

QUICK GUIDES

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A first point of reference

This Handbook is the first point of reference for answering questions about how things work in the Diocese. If you can't find the information you need here, the following people may be able to help:

Administrative matters:	Diocesan Executive Secretary
Financial matters:	Finance Manager and/or Accountant
Parish consultancy:	Bishop's Chaplain
Learning opportunities & small group resources:	Ministry Education Coordinator
Elder care matters:	Enabler for Older Persons Ministry
Social service matters:	Diocesan Social Services Enabler
Library resources:	Bishop Sutton Library (located at Bishopdale Theological College)
Youth resources:	Diocesan Youth Co-ordinator
Children's resources:	Children & Families Ministry Enabler, Anglican Centre

Otherwise please enquire at the Anglican Centre about the appropriate person to contact.

Anglican Centre phone:	03 548 3124
Anglican Centre fax:	03 548 2125
Anglican Centre e-mail:	reception@nelsonanglican.nz
Anglican Centre mail:	P.O. Box 100, Nelson, 7040

Allowances

General

The following allowances may be available to clergy and lay ministry staff. All allowances are paid on a reimbursement basis only, up to set maximum levels. The Appointment or Employment Agreement (or to any subsequent variation) will set out the amounts applicable to your position.

- **Mileage Allowance**
- **Book & Materials Allowance** (incl. computer consumables)
- **Hospitality Allowance**
- **Training Allowance**
- **Supervision Allowance**

Maximum allowance levels are set per year, with the year calculated from 1 December to 30 November. Claims are made on a claim form which is sent to you towards the end of each month. Claim forms should be emailed back to the Anglican Centre by the 5th of the following month, together with relevant receipts, etc. Allowances are usually paid on or about the 15th of each month.

Even if you have used up your maximum allowances, please continue to supply the information, as this will be used to justify future increases.

The limits are normally below the Inland Revenue Department upper limits. This often means that if you do not use up all of your allowances in one area, it may allow us to grant a further allowance in another area. If this applies to you, you should contact the Diocesan Executive Secretary.

Tax requirements

As they currently stand, these allowances are tax free provided they are supported by appropriate authenticating documents, such as receipts, invoices and copies of log books. This authenticating documentation must be **kept for 10 years** to meet the requirements of the Inland Revenue Department. **To assist with this, we ask that all relevant authenticating information, including a copy of relevant travel log book entries, is attached to your claim form (a scanned copy is sufficient for electronic claims).**

Mileage Allowance

1. All mileage claims must be claims for mileage undertaken for the business of the Church, which may include:
 - home visits to parishioners
 - hospital visits
 - journeys to undertake ministry
 - journeys to town or elsewhere to undertake business transactions on behalf of the Church, provided such transactions are not an excuse to undertake business of a private nature.
2. Mileage may not be claimed for visits of a purely private nature, including:
 - mileage to and from residence and place of work (usually parish office)
 - recreational visit or journeys. (A visit to Golden Bay from Nelson to look in on a former parishioner would not be claimable.)
3. A log book of all business mileage must be maintained and claims made against these records. The log book must clearly differentiate between:
 - parish travel (including travel to training events apart from Ministry Training groups)
 - travel to/from Ministry Training group events and Diocesan committees on which you may serve
 - personal travel.
4. A journey outside the Nelson Diocese involving substantial mileage needs the Wardens' prior approval.
5. Wardens and Clergy will review the mileage claim bi-annually to ensure the maximum claimable amount is at an appropriate level.
6. Prior to setting the parish mileage quota for each year, the Wardens will review the previous year's mileage and advise the Diocesan Executive Secretary of any corresponding changes to the next year's budget by 31 May.

7. The rate paid per km will be according to one of two formulas – please consult the Diocesan Executive Secretary about which formula best suits your circumstances and the Finance Manager for the latest rates.

Formula 1

- Band A: Up to 14,000 km annual personal & work related running.
67c per km (of ministry related travel)
- Band B: Up to 20,000 km annual personal & work related running.
55c per km (of ministry related travel)
- Band C: Up to 26,000 km annual personal & work related running.
48c per km (of ministry related travel)

For mileage beyond any chosen band 25c per km (of ministry related travel)

Formula 2 (normally advantageous only for very high mileage)

36c per km (of ministry related travel)

These formulae reflect an agreement between NZ Churches and IRD and may differ from the usual information published by the IRD.

8. Staff with two vehicles, with both used for ministry purposes - The claim form allows for this possibility and the annual mileage bands for Formula 1 are calculated on the total mileage accumulated between both vehicles.

Book and Materials Allowance

The book allowance includes books, magazines, audio and visual tapes, and supplies for faxes, computer consumables, printers and other consumables for such equipment, service agreements for computers, new software and other items that fall under those general headings.

Hospitality Allowance

This is an allowance for hosting parish suppers, morning and afternoon teas, breakfasts, lunches and dinners and overnight stays. It also provides for situations when it is more appropriate to take people to a local café for coffee, rather than to your home.

Training Allowance

The training allowance is to encourage clergy to take advantage of the training opportunities that are either offered in the Diocese or elsewhere to assist staff in developing existing or new skills. The first call on the allowance is the Annual Clergy Conference/Retreat.

Supervision Allowance

This is to enable clergy and others in ministry to pay for the cost of professional supervision.

Association of Anglican Women (AAW)

The Association of Anglican Women is an umbrella organisation for women NZ-wide, covering any women's group which wishes to affiliate with AAW and agrees with its aims:

- to unite in prayer & participate in the mission of the Church
- to promote, safeguard and nurture Christian family life.

There is a Diocesan Executive which keeps in touch with all the groups in the Diocese.

Anglican Care

Social service work of the Anglican Church in Aotearoa New Zealand is increasingly going under the title of 'Anglican Care'.

In our Diocese parish-based Anglican Care work is especially encouraged. Some funding is available from our **Anglican Care Charitable Trust**, which distributes funds made available by Standing Committee for the specific purpose of social service work in parishes. The trust also administers the Tindall Foundation grant. Another source of funding is from the **St. Andrew's Family Trust**, which focuses on the nurture of children and families.

Funds available for individuals and/or families (applications accepted at any time)

- ***John and Hazel Baigent Trust*** for those aged over 60 for the relief of poverty and sickness and for housing needs or other charitable purposes.
- ***Godwin Trust*** for the charitable work of caring for children or other charitable purposes.
- ***Mary Foster-Barham Trust*** for the care of elderly and children in a disadvantaged position *within the Nelson and Richmond municipal boundaries* - approx \$20,000 pa reserved for urgent and individual grants
- ***Endres Trust*** for social services work to assist needy families or persons in the Diocese (Approved by the Bishop and Diocesan Secretary)
- ***St Andrew's Trust*** funds for the care of children (and families)

Project funds

- ***Whakarewa Trust*** (ACCT) for charitable and social service purposes. Applications are accepted by 1st February, June and October each year.
- ***Mary Foster-Barham Trust*** for the care of elderly and children in a disadvantaged position *within the Nelson and Richmond municipal boundaries* - approx \$40,000 pa for projects which meet criteria. Annual applications by 1 July.
- ***Older Persons' Ministry Fund*** for the care of older persons
 - \$250,000 approx pa distributed via parishes/deaneries.

- This includes an individual parish entitlement of \$5000 pa. Applications accepted at any time.
- Annual applications from the remaining contestable fund due by 1 August.
- For further information or to discuss contact opm@nelsonanglican.nz
- **TheTindall Foundation** makes available annual funding with the broad criteria of “a hand up not a hand out”. Applications accepted by 1 September. ACCT has the role of recommending applications to Tindall faith funding manager (Anglican Care Network) for approval. \$19,000.00 approx pa
- **St Andrew’s Family Trust** funds for the care of children (and families). Applications accepted by St Andrew’s in August each year.

For application forms see www.nelsonanglican.org.nz under Resources - Grants and Funding
Please contact the Social Services Enabler for further information: socialservices@nelsonanglican.nz

Anglican Centre

The Anglican Centre is located at 48 Halifax Street, Nelson and is home to the Bishop of Nelson, the Diocesan Executive Secretary, the Bishop’s Ministry Team and the Diocesan Finance and administrative staff.

