

MINISTRY UNIT STATUTE 2013

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

1. The short title of this Statute shall be "**MINISTRY UNIT STATUTE 2013**".

Interpretation

2. In this Statute, unless inconsistent with the context:

“Administrator” means the person who is a member of both the Ministry Support Team and the Council of a Local Shared Ministry unit, who has responsibility for co-ordination of the Ministry Support Team and co-ordination between the Ministry Support Team and the Council;

“Audit” means such system of independent assurance review as Diocesan Council may from time to time specify (either generally or in any particular case), and the words “audited” and “Auditor” have corresponding meanings;

“Chairperson” means the Chairperson of the Governing Body, determined under clause 48 (except in relation to General Meetings, where it means the Chairperson of the General Meeting, determined under clause 86);

“Church Law” means the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia, and the Statutes and Regulations of the Diocese of Auckland;

“Churchwardens” means the wardens provided for in clause 119 in the case of a Parish or clause 130 in the case of a Mission District. A Local Shared Ministry unit does not have Churchwardens;

“Consolidated Accounting Procedures” means the centralised Ministry Unit financial accounting procedures in clause 3.3 of the Financial Regulations Statute 2000;

“Diocesan Co-ordinator” means the person appointed by the Bishop under clause 161;

“Elected Member” means a person elected (or appointed pursuant to clause 33) as a member of a Governing Body pursuant to this Statute, and who does not hold that membership by virtue only of some other role or office, or pursuant to clause 117;

“General Meeting” means an Annual General Meeting or a Special General Meeting of the members of the Ministry Unit;

“Governing Body” means:

- a. in respect of a Parish, the Vestry;
- b. in respect of a Mission District, the form of administration in clause 128; and
- c. in respect of a Local Shared Ministry unit, the Council.

“Legally Eligible” means eligible:

- a. under Church Law, for appointment to an office within the Church; and
- b. under any other law, to be an officer of a charitable organisation, as if the Ministry Unit was a charitable organisation to which such law applied;

“Local Shared Ministry unit” means a ministry unit which operates in accordance with Local Shared Ministry;

“Minister” means the Vicar (in the case of a Parish) or Priest-in-Charge (in the case of a Mission District);

“Ministry Enabler” means the person appointed by the Bishop under clause 158 in relation to a Local Shared Ministry unit;

“Ministry Unit” means a Parish, Mission District, or Local Shared Ministry unit;

"Ministry Unit Trust" means any trust for the benefit of a Ministry Unit, and includes a parochial trust board or other trust board under the Local Trusts Statute 1927;

"Mission Venture" has the meaning set out in clause 9;

“Officer” means the Chairperson, any Churchwardens, Secretary and Treasurer of a Ministry Unit;

“Priest-in-Charge” means the ordained minister (by whatever title known) licensed by the Bishop to have responsibility for a Mission District;

“Roll” means the Roll under clause 23 of a particular Ministry Unit;

“Synod Representatives” means the lay Synod Representatives elected by the Ministry Unit under the Diocesan Synod Statute 2001;

“Trustees” means the trustees of any site on which a Church stands, and includes any incorporated Trust Board of such Trustees; and

“Vicar” means the ordained minister (by whatever title known) licensed by the Bishop to have responsibility for a Parish. Whenever two or more persons are so licensed, they shall determine between them and advise the Ministry Unit which of them will exercise any of the powers and responsibilities of the Vicar under this Statute.

Application of this Statute

3. Every Ministry Unit is governed by the provisions of Parts One and Two of this Statute, as well as:
 - a. in the case of a Parish, Part Three;
 - b. in the case of a Mission District, Part Four; and
 - c. in the case of a Local Shared Ministry unit, Part Five.
4. If there is any conflict between the provisions of Part Two and the provisions of Parts Three, Four or Five (as appropriate), the relevant provisions of the latter shall prevail.
5. Mission Ventures are governed by Part Six of this Statute.
6. Where any Church Law or other document refers to any provision of the Parish Statute 1986 or any predecessor statute, to any terminology used in any such statute, or to any terminology relating to the governance and operation of ministry units, Diocesan Council may finally determine which is the appropriate provision or terminology under this Statute.

Repeal & Continuation

7. The Parish Statute 1986 is hereby repealed, but every parish, mission district, local shared ministry unit, or person holding any office or appointment under Parish Statute 1986 at the commencement of this Statute shall continue to exist and hold the equivalent appointment or office under this Statute.

PART ONE: FUNDAMENTAL PROVISIONS

Ministry Units

8. There are three kinds of Ministry Units in the Diocese:
 - a. Parishes;
 - b. Mission Districts; and
 - c. Local Shared Ministry units;each individual Ministry Unit having such name as Diocesan Council may approve from time to time after consultation with that Ministry Unit.
9. There are also Mission Ventures, which are worshipping communities or groups within the Diocese which are not Ministry Units but have a formal association with the Diocese.

Responsibilities of a Ministry Unit

10. The responsibilities of every Ministry Unit are:
 - a. To promote the worship of God, the Holy Trinity;
 - b. To proclaim the good news of the Kingdom of God;
 - c. To teach, baptise and nurture believers in the Christian faith within the Anglican tradition;
 - d. To respond to human need by loving service;
 - e. To seek to transform the unjust structures of society;
 - f. To strive to safeguard the integrity of creation, and to sustain and renew the life of the earth;
 - g. In accordance with the Constitution/Te Pouhere, to function on the basis of partnership with Te Pihopatanga o Aotearoa and the Diocese of Polynesia and their constituent parts.

Requirements of a Ministry Unit

11. Every Ministry Unit must, on an ongoing basis:
 - a. have defined physical boundaries which accurately represent the area within which it has its primary pastoral focus;
 - b. has the use of one or more buildings suitable for its needs of divine worship, and compliant with statutory requirements;
 - c. provide suitable housing for all stipended clergy licensed to that Ministry Unit;
 - d. demonstrate its compliance with its financial obligations, as evidenced by a budget for the current and following years;
 - e. comply with all applicable laws and Church Law;
 - f. demonstrate that it has duly elected and appointed Officers and a Governing Body, who or which are each able to discharge their respective responsibilities under this Statute; and
 - g. demonstrate that it is able to provide worship, pastoral care, outreach, stewardship, and other expressions of mission and ministry appropriate for a Ministry Unit of its size and characteristics, as determined by a competent review by the Bishop and endorsed by the issue of a Certificate of Mission by the Diocesan Council.

Co-Operating Ministry Units

12. Synod may approve the formation of co-operating ministry units or co-operative ventures between any Ministry Unit and with other Christian churches, based on such guidelines as shall be approved by General Synod from time to time. Any such approval may provide for the necessary modification of provisions of this Statute.

