

## THE FINANCIAL REGULATIONS STATUTE 2000

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

### 1. TITLE

The Short Title of this Statute shall be "**THE FINANCIAL REGULATIONS STATUTE 2000**".

### 2. INTERPRETATION

2.1. In these Regulations, unless repugnant to the context or unless otherwise expressly stated, the following words shall have the meaning hereby attached to them, namely:

"**ministry unit**" means any local ministry and mission unit formed under the provisions of Title B Canon V

"**vestry**" means the local representative body (by whatever name known) which has responsibility for the life and administration of the ministry unit

"**ordained minister**" means any person in Holy Orders holding the Bishop's Licence

"**stipendiary**" means receiving a stipend paid in whole or in part from Diocesan funds

"**stipendiary minister**" means a stipendiary Lay Minister or stipendiary Ordained Minister

### 3. FINANCIAL ADMINISTRATION

3.1. The Diocesan Council shall exercise overall responsibility for the management of the finances of the Diocese. In exercising this responsibility, the Council shall work in partnership with parish and other ministry units with regard to strategic mission planning and the consequent deployment of resources.

3.2. "The finances of the Diocese" shall extend to and include all the assets of the Diocese, including land and buildings, special accounts, parish funds, various investments and trust funds held for the work of this Diocese or any part thereof (including parochial trusts and those administered by the Diocesan Council but held in the name of the General Trust Board) PROVIDED THAT the Diocesan Council, as an act of partnership with Te Pihopatanga o te Tai Tokerau, shall share equally with Komiti Tumuaki the income from the proceeds of the sale of the Harris Road property previously owned by the Diocesan Trust.

3.3. Diocesan Council is authorised to make (and from time to time subsequently to amend) procedures for the administration of centralised Ministry Unit financial accounting. Those procedures will provide for:

(a) the centralised collection, recording and processing of all financial information, including transactions, receipts, payments, and the compilation and preparation of financial accounts of all Ministry Units (subject to paragraph (b) below), to achieve compliance with applicable financial reporting, audit, charities and other legislation;

(b) the local collection, recording and processing of all financial information, including transactions, receipts, payments, and the compilation and preparation of financial accounts by those Ministry Units which wish to do so themselves, where Diocesan Council is satisfied that:

i) such a Ministry Unit has the necessary capacity and capability to do so;

ii) the Ministry Unit's finances are of such complexity and size that this is appropriate; and

iii) these tasks can be undertaken by the Ministry Unit in a manner which achieves the compliance referred to in paragraph (a) above

and on such terms as Diocesan Council may specify in each case; and

(c) each Ministry Unit (including its Treasurer and Governing Body) being responsible for such tasks and responsibilities as are necessary to effectively achieve the compliance referred to in paragraph (a) above in accordance with either paragraph (a) or (b) above, as the case may be.

- 3.4. Clause 3.3 will apply, with all necessary modifications, to every parochial trust or other entity within the scope of clause 3.2 as if they were each a ministry unit.
- 3.5. The Diocesan Council shall exercise direct responsibility for those funds which form the operating funds of the Diocese, and in particular the income and expenditure relating to various forms of ministry and other activities of the Diocese as determined from time to time by the Council or by Synod.
- 3.6. Funds that are available for investment may from time to time be invested in any of the modes or forms of investment that the law of the land permits for trust funds; and when they are held by an authorised trust board under the Anglican Church Trusts Act 1981 they may be invested in any of the modes or forms of investment permitted under that Act.
- 3.7. The Diocesan Council shall act as a responsible steward of the finances of the Diocese and shall work to ensure that the assets of the Diocese are not depleted; and to that end shall operate as far as possible within a balanced budget.
- 3.8. The Diocesan Council shall keep all necessary financial accounts for the funds for which it has direct responsibility, and shall present to each Session of Synod a full statement of, and a report on, those accounts.

#### **4. POWER TO BORROW AND LEND**

- 4.1. The Diocesan Council is hereby empowered:
  - 4.1.1 to borrow any sum or sums of money as it may deem necessary from time to time to meet its required obligations, and any such borrowings may be made with or without security over any or all of its properties or investments (including those administered by the Diocesan Council but held in the name of the General Trust Board) on such terms and conditions as Diocesan Council may from time to time think fit.
  - 4.1.2 to make advances of any sum or sums as may be decided on from time to time to any ordained minister, vestry or lay worker; such advances to be made with or without security and upon such terms and conditions as the Diocesan Council shall from time to time determine.

