

DIOCESE OF WELLINGTON



MANUAL OF DIOCESAN STANDING RESOLUTIONS

2018

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DIOCESAN STANDING RESOLUTIONS

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SECTION A DIOCESAN ORGANISATIONS

A1 CLERGY WELFARE COMMITTEE

(1) Establishment

A Committee known as the Clergy Welfare Committee is established, as an Ongoing Task Team accountable to Diocesan Council.

(2) Functions

The Committee has all of the following functions:

- (a) to act as the Diocesan Pension Committee in terms of the rules of the New Zealand Anglican Church Pension Board;
- (b) to recommend and monitor Diocesan policy regarding the welfare of clergy and their dependants, including but not limited to conditions of employment and provisions for clergy retiring or those whose licenses are terminated;
- (c) to liaise regarding matters of common interest with the New Zealand Anglican Church Pension Board.

(3) Membership

The Committee consists of 3 members appointed by Diocesan Council at its first meeting after the second ordinary session of each Synod after consideration of the recommendations of Nominations Panel.

(4) Definition

For the purposes of this Standing Resolution **clergy** includes lay persons employed by the Diocese, Mission Units or church agencies within the Diocese.

A2 DIOCESAN CATECHUMENAL RESOURCE GROUP

(1) Establishment

A Group known as the Diocesan Catechumenal Resource Group continues, as an Ongoing Task Team accountable to Diocesan Council.

(2) Functions

The Group has all of the following functions:

- (a) to promote and resource the catechumenal process within the Diocese;
- (b) to liaise with other Diocesan officers and groups involved in evangelism, formation and training for mission and ministry;
- (c) to report to Diocesan Council in respect of each of its functions.

(3) Membership

The Group consists of—

- (a) the Convenor appointed by Diocesan Council; and
- (b) 5 members appointed by Diocesan Council at its first meeting after the second ordinary session of each Synod, after consideration of the recommendations of Nominations Panel.

A3 MANAWATU ANGLICAN TERTIARY CHAPLAINCY COMMITTEE

(1) Establishment

A Committee known as the Manawatu Anglican Tertiary Chaplaincy Committee is an Ongoing Task Team accountable to Diocesan Council.

(2) Functions

The functions of the Committee are:

- (a) to make provision for pastoral care of students and staff at tertiary institutions in the Manawatu region; and
- (b) to work with the Interdenominational Tertiary Chaplaincy Trust Board (ITCTB) and other Christian groups in the Manawatu region to strengthen the witness to Jesus Christ as Saviour and Lord at tertiary institutions in the Manawatu region; and
- (c) to provide a copy of the chaplain's report together with a statement of the annual accounts of the chaplaincy to each ordinary session of Synod.

(3) Membership

The Committee consists of —

- (a) 1 person nominated by the Bishop; and
- (b) 2 representatives agreed upon by the vicar and vestry of the Mission Unit of All Saints, Palmerston North; and
- (c) 1 representative agreed upon by the vicar and vestry of St. Peters, Palmerston North; and
- (d) 1 representative agreed upon by the vicar and vestry of St. Matthews, Palmerston North; and
- (e) the chaplain/s appointed to the tertiary institutions.

A4 VICTORIA UNIVERSITY OF WELLINGTON ANGLICAN CHAPLAINCY COMMITTEE

(1) Establishment

A Committee known as the Victoria University of Wellington Anglican Chaplaincy Committee is an Ongoing Task Team accountable to Diocesan Council.

(2) Functions

The functions of the Committee are:

- (a) to support the work of the Anglican Chaplaincy at the Victoria University of Wellington; and
- (b) to act as the governing body of the Anglican Chaplaincy operating from 8 Kelburn Parade Wellington; and
- (c) to maintain contact with the committees responsible for the ecumenical and Roman Catholic chaplaincies at Victoria University of Wellington; and
- (d) to advise the Bishop in respect of appointments of chaplains; and
- (e) to make an appointment of a lay chaplain, if in the opinion of the Committee it is desirable, and to seek the Bishop to license such lay chaplain.

(3) Membership

(a) The Committee consists of—

- (i) 9 persons appointed by Diocesan Council, at its first meeting after the second ordinary session of each Synod, after consideration of the recommendations of Nominations Panel and after consultation with the Chaplain, to represent both the staff of the university and the Diocese; and
- (ii) the Anglican chaplain/s of the Anglican Chaplaincy at the Victoria University of Wellington; and
- (iii) 2 students appointed by the Committee; and

- (iv) the Bishop or designated Assistant Bishop (ex officio).
- (b) All members of the Committee hold office until their successors are appointed.
- (c) Any casual vacancies arising from time to time must be filled by appointment of Diocesan Council, after consideration of the recommendations of Nominations Panel and after consultation with the Chaplain.

(4) Ecumenical Chaplaincy Relationship

The appointment of an Anglican Chaplain at Victoria University of Wellington neither constitutes nor implies any withdrawal or diminution of this Diocese's support (financial or otherwise) of the ecumenical chaplaincy there but will contribute to the ecumenical encounter in the University.

A5 WELLINGTON DIOCESAN OVERSEAS MISSION GROUP

(1) Establishment

A Group known as the Wellington Diocesan Overseas Mission Group is an Ongoing Task Team accountable to Diocesan Council.

(2) Functions

The functions of the Group are:

- (a) to promote and support within the Diocese the objects and duties of the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia (in accordance with Title B, Canon IX, clause 8.2.5); and
- (b) to make known and assist in meeting the needs, spiritual and financial, of the work of each of the associated and related bodies of the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia; and
- (c) to promote partners-in-mission within the Diocese, and beyond; and
- (d) to assist and encourage informed local missionary and evangelistic prayer and activity in archdeaconries and Mission Units by promoting programmes focussing on the overseas work of the Church and the use of resources of the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia, including overseas workers on deputation; and
- (e) to provide to Mission Units suggested annual targets for missionary giving; and
- (f) to provide Synod, at each ordinary session, a resolution proposing the total Diocesan overseas mission giving target to be adopted by the Diocese for the next Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia financial year; and
- (g) to encourage Mission Units to:
 - (i) make regular progress payments during the year towards their adopted targets;
 - (ii) account for those payments direct to the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia Office; and
- (h) to provide Synod for debate, at each ordinary session, the annual report of the Committee in respect of each of its functions at a time and day to be published in the Order Paper; and
- (i) to request that Synod, at each ordinary session, provide a grant to the Group for its expenses.

