

# GETTING FIRED UP FOR GOD

A Guide for Wardens, Members of Vestry and  
Parish Councils



Waikato  
Taranaki  
Anglicans 

2024 Edition



# 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 12: 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 or another appointed person to visit or phone regularly to check if there are problems at the clergy house.
- ✓ Clergy leave and supervision need 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 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 a body on those rare occasions when the constitutional requirement of the Anglican Church requires 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 COMMITTEES - THERE TO SERVE AND HELP

These committees cover the mission, ministry and the administration of the Diocese. The areas of ministry and the functions are set out in Statute 5, The Standing Committee Statute 2014.

## **Standing Committee**

Standing Committee is made up of both clerical and lay members of Synod and are elected to deal with Diocesan matters when 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 email address is: admin@wtanglican.nz

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

Their Mission Statement is: *We, the administration team of the Diocese are here to provide courteous and supportive service in a hospitable and professional manner.*

There are these Sub-committees: Finance, Risk & Audit Subcommittee

## 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 Statute, Clause 11-13.

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 Sides people 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-on-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-on-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**

**[Updated to 2022]**

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”-

- (a) Means an administrative territory under the jurisdiction of the Diocesan Bishop in whose bishopric the parish is located.
- (b) Includes parishes and mission districts the territories of which are defined in The Boundaries of the Local Ministry and Mission Units in the Diocese of Waikato Statute 1996.
- (c) Is an administrative entity for the purposes of the collection of statistics, the fixing of assessments, and other Diocesan 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.

**Vicar:** means a clergy person in charge of a parish however that person is described.

## **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 must have a Vestry consisting of the Vicar of the parish if there is one, and a member of the clergy licensed in the parish, and the following:
- (2) The Vicar's Churchwarden appointed at the annual general meeting prior to the first session of each Synod from among the laity by the Vicar, or in the absence of a vicar, by the Bishop.
- (3) The Parishioners' Churchwarden elected at the annual general meeting prior to the first session of each Synod from among the laity at the annual general meeting.
- (4) The Synod Representatives of the Parish elected from among the laity at the annual general meeting prior to the first session of each Synod.
- (5) A licensed lay minister who shall be elected by the other licensed lay ministers to represent all the lay ministers licensed in the Parish.
- (6) Not fewer than three nor more than six members elected from among the laity at the annual general meeting prior to the first session of each Synod, the number of elected members to be fixed by the Parish Bylaw. In addition to the elected members the Vestry may co-opt up to three further members who shall be appointed for their skills or expertise or to achieve gender balance or for reasons to be specified at the time of their co-option.
- (7) The Vestry may from time to time establish and disestablish such subcommittees as it sees fit for the better administration of the Parish. Each subcommittee shall cease to exist immediately prior to each annual general meeting of the Parish unless earlier disestablished. In making such appointments the Vestry shall have regard to skills, gender balance, and age of the members. The Vicar shall be a member ex-officio of all such sub-committees established under this provision.
- (8) Where a Parish is unable to form a Vestry, it shall inform the Standing Committee as soon as possible after the Annual General Meeting, and the Bishops, shall appoint a Commissioner or Commissioners to undertake the work normally undertaken by the Vestry.

## **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 and the annual retreat of all clergy up to the maximum amount approved by the Standing Committee from time to time. These costs shall be payable in respect of all licensed clergy in the parish.
- (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 2014.
- (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.
- (i) To record annually and to forward to the Diocesan Registrar Manager no later than 31 December in each and every year schedules of all trusts and the trustees of such trusts of which the Parish is a beneficiary, all untagged bequests received, and all other income under the direct control of the Parish.

