

# DIOCESE OF WAIKATO AND TARANAKI

## STATUTE NO. 17

### THE WAIKATO DIOCESAN STATUTE OF PASTORS 1993

[Updated to 2022]

**WHEREAS** the 1992 General Synod/te Hīnota Whānui resolved to repeal in 1994 the Title A Canon II (now forming the Schedule to that Canon enacted in 1992);

**AND WHEREAS** the Diocesan Synod under Clause 1 of Title A Canon II now has power to make regulations to govern the appointment and authorisation of ordained Ministry in this Diocese;

**BE IT ENACTED** by the Bishop Clergy and Laity of the Diocese of Waikato, in Synod assembled as follows:-

1. **SHORT TITLE**

Short Title of this Statute shall be "The Diocesan Statute of Pastors, 1993."

2. **INTERPRETATION**

Unless inconsistent with the context, the following expressions shall throughout this Statute have these meanings:

**Diocesan Nominators:** The Clerical and Lay representatives of the Diocese appointed pursuant to the provisions of this Statute.

**Parish Nominators:** The four baptised parishioners of a Parish or Local Ministry and Mission Unit on a Board of Nomination elected at the Annual General Meeting of that Parish or Local Ministry and Mission Unit.

**Parish Unit:** Any Parish as defined under the Parishes Statute 2009.

**Co-operating Ventures:** Any Co-operating Parish or scheme of shared ministry or covenant for joint ecumenical activity set up under approved Diocesan or Negotiating Churches Unity Council guidelines and having oversight by a Joint Regional Committee.

**Ecclesiastical Office:** Shall mean every office of Bishop (other than Diocesan), Dean, Regional Dean, Vicar or Co-Vicar of a local ministry and mission unit, Chaplain, Missioner, Deacon/Priest Assistant, Deacon/Priest Associate, Deacon/Priest in Charge, Local Priest/Deacon, Vocational Deacon, Ministry Enabler and any other Office defined from time to time by the Standing Committee of the Diocese.

**Appointment:** the arrangement by which clergy hold a spiritual Office in response to a call from God in this Church, including any provisions in respect of stipends, allowances, housing arrangements, pension and insurance arrangements, and any other benefits of office.

**Appointments within this Church:** For centuries acceptance of an Office by a minister in Holy Orders has been recognised by the Church and by the ordained as an Office in the service of God. This Church now recognises that a number of ministers, although ordained and not holding an Ecclesiastical Office are employed. It is desired to restate the position of this Church as to the nature of an Ecclesiastical Office and in particular to confirm and reinforce that an

Ecclesiastical Office is an Office accepted as a result of a call from God rather than employment.

**Bishop:** The Bishop with responsibility for Episcopal care and oversight and where there are two Bishops in the Diocese each with responsibility for a Bishopric, can mean the Bishops acting jointly.

### **3. APPOINTMENT OF CLERGY**

- (1) In this part vicar includes co-vicar or a dean.
- (2) Any appointment of a vicar of a Parish must be made by the Bishop on the recommendation of the Board of Nomination as set out in this statute.
- (3) No proceedings for the appointment of a vicar may be commenced until the Bishop and the Board of Nomination are satisfied that there are sufficient means available for the stipend, allowances, housing provisions and pension and insurance arrangements for the vicar for the expected length of appointment.
- (4) There continues to be a Board of Nomination comprising the following-
  - (i) The Bishop
  - (ii) The Vicar-General or Deputy Vicar General as the case may require
  - (iii) Diocesan Nominators appointed pursuant to the Standing Orders Statute 1972
  - (iv) Parish nominators for the Parish in which the vacancy has occurred elected in accordance with the Parishes Statute 2009.
- (5) Responsibilities of the Diocesan Nominators  
The responsibilities of the diocesan nominators are:
  - (a) To work with the Bishop in any matter concerning the appointment of clergy in respect of which they may be consulted;
  - (b) Where a vacancy is to be filled inform themselves of all persons who may be suitable to fill the vacancy having regard to the wishes and needs of the Parish;
  - (c) To inform themselves of any possible implications of an appointment for the well-being of the Diocese as a whole.
- (6) Responsibilities of the Parish Nominators  
The responsibilities of the parish nominators if there is vacancy in the office of vicar are:
  - (a) To participate in any consultation within the parish about its future ministry;
  - (b) To meet with the diocesan nominators as members of the board of nomination to consider who may be a suitable person for appointment to the office;
  - (c) To make enquiries that the Board of Nomination considers appropriate;
  - (d) To continue to consult with the Bishop and the diocesan nominators until the Board of Nomination agrees to an appointment and an appointment is made.

