

QUICK GUIDES

A – Z GUIDE

A first point of reference	3	Equip	15
AAW	5	EQUIP	24
Allowances	3	Faculty	16
Anglican Care	5	Fees	17
Anglican Centre	7	Funding - Educational	17
Appointment and Employment Agreements	7	Funding – Social Service	17
Archives	7	Funerals	18
Baptism	7	General Synod	18
Bishop Sutton Library	10	Grant Applications for Parishes	18
Bishopdale Chapel	8	Health and Safety	18
Bishopdale College -BTC	8	Health Fund	19
Board of Nomination	25	Hospitality Allowance	5
Book and Materials Allowance	5	Housing	19
Building Development	11	Insurance	19
Buildings – Fire Safety	11	Internet and Social Media	20
Buildings – Maintenance Grants	11	Internships	9
Burial Grounds	11	Interregnum & Other Ministry Assistance Fees	
Campsites	11		20
Canons	12	Korero	13
Children and Family Ministry	12	Lay & Clergy Training	18
Church Growth and Development	12	Lay Ministers	20
Clergy Spouses	28	Leadership Conference	14
Clerical Directory	12	Leave	20
Committees	12	Leave Reporting	22
Communication	13	Library	22
Communion	14	Licences - Clergy	22
Community Ministries	28	Licences - Lay Ministry	22
Companion Dioceses	14	Loans	23
Computer Hardware & Software	14	Maori Mission	23
Conferences	14	Marriage and Sexuality	23
Contact Us	3	Marriage Celebrant	23
Copyright	15	Media	23
Crèches	15	Mileage Allowance	4
Curacies	15	Ministry Discernment	23
Days Off	15	Ministry Education	8
Deaneries / Regional Deans	15	Ministry Standards	23
Declarations	15	Ministry Training	24
Diocesan Overseas Mission Council	16	Ministry Training Scheme	24
Diocesan Statutes	16	Mission Statement	30
Diocesan Vision, Mission and Values	30	Missions	25
Discipleship Pathway	24	Nomination, Board of	25
Employment	16		

Non - Stipendiary Ordained Ministry		St. John's College	29
Allowances	25	Staffing in Parishes	29
Noticeboards, Parish	25	Standing Orders and Statutes	16
Parish Nursing	25	Strategic Plan	29
Pastoral Care of Clergy	25	Supervision	29
Pastoral Care Training	24	Supervision Allowance	5
Pensions	26	Sustentation	27
Pioneering Ministry	26	Synod	29
Police Vetting Policy	26	The Witness	13
Post Ordination Ministry Development	24	Tikanga	29
Prayer Book	25	Tikanga Pakeha Conference	29
Prayer Ministry	26	Training Allowance	5
Privacy	27	Trust Funds	30
Quotas/Sustentation	27	Values	30
Removals	27	Vestments	30
Resources	10	Vestries and Wardens	30
Retreat Allowance	5	Vicarages	30
Reviews	28	Video Conference facilities	30
Ridley College Certificate	24	Vision	30
Risk Management Policy	28	Websites	31
Rural Ministry	28	Wedding Policy	32
Sabbatical Leave	28	Weddings	18
SafeHere	28	Welfare Assistance	32
Scholarships	17	Women in Ministry	32
Sexual Harassment	28	Worship Leaders	32
Social Services	5, 28	Youth & Young Adults Ministry	32
Spouses, Clergy	28	Zoom	30

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/legislative matters:	Diocesan Executive Secretary/Manager
Financial matters:	Finance Manager and/or Accountant
Parish consultancy:	Bishop's Chaplain
Learning opportunities:	Ministry Training Coordinator
Community Ministries matters:	Social Services Enabler
Social Service grants:	Social Services Grants Administrator
Health & Safety	Health & Safety Coordinator
Library resources:	Bishop Sutton Library (located at Bishopdale College)
Youth resources:	Youth and Young Adults Enabler
Pioneer ministries:	Pioneer Ministry Enabler
Communications:	Communications Enabler
Children's resources:	Children & Families Ministry Enabler
Retired Clergy:	Chaplains to Retired Clergy
Creation Care:	Creation Care Enabler
Prayer Ministry:	Prayer Ministry Enabler

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

Anglican Centre phone:	03 548 3124
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 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**
- **Retreat Allowance**

Maximum allowance levels are set per year, calculated from 1 December to 30 November. Claim forms are sent to you towards the end of each month and 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 allowance 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/Manager.

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 logbooks. 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 logbook entries, is attached to your claim form (a scanned copy is sufficient for electronic claims).**

Mileage Allowance

1. All claims must be 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 logbook of all business mileage must be maintained, and claims made against these records. The logbook 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/Manager 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 Finance Manager for the latest rates and for which formula best suits your circumstances.

