

SECTION C

Synod

Contents

The Interpretation Statute	C1
The General Synod/te Hinota Whanui	
Representation Statute	C5
Diocesan Synod Statute.....	C8
Standing Orders of Synod.....	C14
Financial Regulations.....	C30
Conditions of Appointment for Clergy	C34

THE INTERPRETATION STATUTE

Enacted 1891, Amended 1895, 1922, 1989, 1992, 1994, 2000, 2017, 2018, 2020, 2021

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 Where any Statute or Regulation repealing (wholly or in part) any former Statute or Regulation, is itself repealed, such repeal shall not revive the Statute or Regulation so wholly or partially previously repealed, unless such revival is expressly enacted or provided for.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.

"Diocesan Youth Representatives" – A group of no fewer than four and no more than twelve (12) members aged between 16 and 24 years (inclusive), elected by the youth of the diocese. The Elections will be conducted annually before the end of June with youth in ministry units voting (the number of votes per ministry unit being the number of vacancies to be filled) on the candidates. The election process may be held online. A member who is elected at the age of 24, but becomes 25 in the year they are serving, may continue as a representative until the end of their term. Casual vacancies may be filled as required.

There will be an annual gathering of Bishop, Diocesan Youth representatives, Parish Youth Representatives, and all youth/young adults from the Diocese, organised by the Youth Ministry Developer / Young Adults Ministry Developer, that will consult on Synod motions/topics.

"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.

"Parish Youth and School Representatives" – A group aged between 14 and 24 years (inclusive), of which there may only be one member from each parish (separate from the Diocesan Youth Representative), nominated by their parish or school to represent the youth of that parish or school at Synod for the then current calendar year. A member who is elected at the age of 24 but becomes 25 in the year that they are serving, may continue as a representative until the end of their term.

"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, Mar 2018, Sept 2018
Repealed 2021

THE SYNOD OF THE DIOCESE OF CHRISTCHURCH STATUTE 2021

1. Title

That the title of this statute will be **The Synod of the Diocese of Christchurch Statute 2021**.

2. Commencement

This Statute comes into force at the close of the session of Synod at which it is passed.

Part 1 - Preliminary matters

3. Purpose

The purpose of this Statute is to:

- (a) repeal and replace the Diocesan Synod Statute 2003 (as amended); and
- (b) provide, pursuant to Part E, Clause 5 of the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia for the Synod to be the overall representative governing body in the Diocese of Christchurch; and
- (c) set out the membership, and method of choosing the membership of the Synod in accordance with the provisions of part E, Clause 5 of the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia and Title B, Canon II; and
- (d) provide for meetings of the Synod; and
- (e) provide for and set out the processes, responsibilities, and powers of the Standing Committee of the Synod.

4. Representative governing body

- (1) There shall continue in existence the Synod of the Diocese of Christchurch.
- (2) In accordance with Part E, Clause 5 of the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia the Synod of the Diocese of Christchurch is the overall representative governing body of the Diocese of Christchurch.
- (3)

Part 2 - Membership of Synod

5. Membership

(1) The following are members with speaking and voting Rights:

- a. The Bishop.
- b. Clergy in the Diocese holding a Bishop's Licence including one clergy person in each Local Shared Ministry Parish who is appointed under clause 13 of the Local Shared Ministry Statute 1999.
- c. Two lay person elected by each Parish and Ministry Unit
- d. All members of Standing Committee who are not otherwise members of the Synod.
- e. The Chancellor and the Vice Chancellor whose votes on matters before Synod will always be recorded as abstentions.
- f. All members of the Diocesan Ministry Team holding a Bishop's Licence.
- g. The Director of Theology House.
- h. Diocesan Youth Representatives.
- i. Two members of the Association of Anglican Women, who are not otherwise members of Synod, chosen in accordance with the rules of that organisation.
- j. Two persons, who are not otherwise members of Synod, chosen by the Anglican Care Trust Board to be its representatives.
- k. Two members of the Church Property Trustees, who are not otherwise members of Synod, chosen by that organisation.
- l. Two members of the Order of the Community of the Sacred Name, who are not otherwise members of Synod, chosen by that organisation who will be members of the order of laity.
- m. One representative from each Anglican school in the Diocese appointed by their governing body or, for integrated schools, their board of proprietors. The representative may be a board member, staff member, or student aged 16 or over who is not otherwise a member of Synod.

