

John Knox Rangiora Guiding Principles

1.04

Table of Contents

Section 1.	The Council
Section 2.	Role of the Minister in Relation to the Council
Section 3.	Requirements for Council Membership
Section 4.	Appointment to Council
Section 5.	Relationship of Associate Ministers and Ministry Leaders to Council
Section 6.	Provisions for Serving on the Council
Section 7.	Elders
Section 8.	Requirements For Eldership
Section 9.	Council Decision-Making Principles
Section 10.	Correspondence with Council
Section 11.	The Authority and Role of the Minister
Section 12.	Supporting Structures
Section 13.	Role of Family Members of JKR Minister and Staff.
Section 14.	Relationships with outside Agencies, Organisations and Individuals
Section 15.	Congregational Decision-Making

1. The Council

1.1 Formation. The Council shall be formed from among the membership of JKR. The Council will consist of 7 in number. A majority of the council will be elders (at least 60%). Consideration should be given to representation from across the membership demographics, but this is never to be a determining factor in appointment to the Council.

1.2 Executive roles. The Council Executive, comprising the Council Chair and Minister shall serve the Council by preparing the Council meeting agenda and initiating action in the name of the Council between Council meetings, where this is deemed necessary. The Executive's actions are always subject to review by the full Council.

1.3 Council Chair: The minister or his or her nominee shall be Moderator of the church council. (Book of Order 7.6 (1))

1.3.1 The Council Chair is responsible for ensuring the effective functioning of the council and that it discharges its responsibilities in accordance with its values.

1.3.2 The chair is responsible for the preparation and circulation of the agenda, chairing council meetings, accurate record keeping, establishing whether or not a quorum of Councillors is present (at least two - thirds of the Council must be present in order for any decisions to be binding), chairing the JKR Annual General Meeting, subsequent members' meetings and ensuring all administrative responsibilities of the Council are discharged in a timely fashion.

1.3.3 The Chair also leads the Council Executive and is the point of contact for those wishing to communicate with the Council.

1.3.4 The Chair has the authority to delegate any of these responsibilities to the Council Deputy Chair. Other tasks and responsibilities may be assigned to other Council members as appropriate.

1.4 **Minister.** If the Minister is not chairing the Council, the Minister is a full-voting member of the Council. As a member of the Council, the Minister plays a key role in providing visionary leadership in all aspects of the Council's work. The role of the Minister is amplified in Section 2 below.

1.5 **Minute Secretary.** The minute secretary's purpose is to assist the Council Chair. The minute secretary may be a member of the Council or a church member deemed by Council to be of suitable ability, maturity and discretion.

1.6 **Other Roles.** Other roles that may be performed by the Council collectively or individually. One task is to appoint a Presbytery representative.

1.7 **The Book of Order.** The Book of Order establishes broad requirements for the Council in relation to governance. The Council is responsible for ensuring that JKR fulfils its Mission. Further guidance for Council in relation to meetings is in the PCANZ Handbook for Congregations.

1.8 **Responsibilities of The Council:**

1.8.1 Council will personally and collectively maintain a commitment to prayer, worship and the study of scripture as central to their identity, witness and mission.

1.8.2 Council will be committed to a learning culture through (amongst other things), reading and reflection on a range of appropriate resources and media.

1.8.3 Council will adopt a servant leadership model in the way they serve.

1.8.4 The Council will invest energy and resources into knowing and understanding the needs of:

1.8.4.1 the gathered community of believers who regularly attend JKR services; and

1.8.4.2 those who are not believers or otherwise involved in the wider ministry activities of JKR.

1.9 Governance. The Council's responsibility is that of governance of JKR. It will focus on the objectives of ministry and the goals set in conjunction with the Minister. Council will not prescribe the means of ministry. The Council will govern with an emphasis on:

1.9.1 an outward-focused mission that ensures JKR is providing vision, resources and personnel to advance local, regional, national and international mission work with effectiveness and strategic impact;

1.9.2 unity within a climate of open expression and potentially a range of views – in contrast to uniformity;

1.9.3 strategic decisions and leadership, rather than administrative detail;

1.9.4 recognizing the competence, integrity and freedom of paid and volunteer staff to do their work, within a context of normal accountabilities and appraisal policies and procedures;

1.9.5 collective and spiritually discerned decision-making;

1.9.6 the future growth and well-being of JKR; and

1.9.7 being positive and proactive in seeking constructive and God-honouring solutions, rather than being negative and reactive.

