

SECTION C

Synod

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THE INTERPRETATION STATUTE

Enacted 1891, Amended 1895, 1922, 1989, 1992, 1994, 2000

A STATUTE

TO INTERPRET AND SHORTEN THE LANGUAGE OF THE STATUTES, REGULATIONS, AND RESOLUTIONS AND TO REGULATE THE PROCESS OF LEGISLATION OF THE SYNOD OF THE DIOCESE OF CHRISTCHURCH

BE IT ENACTED by the Bishop, Clergy and laity of the Anglican Church in Aotearoa, New Zealand and Polynesia, in the Diocese of Christchurch, in Synod assembled, and by the authority of the same, as follows:-

1. The short title of this Statute shall be "The Interpretation Statute, 1891."
2. All Statutes shall, if there be more enactments than one, be divided in clauses, which clauses shall be deemed to be substantive enactments, without any introductory words.
3. Every schedule to any Statutes shall be deemed to be part of the Statute to which it is annexed, and shall have the same effect as if the matters contained therein had been enacted in the body of such Statute. But whenever forms are prescribed, slight deviations there from, but to the same effect, and not calculated to mislead, shall not vitiate them.
4. In all Statutes, Regulations, Resolutions, and other proceedings of the Synod it shall be sufficient to cite this and every other Statute of the Synod by the short title thereof.
5. In all Statutes, Regulations, Resolutions, and other proceedings of the Synod it shall be sufficient to refer to any Canon of the General Synod by the title, number and clause.
6. Where any Statute or Regulation repealing (wholly or in part) any former Statute or Regulation, is itself repealed, such repeal shall not revive the Statute or Regulation so wholly or partially previously repealed, unless such revival is expressly enacted or provided for.
7. Where any Statute or Regulation, repeals, wholly or in part, any former Statute or Regulation, and substitutes other provisions, the former Statute or Regulation shall continue in force until the substituted provisions come into operation.
8. The repeal of any Statute or Regulation shall not affect the rights acquired by any person under such Statute or Regulation.
9. Every Statute, Regulation or Resolution enacted or passed by the Synod shall, unless otherwise expressly provided therein, come into force on the day next after the last day of the Session of Synod at which the same shall have been enacted or passed.
10. Any member of Synod wishing to add to, alter, or rescind any financial regulation of the Diocese shall forward to the Diocesan Manager, not less than 3 months

prior to the next ensuing session of Synod, a Bill to amend the Financial Regulations.

11. Any alteration or addition to "The Financial Regulations" shall pass through the same stages as, and be dealt with by the Synod in the manner prescribed for, Bills.
12.
 - (a) At the close of each session of the Synod the Resolutions passed at that session shall be referred to the Standing Committee which shall prepare and present to the next session of the Synod a schedule of all the Resolutions which in its opinion should be maintained in force PROVIDED THAT at any session the Synod itself may style a Resolution passed at that session in manner provided by sub-clause (c) hereof.
 - (b) The said schedule shall be circulated with all other matter sent to members before the session; and it shall be the duty of the President of the Synod to move at some time during the session that the Schedule be considered by the Synod in committee and then presented to the Synod for adoption.
 - (c) Every Resolution so approved shall be styled a Standing Resolution and be printed in the Proceedings of the Synod under the heading Standing Resolutions of the Synod.
 - (d) No annulment or amendment of a Standing Resolution shall be made unless the motion for the same shall have been considered by the Committee of the whole Synod before it is submitted to the vote of the Synod.
 - (e) It shall be competent for the Standing Committee to review Resolutions passed at previous sessions of the Synod with a view to the preparation of a Schedule of such Resolutions as should be included among the Standing Resolutions.
 - (f) Any Resolution not included in the Standing Resolutions of the Synod shall remain in force until the meeting of the next annual session of the Synod.
13. The Standing Orders which shall from time to time be made by the Synod for the ordering of its own proceeding, shall continue in force until the same or any succeeding Synod shall make other Regulations in lieu thereof.
14. In this Statute, and in all other Statutes, Regulations and Resolutions, or other proceedings of the Synod, unless repugnant to the context, or unless otherwise expressly stated, the following words within inverted commas shall have the interpretation and meaning hereby attached to them respectively:-

"Archdeaconry Council" – the group of people consisting of both clergy and lay representatives from Ministry Units in an Archdeaconry who support, develop and co-ordinate ministry and related matters in an Archdeaconry.

"Bishop" - The Right Reverend the Bishop of Christchurch and shall include any Commissary appointed, specially or otherwise, by the Bishop to act on behalf of the Bishop, in the manner prescribed by the Canon, Statute, Regulation, Resolution or other proceeding under interpretation.

"Church" - (When applied to a building): A building consecrated and set apart, or intended to be consecrated and set apart, for the worship of God according to the doctrines, rights, and usages of the Anglican Church in Aotearoa, New Zealand and Polynesia.

"Deacon Assistant" - An Ordained Minister, duly licensed by the Bishop to assist the Vicar as a Deacon Assistant.

"Diocesan Synod", "The Synod", or "Synod" - The Synod of the Diocese of Christchurch, organised under the provisions of Part E of the Constitution/te Pouhere.

"General Synod/Te Hinota Whanui" - The General Synod/Te Hinota Whanui as defined in the Constitution/te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia.

"Incumbent" - Any priest of the said Church who shall have been duly instituted by the Bishop to the cure of souls in a parish.

"Lay Member of Synod" - A duly elected representative of the laity in the Diocesan Synod.

"Member of the Church" - A member of the Anglican Church in Aotearoa, New Zealand and Polynesia.

"Minister" - An Ordained Minister officiating for the time being in any of the services of the Church. (Except in any proceedings under Title D, Canon II, of the General Synod/Te Hinota Whanui, where the word "Minister" shall have the special meaning therein prescribed.)

"Ministry and Mission Units" - A geographical or other group/grouping of persons sharing in the mission of this Church and Diocese.

"Month" - A Calendar month.

"Ordained Minister" - An ordained priest or deacon of the said Church, or of any Church in communion therewith.

"Parish" - A mission and ministry unit having defined parish boundaries and governed by a vestry. "Parishioner" - A baptised person, who is a registered member on the roll of a Ministry or Mission Unit.

"Parish Roll" - A register of baptised persons who belong to a Parish or other Ministry or Mission Unit.

"Priest Assistant" - An Ordained Minister, duly licensed by the Bishop to assist the Vicar as a Priest Assistant.

"Standing Committee" - The Committee appointed by the Synod under the provisions of Part E of the Constitution/te Pouhere.

"Vicar" - The ordained minister in charge of any parish and shall be deemed to include any Co-Vicar, Priest-in-Charge, or any ordained minister who is recognised by the Bishop's authority as having for the time being the charge of the parish.

"Vicarage" - The house in any parish provided for the residence of the Vicar thereof, and the land connected or occupied therewith.

15. The naming of any officer charged with the performance of any duty shall include the duly appointed deputy of such officer."
16. When, and so often as, the Synod shall make any alteration or amendment of any existing Statute, Regulation, Resolution, or other proceedings of Synod, then in such case, at the time appointed for the printing of the Statutes, Regulations and Resolutions of the Synod, the effect of all amendments and alterations shall be incorporated in the Statute, Regulation or Resolution amended or altered, and the same shall be printed as amended or altered, and it shall not be necessary to print the amending Statute, Regulation, or Resolution as a substantive enactment.

THE GENERAL SYNOD/TE HINOTA WHANUI REPRESENTATION STATUTE
Enacted 1908; Amended 1922, 1930, 1969, 1970, 1979, 1989, 1992, 1993, 1994, 1996

A STATUTE

FOR REGULATING THE ELECTION OF CLERICAL AND LAY REPRESENTATIVES TO THE GENERAL SYNOD/TE HINOTA WHANUI.

WHEREAS it is expedient that provision be made for the regulation of the election of Clerical and Lay Representatives to the General Synod/Te Hinota Whanui:

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch, in Synod assembled, and by the authority of the same, as follows:-

1. The short title of this Statute shall be "The General Synod/Te Hinota Whanui Representation Statute, 1908".

**(Refer Constitution, Part C Clauses 1, 2 & 3:
Title B, Canon 1, Clauses 1.1 - 1.1.10, 1.4 - 1.4.5)**

2. The Clerical and Lay Representatives to the General Synod/Te Hinota Whanui shall be elected by the Clerical and Lay Members of the Diocesan Synod; the Clerical Members electing the Clerical Members, and the Lay Members electing the Lay Representatives; each acting as an Electoral Body, and not as a Synod. It is desirable that at least one clerical member and one lay member shall be a young person.
3. The election shall be held at the next ensuing annual session of the Diocesan Synod after the issue of the writ for election.
4. Any Clerical or Lay Member of the Diocesan Synod desiring to nominate any person to the Order of that member for election to the General Synod/Te Hinota Whanui shall make a nomination in writing of that person in the form in the schedule appended hereto.
5. The nominations shall be in the hands of the Diocesan Manager no later than half an hour before the time of closing on such sitting date of Synod as the Bishop shall appoint.
6. If the number nominated of either Order shall not exceed the number required to be elected the President shall declare the persons so nominated to be duly elected.
7. If the number nominated by either Order shall be less than the number required to be elected the President shall thereupon call for further nominations of that class of Representatives, and such nominations shall be received up to the time of closing on that day.
8. If at the time of closing on that day the President shall find that the number nominated of either Order shall still be less than the number required to be elected, the President shall declare the persons nominated to be elected. The vacancy or vacancies so left shall be filled up by the appropriate Order of the Standing Committee.

