

SECTION B

Bishop's Instructions

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ADMINISTRATION OF ELEMENTS

Administration of Elements at Holy Communion may be undertaken by lay people appointed by the Vicar and approved by the Vestry of the Parish.

APPLICATIONS FOR TRAINING AND ORDINATION

Application for stipendiary and non-stipendiary ministry training may be made in the first instance to the Ministry Educator (C/- Anglican Centre, P.O. Box 4438, Christchurch). It is desirable that applicants first attend a Ministry Exploration Day, the dates for which are appointed each year. After this, the assessment process may take up to eighteen months in all.

Other processes of assessment and training for ordination are used in Local Shared Ministry situations. (Refer to the "Local Shared Ministry Statute" on pages E23 and E24.)

Some grants may be made for those undertaking a first degree prior to theological training.

After the application forms have been processed and referees' statements obtained, interviews are held and comments of Vicars and Parish Vestries obtained. Candidates chosen to proceed will be requested to attend a Discernment Conference. Decisions will be made early in August for the St John's College Admissions Committee which is held in September each year. Medical and psychological testing may be part of the procedure.

While the Bishop has the final choice on whether to ordain or not, it is the normal practice of the Bishop to take the advice of the Chaplains' Advisory Committee as to acceptance of students for training and of the Examining Chaplains as to ordination.

Acceptance for training does not imply acceptance for ordination. The decision on ordination is made during August-September of the year of ordination.

Theological training for ordination takes place at St John's College, Auckland, or locally in the Diocesan Ordination Training programme. While the Diocese will normally use the excellent facilities for training at St John's, it is not always possible or desirable for candidates to leave Christchurch. In these cases, the Diocesan training prepares them very adequately for either stipendiary or self supporting ordained ministry.

CATECHUMENATE

The Diocese encourages and monitors catechumenal processes in church communities that choose to use them. The Catechumenate uses a four stage process with liturgically marked thresholds to form and include new members. Enquiries about this process may be made to the Ministry Educator at Anglican Centre.

CLERGY LEAVING THE DIOCESE

Clergy leaving the Diocese for service elsewhere are requested to apply to the Bishop for a testimonial as early as possible before their departure.

CONSECRATION OF CHURCHES

- (a) No Church will be consecrated while any debt on the building remains unpaid.
- (b) No Church will be consecrated unless it is a permanent building.
- (c) A clear title to the land must be held by The Church Property Trustees.
- (d) Churches that do not fulfil the above conditions may be opened with a service of Dedication.
- (e) A petition for the Consecration, signed by the Vicar and Church Officers and, if desired, by other Church members, will be required.
- (f) The form of petition will be drawn up by the Diocesan Manager, on application accompanied by such statements relating to the above particulars as the Bishop may require.

MARRIAGE AFTER DIVORCE

Under a Statute adopted by General Synod/Te Hinota Whanui in 1970 marriage in Church of divorced persons is, under certain circumstances, permitted.

- (a) The criterion is the breakdown of marriage and where the Divorce Court has so announced. Judgements are not made about the past.
- (b) Before any application is made the ordained minister must make certain that the Certificate of Dissolution has been granted.
- (c) After discussion and counselling and if the ordained minister is satisfied there is genuine regret over the breakdown of the previous marriage and that parties concerned have a genuine desire to live according to the Christian tradition of marriage, the marriage may be proceeded with.
- (d) If the ordained minister is unhappy about proceedings with the marriage then he or she may approach the Bishop of the Diocese outlining their concerns in a letter and explaining why they prefer not to take the wedding.

OFFICIATING CLERGY

(Refer to Title A Canon II Clause 2)

An ordained minister not holding a Licence in this Diocese must not officiate in any Church for more than one week without permission having first been obtained from the Bishop.

The name of every ordained minister conducting Divine Service should be entered in the Register of Services, commonly called the Vestry Book.

GUIDELINES FOR CHRISTIAN INITIATION, ADMISSION TO COMMUNION

AND CONFIRMATION FOR THE DIOCESE OF CHRISTCHURCH

PREFACE

These Guidelines are based upon those agreed to by General Synod/Te Hinota Whanui in 1990 and are consistent with the rubrics of "A New Zealand Prayer Book - He Karakaia Mihinare o Aotearoa".

1. BAPTISM

Baptism is usually administered in the context of the Eucharist or another service of congregational worship, unless there are special pastoral circumstances. Tangihanga, hura kohatu, weddings and other whanau, hapu, or iwi events, significant festivals and other important occasions in the life of the Church, including those where the Bishop may preside, are appropriate times for Baptism.

