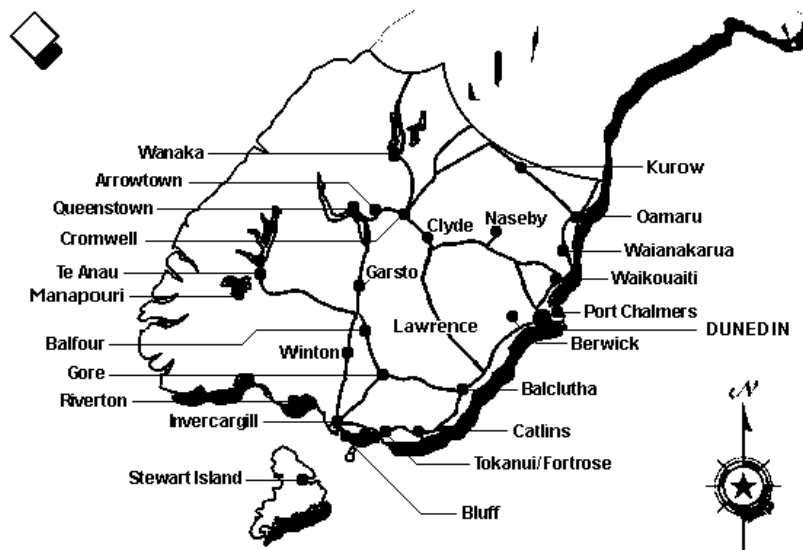




Presbyterian Church  
of Aotearoa New Zealand

# Southern Presbytery



## Handbook and Standing Orders 2020

### Mission and vision

#### Vision Statement:

'Vibrant communities of faith in the South'

#### Mission Statement:

'Supporting and enabling communities of faith  
in their worship, pastoral life and mission'

Southern Presbytery has also adopted as its own  
the "Clarity in Mission" statement

Charities Commission Registration: CC33597

## Responsibilities of the Southern Presbytery

The primary authority for the role of the Southern Presbytery is the PCANZ Book of Order – Chapter 8. A link to this document is found on [www.presbyterian.org.nz](http://www.presbyterian.org.nz)

In order that our congregations and 'Regional Groups' can focus their resources and energy on mission the Southern Presbytery will

1. provide a collective regional link between congregations and the General Assembly
2. exercise executive, judicial, and administrative 'governance' over the members, church councils, congregations, recognised ministries, ministers, ministry interns, and licentiates within its bounds
3. exercise authority in relation to any matter committed to its charge by the General Assembly and make proposals to General Assembly
4. cultivate a sense of community amongst the congregations and recognised ministries accountable to Presbytery for their worship, life, and mission
5. contribute significantly to the health and wellbeing of the congregations and recognised ministries within its boundaries by actively
  - a. seeking resources of excellence to enrich the worship, life and mission of its congregations and their leaders as they engage with their communities
  - b. encouraging the establishment of missional networks accountable to Presbytery for mutual mentoring and sharing strategic resources
  - c. recognising new forms of mission and service to the community
  - d. conducting parish reviews as set out by General Assembly
6. oversee the provision of healthy effective ordained leadership by
  - a. ordaining licentiates, inducting ministers, commissioning local ministry teams
  - b. ensuring effective pastoral care, supervision and continuing development of the ordained ministry within its bounds
  - c. establishing effective ministry settlement boards where required
  - d. dissolving pastoral ties where Presbytery is of the opinion that the ends of ministry are not being served.
7. administer the property and finances belonging to presbytery or held in trust on its behalf and supervise and oversee congregational property matters, and fix and recover levies on congregations for the work of the Presbytery
8. maintain ties with church schools and social services agencies and ecumenical partners

## In carrying out their role the Presbytery will

1. Hold meetings that are well run, informative, interactive, spiritually enriching and enjoyable
2. Communicate effectively
3. Relate to one another with wisdom and grace.
4. Attend promptly to all financial and property matters in an open and supportive manner
5. Identify all those organisations and situations of the wider Church that need its input and provide informed comment
6. Acknowledge the Treaty of Waitangi
7. Include all cultures and ethnicities in the Presbytery, particularly Tangata Whenua Pacific Island, South American and Chinese faith communities
8. Encourage and support initiatives for families and young people across the Presbytery
9. Acknowledge and respect uniting and co-operative venture parishes

## Profile

**Southern Presbytery** comprises 66 parishes in the geographical area south of the Waitaki River, covered by the Dunedin, North Otago, Central Otago, Clutha, Mataura and Southland regions.

- 60 Presbyterian
- 6 Co-operative parishes with other denominations

**Southern Presbytery** has a relationship with two Presbyterian Church schools:

- Columba College
- John McGlashan College

**Southern Presbytery** has involvement in Ecumenical Chaplaincies:

- Dunedin Hospital
- Otago Uni & Polytechnic
- Aged Care – Dunedin

**Southern Presbytery** has involvement with:

- Presbyterian Support Otago, and Presbyterian Support Southland
- Knox Centre for Ministry and Leadership
- Synod of Otago and Southland

**Southern Presbytery** has cross-cultural engagement in the parishes through:

- Pacific Island congregations situated in North East Valley, and First Church – Dunedin (Cook Islands and Samoan);
- The Dunedin Chinese Church
- Brazilian congregation in the Wakatipu Community Church
- Individual Maori and Pacific Island ministers leading primarily European congregations

**Southern Presbytery** is a partner in the UCANZ Regional Forum of three partner churches, Anglican, Methodist and Presbyterian. Leadership is provided by our Moderator and Executive Officer along with the ministers of our CV parishes.

**Southern Presbytery** nominates members for:

- Presbyterian Support Otago
- Presbyterian Support Southland
- Tirohanga Campsite Committee
- Columba Campsite Committee
- Iona Campsite Committee
- Hospital Chaplaincy Council (Dunedin)
- Southland Interchurch Council on Hospital Chaplaincy (Invercargill)
- Southland Tertiary Chaplaincy Trust Board (Invercargill)
- Otago-Southland Tertiary Chaplaincy
- Inter-Church Trade & Industry Mission
- Otago Seafarers' Society
- Churches' Education Commission

### **Synod of Otago and Southland:**

There are some joint workgroups of Presbytery and Synod – these are:

- Joint Nominating Committee
- Joint Property Workgroup
- Presbytery-Synod dialogue exploring greater cooperation and engagement

Presbytery has two associate members on the Synod Executive and the Synod likewise has two associate members on the Presbytery Council.

The Synod has the following committee structure:

- Executive Committee
- Educational Fund Committee
- Ecclesiastical Fund Committee
- Mission & Evangelism Fund Committee
- National Commitments Committee
- Property Commission
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## Members

**Southern Presbytery** consists of the following:

- Ministers appointed to ministry roles in a congregation (Presbyterian, Union or Co-operating Venture)
- One Elder commissioned by each Church Council as their Presbytery Elder (see also BOO 8.9 (2) and (3))
- Ministers in Chaplaincy in the Southern Presbytery area
- Young Adult representatives
- Ministers appointed by General Assembly with Knox Centre for Ministry and Leadership
- Other Ministers who participate actively in, and are able to contribute to the worship, life and mission of the Presbytery, who are appointed as additional full voting members by the Presbytery, subject to review of their appointments by the Presbytery at intervals of not more than 3 years. These include retired ministers who have sought the role of “Senior Active Ministers” of the Presbytery.
- Other ministers, licentiates, chaplains, elders or young adult representatives whom a Presbytery may invite to become members of Presbytery for a specific time.
- If the ministry settlement for a congregation is a Local Ministry Team, one member of that team elected and commissioned by the Church Council to take the place usually occupied by a minister (in addition to a Presbytery Elder)
- Synod of Otago and Southland employees may also be granted Presbytery membership
- Presbyterian Women (appointed by the national committee of Presbyterian Women)

**See Book of Order Chapter 8, for full details of Membership**

## Officers of Presbytery

- A Presbytery must-
  - Elect a Moderator
  - Elect or appoint a Presbytery Clerk – currently combined with the role of Executive Officer.
  - Elect or appoint a Treasurer

## Presbytery Staff Members

- Executive Officer: Rev Alan Judge
- Treasurer: Bronwyn Miller
- Treasurer Support Person: Roslyn Boyes

## The Moderator

- A Moderator is elected bi-annually by Presbytery and convenes the Presbytery Council meetings, and the Presbytery Meetings (currently twice each year). The moderator’s role description is copied below:

### **Role Description for Southern Presbytery Moderator**

Nomination Process:

*The Nominating Committee will call for nominations from Church Councils and Presbytery Members for a Moderator Designate of Presbytery, providing a role description and nomination form for biographical, skills and experience data. After assessing nominees, nominations will be forwarded to the Presbytery Council who will arrange an election at a Southern Presbytery Meeting.*

### **Book of Order prescribes:**

8.11 Moderator of presbytery

(1) The Moderator of a presbytery must

- (a) constitute, preside over, and generally direct the business of the meetings of presbytery to ensure due order and efficiency,
- (b) exercise pastoral oversight over members of presbytery, and
- (c) perform other duties that may be prescribed by the supplementary provisions.

