

# GETTING

# FIRED

# UP

# FOR

# GOD



A Handbook for  
Churchwardens,  
Vestries and  
Parish Council

# INTRODUCTION

In presenting this handbook 'Getting Fired up for God', it is our hope and prayer that those taking office as Churchwardens and members of the Vestry or Parish Council will find encouragement and adequate fuel within these pages to help fire up their mission.

Our bodies have many parts, but the many parts make up only one body when they are all put together.

So it is with the 'body' of Christ. Each of us is a part of the one body of Christ ..... and some of the parts that seem weakest and least important are really the most necessary.

All of you together are the one body of Christ, and each one of you is a separate and necessary part of it.

***1 Corinthians 23: 12, 22, 27***

# WHAT IS VESTRY?

In a nutshell ... what is Vestry?

## IS

A group of individuals who are ...

- ✓ United in the Holy Spirit
- ✓ Supportive encouragers and co-workers with the clergy
- ✓ Responsible for the day to day operations of the Church – finances, buildings, equipment.
- ✓ The spiritual leadership of the Church
- ✓ Informed about the Parish and life of the wider church.

## ISN'T

A group of individuals who are ...

- ✓ Each seeking to push their own views
- ✓ An extension of the personalities of the clergy
- ✓ Just another secular business management system.

## DOES

- ✓ Spend time in prayer – before, during and after the meeting
- ✓ Listen to each other, and to parishioners
- ✓ Inform the whole parish of its business and decisions
- ✓ Arrive at unified decisions whilst aiming for consensus
- ✓ Delegate in order to use the gifts of all.

## DOESN'T

- ✓ Make decisions which they individually will not support themselves
- ✓ Neglect the social aspect of Koinonia
- ✓ Disregard the wisdom of Scripture, tradition and reason
- ✓ Ignore the insights of various cultures as represented on Vestry.

# THE MEETING

Some suggestions for your Vestry Meeting:

- ✓ +Should be held once a month on a set day and time, or twice a month in some parishes
- ✓ Should start with either Eucharist, Bible Study or other devotion and led by a different person each meeting
- ✓ Can be held in either a different member's home each month or held in the Church lounge, Vicar's Office or other central point.
- ✓ The Vicar can chair the meeting, but a Vestry member can be appointed at the Vicar's discretion
- ✓ Should start promptly and have an agreed closing time – although there can be a possible extension. The optimum meeting time is two hours – see Statute 15
- ✓ Should stay with the advertised agenda, but members can give notice of non-contentious items in General Business
- ✓ The agenda should be sufficiently flexible to allow room for the Holy Spirit to move – giving thanks and praying during the course of the meeting, and not just at the beginning and the end
- ✓ Members should be reminded of special items of concern
- ✓ A five minute break per hour is recommended during the course of each meeting
- ✓ When the occasion demands, break into small groups for discussion with report back time
- ✓ A special speaker from the community can be invited to attend to give a short talk and answer questions – this can be a very enriching experience
- ✓ Supper can be served but this is best done by someone not on Vestry.

## BETWEEN VESTRY MEETINGS

- ✓ Each member is responsible for the care and support of another leader or office bearer of the Church – a direct line to Vestry other than via the clergy. This should be someone who cares – the clergy spouse and the parish secretary can be vulnerable and could sometimes appreciate a caring and praying friend.
- ✓ Clergy also need ministering to – this can be the Vicar's Warden of another appointed person to visit or phone regularly to check if there are problems at the clergy house.
- ✓ Clergy leave and supervision needs to be monitored and records kept of leave, supervision and spiritual direction as appropriate. Leave records also need to be kept for any staff that are paid a wage.
- ✓ The Minutes should be sent out as soon as possible after the meeting.
- ✓ A copy of the Minutes should be posted on the church notice board. These can be circulated among the congregation as well.
- ✓ A summary of important matters should be either published in the parish magazine or in the pew sheet.
- ✓ An annual planning / quiet day for members and elders is recommended.
- ✓ An annual dinner for vestry members and the partners is also recommended.
- ✓ A staff meeting should be held weekly where the vicar, any assistant clergy, licensed lay ministers, parish secretary and clergy partners can share to consider spiritual and organisation matters.
- ✓ Eldership is a small group of key people who meet weekly with the vicar and assistant clergy to share in spiritual and organisation matters.

# CANONS AND STATUTES

There are two sets of rules which govern the life of the Anglican Church in Aotearoa, New Zealand and Polynesia.

**A. HANDBOOK OF THE CONSTITUTION, CANONS AND STANDING ORDERS OF THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

- ✓ This Handbook contains the Constitution of the Church and the Canons which are the laws governing the whole church.
- ✓ These are grouped into sections called 'Titles'. For example Title A is of Ministers and each Canon or Law is numbered. Title B is of Organised Bodies in the Church. Titles are from A to G.

And

**B. STATUTES AND STANDING RESOLUTIONS OF THE DIOCESE OF WAIKATO AND TARANAKI**

- ✓ There are various Acts of Parliament and the Diocesan Statutes that concern the Church included in the Handbook. These are the laws that govern the Church within the Diocese and include Standing Orders that lay down how Synod is to be conducted.
- ✓ The Statute Vestry Members should be familiar with is Statute 15 – The Parishes [Local Ministry and Mission Units] Statute 2009. Vestry members should pay close attention to the First Schedule – The Mission of the Church. The Vestry should spend some time studying this Statute at a meeting soon after the Annual General Meeting – especially Clauses 11 through to Clause 27.

# THE PARISH COUNCIL IN A COOPERATING VENTURE

Some cooperating parishes retain separate vestries, sessions and leaders meetings but most parishes have a combined parish council.

Parish councillors are elected at the Annual General Meeting and the Anglican members of the parish council are regarded as the vestry which is called together as body on those rare occasions when the constitutional requirement of the Anglican Church require it. . Parish councillors are elected for a term of one year with the right of re-election.

After the election the parish councillors will be commissioned during a service of public worship for their work during their one year term of appointment.

