

## SUPPLEMENTARY PROVISIONS TO THE BOOK OF ORDER

*The Conditions of Service Manual forms a separate supplementary provision.*

as amended or adopted October 2010

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### CHAPTER 6

#### MINISTRY DEVELOPMENT

*Pursuant to Book of Order Chapter 6.8*

1. Ongoing ministry development, reviews and supervision are core requirements for a Certificate of Good Standing, which shall be issued by the Assembly Executive Secretary.
2. The general criteria for ministry development and review are set out in the provisions of the Ministry Development Programme, as approved from time to time by the Council of Assembly.
3. A minister who does not hold a current Certificate of Good Standing may not transfer to another presbytery, be inducted into a new charge, or remain on the Church's register of marriage celebrants.
4. A minister may appeal a decision to not grant him or her a Certificate of Good Standing. The procedures for such an appeal are, subject to any necessary modifications, the same as those that apply under Chapter 14 of the Book of Order to an appeal from presbytery to General Assembly.

## **CHAPTER 9**

### **MINISTRY TRAINING AND ORDINATION**

#### **Introduction**

- 1.1 These supplementary provisions address the governance and mission of the Knox Centre for Ministry and Leadership (KCML), and the selection and training of candidates for National Ordained Ministry and Local Ordained Ministry. They replace the 2004 Book of Order Appendix E-13: Student Regulations.
- 1.2 They are issued in accordance with the provisions of chapter 3 of the Book of Order in order to give effect to the provisions of chapter 9 of the Book of Order of the Presbyterian Church of Aotearoa New Zealand.
- 1.3 These supplementary provisions are to be read in conjunction with the Book of Order and with any handbooks and guidelines to procedures issued from time to time by the KCML, the National Assessment Workgroup and the Leadership Subcommittee of the Council of Assembly.
- 1.4 Provisions required for Local Ministry Teams are set out in Book of Order Chapter 9, sections 23 to 32 and Chapter 10 sections 18 and 19.
- 1.5 There are at present no supplementary provisions required for Local Ministry Teams.

#### **1. The Knox Centre for Ministry and Leadership**

- 2.1 The KCML is the training institution approved by the General Assembly in section 5(2) of chapter 9 of the Book of Order and one of the "national resources and structures" referred to in section 6(3) of chapter 9.

#### **Relationships**

- 2.2 The KCML values its relationship with Te Aka Puaho and with Te Wānanga-a-Rangi and affirms the Covenant between the Knox Centre for Ministry and Leadership and Te Wānanga-a-Rangi of 1 September 2009.
- 2.3 The KCML belongs to the community of Knox College, Arden Street, Dunedin. The relationship is set out in the Memorandum of Understanding between The Council of Knox College and Salmond College (Inc.), Knox College, The Presbyterian Church of Aotearoa New Zealand and the Knox Centre for Ministry and Leadership dated 30 April 2008.
- 2.4 The Hewitson Library, Knox College, provides library services to KCML, the Knox College community and the wider church.
- 2.5 The Presbyterian Archives, Knox College, is the depository of the records of the KCML and provides archival research facilities for the staff and students of the KCML.
- 2.6 The KCML acknowledges the special role of the Synod of Otago and Southland in the support of its ministry, seeks to recognise the Synod as a stakeholder in its work, and to adhere to the terms of trusts where these affect the manner in which funds can be allocated.

- 2.7 The KCML continues the work of the School of Ministry from 1997 to 2006, and before that of the Theological Hall of the Presbyterian Church of New Zealand.
- 2.8 The KCML inherits an historic relationship with the University of Otago in the teaching of theology and the role of the Theological Hall in the Faculty of Theology of the University of Otago from 1946 to 1996, and seeks to continue to co-operate in the provision of tertiary education in theology and religious studies.
- 2.9 The KCML participates in associations of theological schools and other bodies concerned with theological education and formation for ministry.

### **Governance**

- 2.10 The governance of the KCML is exercised through the Leadership Sub-committee of the Council of Assembly (Leadership Sub-committee).
- 2.11 An Advisory Board appointed by the Leadership Sub-committee, provides advisory support to the Principal in the management of the KCML and reports to the Leadership Sub-committee.
- 2.12 The Senatus is a meeting of the teaching and administrative staff of the Knox Centre for Ministry and Leadership together with two other persons by decision of the Advisory Board, held for the purpose of assessing foundation studies requirements, readiness for ministry, the completion of academic course requirements, and the award of diplomas and scholarships, together with any other business which may be referred to it by the Advisory Board or by the Principal.