CREATION OF NEW MINISTRY UNITS

New Ministry Units

13. A new Ministry Unit may, as provided for in this Statute, be formed from:
 - a. any portion of the Diocese, whether or not already included within an existing Ministry Unit, by petition to Synod; or
 - b. all or part of one or more existing Ministry Units by:
 - i. resolution of those Ministry Units and endorsed by Diocesan Council;
 - ii. dissolution and reconstitution of a Parish as a Mission District or Local Shared Ministry unit; or
 - iii. implementation of a scheme of reconstruction recommended by Diocesan Council.
14. A petition under clause 13a for the creation of a new Ministry Unit shall:
 - a. be forwarded through the Bishop to the Synod at its next Annual Session;
 - b. be signed by at least 10 members of the Church resident within the geographical area intended to become a new Ministry Unit;
 - c. state the type of Ministry Unit that is sought to be created;

- d. be accompanied by a certificate by one of the petitioners that the petition has been approved by a meeting of the members resident within the area;
 - e. be accompanied by a certificate by the relevant Archdeacon:
 - i. that the proposed Ministry Unit can comply with clause 11; and
 - ii. where applicable, demonstrating the financial impact of the constitution of the proposed Ministry Unit upon the remaining portion(s) of the Ministry Unit(s) of which the proposed Ministry Unit forms part.
 - f. be accompanied by a certificate signed by the Diocesan Secretary setting out the boundaries of the geographical area in relation to the Ministry Unit.
15. Upon receipt of the petition the Synod may, if it thinks fit, constitute such area as a Ministry Unit.

RECONSTRUCTION OF MINISTRY UNITS

Action if Ministry Unit Unable to Satisfy Requirements

16. If any Ministry Unit is unable to satisfy the requirements of clause 11, Diocesan Council may:
- a. in the case of a Parish, dissolve the Parish and reconstitute it as a Mission District; or
 - b. appoint a Commission in respect of that Ministry Unit of not less than three Commissioners (none of whom may be on the Roll).

Commission

17. The Bishop shall at the first Session of each Synod, and after consultation with the Diocesan Council, appoint at least five clerical or lay persons (who are not members of the Diocesan Council, the Bishop's staff or the Diocesan staff), with a combination of legal, administrative and pastoral skills who could be appointed to form a Commission.
18. The persons in clause 17 shall hold office until their successors are appointed. The Bishop may fill casual vacancies as they occur, and appoint additional potential Commissioners if desired.

Schemes of Reconstruction

19. A Commission appointed under clause 16(b) shall prepare a scheme of reconstruction for the Ministry Unit concerned, making provision for such of the following as it thinks fit:
- a. the continued worship and pastoral care of members of the Ministry Unit;
 - b. the continued administration and governance of the Ministry Unit;
 - c. the disposition and use of the buildings owned by, or held on trust for, the Ministry Unit;
 - d. the realisation by sale or otherwise of any assets (including land and buildings) owned by, or held on trust for, the Ministry Unit;
 - e. the repayment of any loans, debts or other liabilities owed by the Ministry Unit;
 - f. the distribution of assets to neighbouring Ministry Unit(s) or to the Diocesan Council for use in the Diocese or some part thereof; and
 - g. the closure of the Ministry Unit; and
 - h. such other matters as it thinks relevant to a resolution of the situation.
20. The scheme of reconstruction shall be submitted to the Diocesan Council, which shall consider it and make recommendations to the Ministry Unit concerned.

Further Action

21. If the Ministry Unit is willing to implement Diocesan Council's recommendations, it shall communicate this to the Diocesan Council, which shall then consider the matter further and make appropriate arrangements (including the passing of any necessary legislation) to implement the scheme of reconstruction.

22. If the Ministry Unit is unwilling to implement Diocesan Council's recommendations, it shall communicate the reasons for its unwillingness to the Diocesan Council, which shall then consider the matter further and take such further action (including the passing of any necessary legislation) as it considers necessary.

PART TWO: COMMON OPERATING PROVISIONS

ROLL

Roll

23. Each Ministry Unit shall maintain a Roll of all baptised people who have:
- a. regularly participated in the worship and life of that Ministry Unit over a 6 month period; and
 - b. expressed in writing their wish to be included in the Roll. A legal guardian may also express, in writing, that the person they represent is to be included in the Roll.
24. The Roll will record for each such person:
- a. full name;
 - b. postal address; and
 - c. date of entry on, and (if applicable) deletion from, the Roll.
25. No person may be entered on more than one Roll at the same time. If a person is entered on more than one Roll at the same time, they shall be deemed entered only on the Roll on which they were last entered.
26. The Governing Body is responsible for the revision and maintenance of the Roll, and must review the roll each year (including prior to each General Meeting) and make such amendments, additions or deletions as are necessary to reflect the eligibility criteria in clause 23.
27. The Governing Body shall allow any member of the Ministry Unit to inspect the Roll. Any person who disputes the removal of their name from the Roll confirmed at the previous General Meeting shall be granted the right to speak and vote with regards to clause 83(a).

Governing Body

Governing Body's Responsibilities

28. In addition to the specific responsibilities provided for in this Statute, the responsibilities of the Governing Body of a Ministry Unit are to facilitate the Ministry Unit to achieve the requirements of clause 10 and specifically:
- a. to promote the worship of God, and to provide all things that are necessary for the ordering of public worship;
 - b. to enable ministry to be provided to and by members of the Ministry Unit;
 - c. to take counsel together for the fostering of spiritual growth of and well-being of the members of the Ministry Unit and of all persons within the area of the Ministry Unit; and
 - d. to promote and, subject to Church Law and the rights of the Bishop, to have responsibility for all matters affecting the governance, finance, administration and property of the Ministry Unit.
29. The Governing Body is, despite changes in its membership, a continuing body and all decisions of a previous Governing Body are (subject to any contrary decision of the Governing Body) binding on the Ministry Unit and a subsequent Governing Body.

Co-Operation

30. The initiation, conduct and development of the work of the Church both within the Ministry Unit and outside shall be the shared responsibility of the Governing Body and clergy working in partnership.

Term of Office and Vacancies

31. An Elected Member of a Governing Body:
 - a. holds office until the first to occur of death, resignation, ceasing to be Legally Eligible, or conclusion of the next Annual General Meeting; and
 - b. may resign at any time by written notice to the Chairperson, and a vacancy will arise.
32. If an Elected Member ceases to hold office prior to a General Meeting, or an election at a General Meeting does not elect all the Elected Members permitted under this Statute, and there are:
 - a. still more Elected Members than the minimum number required, but fewer than the maximum number permitted, under this Statute, the Governing Body may (but is not obliged to) at any time prior to the next General Meeting; or
 - b. now fewer Elected Members than the minimum number required under this Statute, the Governing Body must, within 21 days:
either:
 - i. appoint additional Elected Members, pursuant to clause 33, if the Governing Body has been so authorised; or
 - ii. call an Special General Meeting to elect additional Elected Members;

so that the number of Elected Members is at least the minimum number required under this Statute and does not exceed the maximum number permitted under this Statute.
33. A General Meeting may authorise the Governing Body, where clause 32 applies, to appoint as an Elected Member any person who is eligible for election under clause 92(a) and (b) and who consents to being appointed. Any such authorisation shall remain in force and effect until revoked by a subsequent General Meeting.