1.10 Council Measures. The Council will have done its job well when:

1.10.1 there is an actual, objectively verifiable and felt sense of JKR's mission goals being achieved;

1.10.2 people are able to serve well, within clear and healthy guiding principles;

1.10.3 the Minister is well supported, able to function effectively, and is held accountable in a God-honouring way.

1.11 Faith Foundation. The Council is committed to governing on the basis of a Christ-centred and Biblically relational community. It will therefore:

1.11.1 work to foster and preserve relationships within the Council, taking care to use biblical tools for healthy resolution of difficult matters, (for example, open dialogue, and conflict resolution methods);

1.11.2 model and practice loyalty to the interests of Christ regarding those whom He has called His church to serve (Matt 28:18-20). This loyalty outweighs any personal or group interest among or outside those whom JKR serves;

1.11.3 work on the basis that individual Council Members shall disclose any potential conflict of interest, and withdraw from decision-making affected by any such conflict;

1.11.4 respect confidentiality relating to Council issues and avoid gossip or any other similar practice that is contrary to sound biblical principles.

2. Role of the Minister in Relation to Council.

2.1 The Minister shall ensure that the Council is fully informed and supported in its work.

2.2 The Minister shall ensure that the Council receives regular information regarding the overall development of the JKR congregation in relation to the strategic vision of JKR. This will take the form of a written report presented to each Council meeting for review and discussion. The Minister will also keep the Council fully informed of any significant issues that could affect the well-being of JKR.

2.3 The Council shall support the Minister in discharging ministry duties in a manner that maintains a healthy balance between the demands of ministry and leadership, and the personal health and welfare of the Minister.

2.4 The Minister is the Council's link to all JKR operational matters. All JKR staff are accountable to the Minister.

2.5 It is the intent of the Council that the annual mission plans of the Ministry Teams are developed by the Minister in consultation with the Council and with the support of staff. Once completed, they are to be approved by the Council.

2.6 The Council will action a review of the Minister's performance at least annually against all aspects of the role, and in particular against the objectives of the JKR annual mission plan.

3. Requirements for Council Membership

3.1 JKR recognises and accepts the biblical teachings that the Council is a high and responsible calling. Appointments to the Council are not made on the basis of reward, but rather on the basis of character and gifting in order that the ministry of

the Body of Christ may continue and flourish. A majority of the Council will be elders (60%).

3.2 Persons considered for the Council must be committed Christians and mature in life and faith to be a credible and known witness for Christ. Their personal life, character and belief must be consistent with the qualities Paul outlines in the New Testament. In addition, their skill mix and ministry strengths should be both recognised by, and valuable to, the work of the ministry within the local church and the wider Body of Christ.

3.3 Council Members are required to support the vision and mission of JKR

3.4 A person considered for appointment to the office of Council must be a full member of the PCANZ.

3.5 The following section specifies the criteria for ineligibility for Council membership.

3.5.1 In order to avoid any perception of any conflicts of interest, all current paid staff and their spouses, are ineligible for Council membership. Where a Council Member is required to resign on appointment to the staff, the Council Member will be regarded as Retired. Note that the Minister and any person who from time to time may be on a casual contract as part of the preaching team are expressly excluded from this provision.

3.5.2 The spouse of another serving Council member;

3.5.3 Members of the Ministry Leaders Team and their spouses;

3.5.4 Any person whose lifestyle or attitude is not in accord with the *Statement of Faith*.

3.5.5 A Council member who ceases to be a full member of the PCANZ;

3.5.6 Any person who in the opinion of the Council is unsuitable for any other reason.

4. Appointment to Council

4.1 Names brought forward will be considered prayerfully and in confidence by the existing Council. A person must be a Member of JKR and within the PCANZ to become a member of the Council.