## Role Description:

- ✓ Moderate meetings of Presbytery Council, and any associated meetings to do with the Council
- ✓ Moderate the Presbytery Meetings {currently two each year} and be involved with the planning for these
- ✓ Officiate at ordinations, inductions, licensing services, opening and closing of church buildings (or deputise another person to do so)
- ✓ Represent the Presbytery at ecumenical events, and special occasions of parishes etc.
- ✓ Represent the Presbytery at national gatherings with other Presbyteries and the national service team
- ✓ Present Presbytery Report at General Assembly (or deputise a previous Moderator or another Presbytery member to do so)
- ✓ Attend Synod Executive and other Synod Committees
- ✓ From time to time be involved with the Ministry Workgroup and visiting parishes needing Presbytery's assistance
- ✓ Attend to a significant amounts of email correspondence, some involving personal and sensitive material
- ✓ Presbytery Council has noted (Feb 2019):

A Value for Presb Council – that Moderators (and council members) endeavour to include use of Te Reo in Presbytery Council meetings. Moderators to include Karakia in Te Reo at Presbytery Gatherings. Invest in Moderator elect year by providing support for the Moderator designate to learn Te Reo Maori.

### **Please note the role involves three phases**

- One year as Moderator Designate from date appointed & member of Presbytery Council
- Two years as Presbytery Moderator, Moderator of Presbytery Council
- One year as Past Moderator & member of Presbytery Council

Presbytery reimburses expenses and makes a contribution (currently \$8,000 pa) towards the Moderator's Parish (or to the Moderator themselves).

### **The Presbytery Clerk / Executive Officer** is responsible for

- keeping the records of the Presbytery.
- recording the Minutes for all Presbytery Council meetings and the Presbytery Meetings,
- the handling of all inward/outward correspondence, Presbytery business, and queries
- forwarding business and correspondence to the appropriate Workgroup,
- providing advice on meeting procedure and regulations to the Moderator and Commissioners.
- The Clerk is also the Presbytery Privacy Officer.
- Presbytery licensing, inductions, and ordinations. The Executive Officer prepares the agenda. When called upon read the formula before it is signed.

- Full meetings of Presbytery. Oversee planning and registrations. In consultation with Moderator and Presbytery Council, contact speakers, and those presenting reports. Prepares various reports for distribution prior to Presbytery meetings. Delegates tasks to Presbytery Council members as required.
- Presbytery Workgroups.
  - ✓ Serves as an ex officio member of the all workgroups and carries out administration work for these workgroups as required.
  - ✓ Acts as executive secretary to the Convener of the Ministry Workgroup, and to the Convener of the Parish Reviews Workgroup, and assisting with, record keeping and administrative tasks of workgroups.
  - ✓ Resourcing conveners of workgroups and assisting them with their role development.
- National. Attend meetings of Presbytery Administrator's where and when they are called, along with any other meeting of strategic value.

### **Treasurer:**

- The Treasurer is responsible for
  - receiving monies,
  - paying accounts,
  - invoicing congregations for levies,
  - keeping appropriate records,
  - preparing annual financial statements,
  - completing the requirements of Charities Services
 and reporting to Presbytery as required, through the Finance Workgroup.

### **Election of Moderator of Presbytery**

The Nominating Committee will call for nominations from Church Councils and Presbytery members for a Moderator Designate of Presbytery, providing a role description and nomination form for biographical, skills and experience data. After assessing nominees, nominations will be forwarded to the Presbytery Council who will arrange an election at a Southern Presbytery Meeting. The timetable for the election of the Moderator of Presbytery is:

- Call for nominations (and profiles) from parishes (bi-annually) in May for the role of Moderator
- Close off nominations 6 weeks prior to the Presbytery meeting,
- Distribute nominees and profiles to the Nominating Committee, who will confirm good standing status for nominees and seek further nominations if this seems necessary.
- Nominations presented to Presbytery Council who are requested to place the nominations before the next Presbytery meeting and arrange for an election process
- Election at a full Presbytery Meeting of the Southern Presbytery.
- Moderator Designate is a member of the Presbytery Council for one year prior to taking up the position of Moderator the following year.
- Moderator Designate takes up role of Moderator at the last Presbytery Meeting the following year, or other suitable occasion.
- Retiring Moderator remains a member of the Presbytery Council for a further year.

### **Election or appointment of the Clerk (& Executive Officer)**

A Presbytery may elect or appoint a clerk for a period of not more than 5 years, and may reappoint the clerk for a further term or terms (Book of Order 8.12)

- The task of appointing the Presbytery Clerk rests with the Presbytery Council, and affirmed at a full meeting of the Presbytery.

- An appraisal of the position will take place whenever a new appointment or reappointment is necessary.
- When the position becomes vacant, due to retirement, resignation or the current Clerk / EO is not seeking reappointment, the Presbytery Council will form a Task Group to review the job description and schedule of duties, and advertise the position.
- The Task Group will appoint a selection panel to interview candidates.
- The selection panel will forward their recommendation of the successful candidate to the Task Group and then to the Presbytery Council which will make the appointment.

### **Election or appointment of the Treasurer**

A Presbytery may elect or appoint a treasurer for a period of not more than 5 years, and may reappoint for a further specified number of years if it is in the best interests of the Church. (Note: there is no length of appointment in the Book of Order)

- The task of appointing the Treasurer rests with the Presbytery Council, and affirmed at a full meeting of the Presbytery.
- An appraisal of the position will take place whenever a new appointment or reappointment is necessary.
- When the position becomes vacant, due to retirement, resignation or the current Treasurer is not seeking reappointment, then a job description and schedule of duties will be drawn up and the position advertised.
- The Presbytery Council will appoint a selection panel to interview candidates.
- The selection panel will forward their recommendation of the successful candidate to the Presbytery Council which will make the appointment.

### **Auditors**

- Annually appoint an auditor of financial accounts of the Presbytery
- Bi-annually appoint an auditor of minutes of the Presbytery to report to the Assembly AES.

### **Presbytery Council**

Book of Order 8.2 (4) notes

(b) The presbytery council has the powers of the full presbytery in all matters other than the approval of the presbytery budget or imposition of a levy, or voting on matters referred under the special legislation provisions.

### **Rotation and term of appointment of the Presbytery Council**

The term of appointment for membership of the Presbytery Council, is for three years, with a possible extension of a further three years, and then a stand down year must be taken. A rotation of members to be arranged by the Nominating Committee. This same process, [as regards rotation and the 3 + 3 terms of appointment], also applies to workgroups and leadership of Regional Groups.

### **Presbytery Council Membership**

- ✓ The Moderator is convener of Presbytery Council except where they wish to participate in the discussion then they must stand aside.
- ✓ The Moderator designate is a full member of the Council until inducted as Presbytery Moderator
- ✓ The Executive Officer is a non-voting associate member of the Presbytery Council.
- ✓ The leadership of each Regional Group will appoint one member to Presbytery Council noting the rotation and time limits mentioned above. This person is responsible for connecting the Presbytery Council and the leadership of the Regional Group.

- ✓ Four additional members of Presbytery Council will be nominated to a full Presbytery meeting by the Nominating Committee who are asked to ensure a breadth of perspectives and leadership skills as well as gender balance etc.
- ✓ The Presbytery's representative on the Council of Assembly is an associate member of Presbytery Council
- ✓ Synod will appoint two associate members to Presbytery Council

Workgroup conveners, the Presbytery Treasurer and staff members will attend from time to time to discuss key issues and bring the recommendations of the workgroups. They are associate members of Presbytery Council when attending without voting powers, but able to move and second motions. Sometimes they will provide written reports without being in attendance.

## Professional and Ethical Standards

It is acknowledged that there are a number of documents which describe the commitments leaders in our churches and Presbytery Council and our workgroups are expected to keep.

The first is the formula signed by ministers and elders when inducted to office. The second is the code of ethics which applies more generally to those in leadership roles within the church. These are copied below:

### The Formula

I believe in the Word of God in the Scriptures of the Old and New Testaments and the fundamental doctrines of Christian Faith contained in the Kupu Whakapono and Commentary, the Westminster Confession of Faith, and other subordinate standards of this Church. I accept that liberty of conviction is recognised in this Church, but only on such points as do not enter into the fundamental doctrines of Christian faith contained in the Scriptures and subordinate standards. I acknowledge the Presbyterian government of this Church to be agreeable to the Word of God and promise to submit to it. I promise to observe the order and administration of public worship as allowed in this Church.

### PCANZ Code of Ethics

1. The PCANZ, as a part of the church of Jesus Christ, is committed to conducting itself in accordance with the Gospel so that all people are treated with honesty, transparency, dignity, and respect.
2. People representing or working for the PCANZ (*"the Church"*) are required to abide by this *Code of Ethics*. This includes *ministers, employees, and volunteers*. { These terms are defined in the PCANZ Conditions of Service Manual}.
3. This Code is to be read in the context of, and along with, the *Book of Order* and the Church's *Conditions of Service Manual*. It reflects the standards of conduct expected because of the special relationships of pastoral care and ministry in which the Church is engaged. It is supported by subordinate documents that address particular areas of practice within the church.

