

SUPPLEMENTARY PROVISIONS

approved October 2008

CHAPTER 9 SUPPLEMENTARY PROVISIONS ADMINISTRATION OF THE SACRAMENTS

1. Training and authorisation of elders to administer the sacraments

Pursuant to Book of Order Chapter 9.43

- 1.1 The presbytery shall provide training for elders desiring to administer the sacraments, using training material approved by the General Assembly.
- 1.2 The authorisation by a presbytery of an elder to celebrate the sacraments, either before or after the coming into force of this Book of Order, shall remain effective for such period up to five years determined by the presbytery or the elder advises in writing that he or she no longer wishes to be authorised to celebrate the sacraments.
- 1.3 No authorised elder may celebrate any sacrament within any congregation without the invitation of the minister or interim moderator (if there is one in the congregation) and with the concurrence of the church council.

2. Administration of baptism

Pursuant to Book of Order Chapter 9.43

- 2.1 The Church affirms the one baptism of Christ in the Church, and includes within its membership and ministry persons whose convictions are that infant baptism is in harmony with the mind of Christ, and those whose convictions are that baptism can only be appropriately administered on personal confession of faith. Both forms of baptism are to be available in the life of every congregation of the Church. No one practice or mode of baptism will be enforced on ministers, elders or persons in the Church contrary to their conscience.
- 2.2 A minister, licentiate or elder who cannot administer one form of baptism practised by the Church must advise his or her presbytery in writing, and each presbytery into which he or she may be called or appointed, prior to accepting the call or appointment. Unless such advice is given, a minister licentiate or elder is bound to administer both forms of baptism.
- 2.3 The presbytery, before sustaining the call or agreeing to the appointment of a minister or licentiate under Clause 2.2, shall ensure that the congregation has approved the calling of a minister or licentiate who cannot administer one form of baptism.
- 2.4 A minister who changes conviction in regard to one form of baptism while serving in a congregation, and thereby cannot administer one form of baptism, must advise the presbytery and church council in writing prior to any refusal to administer baptism. On receipt of such advice, the presbytery shall appoint one of its ministers to have responsibility to perform or make arrangements for those baptisms which the minister cannot any longer administer, including the associated pastoral care responsibilities.

CHAPTER 10 SUPPLEMENTARY PROVISION REINSTATEMENT TO THE MINISTERIAL ROLL

Pursuant to Book of Order Chapter 10.32 (6)

The process for reinstatement involves:

- application to presbytery
- report from church council
- interview by presbytery
- background checks (including police checks, good standing)
- Beneficiary Fund
- presbytery report and recommendation
- Personnel Work Group

The steps to be followed by the church council, presbytery and Personnel Work Group should be as consistent as reasonable with those for applicants for the ministry of word and sacrament.

1. Application to presbytery

A person who has resigned from the ministry of the Church and who subsequently wishes to become a minister of the Church shall apply in writing to the presbytery in which he or she currently resides. The application shall outline:

- (a) The circumstances and reasons which led to the resignation (including relevant dates);
- (b) The applicant's faith journey since the resignation (including church attendance, involvement, and length of membership);
- (c) The applicant's work history and any other relevant employment information since resignation;
- (d) The applicant's academic and other training including qualifications gained since resignation;
- (e) The reason(s) for wishing to become a minister of the Church again;
- (f) The names and contact details of at least two referees who can be contacted for verbal references;
- (g) The applicant's desired approach regarding Beneficiary Fund membership;
- (h) The applicant's consent to obtaining and reporting a police check;
- (i) The applicant's willingness to sign the formula;
- (j) The applicant's willingness to accept the policies of the Church (e.g. ordination of women as ministers and elders, provision for infant and adult baptism).

2. Church council report

2.1 On receipt of the application, the presbytery shall obtain a report from the applicant's church council that:

- (a) supports, declines to support, or offers qualified support of the application, with reasons;

(b) outlines the applicant's participation in the congregation; including length of membership. (Note: a minimum of 2 years membership in a Presbyterian or partner congregation at the time of applying is required other than in exceptional circumstances.);

(c) provides any other relevant information.