9. If the number nominated by either Order shall exceed the number required to be elected, the necessary ballot papers shall be prepared by the Diocesan Manager for the election to be held and such election shall be made an Order of the day for the next succeeding sitting day.
10. The ballots shall take place in the presence of the President, who shall appoint two scrutineers for each Order.
11. In each ballot the persons who have received the greatest number of votes shall be declared to be elected. In the case of equality of votes between two or more persons nominated in respect of the last position to be filled those who have received the greater number of votes shall be declared to be elected. A further ballot or ballots out of the remainder of those nominated shall take place as directed by the President to fill the last position
12. Any Clerical or Lay Representative may, by writing addressed to the President resign; and upon the receipt of the resignation the seat of such Representative shall become vacant.
13. When the seat of any Clerical or Lay Representative shall become vacant by death, resignation or any other cause the Clerical or Lay Members, as the case may be, of the Standing Committee shall appoint a new representative to fill up the vacancy for the remainder of the term of the previous Representative.
14. Any question in connection with the election, which is not herein provided for, shall be settled forthwith by the Diocesan Synod.

(for Schedule please refer next page)

SCHEDULE

NOMINATION FORM

GENERAL SYNOD/TE HINOTA WHANUI

Form of Nomination of a Member of the General Synod/Te Hinota Whanui.

I hereby nominate
to be a (Clerical or Lay) Representative of this Diocese in the General Synod/Te
Hinota Whanui.

Nominator:.....

DATE:.....

I hereby certify that I have ascertained that the above named is willing to accept
nomination as a Member of the General Synod/Te Hinota Whanui.

Nominator:.....

DIOCESAN SYNOD STATUTE

Enacted 2003, Amended 2004, 2007

**(Refer Constitution Part E, Clauses 5 & 7:
Title B Canon II Title C Canon II Title A Canon I Clause 8)**

1. Representative Governing Body

In accordance with the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia, Part E Clause 5, the Diocesan Synod is the overall representative governing body in the Diocese of Christchurch.

2. Membership

- 2.1 The Bishop
- 2.2 All clergy in the Diocese holding a Bishop's licence and as determined by Standing Committee.
- 2.3 All clergy in the Diocese with permission to officiate who shall have speaking but no voting rights,
- 2.4 One clergy person in each Local Shared Ministry Parish who is appointed under clause 13 of the Local Shared Ministry Statute 1999, who shall have speaking and voting rights.
- 2.5 One lay person elected by each Parish, including the Aranui-Wainoni Mission and Ministry Unit, and the Tuahiwi Mission and Ministry Unit, except where such Parishes or Mission and Ministry Units are referred to in the attached Schedule, which shall be represented by the numbers set out there. The Schedule shall be reviewed and adjusted by Standing Committee before the third ordinary session of the Synod and shall be subject to confirmation at the third ordinary session of Synod.
- 2.6 Four youth representatives and the Youth Adviser and the South Canterbury Youth Ministry Enabler
- 2.7 All members of Standing Committee who are not otherwise eligible to a seat at Synod
- 2.8 The Director of Theology House
- 2.9 Two members of the Association of Anglican Women
- 2.10 Two Anglican Care representatives
- 2.11 Two Church Property Trustees
- 2.12 Two members of the Order of the Community of the Sacred Name
- 2.13 The Chancellor (ex officio) and the Vice Chancellor (ex officio, with speaking but no voting rights)
- 2.14 The Diocesan Manager (ex officio, with speaking but no voting rights)
- 2.15 All members of the Executive Staff Team not otherwise named (ex officio, with speaking but no voting rights)
- 2.16 A representative of any Anglican school in the Diocese if their Board of Trustees or Proprietors wishes to exercise this right
- 2.17 Any ordained minister or lay member of any other Christian Church recognised by Resolution of the General Synod/Te Hinota Whanui and duly appointed to serve in or to represent a Co-operating Parish or Co-operative Venture shall have a seat in the House of Clergy or House of Laity, as is appropriate, in the Diocesan Synod with the right to vote

except when the Synod shall be acting under the following provisions, namely:

- (a) Part B Clause 6(b) (alteration for Formularies)
- (b) Part E Clauses 10 & 11 (nominating a Bishop)
- (c) Part G Clause 3 (amending the Constitution/Te Pouhere)
- (d) In respect of any proposal or matter pursuant to The Church of England Empowering Act 1928.

2.19 The failure of one or more parishes to elect a Lay Representative shall not prevent any Diocesan Synod from proceeding to the despatch of its business.

3. Appointment of Lay Representatives to the Diocesan Synod

3.1 Lay Representatives shall be elected by each Ministry Unit as set out in Clause 2.5, such election to take place at the Annual General Meeting every third year (next due 2006).

The Cathedral Chapter will appoint the lay representative for the Cathedral.

3.2 The representatives so elected shall enter their office on the opening of the ensuing ordinary Session of Synod when their predecessors shall vacate office. PROVIDED IF a vacancy shall occur in the Episcopate, no election of Lay Representatives shall take place until the Diocesan Synod shall have disposed of the election of the Bishop, either by appointment or delegation; in which case the General Election shall take place at the next ensuing Annual Meetings; (and the next General Election shall be held at the date fixed under the main clause hereof.)

3.3 The Notice convening the Annual General Meeting at which such election is to be held shall announce the election as part of the business of its agenda.

3.4 The Chairperson of the Meeting shall be responsible for reporting the result of the election to the Diocesan Manager.

3.5 In the case of one of the Churchwardens being the Chairperson of the Meeting and also being a candidate for the office of Lay Representative the Meeting shall appoint a Returning Officer who shall preside at the election and report the result of the election to the Diocesan Manager.

3.6 If more than the authorised number to represent the Parish are nominated at the Meeting, the election shall be decided by ballot. Should the first or any subsequent ballot not be conclusive in consequence of an equality of votes for any candidates, further ballots shall be taken until the election is completed. Nomination is to consist of a proposal and seconding by two qualified electors and acceptance by the candidate, all in writing. Nominations may be made in like manner to that chosen for electing a Vestry member.

3.7 In the event of no election taking place at the Meeting, or the resignation or death of the Lay Representative, or in the event of the Lay Representative becoming legally incapable of discharging the duties of office during the period for which the representative has been elected, it shall be the duty of the

Churchwardens of the Parish of the representative to report the same to the Diocesan Manager.

- 3.8 On receipt of such report by the Diocesan Manager, or on the receipt by the Bishop of the resignation of any Lay Representative, the Diocesan Manager shall forthwith declare the seat vacant and shall direct that vacancy be filled by the electors in the manner herein before provided at a Special Meeting if necessary to be convened for that purpose.

PROVIDED THAT no such notice of election shall be issued within thirty days of the commencement of the next session of the Diocesan Synod.

- 3.9 Should any Synod member be unable to attend any given session of Synod, the vestry or governing body is able to appoint an alternate of the same order (clergy/lay) to that session.
- 3.10 Any registered member of any Parish desiring to object to the validity of the election of the Lay Representative must register such objection in writing to the Chairperson of the meeting who shall transmit the objection together with a report thereon to the Standing Committee.
- 3.11 Should such objection be sustained by the Standing Committee it shall be its duty to declare the seat of such Lay Representative to be vacant and to request the Diocesan Manager to issue a notice for the holding of a fresh election as herein before provided.

In case any district shall cease to exist as a separate parish, or in case the number of Lay Representatives to which such parish shall be entitled shall be reduced, no Lay Representative already elected to represent such parish shall cease for that cause to be a member of Synod until the date fixed for the next election of Lay Representatives herein provided.

4. Meeting of Diocesan Synod

- 4.1 The Diocesan Synod shall meet at such time and place as shall from time to time be prescribed for that purpose by the Bishop.
PROVIDED always that there shall be a meeting of every such Synod once at least in every year.
- 4.2 Except as hereinafter provided, the presence of the Bishop of the Diocese, of one-fourth of the Clergy of the Diocese qualified to be members of the Synod and of one-fourth of the Lay members of the Synod, shall be necessary to constitute a meeting of the Diocesan Synod for the due exercise of its powers.
- 4.3 Except as hereinafter provided, every act of a Diocesan Synod, or of the Standing Committee of such Synod, shall be assented to by the Bishop and by a majority of the Clergy and by a majority of the Lay Members present in person, and entitled to vote at a duly constituted meeting.
PROVIDED that the President may declare a motion carried upon the voices unless a Division shall be called for.

