council meeting – especially where those tasks may have legal implications such as employing staff or purchasing or selling of buildings.

2 Session/Parish Clerk

The role of the session or parish clerk is no longer specifically defined in the Book of Order. However, it can be reasonably assumed that the clerk's tasks include the administration of the church council's activities as set out above.

Typically tasks that a session clerk might be responsible for include:

- Maintaining the congregational roll
- Notifying the presbytery clerk of changes of status
- Calling meetings on behalf of the minister (or Moderator where this is different) and distributing papers in advance
- Keeping a record of minutes from all meetings
- Maintaining all other session/parish records
- Producing and distributing parish notices
- Holding elections on behalf of the church council
- Delegating session/parish duties to members
- Co-ordinating parish activities
- Be the point of contact for the parish (for both other Church bodies and members of the public)
- Liaise between the minister and the congregation
- Assist the minister with leading worship

It is important for church councils and session clerks to agree at the outset what tasks the clerk will be responsible for.

3 Appointing an Elder to Presbytery

The church council may elect an elder as its commissioner to presbytery. The elder must be a member of the church council. Elders are appointed as commissioners to presbytery for 3-12 months at a time.

The church council may also elect an 'alternate' commissioner. This is an elder who will step in to attend presbytery meetings when the regular commissioner is unable to attend.

The church council must formally advise the presbytery, in writing, that they have elected a commissioner to presbytery.

Where the church council cannot elect one of its own members, it may elect an elder from another congregation within the same presbytery.

As a commissioner the elder is not a 'representative' and must vote according to their "own consciences under the guidance of the Holy Spirit" (7.22 of the Book of Order 2008).

2 Rolls and Records

Parishes are required to keep up-to-date rolls of:

- Members
- Associate members

From time-to-time the parish may be requested to submit their rolls to presbytery. Chapter four of the Book of Order 2008 sets out the conditions for becoming a member, transferring between congregations and removing a member from the roll.

Parishes should also maintain a list of the numbers of people or families receiving pastoral care and/or are actively engaged in parish activities for statistical purposes. It is also usual to maintain a children's roll. Please see the statistics guide for more information.

Other records that should be maintained include baptismal rolls and marriage registers. These types of documents are valuable not only to the parish but also the wider Church and to people researching their family histories.

3 The Yearbook

Each year the Presbyterian Church Yearbook is produced by the Assembly Office. Your presbytery clerk will contact you in November/December to confirm the details for your parish. It is important that you respond to your presbytery clerk in a timely manner – as you can appreciate it is a big task for a presbytery clerk to contact every parish clerk and update everyone's details!

4 Archives

Each year parishes generate a number of records that represent important milestones in peoples' lives. Whether it is an elder's ordination or a couple's wedding that record is significant to them and to the national church.

Every parish should have a system for archiving their records and papers and to assist with this, the Presbyterian Church Archives has developed excellent resources for parishes. These are available here: www.archives.presbyterian.org.nz

liability in other areas of the terms of call (i.e. you cannot trade secretarial support for extra stipend etc).

Seniority allowance
A new Seniority Allowance for ministers was phased-in over two years starting on 1 July 2007. The Finance Team provides information on seniority rates before the beginning of each financial year (1 July).

Study Leave
Ministers accrue study leave at the rate of one day per month of service (or pro-rated where they are part-time) up to a total of 84 days (12 weeks). Study leave is transferable across charges and cannot be used in the first two years of appointment to a charge without special approval from presbytery.

One of the responsibilities of the presbytery has is to request the amount of study leave a minister has owing to them when calling that minister to a new charge. This information should be shared with the session clerk.

To take study leave, **the minister must gain the approval of the presbytery**. Likewise the presbytery may direct a minister to take study leave if they believe it is warranted.

The minister should be involved in discussions around covering services and pastoral care in the minister's absence. It may also be necessary to appoint an acting Moderator for the church council. The parish is responsible for pulpit supply fees as well as continuing to pay stipend and related costs but does not have to contribute towards actual study or travel costs associated with the study period. Parishes should ensure money for pulpit supply fees are set aside in their budget. **Note study leave cannot be exchanged for cash.**

2 Supervision

Supervision is mandatory for all ministers ordained or inducted after the 2004 General Assembly. Although presbyteries bear the ultimate responsibility for ensuring ministers are receiving adequate supervision, parishes should still support the minister and presbytery in this area. **Parishes are required to pay costs associated with supervision**.