The parish council has the responsibility, together with the minister[s], for all aspects of parish life. This means that a parish council in theory, has more responsibility than a vestry.

Functions of a parish council include:

- ✓ Encouraging Christian commitment and devotion
- ✓ Exercising pastoral care for all parishioners
- ✓ Fostering mission to the community
- ✓ Fixing the time and places for public worship
- ✓ Arranging for the celebration of the sacraments
- ✓ Keeping the parish records
- ✓ Electing parish representatives to the church courts
- ✓ Liaising between the parish and the local and national church bodies
- ✓ Maintaining the parish finances
- ✓ Arranging the parish meetings and the elections
- ✓ Reporting to the parish at least annually.

# DIOCESAN COUNCILS & COMMITTEES - THERE TO SERVE AND HELP

These councils cover the mission, ministry and the administration of the Diocese. The areas of ministry and the functions are set out in Statute 7, The Waikato Diocesan Councils and Task Groups Statute 1999 and Statute 32, The Te Rau Aroha Camp Council Statute 1999.

## **Standing Committee**

Standing Committee is made up of both clerical and lay members of Synod and are elected to deal with Diocesan matters which Synod is not in session.

## **The Diocesan Registrar Manager**

The Diocesan Registrar Manager and the administration staff deal with the administration of the Diocese and its many councils and committees.

Their postal address is: PO Box 21, Hamilton 3240

Their location is: Charlotte Brown House,  
104 Morrinsville Road,  
Hillcrest, Hamilton 3216

Their phone number is: 07 857 0020

Their fax number is: 07 856 9975

Their email address is: admin@hn-ang.org.nz

Their website is: [www.waikatotaranakianglican.org.nz](http://www.waikatotaranakianglican.org.nz)

Their Missions Statement is: *We, the administration team in Hamilton and New Plymouth are here to provide courteous and supportive service in a hospitable and professional manner.*

There are these Councils: Finance & Administration Council  
Licensed Ministry Council  
Te Rau Aroha Camp Council



## **DUTIES & RESPONSIBILITIES OF THE CHURCHWARDENS**

- ✓ To collect, attest and record collections, although this may be delegated.
- ✓ To provide for accommodation of the congregation in church.
- ✓ To preserve the order during the services.
- ✓ To take care of the church buildings and their contents.
- ✓ To ensure the bread and the wine are available for the Eucharist.
- ✓ To make an annual inspection and to report on the state of the church property.
- ✓ To furnish vestry with a financial statement at each meeting.
- ✓ To report to the Diocesan Registrar Manager when the parish is \$2,000 or more in overdraft.
- ✓ To prepare audited / reviewed annual financial accounts for the parish Annual General Meeting.
- ✓ To keep the parish roll up to date.
- ✓ To appoint deputies if available to assist with these duties.

For more information, please refer to Statute 15, Parishes [Local Ministry and Mission Units] Statute, Clause 13.

It is suggested that the churchwardens shall together or on a rotational basis, attend the principal Sunday Act of Worship as follows:

- ✓ In a welcoming 'Ministry at the Door' role.
- ✓ In a supervisory role along with the Sidespeople at any services with large congregations.
- ✓ In a 'generally available' role so that parishioners and others may speak to them of any matter of concern.

Sometimes wardens are recipients of personal information or confidential approaches. The following guidelines can apply -

1. In the gospel of Matthew 18:15:20, we have the principles that govern the processing of complaints and handling of criticism and tension between Church members.

*"If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But, if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, truly I tell you, if two of you agree on earth about anything you ask, it will be done for you by my Father in heaven."*

2. The first principle here is that parishioners with concerns about another parishioner or the vicar or a member of staff ought to pray about whether they can respectfully, safely and calmly resolve the matter with the other person one to one. A warden can encourage them to pray about whether this is possible in the first instance. The principle is that tension should be addressed if possible at the most immediate flax roots level with the immediate people involved.
3. The second principle is that some matters, as in Matthew 18, cannot be resolved one to one. In this instance, facilitation and or mediation is needed. A warden might offer to do this or to choose someone recommended by the Diocese. The Vicar, or if the Vicar is implicated, then the Archdeacon, or Diocesan Ministry Educator can be approached for advice about whether the warden or someone else might be most helpful. If the warden facilitates or mediates, then the strict rules of confidentiality apply under New Zealand's privacy laws. The matter may not be divulged to others unless both parties agree and they can help shape what is said to others.
4. The third principle is that some matters as in Matthew 18, cannot be resolved by mediation. In this case the matter should be referred to the Archdeacon for a ruling. If this is not possible or appropriate, then the matter is referred to the Bishop. If the matter is a serious ethical complaint, then the Diocese should be approached for its official contact person who can guide the complainant.

Please be assured of the respect and trust of the Diocese as you carry out such delicate and complex roles. You have the confidence of your Vicar and or Vestry as a Warden, and this means you are a recognised elder in this Church. Our prayers and encouragement will always be with you as you shoulder these responsibilities.

# FACULTIES

A petition for a Faculty for any building alterations or changes of furnishing or fabric in the church must be submitted to the Diocesan Registrar through the Archdeacon.

For more information see Statute 13, The Faculties Statute 1972.



## WHAT CAN THE PARISH EXPECT OF YOU AS A VESTRY MEMBER

- ✓ A love for and a commitment to Jesus Christ as your Lord and Saviour.
- ✓ An acknowledgement of Him as head of his church in your location.
- ✓ A commitment to make vestry meetings a priority in your diary.
- ✓ A commitment to regular weekly worship.
- ✓ A commitment to be in touch with parish life in general – this avoids making 'remote' decisions.
- ✓ To commit yourself to honestly, openly and prayerfully seek God's will for the church in your area and for the wider Diocesan family.
- ✓ To commit yourself to the other members of the vestry in practical support, love and prayer so to witness to Christ's love among you.

## DIOCESE OF WAIKATO AND TARANAKI

### STATUTE NO. 15

#### THE PARISHES STATUTE 2009

The Synod of the Diocese of Waikato enacts as follows -

1. **TITLE**

This Statute is the Parishes Statute 2009.