5. The Standing Committee of the Diocesan Synod

- 5.1 There shall be a Standing Committee of the Synod which shall function as “Synod out of session”.
- 5.2 The role of the Standing Committee shall be as follows:
Through the Grace of God, to act as the Standing Committee for the Diocesan Synod under the leadership of the Diocesan Bishop, providing governance to the Diocese through:
- developing and enabling the vision and strategy for the Diocese;
 - upholding and supporting the elected Bishop;
 - providing guidance to the Diocese through policy development and accountability structures;
 - effective delegation to the Diocesan Manager and monitoring thereof;
 - allocating resources appropriately;
- and at all times, operating within the Canons, Diocesan Statutes and Regulations, and the laws of the land.
- 5.3 The Membership of Standing Committee shall be:
- (a) The Bishop of the Diocese ex officio
 - (b) Four Clerical members of Synod elected by the Synod
 - (c) Four Lay Members of Synod elected by the Synod
 - (d) Up to two members co-opted by the Standing Committee
 - (e) The Diocesan Manager in attendance ex officio, with speaking but no voting rights.
- 5.4 The election of any required members shall take place annually as follows:
- 5.4.1 Nominations will be made on the approved form and will include a profile of the nominee. Nominations shall open one calendar month prior to the opening of a session of Synod, and shall be lodged with the Diocesan Manager not later than 9am on the day that elections are scheduled to be held.
- 5.4.2 If no more than the required number of persons for any position shall have been nominated, the President shall declare the persons so nominated duly elected.
- 5.4.3 If more than the required number of persons is nominated for a position on Standing Committee, the President shall direct that the clerical and lay members of the Diocesan Synod are deemed to be an electoral body for each order, so that the clerical electoral body shall elect clergy for those clerical vacancies not already filled and the lay electoral body shall elect lay members for those lay vacancies not already filled.
- 5.4.4 The procedure for the clergy electoral body shall be:
- a) The President shall nominate two lay scrutineers to collect the voting papers and count the votes.
 - b) Any voting paper purporting to vote for the same as or fewer than the required number of vacancies shall be valid.
 - c) Any voting paper purporting to vote for more than the required number of vacancies shall be invalid.
 - d) The scrutineers shall report the result of the voting to the President.
- 5.4.5 The procedure for the lay electoral body shall be:
- a) The President shall nominate two clerical scrutineers to collect the voting papers and count the votes.
 - b) Any voting paper purporting to vote for the same as or fewer than the required number of vacancies shall be valid.

- c) Any voting paper purporting to vote for more than the required number of vacancies shall be invalid.
 - d) The scrutineers shall report the result of the voting to the President.
- 5.4.6 The President shall advise the Diocesan Synod of the result of the election held in the clergy electoral body.
- 5.4.7 The President shall advise the Diocesan Synod of the result of the election held in the lay electoral body.
- 5.5 The term of office for elected and co-opted members of the Standing Committee shall be 3 years, with no more than two clerical members and two lay members retiring annually. Those members retiring shall be eligible for re-election for a maximum of one further term except in exceptional circumstances as resolved by Standing Committee.
Following at least 3 years stand-down from membership of Standing Committee, an individual may be re-elected and begin another term on Standing Committee, with eligibility for re-election.
[Nominees to Standing Committee at the 1st session of the 50th Synod in 2006 shall be elected for either a one, two or three year term.]
- 5.6 When the office of any member of the Standing Committee becomes vacant by death or resignation or otherwise, the remaining members of the Standing Committee may proceed to elect some other fit person from among the members of the Diocesan Synod to fill the vacant office for the remainder of the term of the member who is being replaced. Clerical members shall vote for clerical vacancies; and lay members shall vote for lay vacancies.
- 5.7 A quorum of the Standing Committee shall be the Bishop together with two clerical and two lay members present.
- 5.8 The powers and authorities of the Standing Committee shall be:-
- (a) To exercise such of the powers of the Synod conferred on the Diocesan Synod by Part E Clause 7 of the Constitution/Te Pouhere as may be delegated to it.
 - 5. To ensure that this Diocese functions on the basis of the covenants expressed in the Constitution/Te Pouhere and in partnership with the other partners. To effect this, at least once each calendar year, and at other times and from time to time as considered necessary, the Standing Committee shall meet with the Amorangi Whaiti of the Hui Amorangi, to consider matters affecting the provision of ministry, the proclamation of the Gospel, the sharing of resources and facilities and such other matters as are of common or mutual responsibility or concern, with a view to ensuring the effectiveness of their respective witness and work in their areas of responsibility.
 - 6. To control and manage any general fund raised for the maintenance of the Clergy or for other Church purposes.
 - 7. To ensure the preparation of business for presentation to the Diocesan Synod.
 - 8. To discharge any functions entrusted to it by the Canons, Acts or Resolutions of the General Synod/Te Hinota Whanui or the Diocesan Synod.
 - 9. To present at each ordinary annual Session of the Diocesan Synod a full report of its proceedings since the last annual session and to lay its Minute Book, together with the Minute Book of the Finance and Audit Committee, upon the table of the Diocesan Synod.

- 10.** To report and make recommendation to the Bishop on such matters as are referred to it by the Bishop.
 - 11.** To make recommendations to the Finance and Audit Committee, and receive their reports and recommendations.
 - 12.** To present at each ordinary annual Session of the Diocesan Synod a statement of audited accounts of all funds which may be under its control.
 - 13.** To delegate to staff, matters of an operational nature.
 - 14.** To appoint project groups/commissions to undertake delegated functions.
 - 15.** To decide upon the acceptance of any offer of land made for Church purposes within the Diocese when the Synod is not in session, and to vest such land in the Trusteeship of the Church Property Trustees.
 - 16.** To fill vacancies, when the Synod is not in session, in any Committee, Board or Commission appointed by the Synod, and in any body of Trustees appointed by the Synod.
 - 17.** To delegate such of its functions and duties as it may from time to time resolve.
- 5.9 The Bishop shall be the President of the Standing Committee.
- 5.10 Every act of the Standing Committee shall be assented to by the Bishop, and by a majority both of the clerical and of the lay members present at the duly constituted meeting.
- 5.11 There shall be a Finance and Audit Sub-committee of the Standing Committee consisting of three members of the Standing Committee, and up to two members co-opted for specialist skills. The membership of the Finance and Audit Committee will be reviewed annually by Standing Committee at the first meeting following the Synod. The Terms of Reference will be determined by Standing Committee.

SCHEDULE

Akaroa-Banks Peninsula	2	Hornby	2
Ashburton	3	Kaiapoi	2
Avonhead	3	Linwood	2
Avonside	2	Malvern	2
Belfast-Redwood	2	Merivale	3
Burnside	2	Opawa	2
Burwood	2	Papanui	2
Cashmere Hills	2	Rangiora	3
Christchurch-St John's	2	Riccarton-St James	2
Christchurch-St Luke's	2	St Albans	2
Christchurch-St Michael's	2	Shirley	2
Ellesmere	2	Spreydon	2
Fendalton	3	Sumner-Redcliffs	2
Geraldine	2	Sydenham-Beckenham	2
Highfield	2	Timaru	2
Hokitika	2	Upper Riccarton-Yaldhurst	2

STANDING ORDERS OF THE SYNOD OF THE DIOCESE OF CHRISTCHURCH

Part 1 – General

Length of Synod

1. Each Synod lasts three (3) years. The twenty-ninth Synod of the Diocese of Christchurch commenced with the election of Lay members of Synod in 1943.

Place of meeting

2. The members of Synod will meet for discussion but any member may move, without notice, that the order to which that member belongs withdraws to a separate chamber to deliberate on any matter specified in the motion and that order will withdraw if:
 - a. the motion is seconded by another member of the same order and;
 - b. the motion is carried having being put to the members of that order alone.
3. During any withdrawal allowed for under clause 2 the Synod will be adjourned.

President

4. The Bishop, or any person who is a member of Synod nominated by the Bishop, will preside.

Quorum

5. The quorum for Synod will be:
 - a. The Bishop of the Diocese or, in the absence of the Bishop, by the Vicar-General; and
 - b. One quarter (1/4) of the Clergy of the Diocese qualified to vote at the Synod; and
 - c. One quarter (1/4) of the lay members of the Synod qualified to vote at the Synod.
6. If there is no quorum present thirty (30) minutes after the time appointed for Synod to meet the President will adjourn Synod until the day or hour appointed for the next meeting of Synod.
7. If at any time while Synod is in session attention is called to the state of the Synod, the President will count the number of members present and if no quorum is present the President will ring a bell and if within five minutes no quorum is present the President will adjourn Synod until the time appointed for the next meeting of Synod.

Synod open to the public

8. The meetings of Synod will be open to the public but at any stage any member may move without notice that non-members of Synod withdraw and that motion, if seconded, will be put immediately and without debate.

Documents in advance

9. At least nine (9) weeks before the opening Session of Synod the Diocesan Manager will ensure that a copy of the following is forwarded to all members of Synod:
 - a. All reports and statements of accounts to be presented to Synod; and
 - b. Any motion or Bill which is to be presented to Synod.

Attendance book, minutes and hours of Synod

10. An Attendance Book will be provided by the Diocesan Manager and each member of Synod has a duty to sign their names at each day's meeting of the Synod at which they are present.
11. Standing Committee is responsible for:
 - a. Appointing before each Synod:
 - i. A Minutes Secretary to keep minutes of all the proceedings of Synod; and
 - ii. A Minutes Committee comprising two (2) ordained ministers and two (2) lay members of Synod.
 - b. Setting the hours of Synod.
12. The minutes of each day's sitting will be submitted by the Minutes Secretary to the Minutes Committee and once approved by that Committee the minutes will be submitted to the President for confirmation by the Synod.