### **Responsibilities**

- 2.13 The KCML is responsible for ensuring the provision of the training required by the General Assembly for ordination for ministry of word and sacrament for National Ordained Ministry as indicated in section 5 of chapter 9 of the Book of Order and for any other training tasks which may be approved by the Leadership Sub-committee of the Council of Assembly.
- 2.14 The KCML upholds the theological traditions of the Presbyterian Church of Aotearoa New Zealand, respects theological positions fairly allowable within the Church, and facilitates respectful interaction between diverse cultural and theological expressions of our faith in Jesus Christ.
- 2.15 The KCML takes note of the Competency Framework approved by the General Assembly in 2004 and other directives of the Church concerning theological emphases, ministry skills, and educational values.
- 2.16 The KCML is expected to maintain secure academic records and be in a position to provide transcripts of the study and awards of all those who have received a Diploma of Ministry through the KCML and, as far as possible, its predecessors.
- 2.17 The KCML may arrange events on its own or in conjunction with other bodies which contribute to the understanding and effectiveness in Christian ministry of ministers, elders, youth leaders, and church members and others and which may be of interest to members of the general public.

- 2.18 The KCML seeks to be economical, effective, and accountable to the Church through the Council of Assembly in the stewardship of the resources entrusted to it, including financial resources. It may raise funds in its own name.
- 2.19 The Principal is responsible for ensuring that there are appropriate processes of consultation with representatives of students in training.
- 2.20 The Principal is responsible for ensuring that information concerning the expectations of the Church for foundational studies prior to placement in the internship programme is communicated to potential NOM students and Presbytery student convenors.
- 2.21 The KCML participates in an appropriate arrangement with parallel institutions for theological education for the purposes of course moderation and peer review of academic administration and ministry formation.

### **Students**

- 2.22 Those accepted for ministry training through the KCML primarily comprise candidates accepted for NOM training by the National Assessment Work Group, but may also include those accepted for LOM training by their Presbytery in consultation with the National Assessment Work Group and the KCML, and ordained ministers on transfer from overseas and/or from other denominations who may be required by the Personnel Work Group to undergo further training or orientation to the cultures and ethos of the PCANZ and the ministry needs of New Zealand churches and society.
- 2.23 The KCML may accept other people into the whole or part of its training programme at the discretion of the Principal on the basis of the payment of appropriate fees and on the understanding that the programme is primarily directed towards meeting the needs of the PCANZ and its mission, and that priority is given to PCANZ students.
- 2.24 The study plans for each student in training (including NOM or LOM candidates undertaking foundation theological studies) must be approved by the Principal every year.
- 2.25 Students present at residential block courses may constitute themselves members of a KCML student union, elect officers to an executive, and request the executive to act on their behalf on matters of common concern including contributing to the community life of the KCML during and between block courses, facilitating mutual pastoral support, and arranging for the representation of student views and concerns to the Principal and staff.

### **Awards**

- 2.26 The Diploma of Ministry of the Presbyterian Church of Aotearoa New Zealand is awarded by the KCML in the name of the Presbyterian Church of Aotearoa New Zealand by decision of the Senatus.
- 2.27 The Diploma of Ministry of the Presbyterian Church of Aotearoa New Zealand is a necessary but not a sufficient indication of readiness for NOM in the Presbyterian Church of Aotearoa New Zealand.

- 2.28 The advice of the Principal acting on behalf of the Senatus that a NOM student ordinand is considered ready for ministry is essential before a Presbytery may agree to proceed with their licensing.

