

Anglican Diocese of Waiapu

STANDING COMMITTEE

MINUTES of the conference meeting held via Zoom Video Conference on
Tuesday 23rd April 2020 at 9:00am

CHAIRPERSON: Rev'd Jenny Chalmers

	<p>Membership:</p> <p>Bishop Andrew Hedge Rev'd Paul Williamson Rev'd Tim Barker Mrs Elaine Wood The Very Rev'd Ian Render Mr John Binns Rev'd Jenny Chalmers Rev'd Isabel Mordecai Mrs Lauren Hibberd Miss Alison Thomson Dr Diane Mara Rev'd Jo Crosse Ms Colleen Kaye (Registrar)</p> <p>In Attendance:</p> <p>Mrs Bianca Snee (Minutes Secretary) Mrs Sandra Gifkins (EA)</p> <p>Apologies</p> <p>Rev'd Paul Williamson</p> <p>Opening Prayer:</p> <p>Led by Rev'd Jenny Chalmers.</p>
	<p>Please note:</p> <ul style="list-style-type: none">• The meeting did not follow the order of the agenda; however, the minutes are recorded as per the agenda.
SC 20.04.1	<p>Confirmation of the Minutes – 27th February 2020</p> <p><i>Resolved that:</i> <i>The minutes of the meeting held on 27th February 2020 be confirmed as a correct record.</i></p> <p>Confirmation of the 'IN COMMITTEE' Minutes – 27th February 2020</p> <p><i>Resolved that:</i> <i>The minutes of the 'In Committee' meeting held on 27th February 2020 be confirmed as a correct record.</i></p> <p>Confirmation of the SPECIAL MEETING Minutes – 24th March 2020</p> <p>It was noted that Rev'd Jenny Chalmers was the Chairperson for the Special Meeting.</p> <p><i>Resolved that:</i> <i>Notwithstanding the above, minutes of the Special Meeting held on 27th February 2020 be confirmed as a correct record.</i></p>

	<p>Matters Arising and Action List:</p> <p>A discussion was held on the Action List, no matters arose.</p>
<p>SC 20.04.2</p>	<p><u>COVID-19 Update</u></p> <p>Bishop Andrew informed the Committee that the Pakeha Bishops were continuing to meet weekly via Zoom and that work was becoming steadier, focusing on a variety of topics including COVID-19 and The Royal Commission.</p> <p>Bishop Andrew tabled the document ‘Guidelines and Policy for Ministry and Worship During COVID-19 Alert Levels’, which he and his leadership Team have been working on to adapt it to Waiapu. The purpose of the document is to clearly outline what activities are permissible and what are not during each alert level in relation to parish, ministry, and administration staff, as well as the use of buildings.</p> <p>Bishop Andrew informed the Committee that early childhood centres (ACW and Parish centres) were going to re-open during level 3 and Lucy Laitinen (ACW CEO) and her team were working hard to make sure centres were operating at low risk.</p> <p>How we respond to COVID-19 during Level 2 and level 1 was discussed, key questions and points raised were:</p> <ul style="list-style-type: none"> • What are the cleaning requirements in terms of taking care of parish churches and buildings? • How do we operate a safe environment for children, toy library, Messy Church and op-shops? • How do we manage staff and volunteers? • What does it mean for maintenance people requiring access to a building? • How do we manage movement around churches? i.e. holding a service and maintaining social distance and hygiene. Bishop Andrew has asked clergy to think about how they can spread people out into their individual bubbles. • Explore the option of continuing with online worship and live streaming, especially for high risk people who may not be able to attend church in person going forward. • Catering – need to gain assurance that caterers can provide safe services so we can continue to provide meals. <p>Bishop Andrew informed the Committee that guidelines should be made available by Friday 1st May.</p> <p><i>Action: Bishop Andrew and Colleen to discuss with the IT team if they could put together a document outlining simple training tips for online worship.</i></p>
<p>SC 20.04.3</p>	<p><u>Where to from here</u></p> <p>Where to from here in relation to COVID-19 was discussed within agenda item SC 20.04.2 – COVID-19 Update.</p>
<p>SC 20.04.4</p>	<p>PROPERTY</p> <p><u>Parish of Napier South -Update on Progress</u></p> <p>The Diocesan Registrar provided an update on the Parish of Napier South, which included the following:</p>