SECRETARY AND TREASURER

Secretary and Treasurer

34. Each Ministry Unit must have a:
 - a. Secretary; and
 - b. Treasurer;

who:

 - c. must be different people and not in either case be the Chairperson or a Churchwarden;
 - d. must be Legally Eligible, and shall cease to hold office if they cease to be Legally Eligible;
 - e. need not be members of the Governing Body;
 - f. are appointed by the Governing Body and hold office until their successor is appointed;
 - g. may resign at any time by written notice to the Chairperson; and
 - h. may be removed from office at any time by the Governing Body.
35. The Governing Body may appoint:
 - a. one or more assistants to assist the Secretary or Treasurer to fulfil their respective responsibilities; and
 - b. a temporary Secretary or Treasurer during any vacancy in that office or during any period of disability or inability to fulfil their respective responsibilities.

Secretary's Responsibilities

36. The Secretary shall:
 - a. keep written records and minutes of all meetings of the Governing Body and all General Meetings, the most recent of which shall be read and confirmed at the next such meeting;
 - b. act as Secretary to the Ministry Unit and Governing Body and at all General Meetings;
 - c. carry out such other administrative duties and responsibilities as the Chairperson and Governing Body may direct; and

- d. notify the Diocesan Secretary in writing of the full names and postal addresses of the Officers no later than 30 April in each year, and as soon as possible after a change in any of those details.

Treasurer's Responsibilities

37. The Treasurer shall:
 - a. be the contact person for the Diocesan Council in relation to the Ministry Unit's finances and carry out such work in relation to those finances as the Diocesan Council may require as part of the Consolidated Accounting Procedures;
 - b. provide the Governing Body with advice on financial matters as and when required;
 - c. assist the Governing Body in carrying out any of its financial obligations under Church Law; and
 - d. carry out such other financial duties and responsibilities as the Governing Body may direct.

MEETINGS

38. A Governing Body must meet as often as is necessary to carry out its responsibilities, but at least quarterly.
39. At least two days' notice of any meeting of the Governing Body and the proposed agenda of that meeting must be given to all members of the Governing Body. Notice may be given electronically.

Regular Meetings

40. The Governing Body must fix, at its first meeting after an Annual General Meeting, the frequency, venues, dates and times of its meetings for the following year, and announce these to the Ministry Unit. Any subsequent changes to these details must also be announced to the Ministry Unit.

Special Meetings

41. A special meeting of the Governing Body:
 - a. may be called at any time by the Chairperson;
 - b. must be called by the Chairperson, to be held within 21 days of receiving written request to do so from at least 10 persons on the Roll or at least 3 members of the Governing Body;
 - c. must be called by the Chairperson pursuant to a resolution of the Governing Body or a General Meeting; and
 - d. may only consider matters referred to in the notice calling the meeting, or reasonably arising from those matters.

Quorum

42. The quorum for a meeting of the Governing Body is a majority of the members, which must include, in the case of a Parish or Mission District, the Minister or a Churchwarden.

Voting

43. All questions before the Governing Body shall be decided by a majority of those members of the Governing Body:
 - a. present and voting at a meeting; or
 - b. voting in accordance with any alternative decision-making process adopted by the Governing Body under clause 46.
44. The Chairperson has a deliberative vote but in the event of an equality of votes, the motion is lost.

Attendance

45. Any member of the Ministry Unit may attend a meeting of the Governing Body, but:
 - a. may not vote;

- b. may only speak with the permission of the Governing Body; and
- c. must leave the meeting if required to do so by the Governing Body.

Procedure

46. Subject to this Statute, the Governing Body may regulate its own procedure and adopt such processes and procedures for its administration, operation and meetings as it thinks fit.

Conflicts of Interest

47. If any member of the Governing Body has a conflict of interest (whether of a pecuniary or personal nature or of any other kind, and whether in relation to that member personally or to any relative of that member or any entity in which that member has a financial interest) in relation to any matter before the Governing Body, that member must:
- a. declare that conflict to the Governing Body at the earliest possible opportunity and at any future occasion where that matter is being discussed or considered by the Governing Body, and ensure that all such disclosures are recorded in the minutes of those meetings; and
 - b. unless the Governing Body resolves otherwise:
 - i. withdraw from any meeting of the Governing Body where that matter is being discussed or considered;
 - ii. not participate in any discussion or consideration of that matter by the Governing Body; and
 - iii. not seek to materially influence the Governing Body in its discussion or consideration of that matter.

Chairperson

48. The Chairperson of all meetings of the Governing Body will be as determined by:
- a. clause 118 in the case of a Parish;
 - b. clause 129 in the case of a Mission District; or
 - c. clause 157 in the case of a Local Shared Ministry unit;
- but:
- d. that person may delegate that right to any other member of the Governing Body;
 - e. the Bishop (or nominee) may chair any meeting of the Governing Body; and
 - f. if no such chairperson is present, able or willing to act, the Governing Body must appoint one of its members to act as temporary Chairperson for that period.

Delegation and Sub-Committees

49. The Governing Body may, on such terms as it thinks fit:
- a. establish sub-committees, the membership of which may include persons who are not members of the Governing Body, but will always include the Chairperson and any Churchwardens;
 - b. delegate such of its powers and responsibilities (including this power of delegation) as it thinks fit to any person or sub-committee; and
 - c. approve the delegation by any Officer of their powers and responsibilities under this Statute.
50. Any delegation:
- a. must be in writing, and include the terms of, or limitations on, that delegation;
 - b. does not relieve the delegator from responsibility for the exercise of those powers and the satisfaction of those responsibilities; or
 - c. does not prevent the delegator from personally exercising those powers or satisfying those responsibilities.

CEASING TO HOLD APPOINTMENT

51. Any resignation or removal of an Officer or Elected Member shall take effect immediately unless a later date is specified in the relevant notice or resolution.
52. Any Officer or member of a Governing Body who ceases to hold that appointment shall:
 - a. sign such documents and take such actions as the Governing Body may require as a consequence of that person ceasing to hold that appointment; and
 - b. return to the Governing Body upon request all documents and other records held by that person in their capacity as an Officer or member of the Governing Body.

FINANCE

Receipt of Monies

53. The Governing Body shall, subject to clause 57, ensure that:
 - a. after each service the offerings are collected, counted, and recorded;
 - b. all offerings and other funds received for Ministry Unit purposes are deposited into a bank account in the name of the Ministry Unit, which is operated by persons and on terms authorised by Diocesan Council in accordance with the Consolidated Accounting Procedures; and
 - c. all special collections and all offerings made for a special purpose are applied to that special purpose within a reasonable time of receipt.

Authorisation of Expenditure

54. The Governing Body shall have control of all funds belonging to the Ministry Unit.
55. Subject to clause 49b, the Governing Body must authorise all expenditure of such funds.