### **3 National Ordained Ministry Candidate Selection and Training Overview**

*Pursuant to Book of Order Chapter 9.9*

- 3.1 Prior to acceptance for training by the Presbyterian Church candidates for NOM training recommended by their parish are assessed by their presbytery and then, if recommended by the presbytery, by the National Assessment Workgroup (NAW) acting on behalf of the national church.
- 3.2 A candidate is required to have at least two years' commitment to and involvement with a congregation of the Presbyterian Church of Aotearoa New Zealand (or a Co-operative Venture congregation in which Presbyterians are a partner) as at the time of their application to the Presbytery.
- 3.3 Where possible candidates are expected to have completed all or part of another tertiary or vocational award prior to their foundation theological studies.
- 3.4 Training for national ordained ministries (NOM) comprises undertaking and completing foundation theological studies; (normally a minimum three year university level theology degree) and an internship of two years during which candidates in internship ministry placements complete the Diploma of Ministry of the Presbyterian Church of Aotearoa New Zealand through the KCML.
- 3.5 During their training candidates are further assessed by the KCML after their foundation theological studies and for their readiness for ministry during and at the completion of their internship studies.
- 3.6 At any stage a decision may be made not to continue with the church's support for further training if the candidate is failing to make satisfactory progress or has been subject to serious disciplinary procedure under the Book of Order. Any such decision is made in consultation with the presbytery.
- 3.7 The conclusion of training for NOM is marked by licensing by the presbytery. A presbytery may only proceed to licensing if the candidate has completed the Diploma of Ministry and been assessed by the Senatus of the KCML as being ready for ministry.

#### **Responsibilities**

- 3.8 The NAW is the body charged by the Council of Assembly with conducting on behalf of the PCANZ the assessment of candidates for national ordained ministry who have been recommended by their presbyteries. Their decision as to the suitability of the candidate is final.
- 3.9 The governance of the NAW is exercised through the Leadership Sub-committee of the Council of Assembly.
- 3.10 The NAW through its co-convenors and the KCML secretariat provides information to presbyteries and candidates concerning the practical and formal requirements for candidates who are sent to national assessment.

- 3.11 A Presbytery has authority to determine whether a candidate from one of the parishes within the Presbytery is a person known to them who can be seriously recommended to the NAW for consideration as a potential national ordained minister.
- 3.12 The presbytery has the responsibility of ensuring that candidates recommended to NAW meet the criteria set down by the Leadership Sub-Committee and that the required documentation and medical and psychological testing has been carried out prior to consideration for national selection.
- 3.13 Presbyteries are required to meet the expenses of the candidates and student committee members who attend national assessment.
- 3.14 The Principal of the KCML has authority to assess the academic records of each candidate prior to national selection and to determine the duration, nature and content of the training they would be required to complete, together with any remedial training which may be required. This includes taking into account prior learning, and the church's requirements for general tertiary studies, foundational theological studies and internship studies as determined by the Leadership Sub-committee.
- 3.15 Each presbytery is responsible for ensuring that its candidates have adequate supervision whilst they are students, even though that supervision is primarily provided through the KCML (pursuant to Book of Order Chapter 9.6) and students are under the jurisdiction of the Principal. A change of presbytery may be required if a student is relocated in order to complete their foundation studies or internship placement.
- 3.16 The Council of Assembly, upon advice from the Leadership sub-committee is responsible for determining whether a cap on the number of candidates who can be accepted in a particular year is required given the needs of the church at that time and for making this information available to the NAW, presbyteries and candidates as soon as possible.
- 3.17 Presbyteries, the NAW and the KCML will ensure that the documentation of decisions at regional pre-selection, national assessment and final evaluation of readiness for ministry can be retrieved as is appropriate.
- 3.18 Presbyteries, the NAW and the KCML are responsible for ensuring that the confidentiality of documentation, information and conversations involved in the processes of assessment is maintained to the extent which is appropriate.
- 3.19 The records concerning each candidate are to be kept secure through the Knox Centre of Ministry and Leadership (KCML), and after a period through the Archives of the Presbyterian Church of Aotearoa New Zealand, subject to consents obtained from each candidate and the requirements of the Privacy Act 1993 and the guidelines of the Privacy Commissioner where applicable.
- 3.20 The NAW is responsible for ensuring that documentation sought from each candidate ensures that appropriate consents are obtained which stipulate the policy concerning retention of papers and limitations on access.
- 3.21 The KCML is responsible for ensuring that, after a decision has been made concerning a candidate, access to application and other documents completed by the candidates themselves is restricted to the staff of the KCML during the period of training, and access all other papers of the candidate is restricted to the co-

convenors of NAW, the Presbytery Student Convenor and the Principal and Dean of Studies of the KCML.

