

## **Ministry Unit Handbook**

## ADMINISTRATION HANDBOOK For the Diocese of Auckland

#### CONTENTS, FOREWORD AND INSTRUCTIONS

CHAPTER ONE MINISTRY UNIT ADMINISTRATION

CHAPTER TWO CLERGY ADMINISTRATION

CHAPTER THREE INSURANCE

CHAPTER FOUR PROPERTY MANAGEMENT

CHAPTER FIVE MINISTRY UNIT FINANCES

CHAPTER SIX LOCAL SHARED MINISTRY UNITS

(to be issued)

CHAPTER SEVEN DIOCESAN STRUCTURES

(to be issued)

CHAPTER EIGHT OUR PARTNER

(to be issued)

CHAPTER NINE ECUMENICAL ADMINISTRATION

(to be issued)

#### **FOREWORD**

This Administration Handbook is probably the first comprehensive handbook on administration ever issued in the Diocese of Auckland. Considering the Anglican Church has been active on these shores since Christmas Day 1814, it's been a long time coming!

Hopefully, it will help administrators, Vestry and others to organise and administer their Ministry Units more effectively.

It is a first attempt. There are more chapters to come and it probably contains errors! Please feel free to contact the Secretariat to offer suggestions, corrections, criticisms.

Happy administering!

Geoff Clark Diocesan Secretary May 2000

This Handbook supports and expands on the Canons and Statutes contained within. The Canons and Statutes are the authoritative documents. If any of the information in the Handbook is thought to be in conflict with the Canons and Statutes then the Handbook is over-ruled and the Canons and Statutes must always apply.

This Handbook is to be the responsibility of the <u>Vestry Secretary</u>, who should ensure that the updates are inserted and that the whereabouts of the Handbook is known at all times. Sections may be photocopied but it should be remembered that there will be amendments every six months so copies might quickly become outdated.

Replacement copies of this Handbook are available from the Diocesan Secretariat

(ph 302 7201) - cost \$50.00.

#### **AMENDMENTS**

- 1. Additions, alterations, deletions will be sent out as **Handbook updates in May** and **November of each year**. An accompanying instruction page will give advice on how to insert the update.
  - 2. Once an amendment is inserted, the following table should be completed. In this way the accuracy of the Handbook can be confirmed (even if no amendment is sent out at the 6 monthly interval, advice to this effect will be provided by the Secretariat and the table below can be notated).

Amendment		Date Amendment Published	Date Amendment Inserted	Inserted By (print in block capitals)	Signature
	ndbook Revision	March 2003 16 April 2003			
1	November 2003	Jan 2004	19 Jan 2004		
2	May 2004	July 2004	5 August 2004		
3	November 2004	Jan 2005	25 Jan 2005		
4	May 2005	No Amendme	nts Issued		
5	November 2005	No Amendme	nts Issued		
6	May 2006	May 2006	9 May 2006		
7	November 2006	Nov 2006	28 Feb 2007		
8	May 2007				
9	November 2007				
10	May 2008				
11	November 2008				
12	May 2009				

#### **CHAPTER ONE - MINISTRY UNIT ADMINISTRATION**

- 1 Introduction
- 2 Constitution of New Ministry Units
- 3 Annual General Meetings
- 4 Special Meetings
- 5 The Calling of Special Meetings
- 6 Vestry
- 7 Sub-Committees of Vestry
- 8 Church Wardens
- 9 The Vestry Secretary
- 10 Accounts & Other Financial Matters
- 11 The Parish Roll
- 12 Salaried Lay Personnel
- 13 Construction & Alteration of Churches, Halls, Vicarages & Other Parish Buildings
- 14 Correspondence
- 15 Copyright in Relation to "A New Zealand Prayer Book He Karakia Mihinare o Aotearoa"
- 16 Copyright in Relation to Other Publications
- 17 Cemeteries & Burial Grounds
- 18 Parish Trust Boards
- 19 Ministry Unit Boundaries
- 20 Attendance Statistics
- 21 Professional Conduct, Ethics and Sexual Harassment
- 22 The Privacy Act
- 23 Websites
- 24 Email
- 25 Police Vetting

#### **Appendices**

- 1 Privacy Act 1993 sample Parish Roll, facsimile header
- 2 Pro Forma Employment Contract for Lay Staff
- 3 Copyright Statement re "A New Zealand Prayer Book He Karakia Mihinare o Aotearoa"
- 4 Guidelines for completing Statistical Returns and Statistics Form
- 5 Police Vetting Sample Form

#### 1.0. INTRODUCTION (Constitution, Canons, Statutes)

- 1.1. Ministry Units within the Diocese are administered according to the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia. The Constitution was approved by General Synod in 1990 and the Canons or Regulations of the Church are introduced and amended by General Synod as required.
- 1.2. The Canons are purposely worded in such a manner as to allow latitude and flexibility in their implementation. The Canons are to be found at the rear of the Handbook.
- 1.3. The individual dioceses further refine and focus the Canons to suit the local diocesan requirements. This is done by implementing Statutes which give much greater detail and direction than the Canons. Statutes are introduced, debated, amended and agreed at the Diocesan Synod. The Statutes of the Diocese are to be found in this Handbook, immediately after the Diocesan Handbook.
- 1.4. Statutes, having been agreed at Synod, can be seen as the combined agreement of the Diocese as to how it should be regulated and administered.
- 1.5. At present there are 26 Statutes giving direction to all areas of diocesan life, from the regulation of cemeteries to the conduct of trusts and committees. The two most important Statutes for Ministry Units are the Financial Regulations Statute and the Parish Statute. Other statutes touch on Ministry Unit life but in general most other statutes are for regularising structures at diocesan level.
- 1.6. The Financial Regulations Statute is discussed in detail in Chapter 5. This chapter (Chapter One) provides support and guidance in interpreting the Parish Statute. It should be remembered that the Parish Statute is the definitive document and if this chapter seems to contradict the Statute in any way then the Statute is the authoritative regulation.

#### 2.0. CONSTITUTION OF NEW MINISTRY UNITS

- 2.1. Part 1 of the Statute gives direction as to how Ministry Units are created, changed and dissolved. Parishioners wishing to start up a new Ministry Unit should, in the first instance, meet the requirements of Clauses 5.2 and 5.3. A minimum of ten (10) parishioners need to sign a petition calling for a new Ministry Unit and then have that petition approved by a meeting of parishioners resident in the general area recommended for partition who worship in the church that will form the worshipping centre of the new Unit.
- 2.2. If Diocesan Council or Diocesan Synod approve the new Ministry Unit they will appoint a Commission to study how the assets should be divided and also to study the proposed new boundaries. Members of the Commission are decided by Diocesan Council but will <u>not</u> include members of the existing parishes affected. Diocesan Council will look for disinterested parties with the necessary skills, possibly using the Resources Council members because of their financial backgrounds.
- 2.3. It should be remembered that the Commission only makes recommendations. The final decision rests with Diocesan Council.