2.2 A copy of the report shall be provided to the applicant.

2.3 If the church council does not support the application, the presbytery will take the application no further.

3. Interview

The presbytery (through the relevant committee or personnel) shall interview the applicant. The interview shall explore the following subjects:

- (a) circumstances and reasons which led to the resignation;
- (b) applicant's faith journey since the resignation (including work history and any other relevant information);
- (c) reason(s) for wishing to become a minister of the Church again;
- (d) Beneficiary Fund membership;
- (e) medical assessment for Beneficiary Fund membership;
- (f) Police check;
- (g) the applicant's willingness to accept the policies of the Church (e.g. requirement to provide for baptism of children and adults, ordination of women, sexuality);
- (h) requirement for a ministerial advisor for a period of time after reinstatement, the term to be set by the Personnel Work Group;
- (i) views about need or plan for further training.

4. Background Checks

The presbytery shall obtain:

- (a) a copy of the minister's information form from the Assembly Office;
- (b) verbal references from the referees named by the applicant;
- (c) Police check through Assembly Office;
- (d) letter of good standing as at the date of the resignation, from the presbytery from which the applicant resigned if it is different from the current presbytery;
- (e) any further information the presbytery considers appropriate.

5. Beneficiary Fund

The presbytery shall advise the Secretary of the Beneficiary Fund Committee of the application and obtain from the Beneficiary Fund Committee any requirements, including medical assessment. Poor health may prevent an applicant being accepted on to the roll.

6. Presbytery recommendation and report

- 6.1 The presbytery shall consider all information received and determine:
- (a) to recommend to the Personnel Work Group that the person be a minister of the Church again; or,
 - (b) not to recommend the person be a minister of the Church.
- 6.2 If the presbytery decides not to recommend that the person be a minister of the Church, it may undertake with the applicant a further process of discernment, possibly involving further study, with a view to further consideration in due course.
- 6.3 If the presbytery decides to recommend that the person be a minister of the Church, it shall report to the Personnel Work Group. The report shall include all documentation received, including the application and supporting material, the church council report, an outline of the interview, a record of the verbal references, and all other relevant information, verbal and written, and the presbytery's comment on those, including reasons for the recommendation, and any recommendation that the applicant undertake further study and concerning ministerial advisor.
- 6.4 There shall be no appeal from any decision of the presbytery under this provision.

7. Personnel Work Group

- 7.1 The Personnel Work Group shall consider the report from presbytery and may:
- (a) recommend that the Council of Assembly add the applicant to the Ministerial Roll, with or without a requirement of the applicant to undertake further study; and with the requirement that the applicant have a ministerial advisor appointed by the presbytery for a set period of time;
 - (b) interview the applicant in order to clarify or make further inquiry regarding the application;
 - (c) refer the application back to the presbytery for further clarification or inquiry, or further study and discernment;
 - (d) refer the application to the Council of Assembly for decision; or,
 - (e) decline the application.
- 7.2 In each case, the Personnel Work Group shall as soon as possible advise the presbytery and the applicant in writing of its decision, with reasons.
- 7.3 There shall be no appeal from any decision of the Personal Work Group under this provision.

CHAPTER 14 SUPPLEMENTARY PROVISIONS

MEETINGS OF CHURCH IN ASSEMBLY

1. Procedure for the nomination and election of the Moderator

Pursuant to Book of Order Chapter 14.14(3)

