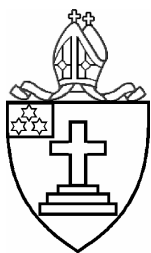


HANDBOOK

OF THE

NELSON DIOCESE



ANGLICAN DIOCESE OF NELSON

Anglican Church of Aotearoa, New Zealand, and Polynesia

Bishop Derek Eaton

DIOCESAN HANDBOOK

This booklet 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: Peter Carrell (Director of Studies, Bishopdale College)
For parish consultancy: Mark Chamberlain (Chaplain for Church Development)
For library resources: Jo Greig (Library Assistant)

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
Anglican Centre mail: P.O. Box 100, Nelson, 7001

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, 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 Financial Controller, or the relevant employing body.

3 Diocesan Vision

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

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."

Very simply these two statements zero in on our purpose and our aim. They clearly show that the diocese is there to support the local church in its mission to the world – not the other way around.

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.

A New Zealand Prayer Book

First edition published in 1989, after many years of liturgical revision. 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 you. All allowances are paid on a claim basis only, up to the set maximum levels.

Refer to 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 December to 30 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 faxed back to the Anglican Centre by 10th of month following. Allowances are normally paid out on or about 20th 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 normally are below Inland Revenue Department upper limits. This means that often 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 you should contact the Diocesan Secretary.

Normally half of the mileage allowance paid out each month is retained by the Diocese for either repaying a vehicle loan or for accruing a deposit 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.

Mileage Allowance

The rate per km that will be paid will be according to one of two formula – consult further with the Diocesan Secretary about which formula best suits your circumstances:

Formula 1

Band A: Up to 12,000 km annual personal & work related running.
62c per km (of ministry related travel)

Band B: Up to 18,000 km annual personal & work related running.
50c per km (of ministry related travel)

Band C: Up to 24,000 km annual personal & work related running.
42c per km (of ministry related travel)

For mileage beyond any chosen band 19c per km (of ministry related travel)

Formula 2 (normally advantageous only for very high mileage)
28c 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

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.

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

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 IRD audit.

Hospitality Allowance

This is an allowance for hosting parish suppers, morning & afternoon teas, lunches and dinners, breakfasts, and overnight stays. It is advisable for tax purposes that you keep a diary recording such activities.

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.

Supervision Allowance

The Supervision Allowance is for Clergy to be able to pay for the costs of supervision. The budget for 2004 (and beyond unless otherwise notified) provides for reimbursement up to a maximum of \$500.

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 so chooses to affiliate with AAW.

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

Anglican Care Network

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 promotion of Social Service work in parishes. The trust also administers the Tindall Foundation grant. Information and application forms available from the Diocesan Secretary.

A significant enterprise is the work of the **St. Andrew's Family Trust**, whose work is focused on nurture of children and families. Contact Mrs Anne Askin, 03 544 9059, email – anneaskin@xtra.co.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.

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

An historic chapel 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 Bishopdale Anglican Community Church office, Phone: 03 546 9057.

Bishopdale College

The teaching and training arm of the Diocese. The two main staff members also function as the 'Ministry Educators' for the Diocese.

Ministry Training

Regionally based, monthly, ministry training groups cover various areas of practical ministry. There is also a quarterly Clergy Ministry Training group. Bishopdale College staff welcome enquiries from clergy, spouses, lay staff, youth workers about participating in these groups. (Separate leaflet available). Newcomers to the diocese PLEASE NOTE, however, the following expectations:

- (1) All clergy new to the diocese, no matter what previous experience/training are expected to participate in Clergy Ministry Training for two years from date of arrival in the diocese.
- (2) All newly ordained clergy are expected to participate in Clergy Ministry Training for three years from date of ordination; and may also be expected to participate in one of the other ministry training groups for a specified period, depending on previous training in the diocese. (Discussion with Bishopdale College staff required).

Study Groups

Theological study groups using courses from the Centre for Distance Learning of the Bible College of New Zealand. This is open to all, and requires home study and regular group meetings. Contact Director of Studies, Bishopdale College, 03 548 3124.

Other study opportunities are encouraged and information is available from the Director of Studies, Bishopdale College, 03 548 3124.

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 Chaplain for Church Development, 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 6th April 2004.

Campsites in 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 Mobil 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

Both a resourcing team within the Diocese and published resources they have made available. Contact Alice Eaton, 03 548 3124; or come into the Diocesan Library at the Anglican Centre and peruse for yourself 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 on the issues of working safely with children and young people forms part of the Anglican Church in Aotearoa, New Zealand & Polynesia handbook information (to be found under the Inter Dio Conf section - on green paper).