#### **5. FINANCIAL ADVICE**

- 5.1. Diocesan Council will establish a standing sub-committee to advise on all financial matters. It shall monitor and report on the financial condition, policy and performance of the Synod and Diocesan Council, make such recommendations and reports as Diocesan Council may from time to time request, and generally assist and advise Diocesan Council in matters of finance.
- 5.2. All parishes and other ministry units shall be liable to contribute a sum to the Diocese each year, payable monthly, to defray the general expenses of the Diocese including (but not limited to) the administration of the Diocese, the expenses of the Diocesan Synod, the assessments of the General Synod and the Inter-Diocesan Conference, and such other purposes as Synod may from time to time direct; PROVIDED THAT in setting the annual Budget the sum to be levied for Diocesan expenses shall not exceed twenty per cent of the estimated total of all parish or ministry unit offerings.

## **6. MINISTRY UNIT PRIORITIES IN FUNDING**

- 6.1. The order of priority of ministry unit expenditure shall be:
  - 6.1.1 firstly, contributions to the Stipend or Enablers' Pool of the Diocese
  - 6.1.2 secondly, contributions to the Diocesan Budget
  - 6.1.3 thirdly, other expenditure (as outlined in the Parish Statute 1986) for which each ministry unit shall be responsible.

## **7. CLERGY STIPENDS**

- 7.1. The Diocesan Council shall fix the stipends of Vicars and Deacons/Priests Assistant on the recommendation of the Stipends and Pensions Committee PROVIDED THAT the Bishop and the Diocesan Secretary shall be empowered to fix any Deacon/Priest Assistant's stipend in any particular case but so that the level in any such case shall not exceed a Vicar's stipend.
- 7.2. The Stipends and Pensions Committee, in making its recommendation to the Diocesan Council pursuant to the preceding clause, shall take into account the recommendations from time to time of the Inter Diocesan Conference Co-ordinating Group.
- 7.3. All stipendiary ordained ministers (including vicars, full time chaplains to hospitals, members of team ministries, and other ordained ministers engaged in full time ministries which have from time to time been authorised by Diocesan Council) who have been ordained for a period of three years (calculated from the first day of January nearest to the date of their ordination to the diaconate), shall be paid a Vicar's stipend PROVIDED THAT the Bishop may authorise the payment of a lesser stipend to any ordained minister whose position is not a full time one, or where that ordained minister shall have requested such lesser payment on grounds that the full stipend is not needed; and PROVIDED FURTHER THAT the Bishop shall have the power to review, withdraw or modify any such authorisation at any time; and PROVIDED FURTHER THAT in the case of co-vicars such proportion of stipend shall be payable to each ordained minister as may be authorised by the Bishop.
- 7.4. The Diocesan Council may by resolution authorise the standard vicar's stipend to be augmented by such additional amount as it may determine for any full time Assistant Bishop or Dean, or any ordained minister who holds office in the Diocese with additional responsibilities, such amount to be varied from time to time upon the recommendation of the Stipends and Pensions Committee.
- 7.5. Except with the consent of Diocesan Council, no ordained minister shall be paid any sum in addition to the stipend or allowances which is not provided for in these or any other Diocesan regulations.
- 7.6. No ordained minister appointed to a full time stipended office in the Diocese may augment his or her stipend by engaging in any duties other than those assigned by the Church, except with the consent of the Bishop in each case.

## **8. STIPEND CONTRIBUTIONS**

- 8.1. The Diocesan Council shall from time to time fix the stipend contribution necessary to fund the actual stipends, pension subsidies and any other sums payable in respect of ordained ministers or licensed lay ministers for which it is responsible.
- 8.2. Before 31 October of each year, Diocesan Council shall inform each vestry of the number of stipendiary ordained ministers to be allocated to that ministry unit in the ensuing year and the stipend contribution payable, and shall request each vestry to advise by 15 December what percentage of each allocated stipend contribution the vestry is able to pay. Ministry units shall be invited to offer more than 100% of the allocated stipend of their ordained minister(s) in order to finance ministry to low income areas and the placement of Deacons/Priests Assistant.
- 8.3. Diocesan Council may make such further approaches to ministry units to obtain support for the Stipend Pools as it may deem appropriate.

