

THE LICENSED MINISTRY STATUTE 1999

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

- 1 The short title of this Statute shall be "**THE LICENSED MINISTRY STATUTE, 1999**".
- 2 "The Appointment of Vicars and Pastors Statute, 1994" (as amended by Diocesan Council on 29 January 1998), and "The Authorising of Ministries Statute, 1995" are hereby repealed.
- 3 The Statute annexed to the Schedule hereto is hereby enacted.
- 4 All actions done and all appointments made under "The Appointment of Vicars and Pastors Statute, 1994" (as amended by Diocesan Council on 29 January 1998) including the appointment of Diocesan representatives, and all licenses and permissions to officiate under "The Authorising of Ministries Statute, 1995" will be deemed to have been done, appointed or issued under this Statute.
- 5 Where any vacancy shall have occurred before 1 August 1999 the procedure for a new appointment shall follow the provisions of "The Appointment of Vicars and Pastors Statute, 1994" (as amended by Diocesan Council on 29 January 1998), notwithstanding its repeal.

LICENSED MINISTRY STATUTE, 1999

CONTENTS

PART 1 LICENSED LAY MINISTERS

- 1.1 Local Lay Ministers
- 1.2 Diocesan Lay Ministers
- 1.3 Licences
- 1.4 Bishop may appoint Ministry Officers

PART 2 APPOINTMENT OF ORDAINED MINISTERS

- 2.1 Panel of Potential Diocesan Nominators
- 2.2 Processes
- 2.3 Action taken following resignation
- 2.4 Ministry in the interim
- 2.5 Certificate of Means
- 2.6 Expressions of interest
- 2.7 Consultation
- 2.8 Nomination Committee
- 2.9 Nomination process
- 2.10 Inability to make a nomination
- 2.11 Delegation to the Bishop
- 2.12 Letter of Offer
- 2.13 If Bishop declines to issue Letter of Offer
- 2.14 If offer declined or not responded to
- 2.15 Notification of Appointment
- 2.16 Appeal procedure
- 2.17 Appointment of assistant clergy
- 2.18 Appointments to co-operating ventures
- 2.19 Appointment to offices rather than ecclesiastical offices
- 2.20 IDC Regulation for Appointment of Ordained Ministers

PART 3 LICENSING OF ORDAINED MINISTERS

- 3.1 Permission to Officiate
- 3.2 Licence and Letter of Authority
- 3.3 Ecclesiastical Offices
- 3.4 Licence to specify responsibilities and duties
- 3.5 Requirements of applicant
- 3.6 Review and evaluation
- 3.7 Forms of licence set out in Schedule
- 3.8 Co-Vicar
- 3.9 Local Priest/Deacon
- 3.10 Authorisation by Te Pihopa o Aotearoa
- 3.11 Persons holding permission but not a licence
- 3.12 Chaplains not subject to control by Vicar
- 3.13 Authorisation not required for short period

PART 4 PERSONAL COMPLAINTS PROCEDURES

This entire section, from 4.1 to 4.11, was rescinded at Synod 2001

PART 5 RESIGNATION AND TERMINATION OF APPOINTMENT OF ORDAINED MINISTERS

- 5.1 IDC Regulation for Resignation and Termination of Appointments of Ordained Ministers
- 5.2 Exceptions to requirement that an appointment may not be terminated
- 5.3 Requirements for termination process to proceed
- 5.4 Termination procedure
- 5.5 Diocesan Synod may make further provision
- 5.6 Date of termination
- 5.7 Notice of resignation

PART 6 SUNDRY PROVISIONS

- 6.1 Monitoring operation of Statute
- 6.2 Handbooks and manuals
- 6.3 Joint licences
- 6.4 Subject to IDC Regulations
- 6.5 Diocesan Council power to make Resolutions

SCHEDULE:

PERMISSION TO OFFICIATE AS A PRIEST/DEACON IN THE DIOCESE OF AUCKLAND

LICENCE TO AN OFFICE

LICENCE OF MINISTRY SUPPORT TEAM IN LOCAL SHARED MINISTRY UNIT

NOTICE OF TERMINATION OF APPOINTMENT

DECLARATIONS

WHEREAS every Christian by virtue of their baptism is a minister of Christ's love and care, and needs no formal authorisation to carry out this ministry, those who would act in the name of the Church, in presiding at the Eucharist, pronouncing God's absolution, or acting as a leader of a faith community, by the discipline of our Church can do this only with the authorisation of the Bishop.

PART 1 LICENSED LAY MINISTERS

- 1.1.1 Any lay person appointed to a position of ministry within any parish or mission district governed by Part 1 of the Parish Statute 1986 (hereinafter called "the parish"), where such appointment is responsible and accountable directly to that parish, may be commissioned for that task by the local vestry, parish council or district committee in such form and for such term as the vestry, council or committee shall determine.

