

# **DIOCESE OF WAIKATO AND TARANAKI**

## **STATUTE NO. 5**

### **THE STANDING COMMITTEE STATUTE 2014**

**[Updated to 2016]**

The Synod of the Diocese of Waikato and Taranaki enacts as follows –

#### **1 TITLE**

This Statute is the Standing Committee Statute 2014

#### **2 PURPOSE**

The purpose of this Statute is to reform and clarify the statutory provisions relating to the Diocesan Standing Committee.

#### **3 COMMENCEMENT**

This Statute comes into force at the close of the Synod at which it is enacted.

#### **4 STANDING COMMITTEE**

The Standing Committee of the Diocese shall be constituted at the Synod in 2014 and, thereafter, at every second Synod commencing with the Synod in 2015. Members shall remain in office for a term of two years provided, however, that the members elected and appointed in 2014 shall hold office only until the opening of the Synod in 2015.

#### **5 MEMBERSHIP**

(1) The Standing Committee shall consist of –

- (a) The Diocesan Bishops
- (b) Up to five clerical members, of whom three shall be elected and two shall be co-opted.
- (c) Up to five lay members, of whom three shall be elected and two shall be co-opted.

(2) The members to be co-opted shall be selected for the skills and experience that they can bring to the work of the Standing Committee, whether or not they are members of Synod, and shall be appointed by the Bishops and the elected members at the first meeting of the Standing Committee following the Synod at which the election was held.

(3) The Registrar-Manager shall be the secretary of the Standing Committee and shall have the right to speak but not to vote. The Registrar-Manager may appoint a Minute Secretary.

(4) Every member of the Standing Committee, whether elected or appointed, shall remain in office until his or her successor is elected or appointed, as the case may be.

#### **6 ELECTION TO THE STANDING COMMITTEE**

(1) Nominations shall be lodged in writing with the Registrar-Manager 14 days prior to the commencement of the Synod at which the elections are to be held, provided however that nominations for election at the Synod in 2014 need not

be lodged with the Registrar-Manager prior to the commencement of that Synod. Every nomination shall be accompanied by a brief curriculum vitae setting out the skills and experience that the nominee would bring to the work of the Standing Committee.

- (2) A person must be nominated by another member of their own Order of Synod.
- (3) (a) If no more than the required minimum number of candidates are nominated, the President shall declare those candidates to be duly elected  
(b) If the number of candidates nominated exceeds the number of members required a ballot shall be held. Of the nominated candidates in any ballot, those elected shall be the candidates who have received the greatest number of votes from their own Order.
- (4) The President shall have a casting vote in the event of an equality of votes.
- (5) At the request of a member of Synod, the number of votes obtained by each candidate shall be made known.
- (6) In any ballot, voting papers which vote for more than the required number of candidates shall be invalid.

## **7 RESIGNATION AND DISQUALIFICATION**

- (1) Any member of the Standing Committee may resign from Standing Committee by writing to the Bishops.
- (2) Should any member of the Standing Committee be absent from three consecutive ordinary meetings of the Committee without leave that member shall be deemed to have forfeited his or her membership.
- (3) Any vacancy occurring on the Committee shall be filled by the Bishops and the remaining members of the Committee at the next meeting of the Committee.

## **8 CHAIR, QUORUM AND MEETINGS**

- (1) The Bishops shall share the duties of Chair or if only one of the Bishops is present that Bishop shall chair the meeting.
  - (a) A quorum shall be not less than one half of the clerical members and not less than one half of the lay members plus one of the Bishops. No resolutions passed at any meeting of the Committee while it lacks a quorum shall be valid unless and until they are subsequently confirmed by a quorate meeting of the Committee or by an email vote of all Committee members.
  - (b) Where a vote is to be taken by email the request for the vote must be sent by email to all members and the result of that vote must be ratified at the next regular meeting, with the votes recorded in the minutes.
  - (c) The Committee shall meet no fewer than six times each year at such times and such places as it shall decide. Meetings may be conducted by telephone or video conference or in person, or a combination of methods. The Bishops may call an extraordinary meeting at any time should they deem it necessary.
  - (d) Upon the written request of not less than half of the clerical and not less than half the lay members of the Committee the Bishops shall summon a special meeting of the Committee. Such a meeting shall be held within 14 days of the receipt of such request and shall state plainly the purpose of the meeting. No business shall be considered at that meeting other than that notified.

- (e) Except as may otherwise be provided, every act of the Standing Committee shall be assented to by one of the Bishops, and a majority of the clergy and a majority of the lay members present and entitled to vote at a duly constituted meeting.