Financial Accounts and Audit

56. The Governing Body shall ensure that:
 - a. appropriate financial systems and controls are in place within the Ministry Unit;
 - b. financial accounts for the Ministry Unit are considered by the Governing Body regularly throughout the year in such format as the Governing Body requires;
 - c. the Ministry Unit meets its responsibilities under the Consolidated Accounting Procedures;
 - d. the financial accounts for the Ministry Unit complying with the Consolidated Accounting Procedures are presented to the Ministry Unit at the Annual General Meeting for adoption;
 - e. immediately after the Annual General Meeting the following documents are forwarded to the Diocesan Secretary:
 - i. a copy of the budget for the following year;
 - ii. the financial accounts complying with the Consolidated Accounting Procedures and adopted by the Ministry Unit; and
 - iii. a certificate signed by one of the churchwardens or local shared ministry office-holder present at the Annual General Meeting certifying that the financial accounts were adopted by the Ministry Unit and are all the financial accounts of the Ministry Unit in terms of this clause
- subject to the Consolidated Accounting Procedures.

TRUSTS

Trust Funds

57. The Governing Body shall ensure that all monies received by the Ministry Unit upon any specific trust are, unless applied to that purpose within one month of receipt, deposited in a trust bank account (either a general trust account or a special account created for the purposes of that trust), with a recognised Trust Company, Parochial Trust Board, the General Trust Board or the Anglican Investment Trust Board to be operated on by not less than two trustees.

58. No monies shall be withdrawn from such Trust Account unless such withdrawal is authorised by the Governing Body except:
- a. for expenditure upon the express object for which the same was paid or subscribed
 - b. for investment upon some form of investment authorised by the Trustee Act 1956, or its amendments or re-enactments thereof, until such time as the same shall be required to be expended upon the purpose for which the same was paid or subscribed.

Ministry Unit Trust

59. a. The Trustees of every Ministry Unit Trust shall give to the Annual General Meeting a report of the Trust in full compliance with the Consolidated Accounting Procedures, and showing:
- i. the investment of the capital and the changes that have been made since the last report;
 - ii. a statement of revenue and expenses;
 - iii. a statement of assets and liabilities; and
 - iv. a statement as to any Trust Funds distributed since the last report.
- b. Where a Ministry Unit Trust has obtained from Diocesan Council a certificate that the Trust is not subject to the Consolidated Accounting Procedures, the Trustees of that Ministry Unit Trust shall:
- i. provide a report of the Trust showing:
 - (1) the investment of the capital and the changes that have been made since the last report;
 - (2) a statement of revenue and expenses;
 - (3) a statement of assets and liabilities; and
 - (4) a statement as to any Trust Funds distributed since the last report;
 - ii. submit their report referred to in subclause b i to the Ministry Unit's Auditor for an audit report before presentation to the Annual General Meeting; and
 - iii. give to every Annual General Meeting:
 - (1) a copy of the Trustees' report referred to in subclause b i; and
 - (2) the audit report of the Ministry Unit's Auditor, provided in accordance with sub clause b ii.
60. The Trustees of any Ministry Unit Trust shall attach to their report a complete Terrier of all lands held by them for any purpose or trust, giving the following particulars:
- a. area and legal description (including Identifier reference);
 - b. location and territorial local authority district;
 - c. the Trusts imposed on the land;
 - d. details of any tenancy or lease including any rights of renewal in respect of the land or buildings;
 - e. description of any buildings erected on the land;
 - f. current Capital Valuation of land and of improvements;
 - g. the predominant use(s) for which the land is zoned;
 - h. the current use being made of the land;
 - i. if the land was acquired from Maori owners for any purpose associated with the Church, the purpose of the acquisition; and
 - j. circumstances of the acquisition including details of any correspondence and full names and addresses of all persons knowing acquisition details.
61. The Trustees' report required by clause 59a and the Terrier required by clause 60, and any Auditor's report provided in accordance with clause 59b ii, shall be forwarded to the Diocesan Secretary immediately following the Annual General Meeting.

DOCUMENTS, STATISTICS AND OTHER REPORTS

Execution of Documents

62. All documents, agreements, and deeds in the name of the Ministry Unit shall be signed by any two Officers, or such other persons authorised by the Governing Body for this purpose and on such terms as it thinks fit.

Statistics and Other Reports

63. The Governing Body shall forward to the Diocesan Secretary a report of statistics of the Ministry Unit to 31 December in each year, in the form and by the time required by the Diocesan Council.

Documentary Records

64. The Governing Body shall ensure that it keeps (which may include in hard copy or, where appropriate, electronic form) all administrative records and accounts relating to its duties and the Ministry Unit.

PERSONNEL

Employees

65. The Governing Body must ensure that there is a written employment agreement for each employee (whether full time or part time) of the Ministry Unit, which shall record all relevant details including hours of work, terms and conditions, and remuneration.
66. In a Parish or Mission District, no lay employee of a Ministry Unit (including a worship leader, administrative staff, an organist or other person) may be appointed, employed, or dismissed without the approval of both the Minister and Governing Body.

EDUCATION & WORSHIP

Christian Education

67. Without interfering with the rights and powers of the Bishop, the:
- a. organisation and management of Christian education courses and programs within the Ministry Unit; and
 - b. appointment and removal of teachers of such Christian education and speakers, lecturers and preachers;
- shall be determined by the Minister in a Parish or Mission District, or the Ministry Support Team of a Local Shared Ministry unit.

Worship, Choir and Music

68. The formation and management of a worship team and/or a choir, and the selection of music, shall be subject to the control and direction of the Minister in a Parish or Mission District, or the Ministry Support Team of a Local Shared Ministry unit.

PROPERTY

Buildings and Equipment

69. The Governing Body shall:
- a. ensure that every Church, Church Hall, house, Vicarage, or other building, and all equipment and furniture, under the jurisdiction of the Ministry Unit is regularly inspected and maintained in good condition;
 - b. provide articles of Church furniture and all things requisite for the decent celebration of Divine Service; and
 - c. consider and authorise all works and measures that they consider to be for the welfare of the Ministry Unit, without interfering with the authority of the Trustees or, in a Parish or Mission District, with the proper functions of the Minister.

Plans and Specifications and Financial Provision

70. The Governing Body must not commence the construction of, or alteration or addition to, any Church, Hall, Sunday School, Vicarage or other building to be erected by or for any Ministry Unit, without first obtaining the consent of a General Meeting and Diocesan Council to that proposal, including the plans and specifications of the works, the total cost, and the financial provision for that cost.

Sale, Leasing and Mortgaging of Land

71. Before entering into any transaction involving:
- a. the sale, purchase, mortgaging, granting or taking a lease or giving an easement over, or any other disposition or acquisition of land; or
 - b. the alteration, addition or construction of buildings, including the disposition or acquisition of a building;
- the Governing Body shall submit to the Diocesan Secretary a proposal in the form from time to time prescribed by the Diocesan Council, for the approval of Diocesan Council.
72. The Diocesan Secretary shall provide the Diocesan Council with a copy of the proposal, and a certificate setting out the legal and financial implications of it.
73. Diocesan Council may seek advice and/or opinion from any other Diocesan councils, committees or individuals.
74. In considering the proposal, the Diocesan Council shall have regard to the policy of the Diocese in relation to the sale, leasing or mortgaging of land, as declared from time to time by resolution of the Synod.
75. A proposal will not normally be approved unless the Diocesan Council is satisfied that (subject to any relevant trust) the proceeds will be:
- a. applied in the purchase of capital asset(s) of a permanent nature for enhancing the corporate life of the Ministry Unit, which either has a potential for growth to enable the mission of the Church, or is otherwise fully self-supporting and the asset(s) will be a significant addition to, or replacement of, any existing asset(s) belonging to or used by the Ministry Unit;
 - b. applied in the acquisition of other land, if any return and/or capital appreciation will significantly facilitate the work of the Church within the Diocese or any part of it;
 - c. invested in the Anglican Investment Trust Fund or other investment approved by the Diocesan Council;
 - d. applied, in the case of a mortgage, in accordance with (a) or (b) above, and the Ministry Unit can meet the repayment terms of the loan.
76. Where the transaction involves land originally acquired from Maori people, there shall be full and adequate consultation with the successors of those original Maori people and with the appropriate Komiti in Te Pihopatanga o Aotearoa.