(3) Membership

- (a) The Group consists of —
 - (i) the Bishop or nominee; and
 - (ii) 1 clergy or lay representative appointed by the Clerical Association of each archdeaconry; and
 - (iii) at their option, 1 representative from each of the Associated Bodies of the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia; and
 - (iv) a person, appointed by Diocesan Council at its first meeting after the second session of each Synod, after consideration of the recommendations of Nominations Panel, to be the Diocesan representative on the Tikanga Pakeha Missions Council of the Church in Aotearoa, New Zealand and Polynesia;
 - (v) 4 lay persons appointed by this Committee.
- (b) The Group, pending the making of any of the above appointments, have power to co-opt members and must also have power to co-opt up to 3 additional members, clerical or lay.
- (c) The Executive Officer of the Anglican Missions Board of the Church in Aotearoa, New Zealand and Polynesia may attend meetings of the Committee.

(4) Administration

- (a) The Group must elect a chairperson and deputy chairperson. In the event of both being absent, the meeting must elect a person to chair that meeting.
- (b) The chairperson will regulate the proceedings subject to any relevant resolutions of the Group.
- (c) The Group must elect a secretary and a deputation secretary from amongst its members.

SECTION B SPECIAL FUNDS

B1 PROFESSIONAL DEVELOPMENT

(1) Definitions

In this Standing Resolution

professional development refers to a supervised programme or course of study undertaken to enhance ministry expertise.

clergy and **clergy person** refer to:

- (i) ordained persons licensed by the Bishop in terms of sections 5 and 6 (1) of the Diocesan Clergy Canon 1993;
- (ii) non-ordained persons employed by the Diocese;
- (iii) other persons as determined by the Bishop.

leave refers to a time of withdrawal from normal ministry duties for the purpose of professional development.

(2) Applications to undertake professional development

- (a) Applications for leave to undertake professional development are to be made to the administering committee which, after consultation with the applicant and the vestry or employer, must decide the terms under which leave may be taken; except that leave of less than 3 consecutive weeks may be granted by the vestry or employer without recourse to the administering Committee provided that no assistance is sought from the fund.
- (b) A professional development proposal should be directly relevant to enhancing the person's ministry except that in exceptional circumstances the administering committee may approve of a programme to be undertaken for some other (allied) purpose.
- (c) Clergy may as a general rule apply for leave on the basis of one day's leave for each month in ministry up to a maximum of three months' leave at any one time.
- (d) The administering committee will not usually approve leave to be taken within two years after commencing a new appointment nor within two years of anticipated retirement.
- (e) Each clergy person is encouraged to take up to 6 days' leave, within any 2 year period, for short courses or projects provided that the clergy person has the prior approval of the appropriate vestry, or employer.
- (f) A report in writing must be completed by all persons undertaking professional development approved by the administering committee and a copy of the report must be submitted to the administering committee and to that person's vestry or to the employer within one month of returning from leave or otherwise completing the programme or course.

(3) Financial

- (a) A fund known as the **Professional Development Fund** must be maintained by the Diocese.
- (b) The primary purpose of the fund is to reimburse a Mission Unit or other organisation to which a clergyperson has a Bishop's licence for work for the stipend and other reasonable expenses of a locum tenens, or the expenses of occasional duties, when a staff member is on leave approved by the administering committee.

- (c) Grants may also be made from the fund towards personal expenses of clergy undertaking professional development which has been approved by the administering committee.
- (d) The fund must be financed by a grant from the General Church Fund, to be approved by Synod.
- (e) During any period when professional development is being undertaken, the following payments must be made on behalf of clergy:
 - (i) In the case of an employed clergy person, the Mission Unit or other organisation for which a clergy person has a Bishop's licence to work must continue with the payment of stipend, pension subsidy and payroll insurance; and
 - (ii) In the case of clergy between appointments, the stipend, pension subsidy and payroll insurance must be paid from the fund; and
 - (iii) Allowances and reimbursements as agreed between the clergy person and the Diocese or other organisation for which a clergy person has a Bishop's licence to work.

(4) Administration

- (a) The administering committee is an Ongoing Task Team appointed by, and accountable to, Diocesan Council.
- (b) The administering committee shall prepare and publicise guidelines regarding the value of professional development and explaining the forms of professional development which may receive support from the fund, and other administrative information.
- (c) Irrespective of anything specified herein the Bishop must have the right to approve or refuse any application for leave at the Bishop's discretion.

SECTION C TRUSTS

C1 APPOINTMENT OF TRUSTEES

(1) Grant of Authority

In accordance with Title F Canon VI Clause 2, the Diocesan Trusts Board is authorised to exercise on behalf of Synod the powers specified in section 20 of the Anglican Church Trusts Act 1981 to 'appoint and remove trustees of all property held for any religious, charitable, educational, or other purpose in connection with the Anglican Church' in this Diocese.

(2) Election Procedure

- (a) Notice must be given to the members of the Diocesan Trusts Board 7 days prior to the date of any meeting called for the purpose of electing the first or any additional members of a trust board, filling any extraordinary vacancy, or of filling any vacancy caused by rotation, and such notice of meeting must specify:
 - (i) The trust board or boards for which an appointment or appointments are to be made:
 - (ii) Whether it is a new appointment, a vacancy by rotation, or an extraordinary vacancy:
 - (iii) In the case of retirement by rotation, whether or not each person retiring by rotation has signified to the Chairperson of the Diocesan Trusts Board a willingness to be nominated for a further term:
 - (iv) That further nominations may be made at the meeting of the Diocesan Trusts Board.
- (b) All nominations must be in writing, and must bear the signed consent of the nominee and a brief statement of the nominee's suitability for the position.
- (c) If the number of nominations exceeds the number of vacancies an election by each order shall be held by ballot at the meeting.
- (d) If at any time at a duly constituted meeting the committee is unwilling, or unable, to appoint one of those properly nominated, further nominations must be called for and considered at the next meeting of the Diocesan Trusts Board.
- (e) If the Chairperson considers an appointment to be urgent, and provided the Chairperson has the approval of at least one half of the members of the Diocesan Trusts Board present at a meeting, the Chairperson may waive the requirement for 7 days' notice for the calling of a meeting as specified in clause C1(2)(a)

(3) Appointment of Trustees to the Wellington Bishopric Endowment Trust Board

Each person appointed a member of the Wellington Diocesan Board of Trustees is, by virtue of that appointment, also a Trustee of the Wellington Bishopric Endowment Trust Board.