### **Presbytery assessment of candidates for NOM training**

*Pursuant to Book of Order Chapter 9.7*

- 3.22 Presbytery assessment is a pre-selection process intended to ensure that only those in whom the presbytery has reasonable confidence of their character and capacity are sent to national assessment where the decision whether or not to accept a candidate for training for NOM is made.
- 3.23 Criteria for regional presbytery assessment and for national selection are determined by the Leadership Sub-committee.
- 3.24 A candidate is required to provide evidence to the presbytery of their length of commitment to and involvement with a congregation of the Presbyterian Church of Aotearoa New Zealand (or a Co-operative Venture congregation in which Presbyterians are a partner) as at the time of their application to the presbytery. A minimum of two years membership is required but if a candidate's situation is exceptional the presbytery may ask the Leadership Subcommittee to consider a waiver of this requirement.
- 3.25 The presbytery shall ensure a candidate completes a standard application form including consents, and provide educational transcripts and other documentation as determined by the NAW.
- 3.26 The presbytery in acknowledging the application and receipt of the recommendation of the session or parish council, contacts the applicant, furnishes the candidate with a copy of these supplementary provisions, arranges for a personal conversation with a member of the student committee, ensures that the candidate is familiar with the relevant sections of the PCANZ website and with chapter 1 of the Book of Order, and provides the candidate with an indication of the timetable and process that the presbytery intends to follow.
- 3.27 The Presbytery Students Committee meets to consider applications and arranges to meet with the candidate. The candidate's minister is associated with the committee while the candidate is under consideration. This process involves more than one meeting and, where appropriate, consultation with a spouse. It may also involve joint meetings involving other candidates.
- 3.28 A medical examination is required for which the fee is paid for by the Presbytery, a psychological report (paid by NAW) is required for those that Presbytery decides to recommend for national assessment, and at every stage Presbyteries are to be alert to issues of pastoral and ethical safety in considering candidates.
- 3.29 The medical examination has a bearing on whether or not a successful candidate is able to join the Beneficiary Fund or needs to consider some other superannuation scheme. Whilst the Beneficiary Fund seeks to make a timely assessment of each candidate based on that person's medical report, a decision may not be available until after the outcome of national assessment is known. The decision of the Beneficiary Fund is not material to the regional pre-selection or national assessment of the candidate, but the medical report itself may be.

- 3.30 Presbytery arranges for a police check through the national office, and considers the information thus obtained.
- 3.31 In reaching a decision concerning its recommendation, the presbytery should act in the best interests of the church and exercise its judgement paying special attention to the criteria set by the Leadership sub-committee.
- 3.32 The Presbytery Committee may:
- a) recommend the candidate to the presbytery for assessment by the NAW, or
  - b) recommend the candidate undertake further study or service in the church prior to further consideration; or
  - c) decline to recommend the candidate
- 3.33 The Presbytery as a whole should meet in private when the names of candidates being recommended for national assessment are considered.
- 3.34 If the Presbytery supports the candidature the presbytery forwards to the KCML Registrar the application and supporting documents, together with the presbytery report form.

### **National Assessment of candidates for NOM training**

*Pursuant to Book of Order Chapter 9.8*

- 3.35 The NAW conducts an annual national assessment weekend on behalf of the national church. Presbyteries are required to meet the expenses of the candidates and student committee members who attend national assessment.
- 3.36 Before the assessment programme the KCML makes a preliminary assessment of the academic record of candidates to be confirmed subsequent to the decisions of NAW.
- 3.37 As part of its assessment processes the NAW takes note of the reports provided by the parish and the presbytery together with the documentation provided by the candidate.
- 3.38 The NAW reviews the medical report on each candidate and may seek further professional medical advice.
- 3.39 The NAW arranges for an independent professional psychological assessment of each candidate.
- 3.40 The NAW must make further contact with a candidate's referees.
- 3.41 In assessing the suitability of a candidate the NAW exercises its own best judgement taking note of the factors examined by the presbytery and paying attention to the criteria for national assessment as determined by the Leadership Sub-committee of the Council of Assembly.
- 3.42 Candidates and their presbyteries, through the Student Convener, are advised of the decision of the NAW as soon as possible following the conclusion of the national assessment programme.
- 3.43 Where candidates are not recommended presbyteries will arrange immediate and longer-term pastoral follow-up with each candidate to support them as they seek further clarity concerning their ministry role and their value in the life of the church.