	<ul style="list-style-type: none"> • Estimates for the demolition of the church had been received. • The Finance Manager, Tracey O'Shaughnessy had received an invitation from the Parish of Napier South to talk through the financials with the vestry. • The Finance Manager, along with the Diocesan Registrar, Rev'd Jenny Chalmers and Rev'd David Van Oeveren met with the vestry as per invitation and explained the financials and how they worked. Vestry now has a better understanding of the financials and what they should be looking at each month. • The vestry were informed that Standing Committee had agreed they would take over the site of Napier South and that the parish could still operate from St Luke's Church. • The vestry were informed that the demolition plans had been received and the Diocesan Registrar explained to them the process of going through chattels, clearing the building and deconsecrating, and the possibility of moving the hall. Steve Orme, the Diocesan Property Portfolio Manager, has since advised this may not be possible. <p>The Committee went INTO COMMITTEE at 9:45am</p> <p>The Committee came out of IN COMMITTEE at 9:57am</p> <p>Break for morning tea at 9:58am</p> <p>Meeting reconvened at 10:10am</p>
<p>SC 20.04.5</p>	<p>The Finance Manager, Tracey O'Shaughnessy was welcomed to meeting at 10:12am</p> <p>FINANCE</p> <p>The Finance Manager presented the financial reports.</p> <ul style="list-style-type: none"> • Financial Report – 31st March 2020 • Financial Narrative – 31st March 2020 • Parish Financial Health Sheet – 31st March 2020 <p>Further to the reports:</p> <ul style="list-style-type: none"> • The income and expenditure summary for the Diocese was prepared based on a worst-case scenario. Most of the budgets for expenditure are listed as the full amount. • Revenue - the Standing Committee agreed at their February meeting for parishes to reduce their contribution to the Sustentation Fund by half for the next three months (March, April, May), by which point Standing Committee would review the arrangement. • Investment income – going to get lower returns on investments. • Administration fee from the Waiapu Board of Diocesan Trustees has been received. Worst case scenario, we could be \$160,000 down. • Financial market recovery is unknown. • Expenditure Area – Administration Centre costs for personnel has risen due to the employment of new key employees in IT projects and property. These appointments are seen to be beneficial for future of the Diocese as a whole.

	<ul style="list-style-type: none"> • Overall, we are projecting a potential deficit of \$600,000 for the Diocese, however, is offset by the following: <ul style="list-style-type: none"> ○ The agreement to fund the shortfall from the parishes for Stipends of \$135k from the sustentation fund. ○ The wage subsidy of \$146,000 received from the government. Employees will be receiving 100% of wages. ○ We have reserves from previous years to help us through this period. <p>A discussion was held regarding the wage subsidy and the Diocese decision to pay staff 100% of their wages. Concerns were raised that most other employers were only paying 80% of wages unless their staff were essential workers.</p> <p>Parish Health Sheet:</p> <ul style="list-style-type: none"> • Offerings and op-shop revenue are two key areas where parishes are going to be hit financially. • The financial impact of COVID-19 is predicted to be: <ul style="list-style-type: none"> ○ Offerings - 0% at three months and down to 50% after six months. Total deficit predicted to be \$327,000. ○ Op-shops - 0% at 3 months and 30% at 6 months. ○ Rental income for churches and halls - 0% at 3 months and 50% at 6 months. ○ Total of \$611,000 off the bottom line for all parishes. • A lot of parishes traditionally have a lower income for the first 3 months of the year. Predicting a \$196,000 deficit. • The parishes that have op-shops and offerings coming in through envelopes will be most impacted. • Government subsidy has not been included in the Parish Health Sheet – Finance Manager to update. This should increase the bottom line by \$7,000 per clergy. <p>Resolved: <i>To receive the financial reports to 31st March 2020.</i></p> <p>Action: <i>Finance to look at an overall package to send out to parishioners with regards to offerings. Include what has been prepared today with regards to the impact of COVID-19 in the parish reports. Add in commentary regarding the issues we are all facing, and the predictions.</i></p> <p>The Finance Manager left the meeting at 10:39am</p>
SC 20.04.6	<p>Diocesan Committees</p> <ul style="list-style-type: none"> • <i>Diocesan Canon Review Committee</i> Nothing to report. • <i>Diocesan Ministry Committee</i> Nothing to report.
SC 20.04.7	<p>OTHER REPORTS</p> <p><u>Royal Commission Work</u></p> <p>Bishop Andrew provided an update on the Royal Commission and gave a re-cap on who is involved in the provincial legal team representing the Anglican Church. The team is headed</p>

by Bruce Gray with the assistance of Jeremy Johnson and team of lawyers from Wynn Williams. He also reiterated that the work is being undertaken pro-bono by one member of the team and most other work is being offered at a capped fee per annum, which is being divided across the Dioceses, Amorangi, schools and social services. If the legal team find their hours fall below the capped amount, then at the end of the financial year they will reimburse the provinces.