Formula 1

Band A: Up to 14,000 km annual personal & work-related running.

Band B: Up to 20,000 km annual personal & work-related running.

Band C: Up to 26,000 km annual personal & work-related running.

For mileage beyond any chosen band fixed rate per km (of ministry related travel)

Formula 2 (normally advantageous only for very high mileage)

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 supplies, computer consumables, printers/other equipment consumables, 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.

Supervision Allowance

This is to enable clergy and others in ministry to pay for the cost of professional supervision. Regular supervision is a requirement for all clergy in active ministry and for some lay ministers. This will be specified in your Appointment or Employment Agreement.

Retreat Allowance

This allowance is for licensed parish clergy, paid or unpaid, appointed to a half time or greater parish position of one or more years duration. This annual one-week retreat is for the purposes of personal holistic welfare.

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 AAW 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.

Our **Anglican Care Committee** distributes funds made available by Standing Committee for the specific purpose of social service work in parishes. The committee 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
- ***Whareama Trust*** for individual needs grants to the elderly in situations not covered by other trust funds - \$5,000 reserved for these grants
- ***St Andrew's Family Trust*** funds for the care of children (and families) in the Diocese

Project funds

- ***Whakarewa Trust*** (ACC) for charitable and social service purposes. Applications are accepted by 1st February, June, and October each year.
- ***Whareama Trust*** (ACC) for chaplaincy services and support of elderly Anglicans in rest homes; and for projects assisting the elderly (outside the criteria of the Older Persons Ministry Fund). 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 for grants within individual parish entitlement.
 - Annual applications from the remaining contestable fund (usually due by 1 September).
 - For further information or to discuss contact socialservices@nelsonanglican.nz
- ***The Tindall Foundation*** makes available annual funding with the broad criteria of "a hand up not a handout". Applications accepted by 1 August. The Anglican Care Committee 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) in the Diocese. Applications accepted by St Andrew's in August each year.
 - For application forms see <https://www.nelsonanglican.nz/grants-funding>
 - Non-parish organisations must be a registered charity in order to make an application to ACC.
 - Accountability Reports for grants are due by 31st March of the following year.
 - Please contact the Social Services Grants Administrator for further information: socialservices@nelsonanglican.nz

Anglican Centre

The Anglican Centre is located at 48 Halifax Street, Nelson and houses the offices of the Bishop of Nelson, the Bishop's Chaplain, Diocesan Executive Secretary/Manager, Bishop's Ministry Enablers and the Diocesan finance and administrative staff.

A Video Conference hub and a meeting place for Diocesan Boards, Committees, and ad hoc groups.

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 Email: reception@nelsonanglican.nz

Appointment (Clergy) and Employment (Lay ministry) Agreements

All clergy appointed to a stipendiary 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) are stored at the Anglican Centre at the discretion of the Diocesan Executive Secretary/Manager. The Diocese does not have the services of a resident archivist; 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.

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.

The Chapel is now in private ownership but is available to the diocese for pre-arranged services.

Bishopdale College

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

College Vision

Our staff carry a vision for helping the Christian Church to grow and educate more effective leaders who will serve in vibrant and exciting ways in a range of Christian organisations. We seek to develop visionary leaders within the Diocese of Nelson, the Anglican Church of Aotearoa, New Zealand and Polynesia and the wider community of Christian Churches, equipping and resourcing them theologically, spiritually, and practically to lead and grow the Church. Bishopdale College is convinced that the Christian Church has something particular and good to offer the world in which it is embedded, and excellent education and formation of leaders is an absolutely key resource for this work of the Church in this world.

While Bishopdale College is open to, and seeks to serve, students from all Church groupings and Christian ministries, the 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. Bishopdale College is not a residential college, but it seeks to foster community life among students and staff. Opportunities for shared meals, regular prayer, and community worship are a core part of the College's activity.

Study Options

The College addresses theological education at a number of levels:

- Parish-based resources and programs at a general lay education level.
- The Level 5 Diploma in Christian Studies, with strands in Christian Leadership or Theological Studies – delivered in partnership with Laidlaw College.
- The Level 6 Diploma in Christian Studies, with strands in Biblical Studies or Christian Leadership, which is a Bishopdale College qualification.
- The Bachelor of Theology degree which is delivered in partnership with Laidlaw College
- Graduate Certificate and Diplomas in Theology, delivered in partnership with Laidlaw College.
- Clinical Pastoral Education is run once a year by CPE NZ, hosted at Bishopdale College. This can be taken as a standalone qualification, or cross-credited towards a formal qualification (usually 45 credits at Level 6 and 7).
- Most courses can be taken non-formally by those who wish to learn without sitting assessments or gaining formal credit.

