



# Presbyterian Church of Aotearoa New Zealand

## OTHER SUPPLEMENTARY PROVISIONS TO THE BOOK OF ORDER

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*Note: The Conditions of Service Manual and the Code of Ethics, which are also supplementary provisions, are issued as separate documents.*

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## **GENERIC PROVISIONS**

### **MEDIATION**

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.
2. Any mediation process must remain flexible and be primarily driven by the agreement of the parties to the dispute or conflict.
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.
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.
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.

*Refer also Chapter 8 Presbytery Pastoral Resolution Committee*

### **BALANCED MEMBERSHIP OF CHURCH COURTS, COMMITTEES AND OTHER BODIES**

1. The principle expressed in chapter 1.5A of the Book of Order (that membership of courts, committees and other formal bodies of the Church should generally reflect the age, gender and cultural groupings within the Church) must be considered in the following circumstances:
  - (a) By congregations, in the election of elders, parish councillors, managers and deacons.
  - (b) By congregations and presbyteries, in the nomination and the election of the Moderator Designate.
  - (c) By presbyteries, when able to appoint additional elders under Chapter 8.9(1)(g).
  - (d) In relation to the appointment or election of members to the General Assembly, its committees, committees of synods and presbyteries, and other formal Church bodies.
2. The General Assembly, synods and presbytery committees and other formal bodies should also have comparable numbers of ministerial and lay members.

## **CHAPTER EIGHT**

### **NEW FORMS OF MISSION OR MINISTRY**

*Pursuant to Book of Order 8.4(1)(p)*

Where persons seek the recognition of a new form of mission or ministry under section 8.4(1)(p), other than within the life of a recognised congregation, the following procedure must be observed:

- (1) Application is made in the first instance to the presbytery. The application must provide appropriate detail as to the nature of the proposed mission or ministry, its purpose, the intended location and field of operation and its operational structure. In assessing the proposal, the presbytery must seek to determine how genuine is the basis of the application and the willingness of those involved to be accountable to the courts of the church.
- (2) The presbytery may grant recognition for an initial period, of up to two years.
- (3) The presbytery must establish a mutually agreed review procedure to be followed during the initial period, and keep the Leadership Sub-committee informed of developments.
- (4) At the end of the initial period, the presbytery may grant recognition for such further periods as it may deem appropriate.
- (5) Any minister on the roll appointed by presbytery to an approved alternative form of mission or ministry may be granted membership of the presbytery under Chapter 8.9(1)(e), for the term of their appointment.

### **ROLLS OF MINISTERS**

*Pursuant to Book of Order Chapter 8.4(1)(s)*

#### **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 8.4(1)(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.
- 2.8 A minister who leaves New Zealand to exercise his or her calling overseas shall remain in the Church's Roll of Ministers and in good standing so long as that minister continues in good standing with the overseas Church through which his or her calling is being exercised.

### **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)(n) 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.

*Refer to Chapter 10 for Reinstatement to the Roll.*

## **PASTORAL RESOLUTION COMMITTEE**

*Pursuant to Book of Order 8. 4(1)(u) and 15.14(1)(e)*

### **1. Purpose of the Pastoral Resolution Committee (PRC)**

- 1.1 The purpose of the PRC is assist parties involved to deal with disputes, grievances and complaints of a nature that are amenable to informal resolution by this process, and where mediation is not possible.
- 1.2 The word 'dispute' in these procedures refers to disputes, grievances and complaints that are unlikely to amount to conduct unbecoming. [Refer Book of Order Chapter 15.1]
- 1.3 The PRC's primary role is to provide a neutral forum in which the parties concerned can discuss the dispute in a supportive environment and reach an understanding between themselves to resolve the problem.
- 1.4 If no understanding is reached, the PRC will make a determination.

### **2. Panel from which a PRC is appointed**

- 2.1 The presbytery must appoint a standing panel of persons who have the wisdom and skills to undertake conciliation and resolution work.
- 2.2 Panel members should have a good understanding of PRC responsibilities and procedures as set out in this supplementary provision, and relevant guidelines.

- 2.3 Panel membership should have a geographical spread through the presbytery and have gender, ethnic, ministerial and lay representation.
  - 2.4 The presbytery must appoint a Panel Co-ordinator who will appoint the members of a PRC to hear a particular dispute.
  - 2.5 A standing Presbytery PRC is not to be appointed. A new PRC must be established, taking into account the issues in the case, to deal with each dispute.
  - 2.6 Notwithstanding clause 2.5, where a dispute is closely related to a previous one, and the Panel Co-ordinator and the parties believe it is advantageous that the previous PRC consider the matter, one PRC may hear two disputes.
- 3. Membership of a Pastoral Resolution Committee**
- 3.1 A PRC must have a minimum of three and a maximum of five members, depending on the complexity of the dispute. Gender, ethnicity, age and the appropriateness of including a minister shall be considered in appointments.
  - 3.2 Unless there are exceptional circumstances, PRC members shall not come from the parish or parishes of the parties in the dispute.
  - 3.3 The Panel Co-ordinator may appoint one PRC member from outside the panel, being a person particularly suited for appointment having regard to the subject matter of the dispute.
- 4. Procedures**
- 4.1 Disputes may be referred to the PRC by
    - (a) PCANZ Disciplinary Assessors, who will direct the PCANZ Complaints Officer to forward the complaint to the Co-ordinator of the relevant Presbytery Panel. This should include all information provided to the Assessors on the dispute, to assist the Co-ordinator in selecting members for the PRC. The information should be given to the PRC to assist their consideration of the dispute.
    - (b) Any member of a congregation in the presbytery, who may ask that the presbytery deal with a dispute. The PRC Co-ordinator and Presbytery Moderator shall jointly determine whether there is a qualifying dispute for referral to the PRC.
  - 4.2 Within a week of receipt by a Panel Co-ordinator, that Co-ordinator must appoint a PRC, including a convenor, to consider the dispute and provide any relevant documentation received, together with the procedures that the PRC should follow in carrying out its role.
  - 4.3 The PRC convenor will brief other members of the committee and provide them with information held on the dispute. The convenor will also ensure the PRC members are clear about the procedures the PRC is to follow.
  - 4.4 The PRC convenor will contact the parties to the dispute and advise them of the process that will be followed. The PRC's primary role is to facilitate the discussion between the parties, providing information if requested and seeking to set up a framework in which the parties can work towards an understanding that will allow them to achieve a resolution of the issue.
  - 4.5 The parties must be asked if they wish to provide the PRC with further information that would assist in resolution of the dispute. They must be advised that information

provided to the PRC will be made available to the other party and the PRC and will be confidential to all involved.