2. **PURPOSE**

The purpose of this Statute is to make provision for the establishment and administration of local ministry and mission units for the provision of ministry by and to members of the church under Title B Canon V and to enable the church to carry out its mission which is expressed in the First Schedule to this Statute.

3. **COMMENCEMENT**

This Statute will come into force at the close of the Synod at which it is enacted.

4. **INTERPRETATION**

**Bishop:** In this Statute, the word "Bishop" shall mean the Bishop with responsibility for Episcopal care and oversight and where there are two Bishops in the Diocese each with responsibility for a Bishopric, can mean those Bishops acting jointly.

**Parish:** In this Statute the word "Parish" includes Parishes, Parish Districts and Mission Districts as included in the Parishes Boundaries Statute 1996 which defines the territorial areas of each of them. A Parish constitutes an administrative entity for the purposes of collection of statistics, the setting of assessments and other administrative matters.

**Treasurer:** In this Statute the word "Treasurer" means the person appointed by the Vestry to oversee and be responsible for managing the finances of the Parish, whether that person is remunerated or not.

**Vestry:** In this Statute the word "Vestry" means the controlling body of a Parish irrespective of the name given to that body in a Parish.

#### **PART 1**

#### **PARISHES**

5. **FORMATION**

A new Parish may be formed or the boundaries of an existing Parish may be altered or a Mission District created on consideration of a petition to the Bishop and the Synod in the appropriate form set out in the Second Schedule to this Statute and accompanied by the information required to be presented as set out in that form. The petition must be signed by at least 10 people who are members of the congregation from which the petition arises and the Bishop may make any enquiries that are deemed necessary and call for such reports as are considered appropriate. The discretion to form a new Parish or to alter the boundaries of an existing Parish is vested in the Bishop who shall take the advice of the Synod on the petition. The decision of the Bishop is final and no petition may be lodged relating to the same area within the ensuing five years.

6. **MINISTRY**

Ministry in any Parish will be provided under such arrangements as the Bishop deems appropriate and those arrangements may be altered from time to time. The Vicar of a Parish will be appointed by the Bishop who will take into account the recommendation of the Board of Nomination. Clergy other than the Vicar will be appointed by the Bishop who will take into account the recommendation of the Vicar and the Parish nominators.

**PART 2  
ADMINISTRATION**

7. **PARISH BOUNDARIES**

Parish boundaries are established for administrative purposes. They do not confine worship or the engagement in Parish activities only to those who reside within them, or who are on the Parish roll.

8. **PARISH STAFF**

- (1) Every lay person appointed to a position within a Parish shall be appointed for the duties set out in an appropriate position description, whether the position is full time or part time and whether or not it is to be remunerated.
- (2) In Parishes where there is more than one clergy person, it is desirable that each clergy person should have a position description that sets out the duties that each of them is expected to carry out.

9. **DECLARATION REQUIRED BEFORE TAKING UP DUTIES**

- (1) Every lay person appointed or elected to any position or office in a Parish must complete a declaration in the form set out in the Third Schedule, Form A as required by Part C Clause 15 of the Constitution/te Pouhere before commencing in the position or office.\*\*

**\*\*Note:** In accordance with Canon XXI of Title B, where persons not being Anglicans are elected as members of the Vestry of a Co-operating Parish, they should complete a declaration in the form set out in the Schedule to that Canon, prior to taking up their office.

10. **VESTRIES AND OFFICERS**

- (1) Every Parish will have a Vestry consisting of the Clergy licensed in the Parish, and the following:
  - (2) The Vicar's Churchwarden appointed annually by the Vicar.
  - (3) The Parishioners' Churchwarden elected annually at the annual general meeting.
  - (4) The Synod Representatives of the Parish elected at the annual general meeting prior to the first session of each Synod.
  - (5) Licensed Lay Ministers as provided for in the Parish Bylaw.
  - (6) Not less than three and not more than ten ordinary members elected at the annual general meeting each year, the number of members to be fixed for the Parish by the Parish Bylaw.

11. **VESTRY**

- (1) The purpose and responsibility of every Vestry, is to assist the Vicar in:
  - (a) Enabling ministry to be provided to and by members of the Parish;
  - (b) Ensuring the provision of effective pastoral care;

- (c) Advancing the mission of the Church within the community;
  - (d) Providing for Christian initiation;
  - (e) Encouraging Christian commitment and devotion.
- (2) The Vestry is responsible for the financial administration and property maintenance in the Parish, and in particular is responsible for -
- (a) The payment, as a first priority, of stipends and salaries to the clergy and lay staff of the Parish.
  - (b) The payment of Diocesan assessments and levies.
  - (c) Reimbursing the costs of supervision and spiritual direction of all clergy up to the maximum amount approved by the Standing Committee from time to time.
  - (d) Maintaining adequate insurance on any church buildings, vicarages, halls and any other Parish buildings and property;
  - (e) Maintaining in good condition the vicarage and other accommodation for clergy in the Parish or providing a housing allowance as fixed by the Standing Committee from time to time.
  - (f) Providing resources and finance, and enabling and authorising all actions necessary for the well-being of the Parish other than matters within the authority of the trustees for any Church property in the Parish; or any other matters within the authority of the Vicar.
  - (g) Keeping all Parish buildings, the fabric of the Church building and all furniture, fittings and other property of the Parish in a proper state of repair and applying for a faculty for any repair, addition, removal or substantial alteration to any building in accordance with the Faculties Statute 1972.
  - (h) Receiving and controlling all money and property belonging to the Parish, other than that held on specific trusts, including all collections and donations, not expending them other than in payment of stipends and allowances of the clergy and the Diocesan assessment without the authority of the Vestry.
  - (i) Fixing the maximum amount of any petty cash float held by the Parish at any time.
  - (j) Recording in the books of accounts of the Parish all money raised or received for special purposes.
  - (k) Keeping control of all halls, social and recreational buildings in the Parish and establishing such charges as may be set out in the Parish Bylaws.