Students may also choose from the wider range of courses offered by Laidlaw College through their Distance Learning model and incorporate these courses into their programme of study.

Internships

Many of Bishopdale College's programmes include an internship component, designed to develop leadership and ministry skills through both practical ministry experience and deepening understanding of the Christian faith. Most internship programmes are half-practical and half-academic – a fulltime student would expect to spend 20 hours attending classes and working on assessments, and 20 hours studying leadership and doing practical ministry, per week.

Interns can be placed in any church, mission or community setting with a Christian focus, and can serve in any area of ministry – youth, children, elder care, mission, worship, pastoral care – as long as they are able to work under someone with appropriate experience. Along with their formal academic study, interns also participate in supervision (focusing on ministry tasks), and mentoring (focusing on the personal issues of ministry using an action-reflection model).

If you are interested in learning more about the Bishopdale internship model – either as an intern, or because you would like to host an intern – please contact our Internship Coordinator: jude@bishopdale.ac.nz.

Funding and Scholarships

Laidlaw College courses are NZQA accredited and potentially attract all forms of Studylink support.

The Bishopdale Level 6 NZ Diploma in Christian Studies is NZQA accredited, but students (as of the end of 2022) are not able to access Studylink support.

Anglican-affiliated students are able to apply for funding through the St John's College Trust Board. Students may apply to the national scholarship round for funding, including student fees and a contribution towards living costs. Students who are completing an internship programme at Bishopdale College are also able to apply to the Bishopdale College Internship fund, which is a specific St John's College Trust Board fund allocated for the use of students who are completing internships at Bishopdale College.

Contact

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

Address	Bishopdale 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
Library	library@bishopdale.ac.nz
Internships	jude@bishopdale.ac.nz

Bishopdale College Trust Board

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

Bishopdale College Foundation

In the establishment phase of the College the Foundation 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 Friends of BTC. This entails an annual donation of \$400 or more, or a monthly automatic payment or some similar equivalent. Bequests and other financial donations are also gratefully received. Parishes are also asked to promote the work of BTC.

Bishop Sutton Library

Information for Transformation

The Bishop Sutton Library is the Information Centre for both the Diocese of Nelson and Bishopdale College. Its Māori 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 15,000 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 (including the Children and Families collection and home group 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/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 <https://www.kinderlibrary.ac.nz>. Under **Search the Collections** click on **Catalogue**. This will enable you to search the Anglicat Catalogue. You can search by keyword using the **Library catalogue** option in the search box, or you can search by the **Title**, **Author** or **Subject** options.

Click on the Bishopdale Theological College holdings, which are listed on the left, and this will bring up the books in our collection. You can then email, phone, or visit the library to borrow what you need. Through the website, electronic access is available to many eBooks, 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 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

Building Development

If considering a building development in your parish, please contact the Diocesan Executive Secretary/Manager who can guide you on the necessary diocesan procedures.

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 and Fire and Emergency requirements. The Nelson Diocese Health and Safety Management Plan, applies across the diocese. The Diocese has a dedicated Health and Safety Coordinator.

Email: HS@nelsonanglican.nz

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. To be considered for a grant your parish must submit a funded, 10-year maintenance plan. Application forms are available under the website resources <https://www.nelsonanglican.nz/diocese-resources/forms>

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

Canon

Clerical and Lay Bishop appointees to the Cathedral Chapter of our Christ Church Cathedral, Nelson

Canons

The Code of Canons ('laws') 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 and on the diocesan website

<https://www.nelsonanglican.nz/diocese-resources/canons-policies-handbooks>

Children and Families Ministry

The diocese employs a Children and Families Enabler to support, encourage and resource the various ministries across the diocese that involve children and families, enabling them to engage with our mission and vision. The Enabler works closely with volunteers (and some paid staff) that serve in these ministries and is involved in the planning and hosting of diocesan events involving children and families. Email: kids@nelsonanglican.nz

Church Growth and Development

The Bishop's Chaplain is available to talk in person with individual clergy and/or parish groups about finding the most appropriate coach / mentor to provide support through change.

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 National website. <https://www.anglican.org.nz/content/search?SearchText=clerical+directory>

Committees

For membership of Diocesan Committees, please refer to the annual Yearbook 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).

Diocesan Finance Team (DFT)

The DFT oversees the finances of the diocese (excluding Trust Boards) and exercises oversight over administration of the Anglican Centre.

From September 2022 the DFT will be replaced by the Risk and Assurance Committee which, in addition to financial oversight, will have a wider internal review function, reporting to Standing Committee. Administration will be overseen by the Diocesan Manager.