- n. Any ordained minister or lay member of any other Christian Church recognised by resolution of the General Synod/Te Hinota Whānui 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 Synod with the right to vote except when the Synod is acting under the following provisions:
 - o. Part B, Clause 6(b) (relating to Formularies);
 - p. Part E, Clauses 10 & 11 (nominating a Bishop);
 - q. Part G, Clause 3 (amending the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia);
 - r. in respect to any proposal or matter pursuant to the Church of England Empowering Act 1928.

(2) The following will be members, but with speaking rights only:

- a. All clergy in the Diocese with permission to officiate.
- b. The Diocesan Manager.
- c. All senior executives of the Diocese, Church Property Trustees, and Anglican Care.
- d. Parish Youth Representatives.

6. Election of Lay Representatives to the Diocesan Synod

- (1) These provisions apply to Lay Representatives as defined in clause 5.1(c) of this Statute.
- (2) Ministry Units, except for Christ Church Cathedral, will elect their Lay Representatives at the Annual General Meeting before the first session of a Synod with the cycle beginning in 2021 and then occurring triennially.
- (3) The Cathedral Chapter will appoint the Lay Representatives for Christ Church Cathedral before the first session of a Synod with the next such with the cycle beginning in 2021 and then occurring triennially.
- (4) The term of office of elected Lay Representatives will commence on the opening of the first session of Synod following their election and end:
 - a. on the commencement of the term of any duly elected successor
 - b. on the date nominated in any notice of resignation addressed to and received by the Diocesan Manager;
 - c. on their death;
 - d. on their being subject to compulsory assessment or treatment under the provisions of the Mental Health (Compulsory Assessment and Treatment) Act 1992;
 - e. on their bankruptcy; or
 - f. on their no longer being members of the Anglican Church of Aotearoa, New Zealand and Polynesia in this Diocese.
 - g. no longer residing in the Diocese.
 - h. on the dissolution of the parish.
- (5) Where a Lay Representative vacates office pursuant to sub clauses (4)(b) to (f) then the following provisions will apply:
 - a. the Diocesan Manager must be notified of the event leading to the vacation of office;
 - b. the Diocesan Manager will then declare the seat vacant and direct a special election to elect a replacement (except in the case of Lay Representatives for the Cathedral where the Chapter will be directed to appoint a replacement) unless it is less than 30 days until the commencement of a session of the Synod in which case no such election or appointment may take place until after that session;
 - c. the replacement Lay Representative elected or appointed will hold office for the remainder of the term in accordance with clause (4).

- (6) The following provisions apply for the election of Lay Representatives at general meetings of Ministry Units:
- a. the notice convening the general meeting at which the election will occur, which must be given at least 10 working days' prior, must include the election as part of the business of its agenda and call for nominations;
 - b. nominations must be provided to the chair of the meeting in writing prior to the commencement of the meeting;
 - c. nominations must be in writing, proposed and seconded by two persons qualified to vote at the meeting, and must be accepted by the candidate in writing;
 - d. where there are fewer nominations than the number of Lay Representatives to be elected then any person nominated will be declared elected and the remainder of the election adjourned to a further special meeting of the Parish held in accordance with this clause;
 - e. where there are more nominations than the number of Lay Representatives to be elected the election will occur by secret ballot in writing with the highest polling candidate(s) elected;
 - f. where an election is inconclusive due to a tie further ballots will be taken until there is an election;
 - g. the outcome of the election will be reported to the Diocesan Manager in writing as part of the annual returns provided by the Parish;
 - h. where the chair of the meeting is also a candidate for election then the Vicar/Priest-in-Charge will chair the election and act as returning officer.
- (7) No person may be elected as a Lay Representative unless they meet the qualifications set out in section 16 of the Charities Act 2005.
- (8) In the case that a Parish ceases to exist as a separate parish, or in the event the number of Lay Representatives for a parish is reduced, any Lay Representative already holding office will continue to do so for the remaining sessions of the current Synod.
- (9) The provisions of clause 6(4) apply mutatis mutandis to all other members of Synod.

