment.
- 18.3 The Monitoring Committee shall assist in training suitable people as Support Persons who can act as Support Persons for the Complainant, the Respondent, their families and the Local Ministry Unit with whom the Complainant and Respondent are connected.

- 18.4 The Monitor shall keep a list of trained Support Persons and make that list available to the Complainant, the Respondent, their families and the Local Ministry Unit as soon as practicable after a complaint is made.

## **19 Functions of Support Persons**

- 19.1 The Support Persons appointed by any party shall be available to support the party by whom they have been appointed.
- 19.2 Support Persons appointed by the Complainant and the Respondent shall be entitled to attend all meetings attended by the party they are supporting.
- 19.3 Support Persons shall not have a right to speak at any formal and informal processes unless invited to do so by the facilitator, mediator or person presiding and then only with the consent of all parties.

## **20 Qualifications of Support Persons**

- 20.1 The Support Persons appointed by any party and who are not on the list of Support Persons provided by the Monitor to the parties need not have any specific qualifications.
- 20.2 Support Persons trained by the Monitoring Committee preferably shall be Members of the Church and shall be trained:
- (a) to provide appropriate support for the party by whom they have been appointed;
  - (b) to understand the process for dealing with breaches of the Ethical Guidelines;
  - (c) to understand the options open to the Complainant and the Respondent in respect of the complaint.
- 20.3 The monitor shall advise any Support Person who is appointed by a party and who has not been trained by the Monitoring Committee in respect of those matters specified in Section 20.2 (b) and (c) as soon as practicable after the appointment.

## **PART 5 – COMPLAINTS**

### **21. Complaints**

- 21.1 All complaints and counter-allegations made to the Diocese shall be in accordance with the Minimum Standards of Procedures set out in Title D Part B clause 9.
- 21.2 No action will be taken on a complaint where the conduct which is the subject of the complaint occurred more than ten (10) years before the

date on which the complaint is made except in circumstances where the Monitoring Committee is of the opinion that:

- (a) the Complainant is suffering serious distress, or
- (b) there is potential that other people may be at serious risk from the Respondent, or
- (c) there is a possibility that the Respondent may repeat the behaviour giving rise to the complaint.

- 21.3 No counter allegation from the Respondent shall be considered until completion of the process relating to the complaint unless the Monitoring Committee considers it appropriate to deal with the counter allegation in the course of dealing with the complaint.
- 21.4 If a complaint is withdrawn by the Complainant, the Diocese may deal with the complaint in accordance with the Tribunal Process if the Monitoring Committee is of the opinion that the substance of the complaint warrants further action by the Diocese.
- 21.5 Where a complaint is made to a Civil Agency any Member of the Church who is aware of such complaint may notify the Diocese in writing that such a complaint has been made and the general nature of the complaint.
- 21.6 All complaints and notifications of complaints to Civil Agencies received by the Diocese shall be passed on to the Monitor as soon as possible.
- 21.7 Where the Diocese receives notification of a complaint to a Civil Agency, the Diocese will generally not take any further action until the outcome of the complaint process dealt with by the Civil Agency has been determined.
- 21.8 Immediately upon receipt of a complaint or notification of a complaint to a Civil Agency, the Monitor shall contact the respondent and then advise the Monitoring Committee.
- 21.9 If the Monitoring Committee is of the view that the complaint made to the Diocese or any complaint to a Civil Agency which has been notified to the Diocese is of a serious nature so that other persons may be put at risk, the Monitoring Committee shall notify the Bishop. Where the Monitoring Committee deems it necessary it shall notify the Diocesan Insurers of a possible liability under its Professional Indemnity Insurance Policy.
- 21.10 As soon as possible after receiving notification of a complaint to the Diocese or a Civil Agency the Monitoring Committee shall notify the Vestry or other similar governing body of the Local Ministry Unit of the nature of the complaint, and if required by that body, shall assist them to formulate a statement advising the Local Ministry Unity of:

- (a) the general nature of the complaint;
- (b) the action, if any, taken by the Bishop;
- (c) the availability and appointment of a Support Person or Support Persons to assist the Local Ministry Unit.