#### 3.0. ANNUAL GENERAL MEETINGS

- 3.1. There is only one Annual General Meeting of parishioners which is normally held in either February or March at which parishioners meet together to adopt the Accounts, elect ministry unit officials and conduct any other business that they see fit.
- 3.2. The business of the Annual General Meeting is detailed in clauses 18,19,23,24,25 of the Parish Statute and is also set out below. Items should be programmed into the Agenda in the following sequence:
  - (a) receive the Parish Roll
  - (b) fix the number of members of Vestry to be elected (not less than 3 and no more than 15)
  - (c) decide whether Vestry shall have power to fill casual vacancies on Vestry
  - (d) receive the name of the Vicar's Churchwarden
  - (e) elect the People's Churchwarden
  - (f) elect two Synod Representatives (these elections are held every 3 years)
  - (g) elect Vestry members
  - (h) receive, consider and adopt the Annual Accounts
  - (i) conduct any other business, including reviewing the past year's activities and planning for the coming year.

It is important to follow the order laid down in that clause to ensure that the various officials and Vestry are elected in the correct manner.

- 3.3. The Ministry Unit should take advantage of the Annual General meeting to conduct any other business. This is an ideal opportunity to review the work of the Ministry Unit over the past year and to set goals for the coming year.
- 3.4. Some Ministry Units hold their "main" Annual General Meeting late the previous year to conduct most business, including the election of Parochial Officers. The meeting is then adjourned until March when the Accounts are received and adopted. The March meeting focuses on the finances of the Ministry Unit. Refer also to paragraph 6.3. of Chapter 5.

#### 4.0. SPECIAL MEETINGS

- 4.1. Special General Meetings are meetings of all parishioners and may be convened at any time during the year to conduct business that may arise from time to time that could affect the Ministry Unit as a whole.
- 4.2. It is important to ensure that any extraordinary meetings that are called provide notice as laid down in Clause 22 of the Parish Statute. As well as giving notice, it is important to ensure that parishioners are aware of the content of the proposed meeting so that everyone comes prepared to discuss the issues. Notice must be given as follows:
  - (a) Verbally to the congregations of the services two Sundays prior to the time of the meeting
  - (b) In writing ten days prior to the meeting. The notice should be placed near the main entrance to the churches in the ministry unit.
- 4.3. One of the main complaints received from the parishioners of Ministry Units is that decisions are taken without due consultation. This is caused by Special General Meetings not being adequately publicised in accordance with the clauses in the Statute. The notice and the announcement are to include the agenda for the meeting so that parishioners are prepared to discuss business.

#### 5.0. THE CALLING OF SPECIAL MEETINGS

5.1. Clause 21 of the Parish Statute provides the detail as to who may call a Special General Meeting of parishioners within a Ministry Unit. If any parishioner wishes to call a Special General Meeting there must be a petition signed by at least ten (10) parishioners and these parishioners must be on the roll of that Ministry Unit. The Bishop of the Diocese, the Vicar or the Vestry may also call meetings as required.

#### 6.0. VESTRY

- 6.1. The rules regarding the composition of Vestry are included in clause 17 of the Parish Statute. Vestry has responsibility for running the day to day affairs of the Ministry Unit and must also provide the necessary leadership to ensure that the goals and growth of the Ministry Unit are achieved.
- 6.2. Vestry is only required to meet four (4) times annually, however, most Vestries meet monthly to conduct the necessary business of the Ministry Unit. Vestry should ensure that financial accounts are received at each meeting and are scrutinised carefully. Many Vestries are inclined to leave the financial concerns of the Ministry Unit to the Treasurer, especially if he or she is seen to be responsible and efficient. As Vestry has responsibility to its parishioners for the overall financial state of the Ministry Unit it is important that it gives careful consideration to all financial matters that are brought before it.

#### 6.3. <u>Duties and Responsibilities of Vestry</u>

- 6.3.1. It is the responsibility of the Vicar, Churchwardens and Vestry acting jointly to exercise pastoral care and financial management of Ministry Unit affairs in order to promote the spiritual welfare of its members and the financial viability of the Unit. Vestry members have responsibility for the total life, ministry, fabric, administration and finances of the Ministry Unit.
- 6.3.2. To work in co-operation with all Church communities in the Ministry Unit area and to use its best endeavours to ensure that these communities work in harmony and common agreement to further the mission of the Church.

#### 7.0. SUB-COMMITTEES OF VESTRY

- 7.1. Vestries, especially those of large Ministry Units, sometimes have difficulty in ensuring that all aspects of the Unit are adequately managed. Vestries are free to initiate various sub-committees to take over aspects of the Unit's life, such as building, general maintenance or finance. These sub-committees must be answerable to the Vestry and therefore must be created by Vestry and should have very clear lines of communication and accountability. Vestry must be able to give direction to any sub-committees and must, if necessary, be able to dissolve such groupings.
- 7.2. To help sub-committees with their task and lines of communication with Vestry it is important that a representative of Vestry is present on each of the sub-committees.

#### 8.0. CHURCH WARDENS

- 8.1. The duties of Church Wardens are laid down in Clauses 43 to 48 of the Parish Statute. Church Wardens provide an important link between the Vestry and Vicar and the parishioners. Church Wardens must be active within the parish and should endeavour to attend church services on a regular basis to ensure that Vestry is kept informed of feelings within the Ministry Unit.
- 8.2. Church Wardens may devolve some of their responsibilities to sub-committees, such as a Maintenance Committee, but only with the approval of Vestry. Church Wardens will always remain responsible to Vestry for all duties as laid down in Clauses 43 to 48 of the Parish Statute.

#### 8.3. Duties and Responsibilities of the Churchwardens

To

- (a) oversee the finances of the Ministry Unit, including the collecting and accounting of the offertory and management of special collections;
- (b) ensure the offertory and all other funds received are banked immediately;
- (c) preserve order in church during services;
- (d) oversee the care of the church and its contents;
- (e) oversee the maintenance plan for all Ministry Unit buildings and to ensure that Vestry is kept appraised of maintenance issues;
- (f) arrange for the auditing of the Annual Accounts and the forwarding of Financial Statistics to the Diocesan Secretariat;
- (g) ensure Audited Accounts are tabled at the Annual General Meeting;
- (h) along with the Vicar, compile and forward the annual Attendance Statistics to the Diocesan Secretariat;
- (i) along with the Vicar, keep an accurate and updated "Parish Roll";
- (j) agree and keep records of the Vicar's annual, sick and special leave. The Vicar's Warden should be very closely involved in this item.