7. Alternates

Where a Lay Representative or any member of Synod at clause 5(1)(h) to (m) is unable to attend any given session of Synod then the vestry or governing body may appoint an alternate of the same order to that session.

8. Challenge to election/appointment of members

- (1) Any registered member of any Parish and any member of any organisation entitled to elect or appoint members to the Synod in accordance with clause 4 of this Statute may object to the validity of any election or appointment.
- (2) Any objection must be made in writing to the Bishop with a copy to the Diocesan Manager.
- (3) On receipt of any such objection the Bishop will provide a copy of the objection to the Chancellor and request a ruling from the Chancellor on the validity of the election or appointment in accordance with the Chancellor and Legal Advisers Statute 2018.

Part 3 – Sessions of Synod

9. Requirement for annual meetings

- (1) The Diocesan Synod shall meet at the summons of the Bishop at the time and place identified in the summons provided that there must be a meeting of the Diocesan Synod at least once in every calendar year.
- (2) All meetings should be held in physical community when possible, but in the event that is not possible, the Bishop may assemble Synod virtually using computer/phone technology.

In this circumstance Synod may make decisions by voting virtually using appropriate protocols to ensure adequate security and integrity of the voting system.

10. Requirement for meetings and decisions

- (1) No meeting of the Synod will be duly constituted unless the Bishop, one-quarter of the clergy members eligible to vote and one-quarter of the lay members eligible to vote are present.
- (2) Every act and decision of the Synod shall be assented to by the Bishop and by a majority of clergy and by a majority of lay members of Synod present and entitled to vote.

Part 4 – Standing Committee

11. Standing Committee

There will continue to be a Standing Committee of the Synod, which shall function as “Synod out of Session”.

12. Purpose of the Standing Committee

- (1) The purpose of Standing Committee is, through the grace of God, to:
 - a. act as the governing representative of the Diocese under the leadership of the Bishop;
 - b. develop and enable the vision and strategy of the Diocese;
 - c. uphold and support the Bishop;
 - d. consider and report on any matter referred to it by the Bishop;
 - e. ensure the Diocese functions on the basis of the covenants expressed in the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia by regularly meeting with the Amorangi Whaiti of the Hui Amorangi and actively considering matters affecting the provision of Ministry, proclamation of the Gospel and the sharing of resources and facilities;
 - f. ensure the preparation of business for presentation to Synod;
 - g. recommend a budget or budgets for the operation of the Diocese of Christchurch to Synod for approval;
 - h. provide guidance to the Diocese through policy development;
 - i. exercise such of the powers of the Synod conferred on Synod by part E, Clause 7 of the Constitution/Te Pouhere of the Anglican Church in Aotearoa, New Zealand and Polynesia as are delegated to it;
 - j. review annually the appointment of the three members on the Anglican Diocesan Ministry Support Centre Governance Board at the first meeting following the ordinary session of Synod;
 - k. supervise and support the Diocesan Manager and other staff; and
 - l. discharge any functions entrusted to it by the Canons of the General Synod/Te Hinota Whānui or any Statute, regulation or resolution of Synod.

13. Powers of Standing Committee

- (1) To fulfil its purpose, Standing Committee will have all the powers of Synod when in session except the power to pass, repeal, or amend Statutes or deal with other matters that Synod can only deal with in the form of a Bill.
- (2) For the avoidance of doubt, Standing Committee’s powers include:
 - a. issuing, amending, and repealing guidelines to assist in regulating aspects of Diocesan life;
 - b. delegating decisions, functions, or tasks to other persons; and
 - c. filling vacancies, when Synod is not in session, in any committee, board, commission or any body of trustees appointed by Synod.

14. Membership of Standing Committee

- (1) The membership of Standing Committee shall be:

- a. the Bishop who will chair Standing Committee;
- b. four clerical voting members of Synod elected in accordance with this Statute;
- c. four lay voting members of Synod elected in accordance with this Statute; and
- d. the Diocesan Manager who has speaking rights only.