4.2 Council Membership is for a term of 3 years. The appointment is to be taken from the AGM they were appointed at. If they were appointed at a Congregational Meeting during the year, their 3 year term will be from the previous AGM.

4.3 Any Council Member can stand for a second term after a discussion with the Council Executive, but at the conclusion of 6 years, if they wish to stand for Council again, must stand down for 1 year before they can be brought forward for re-election.

4.4 If the Council determines that it requires further members, Council shall proceed as follows:

4.4.1 Discern the names of suitable people taking into consideration the Council's current gifting and ability mix. If a member of the congregation wishes to be considered for the Council they should approach the Minister in the first instance. However, the final decision as to who is considered for the Council remains the sole prerogative of the Council.

4.4.2 Place the names of suitable people before the congregation at a congregational meeting. At least 80% of all "Yes" and "No" votes cast, that is, excluding the number of abstentions must be in favour in order for a person's nomination to be confirmed.

5. Relationship of the Ministry Leaders to Council.

5.1 A Ministry Leader may from time to time be invited to a Council meeting in order for the Council to receive input on aspects of their parish work and for the Council to provide support and encouragement. The person invited will not have voting rights. The Minister is responsible for issuing the invitation once Council has given its assent.

5.2 The Minister remains the Council's sole formal connection to the operating organisation of JKR. This provision may be relaxed during a period of Minister transition.

6. Provisions for Serving on the Council

6.1 Parental and Special Leave. Parental leave from Council of up to 12 months may be requested by a Council member as a result of the birth or adoption of a child. From time to time but not less than every six years, a serving Council member may seek Special Leave for up to 12 months for the purposes of personal refreshment, spiritual renewal, parental leave, or any special circumstances that the Council approves. All such requests are subject to the approval of the remaining Council members. During any such absence, the Council Member(s) concerned shall not receive Council minutes and shall not take part in any Council decision-making process. Any such period may be extended to 24 months at the discretion of Council. However, in such cases, re-admission to Council would also be at the Council's discretion. Leave requested beyond 24 months would be exceptional and would be treated on its merits with respect to approval and re-admission.

6.2 Retirement. It is important that the Council maintains a healthy mix of expertise, personal capacity, experience and the ability to relate to the various groups and generations within the congregation. For this reason the Council Chair will meet privately with each member of Council every three years in order to discuss their ongoing role on Council.

6.3 Resignation. This may arise from a change of personal conviction or personal circumstances and shall be by written notice to the Council Chair. It would be highly unusual for a Council Member who resigns from Council to be re-elected.

6.4 Dismissal. In the event of serious misconduct and following a meeting between the Chair, an elder and the member, where resolution remains unsolved dismissal shall be by written notice from the Council Chair to the Council Member concerned. Dismissal may be effective immediately or on reasonable notice at the discretion of the Council. Grounds for dismissal are at the sole discretion of the Council but must be agreed by at least two - thirds majority. The decision will be privately advised to the Council Member concerned by the Council Chair. Dismissal may be appealed to the Council by written submission, and decided by a special meeting of council, with the decision to be decided by at least two - thirds majority.

6.5 Associate Council Member. A person may be formally associated with Council for a particular project or a set period of time, including but not limited to testing their call to the Council. Associate Council Members have no voting rights. Associate status would not normally extend beyond 12 months.

7. Elders

7.1 Serving Elders. From time to time the Council shall recommend for ordination and/or election as Elders, people who will serve in that capacity but outside the Council. Serving Elders are available to Minister in communion services and to exercise spiritual and pastoral care on request by the Council in consultation with the Minister. As Elders, they will uphold the vision, theological position and values of JKR. Each Serving Elder will express their Eldership in a particular context as determined by the Council.

7.2 Retired Elders. Retired Elders may continue to serve the Mission and Vision of JKR as they see appropriate. Such Elders may be called upon by the Council or Minister in times of emergency and are available to serve communion.

