



# Presbyterian Church of Aotearoa New Zealand

Charities Commission Registration: CC33597

## Southern Presbytery



**Handbook and Standing Orders 2010**  
**“ a work in progress”**

## Mission and vision

### Mission statement:

#### Vision:

The vision is that the new Presbytery, in its identity and operation, contribute significantly to the health and wellbeing of the congregations within its boundaries. This will include:

- An ongoing shift in focus from inward looking governance to outward missional concern
- An encouragement to engage with the wider communities of our churches
- An equipping and an inspiring of the leadership of our Sessions, parish teams, and congregations
- A growing of collegial, supportive and mentoring relationships – for all people
- An environment to share resources and discover practical ministry
- A Presbytery that actively includes and involves youth and younger generations
- Establishing structures that enable employed lay people to participate.
- Structures and ways of operating need to facilitate the achieving of this vision.

### Responsibilities of the Southern Presbytery

**The primary authority for the role of the Southern Presbytery is the PCANZ Book of Order 2008 – Chapter 8.**

In order that our congregations and regional networks can focus their resources and energy on mission the Southern Presbytery will

1. provide a collective regional link between congregations and the General Assembly
2. exercise executive, judicial, and administrative 'governance' over the members, church councils, congregations, ministers, ministry students, and licentiates within its bounds
3. exercise authority in relation to any matter committed to its charge by the General Assembly<sup>1</sup> and make proposals to General Assembly<sup>2</sup>
4. cultivate a sense of community amongst the congregations accountable to Presbytery for their worship, life, and mission
5. contribute significantly to the health and wellbeing of the congregations within its boundaries by actively
  - a. seeking resources of excellence to enrich the worship, life and mission of its congregations and their leaders as they engage with their communities
  - b. encouraging the establishment of missional networks accountable to Presbytery for mutual mentoring and sharing strategic resources
  - c. recognising new forms of mission and service to the community
  - d. conducting parish reviews as set out by General Assembly
6. oversee the provision of healthy effective ordained leadership by
  - a. ordaining licentiates, inducting ministers, commissioning local ministry teams
  - b. ensuring effective pastoral care, supervision and continuing development of the ordained ministry within its bounds
  - c. establishing effective ministry settlement boards where required
  - d. dissolving pastoral ties where Presbytery is of the opinion that the ends of ministry are not being served.

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7. administer the property and finances belonging to presbytery or held in trust on its behalf and supervise and oversee congregational property matters, and fix and recover levies on congregations for the work of the Presbytery
8. maintain ties with church schools and social services agencies and ecumenical partners

### **In carrying out their role the Presbytery will**

1. Hold meetings that are well run, informative, interactive, spiritually enriching and enjoyable
2. Communicate effectively
3. Relate to one another with wisdom and grace.
4. Attending promptly to all financial and property matters in an open and supportive manner
5. Identifying all those organizations and situations of the wider Church that need its input and providing informed comment
6. Acknowledge the Treaty of Waitangi
7. Include all cultures and ethnicities in the Presbytery, particularly Pacific Island faith communities
8. Encourage and support initiatives for families and young people across the Presbytery
9. Acknowledge and respect uniting co-operative ventures parishes

1. <sup>1</sup> to approve the organisation of church councils constituted under subsection (3) of section 4 of chapter 7,
2. to commission elders elected by church councils,
3. to ensure the commissioning of ministers and elders to the General Assembly
4. to recognise persons authorised to celebrate the sacraments,
5. to form and dissolve congregations,
6. if the minister of a congregation stands down or is stood down from office in the course of a disciplinary process, it may appoint a temporary Moderator to the church council and arrange for supply during the period of the standing down,
7. to maintain a roll of ministers and ministries, including a roll of ministers who reside within the area for which the presbytery has responsibility but are not members of presbytery,
8. to hear and determine appeals from a decision of a church council.
9. the procedures for appealing from a church council to a presbytery are, subject to any necessary modifications, the same as those that apply to an appeal from presbytery to General Assembly.

2 - only the General Assembly has authority to legislate

### **Profile**

**Southern Presbytery** comprises 73 parishes in the geographical area south of the Waitaki River, and previously covered by the Dunedin, North Otago, Central Otago, Clutha, Mataura and Southland Presbyteries.

- 64 Presbyterian
- 6 Union parishes
- 3 Co-operative ventures

#### **What is the balance between urban/town and village/rural:**

##### **Southland:**

Invercargill – 8 (city)  
 Winton – 1 (rural town)  
 Riverton – 1 (rural town)  
 Te Anau – 1 (tourist town)  
 Rural – 10

##### **Central Otago:**

Alexandra – 1 (tourist town)  
 Queenstown/Arrowtown – 1 (tourist town)  
 Upper Clutha Wanaka – 1 (tourist town)  
 Cromwell – 1 (tourist town)  
 Rural - 2

##### **Mataura:**

Gore – 2 (town)  
 Mataura – 1 (town)  
 Rural – 8

##### **Clutha:**

Balclutha – 1 (town)  
 Milton – 1 (town)  
 Rural – 5

##### **Dunedin North Otago:**

Dunedin – 14 (city)  
 Mosgiel 2 (town)  
 Oamaru – 2 (town)  
 Palmerston – 1 (town)  
 Port Chalmers – 1 (town)  
 Rural - 3  
 Village - 5

**Southern Presbytery** has relationship with two Presbyterian Church schools:

- Columba College for girls
- John McGlashan College for boys

**Southern Presbytery** has involvement in Ecumenical Chaplaincies:

- Dunedin Hospital
- Workplace Support Inc
- Aged Care – Dunedin
- N.Z. Navy – Part-time

**Southern Presbytery** has involvement with:

- Presbyterian Support Otago, and Presbyterian Support Southland
- Knox Centre for Ministry and Leadership
- Synod of Otago and Southland

**Southern Presbytery** has Pacific Island involvement in the parishes through:

- Individual Pacific Island ministers of primarily European congregations
- Designated Pacific Island Churches situated in North East Valley, and First Church – Dunedin (Cook Islands and Samoan); St. Andrew's – Invercargill (Cook Island); and First Church – Invercargill (Samoa).

**Southern Presbytery** is a partner in the Joint Regional Committee (JRC) of the five partner churches, Anglican, Associated Churches of Christ, Congregational Union, Methodist and Presbyterian.

**Southern Presbytery** nominates members for:

- Churches Education Commission
- Hospital Chaplaincy Council (Dunedin)
- Southland Interchurch Council on Hospital Chaplaincy (Invercargill)
- Southland Tertiary Chaplaincy Trust Board (Invercargill)
- Inter-Church Trade & Industry Mission
- Otago Seafarers Society
- Otago-Southland Tertiary Chaplaincy
- Presbyterian Support Otago
- Presbyterian Support Southland
- Tirohanga Campsite Committee
- Columba Campsite Committee
- Iona Campsite
- Taringatura Campsite (through Synod)
- Waiareka Youth and Ministry Trust Youth Workers

**Synod of Otago and Southland:**

- Educational Fund Committee
- Ecclesiastical Fund Committee
- Synod Life Committee
- Mission & Evangelism Fund Committee
- Ministry Resource Committee
- Property Commission
- Assembly Committee on Church Architecture – Regional Committee

## **Members**

**Southern Presbytery** consists of the following:

- Ministers appointed to ministry of a congregation (Presbyterian, Union or Co-operating Venture)
- Ministers in Chaplaincy in the Southern Presbytery area
- Ministers involved with Knox Centre for Ministry and Leadership