C2 SIZE OF TRUST BOARDS

- (1) The number of members of the Wellington Diocesan Board of Trustees is 7.
- (2) The number of members of the Whanganui College Board of Trustees is to be a maximum of 20.
- (3) The number of members of the Wellington City Mission Trust Board is to be 15.

C3 REPORTING BY TRUSTEES

Every Board of Trustees required to report to Synod must present at each ordinary session of Synod a duly audited income and expenditure account and balance sheet.

C4 TRUSTEES' EXPENSES

Synod recommends that the travelling expenses of the trustees of the trusts be reimbursed at Synod rates when travelling solely on the business of the trust.

C5 MISSION UNIT TRUSTS

- (1) The attention of vicars, vestries and church members is drawn to the advantage of incorporation of trustees holding property for Church purposes pursuant to the Charitable Trusts Act 1957 (such as the avoiding of legal difficulties and expense upon change of trustees by death, resignation or removal from the district, and the powers of dealing with trust property).
- (2) It is recommended that future declarations of trusts be submitted to Diocesan Council for its consideration and advice before such declarations are executed in order to ensure as far as possible the validity and convenient operation of such trusts.
- (3) Trustees are urged to record every declaration of trust at the Diocesan Office by supplying a copy of such declarations to the Diocesan Manager.

C6 ADMINISTRATION OF LOCAL TRUSTS

Vestries are strongly recommended to take steps to vest in the Diocesan Board of Trustees, title to vicarages and other properties which are currently vested in local trustees.

SECTION D FINANCIAL

D1 REMUNERATION FOR OCCASIONAL DUTY

- (1) The following fees and allowances are paid to clergy performing occasional duty at a Mission Unit other than a Mission Unit to which the clergy person holds an appointment:
 - (a) where required to take a service or to preach in a Mission Unit, the Mission Unit must pay the full travelling expenses of the clergy person in accordance with the Public Service rates:
 - (b) when required to stay overnight, reasonable accommodation expenses as may be agreed between the Mission Unit or ministry unit and the clergyperson must be paid:
 - (c) if the clergyperson is not in receipt of a full time salary or stipend:
 - (i) when required to take a service or preach at a service, the payment is \$100:
 - (ii) when fulltime duty is required (whether for one day or more) in a Mission Unit, payment must be made at a rate proportional to the current minimum stipend.

D2 HOUSEHOLD REMOVAL EXPENSES OF CLERGY

- (1) A clergy person appointed to a Mission Unit from within the Diocesan boundaries is entitled to payment in full of household removal expenses which must be shared equally between the Mission Unit vestry and the Diocese.
- (2) A clergy person appointed to a Mission Unit from outside the Diocesan boundaries is entitled to payment in full of household removal expenses including insurance which must be met by the Mission Unit vestry with a contribution from the Diocese which must not exceed \$2,500 nor be greater than one half of the cost of such removal.
- (3) When a clergy person retires either on pension or prematurely because of ill-health, then:
 - (a) the Diocese must pay household removal expenses in full to an address within the Diocesan boundaries:
 - (b) the Diocese must pay a sum, at the discretion of the Finance Committee, of up to 100% of the total cost of household removal if retirement is to an address within New Zealand but outside of the Diocesan boundaries:
 - (c) the Diocese must pay a sum, at the discretion of the Finance Committee, towards the cost of household removal expenses if retirement is to an address overseas.
- (4) The household removal expense for ordinands of this Diocese for removal to the Auckland area from any point in the Province must be paid by the Diocese.
- (5) The administrative arrangements associated with all household removals must be coordinated by the Diocesan Manager by direction of the Finance Committee.

D3 EXPENSES OF VICARS

Vestries must pay the costs of postage, stationery, and toll calls incurred by their vicars on Mission Unit business.

D4 PRESENTATIONS TO INDIVIDUALS

Money for presentations to individuals should be raised by special subscription for that purpose and not taken from ordinary Mission Unit revenue.

D5 SPECIAL APPEALS

General appeals to Mission Units for collections may only be made with the prior approval of Diocesan Council.

D6 PETROL ALLOWANCE

(1) The allowance for travel by car to a Diocesan meeting is as follows:

for journeys of between	100 - 200 km	\$35
	200 – 300 km	\$45
	300 – 400 km	\$55
more than	400 km	\$65

(2) Provision for payment for a petrol allowance must be made in the General Church Fund budget.

(3) Finance Committee is authorised to make cost adjustments to the petrol allowance from time to time.

D7 ARCHDEACONS' EXPENSES

The Finance Committee must place on the estimates of the General Church Fund a sum of money as an honorarium to the archdeacons as partial reimbursement of the expenses incidental to or arising from the performance of archdiaconal duties.

D8 MEMBERS HAVING FINANCIAL INTEREST

(1) No member of Synod, or of the Committee of the whole of Synod, or of any select committee of Synod, or of any board or committee appointed by or responsible to Synod, is disqualified from office by reason of holding any appointment for which salary or fees are paid out of Diocesan funds, or by reason of having a financial interest in any matter under consideration at any meeting of the body.

(2) Before voting, a member must disclose to the meeting the fact and the nature of an referred to in clause D8(1).

D9 MASTERTON CHURCH ACRE

By the authority of the resolution of General Synod passed in Auckland in 1904, the allocation of the monies derived from the Masterton No. 1 Church Acre must be as follows:

- (a) 20% to the vestry of the Mission Unit of Eketahuna:
- (b) 9% to the vestry of the Mission Unit of Tinui:
- (c) 19% to the vestry of the Mission Unit of the Epiphany, Masterton South:
- (d) 52% to the vestry of the Mission Unit of St Matthew's, Masterton.

D10 WHANGANUI CHURCH ACRE

- (1) The Whanganui Church Acre income shall be allocated amongst the entitled Mission Units in this manner:
 - (a) Turakina Ministry Unit (Mission Unit of Rangitikei) 2.0%
 - (b) Mission Unit of Whanganui 98%
- (2) This allocation will be reconsidered if there is any substantial change, subdivision or reconstitution of the boundaries or structure of these Mission Units.