7.3 Emeritus Elders. Where a person has retired from active Eldership after a *lengthy* or *distinguished* period of service, the Council **may** confer the status of Emeritus Elder.

8. Requirements for Eldership

8.1 JKR recognises and accepts the biblical teachings that Eldership is a high and responsible calling. Appointments to Eldership are not made on the basis of reward, but rather on the basis of character and gifting in order that the ministry of the Body of Christ may continue and flourish.

8.2 Persons considered for Eldership must be committed Christians and of sufficient experience in life and faith to be a credible and known witness for Christ. Their personal life, character and belief must be consistent with the qualities Paul outlines in the New Testament. In addition, their skill mix and ministry strengths should be both recognised by, and valuable to, the work of the ministry within the local church and the wider Body of Christ.

8.3 Elders are required to support the vision and mission of JKR

8.4 A person considered for appointment to the office of Elder must be a full member of the PCANZ.

8.5 The following section specifies the criteria for ineligibility for Eldership.

8.5.1 Any person whose lifestyle or attitude is not in accord with the Statement of Faith and suitability for Eldership;

8.5.2 An Elder who ceases to be a full member of the PCANZ;

8.5.3 Any person who in the opinion of the Council is unsuitable for any other reason.

9. Council Decision-Making Principles

9.1 The Council Chair will ensure that the Council conducts itself with God-honouring discipline and integrity in fulfilling its calling.

9.2 Except as prescribed in Section 9.3 below, the Council makes decisions by consensus. Consensus has been reached when there is unanimous agreement to a proposal. Note that a proposal can only be agreed if at least two-thirds of Council members are present.

9.3 Managing Non-Consensus. When a council member is neither in favour of a proposal nor wishes to vote against it, then the member shall abstain from voting subject to the following:

9.3.1 It is assumed that the views of all Council members would have been tabled, fully debated and understood by the council and sufficient time allowed and attempts made to develop a proposal to achieve unanimous agreement, before accepting abstentions.

9.3.2 It would be understood that any council member opting to abstain does so on the basis that while they have reservations about the proposal, that outside of the Council meeting they will support the proposal in the same way as a council member who has voted in favour of it, if it is passed.

9.3.3 As any abstentions impact the quality of the decision, abstentions must be declared prior to a vote.

9.3.4 If two or more members signal their intention to abstain, the matter will lie on the table for further consideration at a future meeting.

9.3.5 If at the future meeting, consensus still cannot be reached, the proposal will be decided by a vote. For the proposal to proceed, a minimum two-thirds majority of all Council members present (excluding any abstentions).

9.4 Definition of an Impasse. An impasse is reached when one or more council members signal their intention to vote against a proposal. These members would be invited to give reasons for their position and be open to questions. Under these circumstances, the matter will lie on the table for further consideration at a future meeting.

9.5 If at the future meeting, consensus still cannot be reached, the proposal will be decided by a vote. For the proposal to proceed, a two-thirds majority is required (excluding any abstentions). For such a decision to be binding, at least two thirds of Council members must be present.

9.6 Regular Council Meetings. Council meetings are convened and presided over by the Council Chair. The Chair must give at least 10 working days' notice of a meeting in writing or at the close of the previous meeting, and be recorded in the minutes. Meetings must open and close with prayer.

9.7 Special Council meetings. The Council Chair may convene a special Council meeting in case of emergency, and give reasonable notice of the meeting. The Council Chair must call a special Council meeting if not less than three Council Members so request. The normal decision-making principles apply to Special Council meetings.

9.8. Decision-making Outside Regular and Special Meetings. In exceptional circumstances, Council may be required to make a decision outside of the normal monthly meeting cycle. Normally, a Special Council meeting would be convened by the Council Chair, but at the Council Chair's discretion, other options may be considered, for example, telephone or video (SKYPE) conferencing, or decision by email circulation. The normal decision-making principles apply to Special Council meetings. Any such decisions would be formally ratified and recorded in the minutes of the next scheduled Council meeting.

