



**HANDBOOK**

**OF THE**

**NELSON DIOCESE**





# ANGLICAN DIOCESE OF NELSON

## Anglican Church of Aotearoa, New Zealand, and Polynesia

### DIOCESAN HANDBOOK

This handbook is in A-Z format with three exceptions:

1. A note of key people to talk to about matters needing further clarification or more information.
2. A brief statement about appointment and/or employment matters.
3. Diocesan Vision, Mission Statement and Structure.

## 1 People to contact

For administration matters: Ian Pask (Diocesan Executive Secretary)

For learning opportunities: Tim Harris (Archdeacon for Theological Education & Ministry  
Formation, Dean of Bishopdale Theological College)  
Graham O'Brien (Ministry Education Coordinator)

For parish consultancy: Archdeacon for Mission

For library resources: Bishop Sutton Library (located at Bishopdale Theological College)

For children, youth, small group resources: Anglican Centre (Receptionist)

Otherwise please enquire at the Anglican Centre regarding the appropriate person to contact.

Anglican Centre phone: 03 548 3124

Anglican Centre fax: 03 548 2125

Anglican Centre e-mail: [office@nelsonanglican.org.nz](mailto:office@nelsonanglican.org.nz)

Anglican Centre mail: P.O. Box 100, Nelson, 7040

A complete guide to all positions in respect of the Anglican Centre, Diocesan Boards, committees, and ad hoc groups may be found in the Diocesan Year Book, issued annually after each session of Synod and held in each parish by the Vicar and Synod Reps.

Up to date information on addresses, phone/fax numbers, e-mail addresses etc for diocesan staff and parish clergy may be obtained from the Receptionist in the Anglican Centre.

## 2 Appointment/Employment matters

Every stipendiary or significant non-stipendiary role in a diocesan or parish position is based on a Bishop's "Letter of Offer" or an Employment Agreement issued by the appropriate employing body. Each document contains the authoritative information applicable to the position in respect of stipend/pay, allowances, leave, etc. Nothing in this handbook should be construed as contradicting or updating information in a Letter of Offer or Employment Agreement. Any updated information will be issued either in the name of the Diocesan Secretary, the Diocesan Finance Manager or the relevant employing body.

### **3 Diocesan Vision**

The original Diocesan Vision statement (see Appendix A) was a document outlining our core values. The refocused Vision and Mission statements (see Appendix B) sum up this original statement.

#### **The Vision Statement**

“To be a network of local churches that are vibrant, Christ-centred communities of faith.”

#### **The Mission Statement**

“To inspire, equip, resource and support each local church to achieve its vision and mission to the world as followers of Christ.”

These two statements highlight our primary purpose and our aim reflecting the commitment of our diocese to support the local church in its mission to the world.

That is the way it was always meant to be and it’s manifestly biblical; the primacy of the local church when it comes to mission. It means that everything we do both in the parish, the local church and the diocese should be measured alongside these two statements.

In pursuit of this vision Synod 2009 adopted the Diocesan Strategic Plan – attached as Appendix ‘O’ of this handbook.

### **A New Zealand Prayer Book**

The first edition was published in 1989 after many years of liturgical revision. It has been reprinted since then, incorporating some minor changes to rubrics made by General Synod. Also known as ‘the red prayer book’, this book contains both the authorised services of our Church and many useful resources for less formal liturgies.

### **Allowances**

The following allowances may be available to clergy and lay ministry staff. All allowances are paid on a reimbursement basis only, up to set maximum levels.

Refer to the Letter of Offer or Employment Agreement (or to any subsequent Memo authorizing their alteration) for amounts applicable to your position.

- **Mileage Allowance**
- **Book Allowance**
- **Hospitality Allowance**
- **Training Allowance**
- **Supervision Allowance**

**Please note** that allowance maximum levels are set ‘per annum’ with the year reckoned from 1<sup>st</sup> December to 30<sup>th</sup> November. Claims are made via a claim form which will be sent to you towards the end of each calendar month. Claim forms should be emailed or faxed back to the Anglican Centre by the 5<sup>th</sup> of the month following. Allowances are normally paid out on or about 20<sup>th</sup> of each month.

## **Further notes on allowances**

These allowances, as they currently stand, are tax free, and are available to all Stipendiary Clergy, and to people in other positions where this has been agreed to by the Diocese.

Even if you have used up your maximum allowances, please continue to supply the information, as these will be used to justify future increases.

The limits are normally below the Inland Revenue Department upper limits. This often means that if you do not use up all of your allowances in one area, it may allow us to grant a further allowance in another area. If this applies to you, you should contact the Diocesan Secretary.

Normally half of the mileage allowance paid out each month is transferred to the Nelson Diocesan Trust Board for either repaying a vehicle loan or for saving towards the next purchase of a vehicle.

**Receipts, invoices, log books and the like must be kept for 10 years to meet the requirements of the Inland Revenue Department.**

### **a. Mileage Allowance**

1. All mileage claims must be claims for mileage undertaken in pursuance of the business of the Church, which may include:
  - All home visits to parishioners
  - All hospital visits
  - All journeys to undertake ministry
  - All journeys to town or elsewhere to undertake business transactions on behalf of the Church, provided such transactions are not an excuse to undertake business of a private nature.
2. Mileage may not be claimed for visits of a purely private nature, including:
  - Mileage to and from residence and place of work (usually parish Office)
  - Recreational visit or journeys. (A visit to Golden Bay from Nelson to look in on a former parishioner would not be claimable.)
3. A log book of all business mileage must be maintained and claims made against these records.
4. A journey outside of the Nelson Diocese, involving substantial mileage needs the Warden's prior approval.
5. The Wardens and Clergy review the mileage claim bi-annually to ensure maximum claimable amount is at an appropriate level.

6. Prior to setting of the parish mileage quota for each year, Wardens will review previous year's mileage and advise the Diocesan Secretary of any changes to the mileage requirements for next year's budget by 31<sup>st</sup> of May.
7. The rate per km to be paid will be according to one of two formulas – please consult further with the Diocesan Secretary regarding which formula best suits your circumstances.

*Formula 1*

Band A: Up to 14,000 km annual personal & work related running.  
65c per km (of ministry related travel)

Band B: Up to 20,000 km annual personal & work related running.  
53c per km (of ministry related travel)

Band C: Up to 26,000 km annual personal & work related running.  
46c per km (of ministry related travel)

For mileage beyond any chosen band 25c per km (of ministry related travel)

*Formula 2* (normally advantageous only for very high mileage)  
36c per km (of ministry related travel)

You must record the details of your mileage in a Vehicle Log Book, differentiating clearly between:

- a) Parish travel (including travel to training events apart from Ministry Training groups).
- b) Travel to/from Ministry Training group events, and any Diocesan Committees that you may serve on.
- c) Personal travel

8. Staff with Two Vehicles and both are used for ministry purposes

Note that the claim form allows for this possibility, and the annual mileage bands in respect of Formula 1 will be calculated on the basis of total mileage accumulated between both vehicles.

Please note that the formulae above reflect an agreement between the Churches of NZ and the IRD and may differ from normal information published by the IRD.