D11 FINANCIAL GUIDELINES

- (1) Finance Committee is to:
 - (a) ensure that Diocesan committees, boards or councils develop clear guidelines for the expenditure of capital sums, the granting of loans or the taking on of other commitments by such committees, boards and councils:
 - (b) review those guidelines and approve them with such amendments (if any) as Finance Committee requires.
- (2) Finance Committee must establish internal control procedures to monitor compliance with such guidelines.
- (3) Diocesan Council must rule upon any disagreement on the guidelines between a Diocesan committee, board or council and Finance Committee.

D12 PETROL ALLOWANCE FOR ATTENDANCE AT SYNOD

- (1) A petrol allowance for attendance at Synod is to be paid on the basis of 1 return journey by 1 car per Mission Unit and per Pioneer Mission Unit.
- (2) The Diocesan Manager will arrange for the relevant and automatic payments to be made after Synod.
- (3) When Synod is held within the Greater Wellington area the following petrol allowances will apply:
 - (a) \$30 per Mission Unit Carterton, Greytown, South Wairarapa, Waikanae, Otaki, Levin
 - (b) \$50 per Mission Unit Masterton, Eketahuna, Pahiatua, Pongaroa, Palmerston North Mission Units, Oroua, Pohangina, Shannon/Foxton
 - (c) \$70 per Mission Unit Wanganui Mission Units, Rangitikei
 - (d) \$80 per Mission Unit Ruapehu, Taihape
- (4) When Synod is held in Palmerston North the following petrol allowances will apply:
 - (a) \$30 per Mission Unit Eketahuna, Pongaroa, Wanganui Mission Units, Waikanae, Kapiti, Otaki
 - (b) \$40 per Mission Unit Wellington Archdeaconry, Ohariu Archdeaconry, Belmont Archdeaconry, Pauatahanui, Porirua, Tawa, Churton Park, Titahi Bay, Whitby, Carterton, Greytown, Masterton, South Wairarapa, Tinui, Taihape
 - (c) \$60 per Mission Unit Ruapehu
- (5) When Synod is held in Wanganui the following petrol allowances will apply:

- (a) \$30 per Mission Unit Ruapehu, Oroua, Rangitikei, Palmerston North Mission Units
 - (b) \$40 per Mission Unit Kapiti, Levin, Otaki, Waikanae, Shannon/Foxton, Pohangina, Taihape, Eketahuna, Pahiatua
 - (c) \$70 per Mission Unit Wellington Archdeaconry, Ohariu Archdeaconry, Belmont Archdeaconry, Pauatahanui, Porirua, Tawa, Titahi Bay, Whitby, Carterton, Greytown, Masterton, Tinui
- (6) When Synod is held in the Wairarapa Archdeaconry the following petrol allowances will apply:
- (a) \$40 per Mission Unit Wellington Archdeaconry, Ohariu Archdeaconry, Belmont Archdeaconry, Kapiti Archdeaconry, Palmerston North Mission Units, Pohangina, Shannon/Foxton
 - (b) \$50 per Mission Unit Rangitikei, Oroua, Levin, Otaki
 - (c) \$60 per Mission Unit Wanganui Mission Units
 - (d) \$80 per Mission Unit Ruapehu, Taihape
- (7) Finance Committee is authorised to make cost adjustments to the petrol allowance from time to time.

SECTION E MISCELLANEOUS

E1 MARRIAGE SERVICES IN CHURCH

- (1) Except in exceptional circumstances marriage must be solemnized in a church, and must be in the presence of the congregation or of the friends and neighbours of those who come to be married.
- (2) Every marriage must be solemnized in the presence of at least 2 witnesses, in addition to the officiating minister.

E2 MISSIONARY MONTH

- (1) Mission Units are encouraged to observe September (or if more appropriate another month) in each year as Missionary Month.
- (2) Mission Units are asked to give special emphasis to the overseas mission work of the church during Missionary Month.

E3 RESOURCE SHARING ALLOCATION

- (1) Synod, acknowledging the trust imposed upon it by the Maori partner in allowing the legal ownership of the trusts set out in the second schedule of the analysis of Diocesan Trusts as prepared by Mr Peter Young to remain in the name of the Diocesan Trustees:
 - (a) agrees that the trusts set out in the second schedule must be shared and that the processes of decision making must be a joint process agreed by both partners, te Hui Amorangi ki te Upoko O te Ika and the Diocese.
 - (b) resolves, subject to consultation and agreement with those who currently administer the trusts listed in part E5(b)(iv), to set up an Allocation Committee comprising equal numbers appointed by both te Hui Amorangi ki te Upoko O te Ika and the Diocese, which will meet around 2 times a year, to consider applications generated from both communities of interest for the allocation of funds that flow from the particular Diocesan Trusts that have been agreed to be shareable for specific purposes; and
 - (i) that a schedule of these trusts, with a description of their purposes and the amount of money available, be compiled and circulated to the duly appointed members of the Allocation Committee who will, in a culturally appropriate manner, ensure that their side of the church is informed and able to request funds. They will then bring their needs and requests to the allocation meeting where a discussion of the requests and needs of both Tikanga will take place, and allocation decisions ensue; and
 - (ii) to recognise the need for immediate access to the funds of certain trusts between the Allocation Committee meetings and agreement concerning these will be made by the Allocation Committee; and
 - (iii) that the Diocesan Council at its first meeting after the second ordinary session of each Synod, after consideration of the recommendations of Nominations Panel, appoint five Diocesan members to the Allocation Committee; and

- (iv) that the following trusts, out of the Schedule of Shareable Trusts for Specific Purposes, will be allocated in the above manner:

Balcombe-Brown Scholarship Fund
R L Button Trust
Church Schools Board
Fancourt Memorial Fund
Fitzsimons Scholarship Fund
Kate Gerard Boys Fund
St Bede Prize Fund
Daniel Sanders Trust
R C Reed Endowment
H T Stealey Bequest
Stewart Family Trust
L O H Tripp Bequest
Caroline Uren Bequest
Malcolm Willcocks Memorial Scholarship Trust Fund
O M Young Bequest