## **Foundation and Internship Studies for NOM Students**

*Pursuant to Book of Order Chapter 9.9*

- 3.44 Persons accepted for NOM ministry training are under the direction of the Principal and staff of KCML in relation to their foundation studies (including where they will study), Diploma of Ministry studies, internship placement, ministry formation and spiritual formation from the time that they are accepted by the National Assessment Workgroup.
- 3.45 During their foundation studies candidates are part of the KCML community, under the pastoral care of the KCML staff and may be required to attend short events relevant to ministry formation.
- 3.46 Foundation studies students are required to report on their studies and ministry formation at least annually and to seek approval for each semester's course.
- 3.47 During their internship training candidates are required to attend block courses held at the KCML Knox College Dunedin or at other centres.
- 3.48 The KCML will provide presbyteries with reports on the progress of their students, particularly in relation to their readiness for ministry.

## **4 Local Ordained Ministry (LOM) Selection and Training Overview**

- 4.1 These supplementary provisions are issued pursuant to Book of Order Chapter 9.14.3, 9.15.2 and 9.18.1 to complement the provisions for Local Ordained Ministry in Chapter 9, sections 13 to 22.
- 4.2 They should also be read in conjunction with the "Provisions for Ordination" in Book of Order Chapter 9.4 to 9.6 and 9.7, the Ministry Settlement and Termination provisions for Local Ordained Ministry in Chapter 10.16 to 10.17, and the provisions which apply to ministry generally in Chapter 10.20 to 10.32.
- 4.3 They should also be read in conjunction with any handbook or guidelines for Local Ordained Ministry issued by the Leadership Sub-committee of the Council of Assembly.
- 4.4 The Conditions of Service Manual is a supplementary provision to the Book of Order whose provisions, particularly section 2 "Ministers of Word and Sacrament," apply also to LOM. Sections 2.4.3.1(b), 2.5.3.3 and 2.6.6.2(b) are specific to LOM.

### **Candidate Assessment**

*Pursuant to Book of Order Chapter 9.13 and 14.*

- 4.5 The LOM model of ministry requires that the parish be assessed by a ministry settlement board as suitable for LOM ministry and that a suitable potential candidate be well known to and formally recommended by the congregation.
- 4.6 The LOM model of ministry may be considered for any ministry of word and sacrament appointment in a parish which may be recommended by a ministry settlement board and authorised by the presbytery.
- 4.7 The responsibility for making a decision to accept a candidate as a LOM probationer and as a LOM lies with the presbytery which will take into account

training requirements determined by the KCML and any recommendations which may be made by the NAW or by the Council of Assembly.

- 4.8 To ensure consistency of assessment processes NAW must be involved in the interviewing of LOM candidates, with the Presbytery. The role of the NAW is to provide advice, which may include advice relating to psychological testing.
- 4.9 Informal consultations may be held with the parish council, representatives of the presbytery and the potential candidate to clarify the procedures involved and the training and other requirements which need to be met. However such consultations do not constitute a commitment on the part of any party, and do not prejudice formal decisions by the candidate, the congregation or the presbytery.
- 4.10 If a presbytery determines that the desire of the congregation and the recommendation of the ministry settlement board for a LOM is appropriate, it may then consider a recommendation that a particular person be considered for appointment as a LOM probationer in that parish.
- 4.11 A candidate is required to have at least two years' commitment to and involvement with a congregation of the Presbyterian Church of Aotearoa New Zealand (or a Co-operative Venture congregation in which Presbyterians are a partner) as at the time of application to the Presbytery.
- 4.12 Candidates are required to be familiar with Chapter 1 of the Book of Order and willing to support the standards and ethos of the Presbyterian Church of Aotearoa New Zealand.
- 4.13 A police check is organised through the Assembly Office by the presbytery, and the presbytery considers the information thus obtained.
- 4.14 Applications should be submitted to presbytery by either the end of November (for assessment in the last week of February), or the last week of May (for assessment in the first week of August).
- 4.15 The presbytery will make a preliminary assessment and if it decides to proceed with consideration of the application, will forward copies of the application papers to the Principal of the KCML and Leadership and the Co-convenors of the NAW and arrange for a local assessment meeting in either the last week of February or the first week of August.
- 4.16 The presbytery will arrange for a medical examination and psychological assessment and the necessary consents. The fees are paid by the presbytery.
- 4.17 The Principal of the KCML will arrange for an assessment of the training options and requirements to be available to the assessment meeting. This may involve further discussion with the candidate and with the Presbytery.
- 4.18 In reaching its decision, the presbytery will take into account all relevant factors including the LOM candidate's:
  - 4.18.1 Christian character and sense of call
  - 4.18.2 Leadership qualities exhibited in service to the Church and in other spheres
  - 4.18.3 Sense of fit to the leadership, cultural and ministry needs of the congregation and its community.
  - 4.18.4 Attitude of the parish to the candidate