**b. Book and Materials Allowance**

The book allowance includes books, magazines, audio and visual tapes, and supplies for faxes, computers, printers and other consumables for such equipment, service agreements for computers, new software, computer purchases and other items that fall under those general headings.

Receipts for purchases must be kept for 10 years in case of an IRD audit.

### c. Hospitality Allowance

This is an allowance for hosting parish suppers, morning and afternoon teas, breakfasts, lunches and dinners and overnight stays. It also provides for situations when it is more appropriate to take people to a local café for coffee, rather than to your home. For tax purposes, keep a record of such activities as well as receipts, where applicable.

### d. Training Allowance

The training allowance is to encourage clergy to take advantage of the training opportunities that are either offered in the Diocese or elsewhere to assist staff in developing existing or new skills. The first call on the allowance is the Annual Clergy Conference/Retreat.

### e. Supervision Allowance

The Supervision Allowance is for Clergy to be able to pay for the costs of supervision.

## Association of Anglican Women (AAW)

The Association of Anglican Women is an umbrella organisation for women NZ-wide, covering any women's group which agrees with the Aims which are:

- to unite in prayer & participate in the mission of the Church
- to promote, safeguard and nurture Christian family life

and chooses to affiliate with AAW.

There is a Diocesan Executive, which keeps in touch with all the groups within the Diocese.

## Anglican Care

Social service work of the Anglican Church in Aotearoa New Zealand is increasingly going under the title of 'Anglican Care'.

In our Diocese parish-based Anglican Care work is especially encouraged. Some funding is available from our **Anglican Care Charitable Trust**. This Trust distributes funds made available by Standing Committee for the specific purpose of Social Service work in parishes. The trust also administers the Tindall Foundation grant. Information and application forms are available from the Diocesan Secretary, Social Services Enabler or the Diocesan website.

A significant enterprise is the work of the **St. Andrew's Family Trust**, whose work is focused on the nurture of children and families. Contact the Social Services Enabler for contact details. Ph. 03 548 3124 or email [sse@nelsonanglican.org.nz](mailto:sse@nelsonanglican.org.nz)

## Archives

A separate information booklet (gold paper) on 'The care and preservation of parish records', forms part of the handbook information and gives a useful guide on how to deal with parish records.

Please note that the all marriage, baptism and burial registers should be sent to the Anglican Centre once they are full.

All other parish records (eg vestry minute books, centennial booklets) are stored at the Anglican Centre at the discretion of the Diocesan Secretary. The Diocese does not have the services of a resident archivist which means parishes need to be responsible for sorting their own paper records.

## **Baptism**

Preparation of parents (in the case of infant baptism) and of adult candidates is mandatory. Responsibility for preparation belongs to the minister undertaking the baptism, but the actual preparation may be delegated to a trained person or persons.

Baptisms should normally take place in a public church service, unless for exceptional pastoral circumstances when it could take place in e.g. hospital or home. The normal venue would be the parish church where the baptised and family will be nurtured with ongoing pastoral support.

Note the guidelines for Christian Initiation 1990: *Baptism is usually administered in the context of the Eucharist or another service of congregational worship, unless there are special pastoral circumstances. Tangihanga, hura kohatu, weddings and other whanau, hapu or iwi events, significant festivals and other important occasions in the life of the Church, including those where the Bishop may preside, are appropriate times for baptism.*

Adults who have already been baptised as infants within one of the Christian churches and making enquiries about 're-baptism' or 'adult baptism' should be encouraged to *renew their baptismal vows* in an appropriate way, which may include the use of water to symbolise their renewal. The emphasis in such a service must fall on 'renewal' as 're-baptism' is not permitted within the Anglican Church.

Bishopdale Chapel is not to be used for baptisms without the permission of the Bishop.

Records of all baptism should be kept in the parish baptismal register.

Certificates of Baptism are obtainable from the Anglican Centre. (These are fairly functional – more colourful ones may be purchased through various church supply stores).

## **Bishopdale Chapel**

This is an historic chapel called The Chapel of the Holy Evangelists in the grounds of the former residence of the Bishop of Nelson, on Bishopdale Hill, Nelson. Access on foot to the chapel is permissible between the hours of 12 pm and 4 pm every afternoon. For a pre-arranged service such as a wedding, access by vehicle is permissible from one hour prior to the service until one hour after the conclusion of the service.

To book the chapel please contact the Victory Parish office, Phone: 03 546 9057.

## **Bishopdale Theological College**

Bishopdale Theological College is a key initiative in addressing the challenges and priorities identified in the Diocesan Strategic Plan. The College is based at Bishop Eaton House at 30 Vanguard St, Nelson, which is also home for Bishop Sutton Library.

The College addresses theological education at a number of levels, from parish based resources and programs at a general lay education level (which may also contribute to the Bishopdale Ministry Certificate), to the Diploma in Biblical Studies (one year FT equivalent) which is both a stand alone qualification or the potential bridge into a degree level qualification.

Bishopdale Theological College teaches and tutors students in courses that comprise the Laidlaw College of New Zealand's Bachelor of Ministries & Bachelor of Theology Degrees. Most courses are offered through Laidlaw College's Centre for Distance Learning, with Bishopdale Theological College supplying the tutors for courses we offer. Some other courses are offered in a full teaching mode, building on the academic expertise and teaching experience of our faculty.

Particular courses which Bishopdale does not offer at any time may still be taken through enrolment with the Centre for Distance Learning, and such courses will be tutored by Laidlaw as for any other Distance Student.

In either case, Laidlaw College courses are NZQA accredited and potentially attract all forms of student funding supplied by the New Zealand Government.

Bishopdale Theological College is open to, and seeks to serve, students from all Church groupings.

Bishopdale Theological College provides a degree level opportunity to train for ordination within the Anglican Church within the context, culture, and worshipping life of the Diocese of Nelson; a strongly evangelical Diocese. With responsibilities for ordinands following ordination, and further education for all clergy, the College runs the Post Ordination and Ministry Development (POMD) group for the Diocese of Nelson.

The 'Institute for New Anglicanism' is the research and resource focus for all Anglican specific areas of ministry and leadership formation. Its vision is very much forward looking and carries a strong and integral commit to mission-shaped ministry.

From 2011, Bishopdale Theological College will be instrumental in offering opportunities for further study and ministry development, especially in the form of Graduate Diploma in Theology (Ministry) in partnership with Laidlaw College. This will include a dedicated 'Anglican Distinctives' stream designed around the needs of Anglican ministry in missional mode, addressing our particular context and time.

Bishopdale Theological College is not a residential college but it will seek to foster community life among students and staff. Opportunities for shared meals and for community worship are a core part of the college's programme.

For further information, please visit the website: [www.bishopdale.ac.nz](http://www.bishopdale.ac.nz),

or contact:

Address

Bishopdale Theological College  
Bishop Eaton House  
30 Vanguard Street  
PO Box 347  
Nelson 7040

Phone	03 548 8785
E-mail Office	office@bishopdale.ac.nz
E-mail Dean	dean@bishopdale.ac.nz
E-mail Registrar	sue.patterson@bishopdale.ac.nz
E-mail POMD Coordinator	graham.obrien@bishopdale.ac.nz
Library E-mail	library@bishopdale.ac.nz

## **Bishopdale Theological College Trust Board**

This Board is responsible for the governance of the Bishopdale Theological College. The Diocesan Secretary is the Secretary of this Board. The Bishop chairs this Board.