Nelson Diocesan Trust Board (Inc)

Administers the trusts of the Diocese and is the legal owner of all diocesan and parish property.

Anglican Care Committee (ACC)

Administers the diocesan trust funds for social services.

Diocesan Overseas Mission Council (DOMC)

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

Nelson Diocesan Educational Trust (NDET)

Administers the Educational Trust for clergy and their children (see Funding - Educational).

Communication

The Diocesan office is about to carry out a review of our communications. As such, the following might change over the course of 2022.

Korero

This is a weekly email newsletter for all members of the Diocesan family. It is a vehicle to connect people scattered across the Diocese to the bigger picture. Diocesan ministry enablers provide regular contributions, highlighting what is happening around the Diocese as well as drawing attention to our overarching strategy and values. At present it also includes event and vacancy notices. It is presently also available online at <https://nelsonanglicans.com/updates>

Diocesan Calendar

This is available on our website and will be updated regularly. Its purpose is to provide a central hub for events across the Diocese that are relevant across the Diocese. It can also help ensure that diocesan events do not clash with special parish events. If you have a special event planned, you are welcome to advise the receptionist at the Anglican Centre, as occasionally events like this will be included on the wider diocesan website.

Diocesan Prayer Cycle

Roughly once a year or two, an updated 'prayer calendar' is produced for the purpose of encouraging prayer for all the parishes and ministries of the Diocese.

Email, Social Media, and Internet

You can refer to the Internet and Social Media Policy under *Policies and Procedures*. We encourage all staff and volunteers within the Diocese to sign up (and read) our weekly Korero, which can be done on the Diocesan website. This website also includes some basic information about each parish, which you are encouraged to check. Likewise, if you have a parish/ministry website, please send it to the receptionist; and if you are considering creating a website, please first reach out to the diocese communications team as they may be able to assist you with the process.

If you have changed your email address, please contact the diocesan receptionist.

Diocesan Magazine - 'The Witness'

'The Witness' is published twice a year 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 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). Contact the Ministry Training 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. [During the outbreak of Covid-19 use of the common cup and the practice of intinction are not allowed]

Wafers available from the Parish of Fendalton, Christchurch, 03 351 7064 stbarnabas@xtra.co.nz

Gluten free wafers from Totally Gluten Free Bakery ChCh. 03 341 1172 www.glutenfreebakery.co.nz

Companion Dioceses

- 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.

Parishes are asked to adopt the following general policy, bearing in mind the financial implications for them:

- As a general rule clergy are provided with one computer device for their work use
- any purchase of an additional computer device for clergy use is at the discretion and agreement of vestry
- vestries can place an upper limit on the amount available for purchase of a computer device, being the reasonable cost of a device with the required functionality for that parish
- any computer device purchased by the parish remains the property of the parish, while being made available to clergy for the term of their appointment, and is to be returned to the parish at the end of the appointment

Conferences

Leadership Hui

There is a monthly Leadership Hui for clergy and lay leaders, with a guest speaker, discussion groups and information sharing. Usually this is done via Zoom.

Leadership Conference

A Diocesan Leadership Conference for licensed clergy and lay leaders, spouses and families is held annually.

EQUIP Deanery Conferences

The Bishop and Diocese Ministry Enablers visit each Deanery once per year as a team for an Equip Weekend to run seminars on topics of significance to the region.

Conference Crèches

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

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/Manager in the first instance.

Crèches

Provision of crèches in parishes is encouraged. Staffing of crèches must comply with all Health and Safety, 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 are expected to always take one Day Off per week 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. Clergy may also take a second day each week for prayer or study in a given week. The Day Off should be on a regular given day of the week, excluding Sunday. Assistant clergy should consult with the Vicar/Priest-in-Charge about which day is to be taken off. 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 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 Yearbook under 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 the national canons, available from the Diocesan Executive Secretary/Manager 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 <https://www.nelsonanglican.nz/diocese-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 Anglican Missions.

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 Anglican Missions for its work overseas. Each parish is then invited to set a parish target contribution towards the Diocesan target for AM. While some parishes support people and projects outside AM, it is important for all parishes to continue to generously support AM. Regular payments throughout the year assist AM 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 AM 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 AM resources to 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 Yearbook 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. Parishes, as employers, 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/Manager, who is responsible for drawing up all employment contracts, to ensure compliance with the law, in consultation with parishes.

Faculty

A faculty is required before alterations can take place to or within a church building. Refer to the Diocesan Properties and Faculties Statute later in this Handbook. A Petition for a Faculty form, <https://www.nelsonanglican.nz/diocese-resources/forms> must be completed and sent to the Diocesan Executive Secretary/Manager.

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.
- A minister travelling outside the local area to take a special service, should claim travel costs from the main recipients of the ministry rather than against the parish travel allowance.