Faculties

77. No such undertaking shall be permitted unless a Faculty has been issued under the Faculties Statute 2020, which may be issued by the Bishop if satisfied that the conditions set out in clauses 70 to 76 have been met.

USE OF BUILDINGS

Use of Church, Vicarage and Church Hall

78. The Governing Body shall have:
- a. possession of the keys of the Vicarage and the Churches, but whenever the Church is required for services other than parochial to be performed by the authority of the Bishop, the Governing Body must allow the Church to be opened as required for these services.
 - b. control and management of any Church hall.

Control of Church and Sacramental Vessels

79. The Church, sacramental vessels, and all other things appertaining to the Church, shall be at the disposal of the Minister or any other person authorised to celebrate Divine Service within that Ministry Unit, for the administration of the Sacraments, for catechetical and other religious instruction, for marriages and funerals, and all other rites and ceremonies authorised by the Church, at all such times as they think fit PROVIDED THAT nothing in this clause shall interfere with the rights and powers of the Bishop.
80. The Governing Body and the Trustees shall allow the free use of such Church to any person authorised by the Bishop to officiate within that Ministry Unit.

Use of Church by Other Christian Bodies

81. The Bishop may, with consent of any Minister, the Governing Body and the Trustees, grant permission for a recognised Christian Body to use a Church to hold services, subject to such terms and conditions as the Bishop may specify. Any such use may be terminated by three months' notice being given to the Christian Body either by the Diocesan Council or by the Governing Body with the consent of the Diocesan Council.

GENERAL MEETINGS

Annual General Meeting

82. Each Ministry Unit must hold an Annual General Meeting between 11 and 13 months of the date of the last Annual General Meeting or at another time authorised by Diocesan Council.
83. The agenda of an Annual General Meeting shall include:
- a. confirmation of the Roll;
 - b. confirmation of the minutes of the previous Annual General Meeting and any Special General Meetings since the previous Annual General Meeting;
 - c. the receipt and consideration of reports from:
 - i. the Governing Body; and
 - ii. in the case of a Parish or Mission District, the Minister and Churchwardens; or
 - iii. in the case of a Local Shared Ministry unit, the Ministry Support Team;
 - d. the receipt and consideration of the following documents, unless they have been received and considered at a previous General Meeting:
 - i. the annual financial accounts for the previous financial year in compliance with the Diocesan Consolidated Accounting Procedures;
 - ii. a budget for the next financial year, in accordance with clause 56e;
 - iii. the report of the Trustees of any Ministry Unit Trust, as required by clause 59;
 - iv. any Auditor's report required by Clause 59b ii.
 - e. in the case of a Parish or Mission District, the appointment and election of Churchwardens;
 - f. determination of the number of Elected Members;
 - g. the election of the Elected Members;
 - h. the election of Synod Representatives, as required by the Diocesan Statutes;
 - i. the election of an Auditor, where a Ministry Unit Trust has first obtained a certificate from Diocesan Council in accordance with clause 59(b); and

- j. such other business received under clause 84.
84. The Governing Body may set a date and time by which any reports or business for consideration by an Annual General Meeting must be received. If no date or time is set, the Annual General Meeting may receive such reports or business at the commencement of the meeting.

Special General Meetings

85. A Special General Meeting:
- a. may be called at any time by the Chairperson, the Bishop (or nominee), or the Ministry Enabler of a Local Shared Ministry unit;
 - b. must be called by the Chairperson to be held within 21 days of receiving written request to do so from at least 10 persons on the Roll or a resolution to that effect of the Governing Body;
 - c. must be called by the Chairperson pursuant to a resolution of the Governing Body or a General Meeting; and
 - d. may only consider matters referred to in the notice calling the meeting, or reasonably arising from those matters.

Procedure at General Meetings

86. The Chairperson of a General Meeting shall be:
- a. the Chairperson of the Governing Body, in the case of a Parish or Mission District;
 - b. the Ministry Enabler, or another person appointed by the Bishop for that purpose, in the case of an Local Shared Ministry unit;
- but:
- c. that person may delegate that right to any other member of the Ministry Unit;
 - d. the Bishop (or nominee) may chair any General Meeting; and
 - e. if no chairperson is present, or is able or willing to act as such, the General Meeting must appoint a person on the Roll to act as temporary Chairperson for that period.
87. Notice of a General Meeting shall be given at least 10 clear days prior to the date of the meeting, and shall include:
- a. a written notice prominently displayed throughout that period near the entrance of all Churches in regular use in the Ministry Unit during that period;
 - b. notification of the agenda and details of any elections required to be held; and
 - c. the opportunity for any member of the Ministry Unit to inspect the Roll prior to its confirmation at the General Meeting.
88. The quorum for a General Meeting is 10 people on the Roll. Any person on the Roll may attend, speak and vote at a General Meeting.
89. All questions before a General Meeting shall be decided by a majority of those present and voting. The Chairperson of the General Meeting has a deliberative vote but in the event of an equality of votes, the motion is lost.
90. Subject to this Statute, a General Meeting may regulate its own procedure.
91. All decisions of previous General Meetings are (subject to any contrary decision of a General Meeting) binding on the Ministry Unit and on subsequent General Meetings.

ELECTIONS AT GENERAL MEETINGS

Eligibility for Election

92. Every candidate for election at a General Meeting must:
- a. be a person named on the Roll;
 - b. be Legally Eligible;
 - c. be nominated and seconded, by two other people named on the Roll, before the close of nominations under clause 93; and
 - d. have consented to their nomination in a form prescribed by the Governing Body, which includes a statement by the candidate that they are Legally Eligible.

Nominations

93. Nominations for election at a General Meeting may, unless the Governing Body has set an earlier date and time at which nominations will close, be received at the General Meeting. The Governing Body may prescribe the manner in which nominations must be received.

Elections

94. An election must, irrespective of the number of candidates nominated, be held for any position to be elected at a General Meeting.
95. The Governing Body may determine the manner in which elections will be held, which may be:
- a. election by ballot paper as set out in clauses 96 to 105; or
 - b. some other election process specified by the Governing Body and announced to the Ministry Unit prior to the General Meeting.