- (2) Synod resolves, that for the following Trusts, which have been contributed to by budget shares, a proportional one off settlement of 20% of the balance as at 30 September 1991 be made:
- (a) Clergy Resettlement Fund
(b) Ordained Ministry Training Fund
- (3) Synod notes that the following Trusts are considered shareable, but not yet:
- (a) Digges-Smith Estate
(b) Edna Morris Estate
- (4) Synod notes that the following Funds are not shareable for a variety of reasons:
- (a) Clergy Training Fund
(b) Pension Committee Welfare Fund
(c) St Johns Special Disbursements
- (5) Synod notes that decisions on the following Trusts are made elsewhere:
- (a) Pennefather Bequest
(b) Pennefather Mathematics Prize
- (6) Synod notes that the following Trust is a special case:
Winton and Margaret Bear Trust Education for Ministry Scholarship

E4 MISSION UNIT ASSISTANTS

(1) **Establishment**

- (a) There is established in the Diocese the role of Mission Unit assistant.
(b) The title 'Mission Unit assistant' must be reserved, in this Diocese, for such Mission Unit workers as hold the licence of the Bishop.

(2) **Definition**

Mission Unit **assistant** means a Mission Unit worker who holds a licence from the Bishop as Mission Unit assistant.

(3) **Record of Mission Unit assistants**

The names of all Mission Unit assistants must be recorded immediately after the names of the clergy in the Diocesan Yearbook.

- (4) **Travelling Expenses**
The travelling expenses of a Mission Unit assistant must be paid by the Mission Unit vestry and, when the member owns the car and is required to use it for Mission Unit duty, an adequate allowance must be paid of an amount approved by Diocesan Council.
- (5) **House Allowance**
The house allowance of a Mission Unit assistant must be adequate and negotiated in each case.
- (6) **Book Allowance**
A book allowance of \$100 per annum must be paid to a Mission Unit assistant.
- (7) **Telephone**
The Mission Unit vestry must pay the telephone rental account of a Mission Unit assistant.
- (8) **Other Diocesan Workers**
The allowances specified in sections E6(4) to E6(7) inclusive must be paid to all workers holding a licence from the Bishop even if such worker is not acting as a Mission Unit assistant.

E5 APPROVAL FOR COMBINED USE OF CHURCH BUILDINGS

- (1) The combined use of church buildings is approved upon the following general principles:
 - (a) the local Mission Unit requests arrangements to be made but before an agreement is concluded must have the support of a general meeting of parishioners:
 - (b) provisions are made for separate services according to the use of the Anglican Church in Aotearoa, New Zealand and Polynesia as well as for combined services of worship, the duty and commitment of Anglican clergy to read the common prayers according to the form prescribed and not otherwise being duly recognised:
 - (c) where a scheme makes provision for a joint programme of Christian teaching, there must also be provision for Anglican teaching to Anglicans and their children especially in relation to confirmation and admission to communion:
 - (d) satisfactory arrangements are made for the joint administration at the local level of buildings which are being jointly used:
 - (e) suitable provision is made for the amendment of any scheme or the withdrawal of any participating Church:
 - (f) suitable assurances are obtained from other participating Churches that there will be no infringement of clause 25 of the Constitution:
 - (g) before appointment by any of the Churches of a minister to a Mission Unit where there is a joint use of church buildings, there must be consultation with the other Churches involved.
- (2) Diocesan Council is authorised to approve agreements and make appropriate financial provision as required.

E6 LAY ANOINTING WITH OIL FOR HEALING

(1) Purpose

These guidelines set out the conditions under which a lay person will be authorised by the Bishop of the Diocese to anoint with consecrated oil as a ministry of healing.

(2) Form of Anointing

The form of service to be used is that entitled 'The Ministry of Healing' as provided in A New Zealand Prayer Book - He Karakia Mihinare o Aotearoa pp. 738-745, and as amended by the 1992 Pastoral Liturgies Amendment Statute.

(3) The lay minister may not use:

- (a) the first form of absolution; or
- (b) the second form of blessing; or
- (c) the prayer for the consecration of oil.

(4) Requirements of the lay minister

- (a) The lay minister must have satisfied the Diocesan Bishop, or a person appointed by the Bishop, as to his/her:
 - understanding of the nature of this ministry:
 - spiritual maturity to exercise this ministry:
 - acceptability to the vicar and vestry, or leadership of a ministry unit, in offering this ministry:
 - commitment to continuing training and theological reflection for this ministry.
- (b) The lay minister before being licensed must make and sign the declaration as set out in the Second Schedule of this resolution.
- (c) A lay minister so licensed must be accountable to the vicar of the Mission Unit or leader of the ministry unit in which the ministry of healing is exercised.

(5) Licence

- (a) The licence must be in the form set out in the First Schedule of this resolution.
- (b) The licence may be withdrawn at any time by the Diocesan Bishop by notice in writing to the holder who must then return the licence to the Bishop.
- (c) The licence expires on 31 January of the third year after its issuing or renewal.
The licence must be returned to the Bishop for renewal.

(6) First Schedule

Licence for the Office of Lay Minister to Anoint with Oil.

(7) Second Schedule

Declaration to be completed by any lay persons to be authorised to anoint with oil.

**FIRST SCHEDULE
SR E10 - cl5(a) and cl6**

DIOCESE OF WELLINGTON

LICENCE FOR THE OFFICE OF LAY MINISTER TO ANOINT WITH OIL

N. _____ by the Grace of God Bishop of _____

To our well beloved in Christ _____

We have received a recommendation from the Vicar and Vestry of the Mission Unit or ministry unit of _____, and being assured of your faithfulness and moral and spiritual integrity, and having also received from you a profession of your belief in the teaching of this Church in Aotearoa, New Zealand and Polynesia, and of your willingness to conform to the Canons, Statutes, Regulations and any Regulations governing Lay Ministries, and of your willingness to respect the customs and discipline of the Church and to obey those set in authority over you, and having satisfied ourselves as to your fitness for this Office,

We do hereby admit you to the Office of Lay Minister to Anoint with Consecrated Oil whereby you are authorised to perform the duties specified for that office, namely to

exercise the Ministry of Healing through the laying on of hands and/or anointing using the Order of Service in A New Zealand Prayer Book - He Karakia Mihinare o Aotearoa pages 738-745; as requested by the Bishop, the Bishop's lawful nominee, or your pastor share in the ministry team

perform such other duties as shall from time to time be requested by the Bishop, the Bishop's lawful nominee, or your pastor.