- Other Ministers who participate actively in, and are able to contribute to the worship, life and mission of the presbytery, who are appointed as additional full voting members by the presbytery, subject to review of their appointments by the presbytery at intervals of not more than 3 years
- One Elder from each Church Council (see also BOO 8.9 (2) and (3))
- Other ministers, licentiates, chaplains, elders or youth representatives whom a presbytery may invite to become members of presbytery for a specific time.
- If the ministry settlement for a congregation is a Local Ministry Team, one member of that team elected and commissioned by the Church Council to take the place usually occupied by a minister (as well as a Presbytery Elder)
- Youth representatives
- Synod of Otago and Southland: Mission Advisor, Kids Friendly Advisor, Regional Youth Advisor (recognized ministries within the Southern Presbytery.)
- Presbyterian Women (chairperson and one other, or their substitutes)
- See Book of Order (2008) Chapter 8, for full details of Membership

### Officers of Presbytery

- A Presbytery must-
  - Elect a Moderator
  - Elect or appoint a Presbytery Clerk
  - Elect or appoint a Treasurer
  - Annually appoint an auditor of financial accounts of the Presbytery
  - Bi-annually appoint an auditor of minutes of the Presbytery
- A Moderator is elected bi-annually by Presbytery and chairs the Presbytery Council meetings, and the Annual Meeting.
- The Presbytery Clerk is responsible for keeping the records of the Presbytery. These responsibilities include preparing the agenda papers, recording the Minutes for all Presbytery Council meetings and the Annual Meeting, the handling of all inward/outward correspondence, business, and queries and forwarding to appropriate Workgroup, and for providing reference on points of order, procedure and regulations to the Moderator and Commissioners. The Clerk is also the Presbytery Privacy Officer.
- The Treasurer is responsible for receiving monies, paying accounts, invoicing congregations for levies, keeping appropriate records, and reporting to Presbytery as required, through the Finance and Property Workgroup.
- An auditor will be appointed annually to audit the annual financial accounts.
- The minutes will be audited bi-annually prior to every General Assembly.

### Election of Moderator of Presbytery

The timetable for the election of the Moderator of Presbytery is:

- Call for nominations (and profiles) from parishes (bi-annually) in May for the role of Moderator Designate
- Close of nominations end of June, and nominees and profiles distributed to parishes.
- Election at the Annual Meeting of the Southern Presbytery in August.
- Moderator Designate appointed to the Presbytery Council for one year prior to taking up the position of Moderator in September.
- Moderator Designate takes up role of Moderator following the Annual Meeting the following year, installed as Moderator at the Annual Meeting (a passing of the baton), or other suitable occasion.
- Retiring Moderator to remain on Presbytery Council for a further year.

❖ Table of dates for this process

Role	Call for Nominations	Election	Attendance at Council	Moderator
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Moderator: Richard Dawson	September 2009	December 2009	February 2010	February 2010 - August 2012
Moderator Designate	3 months prior to AM 2011	Annual Meeting 2011	September 2011	September 2012 – August 2014
Moderator Designate	3 months prior to AM 2013	Annual Meeting 2013	September 2013	September 2014 - August 2016
Moderator Designate	3 months prior to AM 2015	Annual Meeting 2015	September 2015	September 2016 - August 2018

### **Election or appointment of the Clerk**

A Presbytery may elect or appoint a clerk for a period of not more than 5 years, and may reappoint the clerk for a further term or terms (Book of Order 8.12)

- The task of appointing the Presbytery Clerk rests with the Presbytery Council, and affirmed at the Annual Meeting of the Presbytery.
- An appraisal of the position will take place whenever a new appointment or reappointment is necessary.
- When the position becomes vacant, due to retirement or the current Clerk is not seeking reappointment, the Presbytery Council will form a Task Group to review the job description and schedule of duties, and advertise the position.
- The Task Group will appoint a selection panel to interview candidates.
- The selection panel will forward their recommendation of the successful candidate to the Task Group and then to the Presbytery Council and the appointment made.

### **Election or appointment of the Treasurer**

A Presbytery may elect or appoint a treasurer for a period of not more than 5 years, and may reappoint for a further specified number of years if it is in the best interests of the Church. (There is no length of appointment in the BoO)

- The task of appointing the Treasurer rests with the Presbytery Council, and affirmed at the Annual Meeting of the Presbytery.
- An appraisal of the position will take place whenever a new appointment or reappointment is necessary.
- When the position becomes vacant, due to retirement or the current Treasurer is not seeking reappointment, then a job description and schedule of duties will be drawn up and the position advertised.
- The Presbytery Council will appoint a selection panel to interview candidates.
- The selection panel will forward their recommendation of the successful candidate to the Presbytery Council and the appointment made.

### **Voting Members of Presbytery**

- All Parish Ministers, Presbytery Elders, Members of Presbytery (appointed/recognized by the Presbytery), Other Ministers in a given role e.g. Interim Moderator of a parish (that has been recognized by the Presbytery Council), Local Ministry Team Commissioners, Chaplains, Presbyterian Women Representatives, Youth Representatives, Synod of Otago and Southland (Recognized Ministries – Mission Advisor, Regional Youth Advisor, Kids Friendly Advisor).
- The Moderator, Clerk and Treasurer are non-voting members.

### **Term of appointment of the Presbytery Council**

The term of appointment for membership of the Presbytery Council, is for three years, with a possible extension of a further three years, and then a stand down year must be taken. A rotation of members to begin in 2011 with two members standing down, and two new members being appointed. No member can serve for longer than six consecutive years.

The same rule, as regards terms of appointment, applies to Workgroups and Resource Groups.

## **Workgroups**

- Presbytery carries out its governance requirements through the work of four Workgroups which report to Presbytery each month or when necessary.
  - Finance and Property
  - Parish Reviews
  - Ministry
  - Students, Licentiates and Interns
- The Conveners of the Workgroups are nominated by the Presbytery Council and appointed by Presbytery at the annual meeting. They will come alongside the current convener immediately following the annual meeting, and take over as convener in February of the following year.
- The term of appointment of Conveners and workgroup members is three years, with a possible extension of a further three years, then a compulsory stand down year. Membership is confirmed by Presbytery annually.
- Conveners appointed as associate members (non-voting) of the Presbytery Council. Attendance is not compulsory but an apology should be sent when not attending.
- All Presbytery members are expected to be available to be an active member of a Workgroup unless committed to a planning group for Resource/Network groups, or a specific task group or policy group in the National Church or Presbytery.
- From time to time, a specific task group may be put in place, which includes members of Presbytery and others co-opted from outside the Presbytery that requires particular skills not available from its Presbytery membership.
- When members are co-opted to a Workgroup such action should be reported to Presbytery Council.
- Each workgroup is to report on its work, including within the report matters which have been handled by the workgroup, but which did not require follow up recommendations for Presbytery Council.
- Each workgroup to prepare their own budget and submit to the Treasurer for the annual budget round.
- Convener to authorize any re-imbursements for individual workgroup members, prior to sending account to Treasurer.

## **Preparation for the Presbytery Council Meeting**

- All correspondence, reports, notices of motion for the attention of the Presbytery Council, and the wider Presbytery, should be sent to the Presbytery Clerk, P.O. Box 58, Invercargill 9840.  
This is essential so that the Clerk can keep track of the business of the Presbytery. The Clerk will forward material on to the Workgroup Conveners by the 20<sup>th</sup> of each month.
- The Presbytery Council meets on the fourth Wednesday of the Month (or at an agreed time), either by e-meeting or face to face.
- Apologies to be recorded for absence from a meeting of the Presbytery Council are to be notified to the Clerk prior to the commencement of the meeting. Email or phone apologies are acceptable. A member whose apology for absence has been recorded is entitled to dissent, at the next meeting, to any proceedings of the meeting from which s/he was absent.
- The agenda will be circulated to the Presbytery Council at least five days before the meeting. The agenda will include a list of correspondence, reports and recommendations, and copies of any relevant papers. Council members may consult the Clerk or Conveners for clarification of any item of business.