3 Ministry Development

National and local ordained ministers are required to undergo a minister review every two years. The General Assembly has adopted a framework for minister reviews, including the specific aspects of ministry to be reviewed. Where a minister is under the authority of another denomination or kindred service, they will be expected to demonstrate that the review system being used is compatible with the Presbyterian Church's system.

A list of accredited Minister Reviewers is available on the Presbyterian Church's website: http://www.presbyterian.org.nz/for-ministers/ministry-development-programme. Ministers should make contact with a Reviewer of their choice to organise a time for a review.

There are two fee levels – the lower rate is for Minister Reviewers in the minister's area, the higher rate is for Minister Reviewers outside of the minister's area. **The**

parish is required to pay for review costs at the lower rate. Where the minister chooses a Reviewer outside of their area they are expected to pay the difference in costs. Fee information, including fee boundaries, is available using the website link above.

Training
A possible outcome from a minister review is that the minister may be recommended to do specific training. **The parish is expected to pay for study fees, travel to and from a study venue as well as the minister's normal stipend and allowance payments while on training**. Note training is for development purposes and should be treated separately to the minister's study leave entitlement in the first section of this document.

Further information
For information on supervision refer to the **Supervision Guidelines**, available from the Assembly Office.

Information on **ministry development** is available on the Church's website: http://www.presbyterian.org.nz/for-ministers/ministry-development-programme.

Information on **training** courses available through the Knox Centre for Ministry and Leadership is here:
http://www.presbyterian.org.nz/national-ministries/knox-centre-for-ministry-and-leadership/further-training-and-study-grant-assista

What to do when Your Minister Leaves

1 Reasons for a Vacancy

This section focuses on the issues faced by vacant parishes rather than the process to fill a vacancy which is the role of the ministry settlement board.

Chapter 10 of the Book of Order 2008 lists the conditions that may lead to a vacancy in a parish:

- Death
- Resignation
- Retirement
- Dissolution of the pastoral tie for disciplinary reasons (refer chapter 15)
- Call to another ministry position
- Medical incapacitation (includes physical and mental conditions)
- Inability to carry out tasks or incompatibility with the congregation
- Insufficient finances
- Reduction in congregation numbers (to the extent they cannot support a minister)
- Fixed-term agreement expires

A ministerial vacancy for any reason represents a significant time in the life of a congregation and it is important that the church council addresses the congregation's needs.

Death
The death of a minister, or indeed anyone in a congregation, is a traumatic event. Individuals will respond differently, and the church council needs to be prepared for this. **The church council will need to appoint an acting Moderator where the minister held this role until an Interim Moderator is appointed by presbytery** – an act which will be very uncomfortable for some council members and even the congregation. The parish's main focus is to help people adjust to the new situation.

Resignation
There are two types of resignation – from the charge itself and from the ministerial roll. Often the church council will have some prior warning that the minister may be considering resignation. In this case, the minister should be encouraged to address the congregation and explain their reasons for resignation. This act will help the congregation understand what is happening and to begin the process of detaching themselves from the minister.

Retirement
Ministers no longer have to automatically retire at 66. However, where the church council is aware of a minister's intention to retire, they should again ask them to address the congregation at a suitable time so that there are 'no surprises'. **This is a time where the parish needs to support the minister as they are also going through a significant change in their lives.** As a minimum, the minister should be encouraged to attend forums on financial planning, especially where they belong to the Beneficiary Fund, as this benefit is paid in a lump sum at retirement.