10. Correspondence with Council

10.1 Any person associated with JKR may request in writing, for any material, non-trivial matter concerning JKR to be considered by the Council. The Council Chair has the discretion as to whether or not the matter should proceed to the Council. Should the matter proceed, the person may be invited to speak to the matter at the appropriate Council meeting.

10.2 All correspondence addressed to Council will go to the Council Chair in the first instance. The Chair will determine whether the matter should be referred to Council or to the Minister. Where there is any doubt, the Chair will confer with the Minister.

10.3 The Chair will reply to the correspondent within a reasonable time as the circumstances require and will advise how the matter will proceed.

10.4 If the matter is subsequently brought to Council by the Council Chair or the Minister, this will be advised to the correspondent, including advice that the matter will be notified to all Council members.

10.5 If the correspondent is dissatisfied with the actions taken by the Minister or the Council Chair, and advises the Council of this in writing, the matter will be considered in full by the Council, which will determine what action is appropriate.

10.6 If the correspondent is dissatisfied with the decision of the Council, or the council's refusal to make a decision, and advises the Council of this in writing, the person may appeal to the Presbytery. (Book of Order Section 7.17(7)).

11. The Authority and Role of the Minister.

11.1 The Minister is accountable to the Presbytery in all matters of faith and practice.

11.2 The Minister shall not wilfully commit, cause or allow any practice, activity, decision or organisational circumstance that is unlawful, imprudent, unethical, immoral or unbiblical.

11.3 The following specific authority, entrusted to the Council in accordance with the Book of Order, is delegated to the Minister:

11.3.1 Admission of members, authorisation of dedications, baptisms and renewal of vows;

11.3.2 Occasional alterations to the day and time of worship services (permanent changes require the approval of Council);

11.3.3 Setting of the dates and times of communion;

11.3.4 Pastoral care of the congregation.

11.4 Employment of staff, except where a Ministry Settlement Board is required or where a staff member is commissioned into a pastoral role, will be carried out in conjunction with the Council

11.5 Mission Planning. The Minister shall every year present an annual mission plan to Council for approval that is consistent with the wider JKR strategic plan and which will set goals and objectives for the year.

11.6 Mission initiatives beyond those that are specified in or envisaged by the strategic plan may be undertaken as long as the overall JKR mission is not compromised, and due regard is paid to maintaining the existing work of JKR and the capacity of staff and leaders in particular.

11.7 Financial Planning. No later than one month prior to the start of a new financial year, the Treasurer in consultation with the Minister, will present an annual budget reflecting the annual mission plan to the Council for approval. A balanced budget should be the aim, but recognizes that an increase in total income compared to the previous year (and primarily members' giving) may be required to achieve this. The increase in income will be shown on a separate line in the income section of the budget. The challenge of any increased giving should be established using but not limited to historical giving data. The annual budget exercise presupposes that all expenditure has been fully reviewed and is agreed by Council as being necessary to fulfil the life and witness of JKR for the coming year.

11.8 The Finance Committee in consultation with the Minister shall ensure that the budget contains sufficient information to give a reliable projection of revenues and expenses. It should separate out capital and operational items; it should set out the relationship between expenditure and mission principles; and it should display a clear disclosure of budget assumptions. The expectation is that all budgets will be balanced. In particular, the Finance Committee in consultation with the Minister will:

11.8.1 plan the expenditure in any financial year consistent with conservatively projected income to be received in that period;

11.8.2 balance prudence and restraint with the faith requirements of an expanding vision;

11.8.3 ensure that two months' unencumbered cash reserves be held on deposit, and current assets exceed current liabilities by at least 25%.

11.9 Financial Management. Financial decision-making is the responsibility of the Council, within suitable delegations and limits prescribed below. In terms of the role of the Finance Committee, see Section 12.5 below.

11.10. With respect to the financial conditions and activities, the Finance Committee shall ensure that financial management avoids any material deviation of actual expenditures from the Council budgeted priorities that are established in the annual mission plan. A material deviation is one that exceeds the annual budget for any given activity by more than 20%.

