

SECTION L

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Anglican Diocesan Ministry Support Centre Statute L1

THE ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE

Enacted 2018

1. Purpose

The purpose of this Statute is to establish an Anglican Diocesan Ministry Support Centre the primary function of which is to provide services and resources to support the Diocese in the advancement of the Christian religion as specified below:

- (a) be responsible for the administration of the Diocese;
- (b) provide administrative support to the running of Synod;
- (c) be the vehicle through which the Diocese employs ministry staff to assist ministry units carry out mission and ministry as determined by Synod;
- (d) make funding applications to further the mission and ministry of the Diocese; and
- (e) provide administrative support services to the ministry units of the Diocese.

2. Establishment of the Anglican Diocesan Ministry Support Centre

Following commencement of this Statute an Anglican Diocesan Ministry Support Centre will be established. The Anglican Diocesan Ministry Support Centre will consist of:

- (a) an Anglican Diocesan Ministry Support Centre Governance Board;
- (b) a Manager of the Anglican Diocesan Ministry Support Centre; and
- (c) ministry staff to be engaged by the Anglican Diocesan Ministry Support Centre as appointed by the Bishop.

3. Powers of the Anglican Diocesan Ministry Support Centre

The Anglican Diocesan Ministry Support Centre has all the legal powers of a natural person necessary to carry out its functions.

4. Governance Board

- (1) There will be an Anglican Diocesan Ministry Support Centre Governance Board which will act as the governing body of the Anglican Diocesan Ministry Support Centre, comprising:
 - (a) the Bishop;
 - (b) the Manager of the Anglican Diocesan Ministry Support Centre in attendance ex officio;
 - (c) three members from Standing committee; and
 - (d) up to two members co-opted by the Anglican Diocesan Ministry Support Centre Governance Board for specialist skills.
- (2) The membership of the Standing Committee members on the Anglican Diocesan Ministry Support Centre Governance Board will be reviewed annually by Standing Committee at their first meeting following the Synod. The terms of reference will be determined by Standing Committee.

5. Functions of the Anglican Diocesan Ministry Support Centre

The Anglican Diocesan Ministry Support Centre will:

- (a) Act as the administrative entity of the Diocese.
- (b) Engage ministry staff support to carry out mission and ministry work on behalf of the Diocese as directed by Synod or Standing Committee.
- (c) Prepare an annual budget for presentation to Synod for approval.
- (d) Provide administrative support to run Synod.
- (e) Make funding applications to further the mission and ministry of the Diocese.
- (f) Provide administrative support services to the ministry units of the Diocese.

6. Role of the Governance Board

The role of the Governance Board of the Anglican Diocesan Ministry Support Centre is to provide strategic direction on the management of the Anglican Diocesan Ministry Support Centre and fulfil the statutory reporting obligations. The Governance Board will meet not fewer than six times per year and carry out the following governance functions:

- (a) Review of annual budget to enable diocesan goals and objectives to be met and make recommendation to Standing Committee regarding the adoption of the budget.
- (b) Meet with the auditor at least once a year, review audit reports and ensure that agreed audit recommendations are being implemented appropriately.
- (c) Provide advice on financial matters which are at the discretion of Standing Committee and on financial policy matters generally.
- (d) Review monthly financial and Parish Overdue Reports and consider and advise on overdue accounts and variances from budget.
- (e) Liaise with the Church Property Trustees and obtain details of expected funding levels from the General Trust Estate for at least 3 year time horizons for forward planning purposes.
- (f) Receive the minutes of the Church Property Trustees and bring any financial or regulatory implications that may arise to the attention of Standing Committee.
- (g) Receive the annual budget for the Bishopric Estate and the Dean and Chapter Estate and make any recommendations to the Standing Committee in accordance with the provisions of the Church Property Trust Act 2003.
- (h) Provide advice to Standing Committee on quota amounts, calculation methodologies, applications and variations for Ministry Units.
- (i) Provide monthly financial reports to the Standing Committee.
- (j) Receive monthly minutes from Standing Committee.

7. Management

- (1) The financial management of the Anglican Diocesan Ministry Support Centre will be the responsibility of the Manager of the Anglican

- Diocesan Ministry Support Centre, who will delegate to appropriately qualified and trained staff in the Anglican Centre.
- (2) A general ledger will be maintained to best practice standards for the purpose of reporting and managing the finances of the Anglican Diocesan Ministry Support Centre.
 - (3) The Manager of the Anglican Diocesan Ministry Support Centre will ensure that funding applications for the St John's College Trust Board grant are made in a thorough and timely manner.
 - (4) Cash flow will be managed to enable the payment of all accounts payable by their due date, whilst ensuring best advantage from investment opportunities.
 - (5) The Cash Position will be reported to the Anglican Diocesan Ministry Support Centre Governance Board each time they meet.
 - (6) Overdue accounts will be actively pursued and reported to each meeting of the Anglican Diocesan Ministry Support Centre Governance Board.