- Any late items of business should be noted before the approval of the agenda (which will be included in the comprehensive motion).
- E-meetings: A discussion can take place using 'reply to all' on the email, and any amendments or changes agreed to. Any Council member can ask for an item to be held over for discussion until a face to face meeting is held. Recommendations agreed by e-meeting will be ratified at the next face to face meeting of the Council, and recorded in the Minutes of that meeting.
- All Workgroup Conveners to send a written report (emailed) to the Presbytery Clerk by 15<sup>th</sup> of each month.
- Terms of Reference:
  - Appendix 1: Finance and Property Workgroup
  - Appendix 2: Ministry Workgroup
  - Appendix 3: Parish Reviews Workgroup
  - Appendix 4: Candidates Workgroup
- The Presbytery Council shall use a comprehensive motion for all recommendations, except those from Workgroups which require discussion, to allow the efficient conduct of business.
- The comprehensive motion will be circulated in the agenda prior to the meeting, to allow for any member of the Presbytery Council to ask that a recommendation be removed and opened for discussion. This must be done prior to the commencement of the meeting. The member is expected to notify the convener of the appropriate workgroup.
- Once the comprehensive motion has been adopted at the meeting, no discussion or amendments may be made in regard to those recommendations on the list.
- The Clerk and Workgroup Conveners will decide which of the recommendations should be presented to Presbytery Council in a Comprehensive Motion.
- Recommendations which are not included in the comprehensive motion will be listed at the conclusion of the Workgroup report and are open for debate during the meeting.
- Presbytery Council will be responsible for:
  - commissioners for General Assembly
  - personnel for committees of the Synod of Otago and Southland
  - nominating members for PCANZ bodies; eg. Council of Assembly, Nominating Committee etc
  - nominating Presbytery nomination for Moderator Designate
  - personnel for Presbytery task groups and commissions
  - requests from other church or para-church organisations for representation
  - provide a regularly updated database of Presbytery members able to take particular roles as needed eg. deputise for Moderator or Clerk at an induction, work on a Settlement Board, provide expert knowledge, etc
- Orders of the Day or similar requests to share information, especially those which 'resource' the Presbytery can be made through the Clerk, who will forward the request to the Co-ordinators of the Resource/Network Meetings in each geographical area, or to the Presbytery Council for inclusion in the Annual Meeting agenda.
- All reports to Presbytery are confidential until they are dealt with by Presbytery Council.

## **Wider Presbytery and Annual Meeting**



- The Presbytery Council will be responsible for deciding the venue, program, speakers, agenda, resource group presentations, orders of the day, for the annual meeting each year. The venue and time of the next Annual Presbytery meeting should be announced at the conclusion of the Annual Meeting.
- The Moderator and the Clerk, with input from the Presbytery Council, will draw up the agenda for the Annual Meeting, with a timetable for business.
- The Moderator will chair the Annual Meeting of the Presbytery.
- Any member of Presbytery may bring a matter of concern or a notice of motion to the attention of Presbytery. Notices of Motion may be used to raise specific issues. These must be submitted, together with supporting statement or documentation, via the Presbytery Clerk to the Presbytery Council, who will decide in which forum to raise the matter (possibly the annual meeting of the Presbytery). Late notices of motion will only be received if the business is deemed urgent.
- Members shall sign a record of attendance at the Annual Meeting, or any meeting of the full Presbytery. The number of those attending, and number of apologies, will be recorded in the minutes of that meeting.
- Notices which relate to the life of the Church may be included with the agenda, at the discretion of the Clerk.
- The handing out of material at the annual meeting is not allowed without the prior approval of the Moderator.
- Elections will be held for the position of Moderator Designate (bi-annually)
- The appointment of Workgroup Conveners, and the membership of workgroups will be approved annually, at the Annual Meeting of the Southern Presbytery.

## Minutes

- The minutes of the Presbytery Council meeting are printed and distributed, firstly to the Council to pick up any errors and omissions, and then to members of the full presbytery as soon as possible following the Presbytery Council meeting.
- The minutes to be pasted into the Presbytery Minute Book, and after acceptance signed and dated by the Moderator and the Clerk.
- A copy of the finance report to be filed in Presbytery Minute Book along with minutes.

## Standing Orders of Presbytery Meetings

- The Moderator may lead the Presbytery in worship or reflection. If requested by a member of the Presbytery to pray at any point in the meeting, the Moderator decides whether this is appropriate and responds accordingly.
- All motions and amendments must be submitted to the Clerk in writing, to ensure they are accurately recorded.
- An amendment may not contradict the motion.
- “*That the motion be put*”. This motion may not be debated, and may not be moved by anyone who has already spoken in the debate. If carried, this ends the debate, and the

original motion is then voted upon. The Moderator may decline to accept the procedural motion if s/he considers the rights of debate would be infringed.

- *“That Presbytery pass to the next business”*. This motion may not be moved by anyone who has already spoken in the debate. The mover and seconder may speak, and it may be debated. If carried, Presbytery moves to the next business without further discussion.
- *“That Presbytery meet in private”*. Decisions made when Presbytery meets in private, but not the preceding discussion, may be reported. Reporting should only be to Sessions, unless Presbytery decides otherwise. The Clerk will only record in the minutes what decision was made outside meeting in private.
- *“That Presbytery meet behind closed doors.”* Only full and associate members of Presbytery may remain in the meeting. Presbytery decides what, if any, reporting is permitted.
- *“That Presbytery resume in public”*. This motion follows the completion of business ‘in private’ or ‘behind closed doors’.
- The mover of a motion is allowed five minutes in which to speak to the motion. The seconder, and other members speaking from the floor, may each speak to the motion for three minutes.
- The mover of a motion is allowed two minutes in which to reply at the end of a debate. The convener of a workgroup has this right of reply for each clause in that committee’s recommendations.
- The Moderator has the discretion, when debate has reached a point where further progress towards resolving an issue appears unlikely, to declare standing orders to be suspended for a period, in order that other means for a solution may be explored, or to allow a period for reflection.
- When a vote is put to the Presbytery, the Moderator declares, normally on a voice vote, that the motion, or amendment, has been agreed [no dissenting voices], carried [majority in favour], or lost.
- Any member may ask for a vote to be counted by show of hands, or secret ballot.
- The Clerk alone shall convey the decisions of Presbytery to affected, or interested, parties, except in those instances when it is considered more appropriate for the Moderator to act.
- The Clerk announces the adjournment to include the venue, date and time of the next meeting of the Presbytery Council. The Moderator then adjourns the Presbytery appropriately.

## **Decision-making at the Presbytery Meeting**

Presbytery business is normally conducted by the Workgroups and brought to Presbytery Council as recommendations for approval. These recommendations are collected together in the comprehensive motion which is voted on as a whole, with the exception of any items which have been reserved. For the remainder of the business, the following is an outline of the procedures:

- The Workgroup Convener, or his/her representative, or the author of a notice of motion, moves the recommendation. Several recommendations may be grouped and presented, debated and voted on together. Such a grouping will be arranged with the Clerk.
- With the exception of the mover of a motion the time limit for all speakers is three minutes. The Moderator allocates time limits to the movers of motions.