One of the 3 Video Conference hubs of the Diocese is located in the Anglican Centre Board Room which is a meeting place for Diocesan Boards, Committees and ad hoc groups.

The Anglican Centre is also home to the resource collection for Small Groups Bible Study, Children’s and Youth Ministry.

Office hours: 8:30am to 5pm Monday to Fridays (closed public holidays)

Postal: The Anglican Centre PO Box 100 Nelson 7040

Contact: Ph (03) 548 3124 Fax (03) 548 2125 Email: reception@nelsonanglican.nz

Appointment Agreements (Clergy)/Employment Agreements (Lay ministry)

All clergy appointed to a stipended ecclesiastical office (such as vicar, priest in charge or assistant priest) enter into an appointment agreement with the Bishop. Similarly, those in paid lay ministry enter into an employment agreement – in the case of parishes, with the Wardens and Vicar. Each agreement contains the authoritative information about stipend/pay, allowances, leave, etc. Nothing in this Handbook should be construed as contradicting or updating information in an appointment / employment agreement.

Archives

Separate information under *Policies and Procedures* on ‘The care and preservation of parish records’ gives a useful guide on how to deal with parish records.

Please note that all marriage, baptism and burial registers should be sent to the Anglican Centre when they are full.

All other parish records (eg vestry minute books, centennial booklets) are stored at the Anglican Centre at the discretion of the Diocesan Executive Secretary. The Diocese does not have the services of a resident archivist which means parishes need to be responsible for sorting their own paper records.

Baptism

Preparation of parents (in the case of infant baptism) and of adult candidates is mandatory. Responsibility for preparation belongs to the minister undertaking the baptism, but the actual preparation may be delegated to a trained person or persons.

Baptisms should normally take place in a public church service, unless for exceptional pastoral circumstances when it could take place in e.g. hospital or home. The normal venue would be the parish church where the baptised and family will be nurtured with ongoing pastoral support.

Note the guidelines for Christian Initiation 1990: *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.*

Adults who have already been baptised as infants within one of the Christian churches and making enquiries about 're-baptism' or 'adult baptism' should be encouraged to *renew their baptismal vows* in an appropriate way, which may include the use of water to symbolise their renewal. The emphasis in such a service must fall on 'renewal' as 're-baptism' is not permitted within the Anglican Church.

Bishopdale Chapel is not to be used for baptisms without the permission of the Bishop.

Records of all baptism should be kept in the parish baptismal register.

Certificates of Baptism are obtainable from the Anglican Centre. (These are fairly functional – more colourful ones may be purchased through various church supply stores).

Bishopdale Chapel

This is an historic chapel called The Chapel of the Holy Evangelists in the grounds of the former residence of the Bishop of Nelson, on Bishopdale Hill, Nelson. Access on foot to the chapel is permissible between the hours of 12 pm and 4 pm every afternoon. For a pre-arranged service such as a wedding, access by vehicle is permissible from one hour prior to the service until one hour after the conclusion of the service. Gates have been installed at the entrance to the driveway which are shut. A key is necessary to open the gates and is available on request from the Anglican Centre.

To book the chapel please contact the Anglican Centre reception , Phone: 03 548 3124.

Bishopdale Theological College (BTC)

Bishopdale Theological College is a key initiative in addressing the challenges and priorities identified in the Diocesan Strategic Plan, especially for the priorities of discipleship and leadership development. The College is based at Bishop Eaton House at 30 Vanguard St, Nelson, which is also home for Bishop Sutton Library.

The College addresses theological education at a number of levels, from parish based resources and programs at a general lay education level (EQUIP Ministry Education which may also contribute to the Bishopdale Ministry Certificate), to a Certificate in Christian Studies (L4), the Diploma in Christian Studies (L5, one year FT equivalent) which is both a standalone qualification or the potential bridge into a degree level qualification. BTC also offers two programmes using Internships – a Certificate in Christian Studies (Internship) and a Diploma in Christian Studies (Leadership) in which half the credits of these one-year equivalent FT courses are internship-based. The internship diploma can also bridge into a Bachelor of Ministry degree. BTC also coordinates a Clinical Pastoral Education (CPE) course which can be taken as a standalone qualification or cross-credited towards a degree (45 credits across L6 and L7 concurrently). BTC also coordinates the Ministry Apprenticeship Scheme whereby people can combine paid employment in ministry (up to 20 hrs/week with partial funding available from the Ministry Education Coordinator) and study (between 2-4 papers depending on hours of ministry) which can be part of the Internship certificate and diploma.

Bishopdale Theological College tutors students in courses that comprise the Laidlaw College Diploma of Biblical Studies, Bachelor of Ministries & Bachelor of Theology Degrees and Graduate Diplomas. Bishopdale Theological College supplies the tutors for courses we offer, building on the academic expertise and teaching experience of our faculty.

Particular courses which Bishopdale does not offer at any time may still be taken through enrolment with the Centre for Distance Learning, and such courses will be tutored by Laidlaw as for any other Distance Student.

Bishopdale Theological College offers opportunities for further study and ministry development, especially in the form of a Graduate Diploma in Theology (Ministry) in partnership with Laidlaw College. This will include a dedicated 'Anglican Distinctives' stream designed around the needs of Anglican ministry in missional mode, addressing our particular context and time.

In either case, Laidlaw College courses are NZQA accredited and potentially attract all forms of student funding supplied by the New Zealand Government.

Bishopdale Theological College is open to, and seeks to serve, students from all Church groupings.

Bishopdale Theological College provides a degree level opportunity to train for ordination within the Anglican Church within the context, culture, and worshipping life of the Diocese of Nelson; a strongly evangelical Diocese. With responsibilities for ordinands following ordination, and further education for all clergy, the College runs the Post Ordination and Ministry Development (POMD) group for the Diocese of Nelson.

Bishopdale Theological College is also instrumental in offering opportunities for further study and ministry development, especially in the form of the Graduate Diploma in Theology (Ministry) in

partnership with Laidlaw College. This will include a dedicated 'Anglican Distinctives' stream designed around the needs of Anglican ministry in missional mode, addressing our particular context and time.

Bishopdale Theological College is not a residential college but it seeks to foster community life among students and staff. Opportunities for shared meals and for community worship are a core part of the college's programme.

For further information, please visit the website: www.bishopdale.ac.nz, or contact:

Address	Bishopdale Theological College Bishop Eaton House 30 Vanguard Street PO Box 347 Nelson 7040
Phone	03 548 8785
Office	office@bishopdale.ac.nz
Dean	dean@bishopdale.ac.nz
Registrar	registrar@bishopdale.ac.nz
Ministry Education Coordinator	ministryed@bishopdale.ac.nz
Library	library@bishopdale.ac.nz

Bishopdale Theological College (BTC) Trust Board

This Board is responsible for the governance of the Bishopdale Theological College. The Diocesan Executive Secretary is the Secretary of this Board. The Bishop chairs this Board.

Bishopdale Theological College (BTC) Foundation

To date, the Foundation has consisted of a small group of people committed to increasing the profile of BTC and raising funds. The chief method of fundraising has been the invitation to the supporters of BTC to become FRIENDS. This entails an annual donation of \$400 or more, or an automatic payment of \$16 or some similar equivalent. Bequests and other financial donations are also gratefully received.

Promotional material and speakers are available to assist parishes promote the work of BTC.

Email: foundation@bishopdale.ac.nz

Building Development

If considering a building development in your parish, please complete and submit the *Permission for a Faculty* form, available on the Diocesan website under Resources/Diocese/Forms.

Buildings – Fire Safety/ Health and Safety

Government and local body (i.e. district or city council) regulations must be followed, especially in respect of parish halls made available for community use. Where necessary licences to operate buildings must be obtained and annually renewed.

In addition, all buildings used for the work of the church have to comply with NZ health and safety requirements. Please see the Nelson Diocese Health and Safety Management Plan, which applies across the diocese.

Buildings – Maintenance Grants - *see under Policies and Procedures (3)*

Your parish may be eligible for grant assistance towards maintenance of church buildings, with priority given to maintenance of vicarages. Application forms are available on the website www.nelsonanglican.org.nz under Resources.

