RECEPTION PROCESS
for ministers of word and sacrament from other Churches to be received as ministers of the Presbyterian Church of Aotearoa New Zealand

The Presbyterian Church of Aotearoa New Zealand has mutual recognition of ministry with the following Churches:

- Christian Churches of New Zealand (formerly Church of Christ)
- Methodist Church of New Zealand
- Presbyterian Church of Korea (PCK)
- Presbyterian Church in the Republic of Korea (PROK)
- Uniting Church of Australia (UCA)

Please return your completed application and supporting documentation to:

Parish and People Advisory Service
Assembly Office
PO Box 9049
Wellington 6141

For your application to be complete, the following documentation must accompany the application form:

- Photocopy of the photo page of your passport
- For non-New Zealand citizens, proof of New Zealand residency
- Confirmation of the date of ordination
- Confirmation of good standing
- Official academic transcripts
- Photocopies of certificates of qualifications awarded
- Confirmation of membership of a church of the Presbyterian Church of Aotearoa New Zealand OR request for exemption
- Your answers to the ministry questionnaire
- Schedule 1: New Zealand police check consent form
- Photocopy of New Zealand driver’s license (if applicable)
- For applicants from other countries, police clearance or report from your country of origin and any other countries of in which you have resided.
- Schedule 2: Beneficiary Fund medical assessment form

If you have any questions about the process or application, please contact Margaret Fawcett, (04) 381-8291 or margaret@presbyterian.org.nz. To ensure prompt processing of your application, please include all requested documentation. Incomplete applications will cause significant delays.
Application

The information provided in the application will be assessed to ensure the applicant’s training and theological understanding meets the requirements and needs of the Presbyterian Church of Aotearoa New Zealand.

Additionally, all received ministers must meet the following requirements:

**New Zealand citizenship or residency**
Applicants must have either New Zealand citizenship or permanent residency in order to be received.

**Presbyterian Church of Aotearoa New Zealand church membership**
Applicants from within New Zealand must have been a member of a church of the Presbyterian Church of Aotearoa New Zealand for at least 12 consecutive months before applying for reception.

Ministers from overseas must have actively participated in the life of a church of the Presbyterian Church of Aotearoa New Zealand for at least 12 months (non-consecutive) before applying for reception.

This requirement includes membership or active participation in a cooperating venture church where the Presbyterian Church of Aotearoa New Zealand is a partner.

Applicants may request an exemption to this requirement on page 5 of the application form. The Leadership Subcommittee is responsible for granting of exemptions.

**Beneficiary Fund**
The Beneficiary Fund is a complying benefit scheme for nationally ordained ministers of the Presbyterian Church of Aotearoa New Zealand. All ministers must join the Fund unless they meet specific exemption criteria.

*Schedule 2: Beneficiary Fund medical assessment form* must be completed by your doctor. It will be reviewed by the medical advisor to the Fund to ensure that all received ministers are fit to become members of the Fund.

**Interview and consultation**

Applicants who meet the requirements of the Presbyterian Church of Aotearoa New Zealand will be invited to attend an interview with a panel appointed by the Personnel Work Group. Applicants are responsible for any travel costs incurred.

The Personnel Work Group will contact the referees provided by the applicant.

The Personnel Work Group will consult with the Presbytery Clerk of the presbytery in which the minister resides.
Reception

All applicants will receive written notification of the outcome of their application, whether successful or not.

Applicants who meet the requirements and needs of the Presbyterian Church of Aotearoa New Zealand will be received. Their Presbytery Clerk will be notified and their names will be added to the ministerial roll.

As condition of reception, the Personnel Work Group will develop a reception programme based on the information gathered during the application process.

All newly received ministers are required to attend a Receptions Course run by the Knox Centre for Ministry and Leadership in which the following subjects will be addressed:

- Reformed Worship
- History and Structure of the Presbyterian Church of Aotearoa New Zealand
- Gospel and Worship
- Book of Order
- Te Aka Puaho

Ministry Development Programme

All ministers are required to have a Certificate of Good Standing. In order to be in good standing, ministers must be able to show that they:

- have been reviewed every three years.
- have fulfilled the developmental requirements of the ministry review.
- receive regular and adequate supervision.
- are not the subject of disciplinary procedures.
- have received a clearance from New Zealand Police.
- have completed the PCANZ ministry ethics and risk management course.

Newly received ministers are granted a provisional status of good standing and have two years to apply for a full Certificate of Good Standing, which will be valid for six years.

Removal from ministerial roll

Newly received ministers who have not been called, appointed to a chaplaincy or become a member of any presbytery will have the status of Other Recognised Minister. Ministers who remain as Other Recognised Ministers for five consecutive years will be subject to removal from the ministerial roll.

Prior to removal, they will be notified of their impending removal by the Assembly Executive Secretary and can request in writing a two year extension. If at the end of that two year period
the minister has not been called, appointed to a chaplaincy or become a member of any presbytery, then the minister’s name will be removed from the Church’s roll of ministers.

Removal from the roll does not cancel the minister’s reception but it does mean that the minister is no longer able to conduct weddings under the authority of the Presbyterian Church of Aotearoa New Zealand nor may s/he be called or appointed as a minister of word and sacrament. A minister who is removed from the role may apply for reinstatement.