- 1.1 The Assembly invites church councils to submit names of suitable nominees to their presbytery.
- 1.2 Each presbytery/UDC may nominate one person, and shall send that nomination to the Convener of the Nominating Committee.
- 1.3 The Nominating Committee seeks the nominees' acceptance of their nomination, and asks that they each prepare a 150 word statement which can be posted on the Presbyterian Church website.
- 1.4 The names of all candidates are forwarded to presbyteries/UDCs and each presbytery/UDC votes, and recommends one person as Moderator-Designate.
- 1.5 The names of the four candidates who receive the most votes or recommendations from presbyteries/UDCs are then submitted to church councils to vote upon. In the event that more than one candidate is tied for fourth place, then all such candidates' names (i.e. including those tied for fourth place) shall be submitted to church councils.
- 1.6 At the same time as the names of the top four candidates are sent to church councils, an election pack containing candidates' biographical details, personal statement, photograph and other appropriate details shall also be sent. The length and format of these details shall be determined by the Nominating Committee.
- 1.7 Church councils are to be strongly encouraged to vote, and a reminder notice should be sent. Church councils shall have six weeks from the date the names are sent to them to cast their vote. Church councils may approach candidates for further information and ask to meet with them. Candidates may offer to meet with church councils or to provide further information.
- 1.8 A preferential system of voting is to be used. Church councils are to number the candidates in their order of preference. If no candidate has an absolute majority of the votes cast on the basis of the church council's first preference, then the second preferences of those who voted for the lowest polling candidate are counted and distributed to the remaining candidates. This process continues until one candidate has an absolute majority of the votes cast. A vote cast other than in accordance with this supplementary provision will be deemed invalid.
- 1.9 The counting of the votes is to be carried out by the Assembly Executive Secretary or his/her nominee, and overseen by a Justice of the Peace. The result is to be advised to the Nominating Committee which will confirm the nomination and the Convener of the Nominating Committee will advise the Assembly of the result.

2. Appointment of Assembly Executive Secretary

Pursuant to Book of Order Chapter 14.18(1)

- 2.1 The General Assembly shall appoint the Assembly Executive Secretary save where an appointment is not possible without the calling of an emergency meeting, in which case the appointment shall be by the Council of Assembly.

- 2.2 The Council of Assembly is accountable to the General Assembly for the performance of the Assembly Executive Secretary.
- 2.3 In respect of the appointment of the Assembly Executive Secretary, presbyteries shall be consulted as soon as possible regarding the proposed position description, length of appointment and appointment process, and invited to approach and/or suggest potential applicants and/or nominate persons.
- 2.4 The position of Assembly Executive Secretary may be advertised and potential applicants may be approached directly.
- 2.5 A selection panel appointed by the Council of Assembly shall be used to assess applications in relation to the skills, attributes and competencies set out in the position description.
- 2.6 All applications and nominations for the position of Assembly Executive Secretary shall be considered. The selection panel shall interview shortlisted applicants and nominees and undertake such other assessment as it sees fit. If no suitable candidate presents, no recommendation need be made.
- 2.7 The Assembly Executive Secretary shall be required to complete a written employment agreement.
- 2.8 The Assembly Executive Secretary shall be appointed for an open term unless the Council of Assembly identifies an operational need which requires a fixed term.

3. Youth representative members appointed to General Assembly
Pursuant to Book of Order Chapter 14.26(3)

- 3.1 Presbyteries may each appoint two youth representatives as additional members to General Assembly.
- 3.2 Pacific Island Synod, Te Aka Puaho and Council of Asian Congregations may each appoint six youth representatives as additional members to General Assembly.

CHAPTER 16 SUPPLEMENTARY PROVISION PROPERTY AND FINANCE

1. Property held by Trustees

Pursuant to Book of Order Chapter 16.2(6)

- 1.1 The process for obtaining approvals for any transaction relating to property is set out in The Property Handbook (published by the Church Property Trustees), and, for Otago and Southland properties, in the Synod of Otago & Southland's procedures.
- 1.2 The Otago Foundation Trust Board has delegated to the Synod of Otago & Southland its trustee authority to approve property-related proposals in Otago and Southland.

2. Property responsibilities of a congregation

Pursuant to Book of Order Chapter 16.3(2)

- 2.1 Any proposal by a church council to lease, sell or otherwise dispose of a congregation's property, or to undertake major structural alterations or to erect a building, or to purchase a property, or to uplift capital funds for these purposes is subject to the approval of the congregation, the presbytery, and the Church Property Trustees (for properties north of the Waitaki River) or the Synod of Otago & Southland (for properties south of the Waitaki River.)
- 2.2 Applications to undertake such proposals must be submitted on the appropriate application form, obtainable from the Church Property Trustees or, where applicable, from the Synod of Otago & Southland.