- (7) Proceedings of the Board
- (1) The bishop shall be the convenor of the Board of Nomination and shall prescribe the minimum number of Board members to constitute a quorum and shall chair each meeting of the Board.
  - (2) In the course of its deliberations the Board may consult
    - (i) The Archdeacon of the parish in which the vacancy has occurred
    - (ii) The Bishop's Chaplain for Ministry
    - (iii) The vicar of the parish in which the vacancy has occurred
  - (3) If the Board wishes to interview applicants or nominees for appointment as vicar of a parish the board shall appoint from amongst its members an interview panel consisting of the Bishop or his or her nominee as chair together with two diocesan nominators and two parish nominators.
    - (a) That interview panel shall conduct any interviews of applicants or nominees on behalf of the Board and shall report the outcome of such interviews to the Board either orally or in writing as it may determine.
- (8) After the Board of Nomination has met and considered the appointment the Bishop may:
- (a) Proceed to make an offer of appointment not inconsistent with the recommendation of the Board;
  - (b) Defer the matter for further consideration;
  - (c) Decline to make an appointment.
- (1) No appointment shall be made unless there is consensus between the diocesan nominators and the parish nominators in their recommendation to the Bishop.
- (1) Prior to issuing a Letter of Offer the Bishop shall be satisfied that the nominee is an appropriate person to undertake the office for which appointment is to be made by examination of the nominee's Letters of Orders, Letters Testimonial, and any other evidence including at the Bishop's discretion by examination of the nominee.
  - (2) If the Bishop is not satisfied about the suitability of the nominee for appointment the Bishop shall report back to the Board and any information not previously known to the Board must be considered.
- (2) All clergy other than the dean and any vicar or co-vicar may be appointed
- (a) by the Bishop or
  - (b) by any Diocesan institution empowered to do so
- subject to
- (i) prior consultation with the Bishop
  - (ii) the appointee obtaining and retaining the appropriate licence from the Bishop

- (iii) the appointment being in accordance with the relevant provisions of this statute and with Diocesan policies from time to time determined in respect of that class of appointment.

## **7. THE APPOINTMENT**

### **(1) Letter of Offer**

The Letter of Offer shall include the following:

- (a) A description of the appointment and any special needs.
- (b) The names of other clergy licensed to work in association with the nominee.
- (c) The earliest date from which the appointment is available.
- (d) Any condition as to the length of term for which the appointment is to be held and when and how reviews are to be conducted.
- (e) The stipend and allowances and housing provisions and pension and insurance arrangements as certified to the Bishop.
- (f) Leave entitlement.
- (g) If the appointment to office is that of Co-Vicar, a statement or words to the like effect that the termination of the appointment of the other Co-Vicar or Co-Vicars, for whatever reason, will automatically bring about the termination of the appointment of the Co-Vicar on the same date.
- (h) The Board of Nomination will consider the position of any Co-Vicar whose appointment to office is brought to an end by the previous Clause, with a view to:
  - (i) Re-appointing that Co-Vicar; or
  - (ii) Appointing that Co-Vicar as Vicar; or
  - (iii) Recommending to the Bishop that the Co-Vicar be considered for appointment to another position in the Diocese; or
  - (iv) Recommending to the Bishop that no further action be taken.
- (i) In making its decision, the Board of Nomination will consult with that Co-Vicar and with the local ministry and mission unit following (in the case of an appointment) the procedures laid down in this Regulation for nomination.
- (j) A statement that in the case of the appointment of Clergy being in receipt of a full stipend, the appointee may not engage in any paid employment or in any other occupation or profession except as the Bishop shall (with the consent of the Vestry or equivalent authority) approve.
- (k) A statement or words to the like effect that notwithstanding a Letter of Offer, and notwithstanding written acceptance of such offer, the appointment shall not be effective until the appointee is Licensed to the office of ....., and the appointee has signed the Declaration of Adherence and the Additional Declaration in the Schedule to the Pastors Statute 1993 whereby the appointee gives assent, adherence and submission to the General Synod/te Hīnota Whānui

the Bishop of the Diocese, and obedience to the ecclesiastical laws and regulations in force in this Diocese; and acknowledges being bound by the obligations of Office in Title D Canon 1 Part A, Establishing Standards of Ethics in Ministry.