Part 2 – Order of Business

Proceedings of Synod

13. The proceedings of Synod will be set by Standing Committee in advance provided that the following be allowed for during the course of the Synod:
 - a. Prayers;
 - b. Notices of questions to be asked of the President or of any member of Synod may be given;
 - c. Notices of Motions to be considered by Synod;
 - d. Answers to questions may be read;
 - e. Consideration of Bills:
 - i. Introduction;
 - ii. Detail; and
 - iii. Confirmation.
 - f. Consideration of the Accounts of Standing Committee;
 - g. Consideration of the Report of Standing Committee and related motions;

- h. Adoption of the General Budget;
 - i. Reports of any other body or person Standing Committee may wish Synod to hear from;
 - j. Motions ;
 - k. Elections.
14. It will be in order for Standing Committee to allow in the proceedings for Synod to break into groups to discuss but not decide on any matters.
 15. The order of proceedings of Synod may be altered at any time by resolution of Synod.
 16. At any stage proceedings may be interrupted by an Order of the Day, and after any such Order of the Day has been disposed of any suspended debate will be resumed and Synod proceed with its business in accordance with the order set by Standing Committee.

Procedure for proposing motions

17. Synod may consider any motion that is proposed and seconded by any two members of Synod provided that:
 - a. Written notice of the motion is given to the Diocesan Manager no later than three (3) months before the first day of a new session of Synod; or
 - b. If the motion arises from the reports and materials circulated prior to Synod and it has been discussed and endorsed by a pre-Synod Archdeaconry meeting or the Diocesan Youth Forum written notice is given to the Diocesan Manager no later than one (1) month before the first day of a new session of Synod; or
 - c. If the motion arises from the business of the current session of Synod or from public questions of the day it may be considered by Synod if it agrees to accept notice of the motion.
18. Synod may consider any motion that is put forward to it by resolution of Standing Committee provided that written notice of the motion is given to the Diocesan Manager no later than one (1) month before the first day of a new session of Synod.
19. Synod may not consider again in the same session any motion or notice that has been disposed of by Synod.
20. Any motion proposed by the President will be considered without the need for it to be seconded.

Procedure for proposing Bills

21. Synod may consider any Bill that is proposed and seconded by any two members of Synod provided that written notice of the Bill is given to the Diocesan Manager no later than three (3) months before the first day of a new session of Synod.
22. Synod may consider any Bill that is put forward to it by resolution of Standing Committee provided that written notice of the motion is given to the Diocesan Manager no later than one (1) month before the first day of a new session of Synod.
23. Any Bill will be considered by Synod and voted on in three (3) stages which may occur at any time during proceedings; except that whenever a session of Synod

lasts more than one day, a Bill may not be confirmed until the day following its consideration in detail.

- a. Introduction – Synod will consider the principle of the Bill and vote on whether Synod approves of the principle and wishes to consider the Bill in detail. No amendments may be able to be offered at this stage.
 - b. Detail – Synod will consider the Bill in detail with amendments to the Bill able to be offered. Synod will vote on each amendment and once no more amendments are offered;
 - c. Confirmation – Synod will consider the principle of the Bill (as amended) and vote on whether or not to pass the Bill. No amendments may be able to be offered at this stage.
24. On the passing of a motion without notice, consideration of a Bill may revert to stage 2 (consideration in detail) prior to its confirmation.
 25. When a Bill is to amend any particular clause or clauses of an existing Act it will not be in order to introduce any matter affecting any other clause or clauses in the Act, except as the President rules to be an amendment required as a result of the amendment before Synod.
 26. Synod may order that any motion on any subject will pass through the stages set out at clause 23.

The Resolutions Committee

27. At least three (3) months before the first day of any session of Synod the Standing Committee may appoint a Resolutions Committee which will consist of:
 - a. the Diocesan Manager;
 - b. the Chancellor;
 - c. two (2) ordained ministers;
 - d. two (2) lay members of Synod.
28. All motions and Bills will be given to the Resolutions Committee for consideration before they are considered by Synod.
29. The Resolutions Committee will consider the motion or Bill and the following will apply:
 - a. The Resolutions Committee may approve of the form of motion or Bill or may suggest alterations to it;
 - b. If the member proposing the motion or Bill does not approve of the suggested changes the motion or Bill will be put to Synod in its original form, but the Resolutions Committee has the right to put below the motion or Bill the alteration suggested and the reasons for it;
 - c. If the member proposing the motion or Bill approves of the suggested changes the motion or Bill will be put to Synod as altered;
 - d. If the Resolutions Committee considers that any motion or Bill is out of order for any reason and the proposer declines to alter it to make it in order the motion or Bill will not be put;

- e. The Resolutions Committee will decide the order in which motions and Bills will be considered by Synod and may alter the order at any time as it thinks fit provided that any motion or Bill brought forward by or on behalf of Standing Committee will be given priority; and
- f. The Resolutions Committee will consider motions and Bills in the order in which they are submitted to it.

Part 3 – Rules of Debate

General Rules of Debate

- 30. Every member when speaking will address the President and may speak in any of the official languages used in Aotearoa, New Zealand or the Diocese of Polynesia.
- 31. All questions of order will be decided by the President.
- 32. If two members rise at the same time, the member who is called upon by the President will have precedence.
- 33. Except as allowed for in clause 34, speeches at any point must not exceed:
 - a. Seven (7) minutes for the proposer of a Motion or Bill when moving the Motion or Bill;
 - b. Five (5) minutes for the seconder of a Motion or Bill;
 - c. Three (3) minutes for any other person; and
 - d. Three (3) minutes for the proposer of a Motion or Bill when speaking in reply.
- 34. An extension of time of up to two (2) minutes may be given by leave of a majority of the members of Synod present, except that a speaker may not be granted more than two (2) extensions of time for any one speech.
- 35. The President may at any time take part in the deliberations of Synod without leaving the Chair.
- 36. It is the duty of the President to confine each speaker to the subject-matter of the debate, and it will not be in order for any member to interrupt the speaker except through the medium of the President.
- 37. No member, except the President, may speak more than once on the same question except in personal explanation, but the proposer of any question not being an amendment will be allowed a right of reply and the seconder may reserve his or her speech to any time during the debate.
- 38. When a Bill is being considered at the:
 - a. Introduction stage a member may only speak once;
 - b. Detail stage a member may speak to any amendment proposed; and
 - c. Confirmation stage a member may only speak once.
- 39. Synod will pass to the next business if a motion is carried to that effect; such motion to be proposed and seconded by members of Synod and voted on without debate.

40. A motion to adjourn Synod or debate may be proposed at any time, provided that no member may be interrupted when speaking, and if seconded the adjournment motion is to be voted on without debate.
41. Any member of Synod may during a debate on any matter move without notice "That the motion now be put" which motion, if seconded, will be immediately put without debate and if carried the proposer of the matter under debate will be called upon to exercise his or her right of reply after which the matter under debate will be put without further discussion.

Amendments to motions and Bills

42. No amendment, not being a minor correction, may be put from the Chair until copies of the amendment have been handed to the President and secretary.
43. If an amendment replaces the original motion or Bill or is to replace certain words of the original motion or Bill it must be moved and the question put as follows: "That all the words after the word [that or previous remaining word of the motion or Bill] be replaced by [the words of the amendment]".
44. When the amendment is to delete certain words it must be moved and the question put as follows: "That the following words be deleted [words to be deleted]".
45. When the amendment is to insert certain words it must be moved and the question put as follows: "That the following words be inserted [words to be inserted and where they are to be inserted]".
46. No amendment of an amendment is in order until the original amendment has become the substantive motion, but, when an amendment is being considered by Synod it is in order for any member to read a second or other amendment to Synod but such amendment will not be moved or debated until the first amendment has been put and dealt with.
47. No member who has already spoken to the motion before Synod may move or second an amendment to it, nor may a member who has moved or seconded an amendment move or second a further amendment to the same motion.
48. When a Bill or motion is being considered in Detail a member may move more than one amendment to that Bill.
49. When an amendment is being considered by Synod the debate will be confined to the amendment and any member may speak once to an amendment before Synod and doing so will not affect:
 - a. their right to speak later to the main motion whether it be amended or not; or
 - b. The right of reply to the debate on the main motion by the mover of the main motion.
50. Any amendment containing more than one proposition will be divided on the request of any member of Synod and each proposition will be put separately and all that have been carried will be put as an entire motion.
51. Formal correction made necessary by amendments may be made by the Diocesan Manager with the approval of the President.

Conference

52. At any stage Synod may resolve to go into Conference to consider a matter.
53. While in Conference the General Rules of Debate will be suspended and the following will apply:
 - a. Speakers will be limited to three (3) minutes although extensions may be granted at the discretion of the President;
 - b. Members may speak more than once to a matter and may ask questions of speakers provided that each speech and question is unique and relevant; and
 - c. All questions of order will be determined by the President.

Committee

54. At any stage Synod may resolve to go into Committee to consider a matter.
55. While in Committee all non-members of Synod must leave the hall and the discussion, although not any resolutions made by Synod, will be confidential to those members present in Committee.

Voting

56. Every act of the Synod must be assented to by the Bishop or, in the absence of the Bishop, by the Vicar-General, and by a majority of clergy and by a majority of lay members of Synod present and entitled to vote.
57. At the discretion of the President a motion may be declared carried after voting by voice or by show of hands or having voting members of Synod stand.
58. Any member may ask that the Synod vote by Order, any such vote to occur by show of hands by Order or having voting members of Synod stand by Order.