15. Term of office

- (1) The term of office for elected members of Standing Committee will be three years.
- (2) No elected member may serve more than two consecutive terms except in exceptional circumstances resolved by Synod.
- (3) The term of office of elected members will commence at the close of the session of Synod at which they were elected.
- (4) The term of office of members will end:
 - a. for elected members on the commencement of the term of any duly elected successor;
 - b. on the date nominated in any notice of resignation addressed to and received by the Diocesan Office Manager;
 - c. on their death;
 - d. on their being subject to compulsory assessment or treatment under the provisions of the Mental Health (Compulsory Assessment and Treatment) Act 1992;
 - e. on their bankruptcy; or
 - f. on their no longer residing in the Diocese.
- (5) When the office of any elected member becomes vacant pursuant to clauses 15(4)(b) to (f) and 16(2)(c), Standing Committee may appoint any eligible voting member of the Synod to fill the vacancy for the remainder of the term with clerical members voting for clerical vacancies and lay members voting for lay vacancies.

16. Election of members

- (1) There will be an annual election for the elected members of Standing Committee which shall take place at the ordinary session of Synod that year.
- (2) Elections will take place as follows:
 - a. nominations must be provided to the Diocesan Manager in writing by 9am on the day the elections are scheduled to be held;
 - b. nominations must be in writing, proposed and seconded by two voting members of the same order as the nominee, and must be accepted by the candidate in writing;
 - c. where there are fewer nominations than the number of members to be elected then any person nominated will be declared elected and Standing Committee may treat any remaining position(s) as vacant and appoint an eligible voting member of the Synod to fill the vacancy in accordance with clause 15(5);
 - d. where there are more nominations than the number of members to be elected, the election will occur by secret ballot in writing with the highest polling candidate(s) elected with voting clergy members voting for clergy members of Standing Committee and voting lay members voting for lay members of Standing Committee;
 - e. the elections will otherwise take place in accordance with the provisions of the Standing Orders of the Synod of the Diocese of Christchurch.

17. Meetings and decisions

- (1) Standing Committee will meet at times and places directed by the Bishop, provided always that, should any three members of Standing Committee request in writing a meeting, then the Bishop shall direct a meeting to take place within 20 working days' of receipt of such a request.
- (2) Meetings may take place physically or virtually through any appropriate virtual meeting facility.

- (3) No meeting of Standing Committee may take place without 10 working days' notice unless all members of Standing Committee agree otherwise.
- (4) The quorum for a meeting of Standing Committee will be the Bishop together with two clerical and two lay members present.
- (5) Every act or decision of Standing Committee shall be assented to by the Bishop and by a majority of clerical members and by a majority of lay members present at the duly constituted meeting.
- (6) Standing Committee may make decisions by circular resolution by e-mail.

Part 5 – Transition and repeal

18. Repeal

The Diocesan Synod Statute 2008 is repealed.

19. Transition

All members of Standing Committee elected under the Diocesan Synod Statute 2008 will remain in office and serve out the remainder of their term as if elected under this Diocesan Synod Statute 2021.

STANDING ORDERS OF THE SYNOD OF THE DIOCESE OF CHRISTCHURCH

Standing Orders of The Synod of the Diocese of Christchurch Statute 2021

Part 1 – General

Synod Year

1. The Synod year will be from 1st June to 31st May.

Length of Synod

2. 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

3. 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.
4. During any withdrawal allowed for under Standing Order 2 the Synod will be adjourned.

President

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

Quorum

6. 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.
7. 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.
8. 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

9. 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

10. At least nine (9) weeks before the opening Session of Synod, or one (1) week before the first pre-synod meeting held prior to that Session, (whichever is the later in time) 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, including the name and contact details of the mover and seconder, which is to be presented to Synod.

Attendance book, minutes and hours of Synod

11. An attendance record will be maintained by the Diocesan Manager, and each member of Synod has a duty to record in the form prescribed by the Diocesan Manager their name at each day's meeting of the Synod at which the member is present.
12. 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.
13. Provision of Minutes:
 - a. Current Synod members, or those who were members for the Synod session being requested, shall be given copies of Synod minutes when requested;
 - b. on request, researchers shall be given access to Synod minutes of any session that concluded more than ten years prior to the request;
 - c. copies of Synod minutes shall be provided within a reasonable time-frame considering the availability and extent of the requested minutes
14. 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

15. The proceedings of Synod will include:
 - a. prayers;

- b. notices of questions to be asked of the President or of any member of Synod;
 - c. notices of Motions to be considered by Synod;
 - d. answers to questions may be read;
 - e. consideration of Bills:
 - 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; and
 - k. elections.
16. It will be in order for the President of Synod to allow in the proceedings for Synod to break into groups to discuss but not decide on any matters.
17. The order of proceedings of Synod may be altered at any time by resolution of Synod.
18. 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.
19. The President, in consultation with the Diocesan Manager, will decide the order in which motions and Bills will be considered by Synod and may alter the order at any time as the President thinks fit provided that any motion or Bill brought forward by Standing Committee will be given priority.