- 4.6 The Convenor will set up a meeting time and place at which the PRC, the parties and any support persons will attend. All contact between members of the PRC and the parties in relation to the dispute must be at properly convened meetings of the PRC, unless it and the parties agree otherwise.
- 4.7 The PRC will ensure that its processes are fair and free from bias and the rules of natural justice are applied. PRC members should use the *Best Practise Guidelines for Presbytery Procedures* as these apply to their task, and refer to the Book of Order.
- 4.8 Each party may bring a support person (not a legal representative) with them. The support person may, at the invitation of the PRC, speak on a particular point, but it is expected that the parties themselves will generally state their own understanding of the matter under discussion. If the PRC and parties agree that attendance of another person could aid resolution of the dispute, that person may be invited to attend and speak.
- 4.9 Meetings must be held in private and matters treated confidentially, in compliance with the PCANZ guidelines and with the Privacy Act. The use of electronic communications containing personal information should be the exception and all communication must be clearly marked *Confidential*.
- 4.10 If resolution between the parties cannot be reached at one meeting, the PRC will adjourn and ask the parties to give further consideration to the issues. A second meeting must then be held within four weeks. If at the second meeting the parties still cannot come to a resolution, the PRC:
  - if it deems it is not appropriate to further help the parties to negotiate a resolution
  - if it does not approve a resolution reached by the partiesmay make a judgement according to the merits and justice of the case.
- 4.11 The determination of a PRC may not be appealed.
- 4.12 Within 10 days of the meeting the parties will agree what matters, if any, can be made public. A confidential note of the meeting, agreed to by the parties and the PRC, shall be taken. It will include a statement that covers the resolution of the parties to be dated and signed by the parties and the PRC and copies given to the parties and the PRC convenor.
- 4.13 One month after the matter has been resolved by either the parties or the PRC, papers should be forwarded to the PCANZ Complaints Officer to be held for a period of five years when, provided there is no further action on the matter, the papers are to be destroyed. No papers are to be retained by the PRC or the Presbytery.

## **REVIEW OF PRESBYTERY COMMITTEE DECISIONS**

*Pursuant to Book of Order 8.4(2)(c)*

1. A request for a review of the decision of a presbytery committee or work group must be made in writing to the presbytery council within 10 working

days of the affected person or church council having been notified of the decision.

2. The request must include full reasons for seeking the review.
3. The decision of the committee or work group is stayed until the matter has been reviewed, unless the presbytery council determines that it is impractical or undesirable to delay any action or implementation of the matter.
4. Within 20 working days of the request being received, the committee or work group must give the presbytery council the reasons for the decision under review, and a copy of the records and papers on which this decision was based.
5. Within 20 working days of receiving the material referred to in section 4, the presbytery council must forward a copy of the reasons and associated papers to those who requested the review, but has the discretion to withhold details of personal or commercial sensitivity.
6. Those who requested the review may file any material in response to the presbytery council within 20 working days.
7. Within 20 working days of receiving the material in section 5, the presbytery council may conduct the review “on the papers only” or, if it considers this appropriate, the presbytery council may facilitate a meeting between those affected by the decision and the committee or work group concerned, to attempt to resolve the concerns. If the meeting does not resolve the concerns then the presbytery council will make the decision.
8. The review must determine whether:
  - (a) the decision of the committee or work group stands, or
  - (b) the matter is to be referred back to the committee or work group for reconsideration, or
  - (c) the decision of the committee or work group is reversed or altered.
8. Decisions made by the presbytery council that arise from a review may be appealed to General Assembly by any person or church council affected by the decision.

## **SENIOR ACTIVE MINISTERS**

*Pursuant to Book of Order 8.9(1)(b)*

1. Where a retired minister wishes to remain active in the life of his or her presbytery, that minister may request the designation of “senior active” on the presbytery’s Roll of Ministers.



2. Where a minister who has been designated “senior active” is appointed to a supply ministry for any more than three months, or has a leadership role in a presbytery, the minister shall be required to keep his or her good standing status up to date.

## **CHAPTER NINE**

### **A. GOOD STANDING**

1. The decision to grant a certificate of good standing or provisional certificate of good standing is made by the Assembly Executive Secretary.
2. An application for a certificate of good standing should be made to the Assembly Executive Secretary on the prescribed form.
3. A certificate of good standing expires three years from the date it is issued. Applicants may apply for a further certificate of good standing up to three months prior to their current certificate expiring.
4. Applications should be accompanied by evidence supporting the applicant’s claim to meet the criteria of good standing set out in the definition of good standing contained in Appendix 1 of the Book of Order.
5. To meet the requirements of good standing contained in Appendix 1 of the Book of Order, a minister must:
  - i. Confirm that they are undertaking regular supervision, according to the Leadership Sub-Committee supervision guidelines, and have provided the name and contact details of their supervisor to presbytery.
  - ii. Make a declaration that there are no unresolved chapter 15 disciplinary proceedings against them.
  - iii. Provide consent to the Assembly Executive Secretary to obtain a police vet check and receive a satisfactory police vet. The Assembly Executive Secretary will determine what constitutes a satisfactory police vet.
  - iv. Confirm that they have completed a Presbyterian Church of Aotearoa New Zealand ethics and risk management workshop at least once within the three years prior to application.

### **B. PROVISIONAL GOOD STANDING**

6. A provisional certificate of good standing may be granted by the Assembly Executive Secretary where the applicant meets some but not all of the criteria of good standing.
7. All applicants for a provisional certificate of good standing (including in the particular circumstances outlined below) must:
  - i. Provide consent to the Assembly Executive Secretary to obtain a police vet check and must obtain a satisfactory police vet (the Assembly

Executive Secretary will determine what constitutes a satisfactory Police vet); and.

- ii. Make a declaration that there are no unresolved chapter 15 disciplinary proceedings against them.
8. Where an applicant's circumstances require a recommendation from their presbytery as set out below, they must apply to the presbytery for a recommendation. The presbytery must promptly decide about whether it is prepared to make a recommendation to the Assembly Executive Secretary. The presbytery must send the recommendation directly to the applicant. If an application is declined reasons must be given. The applicant will then provide the recommendation to the Assembly Executive Secretary with their application for provisional good standing and other supporting documentation.
9. A provisional certificate of good standing may be issued for the period determined by the Assembly Executive Secretary unless the period is specified in these provisions.
10. A provisional certificate of good standing may be subject to such conditions as the Assembly Executive Secretary may impose.

#### **Particular Circumstances in Which a Provisional Certificate of Good Standing may be granted**

##### Ministers not in ministry settlement, chaplaincy, or national or presbytery position

11. A minister who is on the ministers' roll but not in a ministry settlement, chaplaincy or employed in a national church or presbytery position may apply to their presbytery for a recommendation that they be granted a provisional certificate of good standing. The presbytery, may recommend to the Assembly Executive Secretary that a provisional certificate of good standing be issued, if the minister is:
  - i. An additional member of presbytery, or
  - ii. An active congregation member, or
  - iii. Presbytery is satisfied that the minister is continuing to fulfil their sense of call to the ministry and is an active and contributing member to the life and witness of the Presbyterian Church.
12. The minister must confirm to the Assembly Executive Secretary that they have attended a Presbyterian Church of Aotearoa New Zealand ethics and risk management workshop at least once within the three years prior to the application. If this has not occurred, the Assembly Executive Secretary must issue the certificate on the condition that the minister must complete a workshop with a particular timeframe.

##### Licentiates

13. A licentiate must apply to the Assembly Executive Secretary for a provisional certificate of good standing prior to ordination. They must apply for a full certificate of good standing within two years of ordination.