- Any amendment to a recommendation must be given in writing as a notice of motion, unless, in the opinion of the Moderator, it has arisen in the debate. In such instances Presbytery's leave to present the amendment will be sought, and it should be given to the Clerk in writing as soon as it is read to the Presbytery.
- When a recommendation or amendment has been seconded it may be debated. The Moderator has the right to call speakers alternately in favour and opposed. The Moderator may on his/her initiative put before the Presbytery the motion that the question be put.
- Before the vote is put the mover of the motion has the right of reply. When an amendment is to be voted on, the mover of the motion being amended may exercise a right of reply if they have not spoken to the amendment in the debate thereon. The mover of an amendment does not have the right of reply.
- When a motion is being debated and an amendment is moved and seconded, the vote is taken on this amendment before any other amendment may be moved.
- Procedural motions that take precedence and may be moved during a debate are: [a] 'That the question be now put', and [b] 'That the Presbytery pass on to the next business.'
- Such motions may not be moved by anyone who has spoken in the debate. They must be moved and seconded without any speeches and no debate will be allowed.
- In the case of Procedural motion [a] being Agreed/Carried, the mover of the motion being debated or, in the case of an amendment the mover of the original motion, may reply.
- In the case of procedural motion [b] being Agreed/Carried, the Presbytery moved on to the next business without any further discussion. [The effect of the motion in this case is that Presbytery does not complete the business of the vote before it.]
- During a debate a member who has not spoken may move 'That the debate be adjourned'. If Agreed/Carried the member so moving has the right to speak first at such time as the debate is resumed.
- A recommendation or motion given on notice may be withdrawn with the leave of the Presbytery.
- Voting is normally on voices. The Moderator or any member may call for a show of hands or a ballot. After a show of hands the Moderator may call for a count of votes. The Clerk reports to the Moderator the voting in a count of hands or a ballot.
- A member may ask for their dissent to a decision to be recorded, with or without reasons.
- A member may raise a point of order or may challenge the ruling of the Moderator. In doing so the member simply states the point without discussion. In a point of order, the matter is determined by the Moderator, or may be referred by the Moderator to Presbytery for decision by debate and vote. If the ruling of the Moderator is challenged the question is referred to the Presbytery.
- A motion carried may be rescinded with the unanimous consent of members present. Otherwise notice of motion must be given.
- The Presbytery may suspend Standing Orders or any part of them when no less than two-thirds of the members vote in favour.
- A quorum for any regular meeting of a presbytery is one-third of voting members, representing at least half of the congregations of presbytery.

- A Presbytery may determine in its standing orders the quorum for meetings other than regular meetings.
- Sections (9 and 10) where applicable also apply to the Presbytery Council.

## **General Matters**

Representative parish elders, or their commissioned substitutes, are required to report fully to their Sessions/Parish Councils on all business conducted at Presbytery meetings.

Applications to the Ecclesiastical Fund of Synod must be received by the Presbytery Clerk by 15 October of each year.

Applications for the Mission and Evangelism Fund of Synod must be received by the Presbytery Clerk by 15 June and 15 October each year. Current application forms must be used.

Applications from parishes for permission to purchase or sell property must be accompanied by an independent valuation (not more than six months old) of the property, from a registered valuer.

Applications for building approvals must be accompanied by a statement outlining how the project will contribute to parish mission goals. Applications for new building approvals need to be sent to the Architect Committee prior to being sent to the Finance and Property Workgroup.

New applications for authorisation of elders to administer the Sacraments are to be considered by Ministry Workgroup in April of each year; and such authorisations expire 5 years after the initial authorisation. Elders to advise the Clerk in writing if they no longer wish authorisation before their five year term concludes.

Applications for training for ordained ministry through Southern Presbytery must be lodged with the Presbytery Clerk on or before 1<sup>st</sup> October each year, or on the date specified by the Students Workgroup. Successful local applications are lodged with the Registrar (KCML) by mid-December, so Presbytery approval is needed by the beginning of December. Late applications will not be considered. National Assessment is usually held in May each year.

Applications for approval of terms of call shall be accompanied by statements of

- Parish mission goals
- Present and proposed co-operative arrangements
- The agreed expectations of any proposed ministry in relation to the achievement of the stated mission goals and co-operative arrangements.

Individuals or organisations, other than Presbytery Workgroups, may not sell items at Presbytery meetings.

All applications for funding of any Presbytery linked project shall be completed through the Finance and Property Workgroup. Applications submitted through the Presbytery Clerk.

Presbytery Council shall delegate one person to speak at the farewell to members leaving Presbytery.

## **Resource Groups:**

This will be the challenging task, to educate parishes in resourcing for mission, for some a change in direction. It is a brilliant opportunity to do something new. Presbytery on the whole has been about Governance, but now we need to concentrate on resourcing our parishes for mission. The success of the resource groups is what will make this major disruption in the life of the Presbytery totally worthwhile.

### **• Geographical resource groups:**

These will initially be the five existing presbyteries. Exactly how each geographic resource group organises itself and any additional goals are for the group to decide. Each geographical Resource Group will lodge their Terms of Reference with the Presbytery Council. While the presbytery will

have oversight of all resource groups, they are structurally separate from the governance system, which rests with the Council, however, from time to time the Presbytery Council may send issues for discussion to the local resource group.

It is anticipated other resource groups (strategic network groups) will emerge based on specific needs or interest, or around particular areas of expertise. These will be more voluntary in nature but will be required to seek Council approval to operate and will be expected to report to the AM on their activities. Groups may have a long-term aim or have a predetermined termination date.

- **Meetings:**

These resource groups will provide the main social contact within the presbytery structure. Attendance will be required of Parish Ministers and Presbytery Elders, as per existing presbyteries, but meetings will be open to all (the whole people of God).

- **Functions:**

The resource group functions set out in the Presbyteries Task Group report are:

Personal encouragement, support and pastoral care, ongoing consultation  
Sharing resources for mission in local congregations  
Accessing new resources or skills from outside sources  
Exploring new models of mission and ministry  
Identifying and supporting new growth opportunities  
Responding to minor crises in ministry and parishes  
Organising training events and one-off mission services  
Set mission goals  
Report to the Presbytery annual meeting

- **Terms of Reference**

Appendix 5: Southland Resource Group (EquipSouth)

Appendix 6: Dunedin North Otago Resource Group

Appendix 7: Central Otago Resource Network (C.O.R.N.) – Conversation, Imagination Action

Appendix 8: Clutha Resource Group (FBI – Fellowship, Building each other up, Imagination and dreams)

Appendix 9: Maitai Valley Mission Fellowship

Appendix 10: Rapidly Developing Regions – Wanaka, Queenstown, Cromwell and Te Anau

## **Licensing/Ordination/Induction and Commissioning**

- Commissioners from Parishes involved in a Call (to and from) be invited to meet with, and speak at the Presbytery Council meeting if they so desire - therefore Calls to Ministers will only be considered at face to face meetings of the Presbytery Council.
- The responsibility for organising an induction service rests with the Moderator or stand-in, nominator, the parish representative and ordinand/inductee. It is the Clerk's responsibility to ensure the group is working on the service.
- The induction service should celebrate the role of parish, the Presbytery and if a union parish or co-operative venture, the partner church/es courts.
- Preachers at Presbytery inductions to pastoral charges, or assistant and associate position will be chosen by the Moderator (or stand-in), in consultation with the Clerk, from the list of recent inductees, normally in order of induction.
- At the induction of a Presbytery appointment to a union parish or co-operative venture the preacher is preferably from a partner Church.
- Preachers at all other inductions and commissionings will be chosen by the Moderator in consultation with the Inductees and their employing bodies.
- There shall normally be one Presbytery service of licensing held in each year.
- The Clerk (or replacement) will read the Formula at Induction/Ordination services.