Provided always that you do not use the Absolution or the Blessing; and that you do not use the Prayer of Consecration of Oil.

In Witness Whereof we have caused our Episcopal Seal to be affixed this _____ day of _____ in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.

[signed Bishop of _____]

Entered in the Diocesan Register.
Registrar.

This Licence unless renewed will expire on the 31st day of January in every third year commencing _____ The Licence must be returned to the Bishop for renewal.

**SECOND SCHEDULE
SR E10 cl4(b) and cl7**

**DECLARATION OF PROFESSION OF BELIEF IN THE TEACHING OF THIS
CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA, AND
WILLINGNESS TO CONFORM TO THE CANONS, STATUTES AND ANY
REGULATIONS GOVERNING THE LAY MINISTRY OF HEALING**

I, _____ declare that I am a
communicant member of this Anglican Church in Aotearoa, New Zealand and Polynesia. I
accept and believe the teachings of this Church. I understand and respect the customs and
disciplines of this Church.

I promise obedience in all things lawful to the Bishop of Wellington and to those the Bishop
may appoint to direct the exercise of my duties in this office.

I will uphold the covenant and partnership expressed in the three Tikanga in this Church.

[signed] _____

[dated] _____

[witness] _____

E7 CODE OF ETHICS

(1) Purposes

For all people who hold a Bishop's Licence, and for others who minister under the authority of the Church, in the Diocese of Wellington, this code:

- (a) provides a statement of what both church members and the general public may expect from ministers.
- (b) helps to define both personal responsibility and autonomy in relation to the wider ministry of the Church.
- (c) provides an indication of the standards on which ministry is offered under the authority of the Church.
- (d) reinforces the corporate and mutual responsibility of ministers.
- (e) offers a resource for understanding the nature of responsible ministry.

(2) Principles

- (a) Every person, being created in God's image, has infinite worth and unique value, irrespective of origin, race, ethnicity, gender, age, belief, social or economic status, sexual orientation, marital status, contribution to society or present psychological, physical or spiritual state.
- (b) All ministry, regardless of its form, should seek to bring glory to God, and further the best interests of those who receive it.
- (c) Every person may expect to be supported in the development of their God-given potential, while recognising the same expectation in others.
- (d) Every person, whether or not presently a member of the Church, may expect to receive objective and disciplined knowledge and skill, to enable that person to grow in the Christian faith.

(3) Responsibilities to the Church

- (a) Ministers will recognise their membership of the Body of Christ, the Church.
- (b) Ministers will offer their gifts to the development of the declared ministry and policies of the Anglican Church.
- (c) Ministers will adhere to standards of ministry as accepted by the Church, and work for their advancement.
- (d) Ministers will accept the authority of the church to regulate their conduct.
- (e) Ministers will be responsible in the amount of time that they give to the ministry of the Church, guarding against both over-commitment and avoidance of responsibility.

(4) Responsibilities to those receiving ministry

- (a) Ministers will recognise the right of persons receiving ministry to privacy in respect to the collection, use, disclosure and retention of information as set out in the Privacy Act 1993. Here, 'information' means personal information, both written and oral, about an identifiable individual.

- (b) Ministers providing the Ministry of Reconciliation will recognise the right of the person receiving the ministry to complete confidentiality, both by law, and in keeping with the rubrics on page 750 of 'A New Zealand Prayer Book, He Karakia Mihinare o Aotearoa'.
 - (c) Ministers providing other forms of ministry will recognise the right of those receiving ministry to confidentiality in situations other than those referred to in clause E11(4)(b). Confidentiality must be maintained except where disclosure is necessary to prevent or lessen a serious and imminent threat to:
 - (i) the life or health of the individual concerned or another individual; or
 - (ii) the public health or public safety.
 Generally, in other situations, confidentiality should be breached only with the consent of the person receiving ministry, or as otherwise required by law.
 - (d) Ministers will not abuse their position by taking advantage of those to whom they minister for the purposes of personal, institutional, political or financial gain.
 - (e) Ministers will recognise the right of persons receiving ministry to be free from threat of sexual exploitation or sexual harassment of any kind. [refer Section E(7)].
 - (f) Ministers will encourage those receiving ministry to make their own decisions and take responsibility for their own lives, under God.
 - (g) Ministers will recognise the limits of their own competence and personal interest, and refer those to whom they minister to others when this is necessary or desirable.
- (5) **Responsibilities to other ministers**
- (a) Ministers will treat other ministers with respect, consideration, fairness and good faith.
 - (b) Ministers will recognise the abilities, expertise and views of other ministers and value the contributions they make.
 - (c) Ministers will respect the confidence of other ministers.
 - (d) Ministers will seek resolution of conflicts which arise with other ministers, using mediation where necessary.
 - (e) Ministers will, when appropriate, cooperate with other ministers when it is in the best interests of the people to whom they minister.
 - (f) Ministers will respect the time constraints of other ministers.
- (6) **Responsibilities to themselves**
- (a) Ministers will recognise that there are limits to the ministry they can properly provide and that respect for their own health and well-being is necessary.
 - (b) Ministers will recognise their own need, and that of their family, for recreation, refreshment and renewal for which, at times, they may need to call on the support and expertise of others.

- (c) Ministers will recognise their need for regular supervision and spiritual direction to maintain a high standard of ministry, and will make their own arrangements to secure this.
 - (d) Ministers will recognise their need to update, extend and enhance their knowledge and skills regularly.
- (7) **Pastoral relationships within ministry**
- (a) Ministers, like others involved in ‘helping’ professions, will adhere strictly to their ethical obligations. It is always the responsibility of the minister to ensure that the pastoral relationship remains healthy and in the best interests of the person receiving ministry.
 - (b) Ministers will be aware of the deep and intense feelings that can occur within a pastoral relationship. They will monitor not only the emotions of those to whom they minister, but also their own, to avoid any exploitation of the relationship.
 - (c) Apart from normative relations within marriage, a sexual relationship between a minister and a person to whom a minister is offering personal or individual ministry is never in the interests of either party, and is always an abuse of trust. The term ‘sexual relationship’ includes any form of physical contact which has as its purpose some form of sexual gratification, or which may be reasonably construed as having that purpose.
- (8) **Canon I, Title D**
- (a) The provisions of this resolution must be read subject to Canon I, Title D; and
 - (b) If there is any inconsistency between the provisions of this resolution and the provisions of Canon I, Title D, the latter provisions shall prevail.