#### Newly Received and Reinstated Ministers

14. Upon receiving confirmation of their reception or reinstatement, the Assembly Executive Secretary may grant a newly received or reinstated minister a provisional certificate of good standing for two years.
15. A newly received or reinstated minister must apply for a full certificate of good standing within two years of their reception or reinstatement. In addition to the standard requirements for a certificate of good standing under regulation 5, the Assembly Executive Secretary must be satisfied that the newly received or reinstated minister has completed their reception or reinstatement requirements before issuing a certificate of good standing.

#### Ministers Emeriti

16. Ministers who retired prior to 4 October 2013 continue to be recognised as ministers in good standing and will remain on the church's marriage celebrant register.
17. Ministers who retired after 4 October 2013 and do not hold a certificate of good standing or provisional certificate of good standing may not remain on the Church's marriage celebrant register.
18. Where a minister emeritus accepts appointments to stated supply or transitional ministry for periods which exceed a total of three months in any 12-month period, they must apply to their presbytery for a recommendation that they be granted a provisional certificate of good standing.

### **C. ISSUANCE OF CERTIFICATES**

19. If the Assembly Executive Secretary is satisfied that the applicant meets the criteria for a certificate of good standing or a provisional certificate of good standing, they must issue a certificate to that effect which includes the date the certificate is issued and the expiry date.

### **D. FAILURE TO HOLD A CERTIFICATE OF GOOD STANDING OR PROVISIONAL CERTIFICATE OF GOOD STANDING**

20. A minister who does not hold a valid certificate of good standing or provisional certificate of good standing is not permitted to:
  - Transfer to another presbytery; or
  - Be inducted into a new ministry settlement.
21. A certificate of good standing or a provisional certificate of good standing is not required for a short-term stated supply of less than three months, or for pulpit supply on a casual basis.
22. A minister who does not hold a valid certificate of good standing or provisional certificate of good standing for a period of 6 months may be removed from the marriage register provided that the Assembly Executive Secretary must give 28

days' notice in writing to the minister of their intention to remove the minister's name from the register of marriage celebrants.

23. Where a minister in a ministry settlement has not held a certificate of good standing for 3 months the presbytery responsible will warn the minister of the consequences of failure to hold a certificate of good standing and ask for an explanation.
24. Where a minister in a ministry settlement has not held a certificate of good standing for one year, a commission of presbytery will determine whether the ends or purposes of the ministry settlement are being met pursuant to the provisions of section 10.28 of the Book of Order.
25. Where a commission of presbytery determines that the ends and purposes of a ministry settlement are not being met and there is no other way of alleviating the situation, the ministry settlement will be terminated, pursuant to section 10.28 of the Book of Order.
26. Where the commission decides that the ends and purposes of the ministry settlement are being met, if after two years from the date of that decision the minister does not hold a certificate of good standing, a further commission is to be convened pursuant to the provisions of section 10.28 of the Book of Order.
27. A minister may appeal against a decision of the presbytery, pursuant to the appeal process contained in section 10.28(7) of the Book of Order.

## **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 Sub-committee 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~~ Group 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 Group, 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 National Assessment Weekend.
- 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 National Assessment Weekend. 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 Candidates 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 Candidates Committee 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.

### **Licensing**

*Pursuant to Book of Order Chapter 9.10*

- 3.49 The presbytery to which KCML readiness for ministry reports are sent is responsible for determining whether or not a candidate should be licensed.

- 3.50 In order to make that determination, the presbytery will ensure, through the Candidate Committee or equivalent body, that the following components of assessment are reviewed:
- (i) readiness for ministry reports
  - (ii) integrative exercise
  - (iii) conduct of a service of worship, including a critique of preaching
  - (iv) an exercise involving leadership of a study group or chairing a meeting
  - (v) face-to-face candidate interview with the Candidate Committee
  - (vi) other means of assessment the Candidate Committee considers appropriate
- 3.51 The candidate must be given a copy of the Candidate Committee's report on its assessment.
- 3.52 Where possible, the candidate should be associated with the presbytery meeting which considers his or her assessment report.
- 3.53 Before proceeding to license the candidate, the presbytery must receive confirmation from KMCL that the candidate has completed the requirements for a Diploma in Ministry, and is ready for ministry.
- 3.54 If the presbytery which determines that a candidate may be licensed is not the candidate's home presbytery, it may, at the request of the candidate, invite the home presbytery to conduct the licensing service.
- 3.55 The presbytery which licenses the candidate has oversight of the licentiate until he or she is ordained.
- 3.56 The presbytery may, at the request of the licentiate, transfer oversight to another presbytery, provided the new presbytery agrees to accept oversight of the licentiate.
- 3.57 If the licentiate does not proceed to ordination within five years of licensing, he or she is no longer a licentiate in good standing, and is not available for a call to a ministry position.
- 3.58 If a licentiate who is not in good standing wishes to receive a call to a ministry position, an application to review his or her status must be made, with the support of the presbytery, to the Personnel Work Group.

#### **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.

## **5. Transition of Amorangi minister to Nationally Ordained Ministry**

*Pursuant to Book of Order Chapter 9.39*

- 5.1 An Amorangi minister who feels called to transition to the National Ordained Ministry (NOM), and has the support of Te Aka Puaho, will submit to the same national assessment process to which other NOM candidates submit.
- 5.2 Prior to commencing the NOM ordination programme, the Amorangi minister must complete a Diploma-level theological qualification (such as an LTh) or a Degree through a provider approved by the Knox Centre for Ministry & Leadership (Knox Centre), and include within that Diploma or Degree requisite papers in biblical studies, theology and church history.
- 5.3 Financial assistance from the Knox Centre may be applied for during the course of studying towards the Degree or Diploma.
- 5.4 At least half of the two-year ministry internship will be outside Te Aka Puaho.
- 5.5 During the course of the NOM internship the Amorangi minister will receive the same Bursary as other NOM students.

- 5.6 At the conclusion of the internship, and upon the satisfactory completion of all the requirements of the internship, the Amorangi Minister will be awarded a Diploma in National Ordained Ministry, have the transition from Amorangi to NOM recognised in a service of worship, and be available for a call to ministry in any parish in the Church and its partner denominations

## **ELECTION, ORDINATION AND INDUCTION OF ELDERS**

*Pursuant to Book of Order Chapter 9.41, 9.42*

### **1. Election of elders**

- 1.1 When a member is nominated for election as an elder, sufficient relevant information about the member's abilities and appropriate qualities must be provided to enable the congregation to make an informed decision when voting.
- 1.2 An elder is ordained for life, but may be elected and inducted to serve on the church council either indefinitely or for a fixed period. Where the elder is to serve for a fixed period, the length of that period must be stated at the time of election and at the induction.
- 1.3 Elders inducted for fixed periods are eligible for election to serve further fixed periods or for an indefinite period.