### **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, 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 not later than the 30th day of April each year, or in exceptional circumstances and with the approval of Standing Committee, the 31<sup>st</sup> day of May.
- (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) (a) At the annual general meeting prior to the first session of each Synod the Parish will elect two Lay Synod Representatives.
- (b) In addition to the representatives elected under sub-clause (a) hereof, the Parish may elect at its annual general meeting a person under the age of 30 to be its youth representative. The youth representative shall be a full member of the Synod and shall be a member of the Parish Vestry in addition to the members elected under clause 10 (6) of this Statute.
- (4) (a) At every second annual general meeting from and including 2011 the Parish will elect four baptised parishioners of or over the age of 16 years to be Parish Nominators.
- (b) Any casual vacancy of the Parish Nominators shall be filled by the Vestry.
- (c) If any the parish fails to elect parish nominators as prescribed in this clause Standing Committee shall appoint the parish nominators or so many of them as shall be required for that two year term to make up the full number if fewer than the full number shall have been elected.
- (d) The duties and responsibilities of the parish nominators are as set out in the Statute of Pastors
- (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 work, or other project which a Parish proposes to undertake, the costing for which is more than \$10,000 and for which provision is not already made in the parish budget must be approved by a Special General Meeting of the parish and is subject to the provisions of the Faculties Statute 2014.
- (8) Following the Annual General Meeting the Secretary of the Vestry or Parish Council, as the case may be, shall without delay send to the Registrar-Manager the names and addresses of the newly elected officers of the Parish.
- (9) The officers elected or appointed pursuant to the provisions of this clause shall remain in office until their respective successors are elected or appointed.

## **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**

### **MISSION DISTRICTS**

#### **22 INTERPRETATION**

In this part of this Statute Mission District means – A Parish that:

- Is not able to provide for a vicar's stipend and allowances, or
- Is in receipt of a grant in aid and
- Is declared by the Bishop to be a Mission District.

#### **23 ADMINISTRATION**

The administration of each Mission District shall be under the control of its Vestry and of the Bishops, and the Mission District shall operate generally as a parish under the provisions of this Statute *mutatis mutandis*.

#### **24 ROLE OF THE MINISTRY EDUCATOR**

The Diocesan Ministry Educator is the consultant for the development of each Mission District.

## **PART 4**

### **GROUPING OF PARISHES**

#### **25. REGIONAL COUNCILS AND ARCHDEACONRY BOARDS**

With the approval of the Bishop and the Standing Committee, the ministry and mission units within an Archdeaconry, or some of them, may amalgamate to form a Regional Council or Archdeaconry Board which shall have the responsibility of administering the finances and property interests of such ministry and mission units and dealing with employment matters affecting those units. The number of Synod representatives from the amalgamated entity shall be determined upon the formation of the entity. Those representatives will be elected by the existing ministry and mission units, which will be constituted as Mission Districts, and will represent the amalgamated entity in lieu of the Synod representatives elected by each existing ministry and mission unit as provided for in clause 6 (1) (d) of The Waikato and Taranaki Diocesan Statute of Synod 2014.

#### **26. LOCAL COMMITTEES**

Upon such amalgamation, a local committee may be formed for the purpose of supporting local ministry.

**26A** The Standing Committee will conduct a review of the operation of each amalgamated entity and report to the Synod in 2022 with any recommendations for any changes.

#### **27. 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.

**28. 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 5**

**MISCELLANEOUS MATTERS**

**29. 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.

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

The use of any Church building by another Christian body 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 must 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.

**31. 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.

**32. 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.
- (3) Every parish shall send a copy of its Bylaws to the Diocesan Ministry Educator immediately following their enactment.

**33. REGULATIONS**

The Standing Committee of the Diocese may make regulations under this Statute for any administrative purpose at any ordinary or special meeting.

**34. 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 celebrate the presence of God in worship;
  - b. to proclaim the Good News of the Kingdom;
  - c. to teach, baptise and nurture new believers;
  - d. to respond to human need by loving service;
  - e. to seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation;
  - f. to strive to safeguard the integrity of creation and sustain and renew the life of 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**

**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**

**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 ..... DO 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:

**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 32**

**Vestry**

There shall be \_\_\_\_\_ members elected by the Annual or Special General Meeting.

The Vestry may co-opt up to three other lay members for their skills or expertise or to achieve gender balance or for reasons to be specified at the time of their co-option.

The Vestry may co-opt any other clergy person or clergy persons licensed in the parish to be 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 31 of the Parishes Statute.

### **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 2014

The Synod of the Diocese of Waikato and Taranaki enacts as follows —

#### 1 **TITLE**

This Statute is the Faculties Statute 2014

#### 2 **PURPOSE**

The purpose of this Statute is to reform and clarify the statutory provisions relating to faculties.

#### 3 **COMMENCEMENT**

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

#### 4 **INTERPRETATION**

In this Statute, unless the context requires otherwise —

**Bishop:** means the bishop with responsibility for episcopal care and oversight in the Bishopric and can also mean the bishops acting jointly.