Church Growth and Development

Mark Chamberlain, Chaplain for Church Development 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 monthly magazine of the Diocese.

Diocesan Mission Council

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)

A monthly newsletter from the Bishop to all Clergy and Lay Staff. This includes a copy of the Diocesan Calendar, occasional articles on current issues, as well as advertising vacancies within the Diocese and further a field.

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 Secretary at the Anglican Centre so that it may be included in the Diocesan Calendar.

Diocesan Prayer Cycle

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.

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 modem for their personal computers. The Diocese has a website to which parish websites may be linked: <http://www.nelson.anglican.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 every month except January and sent to all Parishes for distribution. This publication aims to keep people up to date with activities in the wider Diocese, news from the Anglican Centre, introducing Parish people and notification of upcoming events. All are encouraged to send photos and articles of interest to the Witness Secretary at the Anglican Centre.

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*': a 6-week course for parish use for children to learn about Communion. The course talks about worship in church, baptism, communion. Contact Alice Eaton 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 introduced the use of individual cups.
- Wafers may be obtained from the Parish of Fendalton in Christchurch, 7 Makora St, Christchurch.

Companion Dioceses

- Egypt, Ethiopia & North Africa
- Paraguay (South America)
- 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

Normally three or four meetings a year for all licensed Clergy in the 4 Regional Deaneries of the Diocese. These 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 creche facilities at all Diocesan training events and conferences, to facilitate the attendance of both partners if they so choose. Creche 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 (Mark Chamberlain)

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.

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.

Diocesan Mission Council (DMC)

This committee has responsibility for promotion and publicity of world mission in the Diocese.

The Diocese of Nelson considers giving to the work of the Church overseas to be of great importance. The Diocese fully supports the work and efforts of our very own Anglican Missions Board.

The role of the DMC within the Diocese is to publicise the work of Overseas Mission in general and to promote the work of the Anglican Missions Board (ABM) in particular.

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 as it is our overseas sending agency.

With the money parishes give to the AMB via the Diocese, the AMB then supports the work of the Church Missionary Society (CMS) and the South American Missionary Society (SAMS) as well as other people and schemes.

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 25th 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.

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 or Employment Agreement.

Ethical Guidelines – including Sexual Harrassment

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 Director of Studies, Bishopdale College.

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 fees:** normally a set fee charged by the funeral director.
- **Wedding fees:** normally set by the parish, taken 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 Community Ministries Enabler (Susan Gill) at 03 548 3124: email susan@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

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

Educational scholarships for clergy (post-ordination scholarships) and lay persons for post-graduate studies. Application forms available from the Bishop's Secretary or the Ministry Educators, Anglican Centre. 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. Administered by the Anglican Diocese of Christchurch. Applications forms from the Anglican Centre.

James and Edna Clark Scholarship

Educational scholarships for 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.

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 (2002, 2004, etc), and is normally preceded by the Inter Diocesan Conference of the New Zealand dioceses.

Grant Applications for Parishes

Information for grants for parishes and mission districts 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 on the issues of health and safety in employment forms part of the handbook information (to be found after the appendices of this handbook - on buff paper).

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, Chaplain for Church Development, Bishopdale College 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

<u>Service Fee (Daily Rate)</u>	
Single service	\$30.00
Two services	\$50.00
Three or more services	\$75.00
Travel (per kilometre)	\$0.30

Lay Preachers

Contact the Director of Studies, Bishopdale College for contact details for the Diocesan co-ordinator of Lay Preachers. Currently the co-ordinator is Rev. Rona Halsall, Westport.

National Conferences for Licensed Lay Ministers are held occasionally and the Diocesan through the Bishopdale College budget has sought to enable the Diocese to be represented at these conferences.

Leave - Annual and Sabbatical

Refer to Letter of Offer and to Diocesan regulations. Details of leave taken must be recorded on monthly form to Anglican Centre.

Annual Leave

- a) Diocesan Clergy - 28 days (as prescribed by diocesan statute).
- 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 a maximum of seven days annual leave may be carried forward into the next year.

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 Leave

One weeks' leave for every year of service. Can be taken in the 7th year (e.g. 6 weeks off in the 7th year; 6 weeks in the 13th year).

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

Study Leave

Leave for continued study or training. This is determined on an individual basis.

This should be discussed with the Bishop.

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 per annum: - for the death of a close family member or

1 day per annum: - 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 annual leave on the birth of a child or the adoption of a child under the age over five. You must apply to your employer 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.

[Note these guidelines may be superseded by government legislation impending in 2001].