### **2. Training of elders**

- 2.1 Prior to ordination and induction, a member who has been elected by the congregation to be an elder must undergo training, based on resources approved by the Knox Centre for Ministry and Leadership.
- 2.2 Training is not compulsory for a member who is elected by the congregation has previously been ordained as an elder in another congregation.
- 2.3 The presbytery is responsible for the training of elders. The training may be delegated.
- 2.4 Elders must be provided with a copy of the Handbook for Elders, as published by the Knox Centre for Ministry and Leadership.

### **3. Ordination and induction of elders**

- 3.1 If the elder has already been ordained in another congregation, her or she is inducted only.
- 3.2 Ordination and induction must take place during public worship, and be conducted by an ordained minister of the Church.
- 3.3 Before ordination and induction can proceed, it must be confirmed that the preliminary requirements contained in Book of Order Chapter 9.42(1) have been met.
- 3.4 The service of ordination and/or induction of the elder must include:



- (i) An affirmation of the Church's standards, as set out in Book of Order chapter 1.1
- (ii) The elder must hold him or herself accountable to the Church by responding to questions affirming his or her belief in these standards, and agreeing to uphold the doctrine, worship, governance and discipline of the Church, as set out in the Formula in Book of Order chapter 1.7.
- (iii) The elder must sign a written copy of the Formula.
- (iv) The minister must ordain and induct the elder by prayer to the office.

## **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.

### **3. Interns and probationers to administer the sacraments**

- 3.1 National Orained Ministry interns and Local Ordained Ministry probationers may be granted authority, by the presbytery or synod in which the intern or probationer serves, to administer the sacraments during the course of their internship or probationary period. Such administration of the sacraments must be conducted under the supervision of the intern's or probationer's mentoring minister.

## **CHAPTER TEN**

### **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 for ministry to a congregation for a short stated term of up to two years.
- 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.
- 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 must be gained prior to the supply arrangement being entered into.
- 1.9 Before a presbytery may approve the appointment of a non-PCANZ minister, it must obtain evidence through the Assembly Office 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.
- 1.11 If the process of reception to the ministerial roll of the Church has begun during a period of stated supply, the presbytery may extend the appointment beyond two years until the conclusion of the reception process.

## **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 A list of those trained and qualified in transitional ministry is to be maintained by the PCANZ national office, and a list of those currently available for appointment be supplied to settlement boards as a matter of course, along with the list of those in ministry positions for five years or more.
- 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, for up to two years, 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 twelve 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.
- 3.9 If a lay supply appointee is recommended as a candidate for Local Ordained Ministry, the presbytery may extend the appointment for the duration of the Local Ordained Ministry assessment period.

## **MINISTRY SETTLEMENT BOARDS**

*pursuant to Book of Order 10.7(1)*

1. The ministry settlement board's review of the life of the congregation must be conducted in terms of the functions of the congregation as set out in Book of Order Chapter 5.2.
2. If the ministry settlement board has reason to believe
  - (a) that the total number of adults attending public worship has fallen below an average of 40 per week for 12 consecutive months, or
  - (b) that the congregation is no longer fulfilling the expectations for mission contained in Book of Order Chapter 5.2, it must report this to the presbytery, and the presbytery must appoint a commission, under the provisions of Book of Order Chapter 5.10(1), to review the life of the congregation in order to determine whether or not the congregation should be dissolved.
3. When a presbytery commission is appointed under Chapter 5.10, the work of the ministry settlement board is suspended until the presbytery commission has completed its review.
4. Members of the ministry settlement board may be considered for appointment to the presbytery commission, provided the criteria of Chapter 5.10(2) are met.
5. If the presbytery commission determines that the congregation is a viable one, as defined in Chapter 5.10(6)(a), the ministry settlement board must adopt the presbytery's review findings, and proceed to undertake its remaining functions.
6. If the presbytery commission determines that the congregation should be dissolved, the ministry settlement board must be discharged.
7. If the presbytery commission determines that the option set out in chapter 5.10(6)(b) applies, the ministry settlement board may recommend a temporary settlement for a term of up to three years in the first instance, with a review by the presbytery at least three months before the end of that term. Where the ministry settlement board has been suspended, it may be discharged and the presbytery then acts on its own cognisance.

## **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 Personnel Work Group under this provision.

## **REINSTATEMENT TO MINISTERIAL ROLL FOLLOWING COMPULSORY REMOVAL**

*Pursuant to Book of Order chapter 10.32B*

### **1. Reinstatement following disciplinary action:**

- 1.1 A minister whose name has been removed from the roll of ministers by order of a disciplinary commission may not apply for reinstatement until at least three years after the date of removal from the roll.
- 1.2 A minister who seeks reinstatement must submit a letter of application to the Assembly Executive Secretary. The letter must include the reasons for removal from the roll, the reasons for seeking reinstatement, a remedial plan, the actions the applicant has taken to rehabilitate him or herself, and include the names of at least two referees.
- 1.3 The Assembly Executive Secretary must forward the application, together with his or her report on the matter and a copy of the disciplinary commission's findings, to the Personnel Work Group.
- 1.4 The Personnel Work Group may use its discretion in determining how to assess the application, but the process must include:
  - (i) background checks, including Police
  - (ii) consultation with the applicant's last presbytery of oversight and presbytery in which the applicant now resides
  - (iii) comment by those from whom the applicant has sought professional help
  - (iv) assessment by an independent psychologist
  - (v) victim impact statements, including from the former minister's spouse
  - (vii) consultation with Knox Centre for Ministry and Leadership regarding further study and retraining.
- 1.5 The Assembly Executive Secretary, or his or her appointed representative, must be present at any meetings of the Personnel Work Group where the application is considered.
- 1.6 The Personnel Work Group must recommend to the Council of Assembly, with its reasons, that either that the applicant be reinstated to the roll of ministers, or that the application be declined.
- 1.7 (a) If the Personnel Work Group recommends reinstatement to the roll of ministers, the recommendation may include a requirement that the applicant undertake further study, and that the relevant presbytery appoint a ministerial mentor for the applicant, for up to two years.  
  
(b) If the Personnel Work Group recommends that the application be declined, it may indicate that the applicant may reapply in another year.
- 1.8 If the Council of Assembly directs that the applicant's name be reinstated to the roll of ministers, the applicant will be granted provisional status of good standing, and will have two years to obtain a full Certificate of Good Standing.
- 1.9 The applicant, and the presbytery in which they reside, must be advised of the Council of Assembly's decision, with reasons.

### **2. Reinstatement following removal after engagement in another calling for more than five years:**

- 2.1 A minister whose name has been removed from the rolls of ministers because he or she has been engaged in another calling, and has not been a member of any presbytery for five years, may apply for reinstatement to the roll of ministers.
- 2.2 The applicant must submit a letter of application for reinstatement to the Assembly Executive Secretary. The letter must explain the circumstances that led to the abandonment of his or her calling as a minister of word and sacrament within the PCANZ, give the reasons for seeking reinstatement, and include the names of at least two referees.
- 2.3 The Assembly Executive Secretary must forward the application, together with a summary of relevant details from the minister's personnel file, to the Personnel Work Group.
- 2.4 The Personnel Work Group may use its discretion in determining how to assess the application, but the process must include:
  - (i) background checks, including Police
  - (ii) consultation with the applicant's last presbytery of oversight and the presbytery in which the applicant now resides
  - (iii) consideration of the applicant's work history since removal from the roll of ministers
  - (iv) consultation with Knox Centre for Ministry and Leadership regarding further study and retraining.
- 2.5 The Assembly Executive Secretary, or his or her appointed representative, must be present at any meetings of the Personnel Work Group where the application is considered.
- 2.6 The Personnel Work Group must recommend to the Council of Assembly, with its reasons, that either that the applicant be reinstated to the roll of ministers, or the application be declined.
- 2.7 (a) If the Personnel Work Group recommends reinstatement to the roll of ministers, it may include a requirement that the applicant undertake further study, and that the relevant presbytery appoint a ministerial mentor for the applicant, for up to two years.  
  