4. People representing or working for the Church will:

#### 4.1 Demonstrate high ethical standards of behaviour at all times.

This recognises obligations of truthfulness and confidentiality towards people the Church deals with, together with an acknowledgement that it is unacceptable to subject people to exploitation, harassment, or abuse, whether financial, sexual, physical, psychological, spiritual, cultural or otherwise in any discriminatory way, nor to take advantage of any vulnerability of others. All dealings with others will be characterised by compassion and natural justice.



#### **4.2 Demonstrate appropriate levels of competence commensurate with the role and task undertaken.**

This recognises obligations of using appropriate supervision; regular opportunities for spiritual growth; stewardship of time and talents; personal upskilling and recreation; awareness of strengths and limitations; collegiality and respect for others within the Church; recognition and respect for boundaries; and the need to ensure the health, safety, and wellbeing of those with whom the Church interacts is protected and enhanced.

#### **4.3 Comply with the laws and usages of the Church and the laws of the communities in which the Church operate.**

*Issued by the Council of Assembly 17 March 2018*

### **Workgroups**

- Presbytery carries out its oversight and governance through the work of its Workgroups which report to Presbytery regularly. Each has terms of reference in the appendices below. Approximately 70 Presbytery members are participants in these workgroups. The workgroups are:
  - Property (joint WG of both Presbytery and Synod)
  - Finance
  - Parish Reviews
  - Ministry
  - Candidates
  - New Directions (being formed in 2020)

**Presbytery has also established a Presbytery Constitutional Commission which advises Presbytery, its officers, Presbytery Council and workgroups and full Presbytery meetings on issues of a constitutional nature including how the Book of Order, Synod Regulations and related legislation affect the Presbytery.**

- Presbytery has adopted a **“Delegations Policy”** which delegates some Presbytery functions to workgroups. These matters do not need to be ratified by Presbytery Council.

<p>The Nominating Committee is similar to workgroups but stands at a little distance enabling it to bring recommendations of workgroup and Presbytery Council membership directly to the full Presbytery. It is a joint committee of Presbytery and Synod also bringing recommendations to the Synod annual meeting for membership of Synod committees.</p>
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- The Conveners of the Workgroups are nominated by the Nominating Committee and then appointed by Presbytery at a Presbytery Meeting. When necessary interim appointments can be made by Presbytery Council and confirmed at the next Presbytery meeting.
- The term of appointment of Conveners and workgroup members is three years, with a possible extension of a further three years, then a compulsory stand down year. Membership is confirmed by Presbytery annually.
- Conveners can attend Presbytery Council as associate members (non-voting) to present reports and recommendations. Each convener works closely with a designated Presbytery Council member who presents reports and recommendations when conveners are not present.
- All Presbytery members are expected to be available to be an active member of a Workgroup unless committed to a planning group for Regional groups, or a specific task group or policy group in the National Church or Presbytery.
- From time to time, a specific task group may be put in place, which includes members of Presbytery and others co-opted from outside the Presbytery that requires particular skills not available from its Presbytery membership.

- When members are co-opted to a Workgroup such action should be reported to Presbytery Council.
- Each workgroup is to report on its work, including within the report matters which have been handled by the workgroup, including those “Presbytery decisions” made under delegated authority.
- Each workgroup is asked to prepare their own budget and submit to the Treasurer for the annual budget round.
- Convener to authorise any re-imbursements for individual workgroup members, prior to sending account to Treasurer.

### **Presbytery Council Executive**

A Presbytery Council Executive has been formed consisting of the Moderator, Moderator Designate MD (or previous moderator where there is no MD), Executive Officer and Convener of Ministry Workgroup.  
The Executive has delegated authority to deal with emergency situations and administration.

### **Preparation for the Presbytery Council Meeting**

- All correspondence, reports, notices of motion for the attention of the Presbytery Council, and the wider Presbytery, should be sent to the Presbytery Executive officer [alan@southernpresbyterians.nz](mailto:alan@southernpresbyterians.nz) This is essential so that the Executive Officer can keep track of the business of the Presbytery
- The Presbytery Council meets either by e-meeting or face to face, email or Skype / Zoom. Currently Presbytery Council meetings are 5 times per year, plus one combined meeting with the Synod Executive Committee.
- Apologies to be recorded for absence from a meeting of the Presbytery Council are to be notified to the Executive Officer prior to the commencement of the meeting. A member whose apology for absence has been recorded is entitled to dissent, at the next meeting, to any proceedings of the meeting from which they were absent.
- The agenda will usually be circulated to the Presbytery Council five days before the meeting. The agenda will include, reports and recommendations, and copies of any relevant papers. A list of correspondence will be circulated the day before the meeting. Council members may consult the Executive Officer and/or conveners for clarification of any item of business.
- E-meetings: A discussion can take place using ‘reply to all’ on the email, and any amendments or changes agreed to. Any Council member can ask for an item to be held over for discussion until a face to face meeting is held. Recommendations agreed by e-meeting will be ratified at the next face to face meeting of the Council, and recorded in the Minutes of that meeting.
- All Workgroup Conveners to send a written report (emailed) to the Executive Officer a week prior to meeting of Presbytery Council unless they have nothing to report or recommend.
- Terms of Reference:
  - Appendix 1: Finance Workgroup
  - Appendix 2: Property Workgroup
  - Appendix 3: Parish Reviews Workgroup
  - Appendix 4: Ministry Workgroup
  - Appendix 5: Candidates Workgroup
  - Appendix 6: Nominating Committee
- The Presbytery Council may use a comprehensive motion for recommendations from Workgroups to allow the efficient conduct of business.

- Presbytery Council will be responsible for:
  - approving Presbytery commissioners to the General Assembly. Council will carefully note the guidelines provided by the Book of Order and Council of Assembly. This needs to be done 6 months prior to each GA.
  - nominating members for PCANZ bodies; eg. Council of Assembly, PCANZ Nominating Committee, Assembly Workgroups etc (usually acting on a nomination from the Presbytery Nominating Committee)
  - arranging full Presbytery evaluation and decision making for Presbytery Moderator Designate (nominations will have been received from Presbytery members and parishes)
  - agreeing personnel for Presbytery task groups and commissions
- Orders of the Day or similar requests to present information, especially those which 'resource' the Presbytery can be made through the Executive Officer, who will forward the request to the Co-ordinators of the Regional Groups, or to the Presbytery Council for inclusion in a Presbytery Meeting agenda.
- All reports to Presbytery are confidential until they are dealt with by Presbytery Council.

### Presbytery Meetings (Gathering) Procedures

- The date of the next Presbytery meeting needs to be confirmed at each Presbytery meeting. This is a requirement under the Book of Order. On rare occasions the Moderator may change the date after appropriate consultation; with Presbytery advised as soon as possible.
- The Presbytery Council will be responsible for deciding the venue, programme, speakers, agenda, Regional Group presentations, orders of the day, for Presbytery meetings (commonly referred to as Presbytery Gatherings), usually two each year.
- The Moderator and the Executive Officer, (with input from the Presbytery Council), will draw up the agenda for Presbytery Meetings, with a timetable for speakers, worship, Presbytery business and fellowship. They will seek a balance between worship, inspirational themes, Presbytery business making and presentations on behalf of the Assembly and Synod. The Assembly Moderator and A.E.S. are invited to come as often as possible to Presbytery meetings.
- The Moderator will moderate (chair) the full meetings of the Presbytery. However the moderator cannot contribute to the substance of the discussion or debate, nor continue to moderate where a conflict of interest is identified, so on occasions they will ask another Presbytery leader to moderate an item of Presbytery business. This acting Moderator is usually the previous Moderator or Moderator designate.
- **Notices of motion** are the way individual members of Presbytery add proposals to the Presbytery agenda. Any member of Presbytery may bring a matter of concern or a notice of motion to the attention of Presbytery. Notices of Motion may be used to raise specific issues. These must be submitted, together with a supporting statement or documentation, via the Presbytery Executive Officer to the Presbytery Council, who will decide in which forum to raise the matter (possibly a full meeting of the Presbytery). Notice of motion should be received at least a week prior to a Presbytery Council meeting preceding a Presbytery meeting. Late notices of motion will only be received if the business is deemed urgent.
- Presbytery Members shall add their name to a record of attendance at meetings of the full Presbytery. The number of those attending, and number of apologies, will be recorded in the minutes of that meeting.
- Notices which relate to the life of the Church may be included with the agenda, at the discretion of the Executive Officer.
- The handing out of material at Presbytery meetings is not allowed without the prior approval of the Moderator.

- Elections will be held for the position of Moderator Designate (bi-annually) The appointment of Workgroup Conveners, and the membership of workgroups will be approved annually, at Southern Presbytery meetings arising from the report of the Nominating Committee.