**12. DUTIES AND RESPONSIBILITIES OF THE CHURCHWARDENS**

- (1) It shall be the duty of the Churchwardens, either themselves or by delegation to others -
- (a) To collect the offerings of Church services and immediately after each service attest the amount collected in the Vestry Book to be kept for the purpose in the Vestry of the Church building and see that the monies are banked;
  - (b) To provide for the accommodation of the congregation in the Church building;
  - (c) To preserve order in the Church building and Church grounds during the services in the Church.
  - (d) To have the care of the Church building, its furniture, fittings and other contents, and in a Parish to exercise this duty in conjunction with the Vicar.
  - (e) To provide at the expense of the Parish bread and wine for Holy Communion.
  - (f) At least once in each year to inspect or cause to be inspected the Church building, Parish hall, Vicarage and all other Parish buildings and property and

to report to the Vestry all repairs required thereto and to boundary fences and to provide for the execution of all repairs authorised by the Vestry.

- (g) To take custody for the books and records of the Parish and to ensure that Archives are properly housed.
- (h) To present to the Annual General Meeting of the Parish a report of the proceedings of Vestry during the previous financial year.

**13. DUTIES AND RESPONSIBILITIES OF THE TREASURER**

- (1) It shall be the duty of the Treasurer, either personally or by delegation:
  - (a) To ensure that accounts owing by the Parish are paid in a timely manner.
  - (b) To present at each regular Meeting of the Vestry a financial report including a full account of all receipts and payments and a budget comparison for the financial year then current. In the event of the report disclosing that the aggregate cash balance of the Parish's general funds bank accounts is in overdraft (and has been for the past three months) to the extent of \$2,000 (or such other amount from time to time fixed by Standing Committee) to forward to the Diocesan Manager a copy of such financial report within seven days of its presentation, and to continue to forward such reports following successive Vestry Meetings thereafter until the overdraft is less than \$2,000 (or such other amount from time to time fixed by Standing Committee).
  - (c) To prepare following the close of each financial year, the accounts of the Parish in such a form as may from time to time be directed by the Standing Committee and as set out in the Parish Manual, which shall include as a minimum; a Statement of Financial Performance and a Statement of Financial Position in accordance with International Financial Reporting Standards (IFRS).
  - (d) After the review of the accounts to submit them to the Parishioners at the Annual General Meeting, and to forward a copy to the Diocesan Manager.

**14. THE PARISH ROLL**

- (1) Every Parish must maintain an up-to-date roll of Parishioners who shall constitute "the Congregation". For the purposes of this Statute, a Parishioner is a person who has expressed a wish for his or her name to be entered on the Parish roll, and "the Congregation" is a worshipping community centred on a Church whether or not the Parishioners constituting "the Congregation" reside in the territory of the Parish. It is competent for parents to enrol their children on the Parish roll.
- (2) No person shall be entered on the roll of more than one Parish

**15. ELECTIONS**

Voting is open to every person whose name is entered on the Parish roll.

**16. VOTING AND ELIGIBILITY FOR CERTAIN POSITIONS**

Every baptised lay person whose name is on the Parish roll is eligible for election to any office in the Parish except that no person shall be elected to any office in the Parish who receives remuneration by way of salary or wages directly from the Parish or receives remuneration indirectly for work carried out under a contract for services for work which is under the direction of the Vestry.



**17. RECORDS AND ARCHIVES**

(1) The Vestry will ensure that proper records are kept secure from theft or fire or any other event that would cause their loss or destruction and that archives are kept by the Diocese or in some other secure place at the direction of the Diocese.

(2) The records shall include:

- (a) A Register of Services
- (b) A Register of Baptisms
- (c) A Register of Marriages
- (d) A Register of Burials
- (e) A Register of Confirmations
- (f) A Vestry Book in each Church building
- (g) The Vestry Minute Books
- (h) A Cash Book or alternative
- (i) Register of Assets.

**18. CHAIRPERSON**

The Vestry is normally chaired by the Vicar who may delegate the role to some other member of the Vestry.

**19. MEETINGS OF VESTRIES**

(1) Every Vestry will meet regularly and at least four times each year.

(2) The Vestry will adopt a procedure for meetings of the Vestry and for general meetings of parishioners under its Bylaw.

(3) At the first meeting after the Annual General Meeting, a treasurer and a secretary shall be appointed.

**20. ANNUAL AND SPECIAL GENERAL MEETINGS**

(1) Every Parish must hold an annual general meeting each year.

(2) The Agenda for every annual general meeting must include as a minimum

- (a) An opening prayer,
- (b) Confirmation of the minutes of the last annual general meeting and any special general meetings held since the last annual general meeting;
- (c) Consideration of the accounts duly reviewed;
- (d) Review of the number of Vestry members provided for in the Parish Bylaws;
- (e) The announcement of the Vicar's church warden;
- (f) The election of officers for the ensuing year.

(3) At the annual general meeting prior to the first session of each Synod the Parish will elect two Lay Synod Representatives together with a youth representative.

(4) At every second annual general meeting from and including 2011 the Parish will elect four lay persons to be Parish nominators.

(5) A special general meeting may be called at the request of the Vicar, or the churchwardens, or on the petition of 20 parishioners.

(6) Notice of a special general meeting must be given 21 days in advance of the meeting and the business of the meeting must be clearly stated in the notice. No business other than that stated in the notice may be transacted at a special general meeting.

(7) Any building, renovation, or other building work proposed for a Parish that is likely to cost more than \$10,000 must be approved by a general meeting of Parishioners, and the accounts for such work must be lodged with the Standing Committee as soon as possible after the work has been completed.

**21. RESIGNATIONS**

- (1) Any person elected at a general meeting to any office may resign that office by notice in writing to the Vicar, and the vacancy, if it is required to be filled before the next annual general meeting, shall be filled at a special general meeting called for that purpose.
- (2) Where the office of Vicar's Churchwarden becomes vacant the appointment of a replacement will be announced to the Vestry as soon as practicable and then to the congregation at Sunday services following the notification to the Vestry.