E8 CODE OF CONDUCT

(1) Preamble

This code is for all people who hold a Bishop’s licence, and for others who minister under the authority of the Church, in the Diocese of Wellington.

(2) Purpose

- (a) This code is intended to cover the conduct of persons who are licensed to practise as priest or deacon, also those who are qualified as priest or deacon, but who are not currently licensed by the Bishop, and all lay persons who are engaged in any formal duties recognised by members of the public as pertaining to church function (eg members of vestry, pastoral workers, lay ministers, etc).
- (b) This code is intended to provide a set of boundaries to protect such ministers and also those who seek their services.
- (c) As a companion document to the Code of Ethics, it is intended to offer support and guidance, and to empower ministers in the church in the day-to-day performance of their ministry.

(3) The Code

- (a) Ministers are actively involved in the community.
- (i) Ministers who are licensed representatives of the Church must be available to the public, and must not, without good cause, refuse to respond to requests for priestly or pastoral services within the scope of competence.
 - (ii) Ministers need to be especially sensitive about confidentiality and self-monitor both public and private statements and comments.
- (b) Ministers must respect and never abuse the relationship of confidence and trust between themselves and any person seeking their services.
- (c) Ministers must not enter into a priestly or pastoral relationship where there is, or is likely to arise, any conflict between their personal interests and the best interests of the other party.
- (i) Perception by a minister that a conflict of interest exists, or is likely to exist, is sufficient cause to act in the best interests of the party.
 - (ii) Consent should not be made an issue for the other party, and a minister should be aware that a deeply held personal conviction or principle can distort objectivity.
 - (iii) In the event of a conflict, or likely conflict of interest, a minister shall:
 - advise the other party of the conflict of interest, and that priestly or pastoral services should be sought elsewhere;
 - offer to assist with arranging alternative services.
 - (iv) Potential areas of conflict include, but are not limited to the following:
 - opportunity or invitation to exert power or control over a person's life;
 - sexual attraction towards the other person;
 - opportunity or invitation to act as a mediator/counsellor between two parties, where partiality exists for or against one of the parties.
- (d) Ministers should establish a work environment which, in a practical way, minimises the possibility of suspicion or misunderstanding.
- (e) Ministers must respect the ethnic and cultural background, gender, class and sexual orientation of those to whom they minister.
- (f) To evaluate, maintain and improve their work, ministers must learn how to recognise their personal and professional needs in areas of competence and emotional and spiritual well-being.
- (i) To do this, ministers should utilise ongoing self-evaluation, peer support, consultation, supervision, continuing education and/or personal counselling.
- (g) Ministers should question practices in the church community that appear to be harmful or abusive.

- (i) In exercising this tenet, they must seek advice, and safeguard the rights and dignity of the persons involved before acting.
- (h) Ministers should be productive in safeguarding their own integrity in priestly or pastoral situations, including:
 - (i) maintaining proper appointments systems:
 - (ii) suggesting the presence of support persons (eg personal friend/relative, or church contact person) during private pastoral counselling sessions:
 - (iii) keeping discussion relevant to the issue at hand:
 - (iv) honouring confidentiality:
 - (v) refraining from undue familiarity:
 - (vi) avoiding physical closeness or inappropriate touch:
 - (vii) never using sexually demeaning words or actions, or jokes in doubtful taste:
 - (viii) not involving others in their own personal problems:
 - (ix) consulting about difficult situations, within the bounds of confidentiality:
 - (x) employing strong support systems and self-monitoring.
- (4) **Canon 1, Title D**
 - (a) The provisions of this resolution must be read subject to Canon I, Title D; and
 - (b) If there is any inconsistency between the provisions of this resolution and the provisions of Canon I, Title D, the latter provisions prevail.

E9 SPIRITUAL DIRECTION AND SUPERVISION

(1) Definitions

minister includes all clergy and stipendiary lay ministers who are exercising an active ministry in the Diocese

spiritual direction is a pastoral ministry in which one Christian person (who may be variously described as a spiritual director, soul friend, or companion on the journey) helps another in that other's faith journey to discern the voice of God, to respond to that voice, to grow in intimacy with God, and to live out the consequences of that intimate relationship

supervision, in relation to a minister, is an intentional collaborative process of evaluation and development of the minister's work, with the aim of developing the minister's skills, assisting the minister to reflect upon and assess the minister's work, and helping the minister to develop self-caring and coping strategies

(2) Expectations

- (a) A minister is expected to have either a spiritual director or a supervisor.
- (b) A minister is expected to meet with that spiritual director or supervisor at least three times in each year, regardless of the minister's workload.
- (c) It is expected that those who act as spiritual directors or supervisors are appropriately trained and experienced, and themselves have

spiritual directors or supervisors (not being from the same ministry unit, and not acting merely as supportive friends).

- (d) It is expected that everything that is said between a minister and his/her spiritual director or supervisor must be kept confidential, and must not be disclosed to any other person by the spiritual director or supervisor, except in any particular case where the disclosure is made with the prior consent of the minister, or disclosure is required by, or justified in, law.
- (3) **Responsibilities of the Diocese**
- (a) The Diocese must seek to increase the number of spiritual directors and supervisors available to ministers by providing appropriate training opportunities, whether through Diocesan agencies or through other training providers.
 - (b) A list of suitably qualified spiritual directors and supervisors must be set up and maintained in the Anglican Centre.
 - (c) All ministry covenants entered into between the Diocese and a minister after the passing of this resolution must include appropriate requirements relating to spiritual directors and/or supervision.
 - (d) The Diocese will seek to ensure that no minister is without spiritual direction or supervision because of an inability to afford it.
- (4) **Payment for spiritual direction or supervision**
- (a) It is appropriate for a spiritual director or supervisor to receive payment where such payments are part of that person's livelihood.
 - (b) Where a spiritual director or supervisor is in receipt of a full stipend in the Diocese, it is not expected that that person would seek payment in respect of his/her services as a spiritual director or supervisor.
 - (c) A minister is entitled to seek reimbursement from his/her ministry unit of the cost of three sessions a year with his/her spiritual director or supervisor, or such greater number of sessions as the ministry unit may agree to meet.
 - (d) Ministers may claim reimbursement for spiritual direction expenses under the 'other allowances' category of tax exempt allowances.
 - (e) Before entering into any arrangement for spiritual direction or supervision, a minister shall reach agreement with the spiritual director or supervisor relating to payment (if any), either for the spiritual director or supervisor personally or for his/her ministry unit as compensation for time lost.