## **Bishopdale Theological College Foundation**

The Foundation consists of a small group of people committed to raising funds for BTC, and also raising its profile. The chief method of fundraising is the invitation to the supporters of BTC to become FRIENDS. This entails an annual donation of \$400, or a fortnightly automatic payment of \$16 or some similar equivalent.

The Foundation has initiated an annual Sunday to remember BTC and promote it in the parishes. This is the FIRST WEEKEND IN MAY each year. Parishes will be given some promotional material to assist in the promotion. This is often a short DVD to show some aspect of the college and an insert for the weekly bulletin.

The Foundation is challenged to find at least 250 FRIENDS to cover some of the running costs of the college, and also to develop a permanent trust of about \$2 million. It is hoped to raise these funds through bequests, or from substantial financial benefactors.

Chairperson of the Foundation: Robin Kingston; Secretary: Pam Pask.

## **Building Development**

If considering this in your parish please obtain the process document from the Anglican Centre which sets out all relevant planning details. Contact the Archdeacon for Mission/ Diocesan Secretary, 03 548 3124. Normally this process leads to the issuing of a Faculty.

## **Buildings – Fire Safety, Occupational Safety and Health**

Government and local body (i.e. district or city council) regulations must be followed, especially in respect of parish halls made available for community use. Where necessary licences to operate buildings must be obtained and annually renewed.

## **Buildings – Maintenance Reserve - see Appendix K.**

This policy was adopted on 6<sup>th</sup> April 2004.

## **Burial Grounds**

For regulations governing burial grounds see appendix M.

## **Campsites in the Nelson Diocese**

Bethany Park, Kaiteriteri  
Bridge Valley, Bridge Valley, RD1, Wakefield  
Kiwi Ranch, Marlborough Sounds  
Pine Valley Camp, Pine Valley, Northbank, Marlborough  
Lake Rotoiti Lodge  
Teapot Valley, RD1, Brightwater

## **Car – Fuel Cards**

The New Zealand Anglican Church has an arrangement with Caltex and BP whereby petrol is offered to Clergy at a discounted regional rate. Please contact the Anglican Centre for more details.

## **Cathedral - Friends of**

An organisation for the support of the Cathedral and its ministry, which welcomes new members from throughout the diocese.

## **Children and Family Ministry**

There is a resourcing team for this area of ministry within the Diocese, which has published resources made available to parishes. Contact the Anglican Centre for details on 03 548 3124 or visit the Resource Collection at the Anglican Centre and peruse some of the wide range of resources that are available for your use.

## **Children and Young People - working with - ABC Guide to Safety**

A booklet (green paper) on the issues of working safely with children and young people forms part of the handbook of the Anglican Church in Aotearoa, New Zealand & Polynesia (Provincial Canons) - found under the Inter Dio Conf section.

- Prior to appointment as paid or unpaid worker, leader, or similar position of responsibility with children and young people the appointee must provide a copy of their police record. Refusal to comply with this request should mean that the appointment does not proceed. A 'Consent to Disclosure of Information' form for this purpose is available from the Parish office or the Anglican Centre.

## **Church Growth and Development**

The Archdeacon for Mission is available to talk in person with individual clergy, and/or parish groups about growing and developing churches.

Our former Diocesan Parish Consultant, Archdeacon Bob Barrett, has published various booklets on this topic (contact the Anglican Centre to obtain booklets).

## Committees

For membership of Diocesan Committees, please refer to your annual Year Book or contact the Anglican Centre. The following committees have the most direct influence on the day-to-day life of clergy, parishes and the diocese.

### **Standing Committee**

Acts as Synod out of session and ensures that national and Diocesan policy is followed.

They also act as the Trusts Board. They operate as the Council for Christian Unity where needed.

### **Diocesan Finance Team**

Administers the overall finances of the Diocese (excluding Trust Boards), as well as exercising oversight over the administration of the Anglican Centre.

### **Nelson Diocesan Trust Board (Inc.)**

Administers the Trusts of the Diocese.

### **The Witness Committee**

Produces and distributes the bi-monthly magazine of the Diocese.

### **Diocesan Mission Council**

Promotes overseas mission in the Diocese, co-ordinates parish giving to overseas mission, and interacts with our Companion Dioceses.

### **Nelson Diocesan Educational Trust**

Administer the Educational Trust of the Diocese.

## Communication

### **News from the Bishop (Ad Clerum )**

This is a monthly newsletter from the Bishop to all Clergy and Lay Staff. It includes a copy of the Diocesan Calendar, occasional articles on current issues, as well as advertising vacancies within the Diocese and further afield. Bishopdale Theological College, the Youth Coordinator and Social Services Enabler provide regular contributions for these ministry areas.

### **Diocesan Calendar**

This is updated regularly. The purpose of this is to ensure that Diocesan events do not clash with special Parish events. Should your Parish have any events planned, please advise the Bishop's Personal Assistant at the Anglican Centre so that it may be included in the Diocesan Calendar.

### **Diocesan Prayer Cycle/ Calendar**

This is produced approximately annually as a means of encouraging prayer for all the parishes and ministries of the Diocese, and for some ministries of the wider church in NZ and overseas. It is also available under 'Resources' on the Diocesan website.

## **Fax machines, Email, Internet,**

Every parish has been supplied with a fax machine. In some parishes this machine resides in the Parish Office, in others it is in the Vicar's Study. Communication by e-mail is encouraged. Those in receipt of a Book and Materials Allowance may use this allowance to purchase e-mail software and a modem for their personal computers. The Diocese has a website to which parish websites may be linked: <http://www.nelsonanglican.org.nz>

## **Mailing to Clergy and Lay Staff - weekly**

A mailing is made from the Diocesan Office to all Clergy and Lay Staff every Thursday. This will contain information that is relevant to ministry.

## **Diocesan Magazine - 'The Witness'**

'The Witness' is published bi-monthly and sent to all parishes for distribution on the third Sunday of the months-February, April, June, August, October and the second Sunday in December. The magazine sets out to reflect the uniqueness of the diocese. Themes for each issue are sourced from the Bishop's Diocesan Strategic Plan. The emphasis is on articles that resource, encourage, challenge, inspire, and educate our readers, while keeping everyone up to date with events that are happening in the wider diocese, at parish level and within Bishopdale Theological College.