**(2) Acceptance of Offer and Appointment**

- (a) If the Bishop is satisfied that the nominee is an appropriate person for the intended ministry and if the Letter of Offer is accepted, then the Bishop shall issue the appropriate Licence and the Bishop or some person duly authorised shall institute the nominee to the Ecclesiastical Office.
- (b) If the Bishop is not satisfied that the nominee is worthy of the intended ministry and declines to issue a Letter of Offer the Bishop shall without delay give notice to the Board of Nomination.
- (c) A majority of the members of the Board of Nomination may appeal against the decision of the Bishop in declining to issue a Letter of Offer.
- (d) Such appeal must be by writing lodged with the Standing Committee of the Diocese within one month after receipt of the Bishop's decision under the immediately preceding Clause hereof accompanied by the Bishop's written reason for declining given to the nominee.
- (e) If it appears to the Standing Committee exclusive of the Bishop that there are not sufficient grounds for the Bishop to decline the licence, nevertheless no licence shall be issued to the nominee until such time as both Standing Committee and the Bishop are of a common mind.
- (f) In case the nominee shall decline to accept the appointment or the Bishop shall decline to issue a licence then subject in the latter event to the right of appeal all the proceedings for filling the vacancy shall begin again.

**8. TERMS OF APPOINTMENT**

- (1) No appointment shall be effective, notwithstanding a Letter of Offer, and notwithstanding written acceptance of such Offer, until the appointee has signed the Declaration of Adherence and the Additional Declaration in the Schedule and the appointee is licensed by the Bishop to an office under Clause 10(2).
- (2) Unless an alternative arrangement is negotiated, all stipendiary clergy holding the Bishop's Licence in full-time service shall be entitled to:
  - (a) Two days leave each week one of which involves recreation with prayer and / or study, to be taken in the week in which they are due or, with the approval of the Churchwardens (or equivalent authority), in a group of no more than four days at a time provided that such days must be taken in the month in which the leave is due;
  - (b) Annual leave of 24 days to include 4 Sundays (taken in consultation with the Wardens or other equivalent persons); and in addition;

- (c) Statutory holidays taken either on the days designated or on another day within 28 days of the designated statutory holiday;
- (d) Up to 6 days per annum for the purpose of attending courses or seminars designed to encourage or develop ministry;
- (e) Up to 6 days per annum for the purpose of attending courses and seminars if expressly approved by the Vestry or equivalent body;
- (f) Clergy Service Leave under the Diocesan guidelines.
- (g) Annual leave accrued for every year of service must be taken by the end of the year following the year in which it accrued provided that leave of up to 12 days may be accumulated with the written consent of the Bishop. The Bishop may delegate such consent to an Archdeacon.
- (h) Any annual leave not taken in accordance with the foregoing provisions will be forfeited and no cash payment in lieu will be available.

**9. APPOINTMENTS WITHOUT A NOMINATION FROM A BOARD**

- (1) The Diocesan Synod may by Statute delegate to the Bishop any appointment to any office except that of Vicar or Co-Vicar of a Parish Unit unless provision is made elsewhere in the Canons and Statutes of this Diocese or of this Church.
- (2) Any such appointment shall be made by the Bishop after consultation with such bodies as the Bishop shall think fit.
- (3) All provisions relating to a Letter of Offer and the subsequent licensing contained in this Statute shall apply to each appointment made pursuant to this Clause.

**10. LICENCES**

- (1) Every licence to be issued to any Deacon or Priest shall be in one or other of the forms in the Schedule to this Statute or in like form.
- (2) The Ecclesiastical Offices for which such licences may be issued are as follows:
  - (a) Dean
  - (b) Regional Dean
  - (c) Vicar or Co-Vicar of a Parish Unit
  - (d) Chaplain of .....
  - (e) Missioner of .....
  - (f) Associate Priest .....
  - (g) Vocational Deacon
  - (h) Community self-supporting Deacon/Priest of .....
  - (i) Deacon/Priest Assistant to the ..... of ..... for the time being
  - (j) Deacon/Priest-in-Charge during the present/forthcoming vacancy in the office of .....
  - (k) Ministry Enabler for the Parish District of .....
  - (l) Deacon/Priest Associate
  - (m) Ministry Educator
  - (n) Cathedral Precentor, who in consultation with the Dean, shall be responsible for the preparation of worship services and other liturgical celebrations.

- (3) In addition to all other provisions of this Statute, where the office is that of Vicar, and the Vicar is one of two or more Co-Vicars, if the appointment to office of one Co-Vicar is terminated for whatever reason, the appointment to office of the other Co-Vicar or Co-Vicars will also be terminated on the same date.
- (4) Every person to be granted any licence or permission to officiate under this Statute shall before receiving the same in addition to the Declaration prescribed by the Constitution make and subscribe the Declaration set forth in Canons of General Synod/te Hīnota Whānui Title A Canon II Clause 3 printed in the Schedule hereto.

## **11. REVIEW OF LICENCES**

- (1) Every ordained person holding a licence for an appointment for five continuous years shall have their ministry exercised under that licence evaluated by a review to be conducted under the process in the Second Schedule.
- (2) Where, on review, a ministry exercised under the licence is found to be no longer appropriate or effective the holder of the licence shall surrender that licence to the Bishop.