- 8.4.1 Each ministry unit shall pay its annual stipend contribution in equal monthly payments due on the 20th of each month, payable by direct debit to the Diocesan Council of the Diocese of Auckland at its bank.
- 8.4.2 Those ministry units unable to meet direct debit payments should discuss the difficulty with the Diocesan Secretary and Diocesan Accountant, in the first instance, to come to a mutually satisfactory arrangement.
- 8.5. Whether or not a vestry shall have paid the agreed stipend contribution in the manner prescribed in these Regulations, the Diocesan Secretary shall remit to each ordained minister the appropriate stipend on the 25th day of each month PROVIDED THAT if any vestry shall be in arrears in payment of its agreed stipend contributions for two or more months, the Diocesan Secretary shall report the arrears to the Diocesan Council for such action as the Diocesan Council shall determine.

## **9. STIPEND AND MINISTRY SUPPORT**

- 9.1. The Diocesan Council (under the general direction of Synod) shall administer funds into which shall be paid all contributions specified for the purposes of each Fund, and from which shall be paid all payments related to the purpose of each Fund:
  - (a) The Stipend Pool
  - (b) The Enablers' Pool
  - (c) The Parish Ministry Support Fund
  - (d) The Relief Ministry & Sabbatical Leave Assistance Fund
  - (e) Any other Fund which Diocesan Council may establish.
- 9.2. The Stipend Pool shall be for the purpose of paying such stipends of ordained or licensed lay ministers for which it is responsible, together with the pension subsidies, insurances and other stipends related sums related to those ordained or lay ministers.
- 9.3. The Enablers' Pool shall be for the purpose of paying such stipends of Ministry Enablers in Local Shared Ministry Units for which it is responsible, together with the pension subsidies, insurances and other stipend related sums related to those ministers.
- 9.4. The Parish Ministry Support Fund shall be for the purpose of assisting ministry units to meet the costs of first ministry placements, assisting marginal and developing ministry units and such other purposes as Diocesan Council shall determine.
- 9.5. From the Enablers' Pool shall be paid the stipends, pension subsidies, insurances and other stipends related sums of the Enablers of the Local Shared Ministry Units.
- 9.6. The Relief Ministry & Sabbatical Leave Assistance Fund shall meet the costs set out in Regulation 10A.7(a).

## **10. STIPEND DEDUCTIONS**

- 10.1. The Diocesan Council may, by arrangement with any ordained minister, deduct from the monthly stipend of such ordained minister such amounts as shall be agreed with the ordained minister concerned, including subscriptions to the New Zealand Anglican Church Pension Board."

## **10A LEAVE**

Every Stipendiary Minister may take stipended leave as follows (but not otherwise):

### **10A.1 Time Off, Annual Leave & Holidays**

- (a) During every week of stipended service, 2 days time off (one of which may be worked at the Stipendiary Minister's discretion). Such day(s) must be taken within each week and are not to be accumulated;
- (b) During every 12 months of stipended service (dated from the date of institution or appointment as the case may be), 25 days annual leave, which shall include:
  - (i) five Sundays; and
  - (ii) at least one continuous break of eight days;such leave to be taken at such time or times as the Stipendiary Minister shall arrange and notify to the Churchwardens. Stipendiary Ministers shall, with the encouragement and support of the Churchwardens, ensure that they use this leave as necessary for safe and effective ministry and personal well-being;
- (c) Up to 10 days of annual leave not expended in the year in which it becomes due may be carried forward to the following year. Any excess leave accrued will expire;
- (d) The same statutory holidays as employees are entitled to, or if the Stipendiary Minister actually worked on any such holiday, a different day in lieu of that day (which must be taken within the 12 month period referred to in Regulation 10A.1(a) and are not to be accumulated. Any day so taken is not to be taken on a Sunday).