Procedure for proposing motions

20. Synod may consider any motion that is proposed and seconded by any two members of Synod provided that:
- a. Written notice of the motion, including the name and contact detail of the mover and seconder, 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 meeting or the Diocesan Youth Forum written notice, including the name and contact details of the mover and seconder, 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.
21. 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.

22. Synod may not consider again in the same session any motion or notice that has been disposed of by Synod.
23. Any motion proposed by the President will be considered without the need for it to be seconded.
24. Synod may resolve that any motion on any subject will pass through the stages set out at Standing Order 25 (in which case, the word “Bill” shall be read as “motion”).

Procedure for proposing Bills

25. Synod may consider any Bill that is proposed and seconded by any two members of Synod provided that written notice of the Bill, including the name and contact details of the mover and seconder, is given to the Diocesan Manager no later than three (3) months before the first day of a new session of Synod.
26. 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.
27. In the absence of any resolution to the contrary, 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. The stages are:
 - 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 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; and
 - 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 offered at this stage.
28. On the passing of a motion without notice, consideration of a Bill may revert to stage 2 (consideration in detail) prior to its confirmation.
29. On the passing of a motion without notice by a 75% majority during the Introduction stage of a Bill, Synod may choose to consider, amend, and vote on a Bill in a single reading, instead of using the stages set out in Standing Order 25.
30. 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.

The Resolutions Committee

31. 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. the Vice Chancellor (if any);
 - d. two (2) ordained ministers; and
 - e. two (2) lay members of Synod.
32. All motions and Bills will be given to the Resolutions Committee for consideration before they are considered by Synod.
33. 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; and
 - 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.
34. The Resolutions Committee may require that the mover of a Bill or Motion prepare an explanatory paper, which should be no more than 500 words, summarising the policy objectives of the Bill or Motion. The explanatory paper will then be circulated to members of Synod prior to any session.

Part 3 – Rules of Debate

General Rules of Debate

35. 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.
36. All questions of order will be decided by the President.
37. If two members rise at the same time, the member who is called upon by the President will have precedence.
38. Except as allowed for in Standing Order 37, 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.
39. 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.
40. The President may at any time take part in the deliberations of Synod without leaving the Chair.
41. 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.
42. 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.
43. 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.
44. 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.
45. 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.
46. 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 their right of reply after which the matter under debate will be put without further discussion.

Amendments to motions and Bills

47. 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.
48. Any amendment proposed which is a minor correction may stand as part of the wording of the motion or Bill without vote if the amendment is accepted by the mover of the motion or Bill as a friendly amendment.
49. 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]”.

50. 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]”.
51. 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]”.
52. 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.
53. 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.
54. When a Bill or motion is being considered in the Detail stage a member may move more than one amendment to that Bill.
55. 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.
56. 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.
57. Formal correction of Statutes and Resolutions may be made by the Diocesan Manager with the approval of the President. Without limiting the generality of the foregoing, this includes correction of corresponding clause references arising from amendments.

Conference

58. At any stage Synod may resolve to go into Conference to consider a matter.
59. 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.
- d. For the avoidance of doubt, the suspension of the General Rules of Debate while Synod is in Conference does not suspend the application of other standing orders.

e. *Committee*

- 60. At any stage Synod may resolve to go into Committee to consider a matter.
- 61. While in Committee all non-members of Synod must leave the hall and the discussion will be confidential to members.
- 62. When Synod resolves to go out of Committee, any resolutions adopted by Synod while in Committee will be communicated by the President to the minute-taker, so that the minutes can record any resolutions which were carried, and the names of the mover and seconder of any such resolutions.

Voting

- 63. 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.
- 64. 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.
- 65. 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.