#### 9.0. DUTIES AND RESPONSIBILITIES OF THE VESTRY SECRETARY

- 9.1. The Vestry is obliged to appoint a Vestry Secretary each year. The Vestry Secretary does not have to be a Vestry person but it helps if they are. The Vestry Secretary shall:
  - (a) keep Minutes of Vestry meetings, the Annual General Meeting and any Special General meetings;
  - (b) write such follow up letters as directed by Vestry and in accordance with instructions contained in the Minutes of Vestry or Ministry Unit meetings;
  - (c) collate and table all correspondence received into the Ministry Unit;
  - (d) introduce and manage a suitable filing system that will satisfy the requirements of Vestry;
  - (e) keep in a safe place all Vestry Minute books;
  - (f) forward to the Diocesan Archives any Minute books, Registers, files, etc. that are no longer current in the Ministry Unit.

## 10.0. ACCOUNTS & OTHER FINANCIAL MATTERS (also refer Chapter Five)

- 10.1. The Treasurer is responsible for <u>all</u> accounts within the Ministry Unit. It is realised that some accounts may be administered by other organisations within the Unit, such as a Ladies Guild or Opportunity Shop, however the Treasurer remains responsible for the preparation of the Accounts. The Treasurer may obtain help to undertake these tasks but must realise that he or she remains responsible at all times for all accounts.
- 10.2. The financial year runs from 1 January to 31 December of each year. Accounts should be prepared as soon as possible in the new year as they are required to be audited and presented to the Annual General Meeting. Because the Annual General Meeting must take place before 31 March in each year it is important that Accounts are processed and audited as soon as possible in the new year.
- 10.3. It is the responsibility of the Church Wardens to ensure that the Accounts are audited, it is not the responsibility of the Treasurer. Ideally, the completed Accounts should be taken by the Church Wardens to the auditor. It is also the responsibility of the Church Wardens to ensure that the auditor is properly accredited, in accordance with the Statute.

#### 11.0. THE PARISH ROLL

- 11.1. The parish roll is kept by the Vicar and Church Wardens and contains a list of those persons who wish to be considered parishioners of that Ministry Unit. The qualifications required to be registered on the parish roll are contained in clauses 63 to 65 of the Parish Statute. It is important that the parish roll is kept current as when there are contentious issues to be voted on it is vital that those on the roll are the only parishioners that may vote.
- 11.2. It is important to keep the roll up to date and to this end the Vicar and Church Wardens should constantly monitor those who make up the parish roll. It is always difficult to decide who is an active parishioner and should remain on the parish roll, however there are some easy decisions that can be made, such as a person who may die, move away from the Ministry Unit, or express a desire to have their name removed from the roll. Otherwise, it is up to the Vicar and Church Wardens to decide who should make up the roll and what the attendance criteria should be. However, in simple terms, people should not be removed from the roll if they do not wish to be and every attempt should be made to contact people before removing their names.
- 11.3. The Privacy Act, introduced in 1993, means that the Vicar and/or Wardens must obtain permission from individuals before collecting information that is to appear on the roll (refer Appendix One for a typical data collection form). Further information on the Privacy Act is at paragraph 22 of this chapter.

#### 12.0. SALARIED LAY PERSONNEL

12.1. More and more Ministry Units are hiring lay personnel to undertake tasks within the Unit in salaried positions. Many of these persons are only part time however all are covered under the Employment Contracts Act. For this reason it is important that any persons appointed to salaried positions within the Ministry Unit are covered by Employment Contracts. The Diocese will provide a basic contract for Units to use. This contract can be added to, to reflect the local situation but the detail of the

contract must not be altered. If Ministry Units find themselves in contractual difficulties with staff the Diocese may decide not to support any Unit that has not used the standardised Diocesan contract. A copy of this standardised contract is attached as Appendix 2 at the rear of this chapter. The contract should be signed by the two Churchwardens and the person selected for the position.

- 12.2. Ministry Units wishing to employ lay staff in salaried positions should contact the Diocesan Secretary for guidance prior to entering into any firm contractual arrangements. Vestry should implement a suitable selection panel to interview candidates for positions.
- 12.3. The Ministry Unit Administrator or, if there is no such position, the Treasurer, will maintain the necessary records associated with employing staff including payroll, time sheets, leave forms, and will also compile and forward the PAYE return to the Inland Revenue Department.

## 13.0. CONSTRUCTION AND ALTERATION OF CHURCHES, HALLS, VICARAGES AND OTHER PARISH BUILDINGS

- 13.1. There are quite detailed regulations pertaining to the construction or alteration of parish plant. The detail of this is to be found in Chapter 4 of this handbook. In simple terms, before a Ministry Unit may construct or alter Church buildings they must obtain the approval of
  - (a) the Diocesan Council the Council will wish to be assured that the financial provisions for such work have been carefully thought through and are practical;
  - (b) the Bishop's Advisory Committee on Faculties and Buildings will look carefully at all plans for construction and alteration to ensure that such plans are in sympathy with existing buildings and that the options taken are the best available.
- 13.2. Ministry Units should not enter into negotiations or sign contracts until both Diocesan Council and the Bishop's Advisory Committee on Faculties and Buildings have approved the project. When selling or buying property the associated Agreement For Sale & Purchase must be signed by the trustees of the General Trust Board. This also applies to contracts with builders, leasing agreements and in general any legal document. Ministry Units should forward such documents to the Diocesan Secretary for completion (refer Chapter Four, Property Management, for more detail).

#### 14.0. CORRESPONDENCE

- 14.1. Ministry Units that do not have a paid or volunteer Administrator must use the Vestry Secretary to action any correspondence. All inwards correspondence that is addressed to the Vestry Secretary of the Ministry Unit <u>must</u> be tabled at Vestry meetings. Correspondence initiated by Vestry must be signed by the Vestry Secretary. Other Unit officials should be discouraged from corresponding on behalf of the Ministry Unit or Vestry. In this way, the Vestry can monitor correspondence that is being forwarded under its name and the embarrassment of unofficial persons making pronouncements on behalf of Vestry without its knowledge averted!
- 14.2. Ministry Units that employ an Administrator can use this person to provide follow up correspondence as a result of Vestry meetings and any other administrative paper work that is required.

14.3. It is important that Vestry retains control of any correspondence emanating from the Ministry Unit. The best way to do this is to ensure that only the Vestry Secretary acts as the correspondence "gatekeeper" and actions all correspondence.

## 15.0.COPYRIGHT IN RELATION TO "A NEW ZEALAND PRAYER BOOK - HE KARAKIA MIHINARE O AOTEAROA"

15.1. In general terms, Ministry Units are free to use "A New Zealand Prayer Book. He Karakia Mihinare O Aotearoa" as it sees fit within the worshipping confines of the Unit. The content of the prayer book can be copied for pew users or placed on overhead project transparencies. Any outside agencies wishing to use portions of the prayer book should be referred to the General Secretary of the Anglican Church in Aotearoa, New Zealand and Polynesia. Greater detail of these quidelines is contained in Appendix 3 at the rear of this chapter.