### **10A.2 Sick Leave**

- (a) During every 12 months of stipended service (dated from the date of institution or appointment as the case may be), 10 days leave where the Stipendiary Minister is prevented from carrying out his or her duties by illness or injury affecting that Stipendiary Minister (or any person who is dependent on that Stipendiary Minister). The Stipendiary Minister must, if requested, provide a medical certificate; and
- (b) Any sick leave not expended in the year in which it becomes due may be carried forward to the following year, up to a maximum of 30 days in total. Any excess leave accrued will expire.

### **10A.3 Bereavement Leave**

Up to 5 days leave on each occasion that the Stipendiary Minister experiences bereavement.

### **10A.4 Special Leave as Directed by the Bishop**

Special leave as directed by the Bishop to address a crisis situation affecting the Stipendiary Minister's circumstances, care or welfare.

### **10A.5 Parental Leave**

Upon application to the Bishop (and, in the case of Stipendiary Ministers licensed to a ministry unit, following consultation with the Churchwardens), in addition to any other leave:

- (a) The biological mother may take up to 2 months stipended leave before the expected date of birth of her child. This leave is available to be taken in one or more periods prior to the baby's birth but cannot be taken after the birth;
- (b) Where Government-funded paid parental leave is available, Stipended Ordained Ministers may apply for this at their discretion and any such leave must be taken immediately after the birth or reception of the baby, and before any stipended leave conferred by Regulation 10A.5(c);
- (c) Each parent of a newly-born child, or parent assuming permanent care and responsibility for a child under the age of 6 years, may take up to 6 weeks leave after the birth or from the date of the child coming into their care, PROVIDED that:
  - (i) the leave shall be available notwithstanding a stillbirth or miscarriage;
  - (ii) where there is a shared stipend, the leave may be apportioned between and taken as desired by the couple, but does not exceed 6 weeks in aggregate; and

- (d) Each parent under Regulation 10A.5(c) may take up to 52 weeks non-stipendiary leave after the birth or reception of the child. This period includes any Government-funded paid parental leave, and is in addition to the stipended leave conferred by Regulations 10A.5(a) and (c); and
- (e) Parental leave under Regulations 10A.5(c) and (d) must be taken consecutively.
- (f) The maximum period of parental leave available to a Stipendiary Ordained Minister is 58 weeks from the date of birth or reception.

#### **10A.6 Miscellaneous**

- (a) Leave provisions in this Regulation shall apply pro rata to:
  - (i) any period of stipendiary service of less than twelve months, or
  - (ii) any part-time stipended role; and
- (b) Any stipended leave taken pursuant to this Regulation 10A will be at the then current applicable stipend rate, together with all Pension Fund contributions, housing under Regulation 14 and other allowances and reimbursements, other than travelling allowance.
- (c) The Churchwardens are responsible for co-ordinating the taking and timing of leave with the Stipendiary Minister (as a pastoral matter) and for maintaining, in conjunction with the Stipendiary Minister, records of a Stipendiary Minister's leave accrued and leave taken.
- (d) When a Stipendiary Minister moves from one appointment to another, the Ministry Unit (or other entity) responsible for the former appointment shall pay to the Stipend Pool the dollar value of the Stipendiary Minister's annual leave balance under Regulation 10A.1, calculated as at the date on which the new appointment commences, and the Ministry Unit (or other entity) responsible for the new appointment will receive a corresponding credit on its Stipend Pool contributions and a copy of the Stipendiary Minister's leave records.
- (e) Diocesan Council will fulfil the responsibilities of the Churchwardens or a Ministry Unit in relation to any Stipendiary Minister who is not licensed to a Ministry Unit but who is engaged in duties which have from time to time been authorised by Diocesan Council.

#### **10A.7 Relief Ministry and Sabbatical Leave Assistance Fund**

Diocesan Council may:

- (a) create a Relief Ministry and Sabbatical Leave Assistance Fund to provide discretionary grants to:
  - (i) Ministry Units, upon application, to provide relief ministry during the absence of any Stipendiary Minister licensed to that Ministry Unit; and
  - (ii) Stipendiary Ministers, upon the recommendation of the Committee in clause 6.6 of the Licensed Ministry Statute 1999, to assist with costs in undertaking sabbatical leave approved under clause 6.6 of the Licensed Ministry Statute 1999, especially in relation to study or research initiated for the benefit of the Diocese;
- (b) from time to time fix a levy on Ministry Units to provide sufficient funds for those purposes; and
- (c) from time to time determine the basis for the administration and disbursement of that fund.