Election by Ballot Paper

96. The Governing Body must provide voting papers showing the names in alphabetical order of those candidates who meet the requirements of clause 92, and the number of vacancies to be filled.
97. The Chairperson of the General Meeting must appoint at least two scrutineers, who are not candidates, to distribute, collect, and count the voting papers and certify the votes cast for each candidate.
98. The Chairperson of the General Meeting shall announce the number of vacancies for each election.
99. Each person must vote by striking out the name of every candidate for whom the member does not wish to vote, leaving only the name(s) of any candidate(s) for whom the person wishes to vote, being no more than the number of vacancies. If a person wishes to vote for none of the candidates (or to vote against all of the candidates), the member should strike out all of the candidates' names.
100. Any person who spoils any part of a voting paper will be issued with a fresh voting paper upon return of the spoiled voting paper.
101. The Chairperson of the General Meeting shall allow suitable time for voters to vote before calling for the scrutineers to collect the voting papers and withdraw to count them. Provided that a quorum remains, the conduct of the General Meeting's business shall not be delayed or invalidated because of the absence of all or any of the scrutineers in the course of their duties
102. Once the scrutineers have collected all the voting papers, they shall retire to count and certify the votes cast. Unless a quorum does not exist, the conduct of the General Meeting shall not be affected by the absence of the scrutineers when performing their duties.
103. The scrutineers must reject as invalid any voting paper which:
- a. does not (whether or not it strictly complies with clause 99) clearly indicate either:

- i. the names of the candidate(s) for whom the voter wishes to vote, being no more than the number of vacancies; or
 - ii. that the voter does not wish to vote for any of the candidates (or wishes to vote against all of the candidates); or
 - b. purports to vote for more candidates than there are vacancies.
- 104. The scrutineers will report to the Chairperson of the General Meeting in writing the number of:
 - a. valid votes cast for each candidate;
 - b. valid voting papers returned in total;
 - c. invalid voting papers returned in total;by the voters in each election for each position.
- 105. The Governing Body must retain all voting papers after an election. If an election protest has not been received by the date in clause 110(b), the voting papers may then be destroyed. If an election protest has been received by that date, the voting papers must be retained until the election protest has been resolved.

Election Results

- 106. In order to be eligible for to be elected, a candidate must first receive a majority of valid votes in an election conducted under clause 95. All candidates who meet that requirement will then be ranked according to the aggregate votes received, and the available positions will be filled in descending order until all vacancies for each position have been filled or no candidates who meet that requirement remain, whichever occurs first. If two or more candidates receive the same number of votes, the Chairperson will conduct a ballot amongst those candidates to fill the remaining number of vacancies.
- 107. The Chairperson of the General Meeting will declare to the General Meeting which candidates have been elected to any positions. That declaration will be conclusive proof of the validity of the outcome of the election, subject only to an election protest.
- 108. If, following an election, vacancies remain for Elected Members, then the General Meeting may resolve to conduct a further election at that meeting to fill those vacancies. Otherwise, clause 32 will apply.

Election Protests

- 109. Any person on the Roll who considers an election has not been conducted according to this Statute, or that procedural irregularities have occurred in an election, may submit an election protest.
- 110. An election protest must:
 - a. be signed by at least three persons named on the Roll;
 - b. be submitted in writing to Diocesan Council within 14 days of the date of the election; and
 - c. set out concisely the grounds (including any evidence) for the protest.
- 111. Diocesan Council:
 - a. must investigate any such protest received, or may appoint any person or persons to do so and report to it; and
 - b. make any final decision to resolve the protest, including without limitation taking or directing any actions it considers appropriate, or directing the Governing Body in writing to hold a fresh election at a Special General Meeting.
- 112. A candidate who is initially declared elected but whose election is protested, shall be treated for all purposes as validly elected unless and until that election is subsequently declared invalid. Any such invalidity will not invalidate any otherwise legitimate action taken in reliance on that candidate having initially been declared elected.

DISPUTE RESOLUTION AND ALTERNATIVE PROCESSES

113. Diocesan Council may subject to the Bishop's rights and powers, finally determine any disagreement between any of the Minister, the Governing Body, or members of the Ministry Unit.
114. Diocesan Council may, on such terms as it thinks fit, retrospectively validate any past departure from, or non-compliance with, this Statute by any person, Governing Body or Ministry Unit, where Diocesan Council considers that such action is:
- a. in the best interests of the Ministry Unit concerned; or
 - b. likely to provide certainty, avoid any disproportionate adverse consequences, or achieve other beneficial outcome;
- without in either case being likely to cause any disproportionate unfairness, inconvenience or other adverse consequence.

PART THREE: PARISHES

Parish as a Ministry Unit

115. A Parish is a Ministry Unit within the Diocese:
- a. that fulfils all of the requirements in clause 11;
 - b. is recognised by Diocesan Council as a Parish; and
 - c. in respect of which a Vicar has been licensed by the Bishop.

VESTRY AS GOVERNING BODY

Vestry

116. The Governing Body of each Parish is the Vestry, which comprise:
- a. the Vicar;
 - b. the Churchwardens under clause 119;
 - c. the Synod Representatives;
 - d. any persons to whom a resolution under clause 117 applies; and
 - e. between 3 and 15 Elected Members (the number to be determined by each Annual General Meeting immediately before holding the election) elected at an Annual General Meeting, subject to clauses 31 and 32.
117. A General Meeting may resolve that ordained ministers licensed to the Parish, or employees of the Parish, may be members of the Vestry, subject to such further criteria as the General Meeting may specify. Any such resolution shall remain in force and effect until revoked by a subsequent General Meeting. Any ordained minister or employee to which such a resolution relates shall be members of the Vestry:
- a. provided they are Legally Eligible;
 - b. subject to resignation from the Vestry by written notice to the Chairperson; and
 - c. for as long as they remain licensed to that Parish or employed by that Parish and meet any criteria specified in that resolution.

Chairperson

118. Subject to clause 48, the Chairperson of all meetings of the Vestry as Governing Body will be:
- a. the Vicar; or
 - b. the People's Warden, if the Vicar is absent, unable or unwilling to act as Chairperson.

CHURCHWARDENS

Churchwardens

119. Every Parish must have a People's Warden and either a Vicar's Warden or a Bishop's Warden, who are separate Legally Eligible lay people on the Roll.

Responsibilities

120. In addition to any specific responsibilities provided for in this Statute, the joint responsibilities of the Churchwardens are:
- a. To be the key lay leaders of their Parish;
 - b. To be the spokespersons for the Vestry to the members of the Parish;
 - c. To be the spokespersons for the members of the Parish to the Vestry;
 - d. To provide leadership in helping the Vestry meet its responsibilities;
 - e. To support the work of clergy licensed to the Parish; and
 - f. To ensure that the Vestry and the Vicar are properly informed about matters for which they are each responsible.

People's Warden

121. A People's Warden:
- a. shall be elected at each Annual General Meeting, or at a Special General Meeting called to elect a new People's Warden PROVIDED THAT the Bishop may appoint a lay member of a newly created Parish to act as People's Warden until a General Meeting is held to elect a People's Warden;
 - b. may resign at any time by written notice to the Vicar; and
 - c. may be removed by a Special General Meeting called for that purpose.