Funding – Social Service

Funding application forms for individuals (hardship) and projects from Trusts administered by the Anglican Care Committee and St Andrew's Family Trust are available from the Diocesan website <https://www.nelsonanglican.nz/grants-funding>

Funding -Educational (Scholarships)

Diocesan Educational Trust

This is an educational trust to assist with tertiary education for children of clergy, and the continuing study needs of clergy themselves. It is administered by three independent trustees who meet in December to decide grants for the following year. Application forms are sent annually to clergy. If applying for sabbatical leave funding, please do so 12 months in advance to enable forward planning.

St. John's College Trust Scholarships

The St John's College Trust Board provides scholarships to ordained clergy, candidates for ordination and lay members of the Anglican Church in Aotearoa. Application deadlines for submission being the 30th of September (for following year) and the 31st of March each year (for semester 2). Applications are made online through STCTB <https://www.sictb.co.nz/scholarship-funding> Please contact the Ministry Training Coordinator or Bishop's Chaplain to discuss your proposed course of study before applying. All applications will need the approval of the Bishop.

See also Bishopdale College – Funding and Scholarships

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 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

Tertiary scholarships for the daughters of fulltime paid clergy 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

The scholarship is administered by the Anglican Diocese of Waikato. Application forms are available from the Anglican Centre.

1. The purpose of the scholarship is to provide assistance towards the cost of tertiary study to the children of any person who has been, or is, a clergyperson of the Anglican Church in Aotearoa, New Zealand.
2. The scholarship will be awarded to those who have shown pronounced talent in the study of science or biology at secondary school and wish to continue their studies in the fields of science or medicine at a university.

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 for funding options

Funerals/Weddings

If a family member, a funeral director, or wedding celebrant asks a minister to conduct a funeral or wedding 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 and weddings of church and community members in that parish to the new Vicar. However, the expectation is that any decisions regarding funerals or weddings be made in a spirit of hospitality.

General Synod/Te Hinota Whanui

General Synod is the representative governing body of the Anglican Province of Aotearoa, New Zealand, and Polynesia. Our Diocese is one of the 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, preceded by the Tikanga Pakeha Conference of the New Zealand Dioceses.

Grant Applications for Parishes

Information on grants for parishes can be obtained from the Diocesan Executive Secretary/Manager 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/Manager 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 by 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*. All clergy and vestry members must familiarise themselves with the Health and Safety Management Plan and related policies.

The Diocese has a dedicated Health and Safety Coordinator who can assist your parish with their health and safety compliance. Email: HS@nelsonanglican.nz

Health Fund

Anglican Financial Care (previously the NZ Anglican Church Pension Board) has funds available to assist recipients of the clergy pension fund and 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 Anglican Financial Care. For more information see www.angfincare.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. Clergy housing taxation information is available on the Diocesan website.

<https://www.nelsonanglican.nz/diocese-resources/forms>

Insurance (Clergy)

Payroll Life

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

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

Endless possibilities have 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*.

Interregnum 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. See also *Policies and Procedures (5): 'Allowances and Reimbursements'*

Lay Ministers

Contact the Ministry Training Coordinator for details of the lay ministry training programmes and funding for lay training. National conferences for lay ministry are held occasionally and the Diocese, through the Ministry Training budget, has sought to be represented at these conferences. (See also Licences – Lay Ministry and Ministry Training)

Leave

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. Planning should begin 12 months ahead of expected leave.
- 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 12 public holidays each year:

Christmas Day	Boxing Day	New Year's Day	Day after New Year
Waitangi Day	Good Friday	Easter Monday	Anzac Day
Queen's Birthday	Matariki	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 and staff are entitled to 10 days 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 26 weeks of parental leave. (See www.ird.govt.nz).

Domestic Violence Leave

- Up to 10 days paid leave from work is available for victims of domestic violence, in addition to annual leave and sick leave entitlements.

Retreat Leave

- Licensed parish clergy, paid or unpaid, appointed to a half-time or greater parish position of one or more years duration are entitled to an annual one-week retreat for the purposes of personal holistic welfare

Any other leave enquiries should be made to the Diocesan Manager or Finance Manager

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 Bishop Sutton Library

Licences - Clergy

- All licences and permissions to officiate (PTOs) are at the discretion of the bishop.
- Clergy who have moved from licenced stipendiary ministry into retirement may apply for a *permission to officiate*.
- Where the Bishop appoints a minister as a *priest in charge* (whether this is a stipendiary position or not) a licence will be issued for the expected duration of the position.
- 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 *licenced* clergy. Normally in-service training conferences and retreats would be for *licenced* clergy, and public lectures, interdenominational conferences, and the like for all clergy.