Dissolution of the pastoral tie
Dissolution is probably the most contentious of the reasons for a vacancy as an order for dissolution is often made as a result of disciplinary action. Hopefully by the time an order is made, the groundwork will have been done by the presbytery and the

church council to prepare the congregation. **The church council should give thought to identifying individuals within the presbytery and congregation that might be available to provide pastoral support during this time.**

Call to another ministry position
This is probably the most usual reason for a parish to become vacant. However **the parish should still communicate clearly to the congregation when the minister's last day will be and organise a farewell event for parishioners to be involved in.**

Medical incapacitation
Medical incapacitation is a particularly difficult issue to deal with as it raises questions of compassion towards the minister and the congregation's desire to care for them. It is important to be honest with the congregation at the outset (whilst still honouring the privacy of the minister). **Be transparent and let the congregation know that the minister will be taken care of (for example the Beneficiary Fund provides medical benefits after eight weeks of sick leave).** You may need to emphasise to some members of the congregation that this illness is different and it is unlikely in the foreseeable future that the minister will be able to return to ministry. **At the same time, the church council needs to work with presbytery to ensure the minister's pastoral needs are being met.**

Inability to carry out tasks and/or incompatibility with the congregation
This situation arises where issues develop between the minister and the congregation or other members of the leadership team that cannot be resolved. After appropriate investigations the presbytery may eventually determine that it would be in everyone's interest if the charge becomes vacant. **What is important to remember is this will be a long process, over several months, giving the church council time to prepare the congregation.**

Insufficient finances
It is important that a parish in this situation advises the presbytery earlier rather than later as **the parish has a responsibility to give the minister six months' notice** and if it is left too late the parish may not be able to honour this requirement.

Reduction in congregation numbers
Reduction in congregation numbers may raise questions about the parish leadership and also guilt on the part of the congregation at 'giving up'. **It is important to involve the presbytery in order to accurately determine the reasons for the decline** and not to lay blame unfairly on individuals – including the minister.

Fixed-term agreement expires (applies to Cooperative Ventures)
This applies to cooperative ventures, stated supply and transition ministry situations. However the congregation should still be reminded that the contract will expire and it would be useful to **arrange some sort of farewell event to help the congregation separate themselves from the minister**.

2 Ministry Settlement

Once a parish is declared vacant, the presbytery has the responsibility to appoint a **ministry settlement board** (previously called a board of nomination) to assess and determine the needs of the parish. The convener (previously the nominator) will be the contact point for ministers interested in the charge.

Although the presbytery will drive the recruitment process, the parish needs to be prepared, as they will be consulted throughout. Consideration needs to be given to:

- Appointing parish representatives to the ministry settlement board
- Assisting with developing the parish profile
- Being available to meet with prospective ministers, setting aside time for them to preach etc.
- Assisting the ministry settlement board to understand the needs of the parish
- Provide financial information to the ministry settlement board on the parish's ability to pay for a minister, agree to terms of call etc

Ministry during a vacancy
The presbytery will appoint an **Interim Moderator** who is responsible for ensuring ministry continues to be provided to the parish. The Interim Moderator will consult with the parish on the most suitable arrangements during a vacancy which could include:

Pulpit supply
This is where a minister (either from another parish or denomination) provides Sunday worship. Pulpit supply is paid on a 'per sermon' basis – a payment schedule is available from the Assembly Office and in the Treasurer's Manual. In this scenario, the parish elders would bear ultimate responsibility for pastoral care of the congregation. Note elders may administer the sacraments (if they are ordained for this) and one may be added to the marriage celebrant register for the duration of the vacancy.

Stated supply
This is a temporary appointment of an ordained minister during a vacancy. Here the minister takes on the full range of activities of a parish minister – including preaching, pastoral care and the sacraments.

The minister is paid according to the standard terms of call. Any parish considering this must discuss this with the ministry settlement board as the appointment may infringe on their activities. Presbytery approval is required regardless of length of appointment.

Transition ministry
This is a special type of ministry in which lay and ordained ministers undergo specific training **to aid a parish through a time of change**. Normally the decision to engage a transition minister would be made by the ministry settlement board however the **church council may recommend** to the board that the parish go through a period of transition ministry before developing a parish profile.

Transition ministers are appointed for a fixed period (six to 18 months). As their focus is on transition, the elders would normally take responsibility for administering the sacraments, preaching duties and pastoral visits.

Lay appointee/supply
Similar to stated supply, a non-ordained person is appointed for a short period during a vacancy. **Because a ministry settlement board is in place the parish must consult with the presbytery and the Interim Moderator first**. Lay appointees are employees and are paid a salary (that is often proportional to the basic stipend).