Vicar's Warden

122. A Vicar's Warden:
- a. shall be appointed by the Vicar at each Annual General Meeting, or at any time following a vacancy in the position of Vicar's Warden PROVIDED THAT the Bishop may appoint a lay member of a newly created Parish to act as Vicar's Warden until an appointment is made by the Vicar;
 - b. may resign at any time by written notice to the Vicar;
 - c. shall cease to hold office upon the appointment of a Bishop's Warden; and
 - d. may be removed by the Vicar at any time by written notice to that Vicar's Warden.

Bishop's Warden

123. A Bishop's Warden:
- a. shall be appointed by the Bishop during any vacancy in the position of Vicar;
 - b. may resign at any time by written notice to the Bishop;
 - c. may be removed by the Bishop at any time by written notice to that Bishop's Warden; and
 - d. shall cease to hold office upon the appointment of a Vicar's Warden.

Term of Office and Vacancies

124. A Churchwarden holds office until the first to occur of death, resignation, removal, ceasing to be Legally Eligible, or conclusion of the next Annual General Meeting.
125. An announcement must be made to the Parish as soon as practical after the position of Churchwarden becomes vacant or is filled.
126. The position of Churchwarden must be filled within 21 days of becoming vacant, and may be filled by the Vestry on a temporary basis pending such an appointment or election.

PART FOUR: MISSION DISTRICTS

Mission District as a Ministry Unit

127. A Mission District is a ministry unit within the Diocese:
- a. which might not fulfil all of the requirements in clause 11;
 - b. which is permitted by Diocesan Council to operate as a Mission District; and

- c. in respect of which a Priest-in-Charge has been licensed by the Bishop.

GOVERNING BODY

Membership

128. The Governing Body of each Mission District is:
- a. the committee (or such other term approved by the Bishop), which shall comprise:
 - i. the Priest-in-Charge;
 - ii. the Churchwardens under clause 130;
 - iii. the Synod Representatives; and
 - iv. between 3 and 15 Elected Members (the number to be determined by each Annual General Meeting immediately before holding the election) elected at an Annual General Meeting, subject to clauses 31 and 32; or
 - b. such other form of administration as the Bishop may prescribe, on such terms (including necessary modifications to the application of Part Two), as the Bishop thinks fit.

Chairperson

129. Subject to clause 48, the Chairperson of all meetings of the Vestry as Governing Body will be:
- a. the Priest-in-Charge; or
 - b. the People's Warden, if the Priest-in-Charge is absent, unable or unwilling to act as Chairperson.

CHURCHWARDENS

Churchwardens

130. Every Mission District must have a Priest's Warden and a People's Warden, who are separate Legally Eligible lay people on the Roll.

Responsibilities

131. In addition to any specific responsibilities provided for in this Statute, the joint responsibilities of the Churchwardens of a Ministry Unit are:
- a. To be the key lay leaders of their Mission District;
 - b. To be the spokespersons for the Governing Body to the members of the Mission District;
 - c. To be the spokespersons for the members of the Mission District to the Governing Body;
 - d. To provide leadership in helping the Governing Body meet its responsibilities;
 - e. To support the work of clergy licensed to the Mission District; and
 - f. To ensure that the Governing Body and the Priest-in-Charge are properly informed about matters for which they are each responsible.

People's Warden

132. A People's Warden:
- a. shall be elected at each Annual General Meeting, or at a Special General Meeting called to elect a new People's Warden PROVIDED THAT the Bishop may appoint a lay member of a newly created Mission District to act as People's Warden until a General Meeting is held to elect a People's Warden;
 - b. may resign at any time by written notice to the Chairperson; and
 - c. may be removed by a Special General Meeting called for that purpose.

Priest's Warden

133. A Priest's Warden:
- a. shall be appointed by the Priest-in-Charge in writing as close to the date of the Annual General Meeting as possible, or at any time following a vacancy in the position of Priest's Warden;
 - b. may resign at any time by written notice to the Priest-in-Charge; and
 - c. may be removed by the Priest-in-Charge at any time by written notice to that Priest's Warden.

Term of Office and Vacancies

134. A Churchwarden holds office until the first to occur of death, resignation, removal, ceasing to be Legally Eligible, or conclusion of the next Annual General Meeting.
135. An announcement must be made to the Mission District as soon as practical after the position of Churchwarden becomes vacant or is filled.
136. The position of Churchwarden must be filled within 21 days of becoming vacant, and may be filled by the Governing Body on a temporary basis pending such an appointment or election.

PART FIVE: LOCAL SHARED MINISTRY

Local Shared Ministry Unit

137. An Local Shared Ministry unit is a ministry unit within the Diocese which:
- a. fulfils all of the requirements in clause 11;
 - b. is not a Parish or a Mission District;
 - c. is a worshipping community or series of worshipping communities in a geographic area in the Diocese, in which responsibility for mission and ministry is devolved to all members of the Ministry Unit and in which leadership and decision making is shared between all members, lay and ordained and between the Council and Ministry Support Team, in the closest possible partnership.

FORMATION

Formation

138. The formation of a Local Shared Ministry unit follows a process of six stages:
- a. inquiry and exchange of information in an effort to determine the appropriateness of local shared ministry in that Ministry Unit;
 - b. exploration of the consequences of entering into local shared ministry;
 - c. calling of a Ministry Support Team and appointment of a Ministry Enabler;
 - d. formulation of a programme of training and review;
 - e. inauguration of a Local Shared Ministry Unit and appropriate licensing and ordination of members of the Ministry Support Team; and
 - f. continuation of training and development of new ministries within the Ministry Support Team.

Inquiry

139. A Parish or Mission District, acting through its Governing Body or upon the resolution of a General Meeting, may decide to discuss with the Bishop and Diocesan personnel (including the Diocesan Co-ordinator) the possibilities and appropriateness of local shared ministry in its context. It may be appropriate to share information about local shared ministry in a variety of ways.
140. A proposed new Local Shared Ministry unit may include all or part of the Parish or Mission District concerned.

Exploration

141. If, after completing the initial process of inquiry, the Ministry Unit wishes to proceed with a more specific exploration of local shared ministry, it may submit a proposal to the Bishop for permission to continue exploring the adoption of local shared ministry. The proposal shall be approved by a General Meeting.
142. The Diocesan Co-ordinator (and such other persons as may be deemed appropriate) shall assist the Ministry Unit to examine its life, clarify its mission, develop ministry goals, and decide which ministries may be required for the effective provision of ministry.
143. If the Ministry Unit is a Parish, it may be appropriate for the Bishop to appoint a Priest-in-Charge during the period of exploration.

Formation of Ministry Support Team and Appointment of Ministry Enabler

144. If the Bishop accepts the proposal, a procedure shall be set in place for:
 - a. identification of the roles within the Ministry Support Team;
 - b. identification of members of the Ministry Support Team;
 - c. appointment of a Ministry Enabler to guide the process;
 - d. service of celebration and commissioning of the Ministry Support Team and reaffirmation of baptismal vows by the worshipping congregation; and
 - e. election of a Council.