Burial Grounds

For regulations governing burial grounds *-see under Policies and Procedures (3)*

Campsites in the Nelson Diocese

Bethany Park, Kaiteriteri
Bridge Valley, Bridge Valley, RD1, Wakefield
Kiwi Ranch, Marlborough Sounds
Pine Valley Camp, Pine Valley, Northbank, Marlborough
Lake Rotoiti Lodge
Teapot Valley, RD1, Brightwater

Canons

The Code of Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia are maintained by the General Secretary and include The Constitution, Title A of Ministers, Title B of Organised Bodies in the Church, Title C of Legislation, Title D of Standards, Title E of Educational Institutions in Connection with the General Synod / Te Hinota Whanui, Title F of Trusts, Trustees and Board Members, Title G of Miscellaneous, Standing Resolutions, Standing Orders of the General Synod Te Hinota Whanui and Parliamentary Acts.

The Canons are available in printed form for each parish and on the diocesan website –Resources-Diocese

Car – Fuel Cards

The New Zealand Anglican Church has an arrangement with Caltex whereby petrol is offered to clergy at a discounted regional rate. Please contact the Anglican Centre for details.

Children and Families Ministry

The diocese employs a Children and Families Enabler whose role is to inspire, resource and equip parishes in this area of ministry. A library of published resources is available to parishes through the Anglican Centre. Contact the Anglican Centre for details on 03 548 3124 or visit the Resource Collection at the Anglican Centre and peruse some of the wide range of resources that are available for your use. Email: cfm@nelsonanglican.org.nz

Church Growth and Development

The Bishop's Chaplain, Rev David Hollingsworth, is available to talk in person with individual clergy, and/or parish groups about growing and developing churches.

Our former Diocesan Parish Consultant, Archdeacon Bob Barrett, has published various booklets on this topic (contact the Anglican Centre to obtain booklets).

Clerical Directory

The Clerical Directory of the Anglican Church in Aotearoa, New Zealand and Polynesia is printed every two years. It is the responsibility of individual clergy to provide the General Synod Office with details of all changes of contact details and positions held.

The Clerical Directory form for new entries, additions or alterations can be found on the Diocesan website [www.nelsonanglican.org.nz/Resources -Diocese -Forms](http://www.nelsonanglican.org.nz/Resources-Diocese-Forms)

Committees

For membership of Diocesan Committees, please refer to the annual Year Book or contact the Anglican Centre. The following committees have the most direct influence on the day-to-day life of clergy, parishes and the diocese.

Standing Committee

Acts as Synod out of session and ensures that national and diocesan policy is followed.

It also acts as the Trusts Board (appointing members of the Nelson Diocesan Trust Board) and as the Council for Christian Unity when needed.

Diocesan Finance Team

Administers the overall finances of the diocese (excluding Trust Boards) and exercises oversight over administration of the Anglican Centre.

Nelson Diocesan Trust Board (Inc)

Administers the trusts of the Diocese.

Anglican Care Charitable Trust

Administers the diocesan trust funds for social services.

The Witness Committee

Produces and distributes the quarterly magazine of the Diocese.

Diocesan Overseas Mission Council

Promotes overseas mission in the Diocese, co-ordinates parish giving to overseas mission and interacts with our Companion Dioceses.

Nelson Diocesan Educational Trust

Administers the Educational Trust (see Funding - Educational).

Communication

News from the Bishop (Ad Clerum)

This is a monthly newsletter from the Bishop to all clergy and lay staff. It includes a copy of the Diocesan Calendar, occasional articles on current issues, as well as advertising vacancies in the Diocese and further afield. Bishopdale Theological College, the Youth Coordinator, the Enabler for Ministry to Older Persons, the Children & Families Ministry Enabler and the Social Services Enabler all provide regular contributions for these ministry areas.

Diocesan Calendar

This is available on the website and updated regularly. Its purpose is to ensure that diocesan events do not clash with special parish events. Should your parish have events planned, please advise the Receptionist at the Anglican Centre so they may be included in the Diocesan Calendar.

Diocesan Prayer Cycle / Calendar

This is produced about every year as a means of encouraging prayer for all the parishes and ministries of the Diocese, and for some ministries of the wider church in NZ and overseas. It is also available under 'Resources' on the Diocesan website.

Email, Internet and fax machines

Communication by e-mail is encouraged. Those in receipt of a Book and Materials Allowance may use this allowance to purchase e-mail software and a modem for their personal computers. The Diocesan website includes individualised parish pages for contact details, service times, groups and news. If your parish also has its own website it may be linked: <http://www.nelsonanglican.org.nz>. Please also refer to the Internet and Social Media Policy under *Policies and Procedures*. Every parish has been supplied with a fax machine. In some parishes this machine resides in the Parish Office, in others it is in the Vicar's study.

Diocesan Magazine - 'The Witness'

'The Witness' is published quarterly and sent to all parishes for distribution. The magazine sets out to reflect the uniqueness of the Diocese, with emphasis is on articles that resource, encourage, challenge, inspire, and educate our readers, while keeping everyone up to date with events happening in the wider Diocese, at parish level and at Bishopdale Theological College.

Communion

All are welcome at the Lord's Table who have been baptised and, if coming from another Christian church, are in the practice of receiving communion in that church.

Children who have been baptised are welcome to receive communion and parishes are encouraged to educate children about communion when they have reached an appropriate age of understanding (say, between 7 and 10). A teaching resource in the form of a six week course is available from the Anglican Centre called '*Communion - What It's All About*'. The course talks about worship in church, baptism and communion. Contact the Ministry Education Coordinator for further information.

Communion wine of a good alcoholic strength is recommended for use in a common cup. Grape juice may be offered at communion, but should be offered either in individual glasses or in a cup in which people only intinct (i.e. dip) their wafer or bread. In the light of concerns about the spread of diseases such as hepatitis and meningitis some parishes have moved to withdraw the use of any common cup and have introduced the use of individual cups.

Wafers may be obtained from the Parish of Fendalton in Christchurch, 03 351 7064 stbarnabas@xtra.co.nz. Gluten free wafers are available from Totally Gluten Free Bakery ChCh. 03 341 1172.

Companion Dioceses

- Egypt, Ethiopia & North Africa
- The Pacific Region
- Singapore with Cambodia, Laos, Vietnam
- Malaita (Solomon Islands)

Computers, Hard & Software, Email, Internet – purchase/installation

The Anglican Centre can either give you advice or put you in touch with its computer consultant. From time to time information about the advantageous purchase of hardware and/or software may be available.

Conferences (Diocesan, Regional, Clergy/Lay, Retreats)

Communities of Practise

These are regular meetings for all clergy as part of post-ordination professional development. Occurring every 6-8 weeks, these meetings may deal with practical, pastoral and administrative issues of ministry using a reflective practice model.

Leadership Conference and/or Retreats

The biennial Diocesan Leadership Conference for licensed clergy and lay leaders, spouses and families alternates with Regional Retreats involving the Bishop and the Bishop's Ministry Team.

Crèches

We aim to provide crèche facilities at all Diocesan training events and conferences to facilitate the attendance of both partners, should they choose. Crèche workers are paid by the Diocese.

Conferences (Bishopdale Theological College)

School of Preaching

The School of Preaching is a bi-annual event, alternating with the School of Theology, for anyone involved/interested in preaching, with the aim of improving structure, preparation, depth and communication. Previous guest speakers for this event have been Paul Windsor and Rob Harley.

School of Theology

The bi-annual School of Theology, alternating with the School of Preaching, is a focussed two-day event through which we aim to connect a broad theological approach to a particular area of theology and to the reality of life as God's people. Local and guest presenters are drawn from Biblical Studies, Ethics and Theology, and together we seek to show how theology brings light and insight and feeds the life of God's people.

Copyright

Music and words for songs which are reproduced via electronic media are covered by a Diocesan-wide copyright licence. Each parish should:

- pay an annual fee for this licence
- fill in the appropriate record books supplied by the licensing authority (CCLI)
- print the licence number for your parish on each piece of copied material.

If for any reason your parish does not have a set of record books, please talk to the Diocesan Executive Secretary in the first instance.

Crèches

Provision of crèches in parishes is encouraged but any new initiatives should only take place after reading a paper on crèches written by Archdeacon Bob Barrett and available from the Anglican Centre (Bishop's Chaplain). Staffing of creches must also comply with the Police Vetting and SafeHere requirements set out under *Policies and Procedures*.