The Interim Moderator must approve any proposal for ministry during a vacancy

Employing Staff and Lay Workers

The church council has the authority to employ the following without presbytery approval:

- Staff such as administrators, grounds-keepers, cleaners
- Lay pastoral staff such as youth workers, lay appointees, crèche workers

However, where there is a ministry settlement board in place, the parish must consult with presbytery. Likewise, a presbytery may request to see copies of employment agreements etc particularly where it has established a policy for this.

Where employees are paid they must have an employment agreement. Please refer to the Presbyterian Church's website for more information on this: http://www.presbyterian.org.nz/for-parishes/employing-and-managing-staff

Permanent, fixed-term and casual staff

The terms 'permanent', 'fixed-term' and 'casual' refer to legally defined types of employees. It is important to determine which term applies to an employee when drawing up their contract:

- Permanent employees have an open-ended agreement and have the expectation of on-going employment. They can be part-time or full-time.
- A fixed-term agreement has both an expiry date and a reason for the employment finishing on that date. Typically used for project-based work or to cover maternity leave, employees do not have any expectation of on-going work (either implied or explicit).
- A casual employee works on an as-needed basis for short periods of time. There is no promise of on-going or regular work.

The type of agreement an employee has will affect their entitlement to leave:

- Permanent employees are entitled to a minimum of four weeks annual leave and five days sick leave and three[2] days bereavement leave (after six months of service).
- Fixed-term employees are entitled to a minimum of four weeks annual leave where their contract is for one year or more, or 8% of salary where the contract is for less than one year. After six months of service they are entitled to five days sick leave and three days bereavement leave for each relative.
- Casual employees are entitled to be paid 8% annual leave in each pay. They are only entitled to sick leave and bereavement leave where they have had continuous service for a period of six months. Continuous service is defined as being one hour per week for every week over six months or an average of 10 hours per week for six months.

All employees are paid a salary (or wage for casual workers). **Only local or national ordained ministers can be paid a 'stipend'**. Although some parishes have a practice to pay lay and youth ministers a proportion of the basic stipend this does not take into account the full value of the role (it should be remembered that ministers receive more than just the basic stipend).

[2] Three days bereavement leave is available to employees with at least six months continuous service for each relative that dies. Note a relative can also include close friends where the level of association is so close that the employer agrees the employee needs time to grieve or attend to funeral arrangements etc.

Information on setting remuneration is available in the **Presbytery Clerk Resource Folder** (which your presbytery clerk has) and by contacting the **Personnel Advisor**.

Background checks
It is strongly recommended that all parish employees undergo background checks such as:

- Verifying previous employment
- Contacting referees (never rely on written references)
- Police checks (mandatory for those working around children)
- Credit checks (recommended for staff who will be handling cash)
- Drivers licence check (photocopy kept on personal file of any employee who is required to drive vehicles as part of their role)

Where lay pastoral employees come from other denominations, the parish should contact the 'home' church for a reference.

For information on police checks, including application and consent forms please refer to the Presbyterian Church's website:
http://www.presbyterian.org.nz/for-parishes/employing-lay-workers/police-checks

Information on credit checks is available here:
http://www.presbyterian.org.nz/for-parishes/employing-lay-workers/credit-checks

Police checks are mandatory for people paid (stipend or salary) to work pastorally with others – especially children and vulnerable people.

Kiwisaver:
Parishes must supply all new employees with a pack from IRD on Kiwisaver. The parish must start deductions from the employee's pay unless the employee elects to opt out of Kiwisaver. For up-to-date information on Kiwisaver please refer to this website: http://www.kiwisaver.govt.nz/

Information on employment issues is available in the **Conditions of Service Manual**, the **Presbytery Clerk Resource Folder**, the Presbyterian Church's website: http://www.presbyterian.org.nz/for-parishes/employing-and-managing-staff and from the Personnel Advisor.

Health and Safety

Parishes have always had a common law duty to ensure their employees have a safe place to work. The three relevant pieces of legislation are:

- The Health and Safety in Employment Act 1992
- The Hazardous Substances and New Organisms Act 1996
- The Injury, Prevention, Rehabilitation and Compensation Act 2001

It is also strongly recommended that parishes have on hand a copy of the following regulations that set out requirements for most workplaces (not otherwise covered by an industry code):

- The Health and Safety in Employment Regulations 1995
- The Health and Safety in Employment (Prescribed Matters) Regulations 2003

Copies of the Acts and Regulations above can be downloaded for free from www.legislation.govt.nz or contact the Personnel Advisor.