## **Synod Grants Funds**

Information on the full list can be obtained from the Executive Office of Synod of Otago & Southland, P. O. Box 1131, Dunedin or from the Synod website: [www.synod.org.nz](http://www.synod.org.nz), or from the Presbytery Clerk.

- The Ecclesiastical Fund
- The Mission and Evangelism Fund
- The Education Fund

## **SPECIAL COMMITTEES**

### **Moderator's Committee (issues referred to this group by the Presbytery Council)**

To hear, and offer advice, guidance and reconciliation to individuals and groups who approach Presbytery on matters of a confidential nature. (Other than complaints of sexual harassment).

The members of the committee are the Moderator, Immediate Past Moderator, Moderator Designate, Presbytery Clerk, and three other people chosen for their specific skills.

### **Commission of Presbytery**

The Presbytery Council, or persons nominated, will act as a commission of Presbytery when so appointed.

### **Contacts for Complaints**

1. Presbytery approves Contact Persons annually. Two people from each geographical area are appointed.
2. The Complaints Officer is Heather McKenzie, and she is based in the Assembly Office.
3. Bi-annually training sessions will be held for contact people.

### **Pastoral Resolution Committee (pastoral issues notified by Complaints personnel)**

#### **Dunedin:**

- Rev Geoffrey Skilton (Highgate Parish) 03 453 3052 (Hm) 03 464 0158 (Wk)
- Rev Alofa Lale (Otago Peninsula) 03 454 2909 (Hm) 03 454 2995 (Wk)
- Mrs Joan Sinclair (Coastal Unity) 03 455 4229
- Mr Foalimu Lemalu (First Church) 03 453 4210
- Mrs Janet Elder (Knox Church Dn) 03 476 1151
- Dr Annette Hannah (Knox Church Dn) 03 467 5140
- Rev Graeme Munro (Knox Church Dn) 03 473 8911

#### **Invercargill:**

- Rev Heather Kennedy (First Church) 03 208 1952 (Hm) 0274 364 554 (Mobile)
- Rev Tony Dawson (Richmond Grove) 03 230 4563 (Hm)
- Mrs Margaret Wilson (St. Stephen's Invercargill) 03 215 8970 (Hm) 0273 146 883 (Mobile)
- Mr Murray Smith (Wallacetown) 03 235 8233 (Hm)

### **Judicial Oversight Committee**

To receive and act upon complaints against members of the PCANZ within Southern Presbytery area (other than complaints of sexual harassment).

A panel of eight people, including a lawyer, is appointed by Presbytery, from whom Presbytery will normally choose four to act as a Complaints Commission when required.

### **Lawyers**

Anderson Lloyd – through Synod of Otago and Southland.

### **Auditor for Minutes**

Janet Horrell, Ryan Road, R.D.3, Winton 9783 – Phone: 03 236 8720  
Email: janet.horrell@clear.net.nz

### **Auditor of Financial Accounts**

Janet Horrell, Ryan Road R.D.3, Winton 9783 – Phone: 03 236 8720  
Email: janet.horrell@clear.net.nz

## **MISSION INITIATIVES – MINISTRIES**

Student Soul, in conjunction with Leith Valley – St. Stephen's (Contact: Rev Ivan Martinez)  
Mission Advisor – Erin Pendreigh  
Kids Friendly Advisor – Cheryl Harray  
Regional Youth Advisor – Brad Kelderman  
Putokotoko – Cook Island (contact: Rev Tekura Wilding)  
South Island Ministry Conference (contact: Rev Martin Macaulay – East Taieri)

## **SYNOD OF OTAGO AND SOUTHLAND**

Executive Officer – Fergus Sime  
Mission Advisor – Erin Pendreigh  
Church Leadership Support – Deborah Bower  
Kids Friendly – Cheryl Harray  
Youth Advisor – Brad Kelderman  
Statistical Analysis – Dolina Lee and John Daniel

## **OTHER POSSIBLE WORKGROUPS**

Rural Ministry  
Resource Network  
Strategic thinking and planning  
Presbyterian Women  
Evangelism  
Youth

## **APPENDIX 1:**

### **SOUTHERN PRESBYTERY FINANCE AND PROPERTY WORKGROUP**

This document outlines the various tasks related to finance and property that the Southern Presbytery Finance and Property Group (F&P) is expected to manage.

The F&P should operate to ensure that the Southern Presbytery parishes are operating financially in a manner which is in accord with the Book of Order (BOO) and which best serves the stated aims of the parish mission goals.

The F&P is to undertake tasks delegated by the Presbytery Council.

#### **The tasks may include:**

1. Preparation of an annual budget for the Southern Presbytery and the management of a process of approval for this and for the annual levy.
2. Preparation of monthly reports of expenditure as compared to budget and of any unusual financial movements past or predicted.
3. Preparing annual audited accounts for presentation to the Southern Presbytery Annual Meeting
4. Requesting Southern Presbytery Resource Groups to submit budgets for events or activities that require funding from outside agencies, e.g. PSDS or Synod.
5. Approval of payment of accounts as presented by the Southern Presbytery Treasurer.
6. Provide simple guidelines for a minimum standard of accounts for parishes in the Presbytery and assistance to get church accounts into this form.

7. Advocating re national levies.
8. Requesting audited accounts from Southern Presbytery parishes.
9. Reviewing and, if approved, forwarding applications for funding from the Synod of Otago and Southland's Ecclesiastical Fund.
10. Managing investment funds including those specific to existing Presbyteries.
11. Managing Southern Presbytery assets.
12. Annual performance appraisal of the Southern Presbytery Treasurer.
13. Any other financial tasks requested by the Presbytery Council or initiated by the F&P itself and approved by the Presbytery Council.
14. Administration of all property matters under the jurisdiction of the Southern Presbytery.
15. Be aware of the regulations of Synod of Otago and Southland to ensure all paper work is completed before it goes to Synod.

### **Payment of accounts**

All payment of accounts presented to Southern Presbytery will require approval by the F&P. The Treasurer may be delegated authority to pay accounts. Such payments would require ratification at the next meeting of the F&P. When required the Treasurer should seek the guidance of the Convenor of the F&P for advice and/or approval for payment. Payments by cheque should require the signature of the two out of three approved signatories.

### **Annual Budget**

The Southern Presbytery Annual Budget for funding the Southern Presbytery operations will be prepared by the Treasurer with input and/or advice from the F&P and the Southern Presbytery Clerk where necessary. The budget should be such as to ensure a small surplus of less than 5% of the total budget.

### **Annual Accounts**

The F&P will ensure that the annual accounts are prepared by the Southern Presbytery Treasurer. The F&P will ensure that the accounts are audited by a suitably qualified individual or organisation.

### **Funding Southern Presbytery Resource Groups**

The expectation is that each Resource Group will be self funding by the participants of the Resource Group events. However, where Resource Groups organise an event which might benefit the whole Southern Presbytery some, if not all the costs, might be best met by Southern Presbytery or some other agency, e.g. PSDS or Synod. The costs could include travel for keynote speakers, materials and hire of equipment and venues. For such events a budget should be submitted by the Resource Group for the F&P to review.

The approval for Southern Presbytery to fund or partially fund such events will lie with the Presbytery Council on the recommendation of the F&P.