Curacies

The availability of curates, and the timing and length of curacies, is at the discretion of the Bishop, with whom contact should be made by any parish seeking the services of a curate.

Days Off

Clergy and other ministry staff are expected to take one day off per week; they may take up to two days off in a given week, when and if required in accordance with the demands of ministry practice and the flexibility that this requires. The Day Off should be on a regular given day of the week, excluding Sunday. Clergy and staff assistants to a Vicar or Priest-in-Charge should consult with the Vicar/Priest-in-Charge about which day is to be taken off. The Day Off should always be observed unless urgent pastoral matters arise (such as a funeral). Where it cannot be taken, a day in lieu should be taken as soon as practically possible. On termination of appointment, Days Off not taken are forfeited and are not paid out. For avoidance of doubt there are 48 Days off a year, because for 4 weeks a year, when clergy or ministry staff are on annual leave, there is no entitlement to a "day off".

Deaneries / Regional Deans

The Nelson Diocese is divided into four regional Deaneries: Nelson, Marlborough, Waimea (including Golden Bay and the Tasman area) and Mawhera (including Buller, Reefton and Greymouth/Kumara). Each deanery has a regional Dean as listed in the Year Book Clerical and Lay Officers.

Declarations

All who hold an office in the Anglican Church (both clergy and lay) must sign a declaration acknowledging the authority of General Synod, available from the Diocesan Executive Secretary or, for clergy, on licensing in the diocese.

Diocesan Statutes and Standing Orders

These include the rules governing the running of the Diocese and are included later in this Handbook. They are also available on the Diocesan website under “Resources”.

Diocesan Overseas Mission Council (DOMC)

This committee is responsible for promoting world mission in the Diocese. Financial giving to the work of the overseas church is of great importance and the Diocese expects and encourages every parish to actively support world mission through the Anglican Missions Board.

Each year the DOMC:

- promotes general mission awareness
- arranges parish visits for mission partners visiting the Diocese
- helps parishes to meet their missions target for the year
- promotes and nurtures our Companion Diocese relationships.

Every year Synod agrees to meet a diocesan target, proposed by the DOMC, to the Anglican Missions Board for its work overseas. Each parish is then invited to set a parish target contribution towards the Diocesan target for the AMB. While some parishes support people and projects outside the AMB, it is important for all parishes to continue to generously support the AMB. Regular payments throughout the year assist the AMB and the agencies it supports to meet their commitments to those relying on them. Support goes to NZCMS (incorporating SAMS) and other agencies and partner churches overseas. Full details are available from the AMB website. www.angmissions.org.nz Missions giving by parishes should be received by the Anglican Centre by the 25th of each month.

Parishes are encouraged to make full use of AMB resources help understand and commit to overseas missions - through prayer, Bible study and discussion, personal acquaintance with mission partners and building links with partner churches overseas.

Members of the DOMC are listed in the Year Book and are willing to visit parishes or discuss these matters further.

Employment – see under *Policies and Procedures (4)*

Increasingly parishes are employing staff to help with the mission and work of the Church. As employers, parishes must meet two sets of requirements – the legal requirements of NZ employment law and the scriptural requirements and expectations to be exemplary in our work relationships. To assist meet these requirements, the Diocese of Nelson has adopted the Anglican Church Employment Guidelines, ‘People Matter’, set out later in this Handbook.

Employment related queries should be addressed to the Diocesan Executive Secretary, who is responsible for drawing up all employment contracts, to ensure compliance with the law, in consultation with parishes.

Ethical Guidelines

Title D of the canons of our Church set out standards of ministry that apply to all clergy and lay ministers. In addition, please see the Ethical Guidelines and Harassment Policy currently in force in our diocese under *Policies and Procedures (2)*.

Everyone in ministry is responsible for acquainting themselves with the regulations and policies concerning expected standard of behaviour.

Questions about any aspect of ethical guidelines and related church legislation may be addressed to the Bishop's Chaplain or the Diocesan Executive Secretary.

Faculty

A faculty is required under certain circumstances before work commences in a parish. Refer to the Diocesan Properties and Faculties Statute later in this Handbook. In these circumstances a Petition for a Faculty form, available from the Diocesan website Resources-Diocese-Forms, must be completed and sent to the Diocesan Executive Secretary.

Fees (for weddings, funerals)

Some care should be taken in accepting fees for weddings, funerals or other special services and new staff should check the protocol that has been in place prior to their arrival for the charging and receiving of fees.

Tax Implications

If a fee is passed directly to the Parish Treasurer for banking in the parish accounts, no tax concerns arise. However, if a fee is deposited into the minister's own bank account, this should be declared on the annual tax return and tax paid accordingly. Fees banked into another account (e.g. 'Surplice Fees' account or 'Vicar's Discretionary Fund') may still be liable for tax, and advice should be sought from the Finance Manager.

Level of fees

- A funeral gratuity is normally a set fee charged by the funeral director.
- Wedding fees are normally set by the parish, taking into account expected deductions, e.g. to the organist, flower guild, etc.
- When a minister travels outside the local area to take a special service, travel costs should be sought from the main recipients of the ministry rather than claimed against the parish travel allowance.

Funding

Access to a database, "Fundview", is available through the Anglican Centre or from your own computer – contact the Social Services Enabler at 03 548 3124: email: sse@nelsonanglican.nz for

the password. This database lists all major funding organisations in the country, along with conditions and application information. Funding is usually only granted for specific projects / events and caters for individuals as well as groups and organisations. Generally the project / event will have to have some value for the community you live in. It can cover travel expenses, holding seminars, providing social services, education ... the list goes on!

Funding application forms for the Trusts administered by the Anglican Care Charitable Trust and St Andrew's Family Trust are available from the Diocesan website Resources – Grants/Funding.

Funding (Educational – Scholarships)

Diocesan Educational Trust

This is a wide ranging educational trust to assist with schooling / tertiary education for children of clergy, and the continuing study needs of clergy themselves. It is administered by three independent trustees who meet in January, so applications must be lodged by 16 December. Application forms are sent annually to clergy or are available from the Anglican Centre. It is helpful to advise the trustees of anticipated applications to the trust to enable forward planning.

St. John's College Trust Scholarships

These are educational scholarships for clergy (post-ordination scholarships) and lay persons (graduate or post-graduate studies). Application forms are available from the Bishop's Personal Assistant, Anglican Centre or the Ministry Education Coordinator, Bishopdale Theological College. Applications for funding must be submitted to the Bishop by early June of the year **prior** to intended study (exact dates are publicised from year to year).

Diocesan Sabbatical Fund

Some funding may be available to clergy intending to take sabbatical leave from the Diocesan Sabbatical Fund. This is dependent on the availability of funds, and first priority will be given to funding replacement cover in the parish for the duration of the sabbatical. Applications for sabbatical funding will only be considered where the applicant has already sought funding (the year prior to study) from the St. John's College Trust and the Diocesan Educational Trust.

Lohse Scholarship

Educational scholarships for the 'Daughters of a Clergy person' in the Anglican Church in Aotearoa, New Zealand. The scholarship is administered by the Anglican Diocese of Christchurch. Applications forms are available from the Anglican Centre.

James and Edna Clark Scholarship

Educational scholarships for the 'Sons of a Clergy person' in the Anglican Church in Aotearoa, New Zealand for Tertiary education in New Zealand, the United Kingdom, Continental Europe, United States of America or Australia. The scholarship is for those who have studied science and biology at secondary school and wish to study science or medicine at a tertiary level. The scholarship is administered by the Anglican Diocese of Waikato. Application forms are available from the Anglican Centre.

Basden Fund

For supporting children of clergy through tertiary education. Refer to Pension Board material which is issued from time to time.

Lay & Clergy Training – see Appendix A to this A-Z Guide

Bishopdale Theological College is the Diocesan provider of Ministry Training for both lay people and clergy. In particular:

- **Equip** is a regional lay ministry training programme designed for anyone to attend to learn about ministry skills. It is run in Marlborough, Nelson/Waimea and Mawhera.
- **POMD** (Post Ordination Ministry Development) is a three year programme for those newly ordained or new to the Diocese and is designed to cover a range of ministry topics from five key ministry areas – Church Practices, Leadership and Management, Pastoral Care, Age-Specific Ministries and Self-care.