11.11 Total regular expenditure may move beyond the budget by up to 5% provided key financial requirements specified in paragraphs 11.12 and 11.13 below are maintained.

11.12 Expenditure of more than \$5,000 above budget require the express, documented authorisation of Council. Such expenditure, however, should not normally exceed \$10,000 per annum in total.

11.13 A material debt that is not budgeted for and is over \$5,000 shall not be incurred without the authorisation of Council.

11.14 The Minister shall not:

11.14.1 spend the reserves referred to in paragraph 11.8.3 without express and prior Council approval;

11.14.2 make a single purchase of greater than 5% of the annual budget, aside from staff and non-discretionary expenses without express and prior Council approval;

11.14.3 acquire, encumber, or dispose of JKR owned real estate, or fixed assets with a value in excess of \$10,000 without prior Council approval;

11.14.4 spend more funds than have been received in the fiscal year to date unless a debt repayment plan has been approved by the Council;

11.14.5 incur debt to an amount greater than can be repaid by reliable, otherwise unencumbered, revenues within ninety days;

11.14.6 allow the payroll, debts, tax payments, if any, or other government-prescribed payments or returns, to be inaccurate or become overdue.

11.15 External funding may not be sought from sources that derive their income from any other source or activity that is unbiblical or unethical.

11.16 The Finance Committee in consultation with the Minister shall provide summary financial reports to the Council at least quarterly.

11.17 **Asset Protection.** The Finance Committee in consultation with the Minister shall ensure that the assets of JKR are protected, adequately insured, properly maintained, and not unnecessarily put at risk.

11.18 **Insurance.** The Finance Committee in consultation with the Minister shall insure fixed assets against all foreseeable risks, theft and casualty losses to at least 80% of replacement value and against liability losses to Council members, staff, and JKR itself in an amount greater than the average for a comparable organisation. Natural disaster insurance cover will be sourced up to the maximum amount possible that can be purchased for the budgeted annual premium provision, unless agreed otherwise. Should reasonably prudent insurance cover cost more than budgeted for, the Finance Committee in consultation with the Minister shall bring this to the Council's attention for guidance.

11.19 **Facilities and Equipment.** The Property team in consultation with the Minister shall ensure that all facilities and equipment are properly maintained and protected from improper use and unnecessary wear and tear.

11.20 **Liability.** The Finance Committee in consultation with the Minister shall not unnecessarily expose the organisation, its Council, or its staff to claims of liability.

11.21 **Purchases.** The Minister shall not make any purchase:

11.21.1 where normally prudent protection has not been given against conflict of interest;

11.21.2 of over \$1,000 without having obtained comparative prices and approval from the Council.

11.21.3 of over \$5,000 without a stringent method of assuring the balance of long-term quality and cost.

11.22 **Information Protection.** The Minister shall protect all JKR intellectual property, information from loss or damage, including the unauthorised viewing or copying by third parties.

11.23 **Auditor.** The Minister shall not receive, process, or disburse funds under controls that are insufficient to meet the Council-appointed auditor's standards.

11.24 **Security of investments.** The Finance Committee in consultation with the Minister shall not invest or hold operating capital in unsecured investments, in long term investment instruments without a high investment-grade credit rating, or in non-interest bearing accounts except when necessary to facilitate cash flow. The JKR Investment Policy Guidelines (to be developed) will be subject to annual management review and only changes require the approval by Council.

11.25 **Public Reputation.** The Minister shall not endanger JKR's public image or credibility, particularly in ways that would hinder its mission.

11.26 **Staffing and Remuneration.** The Council remains responsible for the recruitment, care, support and fair and reasonable remuneration and employment conditions of a staff team that enables JKR to achieve its goals and objectives.

11.27 The Minister shall ensure that JKR staff engage in ministry in ways that do not compromise their health, wellbeing and sustainability in ministry and that does not harm the reputation, public image and credibility of JKR.