- 1.1.2 Any lay person who has been nominated (as provided hereafter) to exercise the office of Lay Minister in a parish or to be a member of a Ministry Team in a Local Shared Ministry Unit shall before exercising such ministry have applied for and have received from the Bishop a Licence of a Lay Minister in accordance with this Statute.
- 1.1.3 The person applying for the Bishop's Licence as a Lay Minister shall first have been nominated, in such form as shall have been authorised by the Bishop, by the vicar and vestry of the parish where that person is to serve, or in the case of a Local Shared Ministry Unit, by the Council of that Local Shared Ministry Unit.
- 1.1.4 A Licence of a Local Lay Minister shall specify the purpose for which the licence is issued, and the holder shall not be authorised to act as a licensed lay minister outside of the stated function or outside of the terms of the licence.
- 1.1.5 Lay Ministers in parishes shall carry out their duties (in accordance with the terms and conditions of the licence held) under the direction of the Vicar (or the equivalent minister in any ministry unit, or of the vestry or other appropriate authority), and shall co-operate with and be accountable to them and shall be accountable to the Bishop either directly or through the Bishop's ministry officers.
- 1.1.6 Lay Ministers licensed to a Local Shared Ministry Unit shall carry out their duties as part of the Ministry Support Team, sharing responsibility for the provision of ministry and encouraging all the baptised in that place to engage in mission and ministry.
- 1.2.1 A Licence of a Diocesan Lay Minister may be issued to a person whose ministry may be exercised wider than a particular parish and who normally will have completed a three year Diocesan Training Programme following their selection for that programme by the Bishop after consultation with the Bishop's ministry officers, or with some other equivalent form of training.
- 1.2.2. A Licence of a Diocesan Lay Minister may be issued to a person who is an officer of the Church Army or a member of a religious community recognised within the Diocese, where the Bishop is satisfied that appropriate training has been given to that person and that the focus of their work requires a Diocesan Licence.
- 1.2.3 A person holding a Licence of a Diocesan Lay Minister is authorised to perform any of the duties of that office in any parish if called upon to do so by the Vicar, Pastor or other Minister-in-Charge, or in the case of a Local Shared Ministry Unit, by the Council of that Unit.
- 1.3.1 Before issuing a Licence of a Lay Minister to any person, the Bishop shall determine that:
- 1.3.1.1. the person is baptised;
 - 1.3.1.2 the person has been duly nominated in terms of clause 1.1.3;
 - 1.3.1.3 the person is conversant with the conditions of holding a Licence detailed in clause 1.3.2, and such other conditions of holding the Licence as the Bishop may stipulate in that particular case;
 - 1.3.1.4 the Bishop's ministry officers are satisfied as to the candidate's fitness for the office and that such training and preparation as may have been required by the Bishop has been undertaken;
- provided always that the Bishop shall nevertheless have discretion to licence to the office of Lay Minister without further training any person who is deemed by the Bishop to be adequately trained.
- 1.3.2 Before a Licence may be issued, the applicant shall have:
- 1.3.2.1 agreed to enter into a programme of continuing education for the period of the licence;
 - 1.3.2.2 completed with the relevant ministry unit a "working agreement" in a form approved by the Bishop's ministry officers, which includes periodic review during the period of the licence;
 - 1.3.2.3 signed the Declaration required in clause 13 of Part C of the Constitution/te Pouhere, and also a Declaration in the form prescribed in Title A Canon II clause 3;
 - 1.3.2.4 completed a signed commitment to the Diocesan Mission Statement and to such other guidelines for personal and professional conduct as may have been determined by Synod from time to time;
 - 1.3.2.5 accepted supervision from a person or group approved by the Bishop's ministry officers;
 - 1.3.2.6 given written permission to the Diocese, in accordance with the Privacy Act, to collect and store personal information about them.

- 1.3.3 A Lay Minister's licence may be issued for such period as the Bishop shall determine, and may be renewed by the Bishop after a recommendation from the Bishop's ministry officers, and, in the case of a Local Lay Minister licensed to a Local Shared Ministry Unit, also upon the congregation's reaffirmation of their call. There is no stated or implied right of any licensed lay minister to a renewal of a licence.
- 1.3.4 Any licence of any Lay Minister may be suspended or withdrawn by the Bishop at any time, after due enquiry, at the Bishop's discretion.
- 1.4 The Bishop may appoint ministry officers, who shall make recommendations to the Bishop as to the suitability of applicants for a Lay Minister's Licence, and who shall provide such other services as may be required for the licensing, training, supervision and care of licensed lay ministers.

PART 2 APPOINTMENT OF ORDAINED MINISTERS

2.1 Panel of Potential Diocesan Nominators

- 2.1.1 The Diocesan Synod at its first session of each Diocesan Synod, shall elect, in accordance with the Elections & General Synod Representation Statute 2010, four (4) priests or deacons holding the Bishop's Licence and four (4) lay persons who are baptised members of this Church (in neither case being Archdeacons), to constitute the body of persons from whom the Bishop may appoint Diocesan Nominators as provided in clause 2.8.1.4.
- 2.1.2 The Diocesan Synod shall proceed to elect the first Diocesan Nominators as soon as convenient after this part of the statute is enacted, to hold office until the conclusion of the first session of the next Diocesan Synod.
- 2.1.3 Whenever a vacancy occurs in the number of body or persons from whom the Diocesan Nominators are chosen, the same shall be filled by the Diocesan Council by nomination of a person of the appropriate order.

2.2 Processes

- 2.2.1 The process in clauses 2.3-2.4 and 2.6-2.11 shall apply unless the Bishop has, following a request by the Vestry after appropriate consultation with Parishioners to that effect, exercised discretion to approve an alternative process to be followed upon notice of a vacancy in the office of Vicar arising, in which case that alternative process shall apply, and may commence prior to the receipt of the Vicar's resignation and shall take into consideration the context and character of the Parish.
- 2.2.2 The Bishop shall ensure that any alternative process includes episcopal, clerical and lay members, to constitute the "Board of Nomination" as defined in the "Regulation for the Appointment of Tikanga Pakeha Ordained Ministry", as adopted by the Inter-Diocesan Conference.
- 2.2.3 A Parish may at any time, in the manner set out above, request the Bishop to revoke or vary any such alternative process, irrespective of which the Bishop shall have the discretion to revoke or vary such process as the Bishop thinks fit.
- 2.2.4 Clause 2.5 shall apply irrespective of the process adopted.

2.3 Action taken following resignation

- 2.3.1 Upon receipt of the resignation of any Vicar or Co-Vicar of a Parish, or having been informed of the occurrence of a vacancy in that office otherwise arising, the Bishop shall instruct the Archdeacon or other suitable representative(s) to visit the Parish at the earliest opportunity to acknowledge the resignation or vacancy and to explain to the Vestry the procedures to be adopted in respect of the making of an appointment. If necessary, arrangements may also be made to meet the parishioners to explain the process to them.

