



Issue 9

July 2013

## The Presbyterian Church Property Trustees

### PROPERTY APPLICATIONS

Under the Book of Order all proposals to buy, sell or lease property, undertake major alterations or earthquake strengthening, spend capital funds or spend more than \$20,000 on a property project, borrow funds or apply for lottery grants, require the approval of the Church Property Trustees. Property application forms have recently been updated and more detail is required to support property applications.

Recent General Assemblies have instructed the Trustees to pay particular attention to:-

- the mission of the parish or congregation in its region and its five year plan;
- the viability of the congregation and the level of expenditure proposed;
- building safety and earthquake compliance.

Both parishes and Presbyteries are asked to provide their views on these key areas.

If you are planning any alterations or renovations to a church or hall, please refer to the Policy on Earthquake Prone Church Buildings to determine when an Initial Evaluation Procedure (IEP) or Detailed Engineering Analysis (DEA) is required for your building, as indicated by its age and location.

*Because we need to keep people safe in our buildings, the Trustees may be hesitant to approve any application for*

*expenditure on a building for which an assessment has not been obtained by the required date.*

Please allow plenty of time and before embarking on your project, make a call to Kos van Lier or Pat Griffin at the Trustees' office. We'll be happy to answer any questions and make sure you have the forms you need.



## LIFE IS PRECIOUS EARTHQUAKES SHATTER LIVES

Parishes have a legal and moral duty to ensure their congregations, other building users and the public are not put at risk from earthquake prone buildings.

Has your parish obtained its initial evaluation (IEP) yet?

This is the required first step in assessing a building's safety or its potentially fatal vulnerability.

The Church Property Trustees' Policy on Earthquake Prone Church Buildings can be downloaded from the Church's website [www.presbyterian.org.nz](http://www.presbyterian.org.nz) following the links to Parishes and the Church Property Trustees.

#### You can also contact:

Kos van Lier  
Executive Officer  
PH (04) 381 8296 or  
EM [kos@presbyterian.org.nz](mailto:kos@presbyterian.org.nz)

## **GLEN INNIS HOLIDAY HOMES**

### **Same piece of paradise – new names**

The two holiday homes at Glen Innis Station in Central Hawkes Bay have been renamed to honour the family who left the property to the Church. The gracious old Homestead is now known as *James McNutt House*, and the fully refurbished Cottage has been renamed *Maud Hooper House* in memory of James' wife.



These spacious, comfortable homes and their beautiful rural surroundings have offered a piece of holiday paradise to ministers and their families for many years' past, and will continue to do so for many years to come thanks to the generous legacy of the McNutt family. For more information about the Glen Innes Holiday Homes and how to book, see our website

[www.presbyterian.org.nz/for-ministers/glen-innis](http://www.presbyterian.org.nz/for-ministers/glen-innis)

### **PIF Interest Rate**

It is pleasing to note that the interest rate for the PIF has remained unchanged at 5.00% pa since February 2012, despite a significant decline in the investment rates being offered. The Trustees continue to review the rates monthly, although no major movement is expected. It is suggested therefore that parishes budget on receiving an interest rate of 5.00% pa for the year ending 30<sup>th</sup> June 2014.

## **Introducing Pat Griffin**

Pat joined the Church Property Trustees team in November 2012 and has been an integral part of the office since then. She is (amongst other things) involved in the processing of parish PIF transactions as well as property applications. Coming from a financial services and trustee background, Pat says she enjoys the variety the job brings, in particular the contact with parishes. For all PIF and property related queries, please contact Pat by phone on (04) 381 8290 or via email [pat@presbyterian.org.nz](mailto:pat@presbyterian.org.nz) she will be happy to help.

## **Staff Vacancy**

The Church Property Trustees' Office in Wellington has a vacancy for a permanent, part-time experienced Administrator to provide efficient and effective administration support, including loan administration, daily banking requirements, the preparation of income and expenditure reports and GST returns. We offer flexible working hours (20 hours per week) in a small, friendly office.

For further information, including a job description, please email [trustees@presbyterian.org.nz](mailto:trustees@presbyterian.org.nz) quoting WN 1336 in the subject line. Applications close 5pm Friday 12th July 2013.

## PIF ACCOUNT TRANSACTIONS

The Trustees' office will make every effort to process same day withdrawals for requests received no later than mid-day Monday to Friday. Payment requests received after mid-day or on days when Trustees' meetings are taking place may be delayed until the following day.

Did you know that the Authorised User of your PIF account can have internet access to make withdrawals, record deposits and download transaction statements? This can save you a lot of time and effort. If you want to find out more, please contact us for details.

Many parishes now have the convenience of internet banking available to them and may wish to use this method to deposit funds to their PIF account. However, it is vital that the deposit is correctly referenced to ensure it is allocated to the right account. Please contact us first if you would like to be able to make electronic deposits and we will explain the process to you.

For any information or assistance with your PIF account, please contact Pat Griffin at the Trustees' office on (04) 381 8290 or email [pat@presbyterian.org.nz](mailto:pat@presbyterian.org.nz) or [trustees@presbyterian.org.nz](mailto:trustees@presbyterian.org.nz)

\*\*\*\*\*

## CHURCH PROPERTY INSURANCE

Following an extensive review of property insurance and the increasing complexity around the provision of adequate cover, the decision was made to appoint Crombie Lockwood as the Church's insurance broker with effect from 6<sup>th</sup> May this year.

With offices located throughout New Zealand, Crombie Lockwood is one of the country's leading insurance brokers with experience in the area of church property insurance and an understanding of local concerns and risks.

Crombie Lockwood will provide full administrative support including the management of the Church's property database, valuations, billings and claims together with insurance packages tailored to the needs of individual parishes. They will be a one stop shop for all insurance matters and plan to hold meetings with presbyteries during 2013 to answer questions and provide any information required by parishes.

For assistance with new or existing claims, contact Rachael Greer on 0800 740-001 and [presbyterianclaims@crombielockwood.co.nz](mailto:presbyterianclaims@crombielockwood.co.nz). For all other enquiries, contact Alastair Bridge, Director of Broking on (04) 381 8150 or [alastair.bridge@crombielockwood.co.nz](mailto:alastair.bridge@crombielockwood.co.nz)

### ***Pass it on***

***Once your parish has obtained an IEP (Initial Evaluation) of your buildings, or a more detailed assessment, your Board of Managers should send copies to Presbytery and the Church Property Trustees.***