21.11 When a statement is made to the Local Ministry Unit pursuant to clause 21.10 hereof the identity of the Complainant shall not be revealed and nor shall any information be given which is likely to lead to the identification of the Complainant.

## **PART 6 – THE COMPLAINT PROCESS**

### **22. Nature of Process**

- 22.1 Complaints received by the Diocese alleging sexual misconduct or harassment shall be dealt with formally. All other complaints may be dealt with either formally or informally.
- 22.2 All complaints made to Civil Agencies of which the Diocese is notified must be dealt with formally.
- 22.3 The provisions of Section 23 hereof shall apply in respect of all complaints dealt with informally.
- 22.4 The provisions of Section 24 shall apply in respect of all complaints dealt with formally.
- 22.4 While the process outlined here has been designed for Tikanga Pakeha the Monitoring Committee has the discretion to adjust the process to make it culturally appropriate for people from other Tikanga who are affected, especially concerning the involvement of support persons.

### **23. Informal Procedure**

- 23.1 Where the Monitor is of the opinion that the complaint received by the Diocese can be dealt with informally, the Monitor shall:
  - (a) give a copy of the complaint to the Respondent;
  - (b) advise both the Respondent and the Complainant that the complaint may be dealt with informally;
  - (c) notify the Monitoring Committee in respect of those matters provided in paragraphs (a) and (b) above.
- 23.2 Within 14 days of receiving notice from the Monitor the Complainant and the Respondent shall notify the Monitor whether they are prepared to accept an informal process for dealing with the complaint.
- 23.3 If the parties elect to deal with the complaint by way of informal process the Monitor shall:

- (a) as soon as practicable after receiving advice from the parties, take such action as in the Monitor's opinion is appropriate to deal with the complaint including the appointment of a facilitator if appropriate;
- (b) notify the parties of the course of action to be followed in determining the complaint informally;
- (c) arrange for the informal process to be commenced as soon as possible.

23.4. If at any time during the course of the informal process either party is not happy with the process or at the end of the process if either party is not satisfied with the outcome, that party shall be entitled to notify the Monitor of their dissatisfaction and the Monitor shall immediately after receiving such notice institute a formal process for dealing with the complaint in accordance with Section 24.

- 23.5 If the informal process is successful, the parties shall notify the Monitor who shall:
- (a) record the successful outcome of the informal process in the complaints file;
  - (b) close the complaints file; and
  - (c) notify the Monitoring Committee that the informal process has been successful.

## **24. Formal Procedure**

- 24.1 If in the opinion of the Monitor the complaint cannot be dealt with informally, the complaint shall be dealt with in accordance with the Tribunal Process.
- 24.2 Immediately upon receipt of advice from the parties that they wish to proceed by way of a formal process or where the Monitor has determined that the complaint can only be dealt with by way of formal process the Monitor shall advise the Monitoring Committee that the complaint will be conducted by way of formal process.

## SCHEDULE 1

### **FROM THE DIOCESAN MISSION STATEMENT:**

“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 see 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.

Based on the Mission Statement our goals are:-

1. Proclamation - Communicating the Good News of the Kingdom of God.
2. Nurture - Growing in the Christian Faith.
3. Loving Service - Offering healing and care as a channel through which personal faith and corporate service may reach out to the wider world.
4. Justice and Peace for All - Working for social change to make a better world.”

Year Book of the Diocese of Christchurch, 1989.

This statement from the Diocesan Year Book indicates that the purpose of Christian Ministry is to serve people at their points of need in the selfless way in which Christ serves. These Ethical Guidelines are offered in support of this service.

### PREAMBLE

- the guidelines are offered for all who minister in the Diocese, not just for the ordained. The term “minister” will be used to include both lay and ordained.