8. Budget

- (1) An annual budget will be prepared by staff in accordance with the mission strategy of Standing Committee and stakeholders of the Diocese. It will be presented to the Anglican Diocesan Ministry Support Centre Governance Board in time for approval by the Standing Committee in June each year.
- (2) The budget will reflect the priorities established by the Standing Committee.
- (3) Income will be derived from the General Trust Estate after consultation with the Church Property Trustees, from any grant from St John's College Trust Board, and from other sundry income including interest and fees for services, with the balance coming from quotas paid by the Cathedral and parishes/ministry units of the Diocese as determined by Synod.
- (4) The Church Property Trustees are to provide not later than 30th April each year, an estimate of the income available from the General Trust Estate for the following financial year for budgeting purposes.
- (5) Church Property Trustees and the Anglican Diocesan Ministry Support Centre Governance Board will meet together not less than biannually, to discuss issues of common concern, particularly considering forward projections of income from the General Trust Estate and the Bishopric Estate.

9. Financial Control

- (1) Accounting practices will reflect 'best practice' wherever practicable, including the separation of duties such as accounts receivable and accounts payable, dual signatories, approved authorization, secure internet connections for banking procedures, and full documentation for all transactions.
- (2) The annual accounts will be prepared to the relevant 'Financial Reporting Standards' for Registered Charities.
- (3) The annual accounts will be audited within 6 months of the year end, being the 31st December, and the auditor will be invited to meet with the Diocesan Governance Office Board. A management report will be

provided by the auditor to the Anglican Diocesan Ministry Support Centre Governance Board and staff.

- (4) The annual audited accounts will be presented to the annual Diocesan Synod.
- (5) Regular financial reports will be reviewed by the Anglican Diocesan Ministry Support Centre Governance Board along with a plan for any remedial action required.

10. General Anglican Diocesan Ministry Support Centre Fund and Investments

- (1) The General Anglican Diocesan Ministry Support Centre Fund will consist of the following:
 - (a) all monies received on account from ministry units including payment for diocesan quota; stipends, salaries, and allowances for clergy and lay staff paid through the diocesan payrolls; and travel allowances; accounts will be rendered in arrears for stipends and allowances, and payment is therefore due by the last working day of the same month of the account date;
 - (b) income from the General Trust Estate transferred by the Church Property Trustees in regular monthly amounts;
 - (c) any special offertories for diocesan or other work, whether recommended by Synod or not;
 - (d) proceeds of diocesan publications; and
 - (e) monies received by the Anglican Diocesan Ministry Support Centre to be passed on to another body, including but not limited to the Anglican Missions Board and Anglican Church Pension Board.
- (2) All monies paid into the General Anglican Diocesan Ministry Support Centre Fund will be applied to the purposes for which they have been received.
- (3) Funds may be held in a trading bank cheque or call account, or one of the Church Property Trustees investment vehicles, provided that they are invested to best financial advantage. Management of cash flow between accounts is a delegated management responsibility.

11. Special Funds and Reserves

- (1) The Anglican Diocesan Ministry Support Centre will maintain a reserve fund (from retained earnings) in order to smooth cash flow requirements and to provide a buffer against unforeseen expenditure.
- (2) Special Funds currently held by the Diocese will be transferred into the Anglican Diocesan Ministry Support Centre at a time determined by Standing Committee for the same purposes.
- (3) Special Funds may be set aside for specific purposes in the Anglican Diocesan Ministry Support Centre accounts as approved from time to time by Standing Committee.
- (4) Curates may be subsidized from a special fund set aside for this purpose in the Anglican Diocesan Ministry Support Centre accounts.

14. Diocesan Quota

- (1) The diocesan quota to be assessed as follows:

- (a) A fixed quota component based on 10% of the total Diocesan quota, allocated evenly amongst all parishes and the Cathedral (excluding Chatham Islands); plus
- (b) A variable quota component based on the parish's proportionate percentage share of income from which the quota is derived after applying a discount factor of:
 - (i) X% for parishes situated in a rural area; and
 - (ii) Y% for each consecrated church site above one in the parish.
- (2) The percentages for the variable quota components to be reviewed by the Anglican Diocesan Ministry Support Centre Governance Board and set annually by Standing Committee and communicated to the ministry units in the Diocese.
- (3) Income from which the quota is to be determined will be from the income and expenses as set out in the annual accounts of that parish for the last completed financial year as follows:
 - (a) All income to be assessed, except:
 - (i) grants from bodies outside the parish but grant money used for licensed ministry staff wages will be included as quotable income;
 - (ii) legacies and bequest;
 - (iii) donations or fundraising for specific capital assets (over \$1,000); and
 - (iv) proceeds on sale of capital assets (over \$1,000).
 - (b) Allowable Deductions:
 - (i) stipends & allowances (except housing allowance); and / or
 - (ii) licensed ministry staff wages; and / or
 - (iii) mission payments outside the parish.
- (4) The quota methodology to be applied for the Cathedral is to be the same as that used for the parishes. However, the Diocese will contribute to the running costs of the Cathedral to recognise the Diocesan wide benefit of the mission of the Cathedral. The amount of this contribution, by way of a grant, will be determined annually by The Anglican Diocesan Ministry Support Centre Governance Board and agreed with Standing Committee after taking into account the Cathedral's financial circumstances.
- (5) The Standing Committee may, after consultation with or upon representation from the Vestry of any ministry unit, vary the quota payable by that parish, and will adjust the budget accordingly.
- (6) Where there are questions of interpretation, the Anglican Diocesan Ministry Support Centre Governance Board may recommend a policy to Standing Committee for adoption.