- 4.18.5 Education, employment, vocational aptitude and ability to benefit from study
  - 4.18.6 Attitude to and developing knowledge of the Biblical witness
  - 4.18.7 Emotional maturity and ability to relate to other people
  - 4.18.8 Awareness of the structure, processes and ethos of the Presbyterian Church
  - 4.18.9 Spouse's view regarding the impact on them and their family
  - 4.18.10 Health, including mental health, as indicated by professional medical and psychological reports as arranged by the presbytery.
  - 4.18.11 Record of criminal conviction, if any.
- 4.19 If a candidate does not yet have two years church membership the presbytery may in exceptional cases request a waiver of this requirement from the Leadership sub-committee.

### **Training requirements**

*Pursuant to Book of Order Chapter 9.15 and 16*

- 4.20 The "Training Advisor approved by the Assembly" referred to in Chapter 9.16 is normally a member of the staff of the KCML designated by the Principal.
- 4.21 The "Training Enabler" referred to in Chapter 9.16 for the candidate is normally a member of the presbytery.
- 4.22 The training agreement will take into account that the normal minimum training requirements for LOM are an approved two year diploma in theology, or other award as agreed with the Training Advisor, together with Presbytery-based formational training arranged by the Training Enabler to cover the following:
- 4.22.1 Parish and presbytery issues including working as a team with session/managers/parish council and as a member of presbytery. Requirements in relation to fundamental doctrines, worship and organisation of the church need to be discussed so that it is clear what is and is not being agreed to and the implications of this for responsible ordained ministry.
  - 4.22.2 With respect to pastoral care and safety, presbyteries must ensure that candidates have received basic supervised training in pastoral care and are certified as having participated in a seminar dealing with boundary issues in pastoral relationships, protocols for helping avoid being a victim or perpetrator of sexual misconduct, and complaint procedures.
  - 4.22.3 Candidates should be provided with training and ongoing support in relation to parish planning and mission, leading worship within the Reformed tradition and the conduct of weddings, funerals, baptism and communion.
- 4.23 A candidate who is accepted by the presbytery may be commissioned as a LOM probationer for the period specified by the presbytery following the substantial completion of their presbytery-based training and fifty percent of their theology diploma requirements.
- 4.24 Subject to Book of Order Chapter 9.19, before a LOM probationer is declared ready for ordination the presbytery will confirm the commitment of the parish to the call, and review the readiness for ministry of the LOM probationer taking into account:
- 4.24.1 A 5000 word theological reflection exercise by the probationer on a topic relating to ministry completed to the satisfaction of a presbytery examiner,

with tutorial support in deciding the topic and relevant reading and discussion of drafts.

- 4.24.2 The probationer's continuing development in his or her sense of call and competence in parish leadership and ministry
- 4.24.3 The probationer's ability to integrate life experience and studies with the theology and practice of ministry;
- 4.24.4 The probationer's continued development in the conduct of worship and communication of the Gospel;
- 4.24.5 The probationer's ability to relate to and communicate with a variety of people in different situations in the parish.

## **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**

### **SHORT TERM MINISTRY APPOINTMENTS**

During a ministry vacancy in a congregation, while the ministry settlement board is undertaking its functions, there may be opportunity for short term ministry appointments.