Each parish should have a health and safety plan in place. The Assembly Office provides free, web-based training on this. Please contact the Personnel Advisor for details.

Identifying risks within the parish
Parishes typically see a large number of people move through their facilities in any given week. Although some of these people will be there for non-church activities (i.e. the local parents group) they still have a right to be protected. This section covers some of the main risks affecting parishes.

Safe buildings
All buildings owned by a parish must be maintained to ensure they are safe to use. This includes the church or chapel, the hall, crèche rooms and playground, kitchens, the manse and offices (whether in the church itself or the manse). Ideally, parishes will be able to draw on the knowledge and experience of its parishioners – for example builders, local council inspectors etc. However, if this is not the case, this is one area where the parish should invest time and if need be money to ensure its buildings are safe (note safety is the aim here, not presentation!).

Safe leaders
The Presbyterian Church already has a policy in place that people who work with children are police-checked. However consideration also needs to be given to those working with adults. **Nobody should be involved in pastoral activities unless the parish council is satisfied that the person is suitably trained and has in place mechanisms to maintain their own safety (i.e. supervision).** Where a presbytery has doubts about a person involved in pastoral or mission-work in a parish, it can exercise its authority to make enquiries about that person.

Every parish should have in place a **code of conduct** that each leader (and anyone else working in a pastoral or mission capacity) should sign, and be held accountable to. **The parish must take disciplinary action against anyone who does not adhere to the code.**

For further information on working safely with children, please contact the **Kids Friendly Coach**.

Safe activities
The key to safe activities is planning, and then more planning! As a minimum, one employee supervising activities – whether that is a Sunday school class or a church camp, must have a current first aid certificate. **Never take anyone's word that they have learnt CPR.** Always take a photocopy of the certificate.

The best way to ensure safety is to not let anything bad happen in the first place. Make sure you have covered your bases first – although the worst-case scenario might seem a bit far-fetched think it through so you have the confidence to know how to prevent it. **Go around the venue, look for hazards and eliminate them.**

Likewise, check that you know who will be helping. **You need to know who should be there, and who should not be.** Then there are the attendees – do any of them have any special needs? It may seem intrusive but you do need to know which children on a camp have specific health issues.

Finally, make sure you have adequate supplies of first aid equipment that are readily accessible.

Safe journeys
Vehicles and transport are particular areas of concern within a church setting. Youth groups in particular are often very mobile, with groups heading away for weekend events or nights out. **Anyone transporting people should be vetted – as a minimum their drivers' licence should be sighted, but you should also consider police checks, which will show any driving convictions.** Be prepared to check the vehicle –it should display a current warrant of fitness and registration. Likewise, if you allow an unlicensed person (or one with driving convictions) to drive parish vehicles and they have an accident **you may not be covered by your insurance policy – so check first.**

Safe farewells
The final step to any activity is to release the attendees. For adults, this is as simple as making sure the heaters are switched off and the doors locked behind you. However, special attention needs to be given to children and youth. **The parish should develop a policy to ensure that young people are never left alone at the parish waiting to be picked up.** If their parents/caregivers cannot be located then at least two leaders need to either stay behind until the parent arrives or take the child to the police for further advice.

Likewise, consideration should be given to allowing other groups to use the church facilities at the same time. Be alert to other adults interacting with the children or attempting to lure them away under the auspices of 'helping them clean-up' etc. **Until the child is released into their parent's care, the proviso that adults not be left alone one-on-one with children still stands.**

Further Information

1 Contacts

Accounts, Payroll and Insurance Advisor
Margaret Fawcett PH: (04) 801-6000
Email: margaret@presbyterian.org.nz

Archivist
Yvonne Willkie PH: (03) 473-0109 x 7851
Email: pcanzarchives@knoxcollege.ac.nz

Book of Order Advisor and Complaints Officer
Heather McKenzie PH: 0800 424-872
Email: heather@presbyterian.org.nz

Kids Friendly Coach
Jill Kayser PH: (09) 585-0959 or 575-9836
MOB: 027 210-3784
Email: kidsfriendlyjill@sthelierschurch.org.nz