#### 16.0. COPYRIGHT IN RELATION TO OTHER PUBLICATIONS

- 16.1. Much of the material used by Ministry Units within worship is covered by copyright law. Obviously, "Hymns Ancient & Modern" and other early material is no longer covered by copyright law. The most obvious area that could cause Ministry Units some concern is "Modern Hymns & Songs". There is no doubt that the majority of these will be covered by copyright. The Anglican Church in New Zealand, at both Diocesan and General Synod level, have attempted to negotiate various copyright agreements. As at January 2003 no agreements had been entered into therefore Ministry Units still find themselves responsible for compliance with copyright laws in this country.
- 16.2. It is recommended that if Ministry Units utilise particular publications often they seek copyright clearance with the relevant agent. Contact details should be notated prominently within the publication concerned.
- 16.3. The Diocese of Auckland and General Synod will from time to time continue to negotiate blanket coverage for copyright and if a successful agreement is completed details will be provided to Ministry Units as quickly as possible.

#### 17.0. CEMETERIES AND BURIAL GROUNDS

- 17.1. All cemeteries and burial grounds within New Zealand are subject to "The Burial & Cremation Act 1964". All cemeteries within the Diocese must conform to this Act. Copies of the Act may be obtained from the Government Printing Office.
- 17.2. The Diocese has provided further regulations relating to burial grounds and this is entitled "The Diocesan Burial Ground Statute 1999". This Statute is included in the section of this Handbook containing the Diocesan Statutes. Cemeteries or burial grounds contained within the boundaries of a Ministry Unit shall be under the control of a Board. Unless otherwise provided for, the Board is the Ministry Unit Vestry. The Vestry must conduct its business in accordance with the Diocesan Burial Ground Statute. The Statute contains the detail required for a Board to conduct its business and to regulate the management of burial grounds. Cemetery Boards are encouraged to review the Statute.

- 17.3. The Board has total discretion as to who may be interred within the cemetery. This is not considered to be discrimination and there are no restrictions under the Human Rights Act, the Commerce Act or the Fair Trading Act.
- 17.4. The Diocese administers the Purewa Cemetery under a separate Statute entitled "The Purewa Cemetery Statute 1938". Parishioners having any queries regarding the conduct and management of this cemetery should refer their queries to the Diocesan Secretary.
- 17.5. Some Ministry Units which administer cemeteries that are now full to capacity have closed the cemetery but have moved to create areas for the deposit of cremated remains. These Ministry Units have constructed ashplots or interment berms and many seem to be successful and sought after enterprises. Units wishing to explore this option further should make enquiries with the Diocesan Secretary who will refer these on to those Units which have initiated these ashplots.
- 17.6. Many Ministry Units with cemeteries find the cost of maintaining the facilities to be prohibitive and have entered into negotiations with local bodies, that is, District Councils, to ascertain whether control and maintenance of the cemetery can pass to the local body. This transference of burial grounds has taken place in the past, usually at no cost. However it does relieve the Ministry Unit of the burden of maintaining closed cemeteries. Ministry Units contemplating the transference of burial grounds to local authorities should write in the first instance to the Diocesan Secretary.
- 17.7. Cemetery Boards must keep Minute books and also ensure that financial accounts are kept. These Accounts are subject to the rules and regulations laid down in the Parish Statute and must be audited and forwarded to the Diocesan Secretary, along with any other Ministry Unit Audited Accounts.

#### **18.0. PARISH TRUST BOARDS**

- 18.1. The majority of property within the Diocese is held in trust by the General Trust Board of the Diocese of Auckland with the beneficiaries being the parishioners of that particular Ministry Unit. However, there are a few Ministry Units that have local Trust Boards. These Boards may or may not be holding Ministry Unit property in their name but Trust Boards were originally set up for that purpose. A list of Ministry Units that have properly constituted Trust Boards is at Chapter 4 Appendix 5.
- 18.2. Local Trust Board members are normally the Vicar, Church Wardens and members of Vestry of the Ministry Unit concerned. The administration and day to day running of such boards is regulated by a Diocesan Statute entitled "The Local Trusts Statute 1927". This Statute is included in the section of this Handbook containing the Diocesan Statutes.
- 18.3. Although Ministry Unit properties may be held in the name of a local Trust Board this does not allow the board to deal with this property without first obtaining the approval of Diocesan Council in other words, before purchasing or selling land and buildings the Trust Board must first obtain the approval of Diocesan Council.
- 18.4. Local Trust Boards must keep separate Accounts which must be audited in accordance with normal Ministry Unit regulations. The audited Accounts must be submitted to the Ministry Unit Annual General Meeting prior to forwarding to the Diocesan Secretary.
- 18.5. Parish Trust Boards are covered under the Diocesan Insurance Fund in terms of Trustee Liability Insurance. In general, trustees of local Ministry Unit Trust Boards

will not be held personally liable "...whilst operating as a member of the Trust Board."

#### 19.0. MINISTRY UNIT BOUNDARIES

19.1. Ministry Unit boundaries are normally decided during the establishment of that Ministry Unit. Geographical boundaries are approved by Diocesan Council and the details of the boundaries are held by the Secretariat. Copies of the descriptions of Ministry Unit boundaries may be obtained from the Diocesan Secretary. Ministry Unit boundaries have little relevance for modern Units, however it is still important that these boundaries be recorded for administrative purposes, such as conducting surveys, ensuring that there is no duplication of effort during mission efforts and ensuring an even distribution of responsibilities to closely grouped Ministry Units.

#### 20.0. ATTENDANCE STATISTICS

- 20.1. Ministry Units are required to keep attendance statistics in accordance with clause 51 of the Parish Statute. These statistics are required to be forwarded to Diocesan Council in March of each year in the form provided by the Secretariat from time to time for that purpose. These statistics are normally compiled from a combination of various sources such as the parish roll and other attendance registers that are kept by the Ministry Unit. The figures that are forwarded to Diocesan Council on an annual basis are correlated by the Secretariat and appear in the Year Book. These figures provide the basis for future planning and other strategic requirements. It is important that these statistics are accurately recorded to ensure that the Diocese is able to correctly interpret Church membership and growth. It is the responsibility of the Vicar and Churchwardens to compile and forward these forms to the Secretariat.
- 20.2. A copy of the current pro forma for recording annual attendance statistics and the associated instructions are included as Appendix 4 at the rear of this chapter.

## 21.0. PROFESSIONAL CONDUCT, ETHICS AND SEXUAL HARASSMENT

- 21.1. At the 1996 Diocesan Synod a series of motions were passed relating to the following:
  - (a) Code of Ethics
  - (b) Professional Practice Guidelines
  - (c) Grievance & Dispute Procedures
  - (d) Termination & Resignation of Appointments
  - (e) Sexual Harassment.
- 21.1.1 At Diocesan Synods in 1995 and 1998 Grievance and Dispute Procedures and Termination & Resignation of Appointments were extracted and included into the Diocesan Statutes. At present these two items are included in "The Licensed Ministry Statute 1999".
- 21.1.2 However, items (a), (b) and (e) of paragraph 21.1. above remained in force until General Synod introduced the revised Title D Canon I. All discipline related matters are included in Title D. (A copy is included in the General Synod Section of this Handbook.)
- 21.2. There is a poster available for display in Ministry Units which lists contact persons for persons wishing to report instances of inappropriate behaviours. Copies of the poster are available from the Diocesan Secretariat.