Licences - Lay Ministry

Certain duties / ministries within a parish require a lay person to receive training and a license from the Bishop. These include duties of preaching, leading services of worship and communion distribution and specialist roles for curating worship like a Director of Music.

Parishes wishing to apply for lay ministry licences should obtain application forms from the Bishop's Office at the Anglican Centre. Completed applications should be forwarded to the Bishop's Personal Assistant.

Loans

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 Anglican Financial Care which normally publishes details about mortgage rates, etc. in their annual communication with stipendiary clergy.

Māori 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. To be appointed as a Marriage Celebrant of the Nelson Diocese you must hold a licence or Permission to Officiate 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/Manager. 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/Manager before undertaking any such communication. Please also refer to the Diocesan Social Media and Electronic Communication Policy - *see under Policies and Procedures (6)*

Ministry Discernment

Any person interested in enquiring about training for ordained ministry is encouraged to talk first with their vicar/priest-in-charge. A conversation with the Bishop or Bishop's Chaplain is also appropriate at any stage of this process. More formal discussion will then take place with the Bishop's Chaplain, from whom a booklet may be obtained of the current diocesan process for exploring questions of discernment and acceptance for training.

Ministry Standards

Title D of the Canons of the Anglican Church set out standards of ministry that apply to all clergy and licenced lay ministers. In addition, please see the Code of Ethics and the Harassment and Bullying Policy currently in force in our diocese under *Policies and Procedures (2)*. See also our Standards page on the Diocesan website: <https://www.nelsonanglican.nz/standards>

Everyone in ministry is responsible for acquainting themselves with the regulations and policies concerning expected standard of behaviour. Questions about any aspect of ethical behaviour and related church legislation may be addressed to the Bishop's Chaplain or the Diocesan Executive Secretary/Manager.

Ministry Training

Ministry training for non-ordained people is overseen by the Ministry Training Coordinator who administrates funding for and facilitates courses for training.

Ongoing ministry training for ordained clergy is overseen by the Bishop's Chaplain.

Financial support for ministry education is provided by the St John's College Trust Board.

Ministry Training

'Ministry training' encompasses a lot, but in 2022 the focus of our Ministry Training Coordinator is empowering the unordained people of God for everyday mission and ministry. We hope to see our people thriving in faith and life, getting a clearer sense of what God is calling them into, and making concrete steps towards that calling – regardless of whether that calling is to be expressed within or beyond the walls of the church. Alongside our EQUIP days, we are looking at firming up our 'leadership pipelines' so that there's clearer pathways within our Diocese for people who feel God inviting them to step up into something new. We also expect to find ways of integrating insights from Christian Coaching in various ministry spaces.

- **EQUIP** is a regional clergy and lay ministry training day 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 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.
- **Pastoral Care Training:** All clergy are required to complete an advanced Pastoral Care Training course like Clinical Pastoral Education or other approved course.
- **Ministry Training Scheme:** is a Diocesan leadership formation program made up of emerging Christian leaders - many of whom are part of the internship program through Bishopdale Theological College.
- **Discipleship Pathway:** is an online church leadership tool, distributed for free funded through the St John's College Trust Board. The Discipleship Pathway is essentially an online church leadership programme which is being made in partnership with Bishopdale Theological College and a number of other great Christian training organisations. Our goal is the creation of a Christian education platform that grows students into passionate and fruitful disciples of Jesus, able to serve God, the Church in Aotearoa faithfully and skilfully and love their local communities. It is designed to be run within small physical workshops or homegroups.
- **Ridley College Certificate:** Ridley College Melbourne offers an online lay training course, which can be undertaken by individuals and groups. The key is you can achieve at your own pace - complete 4 core subjects & your choice of 6 electives to earn the Ridley Certificate of Bible and Ministry.

Missions

Traditionally the Diocese has strongly supported the NZ Church Missionary Society (NZCMS). This support has been by way of encouraging parishes to host visiting missionaries when on deputation and setting a diocesan target for giving to Anglican Missions. Contributions from each parish are forwarded to the Anglican Centre – the total of these contributions make up the diocesan contribution to Anglican Missions, which in turn disperses a significant portion of its income to NZCMS. The Diocesan Anglican Missions target is agreed annually at Synod.

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 Korero and on the Diocesan website. Requests for consideration for a 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 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

Anglican Financial Care Pension Fund

Those clergy appointed to a licenced stipendiary position will receive application forms from Anglican Financial Care. If you have not received these, contact the Diocesan Executive Secretary/Manager at the Anglican Centre. Membership of the Anglican Financial Care Pension Fund is compulsory for clergy in full time stipendiary licenced 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.