**Church:** includes any building or part of a building used or intended to be used regularly for public worship.

**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.

**Vestry:** includes the vestry or parish council of a Parish or Mission District.

#### 5 **NEED FOR FACULTY**

(1) A Parish must obtain a faculty

- (a) before it sells, purchases, erects, alters, adds to, removes or demolishes either wholly or in part or reduces or enlarges in size any church, parish hall, vicarage or other building;
- (b) before it alters, adds to, removes or demolishes either wholly or in part any building, monument or other installation other than tombstones in any churchyard;
- (c) before it adds to or reduces or otherwise alters the fabric, furniture, monuments, lighting, installations, ornaments or vessels in any church;
- (d) before it erects or places in any church or churchyard any article which is required to be or ought to be dedicated or consecrated.

- (2) No faculty is required
  - (a) if the Bishop waives the provisions of any part of this clause in respect of any matter which the Bishop considers of minor importance, or
  - (b) for necessary repairs and maintenance.
- (3) Any doubt or question about the classification of any work as necessary repairs and maintenance shall be determined by the Bishop, whose decision shall be final.

## **6 ISSUE OF FACULTY**

The Bishop may issue a faculty in the form in the First Schedule hereto or to the like effect and upon such terms and conditions as the Bishop thinks fit.

## **7 CONSENTS**

- (1) A faculty may not be issued for the sale, purchase, erection, demolition, removal, alteration of or addition to any building without the prior consent of Standing Committee and where relevant of the Waikato Diocesan Trust Board or the Taranaki Anglican Trust Board, as the case may require, as registered proprietor of the land
- (2) Such consent is not required
  - (a) in the case of alterations or additions which in the opinion of the Bishop are of minor importance, or
  - (b) for necessary repairs and maintenance.

## **8 PROCESS FOR OBTAINING A FACULTY**

The process for obtaining a faculty is set out in the Fourth Schedule hereto.

## **9 REQUIREMENTS FOR APPLICATION**

Every application for a faculty shall be accompanied by full particulars of the proposal including plans and specifications of any building work, or a description of the item for which the faculty is required including, where possible, a photograph or drawing of the item or the proposal and evidence that the proposal has the consent of the Archdeacon for the Archdeaconry in which such parish is located.

## **10 FACULTIES ADVISORY GROUPS**

From time to time each Bishop shall appoint an advisory group for his or her Bishopric to advise, where necessary, on the granting of faculties. The members of those groups shall hold office at the pleasure of the Bishop who appoints them.

## **11 ARCHITECTURAL PLANS REQUIRED**

Except with the written consent of the Bishop of the appropriate Bishopric all final plans and specifications for all churches, buildings or other structures to be erected in a parish shall be prepared by an architect registered under the Registered Architects Act 2005 or any enactment in substitution therefore.

## **12 REPEAL**

The Faculties Statute 1972 is repealed.



**THE FIRST SCHEDULE**  
**DIOCESE OF WAIKATO AND TARANAKI**  
**FACULTY**

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

of..... requesting a  
Faculty for

AND WHEREAS we are satisfied that all the requirements of the Faculties Statute 2014 have been duly complied with:

THE FACULTY requested is hereby granted.

GIVEN under our hand and seal this ..... day of ..... in the  
year of our Lord two thousand and..... and of our consecrations the  
..... and ..... years.

**THE SECOND SCHEDULE**  
**DIOCESE OF WAIKATO AND TARANAKI**  
**PETITION FOR A FACULTY**

TO: The Bishops of Waikato and 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) (in the case of the sale or purchase of land and the erection, demolition, removal or alteration of or addition to buildings) confirmation from the relevant trustees 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 2014 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

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

.....

Vicar

.....

Churchwarden

## **THE FOURTH SCHEDULE**

### **STEPS TO BE TAKEN FOR THE GRANTING OF A FACULTY CHECK LIST**

- 1) The Vestry must resolve to undertake the work or to install any ornament or other item. A certified copy of the resolution must be attached to the petition.
- 2) The application together with any explanatory documentation is then forwarded to the Registrar-Manager who will refer the matter to the appropriate Archdeacon, and to the Standing Committee in the case of a new building.
- 3) The Registrar-Manager will then forward the applications to the Faculties Advisory Group or directly to the Bishop.
- 4) In the case of the sale of a building or other real property the Registrar-Manager will obtain the consent of the appropriate Trust Board.
- 5) Where the faculty is for removal of any article from a Church or other property, a description of the article to be removed and the manner of its disposal is required.