- these guidelines are guides for ethical behaviour between ministers and those they minister to. They are not intended as a statement of Christian moral teaching.
- these guidelines indicate acceptable ethical behaviour. It is recognised that all who minister will at times fail to live up to all aspects of the guidelines. Those who minister and those they minister to, together with all Christians, are called to offer each other reconciliation and forgiveness when appropriate.
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- these guidelines deal explicitly with pastoral ministry. However they are applicable wherever there is a ministry relation between two people.
- ministry situations are more complicated than are other helping situations in that ministers do not just meet those they serve in counselling sessions. Ministers and those they minister to meet regularly in many different settings.
- it is often difficult in ministry to distinguish between “professional” and “personal” relationships. This can make it very difficult to establish appropriate boundaries in ministry relationships.
- ministry covers a wide range of activities - from informal pastoral care schemes to structured counselling situations.
- people sometimes expect information shared informally to be as confidential as information shared in a formal counselling/confessional situation.
- a ministry relationship cannot be “terminated” as can a counselling relationships. Ministers normally have ongoing relationships with those they serve.
- the variety of networks within parishes and the information sharing between them make the ethical questions more complex.
- 

## PRINCIPLES

1. Every human being has infinite worth and a unique value as a child of God, irrespective of origin, ethnicity, sex, age, beliefs, social or economic status, contribution to society or present psychological, physical or spiritual state.
2. Each individual has the God-given right of self-fulfilment and maximum development of their potential to the degree that it does not encroach upon the same rights of others.
3. All activities of ministry regardless of their form, should serve the best interests of those who receive them.
4. Those who minister have the responsibility to devote objective and disciplined knowledge and skill to aid individuals within the church and wider social setting in their progress in the faith and in the development of their God-given potential as human beings.

## 1. RESPONSIBILITIES TO THOSE BEING SERVED:

- 1.1 We maintain the right of the people to whom we minister to a relationship of mutual trust, to privacy and confidentiality and to the responsible use of information. All information divulged by people is the property of those people and their informed consent must be sought if it is to be passed on to any person or organisation. This includes passing on information within the ministry team. When people request us not to discuss them with others, we will honour this request unless others are in danger.
- 1.2 We acknowledge that under the guise of caring and sharing, information which is incorrect or which is not public property is often passed on within the church. We recognise the need to guard against careless talk and to beware of accepting second-hand information at face value.
- 1.3 People should be informed about the limits of confidentiality. Confidentiality is required to be breached when there is a clear danger to the safety of the person or to any other individual or group. Those we minister to will normally be informed beforehand if confidentiality is to be broken. If permission is not given to reveal it, information given in the course of a confession is exempt from this provision, in keeping with the rubrics on pg 750 of A New Zealand Prayer Book, He Karakia Mihinare o Aotearoa and the Evidence Amendment Act 1980, section 31.
- 1.4 We will not abuse our position by taking advantage of those we minister to for purposes of personal, institutional, political or financial gain.
- 1.5 Those we minister to should be free from the possibility of sexual exploitation or sexual harassment of any kind. It is recognised that those exercising ministry are in a position of power relative to those to whom they minister. This power means that sexual relations within any ministry relationship by definition cannot be equal.
- 1.6 We will encourage those to whom we minister to move towards self-determination under God and towards taking appropriate responsibility for their own lives.
- 1.7 We will acknowledge the limits of our competence and refer those to whom we minister to others when this proves necessary or desirable.

## 2. RESPONSIBILITIES TO THE CHURCH:

- 2.1 We recognise our membership of the Body of Christ, i.e. the Church.

- 2.2 We will contribute our unique professional expertise (lay or ordained) to the development of the ministry and policies of the Church of which we are a member.
- 2.3 We will uphold professional standards of practice in ministry and work for their advancement.
- 2.4 We will act to prevent discrimination in access to ministry where this discrimination is based on colour, race, sexual orientation, socio-economic status, age, religious or political belief.
- 2.5 We will be professional in the time we give to the ministry of the Church, guarding against both over-commitment and avoidance of responsibility.

### 3. RESPONSIBILITIES TO OTHER MINISTERS:

- 3.1 We will treat colleagues with respect, consideration, fairness and good faith.
- 3.2 We will recognise the abilities, expertise and views of colleagues in ministry and value the contributions they make.
- 3.3 We will respect the professional confidences of colleagues.
- 3.4 We will seek mediation when important conflicts with colleagues or others require to be resolved. Legal procedures are provided within the Church's structures where this is deemed necessary.
- 3.5 When appropriate we will work and co-operate with colleagues and social service agencies of the Church and Society to serve the best interests of the people to whom we minister.
- 3.6 We will respect the time constraints of those (ordained and lay) who minister in a non-stipendiary capacity.