## **12. RESIGNATION AND TERMINATION**

- (1) No ordained minister licensed to an Ecclesiastical Office shall have the appointment to that office terminated or be removed from such office except:
  - (a) For misconduct, upon the decision of a competent Tribunal as prescribed in Title D; or
  - (b) In the case of a stipendiary appointment, if the stipend in respect of the ministry unit to which the ordained minister was appointed can no longer be sustained, or if the office to which the minister was appointed is disestablished; or
  - (c) Where the ordained minister fails to perform the duties of the office to which the minister was licensed in an effective manner; or
  - (d) Where the office is that of Deacon/Priest in Charge during a vacancy; or
  - (e) Where the office is that of Co-Vicar or Co-Pastor, and the provisions of Clause 7(1)(g) form part of the Letter of Offer; or
  - (f) Where the licence has stated a specific term for the appointment, and the term has expired and has not been extended or renewed; or
  - (g) Upon giving not less than three months' notice of resignation to the Bishop provided that the Bishop may accept a shorter period of notice.
- (2) No ordained minister shall have an appointment to office terminated under Clause 12(1)(b) hereof unless:
  - (a) The Bishop shall first have given the ordained minister and the ministry unit to which the ordained minister is licensed three months' notice in writing of the intention to take such action.

- During this period the parties will consult and will consider all possible alternatives to termination and any other matters or concerns raised by the minister; and
- (b) The Standing Committee of the Diocese shall have authorised payment of a sum equivalent to three months' stipend of that minister; and
  - (c) The Bishop shall have provided the ordained minister with written confirmation that the termination of the appointment was due to inability to fund the stipend for that appointment and has not been by reason of misconduct; and
  - (d) The Bishop shall have notified the ordained minister that should the minister have been unable at the end of three months after the termination of the appointment to have secured another stipendiary office or secular employment, the minister may apply to the Standing Committee for further financial assistance of up to the equivalent of three months' stipend.
- (3) No ordained minister shall have an appointment to office terminated under Clause 12(1)(c) the following procedure is followed:
- (a) The Bishop shall have spoken personally to the ordained minister about the issues relating to the performance of the duties of the office causing concern.
  - (b) The Bishop shall then detail to the ordained minister in writing the matters of concern giving rise to a possible termination of the appointment, and what possible action, if any, that may be taken by the minister which may remove those concerns, and shall invite from the minister a response in writing within fourteen days.
    - (i) If the Bishop advises of any action that may be taken that would remove the possibility of termination then the Bishop shall invite the minister to signify in writing within fourteen days a willingness to undertake such course of action.
    - (ii) If the minister having undertaken the suggested action is able to perform the duties of the office in a manner satisfactory to the Bishop no further action shall be taken.
  - (c) The minister as part of a response may request the Bishop to arrange for the appointment of a third party who shall act independently and who shall be appointed by a commission consisting of the diocesan church advocate and an Archdeacon or other senior priest nominated by the minister.
    - (i) The third party shall give an opportunity for the minister, the Bishop and, where the third party considers it appropriate, the ministry unit, to be heard either personally or by representation. If the ministry unit is involved, the minister shall be given an opportunity to learn and to respond to what the ministry unit has submitted.
    - (ii) Thereafter the third party may suggest to the Bishop any action which may be taken that might prevent the termination of the appointment.



- (d) If the minister, having undertaken the suggested action, is able to perform the duties of the office in a manner satisfactory to the Bishop no further action shall be taken.
- (e) If, having considered any written response from the minister under Clauses 3(b) and 3(b)(i) and any suggestions from the third party under Clause 3(b)(ii) the Bishop considers that no further action is possible that would justify not proceeding with the termination of appointment the Bishop shall place all relevant information including any reports or submissions given or prepared by any third party before the Standing Committee (in committee) to seek its approval of a termination of the appointment.
- (f) The minister shall be informed in writing fourteen days prior to the Standing Committee's meeting to consider the question of a sanction and shall have the right to make a written submission on any matter the minister wishes the Standing Committee to consider and any such submission shall indicate whether the minister wishes to appear in person to make representations to Standing Committee at that meeting and whether the minister wishes to have an advocate to represent the minister's interests. The minister shall be given copy and full details of any reports or submissions given or prepared by any third party.
- (g) The Standing Committee when considering the Bishop's request for a sanction shall ensure that:
  - (i) The minister whose licence is under consideration has been informed in writing by the Bishop of the reasons for the possible termination of the appointment;
  - (ii) The Bishop has indicated if there is any possible action which may be taken by the minister which would prevent the termination of the appointment and if applicable, has sought in writing a response from the minister of a willingness to undertake such course of action;
  - (iii) If a third party has been appointed, the Bishop has placed before the Standing Committee any advice received from that third party which the Bishop cannot or has not accepted or which when agreed to is not considered by the Bishop to have been satisfactorily undertaken by the minister.(h)  
The Standing Committee after hearing any submissions which may be made by the minister or the minister's advocate, shall either give or withhold its sanction for the termination of the appointment.
- (i) If the Standing Committee considers the minister has undertaken the action suggested by the Bishop in a satisfactory manner it shall not give its approval to the Bishop's request.
- (j) If the Standing Committee approves the termination of the appointment the Bishop shall advise the minister in writing forthwith of the decision in the form set out in the Schedule hereto. The Bishop shall advise the date upon which the appointment and any related stipend terminate which shall be three months from the date of the notice. The appointment may be terminated forthwith on the payment of three month's stipend in lieu of notice.