**PART 3  
GROUPING OF PARISHES**

**22. REGIONAL COUNCILS**

Subject to the consent of the Bishop and the Synod, Parishes may form regional councils which operate collegially. In these cases each Vestry in the group shall delegate its administrative powers to the Regional Council for the purposes of the administration of the group and the Regional Council will have all the administrative powers of a Parish Vestry.

**23. LOCAL COMMITTEES**

Where a Vestry delegates its administrative functions to a Regional Council, a local committee must be formed in the Parish for the purposes of supporting local ministry.

**24. AGREEMENTS TO FORM COLLEGIAL GROUPS**

Every agreement to form a collegial group must be in writing and be approved by the Bishop and the head of every denomination included in the group where the group includes other than Anglicans.

**25. PROTECTION OF DENOMINATIONAL AUTONOMY**

Every regional grouping must include in its founding documents a procedure for conflict resolution. This may be achieved by the adoption of the procedure of one or other of the denominations or by the enactment of a different process.

**PART 4  
MISCELLANEOUS MATTERS**

**26. USE OF CHURCH BUILDINGS BY PARISHIONERS**

- (1) Every new building, or substantial alteration to an existing building, must be dedicated or consecrated prior to its use, and no building may be consecrated before it is free of all debt. Any building that has been consecrated must not be offered as security for any mortgage or loan.
- (2) The Church building, its sacred vessels and all other furnishings may be used by any ordained or lay minister (whether or not stipended) who is licensed by the Bishop for the celebration of Divine Worship and all rites and ceremonies authorised by the Church at times that the minister thinks fit.

**27. USE OF CHURCH BUILDINGS BY OTHERS**

The use of any Church building by another Christian body recognised by the General Synod/te Hīnota Whānui for the purposes of holding services must be authorised by the clergy in charge of the Parish or, if there is no clergy person, the Vestry, or alternatively by the Bishop or any Church Trustees and will be permitted only if -

- (a) The particular Christian body has no suitable building of its own in the neighbourhood;
- (b) The times at which the Church building is sought by the other Christian body do not conflict with the regular services;
- (c) The Minister of the other Christian body seeking the use of the building undertakes to use only those parts of the building that are expressly lent;
- (2) If permission is granted -
  - (a) No charge shall be made for such use;
  - (b) The proposed use of the building does not contravene Part C Clause 14 of the Constitution/te Pouhere which requires that no doctrines contrary to the doctrines of the Anglican Church in Aotearoa, New Zealand and Polynesia may be taught; and
  - (c) The use is terminable by notice given to the other Christian body by the Bishop, or by the Vestry with the consent of the Bishop.

**28. APPEALS**

Any appeal under this Statute will be to the Vicar and the Churchwardens in the first instance, and there shall be one further right of appeal to the Standing Committee.

**29. MAKING OF BYLAWS**

- (1) A Parish may make bylaws for the better fulfilling of its functions. Bylaws must:
  - (a) Provide for the matters contained in the model bylaw set out in the Fourth Schedule to this Statute,
  - (b) Not be inconsistent with this Statute,
  - (c) Be adopted or amended at a special general meeting or an annual general meeting.
  - (d) Comply with the canons of the General Synod/te Hīnota Whānui and with the general law of New Zealand.
- (2) Until a Parish has made bylaws as aforesaid, the model bylaw set out in the Fourth Schedule to this Statute shall apply in the Parish.

**30. REPEAL**

The Parishes Statute 2008 is hereby repealed.

## SCHEDULES

### FIRST SCHEDULE THE MISSION OF THE CHURCH

1. The Parish exists in the Church as part of the body of which Christ is the Head and all those who are baptised are members; the Church believes that God is one and yet is revealed as Father, Son and Holy Spirit, the Most Holy Trinity, and it recognises God as Creator, Redeemer and Sustainer. Accordingly, the Church is called;
  - a. to be the agent and sign of the Reign of God;
  - b. to offer worship and service to God in the power of the Holy Spirit;
  - c. as the community of faith to serve and care for all God's people.
  
2. Every Local Ministry and Mission Unit in this Diocese is formed to enable the Mission of Jesus Christ to be fulfilled among the people in its congregations and to the people living within its district/s;
  - a. to proclaim the Good News of God's Reign;
  - b. to teach, baptise and nurture new believers within Eucharistic communities of faith;
  - c. to respond to human needs by loving service;
  - d. to seek to transform unjust structures of society; and
  - e. to strive to safeguard the integrity of creation, sustaining and renewing the earth.
  
3. Every Local Ministry and Mission Unit exists for the pastoral care of all the people within its district; the sacramental Eucharistic congregation, the baptised occasional worshippers, the irregular worshippers, and people beyond the worshipping Church who may turn to seek the ministrations of the Church.
  
4. The first duty of every Local Ministry and Mission Unit is to strive to fulfil the Mission of the Church in its life and witness.

**SECOND SCHEDULE**

**DIOCESE OF WAIKATO AND TARANAKI**

**PETITION FOR THE FORMATION OF A PARISH**  
**FORM A**

**TO:** The Right Reverend the Bishop of Waikato; and  
The Right Reverend the Bishop of Taranaki

**AND TO:** Members of Standing Committee  
Diocese of Waikato and Taranaki

Application of the congregation of ..... to Constitute a Parish under Part I of the Parishes Statute 2009 to be known as the Parish/Co-operating Parish of .....

We the congregation of ..... hereby apply to constitute a Parish/Co-operating Parish to be known as .....

Attached hereto are:

- A. A plan to scale showing -
  - (i) The boundaries for the proposed Parish/Co-operating Parish;
  - (ii) The boundaries of each portion of existing Parish/s of ..... Parish District/s of ..... or Mission District/s of ..... showing the area/s to be excluded from it/them to be area/s to be included in the proposed Parish;
- B. A description of the boundaries of the proposed Parish;
- C. A Roll of the names of proposed Parishioners to be included in the new Parish, authenticated by the signatures of the sponsors of the proposed Parish;
- D. An agreement in principle to the boundary changes from the Vestry/ies of all Parishes, and Parish Districts from which the areas of the proposed new Parish will be formed.