## **11. REIMBURSEMENTS**

- 11.1 Each vestry shall, by way of reimbursement of agreed reasonable and actual expenses incurred or direct payment to the suppliers thereof, meet the following costs of each person holding a Licence from the Bishop and engaged in ministry within that ministry unit:
- 11.1.1 Hospitality  
Hospitality, up to the maximum allowed by the Inland Revenue Department and agreed to by Diocesan Council.
  - 11.1.2 Stationery, telephone and postal charges  
Stationery, computer consumables and communications incurred in ministry.
  - 11.1.3 Books, Magazines  
Books, magazines, periodicals, electronic media, to facilitate and develop ministry, up to the maximum allowed by the Inland Revenue Department and agreed to by Diocesan Council.
  - 11.1.4 Supervision and ongoing development  
Professional supervision, spiritual direction and ongoing professional development, as required by the Licensed Ministry Statute 1999;
  - 11.1.5 Other  
Other costs of facilitating and developing ministry, such as retreats, Licensed Ministry Conference or training courses, up to the maximum allowed by the Inland Revenue Department and agreed to by Diocesan Council.
- 11.2 Each vestry shall, in recognition of the costs incurred by that person using their own motor vehicle for travel on ministry unit business, pay each person holding a Licence from the Bishop and engaged in ministry within that ministry unit, a travel allowance at the rate(s) from time to time agreed between the Inland Revenue Department and Diocesan Council for such travel.
- 11.3 From time to time the Diocesan Council, on the recommendation of the Stipends and Pensions Committee, shall determine the maximum reimbursements and travel allowance rates provided for in Regulations 11.1 and 11.2, and shall forthwith advise each vestry of those amounts.
- 11.4 The Diocesan Council shall make the same provisions as in Regulations 11.1 and 11.2 for each Chaplain to hospitals and for each minister who is engaged in duties which have from time to time been authorised by Diocesan Council.

## **12. SERVICE FEES**

- 12.1. No fees shall be charged by any ordained minister for officiating at any baptism, wedding or funeral.

## **13. REMOVAL EXPENSES**

- 13.1.1 When a vicar or co-vicar is appointed to a ministry unit, their expenses in moving to that ministry unit shall be a charge against and payable by the ministry unit.
- 13.1.2 If the ministry unit, because of financial stringency, finds it difficult to meet those removal expenses, it may apply to the Diocesan Council for financial assistance; and the Diocesan Council may at its discretion make a grant to meet all or part of those expenses, or may decline the request.
- 13.2. When an ordained minister licensed by the Bishop to a full-time appointment in the Diocese, moves from this position into retirement, the Diocesan Council shall pay removal expenses within the Diocese or that part of the expenses equivalent to transferring him or her to the appropriate boundary of the Diocese.

## **14. HOUSING**

### ***General***

- 14.1 Each Stipendiary Ordained Minister is entitled to suitable housing. Single and married Stipendiary Ordained Ministers are entitled to the same standard of housing.
- 14.2 Such housing shall be:
- (a) suitable housing provided by the ministry unit by making available housing that is held by a Trust Board on behalf of that ministry unit; or
  - (b) suitable housing provided by the ministry unit renting suitable housing and making it available to the Stipendiary Ordained Minister; or
  - (c) the Stipendiary Ordained Minister's own home (or one owned for the benefit of that Stipendiary Ordained Minister); or
  - (d) provided by the Stipendiary Ordained Minister with the assistance of a housing allowance;
- in accordance with these regulations. The initial provision of housing shall be agreed during the appointment/interview process.
- 14.3 The Bishop (or at the Bishop's discretion, the archdeacon) must approve the proposed housing arrangements for part-time positions or temporary appointments during a vacancy in the office of Vicar or similar circumstances.
- 14.4 Diocesan Council shall make the same provisions as in this Regulation 14 for each Stipendiary Ordained Minister who is engaged in duties which have from time to time been authorised by Diocesan Council or which are funded through Diocesan trust funds, as if Diocesan Council is the relevant ministry unit, and may determine the location of any housing.
- 14.5 A Stipendiary Ordained Minister must obtain the permission (decided on a case by case basis and taking into account the needs of the ministry unit) of the Bishop to live:
- (a) outside the boundaries of their ministry Unit; or
  - (b) in their own home (or a home owned for the benefit of that Stipendiary Ordained Minister).
- 14.6 In this Regulation 14, "suitable housing" means housing of the standard specified by Diocesan Council from time to time and will include a study and suitable meeting space for ministry purposes.

