

DIOCESE OF WAIKATO AND TARANAKI

ARCHDEACON DUTIES GUIDELINES

Approved by Standing Committee under Clause 7(1) of The Archdeaconry Statute 2006 (as amended by the Archdeaconry Amendment Statute 2026)

1. AUTHORITY AND STATUS

These Guidelines are approved by Standing Committee under Clause 7(1) of The Archdeaconry Statute 2006, as amended, and set out the duties of an Archdeacon for an Archdeaconry. Standing Committee may amend, add to, or replace these Guidelines at any time; no Synod legislation is required to do so.

Approved by Standing Committee: [date] Version: []

2. PURPOSE

These Guidelines translate the general duties formerly set out in Clause 7(1) of the Statute into practical guidance. They are informed by feedback gathered from Archdeacons during the 2024–2025 review of Archdeacon roles and by subsequent discussion of that feedback at Bishop's staff, which in particular clarified the practical expectations under paragraphs (b), (c) and (d) below. The Guidelines are intended to be reviewed and refined as diocesan practice develops, without the need to amend the Statute itself.

3. DUTIES OF AN ARCHDEACON FOR AN ARCHDEACONRY

The duties of an Archdeacon for an Archdeaconry are to –

- (a) Maintain contact with the Clergy of the Archdeaconry, and act as a communication link between parishes and the Diocese, keeping parishes informed of diocesan matters and helping the Diocesan Office obtain information from parishes (for example, annual schedules and returns).
- (b) Encourage and enable parishes to provide for the well-being of their people, including through archdeaconry meetings and ‘training’ Sunday services, and by supporting parishes through changes in parish leadership.
- (c) Guide Clergy and vestries in their responsibilities for ministry, finance, stewardship, building maintenance, and parish administration, acting as a point of contact for parishes and referring matters on where necessary, and maintaining two-way communication between parishes and the Diocese.
- (d) Support and encourage Vestries and Wardens to ensure that Clergy houses and other buildings comply with any regulations of the Church and are maintained appropriately, noting that primary responsibility for the condition of parish buildings rests with Vestries and Wardens under The Parish Statute 2009, and that this is reported on through the annual schedules.
- (e) In the absence of a specific appointment, act as “priest in charge”, working alongside the churchwardens, and carry out, or make provision to see that the essential duties of a vicar, in respect of that parish, are carried out.
- (f) During a vacancy in a parish, support the parish by helping to organise services during the interregnum, leading the consultation process with the parish, and supporting the recruitment process, working in conjunction with the Bishop's office; and arrange services of induction with the churchwardens and vestry.
- (g) Share in the overall planning of the Diocese and of the Archdeaconry.
- (h) Meet regularly with the Bishops and other Archdeacons in the Diocese, including as part of the Bishop's staff, whether in person or by video conference, and participate in the leadership of the Diocese.
- (i) Exercise authority and discipline over the Clergy of the Archdeaconry in consultation with the Bishops.
- (j) Convene meetings of the Clergy of the Archdeaconry — typically monthly or every two months, with the focus of meetings determined according to the needs of each archdeaconry.
- (k) Maintain links between the Diocese and the parishes in the Archdeaconry.

- (l) From time to time, support parishes and the Diocesan Office with incidental work, such as conflict resolution, as directed by the Bishops.

4. BACKGROUND

The 2025 review of Archdeacon roles raised questions about the practical expectations under paragraphs (b), (c) and (d), given the gap between the Statute's general wording and what Archdeacons actually do. Those questions were subsequently discussed at Bishop's staff, and the outcome of that discussion is reflected in the wording of paragraphs (b), (c) and (d) above — in particular, treating paragraph (d) as a role of supporting and encouraging Vestries and Wardens, who hold primary responsibility for parish buildings under The Parish Statute 2009, rather than the Archdeacon ensuring compliance directly.

5. REVIEW

These Guidelines will be reviewed by Standing Committee from time to time, in consultation with the Archdeacons.