#### **22.0.THE PRIVACY ACT 1993**

- 22.1. The Privacy Act became law on 1 July 1993. The aim of the Act is to regulate the collection, use and disclosure of information so as to safeguard the privacy of all living New Zealanders. It was enacted for your protection it may make some persons' jobs more difficult, but that is a small price to pay for the protection of your privacy.
- 22.2. The Act applies to all levels of the Anglican Church, that is all dioceses, parishes and other ministry units and agencies. Remember, it is mainly commonsense and most of us will have been following the spirit of the Act all of our working lives. If in doubt, let your commonsense prevail.
- 22.3. The following information is in the form of a practical guide for every day use. It will cover most situations that you find yourself involved in. It will not cover the more complicated problems that arise you will need to refer to the Privacy Officer (Diocesan Secretary) for rulings in those instances.
- 22.4. The Privacy Officer is appointed to encourage compliance with the Act and deal with queries that arise. The Diocesan Secretary is the Diocesan Privacy Officer. Each parish and ministry unit should appoint a Privacy Officer. Normally, this will be the Vicar or Priest-in-Charge. In the first instance, all questions should be referred to the local Privacy Officer. If unable to solve a problem, the Privacy Officer should contact the Diocesan Secretary for guidance.
- 22.5. When collecting information (normally the Parish Roll) it is important to remember the following:
  - (a) Always obtain information from the individual concerned, with their approval. To ensure there are no misunderstandings, a form similar to that enclosed should be used (refer Appendix One). It is important to ensure that those providing personal information know who will have access to it.
  - (b) Only collect information that is absolutely necessary for the activity involved.
  - (c) Providers of information must be permitted to review any personal information held to ensure accuracy.
  - (d) Information must only be used for the purpose for which it was gathered for example, the Parish Roll cannot be made available to direct selling organisations or even charitable groups.

#### **22.6. Security of Information:**

- (a) Sensitive written material must be kept locked in a filing cabinet or drawer, the key to be retained by the person who needs to access the material. The Roll should be kept locked away.
- (b) Computer files. Information should be capable of quick deletion from screens. Sensitive files must be password protected. Computer disks should be kept locked away. E-mail should be processed carefully (depending on the system in use, third parties could access your E-mail).
- (c) Fax messages should contain a pro-forma to protect confidentiality. A suggested text is provided on the reverse page of Appendix One. Recipients of sensitive fax messages should attend the fax machine as the message is being received.
- (d) Photocopiers remember to retrieve the original after completing any copying.
- (e) Do not conduct sensitive telephone calls with other people in the same room.
- (f) Destroy unwanted sensitive material by burning or shredding machine. Do not dispose of such material in the waste paper basket.

#### 22.7. Retention of Information:

Do not hoard out-of-date information - destroy or pass to the Diocesan Archives. Information relating to employees should be kept for 90 days in case of personal grievances being lodged.

22.8. Access to information must be restricted to those who have a legitimate need to work with the information in question - eg: the Vicar and Wardens need access to the Roll, as does the Parish Secretary.

#### 22.9. Public Prayer:

Normally, permission of the person being prayed for needs to be obtained. Certainly, if it is intended to mention any specific illness or problem agreement needs to be obtained.

22.10. Do not give out any information on parishioners over the phone; volunteer to pass on any requests to the person involved. Remember that the Parish Roll may contain unlisted telephone numbers which should be protected. Do not provide character references, information to Government agencies (eg: Social Welfare), payroll information, credit reference checks, or other such information to telephone enquirers. Obtain the permission of the individual involved first and ask enquirers to put their request in writing.

#### **23.0. WEBSITES**

- 23.1. The Diocese of Auckland has its own website (<a href="www.auckanglican.org.nz">www.auckanglican.org.nz</a>) as does the Cathedral (<a href="www.holy-trinity.org.nz">www.holy-trinity.org.nz</a>) and some Parishes including Otahuhu and Devonport. There are pages available on the Diocesan Website for Ministry Units to utilize at no cost. Information on these pages could include service times, contact information, photographs etc. Please contact the Diocesan Secretariat for further information.
- 23.2. Parishes setting up their own websites which include links to other websites should include a disclaimer as follows:"The Parish of \_\_\_\_\_\_ hereby disclaims any liability whatsoever for any material contained in websites other than its own website, www.\_\_\_\_\_. Third

party website links are provided for convenience only. Any statements or opinions contained in websites linked to this website are not to be taken as statements or opinions of the Parish of \_\_\_\_\_\_ which does not control linked websites and accepts no responsibility for them or their content".

#### **24.0.E MAILS**

24.1 Parishes or Parish officials using Email for official Parish business should include in every message sent the following clause

**"CONFIDENTIAL.** The information in this internal email is confidential and may be legally privileged. If you are not the intended recipient any disclosure, copying, distribution or other action taken on it is prohibited. If you have received this Email message in error please notify the sender immediately by telephone. Please also delete the message from your computer. **THANKYOU**".

#### 25.0. POLICE VETTING

25.1 At the 2002 Diocesan Synod the following motion was agreed

"THAT this Synod resolves that all parishes, ministry units and educational or social work agencies in the Diocese require voluntary Police checks for all persons

seeking appointment (stipended, paid or voluntary) within the Parish, ministry unit or agency or clergy or lay worker who may have supervised or unsupervised responsibility or involvement in the care or oversight to children, young people or the elderly in the course of their duties".