Adult candidates for Baptism, and the parents or guardians as well as any other godparents of younger candidates are called to participate regularly in the worshipping life of the Church. Education in the faith, sacraments and mission of the Church precedes and follows Baptism.

In the case of children:

- (a) At least one parent or guardian will affirm Baptism for the child and may show this by becoming a godparent. Parents or guardians as well as any other godparents undertake to bring up the child as a member of the Body of Christ, participating in the worship, education and community life of the church.
- (b) Parents or guardians as well as other godparents, receive education for teaching the child:
 - (i) the Lord's Prayer and how to pray
 - (ii) the Creeds and the Faith of the Church
 - (iii) the Commandments and how to obey the teaching of Christ
 - (iv) and how to read the Scriptures to discover the Word of God.
- (c) Parents or guardians as well as any other godparents are also to encourage the child to take his/her place in the eucharistic community, to make a commitment to Christ, and in Confirmation to receive, in the Laying on of Hands, the strengthening power of the Holy Spirit for witness and service.

2. LAYING ON OF HANDS FOR CONFIRMATION

- (a) Candidates will have been helped to explore and understand the faith of their Baptism, and their calling as disciples.
- (b) Candidates will affirm their faith in Christ and be strengthened for ministry as responsible Christians in the world by the Laying on of Hands and prayer.

- (c) The rite of Confirmation is an occasion for re-affirmation of Christian faith and commitment to service by the whole congregation.
- (d) The Bishop shall be the minister of Confirmation.

3. **EUCHARIST**

The sacramental means of entry and incorporation into the Body of Christ occurs through Baptism. The Eucharist is the sacramental means by which members of the Body are sustained and nurtured in that community and is the central act of worship in the Christian Church. Baptism confers full membership of the Church, and therefore provides the ground for admission to the Holy Communion. All may therefore receive communion from the time of their Baptism irrespective of age.

Variations in pastoral practice in relation to admission to the communion may be found, but those once admitted (whether at Baptism, or when judged pastorally appropriate by priest and family, at a special service after more formal instruction, or after receiving the Laying on of Hands for Confirmation), are welcome to receive communion in any parish in this Church.

A process of education is essential in developing awareness and understanding of the meaning of the Eucharist. Teaching on the Eucharist should be made widely available.

4. **PASTORAL RITES**

A Thanksgiving for the gift of a child

Encouragement is to be given to the use of this service whether or not the parents and families wish to have the child baptised. "This service provides the opportunity for parents and families to give thanks for the birth or adoption of a child and to offer prayer for family life. It may take place in the home, the hospital, in church, or some other suitable setting as soon as convenient after the birth or adoption of a child". This may be an opportunity to give encouragement in Christian parenting.

B Rites Marking Spiritual Growth

Authorised rites marking stages of growth in spiritual awareness and understanding of the faith may take place preceding and/or following education programmes. Parents or guardians as well as any other godparents are encouraged to be involved in the education of the young person.

C Renewal of Baptism Vows

Individuals ready to make a new beginning in Christian faith and ministry may renew their Baptism vows and receive the Laying on of Hands with

prayer. The rite of Confirmation and significant festivals are appropriate times for renewal.

D Reception from another Christian Church

Those who are baptised members of other Christian Churches may be formally welcomed in a suitable manner at any service of public worship. They may make some appropriate declaration, and/or profess their faith in Confirmation or Reaffirm their faith in an act of Renewal (Sections 2 and 4(c), above).

6. **RECORDS**

A record of the Baptism and the Laying on of Hands in Confirmation shall be kept by the Church and a copy given to the person.

Forms for Confirmation are available from the Bishop's Secretary.

Guidelines & Responsibilities for Archdeacons

Agreed to by the Bishop and Archdeacons – 10.8.05

Appointment

- Archdeacons are appointed by the Bishop after appropriate consultations.
- They shall normally serve for an initial five year term with the possibility of extending it at the discretion of the Bishop.
- Their responsibilities are within the geographically defined area of their archdeaconry and within the wider diocese.
- It is acknowledged that their time and availability has limitations given other ministries for which they are licensed.

Objectives

- Archdeacons are an extension of the episcopal ministry of oversight, leadership and pastoral care, and thus, they assist, advise and support the Bishop.
- They are required to represent the Bishop and Diocese in matters pertaining to ministry units and clergy, as well as representing the ministry units and clergy to the Bishop.
- They have a role in maintaining and developing the mission and unity of the Church.