Voting by Division

59. Any member may, before the President has declared a result, demand a division. If a division is demanded then all non-voting members of Synod and those who wish to abstain will be asked to leave the Synod hall. The doors will then be closed and no member permitted to enter or to leave the Synod hall until after voting has finished. Ballot boxes must be used.
60. The Diocesan Manager will prepare and distribute ballot papers.
61. Different coloured paper will be used for the two Orders.
62. The Diocesan Manager will be assisted in collecting and counting the votes by:
 - a. Two scrutineers appointed by the President who must be lay members of Synod and who will count the votes for the clergy; and
 - b. Two scrutineers appointed by the President who must be clergy members of Synod and who will count the votes for the laity.
63. The scrutineers will report the result to the President who will then report the result to Synod.

64. The names of those voting and how they cast their votes will be recorded in the Division Book but will not be recorded in the Minutes unless Synod so resolves.
65. If there is an equality of votes in either order the question will be lost.

Part 4 - Elections

66. At least two weeks prior to the first day of each session of Synod the elections to be held during the session will be advised to Synod members in writing, with the times and dates for the closing of nominations and for the taking of ballots, if necessary.
67. Any member, provided they obtain the prior consent of the person concerned, may, on the form provided, nominate a person for election. The Nomination Paper will be in a form approved by Standing Committee.
68. Every Nomination Paper will be handed to the Diocesan Manager who will keep a record of all Nomination Papers in the order in which they are received and place a copy on a notice board in the Synod hall.
69. The time at which nominations close and the time at which voting will start, together with the names of those nominated, must be notified on the Order Paper for each day of the Session up to and including the day of election.
70. If at the time nominations close the number of nominations received is less than the number of persons required to be elected the Diocesan Manager will report the deficiency to the President who will call for further nominations which will be made to at least the number required.
71. If at the time nominations close the number of nominations received is equal to the number of persons required to be elected the President will put the question that those nominated be elected. If the nominations exceed the number required then Synod will proceed to ballot. Ballot boxes must be used.
72. The Diocesan Manager will prepare and distribute voting papers containing the names of those nominated in the order in which they were nominated.
73. In the case of all elections, other than those of the Standing Committee and of the Diocesan representatives on General Synod/Hinota Whānui, those nominees up to the number required securing the largest number of votes of the whole Synod, irrespective of orders, will be declared elected.
74. In the event of a tie among two or more nominees a fresh ballot will be held to determine which of the two or more tied nominees will be elected.
75. Any voting paper purporting to vote for less than the required number of vacancies will be valid. Any voting paper purporting to vote for more than the required number of vacancies will be invalid.
76. In the case of the election of the Standing Committee different coloured paper will be used for the two Orders.
77. For any election the Diocesan Manager will be assisted in collecting and counting the votes by:
 - a. Two scrutineers appointed by the President who must be lay members of Synod and who will count the votes for the clergy; and

- b. Two scrutineers appointed by the President who must be clergy members of Synod and who will count the votes for the laity.
78. The scrutineers will report the result to the President who will then report the result to Synod.
 79. The election of the Diocesan representatives on General Synod/Hinota Whānui will be conducted in accordance with the provisions of “The General Synod/Te Hinota Whānui Representation Statute, 1908”.

Part 5 - Miscellaneous

80. Any Standing Order may at any time be suspended or replaced on motion without notice.
81. Any member may ask a question of the President after due notice. The question and answer will, at the discretion of the President, be either read or printed on the Order Paper, in either case without explanation or comment on either side, but they will not be printed with the minutes except by order of Synod.
82. The Diocesan Manager is authorised, unless otherwise ordered by Synod or the President, to permit copies to be taken of all documents which are laid before Synod, and of all resolutions and other proceedings which may be recorded in the minutes.
83. No notice or other document may be distributed in or placed upon the walls of the Synod hall without the permission of the Diocesan Manager of the Synod.
84. Every report of a committee requiring action will be accompanied by a resolution or resolutions for the consideration of the Synod.
85. In the case of every election or ballot after voting has been completed the Synod may proceed with any other business except for any business that the Diocesan Manager or any scrutineer expressly requests not be proceeded with due to their absence or which the President wishes to postpone until after the announcement of the result of the election or ballot.
86. Any matter not provided for by these Standing Orders will be dealt with by ruling of the President.

FINANCIAL REGULATIONS

OF THE DIOCESE OF CHRISTCHURCH 2007

Enacted 2007

1. Governance

- 1.1. Synod, and Standing Committee as 'Synod out of session' are responsible for the governance of the diocese.
- 1.2. Standing Committee shall approve the appointment of the auditors upon recommendation of the Finance and Audit Committee.
- 1.3. Standing Committee shall delegate consideration of financial matters to the Finance and Audit Committee unless the timing of meetings makes this impractical.
- 1.4. The Finance and Audit Committee shall meet not fewer than six times per year and carry out the following governance functions on behalf of Standing Committee:
 - Review of annual budgets to enable diocesan goals and objectives to be met and make recommendation to Standing Committee regarding the adoption of the budget.
 - Meet with the auditor at least once a year, review audit reports and ensure that agreed audit recommendations are being implemented appropriately.
 - Provide advice on financial matters which are at the discretion of Standing Committee and on financial policy matters generally.
 - Review monthly financial and Parish Overdue Reports and consider and advise on overdue accounts and variances from budget.
 - Liaise with the Church Property Trustees and obtain details of expected funding levels from the General Trust Estate for at least 3 year time horizons for forward planning purposes.
 - Receive the minutes of the Church Property Trustees and bring any financial or regulatory implications that may arise to the attention of Standing Committee.
 - To receive the annual budget for the Bishopric Estate and the Dean and Chapter Estate and make any recommendations to the Standing Committee in accordance with the provisions of the Church Property Trust Act 2003
 - Provide advice to Standing Committee on quota amounts, calculation methodologies, applications and variations for Ministry Units.
 - Provide monthly financial reports to the Standing Committee.
 - Receive monthly minutes from Standing Committee and the Executive Staff Team.
- 1.5. Standing Committee shall appoint a Diocesan Manager to oversee and discharge the business of the Diocese. His/her employment agreement, job description, and remuneration will be the responsibility of Standing Committee.

2. Management

- 2.1 The financial management of the diocese shall be the responsibility of the Diocesan Manager, who will delegate to appropriately qualified and trained staff in the Anglican Centre.
- 2.2 A general ledger shall be maintained to best practice standards for the purpose of reporting and managing the finances of the Diocese.

- 2.3 The Diocesan Manager shall ensure that funding applications for the St John's College grant are made in a thorough and timely manner.
 - 2.4 Cash flow shall be managed to enable the payment of all accounts payable by their due date, whilst ensuring best advantage from investment opportunities.
 - 2.5 The Cash Position shall be reported to the Finance and Audit Committee each time they meet.
 - 2.6 Overdue accounts will be actively pursued and reported to each meeting of the Finance and Audit Committee.
3. Charitable Status
- 3.1 The charitable status of the Diocese of Christchurch shall be maintained, with compliance to all relevant legislation, including reporting requirements.
4. Budget
- 4.1 An annual budget shall be prepared by staff in accordance with the mission strategy of Standing Committee and stakeholders. It shall be presented to the Finance and Audit Committee in time for approval by the Standing Committee in June each year. Once approved by Standing Committee it shall be made available to Synod members for discussion before approval at the annual Diocesan Synod.
 - 4.2 The budget will reflect the priorities established by the Standing Committee.
 - 4.3 The Standing Committee may include in the annual budget, an amount for use at its own discretion.
 - 4.4 Income will be derived from the General Trust Estate after consultation with the Church Property Trustees, from a grant from St John's College, and from sundry interest, with the balance coming from quotas paid by the Cathedral and parishes/ministry units of the diocese as determined by Synod.
 - 4.5 A request will be made to the Church Property Trustees to provide not later than 30th April each year, an estimate of the income available from the General Trust Estate for the following financial year for budgeting purposes.
 - 4.6 The Standing Committee shall, by resolution, as soon as possible after receipt of the information from the Trustees as referred to in Clause 4.5, decide the amount to be appropriated from the income of the General Trust Estate for that year.
 - 4.7 The Standing Committee shall, with its annual report, furnish to the Synod at each annual session the estimates received from The Trustees along with the amount of income it has resolved to appropriate under clause 4.6.
 - 4.8 Where the expenditure in the Bishopric Estate is estimated to be greater than the income generated by that Estate, the balance of the expenditure may be incorporated into the diocesan budget at the discretion of Synod and/or Standing Committee.
 - 4.9 Church Property Trustees and the Diocesan Finance and Audit Committee will meet together not less than biennially, to discuss issues of common concern, particularly considering forward projections of income from the General Trust Estate and the Bishopric Estate.
5. Financial Control
- 5.1 Accounting practices will reflect 'best practice' wherever practicable, including the separation of duties such as accounts receivable and accounts payable, dual signatories, approved authorization, secure internet connections for banking procedures, and full documentation for all transactions.
 - 5.2 The annual accounts will be prepared to the 'Financial Reporting Standards'.

- 5.3 The annual accounts will be audited within 4 months of the year end, and the auditor will be invited to meet with the Finance and Audit Committee with staff excluded. A management report will be provided by the auditor to the Finance and Audit Committee and staff.
- 5.4 The annual audited accounts will be presented to the annual diocesan synod.
- 5.5 Regular financial reports will be reviewed by the Finance and Audit committee along with a plan for any remedial action required.