2.4 Minister in the interim

- 2.4.1 The Bishop shall discuss issues relating to the provision of ministry during the interim with the Archdeacon.
- 2.4.2 Except where a Co-Vicar's licence remains in force after the resignation or vacancy in the office of the other Co-Vicar, the Bishop may appoint a Transitional Minister or a Priest in Charge (who, in the case of the latter, may at the Bishop's discretion be a person already licensed to an office within the Parish) to hold office for the whole or part of the period from the date on which the vacancy arises until a new Vicar is instituted to the office.

2.5 Certificate of Means

- 2.5.1 The Vestry shall meet as soon as convenient after receipt of the Vicar's resignation or vacancy in the office of Vicar otherwise arising to consider the ability of the Parish to fund (for a period of not less than twelve months after the vacancy arising) the stipend, allowances, pension and other payments associated with a possible new appointment, and the provision of adequate housing; and shall provide satisfactory evidence thereof to the Diocesan Secretary.
- 2.5.2 The Diocesan Secretary, if satisfied with the evidence, shall issue a Certificate of Means to that effect to the Bishop. No nomination shall be made until the Certificate of Means has been received. Should the Diocesan Secretary decline to issue a Certificate of Means, the matter shall be referred to the Bishop, who may refer it to the Diocesan Council for consideration.
- 2.5.3 The Diocesan Secretary (in association with the Archdeacon) shall also inspect the Vicarage before and after any necessary work is done, and before and after any tenancy, and shall report to the Churchwardens accordingly.

2.6 Expressions of Interest

Once the Certificate of Means has been received, the Bishop shall:

- 2.6.1 cause notice of the vacancy to be given to all clergy within the Diocese and to the other dioceses within New Zealand, to Te Pihopatanga o Aotearoa and the Diocese of Polynesia; and
- 2.6.2 invite expressions of interest to the Bishop's Office by a specified date.

2.7 Consultation

The Archdeacon, or other person(s) appointed by the Bishop, shall be responsible for ensuring the following steps are completed:

- 2.7.1 A Parish Review undertaken within the last five years (updated where necessary) which will include a summary of the history and context of the Parish, demographic and socio-economic characteristics, patterns of worship, an outline of current ministry, a description of buildings and plant, and an analysis of issues and concerns facing the Parish, together with appropriate recommendations.
- 2.7.2 A Future Directions Consultation is held to enable the Parish to consider its mission and ministry, develop a vision for the future, and to consider the options available for achieving that.
- 2.7.3 A Parish Profile, including information from the reports of the Parish Review and Future Directions Consultation, be compiled. Opportunity shall be given for parishioners to be involved in its compilation and to see a copy. A copy of the Profile shall be delivered to the Bishop.

2.8 Nomination Committee

2.8.1 A Nomination Committee shall be formed which shall consist of:

- 2.8.1.1 The Bishop or the Bishop's representative(s);
- 2.8.1.2 Three Parish Nominators who shall be persons on the Parish Roll at least two of whom have been elected at a properly constituted Meeting of Parishioners, held following the completion of the Future Directions Consultation, provided for in clause 2.7.2;
- 2.8.1.3 the relevant Archdeacon, or if the Archdeacon has within the preceding three years been involved as a licensed minister, lay or ordained, in the Parish concerned or enrolled on the Parish Roll, another Archdeacon appointed by the Bishop; and
- 2.8.1.4 Two Diocesan Nominators appointed by the Bishop in respect of the particular vacancy from the panel provided for in clause 2.1.1. These Diocesan Nominators may or may not include the members of the vacancy advisory team, but may not be (or have been within the preceding three years) involved as a licensed minister, lay or ordained, in the Parish concerned or enrolled on the Parish Roll.

2.8.2 The Nomination Committee so formed shall be deemed to be the "Board of Nomination" as defined in the "Regulation for the Appointment of Tikanga Pakeha Ordained Ministry", as adopted by the Inter-Diocesan Conference.

2.8.3 A quorum for any meeting of the Nomination Committee shall be four persons, being:

- 2.8.3.1 the Bishops (or representatives) or the Archdeacon;
- 2.8.3.2 two Parish Nominators; and
- 2.8.3.3 one Diocesan Nominator.

2.8.4 The Bishop shall convene the first meeting of the Nomination Committee as soon as convenient following the conclusion of the Consultation process, having regard to the time needed for the receipt of responses to the notification required in clause 2.6. The Bishop shall appoint a person

to chair any subsequent meetings of the Nomination Committee at which the Bishop is not present.

- 2.8.5 The Nomination Committee shall appoint:
- 2.8.5.1 one of their number as Secretary (with responsibility for Minutes which, at the conclusion of the exercise, shall be delivered to the Bishop's Office, together with all relevant correspondence, including material submitted by applicants)
 - 2.8.5.2 one of their number as Linkperson (with responsibility for liaison with the Bishop, applicants and other persons).
- 2.8.6 Any vacancy occurring in the Parish Nominators may be filled by the Vestry appointing a person qualified under clause 2.8.1.2. Any vacancy in the Diocesan Nominators may be filled by the Bishop appointing an alternative Diocesan Nominator from the panel provided for in clause 2.1.1.

2.9 Nomination Process

- 2.9.1 The Nomination Committee shall receive and discuss the names of all persons who have expressed interest under clause 2.6.
- 2.9.2 The Linkperson shall communicate with all persons who have expressed interest and all other persons who have been suggested as potential applicants whether by the Bishop, a member of the Nomination Committee, or otherwise, and shall supply each person with a copy of the Parish Profile and an invitation to make a formal application by a specified date.
- 2.9.3 The Nomination Committee shall compile a Short List of persons whom they wish to have interviewed. The Short List shall have been approved by the Bishop, by the Parish Nominators and by the Diocesan Nominators.
- 2.9.4 Any persons who have made formal application and who have not been placed on the Short List shall be advised immediately.
- 2.9.5 The Nomination Committee shall arrange for all persons on the Short List to be interviewed in person (or, in the case of those who are overseas or at a distance, to be interviewed by the most appropriate means having regard to available communications).
- 2.9.6 The Nomination Committee shall in conducting the interviews have regard to the priorities and preferences stated in the Parish Profile.
- 2.9.7 No payment of travel or accommodation costs for any candidate shall be incurred by the Nomination Committee without the prior approval in principle of the Vestry, having due regard to the confidentiality of the interviewing process.
- 2.9.8 The Nomination Committee may select the name of a person from among those interviewed and forward that name to the Bishop as its nomination.
- 2.9.9 The Nomination Committee shall comply with the Privacy Act 1993 and with the provisions of any privacy policy of the Diocese.