- (k) Should the minister have been unable at the end of three months after the termination of the appointment to have secured another stipendiary office or secular employment, the minister may apply to the Standing Committee of the Diocese for further financial assistance of up to but not more than three months' stipend.
- (4) The Diocesan Synod may by Standing Resolution make further provisions for the care of clergy whose appointment to office has been terminated and for whom no stipendiary office exists immediately or in the foreseeable future, in addition to or in substitution for the foregoing provisions where such provisions are deemed insufficient or inappropriate.

### **13. OTHER OFFICES AND PERMISSIONS**

- (1) In the case of offices other than Ecclesiastical Offices included in Clause 10(2) hereof the Bishop shall issue an appointment under hand and seal.
- (2) All appointments made pursuant to this Clause shall be terminable by the Bishop at any time.
- (3) The Bishop may from time to time grant to any Deacon, Priest or Bishop not holding a licence under Clause 10(2) from that Bishop a Permission to Officiate, including Permission to Officiate Emeritus, in the Diocese in one of the forms set out in the Schedule hereto or in words to the like effect.
  - (a) Every Permission to Officiate in the Diocese shall be for a period of three years and may be renewed by the Bishop.
  - (b) A Permission to Officiate may be withdrawn by the Bishop at any time.
- (4) No person licensed as Chaplain of any hospital, prison, defence establishment of the Armed Forces, or any educational, charitable, commercial, industrial or community institution shall be subject in the course of that ministry to any control by any Vicar or Missioner.
- (5) Except as provided in Clause 14 hereof it is permissible for the ordained minister in charge of any parish, worshipping community or ministry to allow another ordained minister who is in good standing with the other minister's own Bishop to officiate within their area of pastoral responsibility for up to one week without any other authorisation being required.
- (6) If any other ordained minister is to officiate under the provisions of this Clause for more than one week the authorisation from the Bishop who has Episcopal responsibility for the parish, worshipping community or ministry concerned must be obtained by the minister in charge prior to the event. In the absence of the minister in charge the Churchwardens are responsible to seek such authorisation.

### **14. CLERGY WITHIN TIKANGA MAORI**

All clergy duly authorised or licensed within Te Pihopatanga o Aotearoa shall be deemed to have Permission to Officiate within the Diocese of Waikato and Taranaki.

### **15. COMMENCEMENT**

This Statute shall take effect immediately upon passing.

**16. REGULATIONS**

The Standing Committee of the Diocese may make regulations under this statute for any administrative purpose at any ordinary or special meeting.

**FIRST SCHEDULE:**

**LICENCE of a PRIEST Holding the Office of.....**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA

*Te Haahi Mihinare ki Aotearoa, ki Niu Tireni*

*Ki Nga Moutere o te Moana Nui a Kiwa*

LICENCE OF A PRIEST HOLDING THE OFFICE OF .....

We ..... by the GRACE OF GOD Bishop of Waikato and  
..... by the GRACE OF GOD Bishop of Taranaki

to our well-beloved in CHRIST ..... PRIEST

**GREETINGS:**

YOU having made the Declarations required by the Constitution and Canons of this Church, WE GRANT you our Licence and authority to exercise the office of ..... in the ..... of ..... within our Diocese and Jurisdiction.

WE AUTHORISE you to build up the Body of Christ by preaching and teaching the Word of God from the Scriptures, by celebrating the Sacraments, and by guiding the life of the community committed to your care under this licence in its worship and mission, in accordance with the Doctrine of this Church, using only the forms of service which are authorised or allowed by lawful authority.

HOWEVER, WE RESERVE to ourselves and to our successors, Bishops of Waikato and Taranaki the exercise of our Episcopal Office in the ..... of ..... and our Episcopal authority as set out in the Canons and regulations in force in our Church and Diocese.