### 4. RESPONSIBILITIES TO OURSELVES:

- 4.1 We will acknowledge that there are limits to the ministry we can properly provide and that respect for our own health in ministry relationships and appropriate self-care should be upheld.
- 4.2 We recognise our own need for recreation, refreshment and renewal for which at times we will need to call on the support and expertise of other ministers and professionals.
- 4.3 We will use regular professional supervision for review, learning, personal and spiritual growth to maintain a high standard of ministry.
- 4.4 We recognise that our knowledge needs to be continually extended and enhanced. In addition to personal study, we will regularly attend

courses, retreats, lectures, seminars and schools of ministry to learn and be encouraged in our ministry.

### APPENDIX TO THE GUIDELINES

We offer the following guidelines as a further resource. Although Kelsey is speaking specifically of spiritual direction and in-depth counselling, these guidelines are relevant to wider ministry situations as well.

From: Kelsey, M. (1984) Companions on the Inner Way, Crossroad, New York, pp 176, 177.

- “1. Recognize the incredible power of this experience of transference-love-sexuality.
2. Those who think that they are not vulnerable to this experience are sitting ducks for it. Pride goeth before the fall.
3. Do not enter into deep one-to-one counselling or pastoral relationships unless willing to deal with transference.
4. Recognise that within each of us is the desire to be the “divine” giver of love, and also the deep need to be satisfied by having another provide this love for us.
5. Although touch is at times very healing, important and necessary, it can be very dangerous in the private, continuous, one-to-one relationship and can turn into something quite different than was intended. It is so easy for people to want to give us what we have not consciously recognised that we desired.
6. It is essential that any of us who are in a relationship that involves transference keep a running reflection in our journals of our own honest reactions and feelings.
7. Counsellors need to be quite clear that they come into the counselling situation to give rather than to receive, and when this is not true there is a great need for careful reflection. We need to be as aware as possible of both our conscious and unconscious expectations in regard to those with whom we relate in depth.
8. Every person (seldom do I use the word every) involved in depth counselling or in continuous one-to-one relationships needs to have peers with whom he or she can discuss *all* aspects of these relationships and seek objective guidance. The director requires direction if the blind are not to lead the blind.
9. Once relationships have been established in depth, particularly when the transference is directed toward the counsellor-director, it is simply immoral to break these relationships without a full discussion of the situation with the individual concerned and if possible a totally mutual agreement as to its resolution.
10. Whenever possible, those who are going to be involved in close pastoral relationships need to be provided supervised pastoral experience. It is within this setting that the problems unique to each of us can be handled most creatively. I am grateful that God does not need perfect instruments to further his kingdom, for then only the unconscious and psychotics would be able to apply.”

COMPANIONS ON THE INNER WAY by Morton T. Kelsey.  
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## **THE CLERGY RESIGNATION AND TERMINATION STATUTE**

Enacted 1996; Amended 1998, 2000, 2006

### **A BILL TO ENACT A STATUTE CONCERNING THE RESIGNATION AND TERMINATION OF CLERGY APPOINTMENTS**

WHEREAS the Inter Diocesan Conference in May 1996 adopted Regulations of Common Practice for the dioceses in Tikanga Pakeha of this Church;

AND WHEREAS pursuant to Title A Canon II Clause 5 the Inter Diocesan Conference acting in Synodical Conference approved the following regulations for the Resignation and Termination of Appointments of Ordained Ministers;

AND WHEREAS the Inter Diocesan Conference determined “that the Regulation regarding Resignation and Termination of Appointments of Ordained Ministers be adopted as a Regulation of Common Practice”

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch in Synod assembled as follows:

1. THE Short title of this Statute shall be “The Clergy Resignation and Termination Statute 1996”.
2. THAT the following Statute be enacted:

### **THE CLERGY RESIGNATION AND TERMINATION STATUTE**

1. Any ordained minister licensed to an ecclesiastical office under Title A Canon II section 1 may resign the same by giving not less than three months’ notice in writing to the Bishop having episcopal jurisdiction over the ministry unit for which the licence is issued; provided that less than three months’ notice may be accepted at the Bishop’s discretion.
2. No ordained minister licensed to an ecclesiastical office under Title A Canon II section 1 in any of the Dioceses in New Zealand shall have the appointment to that office terminated or be removed from such office except:
  - 2.1. for an ecclesiastical offence upon the decision of a competent Tribunal as prescribed in Title D; or
  - 2.2. where, in the case of a stipendiary appointment, the stipend in respect of the ministry unit to which the ordained minister was appointed can no longer be sustained, or the office to which the minister was appointed is disestablished; or
  - 2.3. where the ordained minister fails to perform the duties of the office to which the minister was licensed in an effective manner; or
  - 2.4. where the office is that of Deacon/Priest in Charge during a vacancy; or
  - 2.5. where the office is that of Co-Vicar or Co-Pastor, and the provisions of a diocesan regulation require the concurrent termination of such

- licence upon the termination, for whatever cause, of the licence held by any other Co-Vicar or Co-Pastor of that ministry unit; or
- 2.6. where the licence has stated a specific term of the appointment, and the term has expired and has not been extended or renewed; or
  - 2.7. upon the resignation from that office of the person holding the licence.
3. No ordained minister shall have their appointment to office terminated under clause 2.2 hereof unless:
- 3.1. the Bishop for the time being exercising Episcopal jurisdiction over the minister shall first have given the ordained minister and the ministry unit to which the ordained minister is licensed, written advice about the possibility of termination; and this advice shall have been given at least one month prior to any written notice of termination being given to the ordained minister in accordance with clause 2.2;
  - 3.2. the Bishop for the time being exercising Episcopal jurisdiction over the minister shall have given the ordained minister three months' notice of termination in writing;
  - 3.3. the ministry unit to which the ordained minister is licensed shall have received a copy of such notice of termination;
  - 3.4. the Standing Committee of the Diocese shall have authorised payment of a sum equivalent to three months' stipend of that minister payable upon the termination of the licence; and
  - 3.5. the Bishop shall have provided the ordained minister with written confirmation that the termination of the appointment is due to the inability to fund the stipend for that appointment and has not been by reason of misconduct; and
  - 3.6. the Bishop shall have notified the ordained minister that, should the minister have been unable at the end of three months after the termination of the appointment to have secured another stipendiary office or secular employment, the minister may apply to the Standing Committee of the Diocese for further financial assistance of up to but not more than three months' stipend.
4. No ordained minister shall have their appointment to office terminated under clause 2.3 hereof unless the following procedure is followed:
- 4.1. The Bishop shall have spoken personally to the ordained minister about the issues relating to the performance of the duties of the office causing concern.
  - 4.2. The Bishop shall then detail to the ordained minister in writing the matters of concern giving rise to a possible termination of the appointment, and what possible action if any may be taken by the minister which may remove those concerns, and shall invite from the minister a response in writing within fourteen days.
    - 4.2.1. If the Bishop advises of any action that may be taken that would remove the possibility of termination, then the Bishop shall invite the minister to signify in writing within fourteen days a willingness to undertake such course of action.
    - 4.2.2. If the minister, having undertaken the suggested action, is able to perform the duties of the office in a manner satisfactory to the Bishop, no further action shall be taken.