2.10 Inability to make a Nomination

- 2.10.1 Should the Nomination Committee be unable to make any nomination within six months of its appointment or come to the conclusion for whatever reason that it is unable to make further progress, the Chairperson shall advise the Bishop accordingly.
- 2.10.2 The Bishop (or the Bishop's nominee) shall then review the situation, and determine a course of action.
- 2.10.3 It shall be competent at any stage to return to an earlier stage in the process, including the holding of a further Consultation and/or reopening the application process.

2.11 Delegation to the Bishop

- 2.11.1 The Nomination Committee as a whole, or all the Parish Nominators acting together, may at any stage of the process delegate in writing to the Bishop the right to appoint a person to the position.

2.12 Letter of Offer

- 2.12.1 The Bishop may make an Offer of Appointment and invite the person so nominated (or if the appointment has been delegated, the Bishop's nominee) to consider the position and to regard and treat the offer as a call from God through the Church to the Office so offered. The appointment shall mean the arrangement by which ordained ministers hold a spiritual office in response to a call of God in this Church, including any provision in respect of stipends, allowances, housing arrangements, pension and insurance arrangements, and any other benefits of office. The Letter of Offer is not an offer of employment, but rather an offer of a licensed appointment within the Church.

- 2.12.2 Before issuing any Letter of Offer the Bishop shall be satisfied that the nominee is an appropriate person for the ministry by examination of the nominee's Letters of Orders, Letters Testimonial, and any other evidence including a Police check, and at the Bishop's discretion by examination of the nominee.
- 2.12.3 The Letter of Offer shall include:
- 2.12.3.1 a description of the Office and any special needs;
 - 2.12.3.2 the names of people (lay or ordained) already licensed to work in association with that Office;
 - 2.12.3.3 the earliest date from which the appointment would be available;
 - 2.12.3.4 the expected length of term, if any, for which the appointment would be held;
 - 2.12.3.5 the stipend and allowances and housing provisions and pension and insurance arrangements;
 - 2.12.3.6 leave entitlements;
 - 2.12.3.7 if the Office is that of Co-Vicar a statement that the licence to be issued will terminate immediately upon the termination for whatever cause of the licence held by the other or any others holding a Co-Vicar's licence; where the Co-Vicar is also spouse of the other Co-Vicar whose licence is so terminated then this clause shall not apply, and the licence of the Co-Vicar spouse whose licence is not so terminated shall be reviewed by the Nomination Committee for appropriate renewal or extension or appointment;
 - 2.12.3.8 if the appointee is not entitled as of right to residence in New Zealand, a statement that any licence will be dependent upon the appointee obtaining appropriate permission from the civil authority to reside in New Zealand for the term of the appointment;
 - 2.12.3.9 a statement that the Office does not commence nor is the minister appointed until the minister is duly instituted and the issuing of the Bishop's Licence;
 - 2.12.3.10 a request to respond to the invitation as soon as conveniently possible within a reasonable time, such time to be determined by the Bishop.

2.13 If Bishop Declines to Issue Letter of Offer

If the Bishop is not satisfied that the nominee is an appropriate person for the intended ministry and declines to issue a Letter of Offer, the Bishop shall forthwith give notice to the Nomination Committee in writing and the same notice shall be given also to the nominee.

2.14 If Offer Declined or not Responded to

If an invitation is declined, or not responded to within a reasonable time, the Bishop may invite the Nomination Committee to make a further nomination, and in that event the procedure outlined in clauses 2.17.1 and 2.17.2 shall be followed.

2.15 Notification of Appointment

2.15.1 Upon acceptance of an invitation, the Bishop shall notify the same to the Linkperson and the Churchwardens of the Parish.

2.15.2 The Linkperson shall promptly advise those other persons who were interviewed by the Nomination Committee of the appointment.

2.16 Appeal Procedure

2.16.1 Any person aggrieved by an appointment shall have the right to appeal against the same, but only on the grounds that the appointment process and procedure has not been properly followed.

2.16.2 Notice of appeal shall be given in writing to the Bishop within 14 days of the appointment being first announced at public worship in the Parish concerned.

2.16.3 The Bishop or a Commissary of the Bishop shall personally hear any appeal, and may be assisted by assessor(s) or adviser(s) and may generally determine the procedure thereof.

2.16.4 Any appellant may be heard in person.

2.16.5 The Bishop or a Commissary of the Bishop hearing the appeal may either disallow the same, or allow the same in which event the proceedings for filling the vacancy shall begin again.

2.17 Appointment of Assistant Clergy

2.17.1 No Priest Assistant or Deacon Assistant, whether stipendiary or non-stipendiary, shall be appointed and licensed to a position of pastoral responsibility and ministry in a Parish without the concurrence of the Bishop, the Vicar or Co-Vicars and the agreement of the Vestry of the Parish.

2.18 Appointment to Co-operating Ventures

2.18.1 In any Co-operating Parish or Co-operative Venture where the appropriate Joint Regional Committee has resolved that the appointment is an Anglican one within this Diocese, the Bishop shall invite the Church Court or Courts of the participating partner churches each to provide a consultant from that Church to meet and join with the Nomination Committee.