## **Presbytery Council Minutes**

- The minutes of the Presbytery Council meeting are printed and distributed, firstly to the Council who will be asked to approve the minutes and then emailed to members of the whole Presbytery as soon as possible following approval.
- The minutes to be copied and placed into the Presbytery Minute folder, and after acceptance signed and dated by the Moderator and the Executive Officer. A copy of the finance report will be filed in Presbytery Minute folder along with minutes.
- On a regular basis minutes are lodged with the Presbyterian Archives for safe keeping and those wishing to consult them. On occasions private minutes are recorded where confidentiality issues arise and then kept securely in the Presbytery Office and Presbytery Archives.

## **Full Presbytery Meeting minutes**

- The minutes of full Presbytery meetings, including electronic meetings, are printed and distributed. Formal adoption of minutes will occur at the subsequent Presbytery Meeting. A copy of the finance report will be filed in Presbytery Minute folder along with minutes.
- The minutes will then be copied and placed into the Presbytery Minute folder, and after acceptance signed and dated by the Moderator and the Executive Officer. On a regular basis these are lodged the Presbyterian Archives.
- On occasions private minutes are recorded where confidentiality issues arise and then kept securely by the Executive Officer and Presbytery Archives.

Minutes of both Presbytery Council and Presbytery Meetings will be audited prior to each General Assembly and a report on these submitted to the Assembly Executive Secretary.

## **Regional Groups:**

Each Parish is part of a Regional Group and participation in this group is a core way it relates to the Presbytery. Presbytery members should prioritise participation Regional Group gatherings. They are asked to invite others in their parish to join them.

### **• Meetings:**

Regional Groups will provide the main social and pastoral contact within the presbytery structure. Attendance will be expected of Parish Ministers and Presbytery Elders, but meetings will be open to all (the whole people of God).

### **• Functions:**

Regional Group functions are:

- Personal encouragement, support and pastoral care, ongoing consultation
- Sharing resources for mission in local congregations
- Accessing new resources or skills from outside sources
- Exploring new models of mission and ministry
- Identifying and supporting new growth opportunities
- Responding to minor crises in ministry and parishes
- Organising training events and one-off mission services
- Set mission goals for the region or parts of the region covered by the Regional Group
- Report to the Presbytery meetings on an annual basis

### **• Geographical regional groups:**

Exactly how each Regional Group organises itself and any additional goals are for the group to decide. Each Regional Group has lodged their Terms of Reference with the Presbytery. While

the Presbytery will have oversight of all Regional Groups, they are structurally separate from the governance system (Presbytery Council and Workgroups), however, from time to time the Presbytery Council may send issues for discussion to one or more Regional Groups.

- **Terms of Reference**

- Appendix 7: Southland Regional Group (EquipSouth)
- Appendix 8: Dunedin North Otago Regional Group
- Appendix 9: Central Otago Regional Group (Equip Central)
- Appendix 10: Clutha Regional Group
- Appendix 11: Maitai Valley Regional Group

It is anticipated other groups of congregations will emerge based on specific needs or interest, or around particular areas of expertise. These will be more voluntary in nature, but will be required to seek Presbytery approval through Presbytery Council to operate and will be expected to report to the Presbytery meetings on their activities. Groups may have a long-term aim or have a predetermined termination date.

## **Standing Orders of Presbytery Meetings**

The term 'Clerk' is used in the following section as during Presbytery meetings the Executive Officer is functioning as Clerk of the Presbytery, an officer of the Presbytery.

- The Moderator may lead the Presbytery in worship or reflection. A member of the Presbytery may request the Moderator to pray at any point in the meeting; the Moderator decides whether this is appropriate and responds accordingly.
- All motions and amendments must be submitted to the Clerk in writing, to ensure they are accurately recorded.
- An amendment may not contradict the motion it is amending.
- *"That the motion be put"*. This motion may not be debated, and may not be moved by anyone who has already spoken in the debate. If carried, this ends the debate, and the motion before the Presbytery is then voted upon. The Moderator may decline to accept the procedural motion if they consider the rights of debate would be infringed.
- *"That Presbytery pass to the next business"*. This motion may not be moved by anyone who has already spoken in the debate. The mover and seconder may speak, and it may be debated. If carried, Presbytery moves to the next business without further discussion.
- *"That Presbytery meet in private"*. Decisions made when Presbytery meets in private, but not the preceding discussion, may be reported. Reporting should only be to Church Councils, unless Presbytery decides otherwise. The Clerk will only record in the minutes what decision was made outside meeting in private.
- *"That Presbytery meet behind closed doors."* Only full and associate members of Presbytery may remain in the meeting. Presbytery decides what, if any, reporting is permitted.
- *"That Presbytery resume in public"*. This motion follows the completion of business 'in private' or 'behind closed doors'.
- The mover of a motion is allowed five minutes in which to speak to the motion. The seconder, and other members speaking from the floor, may each speak to the motion for three minutes.
- The mover of a motion is allowed two minutes in which to reply at the end of a debate. The convener of a workgroup has this right of reply for each clause in that committee's recommendations.
- The Moderator has the discretion, when debate has reached a point where further progress towards resolving an issue appears unlikely, to declare standing orders to be suspended for a period, in order that other means for a solution may be explored, or to allow a period for reflection.

- When a vote is put to the Presbytery, the Moderator declares, normally on a voice vote, that the motion, or amendment, has been agreed [no dissenting voices], carried [majority in favour], or lost.
- Any member may ask for a vote to be counted by show of hands, or secret ballot.
- The Clerk alone shall convey the decisions of Presbytery to affected, or interested, parties, except in those instances when it is considered more appropriate for the Moderator to act.
- The Clerk announces the adjournment to include the venue, date and time of the next meeting of the Presbytery Council. The Moderator then adjourns the Presbytery appropriately.

## **Decision-making at the Presbytery Meeting**

Presbytery meeting business is normally conducted by the Workgroups and brought to Presbytery as recommendations for approval. These recommendations may be collected together in the comprehensive motion which is voted on as a whole, with the exception of any items which have been withdrawn from the comprehensive motion. For the remainder of the business, the following is an outline of the procedures:

1. The Workgroup Convener, or their representative, or the author of a notice of motion, moves the recommendation. Several recommendations may be grouped and presented, debated and voted on together. Such a grouping will be arranged with the Clerk.
2. With the exception of the mover of a motion the time limit for all speakers is three minutes. The Moderator allocates time limits to the movers of motions.
3. Any amendment to a recommendation must be given in writing as a notice of motion, unless, in the opinion of the Moderator, it has arisen in the debate. In such instances Presbytery's leave to present the amendment will be sought, and it should be given to the Clerk in writing as soon as it is read to the Presbytery.
4. When a recommendation or amendment has been seconded it may be debated. The Moderator has the right to call speakers alternately in favour and opposed. The Moderator may on his or her initiative put before the Presbytery the motion that the question be put.
5. Before the vote is put the mover of the motion has the right of reply. When an amendment is to be voted on, the mover of the motion being amended may exercise a right of reply if they have not spoken to the amendment in the debate thereon. The mover of an amendment does not have the right of reply.
6. When a motion is being debated and an amendment is moved and seconded, the vote is taken on this amendment before any other amendment may be moved.
7. Procedural motions that take precedence and may be moved during a debate are: [a] 'That the question be now put', and [b] 'That the Presbytery pass on to the next business.
8. Such motions may not be moved by anyone who has spoken in the debate. They must be moved and seconded without any speeches and no debate will be allowed.
9. In the case of Procedural motion [a] being Agreed/Carried, the mover of the motion being debated or, in the case of an amendment the mover of the original motion, may reply.
10. In the case of procedural motion [b] being Agreed/Carried, the Presbytery moved on to the next business without any further discussion. [The effect of the motion in this case is that Presbytery does not complete the business of the vote before it.]

11. During a debate a member who has not spoken may move 'That the debate be adjourned'. If Agreed/Carried the member so moving has the right to speak first at such time as the debate is resumed.
12. A recommendation or motion given on notice may be withdrawn with the leave of the Presbytery.
13. Voting is normally on voices. The Moderator or any member may call for a show of hands or a private ballot. After a show of hands the Moderator may call for a count of votes. The Clerk reports to the Moderator the voting in a count of hands or a ballot.
14. A member may ask for their dissent to a decision to be recorded, with or without reasons.
15. A member may raise a point of order or may challenge the ruling of the Moderator. In doing so the member simply states the point without discussion. In a point of order, the matter is determined by the Moderator, or may be referred by the Moderator to Presbytery for decision by debate and vote. If the ruling of the Moderator is challenged the question is referred to the Presbytery.
16. A motion carried may be rescinded with the unanimous consent of members present. Otherwise notice of motion must be given.
17. The Presbytery may suspend Standing Orders or any part of them when more than two-thirds of the members vote in favour.