11.28 The Minister shall implement suitable personnel and remuneration policies that the Council has endorsed. Such policies shall:

11.28.1 clarify rules and expectations of staff, provide for effective handling of disputes and grievances, and protect against wrongful practices such as nepotism and preferential treatment for personal reasons;

11.28.2 comply with employment law and best practice for similar organisations;

11.28.3 ensure a regular appraisal of each team member's ministry and progress in relation to the strategic vision of JKR is conducted and with regard to the team members' position description and specific objectives;

11.28.4 be administered in such a way that does not cause or jeopardise JKR's fiscal integrity or public image;

11.28.5 establish current remuneration and benefits that are consistent with equivalent regional ministry roles.

11.29 The Minister shall acquaint staff with their rights according to these policies.

11.30 **Grievances.** The Minister shall not prevent staff expressing a grievance to the Council when (1) internal procedures have been exhausted, and (2) the employee alleges either that Council principles have been violated to his or her detriment, or that Council principles do not adequately protect his or her human rights.

11.31 **Minister Compensation.** The Minister shall not determine or alter the remuneration and benefits that apply to the Minister's role.

11.32 **Promise of Employment.** The Minister shall not promise or imply permanent or guaranteed employment or engagement to anyone without following a properly prescribed process.

11.33 All staff appointments are to be in accordance with the JKR employment and remuneration policies unless otherwise authorised by Council.

12 Supporting Structures.

12.1 The Minister is authorised to form, where considered necessary, a Ministry Leaders Team to support the Minister in the overall leadership of JKR.

12.2 **Ministry Leaders Team (MLT)**. The MLT comprises the Ministry leaders. It includes but is not limited to the leaders/directors of Finance, Administration, Children, Discipleship, Leadership, Mission, Elders and Pastoral Care, Prayer, Promotion, Property, Seniors, Working for Good, Worship, Young Adults and Youth at the discretion of the Minister. It has the responsibility for leading the overall Ministry of JKR and is led by the Minister.

12.3 Requirements for JKR Leadership Roles. The Minister and every member of MLT are to live their lives consistent with their leadership calling. Personal moral character underpins the entire credibility and mission of JKR and must not be compromised when a person is in a position of such leadership and trust. In particular:

12.3.1 'must not be compromised' is required because any breach of the above requirements has the potential to negatively impact or jeopardise the Ministry of JKR. Therefore any such compromise may result in discipline appropriate to the nature of the breach, and in serious cases involving staff, may result in termination of employment.

12.3.2 'Personal moral character' refers to living a life consistent with the biblical imperatives of sexual expression confined to the context of marriage; that is, a faithful and committed, man-woman relationship. "Personal moral character" also refers to propriety, accountability and transparency in all financial management, and in general to a lifestyle that in all aspects and at all times upholds and models a credible Christian witness.

12.4 With regard to the teaching, leadership and membership of JKR, the Minister and each member of the leadership teams shall also uphold high standards of biblical teaching and morality. This means holding a worldview consistent with the orthodox, historical and evangelical interpretation of the biblical metanarrative. This includes preaching and teaching which affirms that the Holy Scriptures reveal the mind of God, the state of man, the way of salvation, the doom of sinners, the joy and hope of followers of Jesus Christ, and the work of the Holy Spirit. The lifestyle of the Minister and each member of the MLT are to be consistent with these beliefs. In particular:

12.4.1 "Uphold" means to teach and model but also to take every reasonable step to ensure:

12.4.1.1 those they are responsible for and who lead or minister in a recognised capacity reflect these same standards in their lives;

13.4.1.2 those under JKR's pastoral care are taught, challenged, and disciplined to live the life Jesus calls them to.

12.5. **Finance Committee.** The role of the Finance Committee is to provide financial reporting, advice and services to all JKR entities. Decisions on spending are the prerogative of the MLT, Minister and Council. The committee will report to the Council at least quarterly.

13. Role of Family Members of JKR Ministers and Staff.

13.1 **Spouses of Ministers.** It is recognised that there is no fixed model or role for Ministers' spouses (hereafter referred to simply as spouses) within the JKR structure. Spouses are recognised as individuals in their own right and there is no expectation that a spouse will be regarded as half of a pastoral unit. Some may wish to be involved in ministry together as a couple; some will desire to have a ministry within JKR as an individual; others will have a ministry expression that falls largely outside of JKR.