Where the counting of votes for motion is not done by voice,

Voting by Division

- 66. 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.
- 67. The Diocesan Manager will prepare and distribute ballot papers.
- 68. Different coloured paper will be used for the two Orders.
- 69. The Diocesan Manager will be assisted in collecting and / or 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.
- 70. The scrutineers will report the result to the President who will then report the result to Synod.

71. 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.
72. If there is an equality of votes in either order the question will be lost.

Part 4 - Elections

73. 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.
74. 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.
75. 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.
76. 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.
77. 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.
78. 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.
79. The Diocesan Manager will prepare and distribute voting papers containing the names of those nominated in the order in which they were nominated.
80. 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.
81. 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.
82. 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.
83. In the case of the election of the Standing Committee different coloured paper will be used for the two Orders.
84. 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.
85. The Diocesan Manager will report the result to the President who will then report the result to Synod.
86. 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

87. Any Standing Order may at any time be suspended or replaced on motion without notice.
88. 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.
89. 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.
90. 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.
91. Every report of a committee requiring action will be accompanied by a resolution or resolutions for the consideration of the Synod.
92. 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.
93. Any matter not provided for by these Standing Orders will be dealt with by ruling of the President.

Part 6 – Virtual Synod

94. Where the Bishop assembles a session of Synod virtually, the standing orders in this Part 6 apply and, to the extent they contradict other standing orders, those in Part 6 shall prevail.

Quorum

95. 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 by confirming the number signed in to the virtual conference.

Synod open to members only

96. The meetings of Synod virtually will be open to Synod members only.
97. Where members are gathered together to sign in through one virtual account they are to e-mail or otherwise contact the Diocesan Manager recording the names and orders of those present.

General Rules of Debate

98. Members will indicate they wish to speak using such function as the virtual meeting facility provides (e.g. a 'raise hand' function) and they will be called in the order in which that function is engaged.

Voting

99. Voting will take place through the voting function providing for by the virtual meeting facility and the President may declare a motion carried once a majority of members present have voted in favour.
100. Where Synod members are joining the virtual meeting facility through one account then they shall vote by advising the Diocesan Manager, through a private communication provided for by the virtual meeting facility, the number of members joining through that account and how they each voted.

Voting by Division

101. Any member may, before the President has declared a result, demand a division. If a division is demanded, then voting will take place by each member e-mailing their vote to the Diocesan Manager and recording in the e-mail their name and order.
102. The Diocesan Manager will count the votes assisted by the Chancellor and/or Vice Chancellor.
103. The Diocesan Manager will report the result to the President who will then report the result to Synod.

Elections

104. Every Nomination Paper will be e-mailed to the Diocesan Manager who will keep a record of all Nomination Papers in the order in which they are received and arrange for the list of nominees to be placed on the Diocesan website.
105. If the nominations exceed the number required then Synod will proceed to ballot. Voting will take place by each member e-mailing to the Diocesan Manager the names of those they wish to vote for by position and recording in the e-mail their name and order. The details of how people voted will be kept confidential by those counting the votes and the e-mails recording votes will be destroyed as soon as the result is announced.
106. Any e-mailed vote purporting to vote for less than the required number of vacancies will be valid. Any e-mailed vote purporting to vote for more than the required number of vacancies will be invalid.
107. The Diocesan Manager will count the votes assisted by the Chancellor and/or Vice Chancellor.

108. The Diocesan Manager will report the result to the President who will then report the result to Synod.

Part 3 – Rules of Debate

General Rules of Debate

109. 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.
110. All questions of order will be decided by the President.
111. If two members rise at the same time, the member who is called upon by the President will have precedence.
112. 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.
113. 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.
114. The President may at any time take part in the deliberations of Synod without leaving the Chair.
115. 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.
116. 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.
117. 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.
118. 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.

119. 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.
120. 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

121. 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.
122. 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]".
123. 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]".
124. 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]".
125. 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.
126. 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.
127. When a Bill or motion is being considered in Detail a member may move more than one amendment to that Bill.
128. 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.

129. 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.
130. Formal correction made necessary by amendments may be made by the Diocesan Manager with the approval of the President.