### **Levy on Parishes**

The F&P will levy each parish to ensure that the funding requirements of the Southern Presbytery budget are met. Any surplus from the previous year's activities should be used to offset the levy on the congregations. The funding formula, i.e., % of Parish income, unit cost per communicant member, etc. will be determined by the Southern Presbytery Council on the recommendation of the F&P.



The Treasurer will forward invoices for the levy to each parish. Any parish failing to pay the levy by the due date should be advised of their delay and requested to fulfil their obligation by the Treasurer. Any parish requesting a review of their obligations should be granted a hearing by the F&P. The F&P should strive to ensure that fairness and justice prevail.

### **Advocate re national levies**

The F&P may assist parishes to understand and clarify their financial commitments to the national church, PCANZ. Such assistance may include liaising with PCANZ to mitigate the impact of such levies on parishes.

### **Audited accounts from parishes**

The F&P will assist all parishes to have their annual accounts appropriately audited and presented to a standard acceptable to the Charities Commission. Similarly, the F&P will assist all parishes to submit their financial statistics which are to be passed on to the PCANZ.

### **Reviewing Applications to the Synod Ecclesiastical Fund**

All applications for funding from the Synod of Otago and Southland Ecclesiastical Fund should be reviewed by the F&P. If the application meets the requirements of such applications for Synod funds the F&P will recommend that the Southern Presbytery Council approves the application. Those applications which fail to meet the requirements of Synod funding applications should be returned to the applicant with:

- recommendations to assist the applicant to meet the appropriate requirements,
- or reasons that the application was not recommended

### **Managing Investment Funds**

The Southern Presbytery will most likely have funds to be invested. Such funds might result from:

- existing investments held by the former Presbyteries which make up the Southern Presbytery, e.g. A W Hamilton Bequest Fund (Southland)
- funds levied from Parishes for the operation of the Southern Presbytery, and
- other funds which may need to be “protected” for specific purposes, e.g. Asset Replacement.

The F&P must ensure that such funds are invested with low risk agencies. The F&P must also ensure that, where necessary, records of the individual funds must be maintained to ensure that:

- interest is accredited to the individual funds, and
- the funds are used in accordance with the instructions of those who authorised the fund

Such funds need to be invested to ensure an adequate return for Southern Presbytery, or the beneficiaries, and/or provide support for other purposes outlined by the agency where the funds are invested. PSDS, for example, provides funds for various PCANZ initiatives and interest can be “donated” to assist such initiatives.

### **Managing Southern Presbytery Assets**

The F&P must ensure that a register of Presbytery assets is maintained and that there is adequate insurance cover of these assets.

### **Annual Performance Appraisal of the Southern Presbytery Treasurer**

The F&P will ensure that a performance appraisal of the Southern Presbytery Treasurer is held annually. The appraisal should focus on the duties stated in the Treasurer’s “Schedule of Duties” included in the Southern Presbytery Treasurer’s Position Description. Also included in the

appraisal should be a review of the working relationship between the Treasurer, the F&P Convenor, the Southern Presbytery Clerk, and other members of the F&P.

### **Any Other Tasks**

The F&P shall undertake any other financial related tasks required by the Southern Presbytery Council.

The F&P shall initiate other tasks, as it sees fit, which will improve the financial performance of the Southern Presbytery, and which will reduce the financial burden on the Parishes, however the F&P must seek approval from the Council before it undertakes any additional tasks.

## **APPENDIX 2:**

# **SOUTHERN PRESBYTERY**

## **MINISTRY WORKGROUP**

**Personnel:** initially at least ten members based on two people from each of the previous presbyteries, where possible. The group will include at least one member of the Presbytery Council.

The Convenor will be appointed by the Presbytery Council, and invited to attend the Presbytery Council, should they wish to do so, as an Associate.

The group will consult with the local Resource Groups and/or congregation, as necessary, as well as Review Workgroup.

**Reports:** the Convenor to send a written report, with recommendations for inclusion in the Presbytery Council agenda, and write an annual report for the Annual Meeting.

**Duties:** The Workgroup will oversee the following core functions:

**Employment: Ministers** (NOM and LOM), **Local Ministry Teams** (especially paid employees who are part of the Team). It is preferable, but not compulsory that any employment contracts for lay appointments, youth pastors, children and family workers, etc, should be lodged with the Presbytery to ensure that contracts are fair, and follow current employment practices).

- oversee all employment requirements including complaints procedures
- authorise the parish elders able to administer communion and baptism
- encourage pastoral oversight of all ministers and parish leaders
- oversee supervision requirements, make list of supervisors available, ensure all ordained Ministers (NOM and LOM), Local Ministry Teams, and paid ministry staff have supervision.
- oversee study leave requirements which will include assessment, distribution, and recording of entitlements

### **Ministry Reviews:**

- Ensure all current ministers, national and local, hold a Certificate of Good Standing by 2013

- Ensure all Ministers have been reviewed every two years
- Ensure all Local Ministry Teams have been reviewed on a regular basis and especially prior to reappointment
- While the Workgroup is responsible for considering all items of business in regards to a minister's review, any written reports should be forwarded to the Personnel staff in the Assembly office. Confidential papers should be sealed, and marked confidential. While it is ultimately a minister's responsibility to contact one of the nationally trained reviewers, Presbytery has a moral responsibility to remind ministers to get their reviews done if time is running short.
- Reviewers will notify the Presbytery Clerk that a review has taken place. The content of the review will not be disclosed to the Presbytery Clerk.
- Review format of local ministry teams are the responsibility of the Presbytery to develop and conduct.
- Presbytery Clerk to keep a register of all Ministers, and Local Ministry Teams, and dates of reviews.

**Oversight of parishes with ministerial vacancies:**

- Interim Moderators (or similar oversight)
- Ministry Settlement Boards
- Terms of call
- Arrange ordinations/inductions, including substitutes for Moderator and Clerk roles
- Recommend to Presbytery Council the authorisation of calls and terms of call

**Overview of Synod applications:** assess applications from parishes to the Mission and Evangelism Fund of the Synod of Otago and Southland according to clearly known mission goals and make recommendation to Presbytery Council.

**Congregations/Parishes:**

- authorise forming, amalgamating and dissolving congregations
- authorise the change of congregational leadership structures (i.e. changing from session and managers to Parish Council, forming LMT)
- authorise the dissolving of pastoral ties between minister and congregation
- ensure that all parishes belong to a Resource Group and representatives attend regularly

**Local Ministry Teams:**

- satisfy itself of the ministry needs of congregation, and the sustainability and suitability of proposed ministry team
- determine probationary period, training as it sees fit
- commission local ministry team for probationary period
- review local ministry team at end of probationary period, and confirm commissioning *or* extend probation *or* terminate team
- provide training for continuing ministry formation
  - addressing leadership needs of team and congregation
  - ensuring team functions well together
  - ensuring that team is providing for life, worship and mission of congregation
- provide training enablers to support and resource ministry of local ministry team
- in consultation with the Local Ministry Team, and Session, review the work of the Resource Minister/Training enabler before re-appointment

## APPENDIX 3:

### SOUTHERN PRESBYTERY

#### PARISH REVIEWS WORKGROUP

The Workgroup attends to Southern Presbytery responsibilities with regard to the parish development reviews.

**In all cases, the Workgroup will ensure that the following occurs:**

- All Presbyterian congregations undergo a five yearly parish development review
- Request, through the Clerk, any police checks that are required

In all its work, the Workgroup follows and fulfils the requirements and procedures laid down in the Book of Order, supplementary provisions, and guidelines found in the Ministry Development Programme manual (Chapter 4), and the Parish Review Training Manual (Susan Jones – Feb 2010).