E10 CLERGY HOUSING POLICY

(1) Background

All stipendiary clergy are expected to live in housing compatible with their calling to minister effectively to the Mission Unit and wider community. Each Mission Unit, as the agent of the Diocese, is required to provide this housing in accordance with the clergy housing specifications contained in the Administration Handbook.

(2) **Principles**

- (a) In all Mission Units with stipendiary ministry there must be an appropriate vicarage owned by the Mission Unit unless, in exceptional circumstances, the Diocesan Council approves otherwise.
- (b) In such exceptional circumstances, a housing arrangement may, in accordance with the procedure set out below, be agreed under which a Mission Unit pays its vicar a housing allowance if the vicar lives in his or her own house rather than in a house provided by the Mission Unit. The financial arrangements must not disadvantage the Mission Unit.

(3) **Formula for housing allowance**

- (a) The housing allowance that may be paid to a vicar is 80% of the market rental of an appropriate house in the Mission Unit.
- (b) However, the parties may agree to a lesser amount being paid than would be payable under (a).

(4) **Procedure for entering into housing arrangement**

If, in light of the principles set out above, it is or may be appropriate to enter into a housing arrangement, the following procedures must be followed—

- (a) Any housing arrangement must be negotiated and agreed by the following parties-
 - (i) the churchwardens on behalf of the Mission Unit; and
 - (ii) the vicar; and
 - (iii) the Regional Archdeacon who must consult with the Diocesan Property Manager on any property matters.
- (b) The housing arrangement must be included in the covenant between the vicar and the Bishop before the appointment of the vicar is finalised (though this does not preclude further consideration at any later stage); and
- (c) The housing arrangement must not unduly compromise the vicar's freedom to accept another calling, or the effectiveness of his or her ministry; and
- (d) The house that the vicar lives in should be within the Mission Unit community (though this may extend beyond the Mission Unit boundary); and
- (e) Any other costs, such as for additional travel or study facilities, arising from the vicar not living in the vicarage must not be a charge to the Mission Unit.

(5) **Obligations on churchwardens**

If a vicar lives in a house provided by the Mission Unit-

- (a) The church wardens must take appropriate measures to ensure that the personal space of the vicarage family is fully respected, and that their needs are addressed in a sensitive way; and
- (b) Ensure that all maintenance relating to the vicarage is addressed promptly; and

- (c) Liaise with the vicar to inspect the vicarage at least annually.
- (6) **Housing for stipendiary clergy other than vicars**
In the case of housing for stipendiary clergy other than vicars, housing arrangements must, as far as is practicable, be based on the principles, formula for housing allowance and procedure that apply in the case of a vicar, as set out above.

E11 MATERNITY/PATERNITY LEAVE

(1) Interpretation

In this Standing Resolution

minister means either of the following:

- (a) an ordained person who holds the Bishop's licence in respect of a clergy office specified in section 5(1) of the Diocesan Clergy Canon 1993 and who is entitled to a stipend in relation to that office; or
- (b) a lay person who holds the Bishop's licence in respect of any other office and who is entitled to a stipend or equivalent remuneration in relation to that office.

(2) Entitlement to leave

- (a) Any minister who is or has been pregnant is entitled, at her discretion, to take a period or periods of maternity leave, not exceeding three months in the aggregate, at any time during the pregnancy or within six months after the cessation of the pregnancy, without loss or reduction of stipend or other remuneration. The leave may be taken at her discretion but with the prior approval of the Bishop, which approval may not be unreasonably withheld. Subject to the approval of the Bishop, the actual and reasonable costs of providing relieving ministry during the period or periods of maternity leave shall be paid from Diocesan funds.
- (b) Any minister whose wife is or has been pregnant is entitled, at his discretion, to take a period or periods of paternity leave, not exceeding one week in the aggregate, at any time during the pregnancy or within six months after the cessation of the pregnancy, without loss or reduction of stipend or other remuneration.

(3) Bishop's pastoral discretion unaffected

- (a) Nothing in this resolution shall constrain the Bishop from making such provision for a minister (whether in respect of leave, financial assistance or otherwise) as the Bishop considers to be pastorally appropriate in any case involving the birth, adoption, fostering or care of any child to or by the minister, or the spouse of the minister, where the Bishop is satisfied either—
 - (i) that the provisions of paragraph E15(2) do not apply; or
 - (ii) that those provisions do apply, but they are inadequate in the particular circumstances of the case.

E12 CONFLICT OF INTEREST

(1) Interpretation

This standing resolution applies to any member of a diocesan committee, any person co-opted to a subcommittee of a diocesan committee, and any other person attending a meeting of a diocesan committee or subcommittee

(2) Diocesan Committee

For the purposes of this standing resolution, “diocesan committee” means any one or more of the following:

- (a) Office Committee
- (b) Audit Committee
- (c) Board of Nomination
- (d) Diocesan Board of Trustees
- (e) Diocesan Council
- (f) Finance Committee
- (g) Nominations Panel

Synod or Diocesan Council may amend this list of committees.

- (3) Where a diocesan committee or subcommittee of a diocesan committee deals with any matter where a person mentioned in clause 1 has a conflict of interest (whether of a pecuniary or personal nature or of any other kind) that person must disclose that interest to the diocesan committee or subcommittee
- (4) Where clause (3) applies, the person must not attend that part of the meeting
- (5) Clause (4) does not apply where the diocesan committee or subcommittee wishes the person to be present solely for the purpose of making a submission or of answering questions
- (6) Clause (4) does not apply where a majority of the other members of the diocesan committee or subcommittee permit the person to attend
- (7) The diocesan committee or subcommittee must record disclosures made under clause (3) and decisions made under clauses (5) and (6)
- (8) A lay person is not a member of a diocesan committee until that person has signed the declaration of adherence required by Title B Canon XXI
- (9) Unless specified in a canon or approved by a resolution of Synod, no member of the diocesan staff, as defined in section 2 of the Diocesan Management Canon 2017, may be appointed as a member of any diocesan committee