#### **Quorum Regs (from book of Order)**

- A quorum for a meeting of the full presbytery held at a physical location is one third of the voting members, representing at least one third of the congregations of the presbytery.
  - A quorum for a meeting of the full presbytery conducted by electronic communication is one third of presbytery members and one third of the congregations of the presbytery.
  - A quorum for a meeting of the presbytery held to license, ordain or induct a minister is five presbytery members plus the Moderator, or his or her substitute, and the clerk.
  - A quorum for a meeting of the presbytery council is two thirds of the council membership.
18. Except with the permission of the General Assembly, a presbytery must not meet while the General Assembly is in session. This ruling applies to the full Presbytery, the Presbytery Council and all the workgroups.

### **Additional Matters**

**Reporting role of Presbytery Elders:** Representative parish elders, or their commissioned substitutes, are required to report fully to their Church Councils on all business conducted at Presbytery meetings including those of the Presbytery Council.

#### **The Presbytery Hour Rate.**

From time to time the Presbytery establishes an hourly rate based on the stipend. This is used for parishes to compensate each other for the work of Interim Moderators and Ministry Settlement Board conveners. The Presbytery also makes payments to the parishes of its workgroup conveners for work over and above 10 hours a month. The 10 hours being what a Presbytery member would usually do for Presbytery on a voluntary basis.

The same principle applies to the work of the Moderator – that the first 10 hours a month is their usual voluntary contribution to the work of the Presbytery. Presbytery has determined the extra

paid to the Moderator's Parish will be \$8,000 per year so the Moderator does not need to count the hours they devote to the role.

Not all those serving Presbytery as Interim Moderators and Ministry Settlement Board conveners, Workgroup conveners and Moderators are in full time ministry; so in some cases the payment that would have been made to a ministers parish can go directly to the individual or to another ministry they nominate. Tax issues will need to be addressed by the individual recipient.

### **Synod applications**

Applications to the Ecclesiastical Fund of Synod must be received by the Presbytery Executive Officer by 15 October of each year. The Synod Executive Officer has kindly offered to receive these on behalf of the Presbytery and to forward these to the Presbytery Clerk / Executive Officer.

Applications for the Mission and Evangelism Fund of Synod must be received by the Presbytery Clerk by 15 June and 15 October each year. Current application forms must be used. The Synod Executive Officer has kindly offered to receive these on behalf of the Presbytery and to forward these to the Presbytery Clerk / Executive Officer.

Applications from parishes for permission to purchase or sell property must be accompanied by an independent valuation (not more than six months old) of the property, from a registered valuer.

Applications for building approvals must be accompanied by a statement outlining how the project will contribute to parish mission goals. Applications for new building approvals need to be sent to the Architectural Committee (PCANZ) prior to being sent to the Presbytery. The Synod Executive Officer has kindly offered to receive these on behalf of the Presbytery and to forward these to the Presbytery Clerk / Executive Officer.

Synod and Presbytery have formed a joint Property Workgroup which has been asked to facilitate conversations with neighbouring congregations when major building projects are proposed. This includes situations where properties are to be sold. The intention is that options of sharing land and buildings or joint projects can be discussed before formal decisions are made by Church Council and congregational meetings.

### **Sacramental Ministry by recognised Elders**

The Presbytery can authorise an elder who is a member of a Church Council to engage in sacramental ministry within their own parish. These approvals are provided by the Ministry Workgroup but are usually limited to two elders per parish. Applications will be made by Church Council's using the form available from the Presbytery. The elder must be trained for sacramental ministry before commencing this ministry.

Presbytery has a policy covering this process which includes:

- Each application needs to have the authorisation of the Minister (Interim Moderator) and the Church Council of the Parish
- No more than two elders per parish will be authorised unless it can be shown that there are exceptional circumstances

New applications for authorisation of elders to administer the sacraments are to be considered by Ministry Workgroup in April of each year; and such authorisations expire 5 years after the initial authorisation. Church Councils need to advise the Executive Officer in writing if they no longer wish the authorisation before their five-year term concludes or if the elder leaves the parish for which the approval has been given.

### **Ordained Ministry**

Applications for acceptance for ordained ministry through Southern Presbytery must be lodged with the Presbytery Executive Officer on or before 1<sup>st</sup> October each year for Nationally Ordained Ministry NOM and April 30<sup>th</sup> for Locally Ordained Ministry LOM, (or on the date specified by the Candidates Workgroup).



- Presbytery applications for NOM are assessed by Candidates workgroup who recommend to Presbytery Council; and if successful are lodged with the Registrar (KCML) by mid- December, so Presbytery Council approval is needed early in December. Late applications will not be considered until October in the following year. The National Assessment Weekend is usually held in May each year.
- Applications for LOM are assessed by Candidates workgroup (usually held in late September or early October in each year) who recommend to Presbytery Council. Then a training agreement must be prepared for a period of study and probation.
- Candidates Workgroup assess candidates (NOM and LOM) again at the conclusion of NOM internship and LOM probation and consider readiness for ordained ministry within the PCANZ. If approved NOM graduates are licenced by the Presbytery and LOM probationers are ordained by the Presbytery.

The PCANZ also has a reception process for ordained ministers of other denominations wishing to be received as ministers of the PCANZ

Presbytery through its Candidates Workgroup can also recognise Local Ministry Teams to provide ministry within a congregation.

### **Ministry Settlement Board's – Terms of Call**

Prior to a parish seeking to fill a ministerial vacancy its congregational meeting must approve terms of call for the role. Applications for approval of terms of call shall be accompanied by statements of

- Parish mission goals
- Present and proposed co-operative arrangements
- The agreed expectations of any proposed ministry in relation to the achievement of the stated mission goals and co-operative arrangements.

### **Licensing, Ordination, Induction and Commissioning**

- The Ministry Workgroup has delegated Presbytery authority to approve or sustain calls to our parishes and ministers. Mostly these are processed by email decision making to enable timely decisions to be made.
- Regional Groups are often asked to create an occasion to present call certificates to ministers and to pray for the minister, the parish they are leaving and the one they are moving on to. Commissioners from parishes involved in a Call (to and from) are invited to communicate with the Regional Group at the time ministerial calls are to be presented.
- The responsibility for organising an induction service rests with the Moderator or their designate, MSB Convener, the parish leaders and minister. It is the Executive Officer's responsibility to remind this group they are working together on the induction service.
- The induction service should celebrate the role of parish, minister, Presbytery and if a union parish or co-operative venture, the partner church courts.
- Preachers at Presbytery inductions to pastoral charges, (including assistant and associate ministries) will be chosen by the Moderator (or designate), in consultation with the Executive Officer, from the list of recently inducted ministers, normally approached in order of induction. At the induction of a Presbytery appointment to a union parish or co-operative venture the preacher is preferably from a partner Church.
- Preachers at all other inductions and commissioning's (i.e. non parish inductions) will be chosen by the Moderator in consultation with the inductees and their appointing bodies.
- There shall normally be one Presbytery service of licensing held in each year.
- The Executive Officer (or designate) will read the Formula at Induction, Ordination and Licencing services and ask the minister or licentiate to sign the Formula record book in the presence of the congregation.

## **Other Presbytery Matters to note:**

**Items for sale at Presbytery meetings:** Individuals or organisations, other than Presbytery Workgroups, may not sell items at Presbytery meetings.

**Presbytery Funding** All applications for funding of any Presbytery linked project shall be completed through the Finance Workgroup. Applications submitted through the Presbytery Executive Officer.

**Farewell of Ministers leaving the Presbytery area:** Presbytery Council will delegate one person to speak at the farewell to members leaving Presbytery.

## **Policies of the Presbytery:**

Southern Presbytery has established a range of policies describing procedures to be followed. The current list of policies includes :

- Delegations
- Conflict in Interest (a joint policy with the Synod)
- Payment to Interim Moderators and MSB Conveners
- Approval of elders for Sacramental ministry (of communion and baptism)
- Presbytery Commissions
- Insurance on buildings
- Reduction of terms of call
- Legislative Proposals
- Payments of Workgroup Conveners
- Youth representation
- Payment to Moderator
- Funding requests from outside organisations
- Appointment Process when Synod Employed Staff work significantly with Presbytery (a joint policy with the Synod)
- Guidelines for opening and closing services
- Parish names and signage

## **Synod Grants Funds**

Information on the full list can be obtained from the Executive Officer of Synod of Otago & Southland, P. O. Box 1131, Dunedin email [synod.otago.southland@xtra.co.nz](mailto:synod.otago.southland@xtra.co.nz) , or from the Presbytery Executive Officer.

It is hoped to make these available online in the future at <https://www.southernpresbyterians.nz>

The three grant funds are

- The Ecclesiastical Fund
- The Mission and Evangelism Fund
- The Education Fund

## **SPECIAL COMMITTEES**

### **Commission of Presbytery**

The Book of Order 8.2 (4) notes

(b) The presbytery council has the powers of the full presbytery in all matters other than the approval of the presbytery budget or imposition of a levy, or voting on matters referred under the special legislation provisions.