3. Property responsibilities of a presbytery

Pursuant to Book of Order Chapter 16.4 and 16.5

- 3.1 In fulfilling its responsibilities in relation to church properties, a presbytery must follow the requirements and guidelines of the Church Property Trustees, as set out in the Property Handbook.

Presbyteries south of the Waitaki River must abide by the regulations of the Synod of Otago & Southland.
- 3.2 A presbytery does not have authority to give final approval to major property proposals, but must forward applications to the Church Property Trustees, or to the Synod of Otago & Southland, together with its recommendations.
- 3.3 Proposals for new buildings, or additions, alterations or renovations which involve expenditure of more than \$20,000 require presbytery approval.
- 3.4 Building proposals which involve expenditure of more than \$30,000 also require inspection by an appropriately qualified person.
- 3.5 Building proposals which involve expenditure in excess of \$100,000 also require submission of the plans to the Church Architecture Reference Group.
- 3.6 At no more than five yearly intervals, the Council of Assembly shall review the expenditure maximums, and set revised sums, if deemed appropriate.
- 3.7 When the primary responsibility for a property lies with a presbytery, rather than a congregation, the presbytery must initiate any application for a property proposal, and

submit this to the Property Commission of Assembly for approval, before it is forwarded to the Church Property Trustees for final approval.

This provision does not apply to presbyteries south of the Waitaki River.

- 3.8 A church campsite is legally the responsibility of the presbytery within whose bounds it is located. Property applications relating to a church campsite must be made in the name of the presbytery.

4. Sale of Property

Pursuant to Book of Order Chapter 16.7

- 4.1 For congregations north of the Waitaki River, capital funds from the sale of property may be used only for those purposes approved by the Church Property Trustees. The Property Handbook sets out the conditions.

For congregations south of the Waitaki River, refer to the Synod of Otago & Southland.

- 4.2 Capital funds held in the Presbyterian Investment Fund may be uplifted by a congregation only after the approval of the Church Property Trustees has been obtained.
- 4.3 Applications to uplift capital funds must be made on the relevant application form, which may be obtained through the Church website or on request from the Church Property Trustees.
- 4.4 The restrictions on congregations in regard to the use of capital funds do not apply to presbyteries.
- 4.5 This section does not apply in respect of property situated in Otago or Southland.

5. Borrowing funds

Pursuant to Book of Order Chapter 16.8(10)

- 5.1 A congregation's contracting of debt in excess of \$5,000 requires the approval of the Church Property Trustees or, where applicable, the Synod of Otago & Southland.
- 5.2 The process for a congregation to obtain approval to borrow funds is set out in The Property Handbook, and in the procedures of the Synod of Otago & Southland.

6. Lotteries Grants

- 6.1 Applications to the Lotteries Grants Board require the prior approval of the Church Property Trustees. Refer to the Property Handbook for details.
- 6.2 Congregations south of the Waitaki River should refer to the Synod of Otago & Southland, whose requirements may vary from those stated in the Property Handbook.

SUPPLEMENTARY GENERIC PROVISIONS

Mediation

- 1.1 Any dispute or conflict that arises within the Church may, as a result of agreement between the parties to the dispute or conflict, be referred to mediation. In addition, mediation may be undertaken pursuant to the provisions found in Chapter 15.14(1)(c) and Chapter 15.27(1)(a) of the Book of Order.
- 1.2 Any mediation process must remain flexible and be primarily driven by the agreement of the parties to the dispute or conflict.
- 1.3 The Council of Assembly shall compile a list of persons prepared to undertake mediations for the Church and such persons need to have mediation or counselling training.
- 1.4 If the dispute or conflict is resolved at the end of the mediation the parties and the mediator shall complete in writing and sign the agreement concluded as a result of the mediation.
- 1.5 All mediations within the Church shall be conducted on a confidential basis with only the written agreement being able to be referred to once the mediation process has concluded.