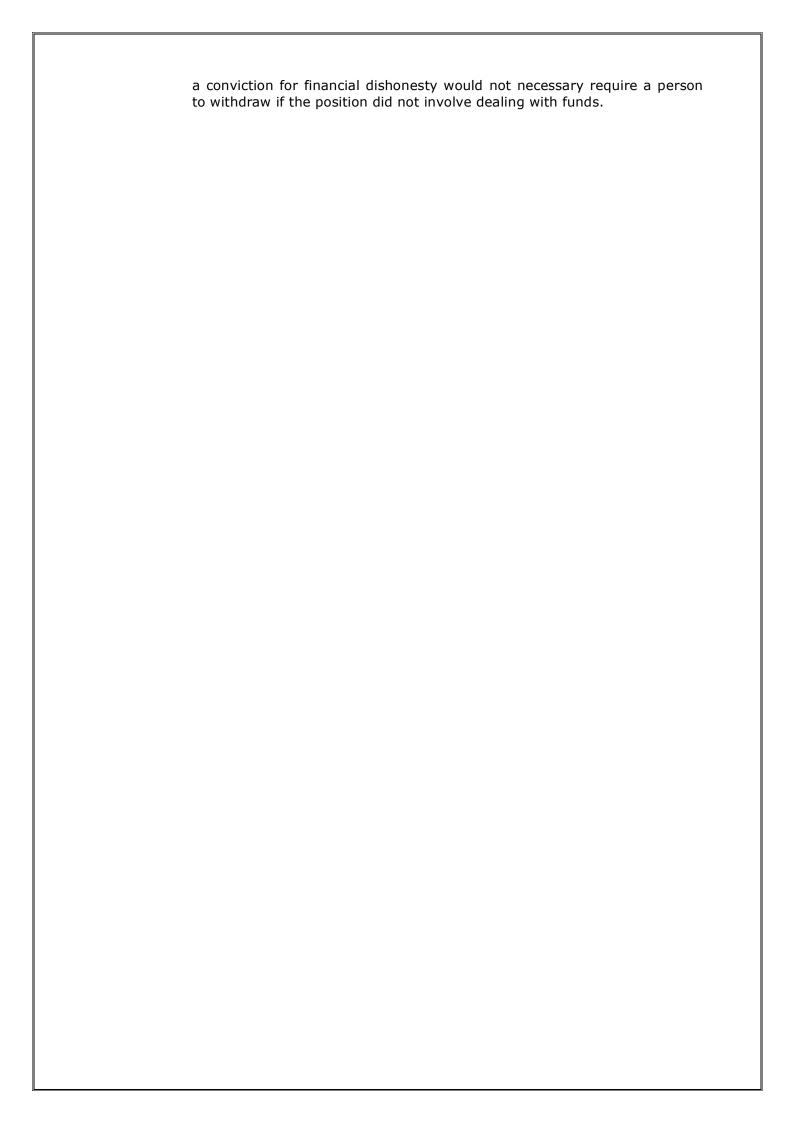
- 25.2. The Anglican Diocese of Auckland has now been registered with the New Zealand Police Licensing and Vetting Service Centre as an approved body for vetting. The procedures for this service require there to be one point of contact in the Diocese to process the applications for vetting. The Diocesan Secretary will coordinate the completion and forwarding of the applications to the Police, however, the responses received from the Vetting Service will be forwarded directly to the Diocesan Bishop, Bishop John, who will review the responses and take any action needed.
- 25.3. In some cases it will be difficult for vestries to decide who should be vetted. In general the following guidance should be used, if a person has unsupervised and ongoing contact with children, young people or the elderly then police vetting is required. To expand on that, if a person meets on a regular basis with young people, say a youth group or study group and there is the possibility that no other adult will be present at any stage during the interaction then a police check is required. If Ministry Units have any queries please contact either the Rev Dr Ken Bennett (Chaplain for Ministry Education) or Geoff Clark (Diocesan Secretary ).

#### **Process for Vetting**

- 25.4. a) Vicar and Vestry to decide who within their ministry unit is required to undergo police vetting based on guidelines detailed above.
  - b) Ministry Unit Administrator or Vestry Secretary to contact Anita Thomas at the Diocesan Secretariat (Ph: (09) 302 7201, Fax: (09) 302 7217, Email <a href="mailto:athomas@auckanglican.org.nz">athomas@auckanglican.org.nz</a>) to arrange for blank application forms to be forwarded. A sample copy of such a form is at Appendix 5 to this chapter.
  - c) Application forms which will have serial numbers will be sent to the ministry unit administrator or vestry secretary who will arrange for the form to be completed (example copy enclosed) and returned to Anita Thomas at the Diocesan Secretariat.

### <u>Please Note: Forms must not be sent directly to the Vetting Service, they are to be returned to the Diocesan Secretariat.</u>

- d) Completed forms will be forwarded to the Police Vetting Service in Wellington in batches (as requested by the Police).
- e) Vetting will be completed within 20 working days and the results will be forwarded directly to the Diocesan Bishop. (No other person will see the results of the Vetting).
- f) The Diocesan Bishop will direct Anita Thomas to inform the relevant Ministry Unit of the results of all satisfactory vetting. The Diocesan Bishop will personally contact any person who has an adverse vetting and require that person to withdraw from the position involved. An adverse vetting is one in which the information provided by the police gives concern as to the safety of the children, young people and the elderly who are in contact with that person. There could well be convictions on the persons record that are not relevant to the circumstances. For example a conviction for drunk or dangerous driving would not necessarily exclude a person as long as there was no requirement to drive children in the course of the contact. Similarly



#### **APPENDIX ONE**

#### **PRIVACY ACT 1993**

To comply with the Privacy Act, 1993 the following information must be provided on any form used in the collection of information:

#### **Parish Roll and Survey Forms**

To enable our Parish to better serve, you are requested to complete the questionnaire below. All the information collected with be treated as "Private" and, as such, identification as to name and address will be provided only to:

Vestry Cleaning Intercessor	Flowers				
	Reader	Chalice	Lawns	Server	
Are you part of a	ny of the foll	owing roster	s or groups?		
Do you wish to re	eceive the Pa	rish magazir	ne?	Yes	No
home					
Names of childre			,		(bus.)
Name/s Address					
The Church Roll will on completion of ex			e. All question	naire forms will	be destroyed
The Church Bell wil					
This information mather that the purpose of coll				as authorised l	by the Vestry.
this information w concerned. Also, u sold" to any agency	ill not be pronder no circui	ovided withou mstances wha	t the personatsoever will n	al consent of ames and add	the individual resses be "on
When names and a		requested by	outside agen	cies, unless rec	uired by law,
Parish of (delete if no	t required)		Office		
(delete if no					

intended only for the recipient named in this message. If the reader of this message is not the intended recipient you are notified that any use, disclosure, copying or distribution of the information is prohibited. If you have received this message in error, please notify us immediately, and destroy the document. Thank you.					disclosure, ve received

(employee's name and address)

(date)

Dear (name of employee),

#### INDIVIDUAL EMPLOYMENT AGREEMENT

We are pleased you will be accepting the position offered to you. The terms and conditions of your employment are set out below.

#### 1 Employer

Your employer is (name the Ministry Unit)

#### 2 **Position**

- 2.1 You are employed as (briefly state description) reporting to (insert name of person who the employee reports to). Your duties include all those things usually associated with that position, together with all other duties reasonably requested of you as outlined in the attached Job Description.
- 2.2 This Agreement is subject to a probationary period of three months commencing on (insert start date) and concluding on (insert date 3 months from start date), during which a fortnight's notice may be given by the employer if the new employee is not meeting the standard of work required, provided this has been adequately and fairly discussed before such notice is given. The employee will receive adequate feedback about their performance on a regular basis during the probationary period.