Conference

131. At any stage Synod may resolve to go into Conference to consider a matter.
132. 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

133. At any stage Synod may resolve to go into Committee to consider a matter.
134. 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

135. 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.
136. 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.
137. 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

138. 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.
139. The Diocesan Manager will prepare and distribute ballot papers.
140. Different coloured paper will be used for the two Orders.

141. 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.
142. The scrutineers will report the result to the President who will then report the result to Synod.
143. 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.
144. If there is an equality of votes in either order the question will be lost.

Part 4 - Elections

145. 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.
146. 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.
147. 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.
148. 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.
149. 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.
150. 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.
151. The Diocesan Manager will prepare and distribute voting papers containing the names of those nominated in the order in which they were nominated.
152. 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.

153. 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.
154. 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.
155. In the case of the election of the Standing Committee different coloured paper will be used for the two Orders.
156. 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.
157. The scrutineers will report the result to the President who will then report the result to Synod.
158. 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

159. Any Standing Order may at any time be suspended or replaced on motion without notice.
160. 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.
161. 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.
162. 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.
163. Every report of a committee requiring action will be accompanied by a resolution or resolutions for the consideration of the Synod.
164. 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.
165. 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 2018

Enacted 2018, Amended 2019

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 will approve the appointment of the auditors upon recommendation of the Anglican Diocesan Ministry Support Centre Governance Board.
- 1.3. Standing Committee will delegate consideration of financial matters to the Anglican Diocesan Ministry Support Centre Governance Board.
- 1.4. Standing Committee will appoint a Manager to oversee and discharge the business of the Diocese and Anglican Diocesan Ministry Support Centre. His/her employment agreement, job description, and remuneration will be the responsibility of Standing Committee.

2. Budget

- 2.1 Annual budgets will be prepared by the Anglican Diocesan Ministry Support Centre for the Diocese and Anglican Diocesan Ministry Support Centre in accordance with the mission strategy of Standing Committee and stakeholders. These will be presented for approval by the Standing Committee in June each year. Once approved by Standing Committee these will be made available to Synod members for discussion before approval at the annual Diocesan Synod.
- 2.2 The budgets will reflect the priorities established by the Standing Committee.
- 2.3 The Standing Committee may include in the annual Diocese budget, an amount for use at its own discretion.
- 2.4 Income will be derived from synod registration fees and from the General Trust Estate after consultation with the Church Property Trustees for covering governance costs of the Diocese budget.
- 2.5 The Standing Committee will by resolution, on recommendation of the Anglican Diocesan Ministry Support Centre Governance Board, decide the amount to be appropriated from the income of the General Trust Estate for that year for the Diocese and Anglican Diocesan Ministry Support Centre budgets.
- 2.6 The Standing Committee will, with its annual report, furnish to the Synod at each annual session the estimates received from the Church Property Trustees along with the amount of income it has resolved to appropriate under clause 2.5.
- 2.7 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.

3. Financial Control

- 3.1 The annual accounts of the Diocese to be prepared as special purpose financial reports.
- 3.2 The annual accounts will be audited within 6 months of the financial year end, being the 31st December, and the auditor will be invited to meet with the Anglican Diocesan Ministry Support Centre Governance Board. A

management report will be provided by the auditor to the Anglican Diocesan Ministry Support Centre Governance Board and staff.

3.3 The annual audited accounts for the Diocese and Anglican Diocesan Ministry Support Centre will be presented to the annual diocesan synod.

4. General Diocesan Fund and Investments

4.1 The General Diocesan Fund will consist of the following:

4.2 Income from the General Trust Estate transferred from the Church Property Trustees.

4.3 All monies paid into the General Diocesan Fund will be applied to the purposes for which they have been received.

4.4 Funds may be held in a trading bank cheque or call account, 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.

5. Diocesan Quota

5.1 The Diocesan quota will be published as a schedule to the Financial Regulations following the approval of the Anglican Diocesan Ministry Support Centre budget by Synod.

6. Parish Financial Assistance

6.1 A sum of money will be set aside in the annual Anglican Diocesan Ministry Support Centre 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.

6.2 Revenue from the Church Extension Fund held and administered by the Anglican Diocesan Ministry Support Centre may be used at the discretion of Standing Committee to extend ministry and mission into areas of population growth.