2.18.2 Any failure to respond or provide such a consultant shall not invalidate the proceedings of the Nomination Committee, and any consultant so appointed shall have the right to attend and speak but not to vote at any meeting of the Nomination Committee.

2.18.3 In any Co-operating Parish or Co-operative Venture where the appointment is to be made by a partner Church, then subject to the provisions of any Co-operative Agreement, the Bishop shall have the right to appoint a consultant to attend as necessary as part of the appointment process.

2.18.4 In any Co-operating Parish or Co-operative Venture, the Bishop shall have the right to license and authorise any person appointed as seems most appropriate in the circumstances.

2.19 Appointment to Officers Rather Than Ecclesiastical Offices

2.19.1 In the case of the offices of Vicar General, Deputy Vicar General, Bishop's Commissary, Archdeacon, Canon and other offices not being ecclesiastical offices included in clause 3.3 hereof the Bishop of the Diocese shall issue a Letter of Appointment under hand and seal.

2.19.2 No appointment shall be made to any office under the provisions of this clause other than that of Vicar General or Deputy Vicar General without appropriate authorisation from Te Pihopa o Aotearoa in any case where, if the office were an ecclesiastical office included in clause 3.3 hereof, the provision of clause 3.10 would apply.

2.19.3 All appointments made pursuant to clause 2.19.1 shall be terminable by the Bishop at any time.

2.20 IDC Regulation for Appointment of Ordained Ministers

2.20.1 The provisions in this Statute are subject to the Inter Diocesan Conference Regulation of Common Practice Regulation for the Appointment for Tikanga Pakeha Ordained Ministers.

PART 3 LICENSING OF ORDAINED MINISTERS

3.1.1 No deacon, priest or bishop shall exercise ministry as a deacon, priest or bishop within the Diocese unless they shall have received from the Bishop a Permission to Officiate in this Diocese in the form set out in the Schedule hereto or in words to the like effect; and such Permission to Officiate shall not be issued by the Bishop without evidence of the person's ordination in accordance with Title G Canon XIII.

3.1.2 Notwithstanding anything contained in the wording of any such Permission or elsewhere, any such Permission may be withdrawn by the Bishop at any time.

3.1.3 Every person to be granted such Permission to Officiate under this Statute shall, before receiving the same, make the Declaration(s) prescribed by the Constitution, and by Title A Canon II (Of Pastors).

3.2.1 No deacon or priest or bishop shall be appointed to a position of responsibility and ministry within any parish or to any ecclesiastical office without their having received a Licence and Letter of Authority for that position from the Bishop.

3.2.2 The Bishop, or any person duly authorised and acting in the Bishop's behalf, shall make arrangements for the issue of an appropriate licence and shall institute the appointee to the ecclesiastical office where the ministry is to be exercised.

3.2.3 Notwithstanding the Letter of Offer, and written acceptance of that offer, the appointment shall not be effective until the appointee has signed all the required Declarations in Title A Canon II clause 3 whereby the appointee gives assent, adherence and submission to the General Synod, the Bishop of the Diocese, and obedience to the ecclesiastical laws and regulations in force in the Diocese; and the appointee has been instituted by the Bishop and issued the Bishop's Licence to the Office.

- 3.3 The ecclesiastical offices for which such license may be issued are as follows:
- 3.3.1 Dean
 - 3.3.2 Vicar or Co-Vicar or Pastor or Co-Pastor of a Parish
 - 3.3.3 Vicar, Missioner or Pastor of a Mission District
 - 3.3.4 Warden of.....
 - 3.3.5 Chaplain of.....
 - 3.3.6 Missioner of.....
 - 3.3.7 Deacon/Priest Assistant to the of
for the time being
 - 3.3.8 Deacon/Priest-in-Charge during the vacancy in the Office of
.....
 - 3.3.9 Local Priest/Deacon
 - 3.3.10 Vocational Deacon
 - 3.3.11 Transitional Minister during the vacancy in the Office of
.....
 - 3.3.12 Any other office defined from time to time by the Diocesan Council as an ecclesiastical office.
- 3.4 Such Licence and Letter of Authority shall specify the scope and limits of the responsibilities and duties attaching to that position.
- 3.5 Before a Licence shall have been issued, the applicant shall have
- 3.5.1 agreed to enter into a programme of continuing education;
 - 3.5.2 completed with the parish or relevant ministry unit a working agreement which shall include periodic review in a form approved by the Bishop;
 - 3.5.3 completed a signed agreement to the Diocesan Mission Statement and to such other guidelines for personal and professional conduct as may have been determined by Synod from time to time;
 - 3.5.4 accepted supervision from a person or group approved by the Bishop;
 - 3.5.5 given written permission to the Diocese, in accordance with the Privacy Act, to collect and store personal information about them.
- 3.6 The ministry partnership between a Vicar or Co-Vicar and the Parish shall be reviewed and evaluated by a person or group appointed for that purpose by the Bishop twelve months after the date of the institution and commencement, and thereafter as directed by the Bishop.
- 3.7 Every licence to be issued to any deacon or priest shall be in one or other of the forms in the Schedule to this Statute or in any like form which shall include the same provisions.
- 3.8 In addition to all other provisions of this Statute, the licence of a Co-Vicar or Co-Pastor shall terminate immediately upon the termination for whatever cause of the licence held by the other Co-Vicar's or Co-Pastor's licence with that Co-Vicar or Co-Pastor; PROVIDED THAT where the Co-Vicar is also spouse of the other Co-Vicar whose licence is so terminated then this clause shall not apply, and the licence of the Co-Vicar spouse whose licence is not so terminated shall be reviewed by the Nomination Committee for appropriate renewal or extension or appointment.
- 3.9 A person ordained to serve as a Local Priest/Deacon in the Ministry Support Team in a Local Shared Ministry Unit will, in terms of Part 2 of The Parish Statute 1986, be licensed to exercise ministry as a priest/deacon within that local shared ministry unit only, and will not be authorised to exercise ministry as a priest/deacon in another parish or ministry unit without the approval of the Bishop.
- 3.10 No ordained minister shall be licensed without appropriate authorisation from Te Pihopa o Aotearoa, to any ecclesiastical office under this Statute the function of which office is principally directed to the ministry of the Church to Maori people or within Tikanga Maori and in particular to any ecclesiastical office or as Chaplain of any hospital, prison, defence establishment of the Armed Forces or any educational, charitable, commercial, industrial or community institution where there is a significant proportion of Maori people, or of people who wish to receive the ministry of the Church within Tikanga Maori.
- 3.11 Any person holding a Permission to Officiate (but who does not hold a Licence and Letter of Authority) shall only be entitled to exercise the functions of a deacon or priest as the case may be in any parish within the Diocese, with the permission of:
- 3.11.1 the Vicar or Co-Vicar; or
 - 3.11.2 the Priest/Deacon-in-Charge or Transitional Minister of that parish; or
 - 3.11.3 if in the interim there be no such person, the churchwardens of the parish (or person holding a comparable position if there be no churchwardens); or