Office Coordinator, Assembly Office resources
Sandra Homan PH: (04) 801-6000
Email: sandra@presbyterian.org.nz

Personnel Advisor
Juliette Bowater PH: (04) 801-6000
MOB: 027 222 8302
Email: juliette@presbyterian.org.nz

Registrar, Knox Centre for Ministry and Leadership
Catherine Van Dorp PH: (03) 473-0109
Email: registrar@knoxcollege.ac.nz

2 Resources

Subject	Title	Available from
Church polity and regulations	Book of Order & Conditions of Service Manual	www.presbyterian.org.nz/for-parishes/book-of-order
	Archives Handbook	www.archives.presbyterian.org.nz
Financial information	Statistics Guide	http://www.presbyterian.org.nz/for-parishes/church-statistics
	Treasurers Manual	www.presbyterian.org.nz/for-parishes/treasurers-information
Employment information	Presbytery Clerk Resource Folder	Available from your presbytery clerk
	Legislation	www.legislation.govt.nz

3 Dictionary of Terms

Act of Commitment means the solemn commitment entered into by the Anglican Church in New Zealand, the Associated Churches of Christ, the Congregational Union of New Zealand, the Methodist Church of New Zealand and the Presbyterian Church of New Zealand in 1967 and reaffirmed in 1984.

Assembly means a General Assembly, an Emergency Assembly or a Special Assembly as provided for in chapter 14 of the Book of Order.

Assembly Executive Secretary means the person appointed as such by a General Assembly in accordance with section 18 of chapter 14 of the Book of Order.

Associate member means a person recognised by a church council and who satisfies the requirements of section 3 of chapter 4 of the Book of Order.

Board of managers means a board chosen and elected under section 8 of chapter 7 of the Book of Order for the purposes of administering the property and finances of the congregation in accordance with section 12 of that chapter.

Book of Order means the Book of Order prescribed by the General Assembly.

Book of Order Advisory Committee means the committee established by the General Assembly under section 3 of chapter 14 of the Book of Order to provide advice to the General Assembly concerning the Book of Order.

Business Committee is a committee which arranges the business for presbytery meetings (may be known as “co-ordinating”, “advisory” or “steering” committee)

Call according to the context, means either

(a) a request issued in accordance with chapter 10 of the Book of Order by a congregation in need of ministry settlement to a minister or a licentiate for that minister or licentiate to become the settled minister of that congregation, or,

(b) God’s call to a person to a life of ministry.

Change of status refers to process of notifying the Assembly Office in changes to minister’s status, transfers between parishes and vacancies.

Charge means a congregation or group of congregations recognised under chapter 5 of the Book of Order and declared by the presbytery as entitled to have ministry settlement.

Church means the Presbyterian Church of Aotearoa New Zealand.

Church council means the governing body of a congregation constituted or organised in accordance with section 4 of chapter 7 of the Book of Order to provide spiritual oversight, leadership, pastoral care and management of a congregation.

Church worker does not include any person employed under a contract of employment or engaged under a contract for services.

Clerk of Assembly means the person holding that office by virtue of appointment as Assembly Executive Secretary under section18 of chapter 14 of the Book of Order.

Commissioners means ministers and elders elected to serve in the higher courts of the Church who are not bound in discussions and deliberations to represent the views of the courts that elect them.

Commissioning means the specific act in a public service of worship which accompanies the appointment of people into particular ministries and for particular purposes.

Complainant means a person, and a representative of such a person, who lodges a written complaint of conduct that is unbecoming of a minister, elder, other office bearer, church worker, member or associate member of the Church in accordance with section 7 of chapter 15 of the Book of Order.

Complaint means a written allegation of conduct that is unbecoming of a minister, elder, other office bearer, church worker, member or associate member of the Church.

Complaints officer means a complaints officer appointed by the Council of Assembly under section 6 (1) of chapter 15 of the Book of Order.

Congregation means a group of members, associate members, and other persons who unite for worship, life, and mission as set out in chapter 5 of the Book of Order.

Congregational office means membership of a church council, board of managers or deacons' court.

Contact person means a person appointed by a primary court of discipline under section 5 of chapter 15 of the Book of Order to receive complaints and perform other functions provided for in that section.