#### **1. Stated Supply Ministers**

- 1.1 Stated supply is a local appointment made by the church council, and approved by the presbytery/UDC, for ministry to a congregation for a short stated term.
- 1.2 Before the church council makes any approach to a minister of the Presbyterian Church of Aotearoa New Zealand (PCANZ) to provide stated supply, the minister's status and standing must be ascertained from the Assembly Office.
- 1.3 Before a church council makes a stated supply appointment, it must consult with, and obtain the concurrence of, the ministry settlement board.
- 1.4 The ministry settlement board shall continue to function in all respects.
- 1.5 The Interim Moderator shall continue to moderate the church council.
- 1.6 The terms of appointment, including remuneration and allowances, must be approved by the presbytery/UDC.
- 1.7 A retired minister may not be appointed to a stated supply position in the parish from which the minister retired.
- 1.8 If a church council wishes to appoint a minister who is not a PCANZ minister, the approval of the presbytery/UDC must be gained prior to the supply arrangement being entered into.
- 1.9 Before a presbytery/UDC may approve the appointment of a non-PCANZ minister, it must obtain evidence of the minister's ordination, good standing in their denomination, and a current Police check.
- 1.10 If the congregation is a co-operative venture, the partner church must be consulted before the appointment is made.

#### **2. Transition Ministry**

- 2.1 A ministry settlement board may discern the need for intentional transition ministry, which is for a longer contractual time than stated supply, and has a different intent.
- 2.2 Transition ministry may be undertaken only by ministers or lay people who have specialized and recognised transition ministry training qualifications.
- 2.3 (Refer to Assembly Office for list of trained intentional transition ministers.)
- 2.4 Before a church council makes a transition ministry appointment, it must obtain the approval of the presbytery/UDC.

- 2.5 The church council should negotiate an appropriate contract with the proposed transition minister and submit this to the presbytery/UDC for approval.
- 2.6 The ministry settlement board shall continue to function during the period of transition ministry, and the Interim Moderator shall continue to moderate the church council.

### **3. Lay Ministry Supply**

- 3.1 The purpose of a lay supply appointment in a ministry vacancy is to “fill in”, for a short fixed term, until an ordained minister can be appointed.
- 3.2 Before a church council makes a lay supply appointment, it must obtain the approval of the presbytery/UDC and the concurrence of the ministry settlement board.
- 3.3 Lay supply appointees are employees of the church council, and their appointment must conform with ‘best practice’ and relevant employment legislation. Church councils should obtain qualified advice before finalising an employment agreement, with particular regard given to the fixed-term nature of the appointment.
- 3.4 The presbytery/UDC must approve the terms and conditions of employment for a lay supply appointee. Appointments should be for no longer than six months in total.
- 3.5 The lay supply appointee may conduct worship and undertake pastoral responsibilities but may not administer the sacraments of baptism or communion, unless that person is specifically authorised to do so under the relevant regulations.
- 3.6 The provisions of the Conditions of Service Manual Chapter 3 (Pastoral Lay Positions) apply to lay supply appointments.
- 3.7 The ministry settlement board shall continue to function in all respects.
- 3.8 The Interim Moderator shall moderate the church council, and shall arrange for an ordained minister or authorised elder to administer the sacraments.

## **ROLLS OF MINISTERS**

*Pursuant to Book of Order Chapter 8.4*

### **1. Roll of Ministers**

- 1.1 The Assembly Executive Secretary shall keep and maintain the Church's roll of ministers (the Church's roll of ministers).
- 1.2 Each Presbytery Clerk shall also keep and maintain a roll of ministers for those ministers resident within the bounds of that presbytery (the presbytery's roll of ministers). This roll must comply with Chapter 8.2(2)(s) of the Book of Order.
- 1.3 At all times the two rolls referred to in clauses 1.1 and 1.2 hereof should not be in conflict so that any minister on the Church's roll of ministers should be on one but no more of the presbyteries' roll of ministers.

### **2. Additions to Rolls of Ministers**

- 2.1 The name of any person ordained to the ministry of word and sacrament shall in the first place be added to the presbytery's roll of ministers for the presbytery by which that person has been so ordained. The Presbytery Clerk for that presbytery shall immediately advise the Assembly Executive Secretary in writing of that ordination and

the Assembly Executive Secretary must add that person's name to the Church's roll of ministers.