- 4.3. The minister as part of a response may request the Bishop to arrange for the appointment of a third party, who shall act independently and who shall be appointed by a commission consisting of the Diocesan Church Advocate and an Archdeacon or another senior priest nominated by the minister.
  - 4.3.1. The third party shall give an opportunity for the minister, the Bishop and, where the third party considers it appropriate, the ministry unit to be heard either personally or by representation. If the ministry unit is involved, the minister shall be given an opportunity to learn and to respond to what the ministry unit has submitted.
  - 4.3.2. Thereafter the third party may suggest to the Bishop any action which may be taken that might prevent the termination of the appointment.
- 4.4. If the minister, having undertaken the suggested action, is able to perform the duties of the office in a manner satisfactory to the Bishop, no further action shall be taken.
- 4.5. If, having considered any written response from the minister under clause 3.2 and any suggestions from the third party under clause 3.3, the Bishop considers that no further action is possible that would justify not proceeding with the termination of appointment, the Bishop shall place all relevant information including any reports or submission given or prepared by any third party before the Standing Committee to seek their sanction of a termination of the appointment.
- 4.6. The minister shall be informed in writing fourteen days prior to the Standing Committee's meeting to consider the question of a sanction, and shall have the right to make a written submission on any matter the minister wishes the Standing Committee to consider. Any such submission shall indicate whether the minister wishes to appear in person to make representations to Standing Committee at that meeting and whether the minister wishes to have an advocate to represent the minister's interests. The minister shall be given copy and full details of any reports or submissions given or prepared by any third party.
- 4.7. The Standing Committee when considering the Bishop's request for a sanction shall ensure that:
  - 4.7.1. The minister whose licence is under consideration has been informed in writing by the Bishop of the reasons for the possible termination of the appointment;
  - 4.7.2. the Bishop has indicated if there is any possible action which may be taken by the minister which would prevent the termination of the appointment and, if applicable, has sought in writing a response from the minister indicating a willingness to undertake such course of action;
  - 4.7.3. if a third party has been appointed, the Bishop has placed before the Standing Committee any advice received from that third party which the Bishop cannot or has not accepted or which when agreed to is considered by the Bishop not to have been satisfactorily undertaken by the minister.
- 4.8. The Standing Committee, after hearing any submissions which may be made by the minister or the minister's advocate, shall either give or withhold its sanction for the termination of the appointment.

- 4.9. If the Standing Committee considers the minister has undertaken the action suggested by the Bishop in a satisfactory manner, it shall not give its sanction to the Bishop's request.
  - 4.10. If the Standing Committee sanctions the termination of the appointment, the Bishop shall advise the minister in writing forthwith of the decision in the form set out in the Schedule hereto. The Bishop shall advise the date upon which the appointment and any related stipend terminate, which shall be three months from the date of the notice. The appointment may be terminated forthwith on the payment of three months' stipend in lieu of notice.
  - 4.11. Should the minister have been unable at the end of three months after the termination of the appointment to have secured another stipendiary office or secular employment, the minister may apply to the Standing Committee of the Diocese for further financial assistance of up to but not more than three months' stipend.
5. The Diocesan Synod may enact regulations to make further provisions for the care of clergy whose appointment to office has been terminated for whom no stipendiary office exists immediately or in the foreseeable future, in addition to or in substitution for the provisions hereof, where such provisions are deemed insufficient or inappropriate.
  6. Where the licence of any ordained minister specifies the term of the appointment and the date of its termination, then, notwithstanding anything else contained in these regulations, that date shall be the date of the termination of the appointment, and the licence shall cease to be effective from that date unless it is extended or renewed.

**SCHEDULE**

DIOCESE OF \_\_\_\_\_

*NOTICE OF TERMINATION OF APPOINTMENT TO THE OFFICE OF*

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To:          Clerk in Holy Orders

(Address)

WHEREAS I, \_\_\_\_\_, Bishop of \_\_\_\_\_, having caused due enquiry to be made pursuant to the provisions of the Regulations in force in this Diocese governing the termination of appointment to the office of \_\_\_\_\_

AND having conferred with and advised you, as required by the Regulations, of matters of concern

AND having obtained the sanction of the Standing Committee of the Diocese pursuant to the Regulations

HEREBY GIVE YOU NOTICE that your appointment to the office of \_\_\_\_\_ is terminated with effect from \_\_\_\_\_

You are entitled to stipend and allowance in accordance with the Regulation, a copy of which are attached.

GIVEN under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_

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Bishop of \_\_\_\_\_”

The termination of this Licence has not been by reason of any misconduct.

3. THIS Statute shall come into effect on the passing of the same.