We certify that the List of Parishioners marked "A" is a true record of the Roll of Parishioners for this proposed Parish.

Dated at        this        day of

Signed by the Sponsors of the Application

**DIOCESE OF WAIKATO AND TARANAKI**

**APPLICATION FOR THE CREATION OF A PARISH DISTRICT**  
**FORM B**

**TO:** The Right Reverend the Bishop of Waikato; and  
The Right Reverend the Bishop of Taranaki

**AND TO:** Members of Standing Committee  
Diocese of Waikato and Taranaki

We the congregation of ..... desire to assume our full congregational part in the participation in and responsibility for the life, governance and support of the work of the Anglican Church in this Diocese, and do hereby apply to be received and constituted a Parish District under Part II of the Parishes Statute 2009 to be known as the Parish District of ..... and we hereby affirm our conformity to the Constitution/te Pouhere, Canons and Statutes of the Anglican Church in Aotearoa New Zealand and Polynesia and the Diocese of Waikato and Taranaki.

Dated at this day of  
Signed by the Sponsors of the Application:

Attached hereto are:

- A. A plan to scale showing -
  - (i) The boundaries for the proposed Parish District;
  - (ii) The boundaries of each portion of existing Parish/s of ..... Parish District/s of ..... or Mission District/s of ..... to be included in the proposed Parish District;
- B. A description of the boundaries of the proposed Parish District;
- C. A Roll of the names of proposed Parishioners to be included in the new Parish District, authenticated by the signatures of the sponsors of the proposed Parish District;
- D. An agreement in principle to the boundary changes from the Vestry/ies of all Parishes and Parish Districts from which the areas of the proposed new Parish District will be formed.

We certify that the List of Parishioners marked "A" is a true record of the Roll of Parishioners for this proposed Parish District.

Signed by the Sponsors of the Application:

**DIOCESE OF WAIKATO AND TARANAKI**

**THIRD SCHEDULE**

**DECLARATION OF ADHERENCE AND SUBMISSION TO  
THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

*Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī*

*Ki Nga Moutere o te Moana Nui a Kiwa*

I ..... DECLARE my submission to the authority of the General Synod/te Hīnota Whānui of this Church established by a Constitution agreed to on the 13th day of June 1857 and as subsequently revised and amended from time to time and to all the provisions of the Constitution from time to time in force to the extent that the authority and those provisions relate to the office of ...../membership of ..... and to any other office or membership I may at any time hold.

AND I further consent to be bound by all the regulations which may from time to time be issued by the authority of the General Synod/te Hīnota Whānui in relation to any such office or membership so long as I hold it.

AND I hereby undertake in consideration of my holding any such office or membership immediately to resign that office or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by the General Synod/te Hīnota Whānui or by any person or persons lawfully acting under its authority in that behalf.

Given under my hand this ..... day of ..... in the presence of:

*The Constitution /te Pouhere Part C, Clause 15 Page viii(a)*

## DIOCESE OF WAIKATO AND TARANAKI

### FOURTH SCHEDULE

#### BYLAWS

Those parts of this bylaw indicated by *italics* may be altered by a Parish in a general meeting, but where no alterations are made by a Parish this Bylaw shall be observed by that Parish.

#### BYLAWS OF THE \_\_\_\_\_ PARISH Made under Clause 30

##### **Vestry**

Vestry membership of any Parish shall include all members of the clergy licensed in this Parish.

Where the Parish has more than seven Licensed Lay Ministers not more than two of them shall represent all of them as members of the Vestry.

The Vestry of any Parish however it is described shall have the same rights and duties as any Vestry under this Statute.

##### **Meeting Procedures**

In addition to the matters set out in this Statute which must be observed, the Vestry has adopted the following procedures for meetings and for elections.

*(Specific procedures)*

##### **Minutes**

At every Vestry or general meeting, minutes of the proceedings shall be kept and shall include -  
The names of those present and those in attendance (that is non-voting advisers),  
A record of any apologies,  
The confirmation of the minutes of any previous meeting.

##### **Quorum**

The quorum for meetings of the vestry shall be *one half of the lay members, plus the Vicar or one clergy person licensed to the parish, or the appropriate Archdeacon.*

The quorum for general meetings shall be *ten parishioners* whose names are on the parish roll at the time of the meeting.

No meeting is valid unless the Vicar or one of the Churchwardens is present.

##### **Notices**

Notices of any general meeting shall be given by publication in the weekly newsletter of the Parish at least two weeks prior to the proposed meeting date.

Notices of Vestry meetings shall be sent to members together with an Agenda ten days prior to the proposed meeting.

##### **Formality**

Every meeting shall be formal requiring a motion for every item of business or informal where the business is conducted by agreement of the majority of members present. Items of business where a



resolution is required by the Diocesan Statutes or by the General Synod/te Hīnota Whānui, shall in every case be formal.

Every motion, other than motions moved from the Chair, requires a Mover and a Seconder.

### **Right to Speak**

Every member of the Vestry and every person in attendance at Vestry meetings (as described above) shall be permitted speaking rights but voting rights are confined to Vestry members.

### **Voting**

Voting at meetings of the vestry or at general meetings on general matters shall be by *voices, show of hands or by secret ballot* except that elections of officers at general meetings shall be by secret ballot only.

### **Committees**

The Vestry or any general meeting may appoint a committee for any purpose for the expediting of business. Where a committee has been appointed by the Vestry it shall make a report to the Vestry after each of its meetings and where it has been appointed by a general meeting it shall report in accordance with the direction of the meeting at which it was set up and if no direction is given, to the next appropriate meeting of the Vestry.

### **Disputes**

The resolution of any dispute at any meeting is vested in the chairperson whose decision shall be final other than for the right of appeal set out in Clause 29.

### **Other matters**

The Vestry may include other matters in this Bylaw as it deems appropriate.

### **Petty Cash**

The limit of the petty cash that may be held by a vestry shall not exceed \$500 at any time.