6.3 Various other funds held and administered by the Anglican Diocesan Ministry Support Centre, including items in the Anglican Diocesan Ministry Support Centre budget, may be made available from time to time for specific purposes within parishes, eg, children's ministry.

6.4 Mortgage finance to Parishes/Local Ministry and Mission Units may be provided by Church Property Trustees with the approval of Standing Committee and subject to the following provisions:

6.4.1 Mortgages may be made to assist in the purchase, extension, improvement, erection, or repair of Anglican church property.

6.4.2 Mortgages may be made, to assist in the purchase, extension, improvement, erection, or repair of buildings to be used jointly by other Christian denominations ('joint-use' property).

6.4.3 Both the Vestry and a general meeting of parishioners must have given approval to raise the loan before applying for a mortgage.

6.4.4 The parish/local ministry and mission unit must demonstrate its ability to service and repay the loan to the satisfaction of Church Property Trustees

6.4.5 Mortgage lending must meet the requirement and limitations within the Church Property Trustees' Statement of Investment Policies and Objectives.

7. Insurance and Property Maintenance

- 7.1 All church property will be held in the name of the Church Property Trustees.
- 7.2 All buildings and other improvements will have material damage insurance cover for replacement value unless specifically agreed otherwise with the Church Property Trustees.
- 7.3 Insurance is arranged by Church Property trustees through Insurance brokers as determined by the Board of CPT Trustees.
- 7.4 The diocese will hold liability insurance cover on behalf of all parishes/local ministry and mission units, and kindred organisations.
- 7.5 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.
- 7.6 Parishes/local ministry and mission units will maintain an asset 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. This schedule may be the same or similar as the Parish Building's Terrier, in any case a copy of this schedule or Terrier should be provided to CPT.
- 7.7 Costs incurred in the management of insurance cover will be recovered equitably from all insured parties.
- 7.8 All property will be maintained to the standard required by the Church Property Trustees.

8. Anglican Missions Board – Target Giving

- 8.1 Each annual meeting of Synod will agree to the diocesan target for giving to the Anglican Missions Board in the following calendar year.
- 8.2 The Manager of the Anglican Diocesan Ministry Support Centre will advise parishes of the target and seek their agreed level of giving, which will then be added to their monthly invoice from the Anglican Diocesan Ministry Support Centre.
- 8.3 The Diocesan Council for World Mission will monitor progress in meeting the targeted giving and advise parishes of potential shortfalls.
- 8.4 All money forwarded to the Anglican Diocesan Ministry Support Centre for the Anglican Missions Board and/or its partner agencies, will 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.

9. Surpluses and Deficits

- 9.1 The application of any surpluses will be at the discretion of Standing Committee, who may be directed by Synod from time to time.
- 9.2 Any deficit will be funded first from the Diocesan General Fund, and if there is insufficient cash available, application will be made to The Church Property Trustees for an allocation from the revenue reserve of the General Trust Estate.

10. The Anglican Centre

- 10.1 The Diocese jointly operates the Anglican Centre with Anglican Care and The Church Property Trustees.
- 10.2 The Anglican Centre will establish an annual budget and service level agreement with the Anglican Diocesan Ministry Support Centre for the Diocese's share of the services provided, including central diocesan administration.
- 10.3 The Anglican Centre accounts will be published annually in the Year Book.

11. General

11.1 All cases of persistent disregard of these Regulations will be reported to Synod by the Standing Committee.

The decision of the Standing Committee upon any question as to the construction or interpretation of these Regulations will be conclusive unless or until revoked by Synod.

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

Enacted 2007
Amended 2024

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 stipendiary 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 should be taken within a year of the anniversary on which it becomes due to ensure that clergy have adequate refreshment throughout the year. Requests to carry leave over to another year should be agreed with the churchwardens (or similar in other ministry positions), providing leave does not accumulate above six weeks in total. In circumstances where the clergy person has not been able to take all their annual leave, such leave shall be taken following their last day of ministry in a particular ministry unit, known as their termination date. With the last day of such leave being known as their severance date. The clergy person may not start in a new paid ministry role until the day following their severance date. 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
Repealed 2020

THE BISHOPRIC ESTATE INCOME AUGMENTATION STATUTE 1976

Repeal 2020