- 3.11.4 in the case of a Local Shared Ministry Unit, the Council.
- 3.12 No person licensed as chaplain of any hospital, prison, defence establishment of the Armed Forces, or any educational, charitable, commercial, industrial or community institution shall be subject in the course of that ministry to any control by any Vicar, Pastor or Missioner.
- 3.13 Notwithstanding the provisions of this Part, it is permissible in terms of Title A Canon II clause 2 for the ordained minister in charge of any parish, worshipping community, or ministry to allow another ordained minister who is in good standing with that other ordained minister's own Bishop to officiate with their area of pastoral responsibility for up to one week without any other authorisation being required. If that other minister is to officiate for more than one week, it is necessary to have authorisation from the Bishop who has Episcopal responsibility for the parish, worshipping community, or ministry concerned.
- 3.14 No person who shall have been accepted as a candidate for ordination shall be entitled to presume that the Bishop shall thereafter be required to continue to license that person or to grant a permission to officiate in the Diocese, or to be assured of continuous payment of a stipend.

PART 5 RESIGNATION AND TERMINATION OF APPOINTMENT OF ORDAINED MINISTERS

- 5.1 The Procedures operative in this Diocese set out in this Part are modelled on the Inter Diocesan Conference Regulation of Common Practice concerning Resignation and Termination of Appointments of Ordained Ministers.
- 5.2 No ordained minister licensed to an ecclesiastical office under this Statute and under Title A Canon II section 1 shall have such appointment to that office terminated or be removed from such office except:
- 5.2.1 for an ecclesiastical offence upon the decision of a competent Tribunal as prescribed in Title D Canons I and II; or
 - 5.2.2 where, in the case of a stipendiary appointment, the stipend in respect of the ministry unit to which the ordained minister was appointed can no longer be sustained, or the office to which the minister was appointed is disestablished; or
 - 5.2.3 where the ordained minister is unable or unwilling to perform the duties of the office to which the minister was licensed, or the minister fails to perform those duties in an effective manner; or
 - 5.2.4 where the office is that of Deacon/Priest-in-Charge during a vacancy or Transitional Minister; or
 - 5.2.5 where the office is that of Co-Vicar or Co-Pastor, and the provision of a diocesan regulation requires the concurrent termination of such licence upon the termination, for whatever cause, of the licence held by any other Co-Vicar or Co-Pastor of that ministry unit; or
 - 5.2.6 where the licence has stated a specific term for the appointment, and the term has expired and has not been extended or renewed; or
 - 5.2.7 upon the resignation from that office of the person holding the licence.
- 5.3 No ordained minister shall have their appointment to office terminated under clause 5.2.2 hereof unless:
- 5.3.1 the Bishop for the time being exercising Episcopal jurisdiction over the minister shall first have given the ordained minister and the ministry unit to which the ordained minister is licensed three months' notice in writing of the Bishop's intention to take such action and during this three month period prior to the giving of Notice of Termination the parties will consult and will consider all possible alternatives to termination and any other matters or concerns raised by the minister in relation to the pending termination; and
 - 5.3.2 the Diocesan Council shall have authorised payment of a sum equivalent to three months' stipend of the minister payable upon the termination of the licence; and
 - 5.3.3 the Bishop shall have provided the ordained minister with written confirmation that the termination of the appointment is due to the inability to fund the stipend for that appointment and has not been by reason of an ecclesiastical offence; and
 - 5.3.4 the Bishop shall have notified the ordained minister that, should the minister have been unable at the end of three months after the termination of the appointment to have secured another stipendiary office or secular employment, the minister may apply to the Diocesan Council for further financial assistance of up to but not more than three months' stipend.

- 5.4 No ordained minister shall have their appointment to office terminated under clause 5.2.3 hereof without the appropriate procedures having been followed in accordance with Title D.
- 5.5 The Diocesan Synod may enact regulations to make further provisions for the care of clergy whose appointment to office has been terminated for whom no stipendiary office exists immediately or in the foreseeable future, in addition to or in substitution for the provisions hereof, where such provisions are deemed insufficient or inappropriate.
- 5.6 Where the licence of any ordained minister specifies the term of the new appointment and the date of its termination, then, notwithstanding anything else contained in these regulations, that date shall be the date of the termination of the appointment, and the licence shall cease to be effective from that date unless it is extended or renewed.
- 5.7 Any ordained minister licensed to an ecclesiastical office under Title A Canon II section 1 may resign the same by giving not less than three months' notice in writing to the Bishop having Episcopal jurisdiction over the ministry unit for which the licence is issued; PROVIDED THAT less than three months' notice may be accepted at the Bishop's discretion.