## **Communion**

- All are welcome at the Lord's Table in each parish church who have been baptised and, if coming from another Christian church, are in the practice of receiving communion in that church.
- Children who have been baptised are welcome to receive communion.
- Each parish is encouraged to educate children when they have reached an appropriate age of understanding (say, between 7 and 10). A teaching resource is available from the Anglican Centre called '*Communion - What It's All About*': This is a 6-week course for parish use for children to learn about Communion. The course talks about worship in church, baptism and communion. Contact the Ministry Education Coordinator for further information.
- Communion wine of a good alcoholic strength is recommended for use in a common cup. Grape juice may be offered at communion, but should be offered either in individual glasses or in a cup in which people only intinct (i.e. dip) their wafer or bread. In the light of concerns about the spread of diseases such as hepatitis and meningitis some parishes have moved to withdraw the use of any common cup and have introduced the use of individual cups.
- Wafers may be obtained from the Parish of Fendalton in Christchurch, 7 Makora St, Christchurch. Gluten free wafers are available.

## **Companion Dioceses**

- Egypt, Ethiopia & North Africa
- The Pacific Region
- Singapore with Cambodia, Laos, Vietnam

## **Computers, Hard & Software, Email, Internet – purchase/installation**

The Anglican Centre can either give you advice or put you in touch with its computer consultant. From time to time information re advantageous purchase of hardware and/or software may be available.

## **Conferences (Diocesan, Regional, Clergy/Lay, Retreats)**

### **Regional Deanery Meetings**

Regular meetings are held throughout the year for all licensed Clergy in the 4 Regional Deaneries of the Diocese. Meetings may deal with practical, pastoral and administrative issues.

### **Clergy Conference and/or Retreat**

One or two training events in “conference” or “retreat” format annually for all licensed Clergy and Lay Pastoral Staff. Spouses are always welcome at these events.

### **Crèches**

We aim to provide crèche facilities at all Diocesan training events and conferences, to facilitate the attendance of both partners if they so choose. Crèche workers are paid by the Diocese.

## **Copyright**

Music and words for songs which are reproduced via electronic media are covered by a diocesan-wide copyright licence. Each parish should (a) pay an annual fee for this licence; (b) fill in the appropriate record books supplied by the licensing authority (CCLI) (c) print the licence number for your parish on each piece of copied material. If for any reason your parish does not have a set of record books, please talk to the Diocesan Secretary in the first instance.

## **Crèches**

Provision of crèches in parishes is encouraged but any new initiatives should only take place after reading a paper on crèches written by Archdeacon Bob Barrett, and available from the Anglican Centre (Archdeacon for Mission)

## **Curacies**

The availability of curates, and the timing and length of curacies is at the discretion of the Bishop, with whom contact should be made by any parish seeking the services of a curate.

## **Days Off**

Clergy and other pastoral staff are expected to take one day off per week; they may take up to two days off in a given week, when and if required in accordance with the demands of ministry practice and the flexibility that this requires. The Day Off should be on a regular given day of the week, excluding Sunday. Clergy and pastoral staff assistant to a Vicar or Priest-in-Charge should consult with the Vicar/Priest-in-Charge about which day is to be taken off. The Day Off should always be observed unless urgent pastoral matters arise (such as a funeral). Where the Day Off cannot be taken it should be taken as soon as practically possible. Days Off not taken should not accumulate. On termination of appointment Days Off not taken are forfeited and are not paid out. For avoidance of doubt there are 48 Days Off a year, because for 4 weeks a year when the clergy or pastoral staff are on annual leave there is no entitlement to a "day off".

## **Declarations**

Available from the Diocesan Secretary, or (for clergy) available on the occasion of your induction.

## **Diocesan Regulations, Statutes and Standing Orders**

These cover all of the regulations that relate to the running of the Diocese, and will be sent to all Clergy and Synod Representatives. They are also available on the Diocesan Website under "Resources".

## **Diocesan Mission Council (DMC)**

This committee has responsibility for promotion and publicity of world mission in the Diocese. The Diocese of Nelson considers financial giving to the work of the Church overseas to be of great importance.

Every parish is expected and encouraged to actively support world mission by supporting overseas missions through the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia.

Each year the DMC :-

- promotes general mission awareness
- arranges parish visits for mission partners visiting the Diocese
- helps parishes to meet their missions' target for the year
- promotes and nurtures our Companion Diocese relationships.

Each year at Synod all members agree to meet a Diocesan target proposed by the DMC to the Anglican Missions Board for its work overseas.

Early in the year parishes are invited to set a parish target towards the Diocesan target to the AMB. While some parishes support people and projects outside the AMB it is important for all parishes to generously support the AMB.

Regular payments throughout the year assist the AMB and the agencies it supports to meet their commitments to the people and projects relying on them. Support goes to NZCMS (incorporating SAMS) and other agencies and partner churches overseas. Full details are available from the AMB website.

Some parishes choose a target themselves while others tithe their offerings to their target to the Diocese for the AMB. When a target for a new year is set by a parish the vestry is encouraged to increase it from the amount given the previous year.

The 25<sup>th</sup> of each month is a very important date in our Church's calendar. All payments received by the Anglican Centre by that date are credited to that parish for that month – ie parish quota money and missions giving must all be received by that date at the Anglican Centre.

Parishes are encouraged to make full use of the resources offered through the AMB to support understanding of and commitment to overseas missions, through prayer, Bible study and discussion, personal acquaintance with mission partners and building links with partner churches overseas.

The membership of the DMC is always listed in the Diocesan Year Book and members of the DMC are willing to visit parishes or to discuss any of these matters further.

## **Employment Issues**

When these arise they will be dealt with in accordance with applicable employment law, and the terms of the relevant Letter of Offer [Engagement Agreement] or Employment Agreement.

## **Ethical Guidelines – including Sexual Harassment**

Please see Diocesan Ethical Guidelines, Appendix C, which are currently in force within our diocese. Tikanga Pakeha is working on comprehensive guidelines which will, when agreed to by all the dioceses, be binding on all in licensed ministry.

The guidelines work in the context of 'Title D', the canon rules of our Church in respect of the Maintenance of Ministry Standards.

You must familiarise yourself with all relevant General Synod, IDC (Tikanga Pakeha), and Diocesan regulations and policy statements.

Questions about any aspect of ethical guidelines and related church legislation may be addressed to the Archdeacon for Mission.

See also in this handbook under Sexual Harassment.

## **Fees (for weddings, funerals)**

Some care should be taken in regard to accepting fees for weddings, funerals, or other special services. (1) New staff should check what protocol has been in place prior to their arrival in regard to charging of fees and receiving of fees. (2) If the fee is passed on directly to the Parish Treasurer for banking in the parish accounts then no taxation concerns arise. (3) If the fee is banked in the minister's own bank account then this should be declared on the annual tax return and tax paid accordingly. (4) If the fee is banked into any other account (e.g. a 'Surplice Fees' account or a 'Vicar's Discretionary Fund') then taxation may nevertheless be payable. Advice from the Diocesan Secretary should be sought in regard to this practice.

- **Funeral Gratuity:** normally a set fee charged by the funeral director.
- **Wedding fees:** normally set by the parish, taking into account payments to be made from it, e.g. to the organist, flower guild, etc.
- **Travel to special services:** when a minister travels outside the local area to take a special service costs for travel should be sought from the main recipients of the ministry, rather than claimed against their parish travel allowance.