Main points highlighted:

- All of our schools have agreed to the general representation by the provincial legal team.
- The Royal Commission are required to report back to the government by the beginning of December 2020 with an estimate of how much time they are going to need to cover the work in front of them.
- The Royal Commission sent out a notice to all faith-based institutions requesting information on what sort of a roll base has the church played in schools between 1950-1999 and 2000-2020, and what are the complaints and issues etc. The legal team have provided a clear template to formulate a response regarding the complaints and issues.
- The Royal Commission are looking for Sunday school and youth group numbers dating back to the 1950's.
- There will be an investigation as to how the Anglican Church is going to offer redress to victims of abuse.
- The Royal Commission want to find out more about women putting their children up for adoption. This will need to be paid for as 'an extra' above the capped amount.
- Rest homes that are not run by the Anglican Church are not within scope of the Royal Commission.
- At what level does the Royal Commission tend to investigate abuse in schools, such as when a person in a position of power and influence has abused a child within the school?
- The approach of the legal team towards the Royal Commission has been positive – pro-Royal Commission stance.
- The Bishops and the Royal Commission team are taking a survivor approach – they really listen to those who have suffered and genuinely acknowledge the impact that the abuse has had on the life of that person.
- The Royal Commission team are encouraging the church to look at the possibility of developing a fund, which reaches across the province. Survivors of abuse could make applications for funding in the future. Noted that this is just a concept at the moment.

Bishop's Report

Bishop Andrew acknowledged the Vicar General's role while he was on sabbatical and commented how incredibly pleased he was at how the emerging situation of COVID-19 was managed by Jenny, Colleen and the team.

The Bishop reported the following:

- His time in Samoa with the ambulance and fire and emergency services was invigorating and rewarding. It was great to experience how they do things within their communities and share with them the knowledge of how we do things.

	<ul style="list-style-type: none"> • Samoa have a very thorough immigration process in response to COVID-19 and have done well to protect themselves. • Sabbatical is on hold for now. Bishop Andrew had intended to take another two months later in the year, however, Lambeth has been postponed, as has overseas travel. Bishop Andrew will review plans at the end of the year. • In response to COVID-19, clergy have adapted well, and Bishop Andrew is impressed at how quickly they have provided information and activities on-line. This gives an idea on what is possible for the future. • Bishop Andrew is impressed with Colleen and her team as they work remotely from home and catching up via Zoom each morning. The spirit of team is exceptional. • Regional Deans are doing well at keeping their communities informed and ensuring that everyone is ok. <p>Bishop Andrew’s message to clergy and his team is that it is ok to take the foot off the pedal for a bit, ease back and give themselves a bit of space and recognize that it is hard to work from home, be kind to ourselves and do our best to adapt to situation/environment.</p> <p>Noted</p> <p><u>General Synod Representative Report</u></p> <p>Rev’d Jo Crosse had provided the ‘GSSC Proceedings February 2020 Minutes’ by email for Standing Committee’s information and reminded the Committee that it was to have been her last meeting as a member of General Synod Standing Committee, however, GSSC now stays in place until such time that General Synod meet.</p> <p>Jo reported that a document called ‘Proposal for alternate GSTHW’, has been sent to GSSC with suggestions from diocesan legal advisors about options for gathering a reduced membership, virtual GSTHW to address urgent business. Jo has some questions about the wisdom of this approach and expects that a Zoom Meeting of GSSC will be convened to discuss it further.</p> <p>Noted</p> <p><u>TPCCG Representative Report</u></p> <p>Alison Thomson informed the Committee that the meeting on the 30th March did not go ahead, however work is being done via email such as reviewing the annual stipend.</p> <p>Noted</p>
<p>SC 20.04.8</p>	<p>OTHER BUSINESS</p> <p><u>Annual Stipend Review</u></p> <p>A report was provided by Strategic Pay, outlining the recommendation made by the TPCCG to increase the stipend by 3.3% payable from the 1st May 2020.</p>

	<p>A discussion was held, and the following suggestions and concerns were raised:</p> <ul style="list-style-type: none"> • Keep the stipend at a reasonable level as we need to try our best to maintain comparable levels across clergy at this time. • Bear in mind a lot of parishes base their Lay staff salary increased on the stipend %. • It was discussed whether this is the right time to approve the increase given the currently COVID-19 environment and therefore should we defer for 3 or 6 months? Bishop Andrew responded to the issue of timing and commented that it is not easy where we are now, however, this stipend review is a regular occurrence and happens this time every year. • Concerns were raised for clergy who have dependent children. It was suggested that they could receive the increase, however others could be deferred. • It was suggested to provide more context in a communication as to why clergy are receiving an increase in stipend during this current environment. <p>It was noted that when parishes are putting together their budget, they are advised to include a 2% increase in stipend and Lay wages. Therefore, parishes would have budgeted for it, however, they could not have predicted this current environment.</p> <p>The recommendation to increase the stipend by 3.3% as of the 1st May 2020 was put to a vote.</p> <p><u>Resolved that:</u></p> <ul style="list-style-type: none"> <i>i. Standing Committee approve the recommendation to increase the stipend by 3.3% for the period May 2020 to April 2021.</i> <i>ii. Note that Lauren Hibberd and Isabel Mordecai voted against the motion.</i>
	<p>Rev'd Jenny Chalmers called the meeting to a close at 11:56am</p> <p>Confirmed: _____</p> <p style="text-align: center;">Chair</p> <p>Date: _____</p>