Pioneering Ministry

Pioneers are people called by God who are the first to see and creatively respond to the Holy Spirit's initiatives with those outside the church. They are often called to "gather the ungathered" into new expressions of Christian community as they help people begin a discipleship journey towards the Way of Jesus. Rev Joshua (Spanky) Moore works to find, develop, equip and encourage these pioneer leaders within the Diocese - so if you suspect you're a pioneer he'd love to hear from you!

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

The Diocesan policy on police vetting forms part of the 'Protection of Children, Young People and Vulnerable Adults Policy', see *The Diocese Health & Safety Management Plan*

The Police Vetting consent form is available on the Diocesan website:

<https://www.nelsonanglican.nz/diocese-resources/forms>

Prayer Ministry

Prayer is opening our hearts to the heart of God. Making space for God to speak and the Holy Spirit to move. God is waiting to be invited in.

It may include Personal Prayer, Healing Prayer, intercessory Prayer, Corporate Prayer, Fasting.

If you would like to know more or need help, please contact Lynda Moses, Prayer Ministry Enabler.

prayermin@nelsonanglican.nz

Privacy

Privacy of personal information

In December 2020 the Privacy Act 1993 was updated. The Act requires certain standards of care in the treatment of personal information. The 13 privacy principles of the Privacy Act 2020 outline how to safely collect, store, use, disclose, access, amend, and destroy personal information. An explanation of these principles can be found on the Office of the Privacy Commissioner's website.

The key elements of the recent changes relevant to parishes are:

- if you have a privacy breach that has caused serious harm to someone (or is likely to do so) you must notify the Office of the Privacy Commissioner.
- the Privacy Commissioner can now issue compliance notices if an organisation is not meeting its obligations under the Act
- it is recommended that you designate a privacy advocate who raises awareness about privacy among staff and volunteers and makes sure you are complying with the Act.

The Diocesan Executive Secretary/Manager is the Privacy Officer for the Diocese. If you have any questions, please ask. We suggest that vestries run a brainstorm session to discuss how to prevent privacy breaches by understanding how personal information is managed and used in your parish. You may need to change and improve systems where you identify potential breaches. Topics to consider include:

- how personal information is secured
- how to dispose of information and documents
- employee browsing
- how to prevent information breaches through email
- how to keep your IT network secure.

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 Finance Manager or Accountant 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.

Retirement removal fund for clergy

While the diocesan Removal Fund is primarily to help clergy coming into or moving within the diocese to take up ministry positions, there is also limited provision for clergy to seek help with their removal costs on retirement. Due to the limited funds available, assistance is at the discretion of the Finance Manager and Diocesan Executive Secretary/Manager and depends on affordability. Assistance may be up to \$3,000 net (but no more than the actual cost of removal) but only when clergy living in vicarages are retiring from their stipendiary ministry appointment. In exceptional cases of hardship, and again depending on affordability, a similar discretionary payment may be made towards removal costs for clergy living in their own accommodation when retiring from their stipendiary ministry appointment

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 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.

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 Diocesan Executive Secretary/Manager and/or Health and Safety Coordinator.

For further information refer to *Policies and Procedures (2)*. For information about required SafeHere training, contact the Health and Safety Coordinator. Email: HS@nelsonanglican.nz

Sexual Harassment - see *Policies and Procedures (2)* -*Health and Safety Management Plan - Harassment and Bullying Policy*

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-Ministry Standards.

Social Services (Community Ministries)

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

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. Students training towards ordination and sponsored by one of the seven New Zealand dioceses normally receive full scholarship support towards fees and living costs. Scholarships are also provided by St John's College Trust Board for distance learning. See: Funding – Educational

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 or the Diocesan Executive Secretary/Manager. The Diocesan Executive Secretary/Manager 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)

Supervision

All licensed clergy and many licensed lay ministers are expected to be 'in supervision' with an approved supervisor. Further advice may be sought from the Bishop's Chaplain or the Ministry Training Coordinator. Supervision is expected to be undertaken every 6 weeks.

Sustentation - Refer 'Quota'

Synod

The **Diocesan Synod** is held annually usually alternating between the Nelson Deanery, and Waimea, Marlborough, and Mawhera. Synod is effectively the AGM of the Diocese and comprises the Bishop, clergy, and lay representatives, the latter being elected every 3 years in the parishes.

Every two years clergy and lay representatives are elected at the Diocesan Synod to represent the Diocese at the biennial Tikanga Pakeha Conference and **General Synod** of the Anglican Church in Aotearoa, New Zealand, and Polynesia. An Electoral Synod is held in the event of the retirement or resignation of our Diocesan Bishop.

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 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.

Tikanga Pakeha Conference (TPC)

The biennial conference of the seven New Zealand (i.e. Pakeha) dioceses, Tikanga Pakeha Conference 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 Tikanga Pakeha Conference.