## Funding

Access to a database, “Fundview”, is available through the Anglican Centre. This can also be accessed from your own personal computer – contact the Social Services Enabler at 03 548 3124: email [sse@nelsonanglican.org.nz](mailto:sse@nelsonanglican.org.nz) for the password. This database lists all major funding organisations throughout the country, along with conditions and application information. Funding is usually only granted for specific projects / events and caters for individuals as well as groups and organisations. Generally the project / event will have to have some value for the community you live in. It can cover travel expenses, holding seminars, providing social services, education ... the list goes on!

## Funding (Educational – Scholarships)

### Diocesan Educational Trust

This is a wide ranging educational trust which assists with funding for schooling / tertiary education for children of clergy, and also clergy’s own continuing study needs. This is administered by 3 independent trustees who meet in February, so applications should be lodged by end of January. Application forms are sent annually to clergy, or are available from the Anglican Centre. It is helpful to advise the trustees of anticipated applications on the trust for their forward planning.

### St. John’s College Trust Scholarships

These are Educational scholarships for clergy (post-ordination scholarships) and lay persons for post-graduate studies. Application forms are available from the Bishop’s Personal Assistant, Anglican Centre or the Ministry Education Coordinator, Bishopdale Theological College. Applications for funding for the following year must be submitted to the Bishop by early June of the current year (exact dates are publicised from year to year).

### Lohse Scholarship

Educational scholarships for the ‘Daughters of a Clergy person’ in the Anglican Church in Aotearoa New Zealand. This is administered by the Anglican Diocese of Christchurch. Applications forms from the Anglican Centre.

### James and Edna Clark Scholarship

Educational scholarships for the ‘Sons of a Clergy person’ in the Anglican Church in Aotearoa New Zealand for Tertiary education in New Zealand, the United Kingdom, Continental Europe, United States of America, or Australia. For those who have studied science and biology at secondary school and wish to study science or medicine at a tertiary level. Administered by the Anglican Diocese of Waikato. Application forms from the Anglican Centre.

## **Basden Fund**

For supporting children of Clergy through tertiary education. Refer to Pension Board material which is issued from time to time.

## **Lay & Clergy Training**

See Appendix N

## **Funerals**

If a family member or a funeral director asks a minister to take a funeral in a previous parish or any parish other than their own, the minister should consult with the present Vicar first prior to making any arrangements.

When a Vicar leaves a parish, they hand over pastoral responsibility for all funerals in that parish of church and community members to the new Vicar.

## **General Synod/te Hinota Whanui**

Currently our Diocese is counted as one of the four smaller New Zealand dioceses and is represented at General Synod by the Bishop, two Clergy, and three Lay persons. General Synod is normally held every two years and is normally preceded by the Inter Diocesan Conference of the New Zealand Dioceses.

## **Grant Applications for Parishes**

Information for grants for parishes should be obtained from the Diocesan Secretary who can advise regarding the appropriate category of grant to apply for. Note also that sometimes specific needs can be met from relevant trust funds and the Diocesan Secretary can also advise in regard to these.

## **Health and Safety in Employment Act**

A booklet (buff paper) on the issues of health and safety in employment forms part of the handbook information (to be found after the appendices).

## **Housing** - See Appendix E

Provision of housing whether through parish-owned house, parish-rented house, or housing allowance should be worked out with the appropriate body prior to accepting appointment to a position.

## **Insurance (Clergy)**

### **Payroll Life**

A death cover provided by the Diocese, amounting to three times the average stipend in the last three years prior to death. Paid out to the family/estate at the discretion of the Diocese.

## **Stipend Continuance**

In the event of a partial or total disablement, a tax free amount of up to 50% stipend commencing three months after the event and ending on recovery or at the age of 65 is provided. Employees contribute \$4.50 each fortnight with the Diocese paying the remainder of the premium.

## **Accident and Sickness Insurance**

The Diocese has a policy that allows for the payment of a tax free allowance in lieu of stipend to staff under the age of 65 suffering sickness or accident during the initial period of the three months, which is not covered by the Stipend Continuance provisions. This cost is met by the Diocese. Claim forms normally need to be filled in order for the Diocese to claim on behalf of the person concerned.

## **Insurance (Medical)**

The Diocese is a group member of Southern Cross Medical Society. No subsidy is available other than the group discount to members. If you join this scheme then premiums are paid by way of deductions from stipend.

## **Insurance (Buildings)**

Church buildings, including houses owned by the parish or diocese have building insurance. This insurance is arranged through the Anglican Centre, and premiums are paid as part of the annual parish quota.

## **Insurance (Contents of Vicarages, Cars)**

Occupants of vicarages and other church-supplied housing must arrange their own household contents insurance. All cars used for ministry purposes must be insured.

## **Insurance (Claims for parish related damage etc)**

Parishes deal direct with the Diocesan insurers when it is necessary to make a claim for burglary, theft, damage etc. Contact details are available from the Anglican Centre.

NB: A Parish Direct Credit bank number will speed up payment on claims.

It should be noted that items stolen or damaged from an unlocked or unsecured building/ room is classified by the insurers as 'theft' as opposed to 'burglary' and that the excess for 'theft' is twice as much as for 'burglary'. In the event of burglary or theft, uplift the 'police complaints report' at the time of the event - even if you're not certain of making a claim, trying to get it later is difficult.

## **Insurance (Parish Plant)**

All equipment owned and used by the parish for parish activities - eg sound systems, musical instruments, multi-media projectors, computers, camping gear etc is covered by the Diocese in the same way as the building insurance. Parishes are expected to keep an up-to-date inventory of their equipment and to advise the Anglican Centre when new equipment is purchased valued at more

than \$5,000. It may be helpful to video parish plant as a record of what the parish owns - and store the video 'off site' within the parish.

## **Inter Diocesan Conference**

The biennial conference of the seven New Zealand (i.e. Pakeha) dioceses, normally held just prior to General Synod and in the same city or town in which General Synod is held. The diocesan representatives to General Synod are also the representatives to the IDC.

## **Interregnum Ministry and Other Ministry Assistance**

1. By Full Time Diocesan Staff (Bishop, Archdeacon for Mission, Ministry Education staff, Social Service staff, Diocesan Secretary) - Normally free to parish
2. By Retired, Unemployed and Non-Stipendiary Clergy - Parish to pay Service Fee and Travel Allowance.
3. By Other Stipendiary Parish Clergy and Lay Staff - Travel only to be reimbursed. If staff are reimbursed directly, then the travel should be excluded from their monthly travel claim.

Keep in mind that if you invite Lay People to preach, lead service or give ministry assistance that they too are using their time and incur travel costs.

### 4. Payments

#### Service Fee (Daily Rate)

Single service	\$30.00
Two services	\$50.00
Three or more services	\$75.00
Travel (per kilometre)	\$ 0.36

## **Lay Preachers**

Contact the Ministry Education Coordinator for contact details of the lay training process and funding for lay training. National Conferences for Licensed Lay Ministers are held occasionally and the Diocese, through the Ministry Education budget, has sought to be represented at these conferences. (see also Licenses – Lay Preachers)

## **Leave - Annual and Sabbatical**

Refer to individual Agreements of Engagement or Employment for entitlements. Details of leave taken must be reported to the Anglican Centre for recording; this is a requirement of NZ law.