In addition, please see the Ministry Education page of the diocesan website for information on:

- School of Preaching
- School of Theology
- Ministry Apprenticeship Scheme
- CPE (Clinical Pastoral Education)

Funerals

If a family member or a funeral director asks a minister to conduct a funeral in a previous parish or any parish other than their own, the minister should consult with the present Vicar first before making any arrangements.

When a Vicar leaves a parish, they hand over pastoral responsibility for all funerals of church and community members in that parish to the new Vicar.

General Synod/Te Hinota Whanui

Currently our Diocese is counted as one of the four smaller New Zealand dioceses and is represented at General Synod by the Bishop, two clergy and three lay persons. General Synod is usually held every two years and is preceded by the Inter Diocesan Conference of the New Zealand Dioceses.

Grant Applications for Parishes

Information on grants for parishes can be obtained from the Diocesan Executive Secretary who can advise on the appropriate grant to apply for. Sometimes specific needs can be met from relevant trust funds and the Diocesan Executive Secretary can also advise on these.

Health and Safety – see under *Policies and Procedures (2)*

The Health and Safety at Work Act 2015 applies to all church property and work/ministry carried out for the church. An outline of the requirements of the Act, together with the Diocese of Nelson Health and Safety Management Plan and related policies, are set out later in this Handbook under *Policies and Procedure*. The Health and Safety Management Plan is also available in each parish in a separate handbook entitled 'Health and Safety in the Church'. All clergy and vestry members must familiarise themselves with the Health and Safety Management Plan and related policies.

Health Fund

The NZ Anglican Church Pension Board has funds available to assist pensioners of the clergy pension fund or non-stipendiary priests who are eligible to receive NZ Superannuation, have retired (from secular employment) and hold a Bishop's Licence or held a Bishop's Licence when they retired. The dependent spouse of a pensioner and widow(er)s are also covered. The Health Fund may be available to assist with surgical and hospital costs, as well as out-of-hospital costs such as specialists visits, X-rays, hearing aids and lenses. Applications are made directly to the Pension Board. For more information see www.acpb.org.nz.

Housing - see under *Policies and Procedures (3)*

Provision of housing, whether through a parish-owned house, parish-rented house or housing allowance, should be worked out with the appropriate body before accepting appointment to a position. Please refer to the clergy housing taxation information on the Diocesan website/resources /diocese/forms.

Insurance (Clergy)

Payroll Life

The Diocese has arranged subsidised optional life insurance cover on the lives of clergy through the Anglican Church Pension Board. Cover amounts to three times the Employee's last advised stipend. Should clergy wish to join the scheme, they must make a contribution towards the cost of the premium, as determined by the NZ Anglican Pension Board, and give the Diocese authority to deduct their contribution from stipend.

Stipend Continuance

The Diocese has also arranged insurance in the event of a partial or total disablement, with cover of up to 50% stipend beginning three months after the event and ending on recovery or at the age of 65. Clergy wishing to join the scheme must make a fortnightly contribution towards the cost of the premium, at a rate set by the NZ Anglican Church Pension Board, and give the Diocese authority to deduct their contribution from stipend.

Insurance (Medical)

The Diocese is a group member of Southern Cross Medical Society. No subsidy is available other than the group discount to members. If you join this scheme, premiums are paid by way of deductions from stipend.

Insurance (Buildings)

Church buildings, including houses owned by the parish or Diocese, have building insurance. This insurance is arranged through the Anglican Centre and premiums are paid as part of the annual parish quota.

Insurance (Contents of Vicarages, Cars)

Occupants of vicarages and other church-supplied housing must arrange their own household contents insurance. All cars used for ministry purposes must be insured. This can be arranged through the Diocesan insurers.

Insurance (Claims for parish related damage, etc)

Parishes deal direct with the Diocesan insurers when it is necessary to make a claim for burglary, theft, damage, etc. Contact details are available from the Anglican Centre. Provision of a parish direct credit bank number will speed up payment on claims.

Items stolen or damaged from an unlocked or unsecured building/room is classified by the insurers as 'theft' rather than 'burglary' and the excess for theft is twice as much as for burglary. In the event of burglary or theft, inform the Police even if you're not certain of making a claim – doing so later can be difficult.

Insurance (Parish Plant)

All equipment owned and used by the parish for parish activities - eg sound systems, musical instruments, multi-media projectors, computers, camping gear, etc - is covered by diocesan insurance in the same way as buildings. Parishes are expected to keep an up-to-date inventory of equipment and to advise the Anglican Centre when new equipment is purchased valued at more than \$5,000. It may be helpful to video parish plant as a record of what the parish owns, and store the video 'off site' within the parish.

Inter Diocesan Conference

The biennial conference of the seven New Zealand (i.e. Pakeha) dioceses, IDC is normally held just prior to General Synod in the same city /town as General Synod. The Diocesan representatives to General Synod are also the representatives to the IDC.

Internet and Social Media – see under *Policies and Procedures (6)*

Endless possibilities have been opened up for evangelism and relationship building through communication technology. While recognising the potential of such communication for the church and its mission, all social media and electronic communications in the Diocese must be respectful, truthful and just. We are committed to ensuring that our use of social media and other electronic communications reflect our Christian values and protect the rights and safety of all involved. For further information about our expectations around use of such media and communications, see the Internet and Social Media Policy in *Policies and Procedures*.

Internships

The BTC Ministry Internship Scheme is a flexible programme designed to develop leadership and ministry skills through both practical ministry experience and deepening understanding of the Christian faith via study at BTC. Interns can be involved in any area of ministry – youth, children, elder care, mission, worship, pastoral care, and can be of any.

An internship is a training position, so the intern needs to be working under someone with experience. Alongside the formal study component, there is Supervision (focusing on ministry tasks) and Mentoring (focusing on the personal issues of ministry using an action-reflection model).

If you are interested in applying for a BTC Internship, please discuss with the Ministry Educator.

One-Year Full Time Internship Model

The Intern is enrolled in one of the two placement -based internship qualifications: the level 4 Certificate in Christian Ministry (Internship); or the level 5 Diploma in Christian Studies (Leadership). These qualifications involve 20 hours of ministry practice per week and 2 papers a semester

- **Certificate in Christian Ministry (Internship)**
Papers: Encountering the Bible; Basics of Christian Belief; Christian Discipleship; Faith in Action; Internship I and II (20hrs per week)
- **Diploma in Christian Studies (Leadership)**
Papers: Biblical Theology; Theology: Introduction; Formation; Theology & Praxis of Global Ministry (this could be substituted by Youth Ministry: Introduction); Internship I and II (20hrs per week).

The Diploma can lead onto the B Min degree.

Part-Time Internship Model

Some people may not be able to commit to 20 hours a week practical ministry experience. These could be full-time or part-time BTC students involved in parish ministry, or others exploring ministry. The expectation in the part time internship model is that 10 hours of practical work a week is accompanied by some paper(s) at BTC.

Cost

The Diocese, Ministry Education Fund and parish provide payment for the practical component of internships at the rate of \$16.50 per hour. For the 20 hour/full time model, this cost is shared equally by the Diocese, Ministry Education Fund and parish. For the 10 hour/part time model, it is shared 5:4 by the Ministry Education Fund and the parish. In return, the intern enters into a 1 year fixed-term employment contract, renewable up to a total of 3-years.

The intern may apply to the St John College Trust Board for an individual scholarship in respect of the BTC course fees.

Interregnum Ministry and Other Ministry Assistance Fees

These payments come with the recommendation of Standing Committee but, if this is restrictive of maintaining ministry, Standing Committee encourages the parties involved to negotiate a solution that is acceptable for both.

Lay Ministers

Contact the Ministry Education Coordinator for details of the lay ministry training programmes and funding for lay training (typically a maximum of \$500pp/year for theological study or conferences). National conferences for lay ministry are held occasionally and the Diocese, through the Ministry Education budget, has sought to be represented at these conferences. (See also Licenses – Lay Ministry) See the Year Book – Diocesan Lay Ministry page of the Standing Committee Section

Leave – Annual, Sabbatical and Other

Refer to individual Appointment Agreements or Employment Contracts for entitlement to leave. Details of leave taken must be reported to the Anglican Centre for recording as a requirement of NZ law.