Responsibilities

- Archdeacons shall be supportive of the Bishop and the wider ministry and goals of the diocese, and prayerfully and pastorally support the clergy and laity within their archdeaconry.
- They shall keep regular contact with the clergy and ministry units within their archdeaconries in order to
 1. Be available for pastoral care to clergy and their families.
 2. Be available to clergy and laity on issues of faith, pastoral concern and administration.
 3. To enable communication and cooperation between ministry units; between the Bishop and ministry units; between the diocesan staff and ministry units.
 4. To encourage and enable, where appropriate, the development of ministry and training for laity and clergy.
 5. To participate in appropriate celebrations and events with the life of ministry units.
- Archdeacons shall liaise with the Churchwardens regarding the running of a ministry unit during an interregnum or during the illness or incapacity of the Vicar, Priest-in-Charge or Ministry Enabler.
- In the process of appointment to vacant ministry units within the archdeaconry the Archdeacon shall

1. Be involved in the appropriate steps outlined in *Planning Ahead For Your Parish*.
 2. Consult with the Bishop, the Diocesan Ministry Adviser, the Vicar or Priest-in-Charge designate and the Vestry concerning the arrangements for an Institution or equivalent liturgy.
 3. Arrange and conduct a practice for an Institution or equivalent liturgy.
 4. Take appropriate part in an Institution or equivalent liturgy.
 5. Facilitate and ensure that such practical matters as allowances and housing, are organized and agreed to in a manner that is helpful to all parties.
 6. Ensure that clergy housing is appropriately maintained and in an acceptable state before the arrival a new clergyperson and liaise with Diocesan staff, Churchwardens and Vestry as necessary.
- Archdeacons shall also
 1. Ensure that Parish Reviews are carried through as required by the Bishop and Diocese.
 2. Be involved in parish property matters where appropriate and where required by Diocesan regulations.
 3. Participate in the arrangement of the Celebration of Baptismal Renewal and Commissioning/Ordination of Ministry Support Team members.
 4. Arrange and facilitate regular clergy archdeaconry meetings which shall enable ongoing collegial support, reflection and training.
 5. Support and encourage the work of the Archdeaconry Council and liaise with the Chairperson and Secretary of the Council.
 6. Deputize for the Bishop when requested at Church and wider community events.
 7. Undertake such other responsibilities as delegated by the Bishop.

Mutual Support

- In order to enable their ministry, Archdeacons shall meet regularly with the Bishop and other Diocesan Staff, in order to share and discuss matters of concern and interest relating to their ministries.
- They shall meet bimonthly with the Executive Staff Team who shall report on and discuss wider diocesan issues.
- Opportunity shall be given for the Archdeacons to meet individually with Bishop.

LICENSED LAY MINISTERS

(a) Authority

A Lay Minister's licence should be obtained where any lay person ministers with sole responsibility or with responsibility for the ministry of others. Such ministry may be in one or more of the following areas:-

- (i) leading worship
- (ii) taking the Holy Communion, whether for individuals or groups using the Reserved Sacrament
- (iii) preaching
- (iv) taking funeral liturgies
- (v) the conduct of healing liturgies including the Laying on of Hands and Anointing with oil previously consecrated by a bishop or priest
- (vi) the oversight of parish visiting
- (vii) the oversight of Christian education
- (viii) such other areas as shall be determined by the Advisory Chaplains for Licensed lay Ministry.

(b) The Issuing of Licences

Application forms are available from the Bishop's Personal Assistant. Applications must include an endorsement by the Vestry (or equivalent) and by the Vicar or Chaplain. In Local Shared Ministry Parishes, licensing shall follow the requirements of "The Local Shared Ministry Statute". Applications must also be signed by the nominee.

Completed applications should be sent to the Bishop's Personal Assistant. Before issuing a licence, the Bishop will seek assurance that the nominee has completed a suitable course of training. The Advisory Chaplains for Licensed Lay Ministry are responsible for the provision and oversight of suitable training and study opportunities for the various Licensed Lay Ministers' roles.

(c) Jurisdiction

Licensed Lay Ministers shall serve only in the Ministry or Mission Unit to which they are licensed but may, on particular occasions, perform duties in another Ministry or Mission Unit with the consent of the Vicar or equivalent in the other local Ministry or Mission Unit.

(d) Presentation Of A Licence

Licensed Lay Ministries are significant in the life of a Ministry Unit and licenses should be presented to the recipient in a worship service in the presence of the congregation with appropriate prayers and responses of commitment following the signing of the statutory declarations. Where appropriate, Licensed Lay Ministers should wear robes as customary in the local Ministry or Mission Unit.

(e) Licence Reviews

Licences are issued for an initial period of five years and may be renewed by the Bishop on the written recommendation of the Vicar and Vestry or equivalent. Licences should be sent to the Bishop with the application for renewal.

(f) Transfer of Licences

Licences are not transferable when a Lay Minister changes parishes, and a fresh application should be made in the usual way.