(b) If the Personnel Work Group recommends that the application be declined, it may indicate that the applicant may reapply at a later date, provided specified criteria are met.
- 2.8 If the Council of Assembly directs that the applicant's name be reinstated to the roll of ministers, the applicant will be granted provisional status of good standing, and will have two years to obtain a full Certificate of Good Standing.
- 2.9 The applicant, and the presbytery in which they reside, must be advised of the Council of Assembly's decision, with reasons.

## **CHAPTER THIRTEEN**

### **PACIFIC PRESBYTERY**

#### **1. Constituent groups**

- 1.1 The Pacific Presbytery (the presbytery) represents the following distinctive Pacific Island constituent groups:



- (a) Cook Islands - Uapou Fellowship
  - (b) Niueans – Niue Fono Motu
  - (c) Samoans - Fono Samoa
  - (d) Tokelauans /Tuvaluans- Fono Tokelau-Tuvalu
  - (e) English Speaking - English Speaking Group
- 1.2 The presbytery must recognise each constituent group referred to in subsection (1).
  - 1.3 The presbytery must ensure that there is a means of expression and communication for each constituent group referred to in subsection (1).
  - 1.4 The presbytery must encourage each constituent group to make Jesus Christ known in ways that are relevant to its own culture and through its own distinct structure.
  - 1.5 Each constituent group must hold at least one meeting in a calendar year.
  - 1.6 Each constituent group may hold additional meetings in a calendar year.
  - 1.7 Each constituent group may establish standing and special committees to consider matters of importance to the constituent group, or to the presbytery or to the Church.
  - 1.8 A standing or special committee must report to its constituent group.
  - 1.9 Each constituent group is responsible for ensuring that congregations within its group pay to the presbytery treasurer, through the constituent group, the levies set by the presbytery.
  - 1.10 A constituent group may report its considerations and decisions arising from committees established under subsection (7) to the Executive of the presbytery.
  - 1.11 The presbytery may consider and refer any decision of a constituent group to the General Assembly.

## **2. Meetings of the Pacific Presbytery**

- 2.1 The presbytery must meet at least once a year and at other times that the presbytery may determine.
- 2.2 At each regular meeting, the presbytery must fix the date, time and place of its next regular meeting.
- 2.3 If the moderator and clerk agree that a change of date, time or place of meeting is appropriate, they may appoint another date, time or place for the meeting, but otherwise the date, time, and place of meeting already fixed must remain unchanged.
- 2.4 The clerk must give each member congregation and minister at least 10 working days written notice, which may be by electronic communication, of the new date, time and place of the meeting.
- 2.5 The presbytery may at a regular meeting instruct the clerk to convene a special meeting of the presbytery to deal with particular business.
- 2.6 The moderator must instruct the clerk to convene an emergency meeting if
  - (a) in the opinion of the moderator, there is urgent business that warrants the holding of an emergency meeting, or

- (b) the moderator receives a written request from not less than five members of the presbytery to hold an emergency meeting.
- 2.7 To allow each member to attend a special or emergency meeting of the presbytery, the clerk must give sufficient notice in writing, which may be by electronic communication, stating the nature of the business to be considered.
- 2.8 A special or emergency meeting of the presbytery may deal only with the business set out on the notice of the meeting.
- 2.9 A quorum for any regular meeting of the presbytery is one-third of the members, representing at least half of the congregations of the presbytery.
- 2.10 The presbytery may determine in its standing orders the quorum for meetings other than regular meetings.
- 2.11 Except with the permission of the General Assembly, the presbytery must not meet while the General Assembly is in session.
- 2.12 The presbytery may allow the attendance of any other person at a meeting of the Synod and such a person has the right to speak at the meeting, but not to move or second motions or to vote.
- 2.13 At its meetings, the presbytery may:
  - (a) receive reports and representations from the constituent groups,
  - (b) receive reports and recommendations from the committees of the presbytery,
  - (c) receive, review and revise its mission strategies,
  - (d) encourage activities for the fulfilment of its purpose,
  - (e) receive, consider and report to the General Assembly on matters referred to it by the General Assembly,
  - (f) debate and decide matters of concern to the constituent groups, their congregations, members, families, and communities,
  - (g) encourage its members to live the Gospel and prosper Christ's mission in local and regional settings as individuals, congregations and groups.
- 2.14 The presbytery may invite to its annual meeting a representative visitor from one of the Pacific Island churches in the Pacific Islands to promote its mission and good relationships with the churches in the Pacific Islands.
- 2.15 The presbytery must rotate the invitation in subsection (14) in turn between the Pacific Islands.
- 2.16 The presbytery may consider holding its annual meeting in different regions and in locations where there are concentrations of Pacific Island people.
- 2.17 Despite subsection (16), the presbytery may decide not to hold a meeting in a location if it considers it is not practical to do so.
- 2.18 If, in respect of a particular occasion or issue, it is considered appropriate, the presbytery may permit its members to
  - (a) consider the issue in their constituent groups, and

- (b) report to the presbytery and vote according to the views of the constituent group, in order to ensure that the views of the constituent groups are honoured
- 2.19 If considered appropriate, the presbytery may represent the views of the constituent groups to the General Assembly, for the benefit of the whole Church.

### **3. Officers of the Pacific Presbytery**

- 3.1 The offices of moderator, presbytery clerk or presbytery treasurer are not paid positions.
  - (a) Despite subsection (1), the presbytery
  - (b) must pay reasonable and agreed expenses, and
  - (c) may pay a modest honorarium to the moderator, the clerk and the treasurer.

### **4. Moderator of the Pacific Presbytery**

- 4.1 Each constituent group in turn must elect as moderator a minister or elder who is a member of the presbytery.
- 4.2 Each moderator may hold office for a period of not more than two years.
- 4.3 The functions of the moderator of the presbytery are
  - (a) to represent, and on appropriate occasions, to speak on behalf of the presbytery, but any pronouncement so made by the moderator, whether in a representative capacity or not, does not bind the presbytery or the Church or any General Assembly.
  - (b) with one other member of the presbytery, to represent the presbytery on the Council of Assembly, and
  - (c) with the clerk of the presbytery, to liaise with other courts and groups of the Church.
- 4.4 The moderator of the presbytery must
  - (a) constitute, preside over, and generally direct the business of the meetings of presbytery to ensure due order and efficiency, and
  - (b) exercise pastoral oversight over members of the presbytery.
- 4.5 The moderator may vacate the chair for the purpose of expressing his or her opinion or moving a motion, or if he or she is a party, in a matter before the presbytery.
- 4.6 If the position of moderator falls vacant through death, transfer, or any other reason, the presbytery must elect an acting moderator from the designated constituent group to exercise the duties of the office until the end of term. [Note: Constituent groups choose the moderator on a rotational basis.]
- 4.7 A person appointed under subsection (6) must cease to act as Moderator when the presbytery elects a new moderator.