### **Electors**

*For the purpose of voting every validly baptised person, registered for not less than two months on the Parish Roll, and who has made the Declaration in the form following, or shall be known by the Vicar and Churchwardens to be qualified to make the Declaration, shall be entitled to vote at Parish meetings and to vote at all meetings called for the election of Parish and Synod representatives.*

### **Form of Declaration:**

I ..... hereby declare that I have been baptised, and am a member of the Anglican Church of Aotearoa, New Zealand and Polynesia.

In the event of any dispute as to qualification to be an elector of the Parish an appeal may be made to the Archdeacon, or if the Vicar is Archdeacon to the Bishop.

### **Charges**

The following is schedule of charges for the use of buildings other than Church Buildings or Residences used by Parish staff.

*(Schedule of Charges intended to be made)*

**Keys**

The custody of keys to all parts of the Church and all Parish halls and such buildings is vested in the Vicar, and shall be available to the Churchwardens at all reasonable times Duplicate keys to Parish buildings may be made only on the authorisation of the Vicar.

Keys to all church buildings (other than residences used by the clergy or staff of the Parish) may be provided to the following persons -

*(Persons named or person or identified by office)*

These Bylaws are administered by the Vestry.

## DIOCESE OF WAIKATO AND TARANAKI

### STATUTE NO. 13

#### THE FACULTIES STATUTE 1972

A Statute to repeal the Faculties Statute 1958 and to enact a new Statute.

**BE IT ENACTED** by the Bishop, Clergy and Laity of the Diocese of Waikato & Taranaki, in Synod assembled, as follows:

1. The short title of this Statute is "The Faculties Statute 1972".
2. In this Statute unless the context otherwise requires:
  - Ornaments:** includes articles of embellishment and articles used in the performance of the authorised services and rites of the Church but does not include the Vestments or Ornaments of the Minister thereof.
  - Church:** includes any building or part of a building used or intended to be used regularly for the public holding of divine service.
  - Vestry:** includes the Vestry of a Parish or Parish District or Mission District.
  - Bishop:** means the Bishop with responsibility for Episcopal care and oversight and where there are two Bishops in the Diocese each with responsibility for a Bishopric, can mean the Bishops acting jointly.
  - Trustees:** means the Waikato Diocesan Trust Board, the Taranaki Anglican Trust Board, or other, the Trustee or Trustees in whom is vested any land the subject matter of any application pursuant to this Statute.
3. No Church shall be removed or demolished either in whole or in part and no Church, Parish Hall, Vicarage or other building shall be sold, purchased, erected, altered or added to and no alteration by way of addition to or diminution from the fabric, furniture, monuments, lighting installation, ornaments or vessels of any Church or Churchyard (except tombstones) shall be made nor shall any article which is required or ought to be dedicated or consecrated be erected or placed in any Church until a Faculty authorising the same shall have been issued by the Bishop and the work contemplated shall not be commenced until such Faculty has been issued provided that the Bishop may authorise the waiving of the provisions of this Clause in respect of any matter which he may consider to be of minor importance.
4. The Bishop may issue a Faculty upon such terms and conditions as the Bishop thinks fit in the form of the First Schedule hereto or to the like effect.
5. With respect to the purchase, erection, alteration of or addition to any building it shall be a prior requirement to the issue of a Faculty that the proposed work has received the permission of Standing Committee PROVIDED HOWEVER that such permission shall not be required in the case of alterations or additions which in the opinion of the Bishop are of minor nature.
6. No Faculty or permission of Standing Committee shall be required for necessary repairs or maintenance. Any doubt as to whether any proposed work is necessary repairs or maintenance shall be decided by the Bishop.

7. No petition for a Faculty shall be presented and no application for the consent of Standing Committee shall be made by or on behalf of any parish unless full particulars or the proposals have been referred to the Archdeacon of the Archdeaconry in which such parish is situated and the Archdeacon has been given a reasonable time (being not longer than 28 days) within which to make any comments the Archdeacon may wish to make to the Vestry of the said Parish.
8. Application to the Bishop for a Faculty shall be by way of petition to the Bishop in the form prescribed in the Second Schedule hereto or to the like effect.
9. Such petition shall be signed by the Vicar and Churchwardens of the Parish concerned and have endorsed thereon or attached thereto a copy of a resolution of the vestry approving the subject matter of the petition.
10. Every petition for a Faculty relating to buildings shall be accompanied by the following which shall become the property of the Diocese and be retained in the records of the Diocesan Office:
  - (1) The final plans and specifications;
  - (2) A statement of how the cost has been or will be met;
  - (3) The consent of the Trustees in whom the land is vested;
  - (4) Such other information as the Bishop shall require.
11. A Petition for a Faculty for the placing in or removal from a Church of any furniture, monuments, lighting installation, ornaments or vessels shall be accompanied by:
  - (1) A drawing and full description thereof;
  - (2) An accurate description of where such article is to be placed;
  - (3) If an inscription is to be placed thereon the exact wording of such inscription if possible in facsimile;
  - (4) A statement showing how the cost has been or will be met;
  - (5) If it is desired to remove any article from a Church a description of the article to be removed and the manner of its disposal.
12. Every application for the permission of Standing Committee under Clause 5 hereof shall be addressed to the Diocesan Manager, shall be in the form prescribed in the Third Schedule hereto or to the like effect and shall be accompanied by the following which shall become the property of the Diocese and be retained in the records of the Diocesan Office:
  - (1) Full sketch plans in sufficient detail to depict the complete proposal;
  - (2) A detailed outline specification of the materials to be used;
  - (3) A description of the structural form it is proposed to adopt;
  - (4) A site plan;
  - (5) A statement of how the cost has been or will be met.
13. The permission of Standing Committee shall not be given pursuant to Clause 12 hereof to the erection or purchase of any building intended to be used as a Vicarage, Parsonage or Clergy House unless provision is made to the satisfaction of Standing Committee for the conditions and requirements set forth in the Fourth Schedule hereto PROVIDED HOWEVER that the Standing Committee may by resolution waive the compliance with any of the said conditions and requirements in any particular case which it deems fit.