This licence shall end upon the expiration of the appointment for which it is issued by us.

GIVEN under our hand and seal this ..... day of ..... in the year of our Lord two thousand and ..... and of our consecrations the .....and.....years.

Registered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**[Reverse side of licence of a Priest]**

Upon resignation, termination, removal or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Licence terminated on the .....day of .....20 ....

Entered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**LICENCE of a DEACON Holding the Office of .....**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tireni  
Ki Nga Moutere o te Moana Nui a Kiwa*

**LICENCE OF A DEACON HOLDING THE OFFICE OF .....**

We..... by the GRACE OF GOD, Bishop of Waikato  
and..... by the GRACE OF GOD, Bishop of Taranaki

to our well-beloved in CHRIST ..... DEACON

**GREETINGS:**

YOU having made the Declarations required by the Constitution and Canons of this Church,

WE GRANT you our Licence and authority to exercise the office of ..... within our Diocese and Jurisdiction.

WE AUTHORISE you to exercise a ministry of caring service within the Church and the wider community, and with the consent of ..... to read and preach the Word of God from the Scriptures, to distribute the Sacraments, and to share in leading the Public Worship, in accordance with the doctrine of this Church, using only the forms of service which are authorised or allowed by lawful authority.

HOWEVER, WE RESERVE to ourselves and to our successors, Bishops of Waikato and Taranaki the exercise of our Episcopal office in the ..... of ..... and our Episcopal authority as set out in the Canons and regulations in force in our Church and Diocese.

This Licence shall end upon the expiration of the appointment for which it is issued by us.

GIVEN under our hand and seal this ..... day of ..... in the year of our Lord two. thousand ..... and ..... and of our consecrations the.....and.....years.

Registered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**[Reverse side of Licence of a Deacon]**

**NOTE:**

If the Licence is confined to a parish, or mission district, a Deacon would exercise ministry under the authority of the Vicar, or if there is no Vicar, under the authority of the Bishop or some person authorised by the Bishop. Upon resignation, termination, removal or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Licence terminated on the ..... day of ..... 20 .....

Entered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**NOTICE OF TERMINATION OF APPOINTMENT TO THE OFFICE OF.....**

To: ....., Clerk in Holy Orders  
(Address)

WHEREAS I ..... Bishop of Waikato/Taranaki having caused due enquiry to be made pursuant to the provisions of the Statutes in force in this Diocese governing termination of appointment to the office of .....

AND having conferred with and advised you, as required by the Statutes, of matters of concern

AND having obtained the approval of the Standing Committee of the Diocese pursuant to the Statutes

HEREBY GIVE YOU NOTICE that your appointment to the office of ..... is terminated with effect from .....

You are entitled to stipend in accordance with the Statutes, a copy of which are attached. The termination of this Licence has not been by reason of any misconduct.

GIVEN under my hand and seal this.....day of..... 20

Bishop of Waikato/Taranaki

**PERMISSION to OFFICIATE in the Diocese of Waikato and Taranaki**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tireni  
Ki Nga Moutere o te Moana Nui a Kiwa*

PERMISSION TO OFFICIATE IN THE DIOCESE OF WAIKATO AND TARANAKI.

We.....by the GRACE OF GOD Bishop of Waikato  
and .....by the GRACE OF GOD Bishop of Taranaki

to our well-beloved in CHRIST ..... Priest

GREETINGS:

YOU having made the Declarations required by the Constitution and Canons of this Church, WE GRANT you our Permission to Officiate in any Parish Mission District or Local Mission and Ministry Unit within our Diocese and Jurisdiction with the consent of the Minister in Charge thereof, in reading and preaching the Word of God from the Scriptures, in celebrating the Sacraments, and in leading public worship, in accordance with the Doctrine of this Church using only the Forms of Service which are duly authorised or allowed by lawful authority.

This Permission shall remain in force until the ..... day of ..... 20 ....., and may be renewed, provided however that it may be revoked at any time.

GIVEN under our hand and seal this ..... day of ..... in the year of our Lord ..... two thousand and ..... and of our consecrations the .....and.....years.

Registered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**[Reverse side of Permission to Officiate]**

This Permission to Officiate unless renewed by the Bishop will expire on the 30<sup>th</sup> day of September in every third year commencing 1995. The Permission to Officiate must be returned to the Bishop.

Upon termination, this Permission to Officiate shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Permission to Officiate terminated on the ..... day of ..... 20 .....