#### 3 Hours of Work

Your normal hours of work will be: (*insert hours*). Your normal working week is considered to be that specified until paragraph 6 of this Agreement.

#### 4 Remuneration

You will be paid a flat rate of \$(rate) (gross) per hour for all hours worked.

Wages will be paid fortnightly and will be direct credited to a bank account nominated by you.

#### 5 Annual Leave

In accordance with the Holidays Act 2003, after 12 months of employment with the employer, you are entitled to three weeks annual leave equivalent to your normal working week, hours and rate of pay.

Annual holidays are to be taken at a time convenient to the operational needs of the employer, and you must obtain the employer's consent to the timing of any proposed leave.

#### 6 **Public Holidays**

The eleven public holidays specified in the Holidays Act 2003 shall be observed. You may however be required to work on any particular public holiday, in which case you shall be paid at the rate of  $1\frac{1}{2}$  times your normal hourly rate, being [\$ ] gross for the hours worked on that day. In addition, you will be entitled to a normal working day's paid leave in lieu, to be taken at some other time that is mutually convenient. Your normal working week and day is considered to be

(insert #) days at (insert #) hours per day. Deductions will be made for absences not provided for herein.

#### 7 Sick Leave

In accordance with the provisions of the Holidays Act 2003, after 6 months employment by the employer you are entitled to five days sick leave. Sick leave may be taken in the case of personal sickness or domestic sickness. Sick leave may not be accumulated and will not be paid as cash in lieu.

You are required to notify the employer as early as possible if you are to take sick leave, and the employer may require a medical certificate after three consecutive days absence.

#### 8 **Bereavement Leave**

In accordance with the provisions of the Holidays Act 2003, after 6 months employment by the employer you are entitled to three days bereavement leave per bereavement of a spouse, child, parent, sibling or in-law. In addition, one day's bereavement leave may be granted, at the discretion of the employer, where the employer believes that you have suffered bereavement. Bereavement leave may not be accumulated and will not be paid as cash in lieu.

#### 9 **Termination**

#### 9.1 **Notice**

You are required to give two weeks written notice in the event that you wish to resign.

#### 9.2 **Summary Dismissal**

In the event of serious misconduct, you may be dismissed without notice.

#### 9.3 **Warning Procedure**

In the event of less serious misconduct, you shall be entitled to one preliminary verbal warning, and one final written warning prior to dismissal. If the matters or conduct complained of in the final warning are not improved or corrected you may be dismissed and will receive one week's notice of that dismissal.

#### 9.4 **Redundancy**

The ministry unit primarily operates on the basis of donations, and if finance is not maintained at a sufficient level, you may be made redundant. Redundancy may also arise if any other circumstances where the position filled by you is, or will become, surplus to the needs of the ministry unit. You will not be entitled to compensation in the event that your position is made redundant.

#### 10 Employment Relationship Problems

Under the terms of the Employment Relations Act 2000, the following procedure will apply to the settlement of all employment relationship problems and personal grievance matters within our organisation. You are reminded that a Personal Grievance is about a situation where you feel aggrieved because of an action, or actions, taken by us. Any staff member may use this procedure. If you feel that you have been treated unfairly and feel aggrieved, you are urged to first raise the matter with your supervisor/the Vicar, who will do everything he/she can to resolve it as soon as possible after the event.

#### 10.1 **Step 1**

You must first speak with the Vicar. If for any reason you don't wish to raise it with the Vicar, you should speak with the Vestry so that your concern can be dealt with at once.

#### 10.2 **Step 2**

If you, or your representative, prefer to raise any matter with the Vicar or the Vestry, or if any matter you have raised under Step 1 has not been resolved, you should write a letter regarding your problem or grievance, covering three points:

- (i) Details of your problem or grievance
- (ii) Why you feel aggrieved
- (iii) What solution you seek to resolve the matter

If your letter raises a grievance, please submit it within 90 days of the event giving rise to it.

#### 10.3 **Step 3**

The Vicar or the Vestry will then meet (within 7 days of receipt of your Step 2 letter), to discuss and attempt to resolve the matter. Either party failing to attend this meeting will be regarded as a serious breach of the employment relationship. If either party feels they are unable to reach a solution, they must advise the other party in writing, setting out the reason(s) for such decision.

#### 10.4 **Step 4**

If the problem or grievance cannot be resolved at the Step 3 meeting, and you wish to pursue a Personal Grievance, you must write to the Vicar or Vestry advising of this. If there is no change in the details of your grievance, as set out in Step 2, you may simply refer to your Step 2 letter. Otherwise, you will need to write a further letter.

#### **Note**

You must follow Step 4 within 90 days of any advice, under Step 3, that either party is unable to resolve the grievance. Failure to provide this formal notice within the 90-day period shall render the grievance void and you won't be able to raise it again, under any circumstances. This time limit is to ensure that every effort is made to resolve grievances as quickly as possible in accordance with the principles of the Employment Relations Act.

#### 10.5 **Step 5**

Within 7 days of receiving your advice that you are pursuing a Personal Grievance, the Vicar or Vestry will advise you, in writing, of their final review of the circumstances and whether they believe a solution is possible. This Step is not to delay filing your Personal Grievance with the Mediation Service of the Department of Labour, but to give the Vicar or Vestry a final opportunity to review their position.

#### 10.6 **Step 6**

You may file your Personal Grievance with the Mediation Service of the Department of Labour, or with any alternative mediation provider as may be agreed.

#### 10.7 **Step 7**

If mediation is unsuccessful, you may apply to the Employment Relations Authority which can make a decision about your employment relationship problem.

#### 10.8 **Step 8**

If you are dissatisfied with the findings of the Employment Relations Authority, you may ask for the matter to be heard from the beginning, in whole or in part, by the Employment Court.

#### 10.9 **Step 9**

If you need more information about how to resolve employment relationship problems, you can contact the Department of Labour for further information.

The Diocesan Secretary and Secretariat office are available should you require assistance.

#### **Independent Advice**

The Parish wishes to advise you that you are entitled to seek independent advice about this proposed Employment Agreement.

We trust these terms and conditions are acceptable to you and we would appreciate your acknowledgment by signed the <u>enclosed</u> copy of this letter and returning it to us.

We look forward to working with you.

Yours sincerely, (name of employer)

I hereby acknowledge that I have read, considered and agreed to the foregoing terms and conditions of employment, and accept employment on that basis.