6. General Diocesan Fund and Investments

- 6.1 The General Diocesan Fund shall consist of the following:
- all monies received on account from parishes and other local ministry and mission units including payment for diocesan quota; stipends, salaries, and allowances for clergy and lay staff paid through the diocesan payrolls; and travel allowances; accounts will be rendered in arrears for stipends and allowances, and payment is therefore due within 10 days of the date of the account;
 - income from the General Trust Estate transferred from the Church Property Trustees in regular monthly amounts;
 - any special offertories for diocesan or other work, whether recommended by Synod or not;
 - proceeds of diocesan publications
 - monies received by the Diocese to be passed on to another body, including but not limited to the Anglican Missions Board, Southern Cross Healthcare, Anglican Church Pension Board;
- 6.2 All monies paid into the General Diocesan Fund shall be applied to the purposes for which they have been received.
- 6.3 Funds may be held in a trading bank cheque or call account, or Adfund (The Anglican Development Fund), or one of the Church Property Trustees investment vehicles, provided that they are invested to best financial advantage. Management of cash flow between accounts is a delegated management responsibility.

7. Special Funds and Reserves

- 7.1 The Diocese will maintain a reserve fund (from retained earnings) in order to smooth cash flow requirements and to provide a buffer against unforeseen expenditure.
- 7.2 Special Funds may be set aside for specific purposes as approved from time to time by Standing Committee.
- 7.3 Curates may be subsidized from a special fund set aside for this purpose.

8. Diocesan Quota

- 8.1 The diocesan quota be assessed as follows:
- Income and deductions as follows to be averaged over 3 years
 - All income to be assessed
- Except
- Grants from bodies outside the parish (eg, Lottery Grants Board)
 - Legacies
 - Fundraising for specific capital items, including accrued interest
 - Proceeds on sale of capital items, including accrued interest
 - Proceeds on sale of capital assets
 - Investment income required to meet capitalisation requirements
- But including
- Notional parish expenses paid by Trusts (Trust Accounts to be supplied)

- Deductions allowed
 - Stipends and salaries and allowances, except housing allowance
 - Travel expenses
 - Interest paid
 - Insurance
 - Missions - all mission giving to Anglican Mission Board / Combined Joint Venture Mission Fund (for co-operating parishes) x 2
 - all mission giving outside the parish x 1
- a. Implementation of this method will be effected as follows:
 - 2007 – old method using income from 3 previous years
 - 2008 – old method for 2 years and new method for 1 year
 - 2009 – old method for 1 year and new method for 2 years
 - 2010 – new method for 3 years.
 - b. The Cathedral will pay an amount that recognizes its contribution to the life of the Diocese and all other parishes will be assessed on a pro-rata basis against the requirements of the budget as approved by Synod.
 - c. The Standing Committee may, after consultation with or upon representation from the Vestry of any ministry unit, vary the quota payable by that parish, and shall adjust the budget accordingly.
 - d. Where there are questions of interpretation, the Finance and Audit Committee may recommend a policy to Standing Committee for adoption.
- 8.2 The Diocesan quota shall be published as a schedule to the Financial Regulations following the approval of the budget by Synod.

9. Accounts Receivable

- 9.1 All parishes and local ministry and mission units will be invoiced once per month following the payment of stipends, such invoices to include stipends, salaries and allowances paid through the diocesan payrolls, travel allowances paid to clergy and other staff, diocesan quota, Pension Fund, RETIRE Fund and KiwiSaver subsidies, study leave fund contribution, sickness insurance premium, stipend continuance premium contribution, insurance premiums, and Anglican Mission Board contribution. Other miscellaneous costs will be added periodically, eg, clergy removal costs.
- 9.2 Miscellaneous invoices may be sent to parishes, local ministry and mission units and individuals for products or services purchased from the diocese.
- 9.3 If any parish or local ministry and mission unit fails to pay an invoice in full, contact will be made with the Church Wardens, and the parish/local ministry and mission unit will be required to bring their account with the diocese up to date immediately. If this does not happen, the Archdeacon will be notified and asked to visit the parish, enquire into the reasons for the non-payment, and report to the Finance and Audit Committee and Standing Committee.
- 9.4 If, upon consideration of such report, the Standing Committee is not satisfied, it shall give notice to the Church Wardens and Vestry that, unless within four months the regulations are complied with, the parish will not be entitled to the full-time services of an ordained minister. And if, following this time, the parish is still in default, the Bishop may, with the concurrence of the Standing Committee, make such arrangements as the Bishop may determine for the services of an ordained minister for the parish.
- 9.5 Standing Committee may at its discretion, charge interest on accounts in arrears, where there has been persistent late payment of invoices.
- 9.6 Direct debit for variable amounts, or automatic payment for regular amounts are the preferred payment methods.

10. Payroll

- 10.1 All clergy stipends will be paid monthly via the diocesan payroll, with agreed deductions including Pension Fund contributions, not later than the 20th of the month.
- 10.2 Lay staff may be paid on either the monthly or fortnightly payroll through the Anglican Centre. Ministry Units may run a payroll for lay employees provided that they meet all statutory requirements. Failure to do so will mean that they immediately forfeit this right and the payroll function will be assumed by the Anglican Centre.
- 10.3 It will be the responsibility of the Anglican Centre to make PAYE payments to the Inland Revenue Department for all payrolls that it manages.
- 10.4 It will be the responsibility of the Anglican Centre to make deductions from payroll as may be required from time to time by the Inland Revenue or Justice Departments.
- 10.5 All requests for additions/deletions/amendment to payroll details must be authorized in writing by a Church Warden, the Bishop, or the Diocesan Manager.

11. Accounts Payable

- 11.1 Invoices must be coded and authorized for payment.
- 11.2 Payments will be effected regularly and by the due date.
- 11.3 Electronic transfer of funds is the preferred payment method.

12. Parish Assistance

- 12.1 A sum of money will be set aside in the annual diocesan budget for financial assistance to parishes by way of a grant. Standing Committee will consider each request on its merit, and may from time to time establish guidelines for the application of such grants.
- 12.2 Revenue from the Church Extension Fund may be used at the discretion of Standing Committee to extend ministry and mission into areas of population growth.
- 12.3 Various other funds, including items in the diocesan budget, may be made available from time to time for specific purposes within parishes, eg, children's ministry.
- 12.4 Loans to Parishes/Local Ministry and Mission Units may be made with the approval of Standing Committee and subject to the following provisions:
 - 12.4.1 Loans will be made to assist in the purchase, erection or repair of Anglican church property, particularly in areas of population and/or church growth.
 - 12.4.2 Loans may be made at the discretion of the Standing Committee, for the purchase, erection or repair of buildings to be used jointly by other Christian denominations ('joint-use' property).
 - 12.4.3 A requirement for loans for buildings will usually be that the buildings be constructed of permanent materials.
 - 12.4.4 The maximum amount of any loan may not exceed 50% of the total cost and may not be made until the other 50% of funds is in hand.
 - 12.4.5 Prior to making application on the relevant form, both the Vestry and a special meeting of parishioners must have given approval to raise the loan.
 - 12.4.6 The parish/local ministry and mission unit must demonstrate its ability to service and repay the loan.

- 12.4.7 All such loans must be repaid within 10 years, except that when permanent materials are used, the loan may be extended for up to 20 years.
- 12.4.8 Regular monthly re-payments of capital and interest must be made; the interest rate will be that charged by the Church Property Trustees.
- 12.4.9 The property to which such loans apply must be vested in the Church Property Trustees, except in the case of 'joint-use' property. Where a 'joint-use' property is vested in another body, the loan must be secured by a first mortgage.
- 12.4.10 The Standing Committee will fund loans to parishes/local ministry and mission units from monies provided by The Church Property Trustees from the Reserve Fund.

13. Insurance and Property Maintenance

- 13.1 All church property shall be held in the name of the Church Property Trustees.
- 13.2 All buildings and other improvements will have material damage insurance cover for replacement value unless specifically agreed otherwise with the Church Property Trustees.
- 13.3 Insurance is arranged through the Anglican Insurance Board which has been appointed by the General Synod of the Anglican Church in Aotearoa New Zealand and Polynesia, to arrange and coordinate insurances for the church as a whole.
- 13.4 The diocese will hold liability insurance cover on behalf of all parishes/local ministry and mission units, and kindred organisations.
- 13.5 All matters relating to insurance must in the first instance be referred to the Trust Manager of the Church Property Trustees, where it is not clear from information held in property manuals, memos and instructions.
- 13.6 Parishes/local ministry and mission units shall maintain a schedule of all property owned, and this will be updated as items are purchased or disposed of. This will form the basis of establishing the level of contents cover required.
- 13.7 Costs incurred in the management of insurance cover will be recovered equitably from all insured parties.
- 13.8 All property will be maintained to the standard required by the Church Property Trustees.

14. Anglican Missions Board – Target Giving

- 14.1 Each annual meeting of Synod shall agree to the diocesan target for giving to the Anglican Missions Board in the following calendar year.
- 14.2 The Diocesan Manager shall advise parishes of the target and seek their agreed level of giving, which shall then be added to their monthly invoice.
- 14.3 The Diocesan Council for World Mission will monitor progress in meeting the targeted giving and advise parishes of potential shortfalls.
- 14.4 All money forwarded to the Anglican Centre for the Anglican Missions Board and/or its partner agencies, shall be forwarded monthly to the Anglican Missions Board, with an appropriate annotation when a parish/ministry unit specifies a particular project to which the funds are to be applied.