13.2 **Family Members of Staff.** Spouses and family members of current staff who wish to be involved in ministry within JKR will be subject to these GPs and come under the authority of the Minister. If the Minister considers that a spouse or family member should be remunerated, the case for this will be presented to the Council for decision. This approach will avoid any perceived conflict of interest and avoid any possible relational tension among the members of MLT. Council will make the final decision, and without the Minister present if necessary.

13.3 **Appointment Process.** If a spouse or a family member of a current staff member applies for a remunerated position within JKR, the application will be subject to normal staff appointment processes. The Staff member married to the spouse or related to the family member will play no part in the appointment process. Any proposed appointment of a spouse or family member to a staffing position or ministry area will be brought by the Minister to the Council for consideration and approval. The same process will apply to the appointment of family members to non-remunerated positions.

14. Relationships with Outside Agencies, Organisations and Individuals

14.1 In dealing with outside agencies, organisations, individuals or groups, the Minister, Staff, Council and Ministry Leaders shall ensure that all decisions and actions model the highest standards of Christian integrity.

14.2 This will include but is not limited to any area of behaviour, relationships, financial dealings, confidences, undertakings and communications.

14.3 The Minister shall ensure JKR's calling to live out its mission principles and values is not compromised by its relationship with the PCANZ and/or other churches, or any agreement entered into on behalf of JKR.

14.4 While maintaining the dignity and freewill of other groups, the Minister shall ensure our engagement with those of other denominations and faiths does not compromise our commitment to the centrality of Jesus Christ as the Son of God and that He is the only way of salvation.

14.5 Relationship with followers of Christ who are under the pastoral care of the Parish. The Minister, MLT and Council shall relate to members and associate members of JKR in a manner which is consistent with their position as fellow brothers and sisters in Christ, and our common need for the grace and mercy of God. The Minister shall ensure in particular that:

14.5.1 their safety, dignity, privacy are not compromised;

14.5.2 the vulnerable and marginalised among us are treated with special care and dignity;

14.5.3 all appropriate policies are in place for their protection.

14.6 Relationships with those who don't know Jesus. The Minister shall take every reasonable step to ensure that JKR relates to unbelievers in a manner consistent with the model lived out by Jesus. In particular:

14.6.1 the witness of JKR is to be expressed in ways that demonstrate God's unconditional love, grace and mercy being for all persons;

14.6.2 in being faithful to our call we will seek to relate in a positive and respectful way to all people and take care to express God's particular concern for the poor and disadvantaged;

14.6.3 the Minister shall be vigilant in ensuring that those who Minister in the name of JKR do not place themselves in a position where their Christian witness is compromised, or where they are vulnerable to any such accusation. This includes but is not limited to:

14.6.3.1 maintaining a consistent belief system in the face of a pluralistic world;

14.6.3.2 living lives that are consistent with being "in the world but not of it" and being sensitive in dealing with persons of different ages, gender, sexual orientation, race and ethnicity.

15. Congregational Decision-Making

15.1 The PCANZ Handbook for Congregations provides limited guidance on this matter. Accordingly JKR voting processes will follow the following guidelines.

15.2 Congregational meetings that require a vote on matters regarding individuals will generally be conducted by secret ballot. Examples include confirming the appointment of an ordained Elder, appointments to Ministry Settlement Boards, confirmation of a call to the JKR Parish.

15.3. Votes on financial, property, annual reports, and budgets will be by voice, with a show of hands if requested from the floor of the meeting.

15.4. Ad Hoc JKR committees (for example, building committees and fundraising committees) will be constituted from nominations from within the congregation and confirmed by the Council. The Council retains the final right of appointment to and dismissal from any such committee. Such committees will be dissolved by the Council on completion of the committee's work.

- 1.01 19th December 2018
- 1.02 7th February 2019
- 1.03 20th March 2019
- 1.04 9th July 2019