- 2.2 Where a pastoral tie between a minister and his or her congregation is dissolved or severed by the presbytery concerned (presbytery A) and that minister accepts a call that is issued by a different presbytery (presbytery B) then presbytery B's Clerk must add the minister's name to presbytery B's roll of ministers and presbytery A's Clerk must remove the minister's name from presbytery A's roll of ministers.
- 2.3 Where any minister is appointed to a chaplaincy within the area of a presbytery if that minister's name is not already on that presbytery's roll of ministers, then that presbytery's Clerk must add the minister's name to that presbytery's roll of ministers and the Presbytery Clerk for the presbytery on whose roll of ministers that minister's name appeared immediately prior thereto must remove the minister's name from that presbytery's roll of ministers.
- 2.4 Where any minister has been appointed an additional full voting member pursuant to Chapter 8.9(1)(b) of the Book of Order of a presbytery of which that minister was not immediately prior thereto a member (presbytery A), presbytery A's Clerk must add that minister's name to presbytery A's roll of ministers and the Presbytery Clerk of the presbytery of which that minister was immediately prior thereto a member (presbytery B) must remove the minister's name from presbytery B's roll of ministers.
- 2.5 Where any minister or chaplain has been invited to become a member pursuant to Chapter 8.9(1)(e) of the Book of Order of a presbytery of which that member was not immediately prior thereto a member (presbytery A), presbytery A's Clerk must add that minister's or chaplain's name to presbytery A's roll of ministers and the Presbytery Clerk of the presbytery of which that minister or chaplain was immediately prior thereto a member (presbytery B) must remove that minister's name from presbytery B's roll of ministers.
- 2.6 Any Presbytery Clerk for a presbytery affected by any of the provisions contained in clauses 2.2 to 2.5 hereof must immediately advise the Assembly Executive Secretary in writing of the respective changes in his or her presbytery's roll of ministers and the Assembly Executive Secretary shall note the Church's roll of ministers accordingly.
- 2.7 Any transfer of a minister or chaplain from one presbytery's roll of ministers to another presbytery's roll of ministers can only take place if that minister or chaplain is in good standing.

### **3. Removals from Rolls of Ministers**

- 3.1 The name of any minister who has resigned from the Church pursuant to Chapter 10.32 of the Book of Order shall be removed from the presbytery's roll of ministers and the Church's roll of ministers in accordance with that Chapter.
- 3.2 The name of any minister who has been the subject of an order made pursuant to Chapter 15.27(1)(a) of the Book of Order shall in the first place be removed from the Church's roll of ministers by the Assembly Executive Secretary. The Assembly Executive Secretary shall immediately advise the Presbytery Clerk for the presbytery on whose roll of ministers that minister's name appeared immediately prior thereto and that Presbytery Clerk shall remove that person's name from the presbytery's roll of ministers.
- 3.3 Subject to clause 3.4, the name of any minister who has been engaged in another calling and has not been a member of any presbytery for 5 years shall in the first place be removed from the Church's roll of ministers by the Assembly Executive Secretary. The Assembly Executive Secretary shall immediately advise the

Presbytery Clerk for the presbytery on whose roll of ministers that minister's name appeared immediately prior thereto and that Presbytery Clerk shall remove that person's name from the presbytery's roll of ministers.

- 3.4 Before the name of any minister is removed pursuant to clause 3.3, that minister shall be notified in writing by the Assembly Executive Secretary of the Church's intention to remove that minister's name from the Church's roll of ministers unless that minister in turn notifies in writing the Assembly Executive Secretary that he or she is still available to accept a call. Such notice in writing by a minister must be given within one month of the date of the Assembly Executive Secretary's notice of intention to remove that minister's name from the Church's roll of ministers and if so given the minister's name shall not be removed from the Church's roll of ministers for a further 2 year period. If at the end of that 2 year period the minister has not been called, appointed to a chaplaincy or become a member of any presbytery, then the minister's name shall be removed from the Church's roll of ministers by the Assembly Executive Secretary.

## **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**

### **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**

### **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. *Pursuant to Book of Order Chapter 16.4(3).*
- 3.5 Building proposals which involve expenditure in excess of \$100,000 also require submission of the plans to the Church Architecture Reference Group. *Pursuant to Book of Order Chapter 16.5(3)(c).*
- 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.

## **GENERIC PROVISIONS**

### **Mediation**

- 3.9 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.
- 3.10 Any mediation process must remain flexible and be primarily driven by the agreement of the parties to the dispute or conflict.
- 3.11 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.
- 3.12 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.
- 3.13 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.