### **Contacts for Complaints**

1. Presbytery approves Contact Persons from time to time usually on the recommendation of the Nominating Committee.
2. When possible a minimum of two people are appointed from each Regional Group area

3. The Complaints Officer is Heather McKenzie.
4. Bi-annually training sessions will be held for contact people.

## **Pastoral Resolution Panel**

Pastoral Resolution Committees are appointed as required to attempt resolve matters of concern. These are initiated by the PCANZ complaints process or by the leadership of the Presbytery.

Geoff Skilton (**Coordinator**) who selects the PR Committees from the panel.

### **The Panel**

#### **North Otago:**

Bev Rodwell, (Waiareka Weston)

#### **Dunedin:**

- Rev Geoffrey Skilton (Highgate Parish) 03 453 3052 (Hm) 03 464 0158 (Wk)
- Rev Alofa Lale
- Rev. Rachel Judge, (Mosgiel)
- Rev. Carol Grant, (Knox Church Dn)
- Rev. Dr. Kerry Enright, (Knox Church Dn)
- Joan Sinclair (First Church) 03 455 4229
- Foalimu Lemalu (First Church) 03 453 4210
- Janet Elder (Knox Church Dn) 03 476 1151
- Dr Annette Hannah (Knox Church Dn) 03 467 5140
- Rev Graeme Munro (Opoho Church Dn) 03 473 8911
- Rev Peter Frost,
- Rev. Bryan Williscroft (First Church Dn)

#### **Central Otago**

- Diane Jamieson, (Maniototo)
- Very Rev. Peter Willsman (Wakatipu)

#### **Mataura Valley**

- Gwen Grimm, (Riversdale)
- Alistair Price (Pukerau Waikaka Valley)

#### **EquipSouth:**

- Rev Tony Dawson (Richmond Grove) 03 230 4563 (Hm)
- Rev. Tekura Wilding,
- Margaret Wilson (St. Stephen's Inv) 03 215 8970 (Hm) 0273 146 883 (Mobile)
- Murray Smith (Wallacetown) 03 235 8233 (Hm)
- Norman MacLean,
- Nola Stuart,
- John Willis,
- Zona Pearce,
- Fa'apusa Matautia,

## **Lawyers**

Anderson Lloyd

**Auditor for Minutes** – to be appointed

**Auditor of Financial Accounts – Audit Professionals**

**RECOGNISED MISSION INITIATIVES – Southern Presbytery  
(Overseen through the Ministry Workgroup)**

- Student Soul, in conjunction with Leith Valley – St. Stephen’s (Contact: Rev Tom Mepham )
- The Seedling: South Dunedin – Rev Jono Ryan
- Putokotoko – Cook Island (contact: Rev Tekura Wilding)
- South Island Ministry Conference (contact: Rev Martin Macaulay – East Taieri)
- SoulScape – Dr Deborah Bower

**SYNOD OF OTAGO AND SOUTHLAND**

Executive Officer – Fergus Sime

Mission Advisor – Erin Pendreigh

Kids Friendly – Cheryl Harray and Rachel Bates

Youth Advisor – Brad Kelderman

**APPENDIX 1:**

**FINANCE WORKGROUP**

This document is currently under development

**APPENDIX 2:**

**MINISTRY WORKGROUP**

**Membership:** at least ten members based on ideally two people from each of the Regional Groups, where possible. The group will include one member of the Presbytery Council.

The group will consult with the Regional Groups and congregations, as necessary, as well as Parish Reviews Workgroup.

**Reports:** the Convener to send a written report, with recommendations for inclusion in the Presbytery Council agenda, and write a-report for Presbytery Gatherings.

**Duties:** The Workgroup will oversee the following core functions:

**Ministry Roles: Ministers** (NOM and LOM), **Local Ministry Teams** (especially paid employees who are part of the Team). It is preferable, but not compulsory that any employment contracts for lay appointments, youth pastors, children and family workers, etc, should be lodged with the Presbytery to ensure that contracts are fair, and follow current employment practices).

The Workgroup will:

- oversee all employment requirements including complaints procedures
- authorise the parish elders able to administer communion and baptism
- encourage pastoral oversight of all ministers and parish leaders
- oversee supervision requirements, make list of supervisors available, ensure all ordained Ministers (NOM and LOM), Local Ministry Teams, and paid ministry staff have supervision.
- oversee study leave requirements which will include assessment, distribution, and recording of entitlements

**Ministry Reviews:**

- Ensure all current ministers, national and local, hold a Certificate of Good Standing
- Ensure all Ministers have been reviewed every three years
- Ensure all Local Ministry Teams have been reviewed on a regular basis and especially

- prior to reappointment
- Review format of local ministry teams are the responsibility of the Presbytery to develop and conduct.
- Presbytery Clerk (currently Executive Officer) to keep a register of all Ministers, and Local Ministry Teams, and dates of reviews.

**Oversight of parishes with ministerial vacancies:**

- Appoint Interim Moderators (or similar oversight)
- Appoint conveners and Presbytery members of Ministry Settlement Boards
- Approve Terms of call so MSB can proceed to fill a vacancy
- Recommend to Presbytery Council the approval of ministry calls, terms of call and stated supply appointments

**Overview of Synod applications:** consider and initiate applications from parishes to the Mission and Evangelism Fund of the Synod of Otago and Southland according to clearly known Presbytery strategy on behalf of the Presbytery.

**Congregations/Parishes:**

- advise Presbytery Council concerning the forming, amalgamating and dissolving congregations
- advise Presbytery Council concerning the change of congregational leadership structures (i.e. changing from session and managers to Parish Council, forming LMT)
- advise Presbytery Council concerning the the dissolving of pastoral ties between minister and congregation
- encourage Regional Groups in their roles and responsibilities

**Local Ministry Teams:**

- consider the ministry needs of congregations, and the sustainability and suitability of proposed and existing ministry teams
- determine probationary period, training as it sees fit
- arrange for the Presbytery Moderator or their designate to commission local ministry teams for probationary period
- review local ministry teams at end of probationary periods, and confirm commissioning or extend probation or where appropriate dissolve the team

**APPENDIX 3:**

**PARISH REVIEWS WORKGROUP**

The Workgroup attends to Southern Presbytery responsibilities with regard to the parish development reviews.

**In all cases, the Workgroup will ensure that the following occurs:**

- All Presbyterian congregations undergo a five yearly parish development review
- Request, through the Clerk, any police checks that are required

In all its work, the Workgroup follows and fulfils the requirements and procedures laid down in the Book of Order, supplementary provisions, and guidelines found in the Ministry Development Programme manual (Chapter 4), and the Parish Review Training Manual (Susan Jones – Feb 2010).

Parish Development Review Teams may, as part of their report, refer the parish to the Synod Mission Advisor who can conduct Mission Appraisals where it is evident a parish needs to refine its vision and mission.

**Presbytery Clerk responsibilities:**

- Keep a register of all congregations, and dates of reviews, and copy of last review.
- Submit names to the Leadership Sub-Committee of those people willing to train as a Presbyterian Church-accredited reviewer (as recommended by the Workgroup).

**Workgroup responsibilities:**

- Appoint people to Review Teams for parish development reviews, (*including where possible one member who has undergone parish development reviewer training*).

- Receive parish development review reports from the Parish Development Review Team, and follow up progress reports from Parishes over the next five years.
- Provide and support training sessions for Parish Development Review Teams.
- Support training sessions, in conjunction with Synod of Otago and Southland and Leadership Sub-Committee of the Council of Assembly for the leadership of congregations on the requirements of reviews.
- A written report to be sent to the Presbytery Clerk by the 15<sup>th</sup> of each month for the Presbytery Council, with recommendations for approval or action.
- An annual report to be prepared by the Convener for the Annual Meeting

#### **APPENDIX 4:**

##### **Candidates Workgroup**

The Workgroup attends to Presbytery's responsibilities with regard to the assessment and training of candidates for National Ordained Ministry, and Local Ordained Ministry and applications for Internship.

##### **In all cases, the Workgroup will ensure that the following occurs:**

- examination of prospective candidates to establish their vocation and the Church's need for leadership in worship, life and mission
- adequate supervision for every person training.
- structures of support for those undergoing selection and training for ordained ministry and internship

In all its work, the Workgroup follows and fulfills the requirements and procedures laid down in the Book of Order, supplementary provisions, and Student Convener's Handbook

##### **A summary of Presbytery responsibilities:**

###### *National Ordained Ministry:*

- assess candidate's vocation and Church's need, providing appropriate assessment procedures.
- sustain or decline application
- support candidate through National Assessment process.
- carry out trials for licensing
- license ordinand if satisfied that training programme and licensing requirements satisfactorily met.

###### *Local Ordained Ministry:*

1. examine and approve candidate for local ordained ministry
2. appoint training advisor and training enabler,
3. in consultation with candidate, training enabler and training advisor, specify training agreement and probationary programme and period.
4. conduct a commissioning service when the candidate begins working in the congregation as a local ordained ministry probationer.