### **Annual Leave**

- a) Diocesan Clergy – 4 weeks per annum.
- b) Other pastoral staff – as determined in setting the Employment Agreement; normally commensurate with the prescribed amount for clergy.
- c) Carrying forward of annual leave: with the agreement of the churchwardens annual leave may be carried forward into the next year subject to the terms of each individual Engagement/Employment agreement.

Note: Insistence on taking of annual leave in the year it is due reflects observation that the health and well-being of clergy and other pastoral staff are enhanced by the taking of annual leave, and weekly Days Off.

**Sabbatical Study Leave** - For details of this scheme see the Diocesan Statute.

12 days leave for every year of service. This leave is expected to be taken every 7<sup>th</sup> year.  
Maximum accumulated entitlement is 96 days.

Transfer of sabbatical leave accrued in another diocese is possible, but should be negotiated with the Bishop prior to taking up appointment.

## **Paid Leave Granted By Law (as per Holiday Act)**

### **Public Holidays**

a) 11 public holidays:

Christmas Day	Boxing Day	New Year's Day
2nd January	Waitangi Day	Good Friday
Easter Monday	Anzac Day	Queen's Birthday
Labour Day	Provincial Anniversary Day	

b) If any of these days fall on a day on which church services are required, then a day in lieu must be taken at a later day.

c) If you are on leave when a public holiday occurs that day is not counted as leave.

### **Sick Leave**

5 days per annum - of you, your spouse, a dependent child or dependent parent.

### **Bereavement Leave**

3 days: - for the death of a close family member or

1 day: - for any other bereavement your employer accepts.

Your employer must be informed. This leave is non-accumulative.

## **Unpaid Leave Granted By Law (Parental Leave and Employment Protection Act)**

### **Parental Leave**

a) Allows parents, between them, up to 52 weeks' unpaid leave on the birth of a child or the adoption of a child under the age of five. You must apply to the Diocese at least 3 months in advance, and the employers of both parents must be notified of the leave being taken).

b) To qualify for parental leave you must, at the expected date of delivery or adoption, have worked for 12 months for the same employer, for at least 10 hours per week.

c) Your current job must be held open unless it is a key position, in which case you are entitled to six months' preference for employment when your leave ends.

d) If your parental leave is for no more than four weeks your job must be held open, unless the

position becomes redundant.

e) Parental leave comprises:

- 1) Maternity leave - available six weeks before the expected date of delivery, or earlier on a doctor's or employer's say-so;
- 2) Paternity leave - a continuous two-week period for fathers around the time of birth or adoption;
- 3) Extended leave - this may be shared or taken by one parent only (you choose) provided you meet eligibility requirements.

f) Female employees can also take up to 10 days' unpaid leave for reasons connected with their pregnancy, such as doctors' appointments.

g) Qualifying employees are entitled to payment from public money up to 14 weeks of parental leave. (See Inland Revenue Department website).

## **Library – see 'Resource Collection'**

The historical, theological and biblical studies sections of the old Diocesan library are now held in The Bishop Sutton Library located at Bishopdale Theological College, Vanguard Street, Nelson. The balance of the old Diocesan library, (small group, children and youth resources), are now part of the Resource Collection which will remain at the Anglican Centre.

## **The Bishop Sutton Library**

### *Information for transformation*

The Bishop Sutton Library is the Information Centre for both the Diocese of Nelson and Bishopdale Theological College. Its Maori title—*Te Puna Matauranga o Whakatu*—tells us that it is the treasure house of knowledge for the Nelson area.

### **Resources**

The collection contains a wealth of Christian material for personal or academic study and is constantly being increased. It consists of more than 8000 books, a small journal collection, and a few electronic resources. They cover theology, Biblical studies, Anglicanism, church leadership and management, ministry, pastoral care, church history, and current issues.

The main collection is shelved according to the Library of Congress classification. The former Diocesan collection (*excluding* the Children and Families collection and home group study resources) is being integrated into the main collection as time permits.

### **Who may use the Library?**

Membership is free to all members of the Anglican Diocese of Nelson, to members of other churches, and to the public.

## **Borrowing**

Most books can be borrowed for one month, and can be renewed if there is no waiting list. A postal service is available for those who live outside the Nelson area.

Journals are not available for loan, but articles in them may be photocopied within the restrictions of the Copyright Act.

There is a Reference collection of encyclopaedias and dictionaries which may be used in the Library, but which cannot be borrowed.

## **Finding out what we have**

The record of books held in the Bishop Sutton Library is on the Anglicat, a database hosted by the John Kinder Theological Library in Auckland.

To find out if we have a book, go to the website [www.kinderlibrary.ac.nz](http://www.kinderlibrary.ac.nz) Click on *Library catalogue* in the Quick links section and then on to *Easy Search*. Type in the details of the book or topic you require, press Enter, and your results will come up quickly on screen. You can then email, phone, or come in to the Library to borrow what you need.

Through the website, electronic access is available to many journals, indexes and other resources. Register online with the Kinder Library if you wish to use this service—it is free to all Anglicans.

## **Location**

The Bishop Sutton Library  
Bishop Eaton House  
30 Vanguard Street  
(P O Box 347)  
Nelson 7040  
Telephone (03) 548 8785  
Email: [librarian@bishopdale.ac.nz](mailto:librarian@bishopdale.ac.nz)

## **Hours of Opening**

During Bishopdale Theological College semesters, the Library is usually open from 9am – 5pm. At other times it is open for use when staff are present at the College.

Please see the Bishopdale Theological College website ([www.bishopdale.ac.nz](http://www.bishopdale.ac.nz)) for usual hours of opening.

If you wish to use the Library outside the Librarian's hours of attendance, it is advisable to phone first, to check that the College is open.

## **Finally**

If you have a query, don't hesitate to email, phone or write to the Librarian. We are always happy to help.

## Licences - Clergy

1. All licences and permissions to officiate (PTOs) are at the discretion of the bishop.
2. Clergy who have moved from licensed stipendiary ministry into retirement will normally be given *permission to officiate*.
3. Where the Bishop appoints a minister as a *priest in charge* (whether this is a stipended position or not) a licence may be issued for that position and its nominated duration.
4. Those clergy who are not formally appointed to parish or diocesan responsibilities will normally have a *permission to officiate* but no licence.
5. With regards to meetings of clergy it is recognised that some occasions are suitable for all clergy, others for *licensed* clergy. Normally in service training conferences and retreats would be for *licensed* clergy, and public lectures, inter denominational conferences, and the like for all clergy.

## Licences - Lay Ministry

Contact the Ministry Education Coordinator for details of the lay training process and funding for lay training. Parishes wishing to appoint Lay Ministers should obtain application forms from the Bishop's Office at the Anglican Centre. Completed applications should be forwarded to the Personal Secretary of the Bishop.

## Loans

### Vehicle Loans

May be applied for through the Nelson Diocesan Trust Board. Contact the Diocesan Secretary. Note that for purchase of new vehicles and near new vehicles the Diocese may be able to assist with enquiries to concessional purchase schemes such as the Roman Catholic Archdiocesan scheme.