- 4.8 If the moderator is temporarily unavailable to perform his or her duties, the most recent former moderator of the presbytery must assume and perform the Moderator's duties; and if that person is not available, the Moderator of the General Assembly must appoint a moderator for the presbytery.
- 4.9 If the moderator is an elder, the presbytery
- (a) may authorise the moderator to administer the sacrament of Holy Communion and officiate at ordinations and inductions including the laying on of hands during his or her tenure of office, and
  - (b) must ensure that the moderator receives assistance and training as required, and
  - (c) must ensure that provision is made in its budget for the travelling expenses of the moderator.

## **5. Clerk of the Pacific Presbytery**

- 5.1 The presbytery may elect or appoint a clerk for a term of not more than five years. The clerk may be re-elected or re-appointed for a further term or terms.
- 5.2 The clerk must:
- (a) ensure the orderly working of the presbytery according to this supplementary provision and the requirements of the Book of Order,
  - (b) call meetings of the presbytery, and prepare the agenda for meetings of the presbytery,
  - (c) keep records of the meetings of the presbytery,
  - (d) receive and distribute correspondence and other documents and papers to the constituent groups, committees, congregations and individuals within the presbytery to whom any matters are appropriately referred, and
  - (e) with the moderator, ensure effective liaison with other bodies of the Church in accordance with the decisions and instructions of the presbytery.
  - (f) provide information and reports to the General Assembly and other bodies as required.
- 5.3 If the clerk is temporarily unable to perform the duties of the office, or if the office of clerk is vacant, the presbytery may appoint an acting clerk with full authority and responsibility to perform all the duties of the office until such a time as the clerk is available to resume those duties, or the presbytery elects or appoints another clerk.
- 5.4 The presbytery may elect or appoint other officers to perform particular duties for a specified term.

## **6. Treasurer of the Pacific Presbytery**

- 6.1 The presbytery must appoint a suitably qualified person to be the presbytery treasurer.
- 6.2 The treasurer may hold office for a period of not less than one year and not more than five years. The treasurer may be re-appointed for further terms.
- 6.3 The treasurer must
- (a) receive all monies of the presbytery,

- (b) pay all accounts of the presbytery,
  - (c) make any disbursements directed by the presbytery and the General Assembly,
  - (d) keep proper accounts of all transactions,
  - (e) prepare and present to the presbytery at the end of each financial year an annual reviewed or **audited** statement of accounts.
- 6.4 The signatures of two authorised people, one of whom must be the treasurer, are required for all payments.
- 7. Executive**
- 7.1 The presbytery must appoint an executive, whose members are:
- (a) the moderator,
  - (b) the clerk,
  - (c) the treasurer,
  - (d) four members elected by the constituent groups,
  - (e) committee conveners, and
  - (f) other members appointed with special skills.
- 7.2 The responsibilities of the executive are to
- (a) call meetings of the presbytery,
  - (b) inform the constituent groups of the meetings,
  - (c) organise the order of business for each meeting of the presbytery,
  - (e) communicate as necessary with other groups within the Church,
  - (f) report to the General Assembly on matters concerning the presbytery which it believes concern the General Assembly, and
  - (g) develop strategies to fulfil the purpose and mission of the presbytery.
- 7.3 The presbytery may delegate to the executive such tasks as it considers appropriate.
- 7.4 The presbytery may instruct the executive to perform any task in its name.
- 7.5 The executive must comply with any delegation or instruction given to it by the presbytery.
- 7.6 The executive must meet at least three times a year.

## **CHAPTER FOURTEEN**

### **MEETINGS OF CHURCH IN ASSEMBLY**

#### **NOMINATING COMMITTEE**

*Pursuant to Chapter 14 .4(2) of the Book of Order*

1. The role of the Nominating Committee is to make nominations to the General Assembly for appointments and election to the Church's national committees, work groups and other nationally appointed bodies.

2. The Nominating Committee is appointed by the Council of Assembly, acting as a Commission of Assembly, save that the co-convenors are to be nominated by the Council of Assembly to, and elected by, the General Assembly.
3. The membership of the Nominating Committee is as follows:
  - (a) Two co-convenors, with the convenors to be appointed at alternate Assemblies so that the presiding convenor is replaced at the next Assembly by the co-convenor elected at the previous Assembly,
  - (b) two representatives from each presbytery, to serve for two Assemblies, with one to be appointed each Assembly from a list of two or more names supplied by the presbytery, so that the presbytery always has one experienced representative and one new representative,
  - (c) one Asian representative.
4. The Nominating Committee Executive, comprising the two convenors and three other members from the committee, is appointed by the whole committee.
5. The Executive must report its decisions to the next meeting of the Nominating Committee.
6. The Nominating Committee nominates a new Executive at its meeting prior to each General Assembly.
7. Prior to each General Assembly, the Nominating Committee will call for nominations from presbyteries for a new co-convenor of the Nominating Committee.
  - (a) The nomination form must include a role description, and require the nominee's biographical details, including details of relevant skills and experience for the role, to be stated on the form.
  - (b) After assessing nominees, the Nominating Committee will forward a recommendation for co-covenor to the Council of Assembly, which makes the final nomination to the General Assembly.
  - (c) The usual term of appointment for one person as presiding convener and co-convenor of the Nominating Committee is four years. with two years as co-convenor followed by two years as presiding convener, to provide for continuity and retention of institutional memory.
  - (d) Where it is necessary to appoint a new convenor between General Assemblies, an adjustment in the term of appointment may be made to align the term with General Assembly meetings, so as to provide for at least two full years in the role.
8. Prior to each General Assembly, the Executive will call for nominations from presbyteries for representation on the Nominating Committee. The nomination form must include a role description, and require the nominee's biographical details, including details of relevant skills and experience, to be stated on the form.
9. The Nominating Committee should meet face to face at least one month before the General Assembly to assess nominations for national committees, work groups and other nationally-appointed bodies.
10. The Nominating Committee's recommendations for appointments to national committees and other nationally-appointed bodies are to be published in the General Assembly papers.

11. In making recommendations for appointment to national committees, work groups and other Church bodies, the Nominating Committee must act fairly and transparently to ensure, where possible, a balanced representation of appropriately skilled and experienced people who encompass the diversity of the Church.
12. No member of the Nominating Committee may be nominated to serve on any other national committee, work group or other Church bodies, or as a PCANZ representative to other organisations.
13. The term of appointment to a national committee, work group or other Church body, is generally until the next General Assembly.
14. The Nominating Committee may submit nominations to the Council of Assembly for mid-term appointments to national committees, work groups and other nationally appointed bodies, to fill vacancies that occur between Assemblies.
15. Nominations for minor mid-term appointments may be made by the Nominating Committee Executive, but significant mid-term nominations must be made by the whole committee.
16. All nominations for appointment to national committees, work groups and other nationally appointed bodies should be made through the Nominating Committee.