Ministry Support Team

145. The Ministry Support Team will:
 - a. focus and facilitate the ministry and mission of the whole Local Shared Ministry unit and will together share responsibility for the provision of ministry and the encouragement of all baptised persons in that community to engage in mission and ministry;
 - b. work mutually with the Governing Body in the formulation and implementation of policy concerning mission and ministry; and
 - c. consist of that number of people named on the Roll of the Ministry Unit, determined:
 - i. initially, under clause 144; and
 - ii. subsequently, by the Council following a review carried out no less frequently than each third anniversary of the formation of the Local Shared Ministry unit, and with the agreement of the Diocesan Co-ordinator and Enabler.
146. The members of the Ministry Support Team shall be:
 - a. identified at a ministry discernment service;
 - b. recommended to the Bishop for commissioning;
 - c. authorised by the Bishop in the form of a team licence and letter of authority, and their names recorded in the schedule to the team licence for that Local Shared Ministry unit; and
 - d. required to undertake a training programme approved by the Bishop.
147. Ministry Support Teams will be licensed for 3 year period, and each member of the Ministry Support Team:
 - a. shall be named in the schedule to the team licence for that Local Shared Ministry unit, with additional members who are called within the three year period being added to the schedule for the remainder of that three year period;
 - b. shall be eligible for membership of such team for a further period;
 - c. may resign at any time by notice in writing to the Bishop;
 - d. may be removed at any time by the Bishop by notice in writing to that member;
 - e. shall be licensed to exercise such ministry within that Local Shared Ministry unit only, and shall not exercise ministry in another Ministry Unit without the Bishop's approval.

148. A vacancy in the membership of the Ministry Support Team may be filled by the Bishop before the date of expiry of the licence, and the schedule to the team licence and letter of authority updated.

Constitution

149. Following a period of training and preparation of at least twelve months, the Diocesan Coordinator shall arrange for an assessment of the situation, involving Diocesan and Ministry Unit participation.

150. The decision of the Ministry Unit shall be required in the form of a resolution of a General Meeting passed by a 75% majority of those present and voting.

151. The Diocesan Coordinator shall report on the assessment and the outcome of the meeting to the Bishop.

152. The formation of the Local Shared Ministry Unit must be approved by the Bishop and Diocesan Council.

153. The Local Shared Ministry unit shall be inaugurated at a special service of celebration at which members of the Ministry Support Team shall be commissioned, and any local clergy not already ordained shall be ordained. A Special General Meeting shall then be held to elect the first Governing Body.

COUNCIL AS GOVERNING BODY

Membership

154. The Governing Body of each Local Shared Ministry unit is the Council, which comprises:

- a. the Synod Representatives;
- b. the Administrator;
- c. between 5 and 7 Elected Members (the number to be determined by each Annual General Meeting immediately before holding the election) elected at a General Meeting, subject to clauses 31 and 32.

155. Members of the Ministry Support Team are eligible to be Elected Members, but shall not comprise more than half of the members of the Council.

156. The Council shall:

- a. support the work of the Ministry Support Team;
- b. be responsible for finance and property matters and other matters for which responsibility does not rest with the Ministry Support Team;
- c. exchange reports with the Ministry Support Team;
- d. implement policy agreed to at any General Meeting;
- e. grant the Ministry Enabler attendance and speaking rights at Council meetings; and
- f. otherwise comply with its responsibilities under clause 28.

Chairperson

157. Subject to clause 48, the Chairperson of all meetings of the Council as Governing Body will be a member of the Council elected by the Council at its first meeting after an Annual General Meeting, or after that office becomes vacant. The Council may remove the Chairperson at any time.

DIOCESAN LOCAL SHARED MINISTRY STRUCTURES

Ministry Enabler

158. The Bishop shall appoint and License an appropriately trained and skilled person who is not a member of the particular Local Shared Ministry unit to be its Ministry Enabler. It is envisaged that such person shall have skills in training, an ability to encourage and affirm the ministry of others, and have a collaborative approach to ministry.
159. A job specification shall be provided for the Ministry Enabler and shall include reference to the term of the appointment and provision for annual review.
160. The Ministry Enabler shall:
 - a. facilitate the work of the Ministry Support Team by offering individual and group training to members of the Ministry Support Team, facilitating theological reflection, organising training and support on a monthly basis, supporting special ministry needs, developing a sense of team ministry and providing pastoral support.
 - b. be responsible for maintaining standards, ensuring that Diocesan commitments are met, and Diocesan guidelines followed, and working to encourage closer links with the Diocese; and
 - c. attend at least one Council meeting in the course of the year, and be available to the Council and Ministry Support Team at other times as needed.

Diocesan Co-Ordinator

161. The Bishop shall appoint a person to co-ordinate the activities of Local Shared Ministry within the Diocese and may assign an appropriate title and range of responsibilities to that person.
162. The Bishop may delegate such functions as thought desirable to that person or such other persons as may be appropriate.
163. The responsibilities of the Diocesan Co-ordinator shall include:
 - a. providing resources and training events to encourage and facilitate the development of Local Shared Ministry in the Diocese;
 - b. co-ordinating the work of the Ministry Enablers working within Local Shared Ministry units in the Diocese, and encourage others to consider this form of ministry;
 - c. encouraging contact among Local Shared Ministry units in the Diocese;
 - d. maintaining links with persons holding similar responsibilities in other dioceses in this Church and overseas; and
 - e. reporting regularly to the Bishop on matters of interest and concern in relation to the work of the Local Shared Ministry units and ensuring that the necessary administrative tasks are undertaken.

DISPUTE RESOLUTION AND DISSOLUTION

Dispute Resolution

164. Any dispute within the Ministry Support Team or the Council, or between the Ministry Support Team and the Council, shall be referred to the Ministry Enabler for resolution. If no resolution is forthcoming, the matter shall be referred to the Diocesan Co-ordinator.
165. Any dispute between the Council and the Ministry Enabler, or the Ministry Support Team and the Ministry Enabler, shall be referred to the Diocesan Co-ordinator for resolution.
166. If a resolution is not achieved under clauses 164 or 165, the dispute may be resolved in accordance with clause 113.

Request for Dissolution

167. A General Meeting of a Local Shared Ministry unit may, by a 75% majority of those present and voting, request the Bishop to dissolve the Local Shared Ministry unit and reconstitute it as a Parish or Mission District, or different parts of the Local Shared Ministry unit as Parishes or Mission Districts.

PART SIX: MISSION VENTURES

168. If any worshipping community or group within the Diocese which is not a Ministry Unit wishes to become a Mission Venture, it may petition the Bishop for recognition as such.
169. The Bishop may, after consultation with the Diocesan Council:
- a. establish a formal relationship with the proposed Mission Venture, which includes a clear statement of the relationship between the Mission Venture and the Diocese, any obligations on the Mission Venture, and such other terms as the Bishop thinks fit; and
 - b. subsequently vary or terminate any such relationship.
170. An ordained minister may be licensed in relation to any Mission Venture, and on such terms as the Bishop thinks fit.