Entered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**PERMISSION to OFFICIATE in the Diocese of Waikato and Taranaki**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī  
Ki Nga Moutere o te Moana Nui a Kiwa*

PERMISSION TO OFFICIATE IN THE DIOCESE OF WAIKATO AND TARANAKI.

We.....by the GRACE OF GOD Bishop of Waikato  
and .....by the GRACE OF GOD Bishop of Taranaki

to our well-beloved in CHRIST ..... Deacon

GREETINGS:

YOU having made the Declarations required by the Constitution and Canons of this Church, WE GRANT you our Permission to Officiate in any Parish Mission District or Local Mission and Ministry Unit within our Diocese and Jurisdiction with the consent of the Minister in Charge thereof, in reading and preaching the Word of God from the Scriptures, in distributing the Sacraments, and in leading public worship, in accordance with the Doctrine of this Church using only the Forms of Service which are duly authorised or allowed by lawful authority.

This Permission shall remain in force until the ..... day of ..... 20 ....., and may be renewed, provided however that it may be revoked at any time.

GIVEN under our hand and seal this ..... day of ..... in the year of our Lord ..... two thousand and ..... and of our consecrations the .....and.....years.

Registered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**[Reverse side of Permission to Officiate]**

This Permission to Officiate unless renewed by the Bishop will expire on the 30<sup>th</sup> day of September in every third year commencing 1995. The Permission to Officiate must be returned to the Bishop.

Upon termination, this Permission to Officiate shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Permission to Officiate terminated on the ..... day of ..... 20 .....

Entered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki



**DECLARATION of ADHERENCE and SUBMISSION to the Anglican Church in Aotearoa, New Zealand and Polynesia**

THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tireni  
Ki Nga Moutere o te Moana Nui a Kiwa*

DECLARATION OF ADHERENCE AND SUBMISSION TO THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA.

I .....DO DECLARE my submission to the authority of the General Synod/te Hīnota Whānui of this Church established by a Constitution agreed to on the 13<sup>th</sup> day of June 1857 and as subsequently revised and amended from time to time and to all the provisions of the Constitution from time to time in force to the extent that that authority and those provisions relate to the office of/.....membership of.....and to any other office or membership I may at any time hold.

AND I further consent to be bound by all the regulations which may from time to time be issued by the authority of the General Synod/te Hīnota Whānui in relation to any such office so long as I hold it.

AND I hereby undertake in consideration of my holding any such office/or membership immediately to resign that office/or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by the General Synod/te Hīnota Whānui or by any person or persons lawfully acting under its authority in that behalf.

Given under my hand this ..... day of ..... 20 ..... in the presence of:

**Additional DECLARATION**

DECLARATION of ASSENT and CANONICAL OBEDIENCE

I ..... being about to be licensed to the office of .....  
given permission to officiate in .....  
authorised for .....

DO SOLEMNLY MAKE the Following Declaration:

I believe in the faith which is revealed in the Holy Scriptures and set forth in the Catholic Creeds, as this Church has received it and explained it in its Formularies and its authorised worship.

I assent to the Constitution of the Anglican Church in Aotearoa, New Zealand and Polynesia.

I affirm my allegiance to the doctrine to which Clause I of the Fundamental Provisions and Clauses 1 and 2 of Part B of that Constitution bear witness.

In public prayer and administration of the sacraments I will use only the forms of service which are authorised or allowed by lawful authority.

I will uphold the covenant and partnerships expressed in the Constitution between Te Pihopatanga o Aotearoa as a whole and through its constituent parts, and the Dioceses in New Zealand together and severally and through their constituent parts, and the Diocese of Polynesia as a whole and through its constituent parts.

I will pay true and canonical obedience, in all things lawful and honest, to the Bishops of Waikato and Taranaki and to the successors to those Bishops, and will be obedient to the ecclesiastical laws and regulations in force in the said Diocese of Waikato and Taranaki.

I acknowledge that I am bound by the obligations of Office in Title D Canon 1 Part A establishing standards of ethics in ministry.

The foregoing Declaration was made and subscribed by the above-named ..... on the ..... day of ..... in the year of our Lord ..... thousand and .....

Signed in the presence of

**LICENCE of an ASSISTANT BISHOP OF WAIKATO/TARANAKI**

THE ANGLICAN CHURCH IN AOTEAROA NEW ZEALAND AND POLYNESIA  
*Te Haahi Mihinare ki Aotearoa, ki Niu Tirenī*  
*Ki Nga Moutere o te Moana Nui a Kiwa*

Licence of a Bishop holding the Office of Assistant Bishop of Waikato/Taranaki

We..... by the GRACE OF GOD Bishop of Waikato  
and ..... by the GRACE OF GOD Bishop of Taranaki;

to our well-beloved in CHRIST.....BISHOP

**GREETINGS**

You having made the Declarations required by the Constitution and Canons of this Church WE GRANT you our Licence and authority to exercise the office of Assistant Bishop of Waikato/Taranaki.