Parish Development Review Teams may, as part of their report, refer the parish to the Synod Mission Advisor who can conduct Mission Appraisals where it is evident a parish needs to refine its vision and mission.

**Presbytery Clerk responsibilities:**

- Keep a register of all congregations, and dates of reviews, and copy of last review.
- Submit names to the Leadership Sub-Committee of those people willing to train as a Presbyterian Church-accredited reviewer (as recommended by the Workgroup).

**Workgroup responsibilities:**

- Appoint people to Review Teams for parish development reviews, (*including where possible one member who has undergone parish development reviewer training*).
- Receive parish development review reports from the Parish Development Review Team, and follow up progress reports from Parishes over the next five years.
- Provide and support training sessions for Parish Development Review Teams.
- Support training sessions, in conjunction with Synod of Otago and Southland and Leadership Sub-Committee of the Council of Assembly for the leadership of congregations on the requirements of reviews.
- A written report to be sent to the Presbytery Clerk by the 15<sup>th</sup> of each month for the Presbytery Council, with recommendations for approval or action.
- An annual report to be prepared by the Convener for the Annual Meeting

## APPENDIX 4:

### SOUTHERN PRESBYTERY

#### Candidates Workgroup

The Workgroup attends to Presbytery's responsibilities with regard to the assessment and training of candidates for National Ordained Ministry, and Local Ordained Ministry and applications for Internship.

**In all cases, the Workgroup will ensure that the following occurs:**

- examination of prospective candidates to establish their vocation and the Church's need for leadership in worship, life and mission
- adequate supervision for every person training.
- structures of support for those undergoing selection and training for ordained ministry and internship

In all its work, the Workgroup follows and fulfills the requirements and procedures laid down in the Book of Order, supplementary provisions, and Student Convener's Handbook

**A summary of Presbytery responsibilities:**

*National Ordained Ministry:*

1. assess candidate's vocation and Church's need, providing appropriate assessment procedures.
2. sustain or decline application
3. support candidate through National Assessment process.
4. carry out trials for licensing
5. license ordinand if satisfied that training programme and licensing requirements satisfactorily met.

*Local Ordained Ministry:*

1. examine and approve candidate for local ordained ministry
2. appoint training advisor and training enabler,
3. in consultation with candidate, training enabler and training advisor, specify training agreement and probationary programme and period.
4. conduct a commissioning service when the candidate begins working in the congregation as a local ordained ministry probationer.

*Interns:*

Refer to Knox Centre for Ministry and Leadership  
Commissioning of Ministry Interns in their appointed parish

## APPENDIX 5:

### Southland Resource Group - 2010

#### TERMS OF REFERENCE

**Name:** Southland Resource Group (suggested new name EquipSouth)

**Appointment:** The formation and ongoing life of this group, or any other resource groups in the Southland region would be overseen by the Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

**Goals and objectives:**

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes
- Sharing resources for mission in local congregations
- Exploring new models for mission and ministry
- Identifying and supporting new growth opportunities
- Encourage participation by all churches, and all those involved in ministry
- Be aware of all resourcing events taking place in Otago and Southland
- Be aware of resources that are available nationally e.g. Kids Friendly
- Consider the 'big picture' and plan mission projects that could be done together

**Accountability:**

- Oversight by The Southern Presbytery.
- Accountable to The Southern Presbytery.
- Terms of Reference to be lodged with the Presbytery Council
- Representatives to attend Annual General Meeting of the Presbytery in August
- Abide by the teaching of the Word of God, and for process, the PCANZ Book of Order
- Major requests to Presbytery Council to be written, with relevant information

**Membership:** Membership would be required of presbytery ministers and elders, but is also open to the participation of personnel of presbytery and congregations, in order to enhance local mission. Over time, there may be some movement in membership between groups.

**Finances:**

- Where possible, events to be self-funding, but any short-fall may be met by the Presbytery.
- Larger projects that require funds to be sought from Synod or PSDS need to be planned and budgeted for.
- All expenditure within approved budget will be paid on receipt of invoice or reimbursement form by the Presbytery Treasurer.
- Expenditure outside the budget must go to Finance Workgroup prior to the event, for approval.
- Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

**Planning Workgroup:** six members – one to be appointed as convener (Initial workgroup to be nominated by existing Presbytery. This appointment is for two years, to be reviewed in October 2011, three members to stand down each year. To start the rotation, three will stand down at the end of 2010. Tekura Wilding, Peter Noble, Diane Acker, Rab MacNaughton, Alan Hawke, Alistair Calvert, Teina Marie, Nola Stuart and Karl Lamb (email contacts), Heather Kennedy and Ian Crawford ( ex officio). Co-conveners: Tekura Wilding and Peter Noble.

**Planning Workgroup Functions:** Task of this group would include-

- Plan bi-monthly Resource Meetings for Southland churches – for the whole people of God, taking into consideration the diversity of parishes, and needs of those in ministry.
- Prepare a calendar of events three months ahead.
- Prepare a budget annually by early June for the Finance Workgroup of Presbytery.
- Monitor expenditure – account book to be kept by person appointed out of the group.
- Arrange for training courses with Knox Centre of Ministry and Leadership.
- Arrange training sessions for communion and baptism celebrants
- Arrange events: guest speakers, meals, hosts, travel etc.
- Keep a record of all resourcing events in Southland.
- Prepare annual presentation and report to Presbytery Annual General Meeting.
- Arrange for discussion of any business matters sent by Presbytery Council.
- Planning Workgroup to meet face to face, every quarter, additional meetings by email
- Shared information to be kept by Convener

## Dunedin North Otago Resource Group

### TERMS OF REFERENCE – April 2010

**Name:** Dunedin North Otago Resource Group

**Primary Task:** Resource groups provide the primary context for resourcing, relational support and facilitating the mission of parishes.

**Appointment:** The formation and ongoing life of this group, and any other resource groups in the Southern region will be overseen by the Southern Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

**Goals and objectives:**

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes
- Sharing resources for mission in local congregations and accessing new resources of skills from outside sources.
- Exploring new models for mission and ministry
- Identifying and supporting new growth opportunities
- Encourage participation by all churches, and all those involved in ministry
- Promote awareness of all resourcing events taking place in Otago and Southland
- Promote awareness of resources that are available nationally e.g. Kids Friendly
- Consider the 'big picture' and plan mission projects that could be done together

**Accountability:**

- Oversight by the Southern Presbytery.
- Accountable to the Southern Presbytery.
- Terms of Reference to be lodged with the Presbytery Council
- Representatives to attend Annual General Meeting of the Presbytery in August
- Abide by the teaching of the Word of God, and for process, the PCANZ Book of Order
- Major requests to Presbytery Council to be written, with relevant information

**Membership:** Membership of the resource group is required of presbytery ministers and elders, but is also open to the participation of personnel of presbytery and congregations, in order to enhance local mission. Over time, there may be some movement in membership between resource groups.

**Finances:**

- Where possible, events to be self-funding, but any short-fall may be met by the Presbytery.
- Larger projects that require funds to be sought from Synod or PSDS need to be planned and budgeted for.
- All expenditure within approved budget will be paid on receipt of invoice or reimbursement form by the Presbytery Treasurer.
- Expenditure outside the budget must go to Finance Workgroup prior to the event, for approval.
- Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

**Planning Workgroup:** Current members are those who volunteered: Martin Macaulay, Anne Thomson, Beth Scarlet, Ian Pittendreigh, Henry Mbambo, Cameron Sinclair and Nancy Parker. These members need to be approved by the Presbytery Council.