Library - Also know as the Anglican Centre Library or Bishopdale College Library

Located at the Anglican Centre and open from 8.30 am to 5.00 pm Monday to Friday.

Membership is free, and requires the completion of relevant registration information.

The Library provides the following lending services:

Books:

This includes a wide selection of material on Christian living, theology, study resources, church issues etc. Books may be on loan for up to 3 months.

Journals / Magazines:

As above, but it is also possible to go on a circulation list, by which the journal or magazine will be posted on to you, and you post in on after a maximum of 2

weeks. Currently the longest circulation list would take up to 6 months. Clergy and lay leaders receive the circulation list annually at Synod.

Videos:

A donation of \$2 payable at the Reception is requested to cover maintenance and replacement costs for this high-use service. Loan period maximum 2 weeks. Includes children's videos, and those for youth ministry, adult home groups etc.

Audiotapes:

There is a tape library. Master copies may not be borrowed but copies may be borrowed free of charge for a maximum of two weeks. It is also possible to purchase copies of some audiotapes from the Library, normally for a small cost.

TV / Video Hire:

A Television / Video unit is available at the Anglican Centre for borrowing by Anglican Parishes only. A booking system operates, with priority being given to use by Diocesan Staff. The equipment must be collected after 4.30 pm and delivered back the next morning by 9.30 am (or Monday morning if hired over a weekend). A charge of \$5 per day must be paid **in advance** to the Receptionist at the Anglican Centre.

Licences - Clergy

1. All licences and permissions to officiate 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 Preachers

Parishes wishing to appoint Lay Preachers should obtain application forms from the Anglican Centre. Completed applications should be forwarded to the Director of Bishopdale College - Peter Carrell.

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 Trust Manager in consultation with Mr R Vining.
- 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 Trust 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. Clergy licensed to the Bishop of Te Wai Pounamu are based in Nelson and Marlborough.

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 Bishopdale College staff, from whom a copy may be obtained of the current Diocesan process for exploring questions of discernment and acceptance for training.

Missions

Traditionally the Diocese has strongly supported the NZ Church Missionary Society (NZ CMS) 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 CMS-SAMS.

See also Diocesan Mission Council.

Nomination, Board of,

Parish 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 parish 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.

Mission district vacancies may also be advertised, but the 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 Chaplain for Church Development 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 building permit. Also, in most cases, since 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

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. Consult your Regional Dean for further information.
- Clergy and lay staff are encouraged to establish their own relationships with appropriate people in roles such as 1. supervisor, 2. mentor, 3. 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%.

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 - parish contribution to clergy stipend and to Diocesan ministry Team and other ministries beyond the parish

Each parish treasurer should have up to date details on the amount payable.

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.

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.

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.

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 tolerable and ministers should be clear about this fact. All relationships with staff, parishioners, and especially with children and young people should be conducted with integrity, purity, and due care.

Confirmation of appointment of officers for the diocese to whom sexual harassment matters, including complaints may be made are pending. In the meantime, as appropriate for particular cases, vicars, churchwardens, or regional deans may be contacted in the first instance.

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 retreat.

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 Chaplain for Church Development.

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 Chaplain for Church Development, Mark Chamberlain, or the Director of Bishopdale College, Peter Carrell. Through 2003 and beyond the Diocese will be working more proactively to train supervisors and to encourage ministers to be in supervision.

Sustentation - Refer 'Quota'

Synod

Currently held annually, around late September or early October. 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.

Tikanga, Three tikanga church

Our church since 1990 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.

Website

The diocesan website is <http://www.nelsonanglican.org.nz>

Wedding Policy

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

Note the Provincial Statute Title G Canon III of the Solemnisation of Marriage: *2:9:2 In any parish other than that to which the Officiating Minister is licensed, that minister must have obtained the consent of the Incumbent of the parish in which the marriage is to be solemnised.*

3:1 Marriage shall be solemnised in the body of the church except for sufficient cause, in the face of the congregation and the friends and neighbours of those

who come to be married.

Do all that you can to encourage the couple that the appropriate place for a wedding seeking God's blessing is a church, but pastoral considerations may be the ultimate determining factor.

Whiteware

Each parish is expected to provide a family-size fridge/freezer, dishwasher and washing machine in every house supplied for stipendiary clergy working in that parish.

Women In Ministry

All women in ministry, including clergy spouses, women clergy, and lay women 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 Alice Eaton, 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 preacher is required for those who will be preaching regularly, or conducting entire worship services.

Youth Ministry

- Our Diocesan Youth Consultants welcome contact on any matters in regard to Youth Ministry.
- Before appointing any paid youth worker the Diocesan Youth Consultants 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.