Co-operative venture means a congregation set up under the provisions of the Guide to Procedures in Co-operative Ventures which was approved and issued by the 5 Negotiating Partners.

Council of Assembly means the Council of Assembly established by the General Assembly in accordance with section 12 of chapter 14 of the Book of Order 2008.

Court means a presbytery including Te Aka Puaho and the General Assembly.

Deacon means a member of a deacons' court.

Deacons' court means the body chosen and elected, with its members ordained, under section 9 of chapter 7 of the Book of Order for the purposes of administering the property and finances of a congregation in accordance with section 12 of that chapter.

Disciplinary commission means a disciplinary commission appointed by the complaints officer in accordance with section 17 of chapter 15 of the Book of Order.

Disciplinary matter means a matter coming within the scope of the provisions of chapter 15 of the Book of Order.

Elder means a person set aside by ordination to the specific ministry of elder in accordance with chapter 9 of the Book of Order and, for the purposes of representation at presbytery and the General Assembly, a person who is not an elder

but is a member of the church council of a co-operative venture is treated as an elder.

Eldership formation means such training, reading and study that may be suggested by the minister or church council as helpful for the exercise of eldership.

Emergency Assembly means an Assembly convened by the Council of Assembly under section 31 of chapter 14 to consider a matter of emergency.

Emergency meeting a presbytery meeting which is called to deal with a formal matter that cannot wait until the next ordinary meeting.

Extract of minutes relevant section of presbytery minutes which is given to another party, and certified by the Presbytery Clerk as being accurate.

General Assembly means the Assembly that is the governing body of the Church and the purposes, functions and composition of which are provided for in chapter 14 of the Book of Order.

Good standing in relation to a minister, means a minister in respect of whom the presbytery having oversight of the minister is in a position to issue a letter confirming the minister's good standing by reason of the fact that the minister is neither facing a disciplinary charge nor subject to any current disciplinary orders under chapter 15 of the Book of Order.

Guide to Procedures in Co-operative Ventures means the guide covering the governance of co-operative ventures issued by the five Negotiating Partners.

Induction means the specific act that accompanies ordination and defines the sphere within which the powers confirmed by ordination may be exercised.

Interim Moderator means a person appointed as an Interim Moderator of a congregation by a presbytery under section 3 (1) of chapter 10 of the Book of Order.

Licentiate means a person who has completed training as a student for the national ministry of word and sacrament, and has been licensed by a presbytery to practice his or her talents for ministry, and who awaits a call to a ministry position.

Local ministry team means a model of ministry authorised by presbytery for a specific period of time, for leadership of a congregation in which ministry roles are shared among members.

Local ordained ministry means a model of ministry under which a person is ordained by a presbytery for the ministry of word and sacrament in a particular context for a particular period of time and is not normally eligible for appointment to any other position within the Church.

Local ordained ministry probationer means a person who has been accepted as a candidate for a local ordained ministry position, has begun work within the congregation, and has a training agreement in place with a specified probationary period.

Manager means a member of a board of managers.

Meeting behind closed doors a meeting (or portion of a meeting) where only members of presbytery may be present for discussion of the matter. No details may be disclosed (even the decisions) unless presbytery specifically decides to do so. This is used rarely and only for sensitive matters.

Member means a person accepted by a church council as a member of the congregation in accordance with section 2 of chapter 4 of the Book of Order.

Minister means a person called by God to preach the Gospel of Christ, celebrate the sacraments and exercise the talents that he or she has received for ministry in the Christian church and who has been ordained by presbytery to this office.

Ministerial roll is the official list of ministers and their status – full or associate membership of presbytery, ministers within bounds, ministers with lodged certificate.

Ministry formation means regular and on-going training, reading and study relevant to the holder of a ministry position.

Ministry of word and sacrament means the ministry in which the Gospel of Christ is preached and the sacraments are celebrated within a congregation or charge or position by persons ordained or authorised or commissioned to this ministry.

Ministry position means a charge or position to which a minister or ministry team has been called or appointed.

Ministry settlement means provision of leadership in a congregation or charge through one of the four strands of ministry.

Ministry settlement board means a board established in accordance with section 4 of chapter 10 of the Book of Order to perform the functions set out in section 7 of that chapter.