PART 6 SUNDRY PROVISIONS

- 6.1 The Diocesan Council shall arrange for the monitoring of the operation of this Statute, and shall report annually to the Diocesan Synod with a major review in the year 2005.
- 6.2 The Diocesan Council shall authorise the preparation and issuance of handbooks and guidelines for the assistance and guidance of Parish Consultations, Vestries, Nomination Committees and nominees/appointees from time to time.
- 6.3 Nothing in this Statute shall operate to prevent or inhibit the Bishop from requiring in respect of an appointment an appropriate Licence or authorisation issued by Te Pihopa o Aotearoa or the Bishop of the Diocese of Polynesia jointly with a licence issued by the Bishop in those cases where the same is necessary and appropriate.
- 6.4 The operation of this Statute is subject to the following Regulations of Common Practice made by the Inter Diocesan Conference acting as a Synodical Conference pursuant to Title A Canon II Clause 5, viz, for the Appointment of Tikanga Pakeha Ordained Ministers; concerning Resignation and Termination of Appointments of Ordained Ministers; and Personal Complaint Procedures related to Tikanga Pakeha Ordained Ministry.
- 6.5 The Diocesan Council may by Resolution deal with any matter not provided for and where it is necessary to do so.

6.6. SABBATICAL LEAVE

Stipendiary clergy and stipendiary lay ministers licensed by the Bishop have a responsibility to undertake continuing professional development in order that they can maintain and extend their ministry skills. This may include taking sabbatical leave for concentrated study and ministry reflection under the following provisions:

Committee

- 6.6.1 A Committee consisting of the Bishop, Diocesan Secretary, and the Bishop's Chaplain for Ministry Education shall carry out certain functions related to the administration of this scheme.

Entitlement

- 6.6.2 Entitlement to stipended sabbatical leave shall accrue at the rate of one day for each month of stipendiary service in a New Zealand diocese, calculated from the date of ordination to the diaconate or the date of commencement of service as a lay minister.
- 6.6.3 Sabbatical leave approved under these provisions
- 6.6.3.1 may not be taken until after 10 years of stipendiary service;
- 6.6.3.2 shall not exceed a total of 120 days at any time;
- 6.6.3.3 may be taken in units less than the total accrued.
- 6.6.4 Sabbatical leave may not be granted:
- 6.6.4.1 in the first 2 years of an appointment; nor
- 6.6.4.2 within the estimated final year of an appointment.
- 6.6.5 Sabbatical leave accrued but not taken in accordance with this clause 6.6 may not be recovered by a financial payment in lieu thereof and shall expire.
- 6.6.6 The Committee shall have the power to modify the application of sub-clauses 6.6.2 to 6.6.5 where the Bishop advises it that extenuating circumstances justify such modification.

Procedure

- 6.6.7 Any minister who is contemplating making an application for sabbatical leave shall notify the Vestry or equivalent body of the ministry unit concerned of their intention to do so at least six months prior to commencing the proposed sabbatical leave in order that appropriate ministry arrangements can be made.
- 6.6.8 The Bishop or the Bishop's Chaplain for Ministry Education may initiate the possibility of sabbatical leave with a particular person, and may take the initiative to propose that a person may undertake a course of study or research for the benefit of the Diocese.
- 6.6.9 The application, supported by a full description of the objectives, arrangements and provision for supervision, shall then be submitted to the Bishop's Chaplain for Ministry Education who shall then refer it to the Committee for approval. The application shall be submitted at least three months prior to the proposed commencement date of the sabbatical leave for which approval is sought.
- 6.6.10 At the conclusion of any sabbatical leave, the person shall submit a report to the Bishop through the Bishop's Chaplain for Ministry Education and a copy of this shall be presented to the Vestry or equivalent body.
- 6.6.11 The Bishop's Chaplain for Ministry Education shall keep a record of sabbatical leave taken by each minister and report each year to Synod on the operation of the scheme.

Financial

- 6.6.12 The ministry unit shall be responsible for the payment of Stipend Pool contributions during the period of sabbatical leave. Where the appointment is on a part-stipend basis, an adjustment shall be made on a pro rata basis. Payment of allowances and reimbursements may also be negotiated where it is appropriate that these continue during the period of sabbatical leave.
- 6.6.13 Regular subscriptions to the New Zealand Anglican Church Pension Fund or other approved superannuation scheme shall be maintained by the ministry unit and minister concerned.
- 6.6.14 The ministry unit shall meet the costs of providing appropriate interim ministry during the period of sabbatical leave.
- 6.6.15 The minister is responsible for all other costs associated with the sabbatical and shall be encouraged to make application for financial assistance from other agencies.

SCHEDULE

- **PERMISSION TO OFFICIATE AS A PRIEST/DEACON IN THE DIOCESE OF AUCKLAND**
- **LICENCE TO AN OFFICE**
- **LICENCE TO MINISTRY SUPPORT TEAM IN LOCAL SHARED MINISTRY UNIT**
- **NOTICE OF TERMINATION OF APPOINTMENT**
- **DECLARATIONS**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA

PERMISSION TO OFFICIATE AS A PRIEST/DEACON IN THE DIOCESE OF AUCKLAND

....., by the Grace of God, Bishop of Auckland, to our well-beloved in CHRIST
.....**Priest/Deacon**

GREETINGS:

YOU having made the Declarations required by the Constitution and Canons of the Church in Aotearoa, New Zealand and Polynesia, **WE GRANT YOU OUR PERMISSION** to exercise the ministry of a Priest/Deacon as described in the Formularies of the Church:

[Where no Licence is attached the following shall be deleted]

* within the Ministry Unit of, and in accordance with the attached Letter of Authority,

AND* within any Ministry Unit of the Diocese with the consent of the Minister-in-Charge thereof.

[Where the person being issued with this Permission is to serve as a local Priest/Deacon the above shall be replaced with the following]

***HOWEVER**, no permission is given or implied to exercise the ministry of a Priest/Deacon with any Ministry Unit of the Diocese other than that named in this Permission without our approval having first been obtained.