We authorise you to exercise delegated Episcopal Authority in the Bishopric of Waikato/Taranaki and such additional Episcopal Ministry within this Diocese as shall be requested of you by us in accordance with the Doctrine of this Church using only the forms of service which are authorised or allowed by lawful authority.

However WE RESERVE to ourselves and our successors Bishops of Waikato and Taranaki the exercise of our Episcopal Offices as Diocesan Bishops and our Episcopal authority as set out in the Constitution, and Canons and Statutes in force in our Church and Diocese.

This Licence shall end upon the expiration of the appointment for which it is issued by us.

Given under our hand and seal this ..... day of ..... in the year  
of Our Lord two thousand and ..... and of  
our consecrations the .....and.....years.

Registered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

**[Reverse side of licence]**

Upon translation, resignation, termination, removal or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Licence terminated on the ... day of ..... 20...

Entered in the Diocesan Register

Registrar

Bishop of Waikato

Bishop of Taranaki

## **SECOND SCHEDULE:**

### **PROCESS FOR FIVE YEARLY REVIEWS FOR APPOINTMENTS**

1. During the last half of the fifth continuous year of holding an Appointment under the Bishop's Licence, each Ordained Minister shall meet with three persons appointed under Clause 2 [the "Review team"] to Review together the whole of the Ministry of the Ordained Person.
2. The Review team shall consist of –
  - (1) One person who shall be a peer nominated by the minister to be reviewed;
  - (2) One person from the local ministry and mission unit ["the Parish unit"] to be nominated by the Vestry (or equivalent) of the Parish unit; and
  - (3) One person from the Diocese nominated by the Bishop and appointed by the Standing Committee (who shall convene the Review team).
3. The terms of reference for the Review team are to Review together the Ministry of the Ordained Person, against the Ordinal's statements on Ordained Ministry [New Zealand Prayer Book/He Karakia Mihinare o Aotearoa 891,901], the current ministry position description, and the needs and wishes of the Parish unit by
  - (1) Consulting with the minister being reviewed (and the minister's spouse and members of their family, by agreement with the minister);
  - (2) Consulting with the parish wardens and at least three other members of the Vestry (or equivalent body) nominated by the Vestry of the Parish unit;
  - (3) Consulting with at least twelve lay members of the Parish unit chosen at random by the Review team. The consultation to be in the form of a meeting and not individually;
  - (4) Consulting with any other licensed ordained minister and any licensed lay minister in the Parish unit; and
  - (5) Consulting with any person from the Parish unit who asks to meet with the Review team.
4. The Review team will not meet with any Parish unit meeting nor with the whole of Vestry in a meeting.
5. At the conclusion of the consultations under Clause 3 the Review team shall discuss with the minister -
  - (1) Their evaluation of the whole of the ministry and its strengths and weaknesses; in order that the minister may appreciate the present appropriateness and/or effectiveness in the ministry under the current appointment; and any training the minister or review team considers necessary to improve performance or effectiveness;

- (2) Whether the minister should continue in that appointment; and
  - (3) Whether the minister's licence should be returned to the Bishop and the minister seek the next appropriate ministry for that minister in the Church.
6. The Review team may revisit persons consulted under Clause 3 if it deems that appropriate following its discussions with the minister. In that event the Review team will again discuss its evaluation with the minister.
7. The Review team shall submit to the Bishop a written Report of its evaluation of the ministry and give a copy of that Report to the minister.
  - (1) The Review report and any conclusions or recommendations will be confidential to the Episcopate and the minister being Reviewed.
  - (2) The minister may submit to the Bishop the minister's own evaluation of the conclusions of the Review and any additional matters the minister wishes to place before the Bishop for consideration.
  - (3) The Review will indicate the minister's adherence to the Bishop's requirement for attendance at Ministry School, the Bishop's Clergy Day, Synod, attendance at least one retreat each year and the level of supervision and spiritual direction.
8. The whole Review process including reporting shall be completed within one month of its commencement.

### **THIRD SCHEDULE**

REPEALED

**FOURTH SCHEDULE**

**Nomination of Lay / Clerical Diocesan Nominators:**

I ..... being a member of the Waikato Diocesan Synod

do hereby nominate ..... who is duly qualified

and who has signified to me the nominee's willingness to act as a Lay / Clerical Nominator on the Diocesan Board of Nomination.

[signed] Nominator

**Consent:**

I, ..... being duly qualified do hereby consent to the above nomination.

[signed] Nominee

To the President of Synod