Presbyterian Church of Aotearoa New Zealand

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RECEPTION PROCESS GUIDELINES
for ministers of word and sacrament from other Churches to be received as ministers of the Presbyterian Church of Aotearoa New Zealand

The Presbyterian Church of Aotearoa New Zealand has mutual recognition of ministry with the following Churches:

- Methodist Church of New Zealand
- Presbyterian Church of Korea (PCK)
- Presbyterian Church in the Republic of Korea (PROK)
- Uniting Church of Australia (UCA)

For all other denominations, please return your completed application form and supporting documentation to:

Brad Kelderman
People & Culture Manager
brad@presbyterian.org.nz

For your application to be complete, the following documentation must accompany the application form. Incomplete applications will cause significant delays.

- ☐ Photocopy of the photo page of your passport
- ☐ For non-New Zealand citizens, proof of New Zealand residency
- ☐ Written confirmation of the date of your ordination
- ☐ Written confirmation of good standing from your current church
- ☐ Official academic transcripts
- ☐ Photocopies of certificates of qualifications awarded, certified by a justice of the peace
- ☐ Confirmation of membership of a church of the Presbyterian Church of Aotearoa New Zealand (or complete the request for exemption). Letters of support from your congregation and the local presbytery.
- ☐ Your answers to the ministry questionnaire
- ☐ Schedule 1: New Zealand police check consent form
- ☐ Photocopy of New Zealand driver's licence (if applicable)
- ☐ For applicants from other countries, police clearance or report from your country of origin and any other countries of in which you have resided.

If you have any questions about the process or application, please contact Brad Kelderman at brad@presbyterian.org.nz.

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Information is collected in accordance with the Privacy Act 2020 for the purpose of administering the application process and subsequent engagement as a minister for successful applicants. Information is held by PCANZ and can be accessed and corrected by contacting us.

Application

All applicants for reception/received ministers must meet the following requirements:

New Zealand citizenship or residency

Applicants must have either New Zealand citizenship or permanent residency in order to be received.

Presbyterian Church of Aotearoa New Zealand church membership

All applicants must have been a member of a church of the Presbyterian Church of Aotearoa New Zealand for at least 12 consecutive months **before** applying for reception.

Ministers from overseas may be able to take up a stated supply role to fulfil the membership criteria.

This requirement may be fulfilled by membership or active participation in a cooperating venture church where the Presbyterian Church of Aotearoa New Zealand is a partner.

The Leadership sub-committee is responsible for granting of exemptions to the membership rule. The Personnel Workgroup will report its findings to the leadership sub-committee for consideration.

Interview and consultation

Applicants who meet the requirements of the Presbyterian Church of Aotearoa New Zealand will be invited to attend an interview with a panel appointed by the Personnel Work Group, either in person or by remote interview. Applicants are responsible for any travel costs incurred.

The Personnel Workgroup will ask for recommendations from the Knox Centre for Ministry and Leadership for further academic study.

The Personnel Workgroup will arrange for the applicant to undergo psychometric testing. The report from the psychologist will be discussed with the applicant before it is sent to the Personnel Workgroup.

The Personnel Workgroup will contact the referees provided by the applicant.

The Personnel Workgroup will consult with the presbytery in which the minister resides.

Reception

All applicants will receive written notification of the outcome of their application, whether successful or not.

Applicants who meet the requirements and needs of the Presbyterian Church of Aotearoa New Zealand will be received. Their presbytery will be notified and their names will be added to the ministerial roll.

As a condition of reception, the Personnel Workgroup will develop a reception programme based on the information gathered during the application process.

All newly-received ministers are required to participate in an online Receptions course conducted by Knox Centre for Ministry Leadership (KCML). This course is designed to familiarise ministers with the PCANZ, including its form of governance and Reformed theological tradition, as well introducing key people and ministries. The online course is usually eight hours in duration, spread over two weeks.

In addition, the Personnel Workgroup will consider recommendations made by KCML for further academic study. Should the Personnel Workgroup adopt those recommendations, a timeframe will be put in place for the completion of the study. This timeframe will form part of the signed agreement between the minister and the PCANZ. Failure to complete the study in the agreed timeframe will affect the minister's certificate of good standing.

Seniority increment to stipend

The offer of any seniority increment to new PCANZ ministers from a denomination outside PCANZ recognises the fact that, while they may currently lack the experience specific to PCANZ, the years of service in the other denomination should be acknowledged. This is done by calculating the previous eligible years of service at 50%.

PCANZ Beneficiary Fund

This is a fund for all nationally-ordained ministers of the Presbyterian Church of Aotearoa New Zealand ministers. All ministers must join the Fund.

Certificate of Good Standing

All minsters are required to have a certificate of good standing. In order to be in good standing, ministers must be able to show that they:

- receive regular and adequate supervision
- are not the subject of disciplinary procedures
- have completed a police vetting check with acceptable results
- have completed the PCANZ ministry ethics and risk management course

Newly-received ministers are granted a provisional status of good standing and have two years to apply for a full certificate of good standing, which will then be valid for three years.

Ministry Development Programme

Ministers are also required to complete a Ministry Development Plan at least every three years.

Removal from ministerial roll

Newly-received ministers who have not been called, appointed to a chaplaincy or become a member of any presbytery will have the status of other recognised minister. Ministers who remain as other recognised ministers for five consecutive years may be subject to removal from the ministerial roll.

Prior to removal, they will be notified of their impending removal by the Assembly Executive Secretary and can request in writing a two-year extension. If, at the end of that two year period, the minister has not been called, appointed to a chaplaincy or become a member of any presbytery, then the minister's name will be removed from the Church's roll of ministers.

Removal from the roll does not cancel the minister’s reception, but it does mean that the minister is no longer able to conduct weddings under the authority of the Presbyterian Church of Aotearoa New Zealand, nor may s/he be called or appointed as a minister of word and sacrament. A minister who is removed from the role may apply for reinstatement.