15. Surpluses and Deficits

- 15.1 The application of any surpluses shall be at the discretion of Standing Committee, who may be directed by Synod from time to time.
- 15.2 Any deficit shall be funded first from the Diocesan General Fund, and if there is insufficient cash available, application shall be made to The Church

Property Trustees for an allocation from the revenue reserve of the General Trust Estate.

16. The Anglican Centre

- 16.1 The Diocese jointly operates the Anglican Centre with Anglican Care and The Church Property Trustees.
- 16.2 The Anglican Centre shall establish an annual budget and service level agreement with the Diocese for its share of the services provided, including central diocesan administration.
- 16.3 The Anglican Centre accounts shall be published annually in the Year Book.

17. General

- 17.1 All cases of persistent disregard of these Regulations shall be reported to Synod by the Standing Committee.
- 17.2 The decision of the Standing Committee upon any question as to the construction or interpretation of these Regulations shall be conclusive unless or until revoked by Synod.

**ANGLICAN DIOCESE OF CHRISTCHURCH
PARISH QUOTAS
FOR YEAR ENDING 31 DECEMBER 2011**

Parish	2011 Quota (GST Excl) \$	2010 Quota (GST Excl) \$	Movement (GST Excl) \$
Addington	8,380	7,880	500
Akaroa - Banks Peninsula	5,624	4,107	1,517
Amberley	2,642	3,903	(1,261)
Amuri Co-operating (50%)	4,082	5,555	(1,473)
Aranui - Wainoni	5,121	5,414	(293)
Ashburton	7,320	6,386	934
Avonhead	53,861	52,539	1,322
Avonside	13,302	12,992	310
Belfast - Redwood	9,121	11,180	(2,059)
Bishopdale	4,747	4,719	28
Bryndwr	6,362	5,217	1,145
Burnside - Harewood	9,523	9,520	3
Burwood	6,507	5,611	896
Cashmere	16,346	15,229	1,117
Cathedral	30,760	30,668	92
Chatham Islands	1,331	1,406	(75)
Cheviot	3,950	2,138	1,812
Christchurch - St Johns	32,810	31,463	1,347
Christchurch - St Lukes	16,256	18,755	(2,499)
Christchurch - St Michaels	29,599	29,527	72
Ellesmere	10,490	8,485	2,005
Fendalton	22,046	25,118	(3,072)
Geraldine	12,224	12,078	146
Glenmark - Waikari	1,215	3,090	(1,875)
Halswell - Prebbleton	11,241	9,322	1,919
Hanmer Springs	4,692	5,333	(641)
Heathcote - Mt Pleasant	7,665	8,988	(1,323)
Highfield	8,481	7,445	1,036
Hinds Co-operating (50%)	2,143	1,712	431
Hokitika	4,933	4,422	511
Hornby	15,126	12,546	2,580
Hororata	6,583	7,228	(645)
Kaiapoi	10,549	12,643	(2,094)
Kensington - Otipua	7,269	6,644	625
Lincoln	19,314	18,232	1,082
Linwood	3,709	708	3,001

**ANGLICAN DIOCESE OF CHRISTCHURCH
PARISH QUOTAS
FOR YEAR ENDING 31 DECEMBER 2011**

Parish	2011 Quota (GST Excl) \$	2010 Quota (GST Excl) \$	Movement (GST Excl) \$
Lyttelton	10,527	12,158	(1,631)
Mackenzie Co-operating (50%)	5,089	6,483	(1,394)
Malvern	7,740	5,126	2,614
Marchwiell	7,855	9,090	(1,235)
Mayfield - Mt Somers	152	107	45
Merivale	23,414	23,950	(536)
Methven	7,040	7,516	(476)
Mt Herbert	10,823	9,539	1,284
New Brighton	5,195	4,007	1,188
North New Brighton	4,117	4,060	57
Opawa - St Martins	11,271	11,217	54
Oxford - Cust	4,228	4,511	(283)
Papanui	16,266	16,391	(125)
Pukaki Co-operating (50%)	4,011	4,215	(204)
Rakaia	1,026	1,804	(778)
Rangiora ***	25,350	22,081	3,269
Riccarton - St James	7,225	5,976	1,249
Ross and South Westland	2,980	2,097	883
St Albans	9,891	10,087	(196)
St Andrews Co-operating (45%)	299	482	(183)
Shirley	13,638	9,086	4,552
South West Christchurch	3,395	6,199	(2,804)
Spreydon	14,434	13,907	527
Sumner - Redcliffs	28,130	29,365	(1,235)
Sydenham - Beckenham	15,994	17,134	(1,140)
Te Ngawai	2,179	2,644	(465)
Temuka	4,871	5,072	(201)
Timaru	7,115	5,519	1,596
Tinwald	340	1,727	(1,387)
Tuahiwi	1,022	1,565	(543)
Upper Riccarton - Yaldhurst	22,216	22,486	(270)
Waihao Co-operating (40%)	1,215	933	282
Waimate	2,663	3,079	(416)
Woolston	7,666	9,908	(2,242)
TOTALS	704,701	697,724	6,977

*** Rangiora parish quota is split with Woodend-Pegasus parish which was set up at the start of 2010.

THE CONDITIONS OF APPOINTMENT FOR CLERGY
IN THE DIOCESE OF CHRISTCHURCH STATUTE 2007

Enacted 2007

1. Letter of Offer

1.1 The bishop shall send a 'Letter of Offer' to any clergy person being offered stipended ministry. The letter of offer shall contain details of the conditions of appointment.

2. Stipends

2.1 The basic rate of stipends advised by the Inter Diocesan Conference will be subject to ratification by Standing Committee whenever a change is recommended.

2.2 The basic rate of stipend agreed by Standing Committee will apply to all clergy in paid appointments made by the Bishop, whether parochial or otherwise.

2.3 Upon written request by a vestry, Standing Committee may agree to pay up to 10% additional stipend to a particular clergy person so long as they remain in that appointment.

2.4 Standing Committee may agree to pay up to 10% additional stipend to a clergy person in a diocesan appointment, so long as they remain in that appointment.

2.5 Where a glebe, endowment or trust exists for the purpose of paying stipend to the clergy person, this money shall be paid in support of the basic stipend, not in addition to it.

2.6 Stipends shall be paid by direct credit into the clergy person's bank account not later than 20th of each month.

2.7 The ministry unit to which a stipended minister is appointed shall be responsible for payment of stipend and allowances commencing one week prior to the service of institution.

2.8 The rules of the Anglican Church Pension Fund shall apply to all stipendary ordained ministers, and the ministry unit required to provide a subsidy.

3 Clergy Allowances

3.1 A book/periodical allowance and a hospitality/expense allowance is payable to all clergy in permanent appointments.

3.2 Book/periodical, hospitality/expense and Information Technology (IT) allowances are set by Standing Committee upon advice from the Finance and Audit Committee.

3.3 An Information Technology (IT) Allowance will be paid where the parish does not supply information technology requirements for stipendiary clergy.

3.4 Book/periodical, hospitality/expense and Information Technology (IT) allowances shall be adjusted in November each year to reflect the annual increase in the Consumer Price Index to the end of June.

3.5 Book/periodical, hospitality/expense and Information Technology allowances are non-taxable allowances and clergy are therefore required to keep records of expenditure related to these allowances.

3.6 Clergy in interim appointments will be paid allowances as negotiated with the local ministry unit, and not exceeding the amount set by Standing Committee.

3.7 Housing Allowance – refer clause 9.

4. Travel

- 4.1 Clergy may claim reimbursement for travel done on parish or diocesan related business up to a maximum distance agreed annually between the clergy person and the vestry/appointing body.
- 4.2 Reimbursement for travel will be at the rates recommended by the Anglican Tax Unit.
- 4.3 Travel can only be claimed for distances from the office/study of the clergy person unless no housing allowance is paid.
- 4.4 Travel shall be claimed, and reimbursed monthly through the diocesan office.
- 4.5 Travel claims for the diocesan financial year must be made within the year in which travel takes place except for December.
- 4.6 Travel allowances include provision for depreciation of the vehicle, and clergy are therefore encouraged to make provision for replacement of their motor vehicles on a regular basis.

5 Clergy Motor Vehicle Loans

- 5.1 The Standing Committee may, at its discretion, advance money to any ordained minister or full-time lay employee who requires a motor vehicle for their work, for the purchase or major repair of any motor vehicle.
- 5.2 The terms of the advance shall be determined by Standing Committee and shall be agreed in writing between the parties, including the interest to be charged on the loan.

6 Clergy Support

- 6.1 Supervision is a condition of appointment and the cost shall be met by the ministry unit for stipendary and non-stipendary clergy who hold a bishop's licence. The maximum amount payable will be determined by Standing Committee from time to time.
- 6.2 Clergy who hold a Bishop's licence are required to receive spiritual direction, attend clergy conference, take an annual retreat, and attend Synod. Assistance with the costs of these will be at the discretion of the vestry/governing body.