## **9 DUTIES AND POWERS OF STANDING COMMITTEE**

(1) The Standing Committee shall:

- (a) Exercise the duties and responsibilities of the Diocesan Synod when the Synod is not in session including (but not limited to) the governance functions of the Diocesan Synod.
- (b) Exercise any functions that the Synod may delegate from time to time.
- (c) Fill vacancies in the office of clerical or lay representatives in the General Synod/te Hīnota Whānui in accordance with the provisions of Title B Canon I Clause 1.1.10. (e).
- (d) Administer all such funds, property and assets as may be entrusted to it from time to time by the Synod.
- (e) Subject to the direction of Synod, carry out the general administration of the Diocese and for such purpose and subject to such direction estimate and budget in each financial year for the expenditure necessary to carry on the work of the Diocese; and apportion such expenditure among the Diocesan Office, the Standing Committee, such sub-committees as are appointed and other Church bodies as shall from time to time utilise the services of or be served by the Diocese, including the Waikato Diocesan Trust Board and the Taranaki Anglican Trust Board.
- (f) From time to time establish and disestablish such sub-committees and task groups as it sees fit for its better administration and management of the Diocese including but not limited to
  - (i) A Finance and Audit Sub-Committee
  - (ii) A Statutes Revision Sub-Committeeprovided that members of sub-committees or task groups need not be Synod Members.
- (g) Make such regulations for the operations of such sub-committees and task groups as may be required.”
- (h) Having regard to skills, gender balance, age and geographical location appoint persons to such sub-committees and task groups for a specified term provided that every member of a sub-committee or task group whether elected or appointed shall remain in office until his or her successor is elected or appointed.

(2) Without limiting the generality of the provisions of the foregoing clauses the Standing Committee shall:

- (a) Take such steps as are necessary to ensure that annual returns are forwarded to the Diocesan office by each Parish, Mission District, and Local Ministry and Mission Unit as soon as possible after the end of the financial year.
- (b) If it thinks fit, aid local efforts for the erection of churches and other buildings for Parish purposes.
- (c) Ensure that there is kept at the Diocesan office a register or terrier of -
  - (i) Churches, schools, halls and vicarages with, where possible, the date of their erection.

- (ii) the date of consecration or dedication of churches and other buildings used for public worship.
- (iii) the date of any enlargement or alteration of such buildings.
- (d) Make necessary arrangements for the meetings of Synod.
- (e) Cause to be compiled from the annual returns a summary of Diocesan statistics to be reported to Synod.
- (f) Have the authority to require through its officers that every ordained minister, trustee or office-bearer in the Diocese signs the Declaration of adherence and submission to the authority of the General Synod/te Hīnota Whānui or, where appropriate, the Declaration of assent and Canonical obedience.

## **10 DIOCESAN MANAGEMENT:**

- (1) The Standing Committee shall from time to time appoint a Registrar-Manager and such other persons as may be necessary to assist the management of the Diocese.
- (2) The Standing Committee shall determine the duties, salary, allowances and other conditions of employment of the Diocesan staff and of any other persons employed under the authority of this Statute.
- (3) The Registrar-Manager shall have the following duties:
  - (a) To manage the Diocesan office and supervise staff.
  - (b) To manage the provision of secretarial services to the Standing Committee, the Waikato Diocesan Trust Board, the Taranaki Anglican Trust Board and such other boards or sub-committees of the Diocese as may be established by the Standing Committee.
  - (c) To act as official Secretary to the Bishops of the Diocese.
  - (d) To manage Diocesan finances and to supervise the preparation of budgets and the presentation of annual accounts.
  - (e) To plan and organise sessions of Synod in accordance with Standing Orders and act as custodian of all records.
  - (f) To ensure that parishes and clergy are kept informed of Diocesan events and any changes in financial commitments and that Parishes provide the necessary returns and information to the Diocese.
  - (g) To provide or organise training for parish office holders.
  - (h) To attend meetings of the Anglican Church in Aotearoa, New Zealand and Polynesia and any Inter-Diocesan Conference or Synodical Conference and Conference of Registrars as required.
  - (i) To be responsible for the maintenance of the Diocesan archives.

## **11 REPORTS OF THE STANDING COMMITTEE**

- (1) The Standing Committee shall present its minutes to the Diocesan Synod annually together with a report of its proceedings stating the number of meetings held in the past year with the attendance of members at those meetings.
- (2) In its report the Standing Committee shall include comments on the needs, future development and general state of the Diocese.

## **12 DIOCESAN ARCHIVES**

The Standing Committee shall arrange for the maintenance as archives, such of the Diocesan records and registers as may be deemed worthy of permanent

preservation for historical research and other purposes, having proper regard for such guidelines as may be laid down from time to time by the Archives and History Committee of General Synod/te Hīnota Whānui.

### **13 REGULATIONS**

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

### **14 TERM OF OFFICE**

Pursuant to the provisions of clause 4 of this Statute the members of the Standing Committee elected and appointed in 2014 shall vacate their offices at the commencement of the Synod in 2015 but shall be eligible for re-election or appointment at that Synod.

### **15 REPEAL**

The Waikato Diocesan Statute of Standing Committee 1994 is repealed.

**SCHEDULE**

**DIOCESE OF WAIKATO AND TARANAKI**

**NOMINATION OF LAY/CLERICAL REPRESENTATIVE TO STANDING COMMITTEE**

I.....being a member of the Diocesan Synod do hereby nominate

.....  
who is duly qualified and who has signified to me the nominee's willingness to give the time to act as a Lay/Clerical Representative on the Standing Committee of the Diocese of Waikato and Taranaki.

..... [Signed] Nominator

**Reasons for recommendation of Nominee:**

List reasons for the recommendation having considered the following:

- Geographical area (Archdeaconry);
- Background and skills;
- Current involvement (e.g. Committee, Parish, Diocesan);
- Indicating that the nominator has obtained a commitment from the nominee that the nominee is prepared to give the time and is committed to serving Standing Committee.

**Consent**

I .....being duly qualified DO HEREBY CONSENT to the above nomination and am prepared to serve on Standing Committee.

..... [Signed] Candidate

To the President of Synod