Moderator means a minister or elder who is appointed to lead or chair a session, church council, presbytery, Assembly, Te Aka Puaho or the Pacific Island Synod.

National ordained ministry means a model of ministry under which a person is ordained by a presbytery to the ministry of word and sacrament and is eligible for call or appointment throughout the Church.

Negotiating Partners means the 5 denominations that entered into the Act of Commitment in 1967, that is to say the Anglican Church in Aotearoa New Zealand and Polynesia, the Associated Churches of Christ, the Congregational Union of New Zealand, the Methodist Church of New Zealand and the Presbyterian Church of Aotearoa New Zealand.

Office bearers refers to members of church councils, managers and deacons.

Order of the day is a set time during a presbytery meeting when visiting speakers are received, or particular matters outside normal committee reports are dealt with. Ordinary business may be interrupted to allow this.

Ordinary meeting is the regular (usually monthly) meeting of presbytery.

Ordination means the setting apart by the Church of men and women as ministers, elders or deacons to perform certain functions within the Church.

Overseas commission is an authorisation issued by Assembly Executive Secretary to ministers or elders about to visit overseas countries to certify that the minister/elder is a bona fide Presbyterian Church representative (NB: this is different to a letter of Good Standing).

Pacific Island Synod means the body of that name recognised by section 2 of chapter 13 as a body within the Church responsible to the General Assembly.

Parish means the geographical area served by a congregation.

Parish council means church council.

Pastoral charge has the same meaning as charge.

Pastorate means the area or areas of responsibility of a minister under the maru of Te Aka Puaho and may include all or part of the area of more than one parish.

Presbyterian Church Property Trustees means the trustees provided for in The Presbyterian Church Property Act 1885 in whom parish property located north of the Waitaki River and other property of the Church is vested in accordance with section 2 of chapter 16.

Presbytery means a presbytery established by the General Assembly under section 7 of chapter 8 of the Book of Order for an area or region and includes Te Aka Puaho.

Profession of faith means the public act by a person acknowledging their acceptance of the Christian faith.

Property committee means a committee of that name appointed by a presbytery under section 5 of chapter 16 of the Book of Order.

Respondent means a minister, elder or other office bearer, or church worker of the Church or a member or associate member of a congregation against whom a complaint of unbecoming conduct is made in accordance with chapter 15 of the Book of Order.

Session in relation to a congregation means a body constituted as a session in accordance with section 7 of chapter 7 of the Book of Order.

Special Assembly means a Special Assembly convened by a General Assembly under section 30 of chapter 14 of the Book of Order to determine particular business referred to it.

Special legislative procedure means the legislative procedure provided for in section 9 of chapter 14 for altering, amending or deleting a provision of the Book of Order.

Special meeting is a presbytery meeting held for a specific purpose e.g. induction, which is announced at the previous ordinary meeting.

Stated supply means a local appointment made by the church council and approved by presbytery for ministry to a congregation for a short stated term of appointment.

Supervision means regular contact with a person capable of collegial and or professional discussion of a person's practice of ministry.

Supplementary provisions means a document, including a manual, handbook or form, issued under chapter 3 of the Book of Order by the General Assembly, or by the Council of Assembly under delegated authority, to implement or give effect to any provision of this Book of Order.

Support means any kind of assistance including financial support, and includes where appropriate, the payment of a stipend, salary or honorarium.

Support person means a person appointed by a complainant or a respondent in a disciplinary process to provide support to him or her during the course of that process.

Te Aka Puaho, as provided in chapter 11 of the Book of Order, means that part of the Church within which Maori associated with the Church and those others who choose to associate within and under the maru of that part of the Church can carry out the mission of God from a Maori cultural perspective.

Training advisor means the person with national responsibility for the standards and negotiation of training agreements of candidates for the four strands of ministry.

Training enabler means the person who is appointed by a presbytery to facilitate and enable a candidate to fulfil the terms of his or her training agreement.

Trustee means a trustee appointed under the Presbyterian Church Property Act 1885 or the Otago Foundation Trust Board Act 1992.

Vacant parish means a parish without a permanent minister.

Working day means any day other than Saturday, Sunday, Good Friday, Easter Monday, any statutory holiday, and any day between 20 December in any year and 20 January in the following year.