The current policy on vehicle loans is as follows:

### Delegated Authority

- a) Loans up to \$12 000 - may be approved by the Diocesan Finance Manager in consultation with the delegated Trust Board member.
- b) Loans in excess of \$12 000 - reserved for approval by the Trust Board Chairman.
  1. Criteria
    - a) Where equity in vehicle exceeds 20% - loans may be repayable over 3 years.
    - b) Where equity in vehicle does not exceed 20% - loans are to be repaid over 2 years.
  2. Vehicle to be in "good running order" supported by appropriate warranty(ies).
  3. Loan repayments are to be made from mileage allowances on an agreed basis (minimum payment to be half of mileage allowance).
  4. Interest is to be charged at the approved Trust Board rate.

## **Housing Loans**

Available in certain circumstances. Contact the Diocesan Finance Manager in the Anglican Centre for further information. The current policy in respect of Housing Loans is as follows:

Loans secured by way of first mortgage will continue to be available for staff housing, subject to the provision of adequate security and an ability to service the loan. Approval of all mortgages is reserved to the Trust Board.

It should be noted, however, that the Trust Board cannot make mortgage loans available at interest rates as attractive as those offered by banks and other lending institutions. Therefore, staff may prefer to test other sources in the first instance.

One potential source for housing loans is the NZ Anglican Church Pension Board who normally publish details about mortgage rates etc in their annual communication with stipended clergy.

## **Marriage and Sexuality** - See appendix L.

## **Maori Mission**

Anglican Maori ministry and mission matters in the region covered by the Diocese of Nelson are under the episcopal oversight of the Bishop of Te Wai Pounamu, based in Christchurch. There are Clergy licensed to the Bishop of Te Wai Pounamu based in Nelson and Motueka.

## **Media**

Communication with the media on Diocesan issues should always be referred to the Diocesan Secretary. Communication with the media on local/parish issues is at the discretion of local clergy, who are welcome to seek advice from the Diocesan Secretary before undertaking any such communication.

## **Ministry Discernment**

Any person interested in enquiring about training for ordained ministry is encouraged to talk first with their vicar/priest-in-charge. Further informal enquiries may be made to the Archdeacon for Mission, from whom a copy may be obtained of the current Diocesan process for exploring questions of discernment and acceptance for training.

## **Ministry Education**

The Diocese provides opportunity for training for lay and ordained ministry, support for lay and ordained ministers, co-ordinates process for discerning ministry, and assists in arrangements for curacies/internships, mentoring and pastoral supervision. Diocesan Ministry Education is overseen by the Archdeacon for Theological Education & Ministry Formation, Bishopdale Theological College. Substantive financial support for Diocesan Ministry Education is provided by the St John's College Trust Board.

## **Ministry Training**

Opportunities for training for ministry include: Post Ordination Ministry Development (monthly programme for first three years after ordination; also for one or two years for clergy new to the Diocese); In Service Training (annual Leadership Conference for clergy and lay pastoral staff, occasional day conferences with guest speakers); parish and regional events for training (e.g. small group leadership, worship leading, preaching - the Ministry Education Coordinator initiates such events on some occasions, and gladly responds to requests from parishes and regional deaneries on other occasions.)

## **Support for Lay and Ordained Ministers**

The Diocesan Resource Centre, along with the Bishop Sutton Library located at Bishopdale Theological College offer books, DVDs/tapes, courses, and study materials which resource ministers in their individual reading and study, as well as resourcing parish programmes.

The Ministry Education Coordinator is available to advise on any aspect of training for ministry, and there are some funds available to assist lay and ordained ministers to access training or study opportunities within and beyond the Diocese. See Appendix 'P'.

Clergy due for sabbatical/study leave are encouraged to consult with The Bishop's Personal Assistant.

## **Arrangements for curacies/internships, mentoring and pastoral supervision**

The Ministry Education Coordinator works with training vicars when a new clergyperson is placed with them for training and provide oversight for the training period. Advice and assistance concerning mentoring and pastoral supervision for lay and ordained ministers at any stage in their ministry is provided by the Archdeacon for Theological Education & Ministry Formation.

## **Missions**

Traditionally the Diocese has strongly supported the NZ Church Missionary Society (NZCMS) and the South American Missionary Society (SAMS) – both recently have amalgamated. This support has been both by way of encouraging parishes to host visiting missionaries when on deputation, and setting a diocesan target for giving to the Anglican Missions Board. Contributions from each parish are forwarded to the Anglican Centre – the total of these contributions make up the diocesan contribution to the Missions Board. The Missions Board in turn disperses a significant portion of its income to NZCMS-SAMS.

See also Diocesan Mission Council.

## **Nomination, Board of,**

Parochial Unit vacancies are normally advertised in the monthly 'Ad Clerum'. Request for consideration for the vacancy may be made in writing to the Bishop. A Board of Nomination is formed for each vacancy and consists of the Parochial Nominators (elected at the first vestry meeting after the parish AGM), the Diocesan Nominators (elected at Synod), and the Bishop as chair of the Board.

In Parishes receiving financial assistance any appointment may be made by the Bishop without forming a Board of Nomination.

## **Non - Stipendiary Ordained Ministry Allowances** - See Appendix G

Allowances may be payable to non-stipendiary clergy, but they are not automatically payable, and therefore consideration of this possibility needs to be brought to the parish vestry.

## **Noticeboards, Parish**

Accessibility of information about times and places of services, and other matters of importance is a high priority for this Diocese. The Archdeacon for Mission is available to offer advice for both internal and external noticeboards.

Note that in most cases external noticeboards need to be approved by local councils, which may involve both resource consent and a building permit. Also, in most cases, since most churches are on main roads and in many cases main highways, regulations of Transit New Zealand in respect of size of lettering must be observed.

## **Parish Nursing** - See Appendix F

There are guidelines and standards to enable the setting up of this ministry and approval **MUST** be given by the Bishop.

## **Pastoral Care of Clergy**

- General pastoral care for clergy and their families is organised on a regional deanery basis and is provided by the Regional Dean.
- Clergy and lay staff are encouraged to establish their own relationships with appropriate people in roles such as supervisor, mentor, or prayer partner.
- Specific and/or urgent matters may be brought to the attention of the Bishop or other diocesan staff who will respond as appropriate.

## **Pensions**

### **Stipendiary Ordained Persons**

When you are ordained you should receive application forms from the New Zealand Anglican Pension Board. If you have not received these contact the Diocesan Secretary at the Diocesan Office. If you join this scheme you will contribute 6% of your stipend, and the Diocese will

contribute 9% gross. Those joining the scheme since 1<sup>st</sup> April 2008 will become members of the KiwiSaver Complying Fund section of the Pension Fund. Those who were members of the Fund prior to 1<sup>st</sup> April 2008 will remain members of the Defined Benefit section of the Fund unless they elect to transfer to the Complying Fund.

The New Zealand Anglican Pension Board also offers a pension scheme for **lay workers**, non-stipendiary clergy (and their spouses), and retired clergy (and their spouses) through the RETIRE Fund. Details available from the Anglican Centre or the Pension Board.