## **NOMINATION AND ELECTION OF MODERATOR**

*Pursuant to Book of Order Chapter 14.14(3).*

1. The Assembly invites church councils to submit to their presbytery, Te Puaho or the Pacific Presbytery, names of up to four suitable nominees, and a 150 word statement about their wider church experience and suitability for the office, which can be posted on the presbytery's website, along with the signed permission of the nominee.
2. In a manner that complies with the conditions for balanced membership of courts, committees and other bodies, as found in the generic Supplementary Provisions (that members should represent the diversity of age, gender and cultural groupings found in the church and also have comparable numbers of ministerial and lay members), each presbytery, including Te Aka Puaho and the Pacific Presbytery, will vote to nominate two candidates for the position of Moderator Designate of General Assembly from the names submitted by church councils within its bounds.
3. Nominations from the presbyteries will be sent to the Assembly Executive Secretary to be included on a ballot paper for the election of the Moderator Designate.
4. The Nominating Committee will re-affirm the nominees' acceptance of their nominations and will compile an election pack containing the candidates' biographical details, personal statements, photographs and other appropriate details. The length and format of this election pack will be determined by the Nominating Committee.
5. The names of all the candidates are submitted to all church councils to vote upon. Church councils may approach candidates for further information. Church councils shall have six weeks from the date the names are sent to them to cast their votes.
6. A preferential system of voting will be used. Church councils will vote for four candidates, listing them in order of preference. If no candidate has an absolute majority of votes cast based on church councils' first preference, then the second preference 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.

7. The counting of votes will 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.
8. Any person who has already served a term as Moderator is ineligible for nomination.
9. The position of the Moderator may be up to full time, negotiated between the Moderator Designate and the Assembly Executive Secretary.
10. In the six months prior to assuming office as Moderator, the Moderator Designate, in consultation with the Assembly Executive Secretary, may be supported by the General Assembly on a one third fulltime equivalent basis, in order to allow preparation and orientation time for the office.
11. A stipend-based remuneration is to be negotiated with an incoming Moderator (lay or ordained) to ensure that neither the Moderator, their congregation (if a parish minister) or other current employer is financially disadvantaged in the term of the Moderator.
12. In consultation with the Assembly Executive Secretary, allowance may be made for the Moderator's spouse, or other support person, to accompany the Moderator, where appropriate.

## **APPOINTMENT OF ASSEMBLY EXECUTIVE SECRETARY**

*Pursuant to Book of Order Chapter 14.18(1)*

- 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 The Council of Assembly is accountable to the General Assembly for the performance of the Assembly Executive Secretary.
- 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.
- 4 The position of Assembly Executive Secretary may be advertised and potential applicants may be approached directly.
- 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.
- 6 All applications and nominations for the position of Assembly Executive Secretary shall be considered. The selection panel shall interview short listed applicants and nominees and undertake such other assessment as it sees fit. If no suitable candidate presents, no recommendation need be made.
- 7 The Assembly Executive Secretary shall be required to complete a written employment agreement.



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.
9. If the Assembly Executive Secretary gives extended notice of his or her intent to resign from the position, the Council of Assembly may immediately implement the provisions of this section in order to appoint an Assembly Executive Secretary Designate.
10. The Assembly Executive Secretary Designate may work with the Assembly Executive Secretary, in a transition capacity, for a period of up to twelve months prior to the date the outgoing Assembly Executive Secretary's resignation is to take effect.
11. The appointment of the incoming Assembly Executive Secretary must be ratified by the next General Assembly.

## **YOUTH REPRESENTATIVE MEMBERS APPOINTED TO GENERAL ASSEMBLY**

*Pursuant to Book of Order Chapter 14.26(3).*

1. Presbyteries formed by General Assembly since October 2010 may each appoint six youth representatives as additional members to General Assembly.
2. Presbyteries and UDCs formed by the General Assembly prior to October 2010 may each appoint two youth representatives as additional members to General Assembly.
3. The Pacific Islands Synod, Te Aka Puaho and the Council of Asian Congregations may each appoint six youth representatives as additional members to General Assembly.

## **CHAPTER FIFTEEN**

### **DISCIPLINARY OVERSIGHT BY PRESBYTERY**

*Pursuant to Book of Order 15.14 (1)(d)*

1. The disciplinary oversight (oversight) contemplated in clause 15.14(1)(d) of the Book of Order is not intended to be punitive but rather reformatory/restorative with Christian gentleness, impartiality and faithfulness as is required by Book of Order clause 15.1(2)
2. If the assessors consider that oversight is appropriate, they may suggest identified issue(s) to be addressed in the course of oversight.
3. Before considering such an outcome, the person who is to be the subject of oversight will have:
  - (i) acknowledged the issues her/himself;
  - (ii) agreed to work with a third party to rectify these issues; and
  - (iii) taken such steps as might be recommended to enable him/her to achieve that.
4. Presbytery/Te Aka Puaho is encouraged to develop goals it hopes will be achieved during the oversight.

5. At the end of the process (which must be confidential, not punitive, and should reflect concern for the people involved and the congregation/faith community\*), the overseer should be satisfied that either the issue(s) have been remedied or that sufficient insight has been shown by the person concerned for the overseer to be satisfied that this can be achieved.
6. The outcome of the oversight process must be reported to Presbytery / Te Aka Puaho, the church court charged with the oversight.
7. If, at the end of the process, there has not been resolution to the satisfaction of the overseer, the presbytery may refer the matter back to its assessors, who shall be at liberty to consider the application of processes other than oversight under clause 15.14(1).
8. For so long as a minister is the subject of oversight, he/she is not a minister in good standing.

\* Refer Book of Order 15(1),(4),(5)

## **PASTORAL RESOLUTION COMMITTEE**

*Pursuant to Book of Order 8. 4(1)(u) and 15.14(1)(e)*

### **1. Purpose of the Pastoral Resolution Committee (PRC)**

- 1.1 The purpose of the PRC is assist parties involved to deal with disputes, grievances and complaints of a nature that are amenable to informal resolution by this process, and where mediation is not possible.
- 1.2 The word 'dispute' in these procedures refers to disputes, grievances and complaints that are unlikely to amount to conduct unbecoming. [Refer Book of Order Chapter 15.1]
- 1.3 The PRC's primary role is to provide a neutral forum in which the parties concerned can discuss the dispute in a supportive environment and reach an understanding between themselves to resolve the problem.
- 1.4 If no understanding is reached, the PRC will make a determination.

### **2. Panel from which a PRC is appointed**

- 2.1 The presbytery must appoint a standing panel of persons who have the wisdom and skills to undertake conciliation and resolution work.
- 2.2 Panel members should have a good understanding of PRC responsibilities and procedures as set out in this supplementary provision, and relevant guidelines.
- 2.3 Panel membership should have a geographical spread through the presbytery and have gender, ethnic, ministerial and lay representation.
- 2.3 The presbytery must appoint a Panel Co-ordinator who will appoint the members of a PRC to hear a particular dispute.
- 2.4 A standing Presbytery PRC is not to be appointed. A new PRC must be established, taking into account the issues in the case, to deal with each dispute.