15. **Accounts Receivable**

- (1) All ministry units will be invoiced once per month following the payment of stipends, such invoices to include stipends, salaries and allowances paid through the diocesan payrolls, travel allowances paid to clergy and other staff, diocesan quota, Pension Fund, RETIRE Fund and KiwiSaver subsidies, study leave fund contribution, sickness insurance premium, stipend continuance premium contribution, insurance

premiums, and Anglican Mission Board contribution. Other miscellaneous costs will be added periodically, eg, clergy removal costs.

- (2) Miscellaneous invoices may be sent to parishes, local ministry and mission units and individuals for products or services purchased from the Anglican Diocesan Ministry Support Centre.
- (3) If any parish or local ministry and mission unit fails to pay an invoice in full, contact will be made with the Church Wardens, and the parish/local ministry and mission unit will be required to bring their account with the Anglican Diocesan Ministry Support Centre up to date immediately. If this does not happen, the Archdeacon will be notified and asked to visit the parish, enquire into the reasons for the non-payment, and report to the Anglican Diocesan Ministry Support Centre Governance Board and Standing Committee.
- (4) If, upon consideration of such report, the Standing Committee is not satisfied, it will give notice to the Church Wardens and Vestry that, unless within four months the regulations are complied with, the parish will not be entitled to the full-time services of an ordained minister. And if, following this time, the parish is still in default, the Bishop may, with the concurrence of the Standing Committee, make such arrangements as the Bishop may determine for the services of an ordained minister for the parish.
- (5) The Anglican Diocesan Ministry Support Centre Governance Board in consultation with Standing Committee may at its discretion, charge interest on accounts in arrears, where there has been persistent late payment of invoices.
- (6) Direct debit for variable amounts, or automatic payment for regular amounts are the preferred payment methods.

16. Payroll

- (1) All clergy stipends will be paid monthly via the Anglican Diocesan Ministry Support Centre payroll, with agreed deductions including Pension Fund contributions, not later than the 20th of the month.
- (2) Lay staff may be paid on either the monthly or fortnightly payroll through the Anglican Diocesan Ministry Support Centre. Ministry Units may run a payroll for lay employees provided that they meet all statutory requirements. Failure to do so will mean that they immediately forfeit this right and the payroll function will be assumed by the Anglican Diocesan Ministry Support Centre.
- (3) It will be the responsibility of the Anglican Diocesan Ministry Support Centre to make PAYE payments to the Inland Revenue Department for all payrolls that it manages.
- (4) It will be the responsibility of the Anglican Diocesan Ministry Support Centre to make deductions from payroll as may be required from time to time by the Inland Revenue or Justice Departments.
- (5) All requests for additions/deletions/amendment to payroll details must be authorized in writing by a Church Warden, the Bishop, or the Manager of the Anglican Diocesan Ministry Support Centre.

17. Accounts Payable

- (1) Invoices must be coded and authorized for payment.

- (2) Payments will be effected regularly and by the due date.
- (3) Electronic transfer of funds is the preferred payment method.

18. Surpluses and Deficits

- (1) The application of any surpluses will be at the discretion of Standing Committee, as recommended by the Anglican Diocesan Ministry Support Centre Governance Board, who may be directed by Synod from time to time.
- (2) Any deficit will be funded first from the Anglican Diocesan Ministry Support Centre General Fund, and if there is insufficient cash available, application will be made to The Church Property Trustees for an allocation from the revenue reserve of the General Trust Estate.

19. Transfer of Assets

The assets currently held by the Diocese will be transferred into the ownership of the Anglican Diocesan Ministry Support Centre at a time determined by Standing Committee. In the event the Anglican Diocesan Ministry Support Centre ceases to exist then any surplus assets must be paid to the Church Property Trustees to be held as part of the General Trust Estate.

20. Charitable Status

- (1) The Anglican Diocesan Ministry Support Centre must apply for registration as a charitable entity and must at all times comply with the requirements of the Charities Act 2005 or any successor legislation.
- (2) None of the activities of the Anglican Diocesan Ministry Support Centre may be carried on for the private pecuniary profit of any individual.