PROVIDED that any exercise of such ministry shall be in accordance with the doctrine of the Anglican Church in Aotearoa, New Zealand and Polynesia; using only the forms of service which are authorised or allowed by lawful authority.

[Where no Licence is attached, the following shall be added]

This Permission shall remain in force until the day of, 20.. and may be renewed, provided however that it may be revoked by us at any time.

GIVEN under our hand and seal this day of in the year of our Lord and of our consecration the year.

Entered in the Bishop's Register
Page....

[This Permission to Officiate is issued pursuant to the provisions of the Licensed Ministry Statute, 1999]

[REVERSE SIDE OF PERMISSION]

Upon expiry, or upon withdrawal of any attached Letters of Authority, this Permission shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Permission terminated on the day of, 20..

Bishop of Auckland
Register

Entered in the Bishop's
Register
Page....

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA

LICENCE TO THE OFFICE OF IN THE PARISH OF

....., by the Grace of God, Bishop of Auckland, to our well-beloved in CHRIST
.....**Priest/Deacon**

GREETINGS:

YOU having made the Declarations required by the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia, [*and being the holder of appropriate authorisation from Te Pihopa o Aotearoa]

*[*These words shall be deleted if appropriate authority is not required under Title A Canon II or the relevant Diocesan Statute or Regulation]*

WE GRANT YOU OUR LICENCE to exercise the office ofin the Parish of within our Diocese and Jurisdiction as such office may be prescribed from time to time by regulation of the Synod of the Diocese of Auckland and in accordance with any attached Letter of Authority.

HOWEVER WE RESERVE to ourselves and to our successors, Bishops of Auckland, the exercise of our Episcopal office in the Parish of in the Diocese of Auckland and our Episcopal authority as set out in the Canons and regulations in force in the Anglican Church in Aotearoa, New Zealand and Polynesia and Diocese.

GIVEN under our hand and seal this day of in the year of our Lord and of our consecration the year.

Entered in the Bishop's Register
Page....

[This Licence is issued pursuant to the provisions of the Licensed Ministry Statute, 1999]

[REVERSE SIDE OF LICENCE]

Upon resignation, termination, removal, or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Permission terminated on the day of, 20..

Bishop of Auckland
Register

Entered in the Bishop's
Register
Page....

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA

**LICENCE TO THE MINISTRY SUPPORT TEAM
IN THE LOCAL SHARED MINISTRY UNIT OF**

....., by the Grace of God, Bishop of Auckland, to our well-beloved in CHRIST

(Name).....**(Ministry)**.....

(Name).....**(Ministry)**.....

GREETINGS:

YOU having made the Declarations required under the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia, **WE GRANT YOU OUR LICENCE** in terms of the Licensed Ministry Statute 1999 of the Synod of the Diocese of Auckland, and do hereby authorise you to be the Ministry Support Team for the Local Shared Ministry Unit of to share responsibility for the provision of ministry in your Ministry Unit and to encourage all those who are baptised in your Ministry Unit to engage in mission and ministry in accordance with the Working Agreement which you have signed and under the supervision of the Enabler.

HOWEVER WE RESERVE to ourselves and to our successors, Bishops of Auckland, the exercise of our Episcopal office in the Local Shared Ministry Unit in the Diocese of Auckland and our Episcopal authority as set out in the Canons and regulations in force in the Anglican Church in Aotearoa, New Zealand and Polynesia and the Diocese of Auckland.

This licence shall remain in force until theday of in the year of our Lord 20., and may be renewed, provided however that it may be revoked by us at any time.

GIVEN under our hand and seal this day of in the year of our Lord and of our consecration the year.

Entered in the Bishop's Register
Page....

[This Licence is issued pursuant to the provisions of the Licensed Ministry Statute, 1999]

DECLARATIONS

In addition to the declaration of adherence and submission to the authority of the General Synod Te Hinota Whanui the following Declaration is to be made prior to the issue of any licence or permission to officiate or other authorisation to minister in this Church.

I,, Priest/Deacon, being about to be licensed to the office of [or being about to be given permission to officiate in the Diocese of Auckland]

DO SOLEMNLY MAKE the following Declarations:

I believe in the faith which is revealed in the Holy Scriptures and set forth in the Catholic Creed.

I assent to the Constitution of the Anglican Church in Aotearoa, New Zealand and Polynesia.

I affirm my allegiance to the doctrine to which Clause 1 of that Constitution bears witness.

In public prayer and administration of the sacraments I will use only the forms of service which are authorised or allowed by lawful Authority.

I will uphold the partnership expressed in the Constitution between Te Pihopatanga o Aotearoa as a whole and through its constituent parts, and the Dioceses in New Zealand together and severally and through their constituent parts, and the Diocese of Polynesia as a whole and through its constituent parts.

I will pay true and canonical obedience, in all things lawful and honest, to the Bishop of Auckland and to the successors to that Bishop, and will be obedient to the ecclesiastical laws and regulations in force in the said Diocese.

The foregoing declarations were made and subscribed by the abovenamed on the day of in the year of our Lord, 20..

Signed

In the presence of
[signature of witness]

**THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA
IN THE DIOCESE OF AUCKLAND**

NOTICE OF TERMINATION OF APPOINTMENT TO THE OFFICE OF
.....

TO: Clerk in Holy Orders
[Address]

WHEREAS, I,, Bishop of Auckland, having caused due enquiry to be made pursuant to the provisions of the Regulations in force in this Diocese governing the termination of appointment to the office of

AND having conferred with and advised you, as required by the Regulations, of matters of concern

AND having obtained the sanction of the Diocesan Council pursuant to the Regulations

HEREBY GIVE YOU NOTICE that your appointment to the office of
is terminated with effect from

You are entitled to stipend and allowances in accordance with the Regulations, a copy of which are attached.

The termination of this licence has not been by reason of any ecclesiastical offence.

GIVEN under our hand and seal this day of
..... in the year of our Lord, 20.. and
of our consecration the year.