Annual Leave

- clergy – 4 weeks paid annual holidays a year
- other staff – 4 weeks paid annual holidays a year
- Annual leave may be carried forward into the next year only with the leave of the Wardens and subject to the Appointment or Employment Agreement. This recognises that health and well-being are enhanced by taking regular leave and days off.

Sabbatical Study Leave

- See The Sabbatical Study Leave Statute under *Diocesan Statutes* for details of this scheme.
- Sabbatical study leave accrues at 12 days for every year of service. Leave is expected to be taken every 7th year.
- The maximum accumulated entitlement is 96 days.
- Transfer of sabbatical leave accrued in another diocese is possible, but should be negotiated with the Bishop before taking up appointment.
- For information about available grants see under Funding (Educational – Scholarships).

Public Holidays

- There are 11 public holidays each year:

Christmas Day	Boxing Day	New Year's Day
2nd January	Waitangi Day	Good Friday
Easter Monday	Anzac Day	Queen's Birthday
Labour Day	Provincial Anniversary Day	
- If any of these days fall on a day on which church services are required, then a day in lieu must be taken at a later day.
- If you are on leave when a public holiday occurs that day is not counted as leave.

Sick Leave

- Clergy are entitled to 1 working week's sick leave per year, if they, their spouse or dependent child /parent are sick.

Bereavement Leave

- 3 days for the death of a close family member
- 1 day for any other bereavement

Parental Leave

- Allows parents up to 52 weeks' unpaid leave on the birth of a child or the adoption of a child under the age of six, provided at the expected date of delivery or adoption the employee has worked for 12 months for the same employer for at least 10 hours per week.
- Allows parents up to 26 weeks' unpaid leave on the birth or adoption of a child provided at the expected date of delivery or adoption the employee has worked for 6 months for the same employer for at least 10 hours per week.
- Parental leave can be taken by one parent or split between them both, as long as they're both eligible.

- The primary carer's leave can start six weeks before the expected date of delivery, or earlier on a doctor's or employer's say-so.
- In addition to any other parental leave they may share with their partner, fathers are entitled to one (or two) weeks' unpaid leave if they have worked for the employer for at least 6 (or 12) months for at least 10 hours per week.
- Female employees can also take up to 10 days' unpaid leave for reasons connected with their pregnancy, such as doctors' appointments.
- You must apply to the Diocese at least three months in advance of taking parental leave and the employers of both parents must be notified of the leave being taken.
- Qualifying employees are entitled to payment from the government for up to 18 weeks of parental leave. (See www.ird.govt.nz).

Leave Reporting

NZ employment law requires all leave to be recorded. For further information on diocesan expectations around leave taking and recording, see the *Guide for Vestries and Wardens* in this Handbook.

Library - see also 'Resource Collection'

The historical, theological and biblical studies sections of the old Diocesan library are now held in the Bishop Sutton Library located at Bishopdale Theological College, Vanguard Street, Nelson. The balance of the old Diocesan library (small group, children and youth resources) are now part of the Resource Collection which will remain at the Anglican Centre.

Library - The Bishop Sutton Library

Information for Transformation

The Bishop Sutton Library is the Information Centre for both the Diocese of Nelson and Bishopdale Theological College. Its Maori title—*Te Puna Matauranga o Whakatu*—tells us that it is the treasure house of knowledge for the Nelson area.

Resources

The collection contains a wealth of Christian material for personal or academic study and is constantly being increased. It consists of more than 11000 books, a small journal collection, and a few electronic resources. The collection covers theology, Biblical studies, Anglicanism, church leadership and management, ministry, pastoral care, discipleship, church history, and current issues.

The main collection is shelved according to the Library of Congress classification. The former Diocesan collection (*excluding* the Children and Families collection and home group study resources) has been integrated into the main collection.

Who may use the library?

Membership is free to all members of the Anglican Diocese of Nelson, to members of other churches, and to the public. All you need to do to join the Bishop Sutton Library is to fill in a Borrower Registration Form. Forms are available in the library or you can register online. To register online go to www.bishopdale.ac.nz, click on Library and then complete and submit the Borrower Registration Form.

Borrowing

Most books can be borrowed for one month, and can be renewed if there is no waiting list. A postal service is available for those who live outside the Nelson area.

Journals are not available for loan, but articles in them may be photocopied within the restrictions of the Copyright Act.

There is a Reference collection of encyclopaedias and dictionaries which may be used in the Library, but which cannot be borrowed.

Finding out what we have

The record of books held in the Bishop Sutton Library is on the Anglicat, a database hosted by the John Kinder Theological Library in Auckland.

To find out if we have a book, go to the website www.kinderlibrary.ac.nz, click on *ANGLICAT* in the Quick links section and then use the *Easy Search* option to look for material. Type in the details of the book or topic you require, press Enter, and your results will come up quickly on screen. You can then email, phone, or come in to the Library to borrow what you need.

Through the website, electronic access is available to many journals, indexes and other resources. The Bishop Sutton Librarian can assist you with accessing electronic resources.

You are welcome to use the resources of the John Kinder Library in Auckland. If you are not a student and you wish to borrow material from this library, this can be arranged. All you need to do is pay the John Kinder Library for the postage of items sent to and from your location. This can be done by cheque or bank transfer. If you need more information on this loan process, contact the Bishop Sutton Librarian.

Location

The Bishop Sutton Library
Bishop Eaton House
30 Vanguard Street
(P O Box 347)
Nelson 7040
Telephone (03) 548 8785 ext 4
Email: librarian@bishopdale.ac.nz

Licences - Clergy

- All licences and permissions to officiate (PTOs) are at the discretion of the bishop.
- Clergy who have moved from licensed stipendiary ministry into retirement will normally be given *permission to officiate*.
- Where the Bishop appoints a minister as a *priest in charge* (whether this is a stipended position or not) a licence may be issued for that position and its nominated duration.
- Those clergy who are not formally appointed to parish or diocesan responsibilities will normally have a *permission to officiate* but no licence.
- With regard to meetings of clergy, it is recognised that some occasions are suitable for all clergy, others for *licensed* clergy. Normally in-service training conferences and retreats would be for *licensed* clergy, and public lectures, interdenominational conferences and the like for all clergy.

Licences - Lay Ministry

Contact the Ministry Education Coordinator for details of the lay ministry training programmes and funding for lay training. Parishes wishing to apply for lay ministry licenses should obtain application forms from the Bishop's Office at the Anglican Centre. Completed applications should be forwarded to the Bishop's Personal Assistant. The process for the issuing of Lay Ministry Licenses is set out in the Synod Yearbook – Diocesan Lay Ministry.

Loans

Vehicle Loans

These may be applied for through the Nelson Diocesan Trust Board. If you are interested, please contact the Diocesan Executive Secretary.

The current policy on vehicle loans is as follows:

Delegated Authority

- Loans up to \$12 000 may be approved by the Diocesan Finance Manager in consultation with the delegated Trust Board member.
- Loans in excess of \$12 000 must be approved by the Trust Board Chair.

Criteria

- Where equity in the vehicle exceeds 20%, loans may be repayable over 3 years. Where equity in vehicle does not exceed 20%, loans are to be repaid over 2 years.
- The vehicle to be in good running order supported by appropriate warranty/ies.
- Loan repayments are to be made from mileage allowances on an agreed basis (minimum payment is half the mileage allowance).
- Interest is to be charged at the approved Trust Board rate.

Housing Loans

Housing loans are available in certain circumstances. Contact the Diocesan Finance Manager in the Anglican Centre for further information. The current policy is as follows:

- Loans secured by way of first mortgage will continue to be available for staff housing, subject to the provision of adequate security and an ability to service the loan. Approval of all mortgages is reserved to the Trust Board.
- The Trust Board cannot make mortgage loans available at interest rates as attractive as those offered by banks and other lending institutions. Therefore, staff may prefer to test other sources in the first instance.
- One potential source of housing loans is the NZ Anglican Church Pension Board, which normally publishes details about mortgage rates, etc. in their annual communication with stipended clergy.

Maori Mission

Anglican Maori ministry and mission matters in the region covered by the Diocese of Nelson are under the episcopal oversight of the Bishop of Te Wai Pounamu, based in Christchurch. There are clergy licensed to the Bishop of Te Wai Pounamu based in Nelson and Motueka.