(Name of Employee)		

#### **APPENDIX THREE**

# STATEMENT ON COPYRIGHT IN RELATION TO "A NEW ZEALAND PRAYER BOOK HE KARAKIA MIHINARE o AOTEAROA"

- 1. Copyright is held by The Anglican Church in Aotearoa, New Zealand and Polynesia and is in three parts in terms of the texts in the various language groups as described on the page opposite the contents (page v) of the book.
- 2. All rights reserved. Except for the special exemptions listed below, no part of this publication may be reproduced or transmitted in any form or by any means, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the copyright holder.
- 3. Special Exemptions:
  - (a) Reproduction for a single occasion The material provided in this book may be reproduced without written permission and without payment of a fee, provided that the following conditions are observed:
    - (i) Copies are not sold;
    - (ii) Use is limited to a particular named parish or worshipping community. Name is to be shown;
    - (iii) An acknowledgment is included which reads as follows:
      "This copyright material is taken from 'A New Zealand Prayer Book
       He Karakia Mihinare o Aotearoa' and is used with permission."
  - (b) Reproduction for repeated use The material in this book may be reproduced provided that written permission is obtained from the General Secretary of The Anglican Church in Aotearoa, New Zealand and Polynesia and the following conditions are observed:
    - (i) Copies are not sold;
    - (ii) Use is limited to a particular named parish or worshipping community, for particular occasions. Name is to be shown;
    - (iii) The copies are used to supplement and not replace "A New Zealand Prayer Book He Karakia Mihinare o Aotearoa";
    - (iv) An acknowledgment is included which reads as follows:
      "This copyright material is taken from 'A New Zealand Prayer Book
       He Karakia Mihinare o Aotearoa' and is used with permission."
    - (v) Copies or reproductions are made of whole pages or sections of text without editing the text, rubrics or language versions.



#### ANGLICAN DIOCESE OF AUCKLAND

## GUIDELINES FOR COMPLETING STATISTICAL RETURNS (The responsibility of Churchwardens and Vicar)

Figures should be for a calendar year - ie 1 January - 31 December

The statistical return sheet is completed as soon as a calendar year completes and should be returned to the Diocesan Secretariat no later than 1 April of the following year. All the returns from ministry units are collated and appear in the Diocesan Year Book.

It is the responsibility of the Vicar and Churchwardens to compile this statistical return. (Clause 51, Parish Statute)

These returns are valuable and are used by many groups in the Diocese to plan for future ministry, education requirements and the general administration of the Diocese. It is important that they are accurate. The comments set out below are to help ensure that the correct figures are inserted. If you have any queries about any aspect of the form, please call the Personnel Administrator at the Secretariat (09 302 7201). She will be only too happy to assist you.

- Your ministry unit maintains a roll of all current members. It should be in the possession of the Vicar and/or Churchwardens. This roll will enable you to provide the figures for Item 1. If you feel the roll is out of date, it is the responsibility of the Vicar and Churchwardens to ensure it is purged/corrected at least once every year.
- **Items 2 5** The Vicar/Priest-in-Charge keeps a record of all of these acts within the ministry unit, using a register. Obtain the figures from that person. It does not matter who conducted the service, we only wish to know how many there were during the year.
- Add together the numbers of attendances of **all** services, including Sunday and weekday, for the whole year. If you have more than one church (worship centre) then add the figures from all the other Anglican churches within your ministry unit. Please include children and babies. Do not include figures for attendances at weddings and funerals.
- Add together the numbers of attendees at **all** services during the month of June. This figure should be the total of the following three figures ie Sunday am, Sunday pm and weekdays. Do not include figures for attendances at weddings and funerals.
- **Item 8** Add together **all** acts of communion of the past year within the ministry unit, including home communions, rest home communions **and** Christmas and Easter. In the following two lines, show Christmas Day and Easter as separate totals.

- **Item 9** This should include Sunday schools and any other activity organised by the ministry unit for children 11 years of age and under which take place at any time during the week, such as clubs, holiday programmes etc.
- **Item 10** Add up the numbers of all those who attended the groups in Item 9 above not how many attendances, but a total of the number of children who attend on a regular basis.
- **Item 11** Similar to item 9 but for young people over the age of 11 (youth groups, clubs, hobby groups etc) as long as they are run by the ministry unit.
- **Item 12** As for Item 10
- **Item 13** To include Bible Study, Alpha groups. Need not be for a full year. Would include groups attending a course of a set length, say 8 weeks.
- **Item 14** Number of adults who have attended courses/groups over the past year, as shown in item 13 above.
- **Item 15** Normally those groups that hire the hall. These would include bridge clubs, Guides, Scouts etc.
- **Item 16** Numbers only required. This figure should be available from the Treasurer or the person administering your envelope system.
- Items 17-19 The Vicar or Priest-in-Charge will provide these figures.

Please sign your name at the foot of the form and print your name in block capitals so that we can contact you if we need further clarification of the figures provided.

Don't forget to include the name of your ministry unit at the top of the form, in the space provided.



# STATISTICAL RETURN FOR THE YEAR ENDING 31 DECEMBER 2002

#### **NAME OF MINISTRY UNIT**

1	Number of persons on Roll	le				
			Fen	nale		
2	Number of Baptisms	under 16	years of ag	je 💮		
		over 1	.6 years of	age		
3	Number of Confirmations					
4	Number of Marriages					
5	Number of Funerals					
6	Total number of attendances at all worship services (excluding weddings and funerals)					
7	Total number of attendances during the mo	onth of <b>JUNE</b>				
	(excluding weddings and funerals		Sunday am	ı		
			Sunday	pm		
			Weekd	lays		
8	Acts of Communion		iring the ye			
		on	Christmas	Day		
		ster				
9	Number of Sunday or weekday groups (un					
10	Total number of those attending Sunday/w					
11	Number of Youth Groups					
12	Total number of those attending Youth Groups					
13	Number of Adult Study/Prayer/Home group year)	the				
14	Number of persons participating in those g					
15	Groups other than Church groups using bu					
		ions				
16	Number of people giving by envelope/auto					
17	Number of clergy					
		le	Female			
	Full ti					
	Part ti					
	N					
18	Number of Licensed Lay Ministers Male Female F				Unpaid	
	areas except youth					
	Youth					

Cianad.	Data
Signed:	 Date:

PLEASE RETURN TO THE DIOCESAN OFFICE NO LATER THAN 14 APRIL 2004

#### **EXAMPLE**

#### CONSENT TO DISCLOSURE OF INFORMATION

THE COMPLETED FORM MUST BE RETURNED TO THE DIOCESAN SECRETARIAT AT THE FOLLOWING ADDRESS: ANITA THOMAS, ANGLICAN DIOCESE OF AUCKLAND, P O BOX 37 242, PARNELL, AUCKLAND 1033.

#### THIS FORM MUST NOT BE PHOTOCOPIED

Licensing & Vetting Service Centre Office of the Commissioner PO Box 3017 WELLINGTON I,..... (Surname) (Fore Names) ..... (Maiden or any other names used) Sex.....(M/F) Date and place of birth..... Nationality.....Residential Address..... Suburb...... City..... NZ Drivers Licence number..... hereby consent to the disclosure by the New Zealand police of any information they may have pursuant to this application, to The Anglican Diocese of Auckland. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004. Signed..... Date..... COMMENTS OF THE NEW ZEALAND POLICE

A Stamped, self-addressed envelops must accompany all requests