



Terms of Call for Kaimai Presbytery

In transacting calls to ordained ministers (NOM, LOM) for parish settlement in Kaimai Presbytery and in approving appointments by Stated Supply the following baseline requirements will apply.

Convenors of Settlement Boards need to ensure:

- a. that all parties are familiar with Section 2.5 of the Conditions of Service Manual,
- b. that there is inclusion and agreement with all the terms of call, and
- c. that in seeking the support of Presbytery for a call indicate in their report to presbytery the agreement with all the terms – for both Section One and Section Two.

SECTION ONE

The following requirements have been determined by the General Assembly.

1. **Standard Terms of Call.** (Conditions of Service Manual 2.5.2)

Standard terms of call or appointment are defined as follows:

- basic stipend,
- basic expense allowance,
- car allowance, by way of reimbursement, as per Assembly scale,
- removal expenses
- manse with furnishing as approved by Assembly (or housing allowance),
- free telephone other than private tolls,
- secretarial assistance as required,
- four weeks annual leave, plus 11 statutory leave days
- study leave as defined by Assembly unless otherwise stated and approved by Presbytery
- for national ordained ministers, Beneficiary Fund contributions, and for local ordained ministers, KiwiSaver contributions.

2. **Additional Provisions**

The Standard terms of Call are further defined in Section 2.5 of the Conditions of Service Manual.

Additional provisions include:

2.5.4.1 Leave (Covers annual and public holiday leave, and) Church Councils are urged to encourage their ministers to have two days off per week. Ministers are permitted to take a three-day weekend off per school term, without cutting into their annual leave entitlement.

2.5.5.3(c) Telephone and Mobile Phone. Telephone rental and work-related tolls to be paid by the congregation. In the case of a part-time appointment, the rental should be pro-rated and the work-related tolls paid in full. Where parishes have an expectation the minister will use a mobile phone for ministry purposes, the cost is to be covered by the parish or an arrangement is to be made for sharing costs.

2.5.5.3(d) Computer. Congregations should provide a computer and printer/scanner for the minister's sole use, and have in place a replacement policy, the equipment to remain the property of the parish, but on leaving a minister may purchase the computer at market value. Congregations pay the cost of computer consumables and internet connections for ministers, with appropriate adjustments for private use.

2.6.1.1 Supervision Each person in a stipended ministry position with pastoral responsibilities must have regular, intentional and external supervision. Congregations are expected to pay reasonable costs associated with supervision, including the cost of travel.

3. Code of Ethics

Ministers are required to abide by the *Code of Ethics*. A minister receiving a call from Kaimai Presbytery must confirm their commitment to the *Code of Ethics* as part of the settlement process.

SECTION TWO

The following requirements have been determined by the Kaimai Presbytery.

1. That the arrangements with regard to housing or the housing allowance are clearly specified.
2. That where the call is to a multi-staff situation the Job Description, the relationship with any other ministers, and lines of the accountability are all clearly specified.
3. That there is a current Certificate of Good Standing for the Minister.
4. That there is clear and open commitment to full involvement in the life of presbytery and attendance at its meetings.
5. That there is agreement with the Missional Directions and practices of the Kaimai Presbytery as outlined in its Strategic Plan.
6. That there is an understanding and acceptance of
 - a. the Presbyterian Church's position on infant baptism as summarised in the "Other Supplementary Provisions" (see Administration of the Sacraments: Administration of Baptism, clauses 2.1-2.4); and
 - b. women in ministry.