14. Each Bishop shall at the first Session of each Synod appoint an Advisory Committee for his or her Bishopric to advise on the granting of Faculties, the members of which shall hold office until their successors are appointed. The Bishop may fill casual vacancies as they occur and may appoint additional members at the Bishop's discretion. The Bishop shall not be obliged to adopt the advice of such committee.
15. The Standing Committee may from time to time delegate to a sub-committee thereof appointed by it for the purpose, the power to give any approval required to be given hereunder by the Standing Committee.
16. Except with the special consent of the Bishop all final plans and specifications for all churches, buildings or other structures belonging to a parish shall be prepared by an architect registered under the Architects' Act 1963.

**THE FIRST SCHEDULE**

**DIOCESE OF WAIKATO AND TARANAKI**

**A FACULTY**

WHEREAS a Petition has been received from the Vicar and Churchwardens of the Parish/Parish District /Mission District

of ..... requesting a Faculty for .....

.....

AND WHEREAS we are satisfied that all the requirements of the Faculties Statute 1972 have been duly complied with:

THE FACULTY requested is hereby granted.

IN WITNESS whereof we have caused our Episcopal Seal to be hereunto affixed.

DATED this ..... day of .....

two thousand and .....

**SCHEDULE TWO**

**DIOCESE OF WAIKATO AND TARANAKI**  
**PETITION FOR A FACULTY**

**TO: The Bishop of Waikato and Bishop of Taranaki**

WE, the Vicar and Churchwardens of the Parish of.....

hereby apply for a Faculty

for.....

.....

Attached hereto are

- (1) a copy of the resolution of the vestry of the said Parish approving the subject matter of this Petition;
- (2) that in the case of the sale or use of land and alteration or addition of buildings, the relevant Trustees shall declare that the proposal is not contrary to any trust imposed on the land [see Clause 14(1) The Declaration of Trust Boards' Powers Statute 1994]
- (3) final plans and specifications;
- (4) statement of how the cost will be met.

We certify that the provisions of the Faculties Statute 1972 have been duly and regularly complied with.

**DATED** at ..... this ..... day of .....20

..... Vicar

..... Churchwarden

..... Churchwarden

**NOTE**

This Faculty application is required to be referred to the Archdeacon for comment.

Archdeacon's comments:

.....

.....

Signed:.....Archdeacon of.....

**THE THIRD SCHEDULE**

**DIOCESE OF WAIKATO AND TARANAKI**

**APPLICATION FOR PERMISSION OF STANDING COMMITTEE**

**TO ERECT OR ALTER A BUILDING**

To the Standing Committee of the Diocese of Waikato and Taranaki:

**WE**, the undersigned, Vicar and Churchwardens of the Parish of.....hereby  
apply for the Permission of Standing Committee for

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**DATED** at .....this .....day of.....20.....

..... Vicar

..... Churchwarden

..... Churchwarden



## THE FOURTH SCHEDULE

### DIOCESE OF WAIKATO AND TARANAKI

#### CONDITIONS AND REQUIREMENTS TO BE PROVIDED FOR IN THE ERECTION OR PURCHASE OF VICARAGES, PARSONAGES OR CLERGY HOUSES

1. The plans and specifications shall be prepared by a Registered Architect, and full supervision by a Registered Architect during construction must be maintained, except as provided for under Clause 16 of the Statute.
2. If a house is to be purchased it should be inspected and evaluated by a master builder and a member of the Faculties Committee.
3. The building should be of approved durable materials of standard quality with a view to minimising maintenance costs. Brick or stone cladding should be considered a priority.
4. The building should be planned and sited so that maximum solar energy and personal comfort is gained; and due consideration given to privacy.
5. The building as a general guideline should include the following rooms which must be separate:
  - 5.1 LOUNGE - (If there is no Parish Lounge consideration should be given to providing a room of not less than 30 square metres)
  - 5.2 DINING ROOM - of sufficient area to be also a family living room
  - 5.3 KITCHEN - adequate benches and storage cupboards  
- full size gas/electric cooker  
- suitable space, plumbing and electrical connections for refrigerator, dishwasher and microwave oven  
- space should be available in the house for a freezer
  - 5.4 BEDROOM - 3 double/twin with built-in-wardrobes
  - 5.5 STUDY - of not less than 13 square metres with adequate shelving and cupboards (a study/interview room within the Church complex is also desirable)
  - 5.6 BATHROOM
  - 5.7 A SHOWER CUBICLE
  - 5.8 TWO SEPARATE TOILETS
  - 5.9 LAUNDRY - tub and storage cupboards  
- space and electrical plumbing connections for automatic washing machine and clothes drier/airer  
- an outside clothesline
6. Provision is to be made for:
  - 6.1 SECURITY - locks on doors and windows
  - 6.2 CUPBOARDS - for cloaks, brooms, linen, sports equipment, etc.

- 6.3 FLOOR COVERINGS
    - vinyl in service areas, kitchen, laundry, bathroom, toilet and some hallways
    - carpet in neutral toning in dining/family room, lounge, bedrooms, study and hallways
  - 6.4 WINDOW COVERINGS
    - blinds or dim-out curtains in all rooms
  - 6.5 TELEPHONE
    - with a minimum of two extensions
  - 6.6 HEATING
    - fixed appliances in lounge, family room and study (provision for gas appliances should be installed where appropriate)
  - 6.7 POWER PLUGS
    - at least two points in each room
  - 6.8 HOT WATER
    - a minimum capacity of 180 litres and under-bench water heating in the kitchen
7. In addition to the house there is to be provided:
- 7.1 Lock-up garage with sufficient work space
  - 7.2 Concrete paths
  - 7.3 Appropriate fencing to ensure reasonable privacy and security
8. These conditions and requirements for the provision of housing for clergy to be read in conjunction with Clause 15 and 16 of the Statute.

**FOOTNOTE:**

It is desirable that the Archdeacon together with the Parish Vestry and/or Parish Council seek to implement these standards in existing vicarages subject to finance and the feasibility with older houses.