###### *Interns:*

Refer to Knox Centre for Ministry and Leadership  
Commissioning of Ministry Interns in their appointed parish

#### **APPENDIX 5:**

##### **Property Workgroup (This is a joint workgroup of both Presbytery and Synod)**

###### **Strategic (Balcony)**

Examine the property portfolio held by Southern Presbytery in the South and engage with Parishes how these could be effectively used to meet the needs of the emerging church

Empower Ministers & Churches re property and manses around compliance and how to use the buildings they have.

## **Helping – Parish Dreaming & Compliance**

Actively engage with parishes around building work, how buildings work with mission and ministry within Southern Presbytery.

## **Formal – Parish Detail**

Assist and advise parishes and Presbytery with forms and process.

Receive all building proposals from parishes (recognised ministries and camps) in an early draft form, before parish leadership and congregations make formal decisions and consider these building proposals in terms of parish and regional mission strategies.

## **Decisions – Governance**

Develop smart processes in regard to processing forms for buildings

Assess and make recommendations to the Synod Ecclesiastical fund for applications

Approve the lease and renting of manses on behalf of Southern Presbytery.

## **Appendix 6**

### **Nominating Committee (This is a joint workgroup of both Presbytery and Synod)**

#### **Term of reference**

#### **Introduction:**

These terms of reference address the working of a Joint Nominating Committee for the Synod of Otago and Southland and the Southern Presbytery of the Presbyterian Church of Aotearoa New Zealand. They embody a commitment to working cooperatively together, to good process and transparency. The intention is that the joint Nominating Committee will be responsible for the seeking of nominations for the Presbytery, and for the Synod.

The Committee will make recommendations for

- people for Presbytery Council, the Committees and Workgroups of Synod and Presbytery, and
- other groups that seek Presbytery appointments,
- any appointment that the Southern Presbytery Council or the Synod Executive refers to them.
- Presbytery nominations to the PCANZ nominating committee for General Assembly appointments,

Note: Employment matters are handled under separate processes, as are Synod, Presbytery and Assembly moderator designate.

#### **The History:**

1. In April 2012 the Synod AGM set up a Synod Nominating Committee to deal with nominations for Moderator Designate and Committee membership.
2. At the 2013 Presbytery meeting it was agreed that a Presbytery Nominating Committee be established, that is accountable to the Presbytery Council. Most business is handled

between March and August each year, with recommendations being presented to the Spring full Presbytery meeting.

3. In Sept 2017, the Synod Executive indicated a desire to transform their current Nominating Committee and that of the Presbytery into a Joint Committee of both organisations. This decision was to be explored by a small working group with proposals to be brought to the Synod AGM 2018 and the first Presbytery Gathering of 2018 for their consideration.

#### **Nominating Committee:**

- a) The Nominating Committee be as follows:
  - Two Co-Conveners, one appointed by Synod and one by Presbytery
  - 6 representatives appointed by Presbytery, and another 6 by Synod
  - Presbytery Executive Officer (ex officio)
  - Synod Executive Officer (ex officio)
  - The intention is for reasonable geographical spread throughout Otago and Southland reflecting the size of the church in each regional group with at least one person per regional group.
- a) The appointment of Conveners and members of Nominating Committee will be made by the Presbytery Council and by the Synod Executive jointly in the first instance. From then on it will be by the respective General Meetings of Synod and Presbytery. Both Synod and Presbytery general meetings will confirm the Convener nominations. The appointment to the Nominating Committee will be for three years, with a possible extension of a further three years, and then a stand down year must be taken. No member can serve for longer than six consecutive years.
- b) A rotation of members to begin in 2019 with two members standing down, and two new members being appointed. Nominations for replacement members to be discussed by the Regional Groups from which the person is retiring, and agreed nomination forwarded to the Presbytery Council and Synod Executive for their approval of their representative prior to being confirmed by the respective general meetings.
- c) The appointees to the Nominating Committee will be expected to develop the necessary skill base for the role, a wide knowledge of the Southern Church, the Ministers, Elders and other personnel available who could be considered for appointment, and the ability to discern and make wise decisions.
- d) The Nominating Committee will be mindful of the six geographical areas of the Southern Church and the membership of churches in these areas. There are guidelines and processes already in place, which are contained in the Southern Presbytery Handbook, and guidelines given by the Synod Executive when making nominations and appointments.

#### **4. Nominations for Southern Presbytery Council and Workgroups**



- In early April each year the Presbytery Executive Officer will inform the Nominating Committee of the vacancies on Presbytery Council, and Workgroups that need to be filled.
- The Nominating Committee will then seek suggestions of people to fill the vacancies in discussion with the Regional Groups, Church Councils, and Presbytery membership.
- The Nominating Committee will provide a written report for the Southern Presbytery Gathering by the advised due date, with recommended nominations to Presbytery Council and Presbytery Workgroups.
- The Southern Presbytery Meeting will be asked to endorse the nominations through the normal decision making processes.

#### **Appointment of Regional Group Leaders**

These selections will now be made by the Regional Groups themselves and then the Presbytery advised. So the Nominating Committee has no role here.

#### **5. Nominations for Synod Committees and Work Groups**

- The Nominating Committee will obtain from the relevant Committee Convenor and the Executive Officer jointly a description of what gifts, skills criteria etc are required for each committee vacancy.
- The Nominating Committee will consult with the Regional Group and write to each Session/Parish Council in the geographical area where the vacancy exists asking for suggestions of names of suitable people. The nominating committee will also do its own research and look for suitable people. Individual people may submit names for consideration.
- From all the names gathered the nominating committee makes its recommendation for each vacancy to the Synod AGM.
- If any vacancies remains unfilled by the date of the AGM then the nominating committee may appoint people during the following year and bring their names to the next AGM for approval. Committee members serve for seven years.

#### **6. Nominations for Moderator Designate of Synod**

- First round – gathering nominations. Normally during August and September every second year nominations are called for from Sessions/Parish Councils with nominations reaching the Synod Executive Officer by 30 September. The nominating committee will also do its own research and look for suitable people. Individual people may submit names for consideration too. After assessing nominees, as early as possible in October the Executive Officer approaches the nominees to check their willingness for their names to go forward to the second round. Those that are willing for their names to go forward are to supply the Executive Officer with a short history of their local church experience, Synod and wider church experience and other relevant details. If there are fewer than three nominees willing for their names to go forward to the second round, the nominating committee may choose to approach people to encourage them to put their names forward normally during October. This process may need to be extended if no suitable person is willing to have their name go forward within the time period. If there is only one suitable person willing to be nominated, their name goes directly to the AGM with no second round of voting needed.

- Second round – voting. Normally during November and December Sessions/Parish Councils are invited to vote for one of the people nominated. If there is a clear winner from this process the nominating committee will propose that name to the forthcoming AGM. If there is not a clear winner, the nominating committee may propose a vote be held at the forthcoming AGM to determine the matter.

## **7. Nominations for PCANZ Nominating Committee**

Prior to each General Assembly the PCANZ Nominating Committee Executive will call for nominations from Presbyteries for Presbytery representation on the PCANZ Nominating Committee, providing a role description and nomination form for biographical, skills, and experience data.

Our nominating committee will consider this and bring recommendations to Presbytery Council. This is no different from the current practice.

## **8. Nominations for General Assembly appointments to Council of Assembly and Sub-Committees, Task Groups and Workgroups.**

- Church Councils and Presbyteries are advised by the Assembly Executive Secretary of the vacancies on Council of Assembly, Sub-committees and workgroups of the General Assembly.
- This information includes a role description and where the workgroup is located geographically. Church Councils may nominate people, and send those nominations directly to the PCANZ Nominating Committee.
- The Southern Nominating Committee will be responsible for recommending suitable people to the Presbytery Council, for the Southern Presbytery nominations.

### **Presbytery and Assembly Moderators**

The processes to appointment of Presbytery Moderator Designate and Assembly Moderator designate do not involve the Nominating Committee. Full Presbytery Meetings make decisions to appoint the Presbytery Moderator from those nominated and also to make a nomination for Assembly Moderator to be considered by the wider church.

## **Appendix 7**

### **EquipSouth Regional Group**

#### **TERMS OF REFERENCE**

**Name:** EquipSouth

**Appointment:** The formation and ongoing life of this group, or any other regional groups in the Southland region would be overseen by the Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

#### **Goals and objectives:**

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes
- Sharing resources for mission in local congregations

- Exploring new models for mission and ministry
- Identifying and supporting new growth opportunities
- Encourage participation by all churches, and all those involved in ministry
- Be aware of all resourcing events taking place in Otago and Southland
- Be aware of resources that are available nationally e.g. Kids Friendly
- Consider the 'big picture' and plan mission projects that could be done together

**Accountability:**

- Oversight by The Southern Presbytery.
- Accountable to The Southern Presbytery.
- Terms of Reference to be lodged with the Presbytery Council
- Representatives to attend Annual General Meeting of the Presbytery in August
- Abide by the teaching of the Word of God, and for process, the PCANZ Book of Order
- Major requests to Presbytery Council to be written, with relevant information

**Membership:** Membership would be required of Presbytery ministers and elders, but is also open to the participation of personnel of Presbytery and congregations, in order to enhance local mission. Over time, there may be some movement in membership between groups.