Marriage and Sexuality - see under *Policies and Procedures (1)*

Marriage Celebrant

A register of Marriage Celebrants is held by the Department of Internal Affairs and is available on their website. The Nelson Diocese is a registered organisation with the DIA and maintains the Nelson Anglican Diocese register. In order to be appointed as a Marriage Celebrant of the Nelson Diocese you must hold a licence from the Bishop. We will arrange for transfer to the Nelson register for clergy transferring from other dioceses.

Media

Communication with the media on Diocesan issues should always be referred to the Diocesan Executive Secretary. Communication with the media on local/parish issues is at the discretion of local clergy, who are welcome to seek advice from the Diocesan Executive Secretary before undertaking any such communication.

Ministry Discernment

Any person interested in enquiring about training for ordained ministry is encouraged to talk first with their vicar/priest-in-charge. Further informal enquiries may be made to the Rev Martin Harrison, from whom a booklet may be obtained of the current Diocesan process for exploring questions of discernment and acceptance for training. More formal discussions will then take place with the Bishop's Chaplain.

Ministry Education

The Diocese provides opportunity for training for lay and ordained ministry, support for lay and ordained ministers, and coordinates the Ministry Internship Scheme. Diocesan Ministry Education is overseen by Rev Dr Graham O'Brien, Ministry Education Coordinator, Bishopdale Theological College. Substantive financial support for Diocesan Ministry Education is provided by the St John's College Trust Board.

Ministry Training

Opportunities for training for ministry include: Post Ordination Ministry Development in the form of Communities of Practice for all clergy, alongside 2/3 meetings for those newly ordained to focus on specific ministry competencies (for first three years after ordination); In-Service Training (biennial Leadership Conference for clergy and lay ministry staff, Regional Retreats, occasional day conferences with guest speakers); EQUIP Lay Ministry Education in each region three times a year; Ministry Internship Scheme combining ministry experience and study at BTC.

Support for Lay and Ordained Ministers

The Diocesan Resource Centre and the Bishop Sutton Library located at Bishopdale Theological College offer books, DVDs/tapes, courses, and study materials which resource ministers in their individual reading and study, as well as resourcing parish programmes, including DVD copies of the EQUIP training sessions.

The Ministry Education Coordinator is available to advise on any aspect of training for ministry, and there are some funds available to assist lay and ordained ministers to access training or study opportunities within and beyond the Diocese (see Appendix 'A' to this A-Z Guide).

Clergy due for sabbatical/study leave are encouraged to consult with The Bishop's Personal Assistant.

Arrangements for curacies/internships, mentoring and pastoral supervision

The Bishop's Chaplain works with training vicars when a new clergy person is placed with them for training and provides oversight for the training period. Advice and assistance about mentoring and pastoral supervision for lay and ordained ministers, at any stage in their ministry, is provided by the Bishop's Chaplain.

Missions

Traditionally the Diocese has strongly supported the NZ Church Missionary Society (NZCMS) and the South American Missionary Society (SAMS) – both recently have amalgamated. This support has been by way of encouraging parishes to host visiting missionaries when on deputation, and setting a diocesan target for giving to the Anglican Missions Board. Contributions from each parish are forwarded to the Anglican Centre – the total of these contributions make up the diocesan contribution to the Missions Board. The Missions Board in turn disperses a significant portion of its income to NZCMS-SAMS.

See also- Diocesan Overseas Mission Council.

New Zealand Prayer Book

The first edition was published in 1989 after many years of liturgical revision. It has been reprinted since then, incorporating some minor changes to rubrics made by General Synod. Also known as 'the red prayer book', this book contains both the authorised services of our Church and many useful resources for less formal liturgies.

Nomination, Board of,

Parish vacancies are normally advertised in the monthly 'Ad Clerum'. Requests for consideration for the vacancy may be made in writing to the Bishop. A Board of Nomination is formed for each vacancy and consists of the Parochial Nominators (elected at the first vestry meeting after the parish AGM), the Diocesan Nominators (elected at Synod) and the Bishop as Chair. In parishes receiving financial assistance, the Bishop may make an appointment without forming a Board of Nomination.

Non-Stipendiary Ordained Ministry Allowances - see *Policies and Procedures (5)*

Allowances may be payable to non-stipendiary clergy, but they are not automatically payable. Consideration of this possibility needs to be brought to the parish vestry.

Noticeboards, Parish

Accessibility of information about times and places of services and other matters of importance is a high priority for this Diocese. The Bishop's Chaplain, Rev David Hollingsworth, is available to offer advice on both internal and external noticeboards.

In most cases external noticeboards need to be approved by local councils, which may involve both resource consent and a building permit. Also, as most churches are on main roads and in many cases main highways, Transit New Zealand regulations about size of lettering must usually be observed.

Parish Nursing - see under *Policies and Procedures (2)*

Guidelines and standards govern the setting up of this ministry and approval must be given by the Bishop. Please refer to the Parish Nursing page of the Diocesan website.

Pastoral Care of Clergy

General pastoral care for clergy and their families is organised on a regional deanery basis and is provided by the Regional Dean. In addition, clergy and lay staff are encouraged to establish their own relationships with appropriate people in roles such as supervisor, mentor or prayer partner. Specific and/or urgent matters may be brought to the attention of the Bishop or other Diocesan staff including the Bishop's Chaplain, who will respond as appropriate.

Pensions

NZ Anglican Church Pension Fund

Those clergy appointed to a licensed stipendiary position will receive application forms from the New Zealand Anglican Pension Board. If you have not received these, contact the Diocesan Executive Secretary at the Anglican Centre. Membership of the Pension Fund is compulsory for clergy in full time stipendiary licensed ministry. Ordained persons employed in lay positions can also join the Pension Fund provided they work for an Anglican organisation that does (or will) contribute to the Fund.

The Pension Fund's main purpose is to provide lump sums and pensions for clergy on retirement from stipendiary ministry within the Church. It also provides lump sums and pensions for widow/ers

and dependants of clergy who were on pension or would have been eligible for pension. The fund also provides financial aid for members and/or their dependants under special circumstances.

Members contribute 6% of stipend to the scheme and the Diocese contributes 9% gross. Those joining the scheme since 1 April 2008 will become members of the KiwiSaver Complying Fund section of the Pension Fund. Those who were members of the Fund prior to 1 April 2008 will remain members of the Defined Benefit section of the Fund unless they elect to transfer to the Complying Fund.

KiwiSaver

Diocesan or parish employees will be a member of a Kiwisaver scheme unless they exercise their right to opt out within the required period. Unless otherwise agreed, the employer will contribute an amount equal, after deduction of specified superannuation contribution withholding tax, to that contributed by the employee, up to 4% of salary.

Police Vetting Policy - *see under Policies and Procedures (2)*

The Diocesan policy on police vetting is attached under *Policies and Procedures*. The Police Vetting Form is available on the Diocesan website <http://www.nelsonanglican.org.nz/diocese-resources>

Quotas/Sustentation

This is the parish contribution to clergy stipends, the Diocesan Ministry Team and other ministries beyond the parish. Each parish treasurer should have up to date details on the amount payable. Please contact the Diocesan Executive Secretary for further information if required.

Removals

The Diocese will pay for the removal of household effects for clergy appointed by the Bishop to a parish position within the Diocese. However, those moving from overseas will be paid only for the cost of removal from port of entry to parish. Payment of any other removal costs is subject to prior negotiation.

Resource Collection

A collection of ministry resources is held in the Anglican Centre and these can be accessed at any time during business hours (8.30am – 5pm Monday – Friday). Anyone may use these resources provided they supply the relevant registration information. The collection consists of books, training manuals, CDs and DVDs. Resources are available for the following ministry areas:

- small group Bible study resources
- children's ministry resources
- youth ministry resources.

The Ministry Education Coordinator and CFM Enabler have overall responsibility for the acquisition and maintenance of these resources, although day to day enquiries should be addressed to the Anglican Centre Receptionist. New resources are added from time to time using funding from the Ministry Education grant. If you have suggestions for resources that may be acquired, please contact the Ministry Education Coordinator (small groups) or CFM Enabler (children's resources).

Reviews

From time to time review processes for clergy and parishes are instituted. It is expected that individual clergy and parishes take part in these exercises. Please contact the Bishop's Chaplain, Rev David Hollingsworth, for further information.