## **Police Vetting Policy** - See Appendix J

The Diocesan policy on Police Vetting is attached as an appendix.

## **Quotas/Sustentation**

This is the parish contribution to clergy stipends and to the Diocesan Ministry Team and other ministries beyond the parish. Each parish treasurer should have up to date details on the amount payable. Please contact the Diocesan Secretary for further information if required.

## **Removals**

If you are being appointed to a parish by the Bishop, or by other prior arrangement negotiated by the parish with the Diocese, the Diocese will pay for the removal of your household effects to your new place of residence. Note: overseas appointees will be only paid for cost of removal from port of entry to parish.

## **Resource Collection**

A collection of ministry resources is held in the Anglican Centre and these can be accessed at any time during business hours (8.30am – 5pm Monday – Friday). Anyone may use these resources provided they supply the relevant registration information. The collection consists of books, training manuals, VHS tapes, audio tapes, CDs and DVDs. A small charge of \$2 may be required when borrowing some of the resources. Resources are available for the following ministry areas;

1. Small Group Bible Study resources
2. Children's Ministry resources
3. Youth Ministry resources

The Archdeacon for Mission has overall responsibility for the acquisition and maintenance of these resources although day to day enquiries should be addressed to Anita Jones – the Anglican Centre Receptionist. New resources are added from time to time using funding from the St John's College Trust Board grant. If you have any suggestions of resources that may be acquired please contact the Archdeacon for Mission as it may be possible for this to be arranged.

## **Reviews**

From time to time review processes for clergy and for parishes are instituted and it is expected that each individual clergy and parish takes part in these exercises. Please contact the Archdeacon for Mission for further information.

## **Risk Management Policy**

Please consult the Diocesan Secretary for current information. In general terms activities should be carefully reviewed in terms of their risk potential and unnecessary risks avoided and, where appropriate proper authorities informed such as the police, e.g. outdoor adventure activities, public parades.

## **Rural Ministry**

A Rural Ministry Forum for clergy and lay people in rural ministry, or clergy who may be involved in this ministry in the future, is normally held every two years.

## **Sabbatical Leave** - see under Leave

## **Sexual Harassment policy** - Appendix D

See further under Ethical Guidelines. Sexual harassment in ministry is not tolerated under any circumstances. All relationships with staff, parishioners, and especially with children and young people should be conducted with integrity, purity and due care.

## **Spouses, Clergy**

Normally clergy spouses are welcome to participate in all diocesan events organised for clergy. Spouses of licensed clergy are welcome to participate in all training events organised for licensed clergy. The main exception to this principle is Synod where speaking and voting rights are accorded to licensed clergy and elected parish representatives only. Nevertheless spouses are welcome to listen to Synod debates from the 'public gallery' and to join in the Synod service, supper, and other activities.

## **St. John's College (also College of the Southern Cross), Scholarships**

The residential theological college of the Anglican Church in Aotearoa, New Zealand, and Polynesia is the College of St. John the Evangelist, located in Meadowbank, Auckland. It comprises three tikanga colleges, including the tikanga Pakeha College known as the College of the Southern Cross. Students training towards ordination and sponsored by one of the seven New Zealand dioceses normally receive full scholarship support towards fees and living costs.

## **Staffing in Parishes**

Most parishes enjoy, or would benefit from the services of staff beyond the Vicar or Priest-in-Charge. Staffing may mean any combination of full-time, part-time, paid, unpaid positions. Advice in regard to developing staffing may be sought from the Archdeacon for Mission or the Diocesan Secretary.

## **Strategic Plan**

See Appendix 'O' of this handbook.

## **Supervision**

All licensed ordained ministers, and many licensed lay ministers as well should be 'in supervision' of some recognisable kind. Further advice may be sought from the Archdeacon for Mission, or the Ministry Education Coordinator.

## **Sustentation** - Refer 'Quota'

## **Synod**

Currently held annually. For those unfamiliar with Anglican procedure, Synod is effectively the A.G.M. of the Diocese. Every two years Synod clerical and lay representatives are elected to represent the Diocese at the bi-ennial Inter Diocesan Conference and General Synod of the Anglican Church in Aotearoa, New Zealand, and Polynesia. For further information refer to the booklet entitled "Guide to Synod", the Diocesan Statutes or the Standing Orders of the Diocese of Nelson Synod.

## **Tikanga, Three tikanga church**

Since 1990 the Anglican Church of Aotearoa New Zealand & Polynesia has deemed itself to be a three tikanga (i.e. cultural stream) Church in which Maori, Pakeha, and Polynesian Tikanga seek to listen to each other and to help each other in the development of the Church. From a synodical point of view (at General Synod level of governance) the three tikanga are another layer of 'houses' alongside the traditional houses of bishops, clergy, and laity.

## **Trust Funds - Temporary/Permanent, obtaining and using**

The dioceses and most parishes have a mixture of permanent and temporary trust funds. Normally only the interest is available from 'permanent trusts' (the exception being when a capital draw off is in accordance with the original terms of the trust) while both capital and interest are available from 'temporary trusts'. Further information may be obtained from the Diocesan Secretary. A list of all trusts and their capital value is published annually in the Synod papers (Diocesan Yearbook).

## **Vicarages** - See Appendices H and I

Guidelines are in place for the use of vicarages and also vicarage building regulations.

## **Websites**

The diocesan website is <http://www.nelsonanglican.org.nz> Contact the Diocesan Secretary or his PA for any matters relating to the Diocesan website.

The Bishopdale Theological College website is : <http://www.bishopdale.ac.nz>

## **Wedding Policy**

Weddings in Anglican Churches must be taken by Anglican priests, or other ordained ministers with the permission of the Vicar and not by lay marriage celebrants.

Note the Provincial Statute Title G Canon III of Marriage:

- 2.1 While it is usual for the marriage service to be conducted in a church or customary place of worship, a clergy person may use discretion in agreeing to the service being conducted in another appropriate place.
- 2.2 As a matter of courtesy, any minister conducting a marriage service in a place of worship in which he or she does not ordinarily conduct worship shall do so only after consultation with the appropriate authority.

A couple should be encouraged to have their wedding in a church. If the wedding is not held in a church, a record of the marriage shall still be entered in a Marriage Register held by the church.

## **Women in Ministry**

All women in ministry, including clergy spouses, ordained women, and laywomen staff are welcome to be part of 'Women in Ministry' events organised on either a diocesan or a regional basis. Further information may be obtained from the Bishop's Personal Assistant, (03) 548 3124.

## **Worship Leaders**

Each parish is free to nominate those it chooses as Worship Leaders, to lead parts of worship services in the parish. A Diocesan licence as Lay Minister is required for those who will be preaching regularly, or conducting entire worship services or Home Communion.

## **Youth Ministry**

- Our Diocesan Youth Coordinator welcomes contact on any matters in regard to Youth Ministry.
- Before appointing any paid youth worker the Diocesan Youth Coordinator should be consulted.
- Prior to appointment as paid or unpaid youth worker, leader, or similar position of responsibility with young people the appointee must provide a copy of their police record. Refusal to comply with this request should mean that the appointment does not proceed.