7 Funding Clergy Appointments

- 7.1 Every ministry unit wishing to appoint a stipendary ordained ministers shall advise the Bishop and the Diocesan Manager. The Diocesan Manager shall review the financial position of the ministry unit with the Wardens and Treasurer and advise the Bishop whether the parish is able to reasonably expect to be able pay the proposed appointee.
- 7.2 Curates shall be supported by a 50% subsidy from the diocese for the first 2 years of ordained stipendary ministry. The curacy may be extended for a third year with a 30% subsidy from the diocese subject to affordability by the diocese and demonstration of need by the ministry unit.

8 Clergy Removals

- 8.1 Clergy removals within New Zealand shall be paid by the ministry unit to which clergy are moving within the Diocese, up to a maximum of 45m³.
- 8.2 Clergy removals from overseas shall be paid from the port of entry to the ministry unit. This is a minimum requirement.
- 8.3 Clergy removals will be approved by the Diocesan Manager who shall ensure that a competitive process is followed.
- 8.4 Insurance cover for goods in transit will be arranged by the Diocesan Manager.
- 8.5 Clergy moving into their own home upon retirement within the Diocese of Christchurch shall have the cost of removal met by the diocese.

9 Vicarages / housing

- 9.1 Full time stipendary clergy appointed by the Bishop to ministry will be provided with suitable accommodation by the ministry unit; such accommodation may be owned or rented.
- 9.2 Ministry units shall have no obligation to provide a house for part-time stipendary clergy but must pay a housing allowance based on the proportionate nature of the appointment.
- 9.3 Rates of housing allowance shall be reviewed annually by Standing Committee.
- 9.4 Where more than one stipendary clergy are living in the same house and eligible for a housing allowance, the combined allowance must not exceed 100% payable in respect of one stipend.
- 9.5 To assist clergy save for their own home, clergy may invest in the RETIRE Fund administered by the Anglican Church Pension Board, and a subsidy may be provided by the Diocese at a rate as approved by Standing Committee.

10 Clergy Days Off

- 10.1 Clergy appointed to full time stipendary ministry are entitled to 2 days off per week, taken weekly, or with the approval of the Wardens, in a group of up to 4 days at a time, provided that the days be taken in the month that they are due.

11 Holidays and Annual Leave

- 11.1 Statutory holidays shall be taken on the days designated, or on another day within 28 days of the designated statutory holiday.
- 11.2 Clergy are entitled to 4 weeks holiday per annum, calculated from their date of commencement in the ministry unit, and it must be taken within a year of the anniversary on which it becomes due. All annual leave owing shall be taken before concluding ministry in a particular ministry unit. The wardens shall be notified of all annual leave being taken and shall be responsible for recording leave taken and leave owing.
- 11.3 For the purpose of clarification, interpretation of holidays shall be those of the Holidays Act.

12 Clergy Sick Leave

- 12.1 The ministry unit shall continue all usual payments to ordained ministers who need to take sick leave, for up to 3 months (90 days). If off sick for more than 2 weeks, the ordained minister shall submit a sickness claim form signed by a medical practitioner, to the Diocesan Manager, so that insurance payments may be made to the ministry unit.
- 12.2 Clergy may voluntarily join the Stipend Continuance Scheme operated by the Anglican Church Pension Board.

13 Parental Leave

- 13.1 Provisions of the Parental Leave Act shall apply.

14 Bereavement Leave

- 14.1 Provisions of the Holidays Act shall apply.

15 Clergy Study Leave

- 15.1 Clergy for the purposes of Clause 15, shall be deemed to include those ordained persons, licensed by the Bishop for full or part-time stipendiary work in the Diocese, or such other ordained persons as appointed and employed by the Diocese or its agencies or the New Zealand Anglican Board of Missions or its associate bodies for full or part-time stipendiary employment, should such agencies, with the approval of the Standing Committee, undertake to join the scheme.
- 15.2 A Study Leave Committee shall be appointed by, and report to, the Standing Committee for the purposes of administering study leave. It shall consist of the Bishop (or the Bishop's nominee) as convenor, two members of the laity and one of the clergy.
- 15.3 Use of Leave:
- (a) The Clergy shall be eligible to apply for a maximum of three months' leave after every seven years of service in any diocese, calculated from ordination, commission or appointment.
 - (b) Applications for study leave are to be made to the Study Leave Committee which after consultation with the applicant and the vestry or other employer shall decide the arrangements under which leave, if granted, may be taken.
 - (c) Persons granted leave shall give at least three months' notice before taking any such kind of leave.
 - (d) Generally, leave may be granted only for a study programme relevant to ministry. All purposes for which leave may be granted shall be approved by the Bishop on the advice of the Study Leave Committee, who shall also have discretion to initiate the possibility of study leave with a particular ordained minister or for a particular purpose where appropriate.
 - (e) On return from study leave the ordained minister shall report on leave taken to the Study Leave Committee and to the parish or other employing institution.
- 15.4 Financial Provisions:
- (a) A Clergy Study Leave Fund shall be administered by the Study Leave Committee.
 - (b) A levy shall be paid into the Study Leave Fund by each parish/ministry unit; such levy to be at the rate of 2% per annum of the stipends paid to clergy based on the current number of stipendiary clergy (including Ministry Enablers) in each parish/ministry unit and including those in their first three years of ministry. The Study Leave Fund may also receive other donations as may come to hand for this purpose.
 - (c) During leave, the ordained minister's stipend is to be paid (in advance if required) from the Study Leave Fund. During leave the Fund shall also pay the pension contribution of the parish or other employing body.
 - (d) Parishes and other employing bodies shall pay either through or in consultation with the Diocesan Office, the Stipend, removal and other expenses of any locum tenens.
 - (e) Grants towards specific course costs and other expenses may be made in special circumstances to those taking study leave, with the approval of Standing Committee.
 - (f) During any vacancy the levy shall continue to be paid by the parish or employing body.

THE BISHOPS' PENSION FUND STATUTE

Enacted 1941; Amended 1956, 1966, 1970, 1975, 1989

A STATUTE

To provide for the establishment of a Fund to be called The Bishops' Pension Fund of the Diocese of Christchurch and for the payment of pensions to Retired Bishops of the See of the Diocese of Christchurch.

WHEREAS by Clause 10, Sub-clause 6 of the Church Property Trust (Canterbury) Act, 1879, authority is granted to the Church Property Trustees to apply the income arising from the messuages, lands, tenements and hereditaments specified and described in Schedule A to the said Act, and commonly known as the Bishopric Estate, first in and towards the purposes set out in Clauses 8 and 9 of the said Act, and secondly, subject always to the provisions of the said Clauses 8 and 9, towards, inter alia, the establishment of a Fund to be called "The Bishops' Pension Fund" the income whereof, or such part thereof as the Synod shall deem necessary, shall, upon the Bishop's resignation and retirement from the See of Christchurch, be paid to the Bishop of Christchurch for the residue of the retired Bishop's natural life and to such other Bishops appointed thereto who shall resign their duties or retire from their prospective Sees whether co-adjutor, suffragan, or otherwise whose annual incomes may be derived wholly or in part from the proceeds of the said lands.

AND WHEREAS it is desirable that such a fund be now established and provision be made for the payment of pensions to such retired Bishops.

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch in Synod assembled, and by authority of the same as follows:

1. The short title of this Statute shall be "The Bishops' Pension Fund Statute, 1941".
2. This Statute shall come into force immediately upon the passing thereof.
3. The Church Property Trustees are hereby authorised and directed to pay from the Revenue Account of the Bishopric Estate or from the income of the Bishops' Pension Fund as the Trustees shall from time to time determine such subscription as may be required from time to time by the New Zealand Anglican Church Pension Board in respect of the Bishop of the Diocese of Christchurch.

THE BISHOPRIC ESTATE INCOME AUGMENTATION STATUTE 1976

WHEREAS The Church Property Trustees (Canterbury) Act 1879 provides in Clause 8 that the Church Property Trustees "shall, in each and every year, pay to the Bishop of Christchurch the net annual sum of one thousand pounds ...";

AND WHEREAS the said Act directs in Clause 10 that the Trustees shall hold the income of the Bishopric Estate upon trust to appropriate, set apart, and apply the said income, or any part thereof, towards certain objects but in accordance with the directions, resolutions, laws, enactments, or regulations of the Synod of the Diocese, and in such manner, in such sum, and at such times as the Synod shall from time to time direct, enact or resolve;

AND WHEREAS one of the purposes to which the income of the Bishopric Estate may be applied in accord with the foregoing is "towards the augmentation of the annual income of the Bishop of Christchurch";

BE IT THEREFORE ENACTED by the Bishop, Clergy and Laity of the Diocese of Christchurch in Synod assembled as follows:

1. The short title of this Statute shall be "The Bishopric Estate Income Augmentation Statute 1976".
2. The Church Property Trustees are directed to pay to the Bishop of Christchurch out of the income of the Bishopric Estate such annual amount by way of augmentation of the Bishop's income as Standing Committee shall from time to time determine.
3. Standing Committee in reviewing the annual amount by way of augmentation shall, in addition to any other considerations take into account the recommendations made by the Commission on Ministry Personnel in relation to the movement of clergy stipends in the diocese.
4. The Standing Committee shall in each year report to Synod on the amounts paid by way of augmentation of income.
5. The provisions of this statute shall come into operation on the passing thereof.