Risk Management Policy

Please consult the Diocese of Nelson Health and Safety Management Plan for expectations around risk assessment and management – see under *Policies and Procedures (2)*. In general terms, all church activities and property must be carefully assessed in terms of their potential for harm and all reasonably practicable steps taken to prevent such harm from occurring.

Rural Ministry

A Rural Ministry Forum for clergy and lay people in rural ministry, or clergy who may be involved in this ministry in the future, is normally held every two years. Some Rural ministry resources are available on the website –Ministries Resources –Rural.

Sabbatical Leave - see 'Leave' and 'Funding' (Education –Scholarships)

SafeHere

SafeHere is a safety management system designed to ensure safe ministry within the Diocese, and is especially concerned with the safety of children, youth and other vulnerable people within our care. It includes requirements to ensure both physical safety and safety from abuse. In 2013 the Diocesan Synod made compliance with SafeHere mandatory within the Diocese. Safe Here is administered on a day to day basis by coordinators within each parish, with the diocesan role of Risk Management Officer being carried out by the Children and Families Enabler.

For further information refer to www.nelsonanglican.org.nz and the Diocese of Nelson Health and Safety Management Plan. For information about required SafeHere training, contact the Children and Families Ministry Enabler or other member of the Bishop's Ministry Team at the Anglican Centre.

Sexual Harassment - see under *Policies and Procedures (2)*

Sexual harassment in ministry is not tolerated under any circumstances, nor is harassment of any form. All relationships with staff, parishioners, and especially with children and young people, should be conducted with integrity, purity and care. Also see Ethical Guidelines.

Social Services

In the Nelson Diocese the provision of social services is primarily at parish level. Funding assistance is available from the Anglican Care Charitable Trust – see under Anglican Care.

Spouses, Clergy

Normally clergy spouses are welcome to participate in Diocesan events organised for clergy. Spouses of licensed clergy are welcome to participate in all training events organised for licensed clergy. The

main exception to this is Synod, where speaking and voting rights are accorded to licensed clergy and elected parish representatives only. Nevertheless spouses are welcome to listen to Synod debates from the 'public gallery' and to join in the Synod service, dinner and other activities.

St. John's College (also College of the Southern Cross), Scholarships

The residential theological college of the Anglican Church in Aotearoa, New Zealand and Polynesia is the College of St. John the Evangelist, located in Meadowbank, Auckland. It comprises three tikanga colleges, including the tikanga Pakeha College known as the College of the Southern Cross. Students training towards ordination and sponsored by one of the seven New Zealand dioceses normally receive full scholarship support towards fees and living costs.

Staffing in Parishes

Most parishes enjoy, or would benefit from, the services of staff beyond the Vicar or Priest-in-Charge. Staffing may mean any combination of full-time, part-time, paid and unpaid positions. Advice about staffing may be sought from the Bishop's Chaplain: Rev David Hollingsworth or the Diocesan Executive Secretary. The Diocesan Executive Secretary will draw up all employment contracts for staff in consultation with the parish. See also under 'Employment'.

Strategic Plan – see under Policies and Procedures (1)

This Plan was adopted by Synod in 2010 and updated in 2014.

Supervision

All licensed clergy and many licensed lay ministers should be 'in supervision' of some recognised kind. Further advice may be sought from the Bishop's Chaplain, Rev David Hollingsworth, or the Ministry Education Coordinator. Supervision should be undertaken approximately every 6 weeks.

Sustentation - Refer 'Quota'

Synod

The Diocesan Synod is held annually. Synod is effectively the AGM of the Diocese and comprises the Bishop, clergy and lay representatives - the latter being elected every three years in the parishes.

Every two years clergy and lay representatives are elected at the Diocesan Synod to represent the Diocese at the biennial Inter Diocesan Conference and General Synod of the Anglican Church in Aotearoa, New Zealand, and Polynesia.

For further information see the booklet "Guide to Synod", the Diocesan Statutes and the Standing Orders of the Diocese of Nelson Synod set out later in this Handbook and available on the Diocesan website.

Tikanga, Three Tikanga Church

Since 1990 the Anglican Church of Aotearoa New Zealand and Polynesia has deemed itself to be a three tikanga (cultural stream) Church, in which Maori, Pakeha and Polynesian Tikanga seek to listen to each other and help each other in the development of the Church. At General Synod, the three tikanga add another layer of 'houses' alongside the traditional houses of bishops, clergy and laity.

Trust Funds - Temporary/Permanent, Obtaining and Using

The Diocese and most parishes have a mixture of permanent and temporary trust funds. Normally only the interest is available from 'permanent trusts' (the exception being when a capital draw off is in accordance with the original terms of the trust) while both capital and interest are available from 'temporary trusts'. Further information may be obtained from the Diocesan Executive Secretary. A list of all trusts and their capital value is published annually in the Synod papers (Diocesan Yearbook).

Vestments

A one-off grant for new ordinands of \$200 towards an alb and stole is available on application. Standing Committee encouraged parishes to also consider assisting with these costs, which can be significant.

Vestries and Wardens

For a useful guide to the role and functions of vestries and wardens, see the *Guide to Vestries and Wardens* in this Handbook and on the Diocesan Website under 'Resources'.

Vicarages - *see under Policies and Procedures (3)*

Guidelines are in place for the use of vicarages and vicarage building regulations.

Video Conference Facilities

Video Conference facilities are located in Nelson/Waimea at The Anglican Centre, Mawhera at Holy Trinity Greymouth and Marlborough at St Christopher's Blenheim South. Diocesan Board and Committee meetings are held regularly via video conference and there is also a guest login available in some instances which can be used from a laptop solution.

Bishopdale Theological College is in the process of establishing a video conference facility.

Vision

The Diocesan vision:

To be a network of local churches that are vibrant, Christ-centred communities of faith.

To inspire, equip, resource and support each local church to achieve its vision and mission to the world as followers of Christ.

Websites

The Diocesan website is <http://www.nelsonanglican.org.nz>. It contains information about the diocese and parishes, as well as useful resource material and forms. Contact the Diocesan Executive Secretary or the Executive Assistant for any matters relating to the website.

The Bishopdale Theological College website is: <http://www.bishopdale.ac.nz>

The Youth Unit of the Nelson Diocese website is: <http://nelsonanglicanyouth.org>

Wedding Policy

Weddings in Anglican churches must be taken by Anglican priests, or ordained ministers from other Christian denominations with the permission of the Vicar. Weddings in churches may not be conducted by lay marriage celebrants.

The Anglican Church Canons (Title G Canon III of Marriage) also state:

- 2.1 While it is usual for the marriage service to be conducted in a church or customary place of worship, a clergy person may use discretion in agreeing to the service being conducted in another appropriate place.
- 2.2 As a matter of courtesy, any minister conducting a marriage service in a place of worship in which he or she does not ordinarily conduct worship shall do so only after consultation with the appropriate authority.

A couple should be encouraged to have their wedding in a church. If the wedding is not held in a church, a record of the marriage shall still be entered in a Marriage Register held by the church.

Welfare Assistance

The NZ Anglican Church Pension Board has discretionary funds available at to assist clergy and clergy widow(er)s in need. These funds extend to both stipendiary and non-stipendiary clergy and assistance may be by way of grants or loans. Any application for welfare assistance must be made initially to the diocesan Pension Committee, which will check whether the application falls within the required criteria and make a recommendation to the Pension Board. Among other things, the Pension Committee must be satisfied that the applicant is in need of financial assistance. Application forms are available on request from the Anglican Centre.

Women in Ministry

The Anglican Women's Study Centre newsletter contains information about women's ministry in the Anglican Church. Copies are available on request via Rev. Kaye Dyer.

Worship Leaders

Each parish is free to nominate those it chooses as Worship Leaders, to lead parts of worship services in the parish. A Diocesan Lay Ministry Licence is required for those who will preach regularly, conduct entire services or administer home communion in the absence of the Vicar or Priest in Charge.

Youth and Young Adults Ministry

The Diocesan Youth Coordinator welcomes discussion on any matter relating to Youth and Young Adults Ministry.

The Youth Coordinator should be consulted before any paid youth worker is appointed. In any event, paid or unpaid, all youth workers, leaders or those in a similar position of responsibility with young people must receive a satisfactory police vet prior to their appointment.