### ***Provision of Ministry Unit Housing***

- 14.7 Where suitable housing is held by a Trust Board on behalf of a ministry unit:
- (a) there is an expectation that the Vicar should occupy that housing;
  - (b) the Vicar shall have first opportunity to occupy that housing, but otherwise the ministry unit shall offer any available suitable housing to the Stipendiary Ordained Minister(s) licensed within the ministry unit as the ministry unit thinks appropriate; and
  - (c) that housing is to be inspected by the Diocesan Property Manager and Wardens between appointments and every three years.

### ***Provision of Rented Housing***

- 14.8 Where suitable housing is not held by a Trust Board on behalf of a ministry unit, the ministry unit may rent suitable housing and make that housing available to the Stipendiary Ordained Minister.

### ***Basis of Occupation***

- 14.9 If a Stipendiary Ordained Minister accepts an offer of suitable housing under Regulation 14.7 or 14.8:
- (a) that Stipendiary Ordained Minister and their immediate dependent family shall occupy that housing without payment of rent;
  - (b) the ministry unit shall pay all rates (including fixed water charges or the provision of tank water, but excluding any water usage charges), building insurance, and building repairs and maintenance (other than for wilful or unreasonable damage); and



- (c) all electricity, gas (if applicable), contents insurance, telecommunications (but subject to any reimbursement under Regulation 11), water usage charges and other costs relating to occupation of the housing will be the responsibility of the Stipendiary Ordained Minister.

### ***Living in Own Home***

14.10 If the Bishop approves a Stipendiary Ordained Minister living in their own home instead of any suitable housing provided by the ministry unit, the ministry unit will pay the Stipendiary Ordained Minister an annual housing allowance (with the Stipendiary Ordained Minister then being responsible for all housing costs) calculated as:

- (a) if ministry unit has suitable housing which is rented out to a third party, either:
  - (i) 80% of the market rental of that housing, with the remaining 20% being applied towards the costs in Regulation 14.9(b); or
  - (ii) an amount set by the Governing Body after consultation with the Bishop (or, at the Bishop's discretion, the Archdeacon), having regard to the Ministry Unit's obligations in relation to that suitable housing and the market rental of suitable housing in the area of that Stipendiary Ordained Minister's own home; or
- (b) if ministry unit has no suitable housing, the market rental of suitable housing in the area of that Stipendiary Ordained Minister's own home.

### ***Housing Allowance***

14.11 A ministry unit may, with the approval of Diocesan Council (normally only where Regulation 14.3 applies or in exceptional circumstances), pay a Stipendiary Ordained Minister an annual housing allowance in lieu of providing housing (with the Stipendiary Ordained Minister then being responsible for all housing costs) calculated as:

- (a) the market rental of suitable housing in the area of that ministry unit; or
- (b) an amount set by the Governing Body after consultation with the Bishop (or, at the Bishop's discretion, the Archdeacon), having regard to the Ministry Unit's obligations in relation to that suitable housing and the market rental of suitable housing in the area of that Stipendiary Ordained Minister's own home.

14.12 Any housing allowance shall be:

- (a) determined after considering appropriate real estate advice, and reviewed annually; and
- (b) paid by the ministry unit to Diocesan Council, for payment to the Stipendiary Ordained Minister.

## **15. MOTOR CAR FINANCE**

15.1. Stipendiary ordained ministers and stipendiary licensed lay ministers may apply for a loan from the General Trust Board of the Diocese of Auckland toward the purchase of a car for ministry unit business.

### Note

The interest rate is half a percent below the ANZ Bank Index Lending rate. There is a \$50 administration fee and the loan is repayable over five years. The maximum to be loaned will be set by the General Trust Board from time to time.