**Finances:**

- Where possible, events to be self-funding, but any short-fall may be met by the Presbytery.
- Larger projects that require funds to be sought from Synod or PSDS need to be planned and budgeted for.
- All expenditure within approved budget will be paid on receipt of invoice or reimbursement form by the Presbytery Treasurer.
- Expenditure outside the budget must go to Finance Workgroup prior to the event, for approval.
- Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

**Planning Workgroup:** six members – one to be appointed as convener (Initial workgroup to be nominated by existing Presbytery. This appointment is for two years, to be reviewed in October 2011, three members to stand down each year. To start the rotation, three will stand down at the end of 2010. Tekura Wilding, Peter Noble, Diane Acker, Rab MacNaughton, Alan Hawke, Alistair Calvert, Teina Marie, Nola Stuart and Karl Lamb (email contacts), Heather Kennedy and Ian Crawford ( ex officio). Co-conveners: Tekura Wilding and Peter Noble.

**Planning Workgroup Functions:** Task of this group would include-

- Plan bi-monthly Regional Meetings for Southland churches – for the whole people of God, taking into consideration the diversity of parishes, and needs of those in ministry.
- Prepare a calendar of events three months ahead.
- Prepare a budget annually by early June for the Finance Workgroup of Presbytery.
- Monitor expenditure – account book to be kept by person appointed out of the group.
- Arrange for training courses with Knox Centre of Ministry and Leadership.
- Arrange training sessions for communion and baptism celebrants
- Arrange events: guest speakers, meals, hosts, travel etc.
- Keep a record of all resourcing events in Southland.
- Prepare annual presentation and report to Presbytery Annual General Meeting.
- Arrange for discussion of any business matters sent by Presbytery Council.
- Planning Workgroup to meet face to face, every quarter, additional meetings by email
- Shared information to be kept by Convener

**APPENDIX 8:**

**Dunedin North Otago Regional Group**

## TERMS OF REFERENCE

**Name:** Dunedin North Otago Regional Group

**Primary Task:** Regional groups provide the primary context for resourcing, relational support and facilitating the mission of parishes.

**Appointment:** The formation and ongoing life of this group, and any other regional groups in the Southern region will be overseen by the Southern Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

### Goals and objectives:

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes
- Sharing resources for mission in local congregations and accessing new resources of skills from outside sources.
- Exploring new models for mission and ministry
- Identifying and supporting new growth opportunities
- Encourage participation by all churches, and all those involved in ministry
- Promote awareness of all resourcing events taking place in Otago and Southland
- Promote awareness of resources that are available nationally e.g. Kids Friendly
- Consider the 'big picture' and plan mission projects that could be done together

### Accountability:

- Oversight by the Southern Presbytery.
- Accountable to the Southern Presbytery.
- Terms of Reference to be lodged with the Presbytery Council
- Representatives to attend Annual General Meeting of the Presbytery in August
- Abide by the teaching of the Word of God, and for process, the PCANZ Book of Order
- Major requests to Presbytery Council to be written, with relevant information

**Membership:** Membership of the regional group is required of Presbytery ministers and elders, but is also open to the participation of personnel of Presbytery and congregations, in order to enhance local mission. Over time, there may be some movement in membership between regional groups.

### Finances:

- Where possible, events to be self-funding, but any short-fall may be met by the Presbytery.
- Larger projects that require funds to be sought from Synod or PSDS need to be planned and budgeted for.
- All expenditure within approved budget will be paid on receipt of invoice or reimbursement form by the Presbytery Treasurer.
- Expenditure outside the budget must go to Finance Workgroup prior to the event, for approval.
- Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

**Planning Workgroup:** Current members are those who volunteered: Martin Macaulay, Anne Thomson, Beth Scarlet, Ian Pittendreich, Henry Mbambo, Cameron Sinclair and Nancy Parker. These members need to be approved by the Presbytery Council.

**Planning Workgroup Functions:** Task of this group would include-

- Plan bi-monthly Regional Meetings for DNO region – for the whole people of God, taking into consideration the diversity of parishes, and needs of those in ministry.
- Prepare a calendar of events three months ahead.
- Prepare a budget annually by early June for the Finance Workgroup of Presbytery.
- Monitor expenditure – account book to be kept by a person appointed out of the group.

- Arrange events: guest speakers, meals, hosts, travel etc.
- Keep a record of all resourcing events in Dunedin North Otago region.
- Prepare annual presentation and report to Presbytery Annual General Meeting.
- Arrange for discussion of any business matters sent by Presbytery Council.
- Planning Workgroup to meet face to face, every quarter, additional meetings by email
- Shared information to be kept by Convener

## **APPENDIX 8:**

### **Central Otago Regional Group**

#### **Terms of Reference**

Under review

## **APPENDIX 10:**

### **Clutha Regional Group**

#### **Terms of Reference**

**Name:** Clutha Regional Group: **FBI** (Fellowship, Building each other up, Imagination and dreams)

**Appointment:** The formation and ongoing life of this group, and any other regional groups in the Southern region will be overseen by the Southern Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

#### **Goals and Objectives**

- 1) Pastoral care of parishes and ministers/ leaders, responding to any minor crisis concerning them.
- 2) To facilitate and equip for mission; being open to explore new models for mission and ministry; co-ordinating any regional initiatives for inspiration and training for this purpose.
- 3) To be aware of all resourcing events taking place in Otago and Southland, encouraging the people to take advantage of them. This includes promotion of visiting speakers who come into the area.
- 4) To identify and support any new growth opportunities and movements giving help, equipping and training where appropriate.
- 5) Encourage working with other churches for the purpose of mission, be they Presbyterian or those of other denominations.
- 6) Promote resources that are available nationally.

#### **Accountability**

- 1) Oversight by the Southern Presbytery.
- 2) Accountable to the Southern Presbytery.
- 3) Terms of Reference to be lodged with the Presbytery Council.
- 4) Ensuring members attend the Annual General Meeting of the Presbytery.
- 5) Abiding by the teaching of the Word of God and for process the PCANZ Book of Order.
- 6) Major requests to Presbytery Council to be written with relevant information.

#### **Membership**

Membership would be required of Presbytery ministers and elders, but is also open to the participation of personnel of Presbytery and congregations. Any member of any of the parishes involved would be encouraged to attend regional group meetings. Within this group, smaller special interest groups may form.

## **Finances**

- 1) Events are to be self funding where possible but any shortfalls may be met by the Presbytery..
- 2) Applications for funding from the Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

## **Method of Working.**

- 1) Bi-monthly meetings generally on the second Tuesday evening of the month.
- 2) The meetings will rotate around the parishes with the parish being visited planning the meeting and setting the agenda.
- 3) The meetings are to begin with a shared meal and could consist of activities such as guest speakers, DVDs, testimonies, networking opportunities, presentations of what has been happening in the parish being visited.

## **APPENDIX 11:**

### **Mataura Valley Regional Group**

#### **Terms of Reference:**

NAME: Mataura Valley Support Group (Presbyterian).

APPOINTMENT: The formation and ongoing life of this group and any other regional groups in the Southern region will be overseen by the Southern Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

#### **GOALS AND OBJECTIVES:**

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes.
- To facilitate and equip for mission in our local congregations, co-ordinating any regional initiatives to achieve these things.
- Exploring new models for mission and ministry.
- Identify and support new growth opportunities, equipping and training where appropriate.
- Encourage participation of all churches, in mission and ministry.
- Promote awareness of all resourcing events taking place in the wider Southern Presbytery.
- Promote the awareness of the Synod and National Church initiatives, eg Kids Friendly.
- Share mission projects that may be expanded to include others.
- To encourage everyone to be committed to prayer.

#### **ACCOUNTABILITY:**

- Oversight by the Southern Presbytery
- Accountable to the Southern Presbytery.
- Terms of Reference to be lodged with the Presbytery Council.
- Ensuring members attend the Annual General Meeting of the Presbytery.
- Abide by the teaching of the Word of God and for process, the PCANZ Book of Order.
- Major requests to Presbytery Council to be written, with relevant information.

#### **MEMBERSHIP:**

Initially membership is required of Presbytery ministers and elders but is open to the involvement and participation of personnel of Presbytery and congregations, in order to enhance local mission.

#### **FINANCE:**

- Events to be self funding where possible, but any short-falls may be met by the Presbytery.
- Likely 'short-falls' to go the Finance Workgroup for prior approval.
- Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery.

#### **OPERATIONS:**

1. Bi-monthly meetings on the first Tuesday evening of the months of Feb, April, June, Aug, Oct, and Dec. OR meeting 4 times per year (once a term) for an extended time.
2. The meetings to rotate around the parishes with the hosting parish to co-ordinate the worship and the equipping time, and be responsible for the supper (or meal).
3. Administrator and Leadership Team to meet as required to facilitate everything.