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 Finance Manager.

Vestments

A one-off grant for new ordinands of \$200 towards an alb and stole is available on application. Standing Committee encourages parishes to also consider assisting with these costs, which can be significant. Please contact Anita@nelsonanglican.nz for further information.

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/Zoom

Anglican Communications Ltd (ACL) was set up to provide video communication services to the Anglican Church in Aotearoa, New Zealand, and Polynesia, via the **Zoom** Platform.

Zoom 'named host' accounts are available for Parishes and Individuals as part of the ACL enterprise Pro level account. And any participant can *join* a meeting without having a zoom account.

Boardrooms are located in Nelson (Anglican Centre and Bishopdale College)

Diocesan Board and Committee meetings are held regularly via video conference.

For Zoom support:

- Technical questions or issues: visit the [Zoom Help Centre](#) for [training resources](#).
- New accounts and billing assistance: email zoom@anglicanchurch.org.nz

Vision, Mission and Values

The following is the current draft of the Diocesan Vision, Mission Strategy and Values which we anticipate will be developed further in 2022.

Vision:

To see the Anglican Diocese of Nelson as a growing all-age Whānau of disciples on the adventure of sharing Jesus Christ across the Top of the South and to the world.

Mission:

We cultivate vibrant local communities of faith that radiate the good news of Jesus Christ to the world around them.

Strategy:

GATHER: *People in need gathered around Jesus to receive healing, hear truth, and be drawn into God's community*

GROW: *Jesus transformed the lives of the apostles who in turn built the church through growing other disciples*

GO: Jesus told the Apostles to “Go” and promised that He would remain present as they began a Good News movement that has adapted over time to faithfully represent Him to the ends of the earth.

Values: Our values can be summed up by five key words, Family, Adventure, Innovation, Truth and Hospitality = F.A.I.T.H.

1. We cultivate a deep sense of belonging as a family (*Whanaungatanga*).

We believe that God loves all people regardless of age, culture, language or gender and these should not be barriers to belonging to the community of the church, the body of Christ. Therefore, we will show respect for everyone, treat everyone with fairness, protect the vulnerable, show grace and work as a unified team.

2. We embrace the adventure (*Mātātoa*).

We believe that God’s mission is an adventure, where the Holy Spirit leads and empowers every member of the church to share the Good News in their sphere of influence. Therefore, we will be courageous, prepared, equipped and open to all possibilities for mission / community involvement.

3. We seek to Innovate – Akoranga learning to adapt and grow

We seek to innovate, learning to adapt and grow (Akoranga). We believe that God equips the church with leaders and inspires the church to adapt to meet the challenges of the age. Therefore, we will invest in leaders, enable innovation, remain teachable, and form structures that are light weight and low maintenance

4. We uphold the Truth - Whakapono. Truth in the Bible and in the Gospel of Jesus Christ as set forth in the Scriptures.

We trust in Jesus Christ as whole-hearted disciples (*Whakapono*). We believe that Jesus Christ is the head of the church, and through the Spirit guides the whole church and every believer into unity and maturity. Therefore, we will nurture a disciple-making culture where we are intentionally seeking to hear from God in Bible reading and prayer and act on what we hear.

5. We seek to respond to God’s grace in Christ by being a people of blessing and radical Hospitality - Manaakitanga

We seek to reflect God’s gracious hospitality, generously blessing others (Manaakitanga). We believe the Gospel received by Maori, shaped the Treaty of Waitangi and is God’s Good News for all Aotearoa, New Zealand and Polynesia. Therefore, we will honour our Treaty partners, show grace to other cultures, repent for wrongs done, and steward our Taonga to bless future generations

Websites

*** The Diocesan website will be reviewed in 2022 and the URLs in this guide may change***

The current website addresses are <http://www.nelsonanglican.nz> and <https://nelsonanglicans.com> They contain information about the diocese, parishes, and ministries, as well as resources and forms. Our .com site includes Care Connection, Korero, and Resources for House Church, Children and Youth. Contact the Communications Enabler for any matters relating to the websites.

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

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

Anglican Financial Care 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. Applications for welfare assistance can be made directly to Anglican Financial Care. Application forms are available from the Anglican Financial Care website www.angfincare.nz .

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. Contact: anglicanwomenstudies@gmail.com

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 primary function of the Youth Enabler is to facilitate the operation and growth of healthy youth ministry through the Nelson Diocese. This is worked out in several ways including: supporting the well-being of youth workers; development of leaders; facilitation of combined or large events; and helping parishes to start, develop and maintain local youth ministry. It is a role designed to provide support for people and parishes called to minister to, disciple and build up the mana of young people.