- 2.5 Notwithstanding clause 2.5, where a dispute is closely related to a previous one, and the Panel Co-ordinator and the parties believe it is advantageous that the previous PRC consider the matter, one PRC may hear two disputes.

### **3. Membership of a Pastoral Resolution Committee**

- 3.1 A PRC must have a minimum of three and a maximum of five members, depending on the complexity of the dispute. Gender, ethnicity, age and the appropriateness of including a minister shall be considered in appointments.
- 3.2 Unless there are exceptional circumstances, PRC members shall not come from the parish or parishes of the parties in the dispute.
- 3.3 The Panel Co-ordinator may appoint one PRC member from outside the panel, being a person particularly suited for appointment having regard to the subject matter of the dispute.

### **4. Procedures**

- 4.1 Disputes may be referred to the PRC by
- (a) PCANZ Disciplinary Assessors, who will direct the PCANZ Complaints Officer to forward the complaint to the Co-ordinator of the relevant Presbytery Panel. This should include all information provided to the Assessors on the dispute, to assist the Co-ordinator in selecting members for the PRC. The information should be given to the PRC to assist their consideration of the dispute.
  - (b) Any member of a congregation in the presbytery, who may ask that the presbytery deal with a dispute. The PRC Co-ordinator and Presbytery Moderator shall jointly determine whether there is a qualifying dispute for referral to the PRC.
- 4.2 Within a week of receipt by a Panel Co-ordinator, that Co-ordinator must appoint a PRC, including a convenor, to consider the dispute and provide any relevant documentation received, together with the procedures that the PRC should follow in carrying out its role.
- 4.3 The PRC convenor will brief other members of the committee and provide them with information held on the dispute. The convenor will also ensure the PRC members are clear about the procedures the PRC is to follow.
- 4.4 The PRC convenor will contact the parties to the dispute and advise them of the process that will be followed. The PRC's primary role is to facilitate the discussion between the parties, providing information if requested and seeking to set up a framework in which the parties can work towards an understanding that will allow them to achieve a resolution of the issue.
- 4.5 The parties must be asked if they wish to provide the PRC with further information that would assist in resolution of the dispute. They must be advised that information provided to the PRC will be made available to the other party and the PRC and will be confidential to all involved.
- 4.6 The Convenor will set up a meeting time and place at which the PRC, the parties and any support persons will attend. All contact between members of the PRC and the

- parties in relation to the dispute must be at properly convened meetings of the PRC, unless it and the parties agree otherwise.
- 4.7 The PRC will ensure that its processes are fair and free from bias and the rules of natural justice are applied. PRC members should use the *Best Practise Guidelines for Presbytery Procedures* as these apply to their task, and refer to the Book of Order.
- 4.8 Each party may bring a support person (not a legal representative) with them. The support person may, at the invitation of the PRC, speak on a particular point, but it is expected that the parties themselves will generally state their own understanding of the matter under discussion. If the PRC and parties agree that attendance of another person could aid resolution of the dispute, that person may be invited to attend and speak.
- 4.9 Meetings must be held in private and matters treated confidentially, in compliance with the PCANZ guidelines and with the Privacy Act. The use of electronic communications containing personal information should be the exception and all communication must be clearly marked *Confidential*.
- 4.10 If resolution between the parties cannot be reached at one meeting, the PRC will adjourn and ask the parties to give further consideration to the issues. A second meeting must then be held within four weeks. If at the second meeting the parties still cannot come to a resolution, the PRC:
- if it deems it is not appropriate to further help the parties to negotiate a resolution
  - if it does not approve a resolution reached by the parties
- may make a judgement according to the merits and justice of the case.
- 4.11 The determination of a PRC may not be appealed.
- 4.12 Within 10 days of the meeting the parties will agree what matters, if any, can be made public. A confidential note of the meeting, agreed to by the parties and the PRC, shall be taken. It will include a statement that covers the resolution of the parties to be dated and signed by the parties and the PRC and copies given to the parties and the PRC convenor.
- 4.13 One month after the matter has been resolved by either the parties or the PRC, papers should be forwarded to the PCANZ Complaints Officer to be held for a period of five years when, provided there is no further action on the matter, the papers are to be destroyed. No papers are to be retained by the PRC or the Presbytery.

## CHAPTER SIXTEEN

### 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 \$50,000 require presbytery approval.
- 3.4 Building proposals which involve expenditure of more than \$50,000 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 \$200,000 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 Property that is to be sold on the open market must, subject to the Trustees' overriding discretion, first be offered to relevant Māori entities for purchase in accordance with the relevant guidelines issued by the Council of Assembly. For the avoidance of doubt, this obligation is not binding in respect of the sale of property that is:
  - (a) Held by the Synod of Otago and Southland;
  - (b) Subject to a private trust;
  - (c) Held by partner church property trustees;
  - (d) Being sold by a presbytery under section 39 of the Presbyterian Church Property Act 1885; or
  - (e) Is otherwise subject to conflicting contractual, fiduciary or legal obligations.
- 4.6 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 \$50,000 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, and to any community trust whose grants are funded from gaming, 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.

**7. Charitable purposes of a congregation or presbytery**

*Pursuant to Book of Order chapter 16.13*

Any income, benefit, or advantage gained by a congregation or presbytery must be used to advance the charitable purposes of the congregation, presbytery or the Church. No member, no associate member and no person associated with a member or associate member is permitted to take part in, or to influence, any decision of the congregation or presbytery in respect of payments to or on behalf of the member, associate member or associated person of any income, benefit or advantage. Any payments made to a member or associate member must be for goods or services which advance the charitable purpose of the congregation or presbytery or the Church, and must be reasonable and relative to payments that would be made between unrelated parties.

**8. Winding up of a congregation or presbytery**

*Pursuant to Book of Order chapter 16.14*

- (a) Congregation. In the event that a congregation should dissolve or be wound up, if any property, as defined in section 3, Property, of the Presbyterian Church Property Act 1885, remains after the dissolution or winding up and the settlement of all debts and liabilities of the congregation, that property:
- (i) held by The Presbyterian Church Property Trustees shall be disposed of or dealt with as the presbytery in which the dissolved congregation was situated shall direct; and
  - (ii) held by the congregation itself shall be transferred to that presbytery; or
  - (iii) held by The Otago Foundation Trust Board shall be disposed of or dealt with as directed by the Synod of Otago and Southland, in accordance with section 40 of the Otago Foundation Trust Board Act 1992.
- (b) Presbytery. In the event that a presbytery should dissolve or be wound up, if any property, as defined in section 3, Property, of the Presbyterian Church Property Act 1885, remains after the dissolution or winding up and the settlement of all debts and liabilities, that property:
- (i) held by The Presbyterian Church Property Trustees or The Otago Foundation Trust Board shall be disposed of or dealt with as the General Assembly shall direct;
  - (ii) held by the presbytery itself shall be transferred to the General Assembly.