15.2. Church Army Officers who are engaged in full time duties in a ministry unit or in full time ministries which have been authorised by the Diocesan Council, for which payment is made to the Church Army in New Zealand, shall be entitled to apply for a loan from the General Trust Board towards the purchase of a car for ministry work, PROVIDED THAT

15.2.1 in each case application is made in writing by the Director of the Church Army in New Zealand with the approval of the Church Army Board of Trustees on behalf of the Church Army Officer so engaged in the Diocese; and

15.2.2 the Church Army in New Zealand shall be responsible for the repayment to the General Trust Board of the unpaid balance of any advance made to a Church Army Officer under this regulation on the termination of his or her duties in the Diocese.

## **16. CLERGY RETIREMENT HOUSING**

- 16.1. Whereas a Fund was established in 1974 by resolution of Synod known as the Retirement Housing Fund for Clergy (hereinafter referred to as "the Fund") and is administered by the Diocesan Council, such Fund having been seeded by the Clergy Benevolent Fund;
- 16.2. The Fund shall receive each year the proceeds of a levy from time to time made by resolution of Synod upon the ministry units of the Diocese;
- 16.3. The trusts on which the Fund shall be held shall be as wide and as flexible as possible, to provide for and assist in the housing of clergy and/or their dependents in retirement with the Diocesan Council being given the widest possible discretion as to the investment of the Fund (including realty) and as to how it shall be used in granting assistance in cases of need;
- 16.4. The Diocesan Council shall have the following powers:
  - 16.4.1. to establish rules and vary them;
  - 16.4.2. to make loans with or without security or interest;
  - 16.4.3. to take a proportionate share in any house purchased, or to compound any interest to be recovered on the sale of the house in an endeavour to maintain the value of the Fund;
  - 16.4.4. to delegate its certain specified administrative functions.
- 16.5. The persons to benefit under the Fund will be at the discretion of the Diocesan Council, but shall include, in addition to clergy licensed in the Diocese, the spouses of clergy who die in service or retirement, of clergy who die in service and of retired clergy.

## **17. PERSONAL LIFE INSURANCE FOR CLERGY**

- 17.1. The Diocesan Council shall provide for all licensed stipended ministers a payroll life insurance scheme.
- 17.2. The benefit from this scheme shall be equivalent to a sum representing the previous year's stipend multiplied by three.
- 17.3. The benefit shall be payable in the event of death or permanent total disablement.
- 17.4. Unless there are extraordinary circumstances, (a) the benefit shall be paid to the spouse (in the case of a deceased minister) and if the minister shall have no surviving spouse then as far as possible in accordance with the procedures followed by the New Zealand Anglican Church Pension Board in regard to payment of its lump sum benefit on retirement; and (b) in the event of total disablement, the benefit shall be paid to the minister.
- 17.5. The premium payable shall be funded by levies on ministry units and on ministers participating in the scheme, at such rates as the Diocesan Council shall from time to time determine.

## **18. GENERAL**

- 18.1. Financial Year  
The financial year of the Diocese and of each ministry unit shall be the calendar year ending 31 December, except for Co-operating ministry units whose financial year shall be determined by the Common Provisions for Co-operative Ventures.
- 18.2. Financial Returns  
Each ministry unit shall forward to the Diocesan Secretary by 31 March in each year financial and statistical returns in such form(s) as shall from time to time be approved by the Diocesan Council, which returns shall be duly completed for the preceding financial year and shall be accompanied by a copy of the ministry unit's annual accounts, together with the Auditor's Report and Certificate thereon, duly signed, after the same shall have been received and adopted by the annual meeting of parishioners.
- 18.3. Selwyn Memorial Fund  
The Selwyn Memorial Fund, a memorial to Bishop Selwyn, shall be an endowment for the stipend of a Selwyn Chaplain or Chaplains which shall be at the disposal of the Bishop of the Diocese, with a view to their ministering specially to those in prison or in hospital.

18.4 Resolution of Uncertainties and Addressing Unfairness/Hardship

Diocesan Council may, on the recommendation of the Stipends and Pensions Committee:

- (a) finally determine any uncertainty as to the application, calculation or administration of Regulations 10A, 11 or 14; and
- (b) make such modification as it thinks fit (in its sole and absolute discretion) to the application, calculation or administration of Regulations 10A, 11 or 14 in specific circumstances, to address issues of particular unfairness or hardship that would otherwise arise.