**Planning Workgroup Functions:** Task of this group would include-

- Plan bi-monthly Resource Meetings for DNO region – for the whole people of God, taking into consideration the diversity of parishes, and needs of those in ministry.



- Prepare a calendar of events three months ahead.
- Prepare a budget annually by early June for the Finance Workgroup of Presbytery.
- Monitor expenditure – account book to be kept by a person appointed out of the group.
- Arrange events: guest speakers, meals, hosts, travel etc.
- Keep a record of all resourcing events in Dunedin North Otago region.
- Prepare annual presentation and report to Presbytery Annual General Meeting.
- Arrange for discussion of any business matters sent by Presbytery Council.
- Planning Workgroup to meet face to face, every quarter, additional meetings by email
- Shared information to be kept by Convener

**APPENDIX 7:**

**CENTRAL OTAGO REGIONAL NETWORK**

## Terms of Reference

**Function:** CIA [Conversation, Imagination, Action]

**Appointment:** The formation and ongoing life of this group, or any other resource groups in the former Central Otago Presbytery region will be overseen by the Southern Presbytery. All such groups will need to develop goals and modes of operation, and lodge these with the Presbytery Council.

### Goals and objectives:

- keep parishes connected through encouragement, sharing and mutual support
- co-ordinate regional initiatives for inspiration, training and mission
- explore new models of mission and ministry
- identify and support new growth opportunities
- encourage strategic alliances with other church and service agencies in the region
- communicate CORN activities back to Sessions and Parish Councils
- broker services available nationally from the PCANZ e.g. Kids Friendly
- broker services available regionally from Synod of Otago and Southland or Southern Presbytery e.g. Mission Enabler

### Accountability to Southern Presbytery for:

- lodging terms of reference with Presbytery Council
- ensuring members attend Annual General Meeting of the Presbytery
- abiding by the teaching of the Word of God, and the PCANZ Book of Order
- making major requests to Presbytery Council in writing

**Membership:** required of all ministers and one elder from each parish in the Maniototo, Central Otago, and Central Lakes Region. Also open to any congregational member eager to enhance local mission. Over time other interest groups may develop with some people belonging to more than one group.

### Finances:

- events are to be self-funding if at all possible
- small amount will be retained in bank account to reimburse the co-ordinator's costs and for amounts owing from Central Otago Presbytery activities
- the bank account and payment of expenses will be responsibility of the Wakatipu Parish (to be reviewed)
- applications for grants for regional initiatives will be made through Southern Presbytery

### Co-ordination and Planning:

- a co-ordinator will be the point of contact for Southern Presbytery, PCANZ and other groups wanting to reach the churches of this region as a group. The role will include recording and advertising Regional Network activities and preparing a calendar of events, as well as passing on activities further afield or solely within the various parishes. The co-ordinator or support team will be responsible for organising such jobs as the annual reporting to Presbytery and the regional discussion of business matters sent by Presbytery Council.
- the co-ordinator will be supported by two others.
- responsibility for regional events will be rotated around the parishes.
- gathering will be held bi-monthly within daylight saving months. Winter activities will be held if necessary.

## APPENDIX 8:

## **Clutha Resource Group- 2010**

### **Terms of Reference**

**Name:** Clutha Resource Group: **FBI** (**F**ellowship, **B**uilding each other up, **I**magination and dreams)

**Appointment:** The formation and ongoing life of this group, and any other resource groups in the Southern region will be overseen by the Southern Presbytery, but each group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

### **Goals and Objectives**

- 1) Pastoral care of parishes and ministers/ leaders, responding to any minor crisis concerning them.
- 2) To facilitate and equip for mission; being open to explore new models for mission and ministry; co-ordinating any regional initiatives for inspiration and training for this purpose.
- 3) To be aware of all resourcing events taking place in Otago and Southland, encouraging the people to take advantage of them. This includes promotion of visiting speakers who come into the area.
- 4) To identify and support any new growth opportunities and movements giving help, equipping and training where appropriate.
- 5) Encourage working with other churches for the purpose of mission, be they Presbyterian or those of other denominations.
- 6) Promote resources that are available nationally.

### **Accountability**

- 1) Oversight by the Southern Presbytery.
- 2) Accountable to the Southern Presbytery.
- 3) Terms of Reference to be lodged with the Presbytery Council.
- 4) Ensuring members attend the Annual General Meeting of the Presbytery.
- 5) Abiding by the teaching of the Word of God and for process the PCANZ Book of Order.
- 6) Major requests to Presbytery Council to be written with relevant information.

### **Membership**

Membership would be required of presbytery ministers and elders, but is also open to the participation of personnel of presbytery and congregations. Any member of any of the parishes involved would be encouraged to attend resource group meetings. Within this group, smaller special interest groups may form.

### **Finances**

- 1) Events are to be self funding where possible but any shortfalls may be met by the Presbytery..

- 2) Applications for funding from the Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

**Proposed Method of Working.**

- 1) Bi-monthly meetings generally on the second Tuesday evening of the month.
- 2) The meetings will rotate around the parishes with the parish being visited planning the meeting and setting the agenda.
- 3) The meetings are to begin with a shared meal and could consist of activities such as guest speakers, DVDs, testimonies, networking opportunities, presentations of what has been happening in the parish being visited.
- 4) Gaye Edwards and Chris Burgin to formulate the meeting timetable allocating meetings to the parishes for the coming year.

**APPENDIX 9:  
Terms of Reference:**

NAME: Mataura Valley Support Group (Presbyterian).

APPOINTMENT: The formation and ongoing life of this group and any other resource groups in the Southern region will be overseen by the Southern Presbytery, but each

group would develop its own goals, leadership and mode of operation, lodging these with the Presbytery Council.

#### GOALS AND OBJECTIVES:

- Personal encouragement, support and pastoral care, responding to minor crises in ministry and parishes.
- To facilitate and equip for mission in our local congregations, co-ordinating any regional initiatives to achieve these things.
- Exploring new models for mission and ministry.
- Identify and support new growth opportunities, equipping and training where appropriate.
- Encourage participation of all churches, in mission and ministry.
- Promote awareness of all resourcing events taking place in the wider Southern Presbytery.
- Promote the awareness of the Synod and National Church initiatives, eg Kids Friendly.
- Share mission projects that may be expanded to include others.
- To encourage everyone to be committed to prayer.

#### ACCOUNTABILITY:

6. Oversight by the Southern Presbytery
7. Accountable to the Southern Presbytery.
8. Terms of Reference to be lodged with the Presbytery Council.
9. Ensuring members attend the Annual General Meeting of the Presbytery.
10. Abide by the teaching of the Word of God and for process, the PCANZ Book of Order.
11. Major requests to Presbytery Council to be written, with relevant information.

#### MEMBERSHIP:

Initially membership is required of presbytery ministers and elders but is open to the involvement and participation of personnel of presbytery and congregations, in order to enhance local mission.

#### FINANCE:

5. Events to be self funding where possible, but any short-falls may be met by the Presbytery.
6. Likely 'short-falls' to go the Finance Workgroup for prior approval.
7. Applications for funding from Presbyterian Foundation or Synod of Otago and Southland to be processed through the Presbytery Council.

#### OPERATIONS:

1. Bi-monthly meetings on the first Tuesday evening of the months of Feb, April, June, Aug, Oct, and Dec. OR meeting 4 times per year (once a term) for an extended time. (To be confirmed in 2011).
2. The meetings to rotate around the parishes with the hosting parish to co-ordinate the worship and the equipping time, and be responsible for the supper (or meal).

3. Administrator and Leadership Team to meet as required to facilitate everything.

**APPENDIX 10:**

No Terms of Reference as yet.