



# Presbyterian Church of Aotearoa New Zealand

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## Memorandum

To: All Parishes, Presbyteries,  
From: Nominating Committee  
Date: Wednesday 12 July 2023  
Subject: Nominations for Assembly Committee and Workgroups

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We are seeking nominations for committees and workgroups of the General Assembly and other bodies.

Please send completed nomination forms to the Convener, Miss Liz Whitehead, [liz.whitehead38@gmail.com](mailto:liz.whitehead38@gmail.com) by **5pm, 18 August 2023**. Or complete the [electronic form](#).

Please use the enclosed nomination and personal information forms. Background information on nominees is required to enable the Nominating Committee to make well informed decisions. The collated information is confidential and remains within the Nominating Committee.

Members of these committees/bodies have an important and responsible task requiring skills and time commitment. Some common attributes are listed below along with the terms of reference and/or outline of the tasks of each group.

The process for appointment is:

After considering skills and expertise along with other balances, namely gender/lay/clergy, cultural/geographical/ theological, the Nominating Committee submits final nominations to the General Assembly 2023.

**Generally, appointments are for a four-year term, at the end of which a member may be appointed for a further two years, making a maximum term of six years**

Note: Not all the names submitted will become the final nominations to the General Assembly.

Nominations for appointment to some other bodies are made to the bodies themselves and the Assembly simply recognises their appointment.

You are asked to seek suitably qualified and skilled people who are available and willing to serve. **Please seek nominees consent based on their willingness to accept should the Assembly appoint.**

Common attributes required of members within committees/bodies are:

- Governance experience
- Broad understanding/experience of the PCANZ
- Ability to think and process strategically
- Ability to distinguish between policy and operational issues
- Reflective of theological diversity and ability to work within diversity
- Visionary, with an understanding of trends in society and culture
- Confidence of their local church and Presbytery
- Important that they have the time and commitment

The issue of the time commitment to be able to serve on any of the committees and/or bodies is a vital consideration and those being nominated are invited to carefully consider this aspect.

### **1. Council of Assembly**

The General Assembly delegates its administrative responsibilities to the Council between Assemblies. Council implements policy and strategy for the Church within the direction set by the Assembly; makes recommendations regarding policy to the General Assembly; unifying the mission of the Church; developing goals for the Church and Assembly Committees; regularly reviewing the work of the Church and Assembly Committees; determining budget allocations; acting as a Commission of Assembly to deal with some matters and carrying out other tasks which the Assembly may direct.

Council membership includes one person from each Presbytery and the Nominating Committee is currently seeking nominations from two Presbyteries. In addition we are seeking a representative from the Asian Council/community.

The Nominating Committee invites church sessions/councils of these Presbyteries to consider nominating suitably qualified people to their Presbytery. Each Presbytery will then consider these and as per BOO 14.13 (6) – will be asked to submit the names of three suitably skilled people from which the Nominating Committee will bring recommendations to Assembly that provide a good mix of age, experience and gender within the Council.

*Attributes/skills required:*

- Have or be able to quickly develop a strategic overview of the Presbyterian Church
- Have a vision of the Church in Mission
- Be able to identify patterns and trends in society and the Church
- Understand and work with priorities set by the General Assembly
- Be committed to the development of healthy congregations
- Have an understanding of the difference between governance and operational work
- Be able to actively contribute to policy development
- Able to assimilate a range of written material
- Have good communication skills including

- The capacity to listen, to be sensitive to culture
- Ability to effectively contribute to discussion
- Ability to maintain effective relationships with local Presbytery

Council Members should be in good standing with their local congregations and have credibility with the wider church so far as it can be determined.

People being nominated need to be aware of the workload and expectations that come with serving on the Council. In addition to meetings which could take place either electronically or in person (and in person will require an overnight stay) - regular teleconferences and email communication mean a person requires to give time to read; discern and respond to matters in a timely manner. This could require a number of hours each week. (For the Convenor and Deputy Convenor – the time commitment could be up to one day a week). The reading of reports and meeting preparation is essential for a person to contribute to the work of the Council.

In addition, Council members may require to serve on workgroups, where their skills and experience can be used to the full.

All serving on the Council are expected to contribute to and at meetings; to listen well; and to work well with other council members in the tasks the Council has before it.

**In 2023 there is a vacancy for a Council of Assembly member from both Southern and Pacific Presbytery. There is a vacancy for a member from the Asian Council.**

**We are also seeking nominations for the Convenor of the Council of Assembly.**

**The current membership means ideally new members would represent:**

Under 40

- Laity
- Female
- Strong legal and or accounting skills
- Strong business background

## **2. Resource Sub Committee**

The Resource Sub-Committee is a committee of the Council of Assembly established by the Council. Its primary task is to assist the Council of Assembly in discharging its responsibilities relative to financial management and reporting, stewardship of the Church's resources, and risk management.

The secondary task is to advise the Assembly Executive Secretary (AES) in the implementation of Council policy, to review policy proposals and to assist in implementation when required.

Members are appointed because of their knowledge and governance skills in relation to the responsibilities of the sub-committee, with consideration being given to a breadth of perspective. In particular we are seeking people with accounting and legal and compliance backgrounds; experience and current qualifications.

Most regular meetings will take place via zoom and the frequency of these will vary.. At times, additional meetings may be required having regard to the Council's meeting times and the financial reporting cycle.

**In 2023 we are seeking nominations and wish to appoint up to three new members. In addition we are seeking to appoint a Deputy Convenor.**

### **3. Leadership Sub-Committee**

The Leadership Sub-Committee is a committee of the Council of Assembly appointed by the Council. Its primary task is to assist the Council of Assembly in discharging its responsibilities relative to leadership requirements of, for and within the church.

The sub-committee will be responsible for advising the council on matters pertaining to the training and theological education of ordained and lay leadership in the Presbyterian Church, including recruitment standards, continuing ministry formation, relationship with other teaching institutions and ministry of word and sacrament. The sub-committee will work closely with the National Assessment workgroup.

The secondary task is to advise the AES in the implementation of Council policy, to review policy proposals and to assist in implementation when required.

Members are appointed because of their knowledge and governance skill relating to the responsibilities of the sub-committee, with consideration being given to a breadth of perspective – especially in areas of theological reflection; leadership formation; strategic thinking and governance.

In particular – new members will have experience; skills; experience and/or practice in terms of policy development; HR practice; compliance; flexible and adaptable in writing and communicating with different streams of the Church.

It is essential people nominated have time and capacity, as this is an active and working committee – with deadlines and on-going work-streams

Meetings will normally be held via zoom and have been taking place monthly. Further – additional meetings shall be held having regard to the Council's meeting times and the required reporting cycle.

**In 2023, we are seeking nominations and wish to appoint up to six new members. In addition, we are seeking to appoint a Deputy Convenor.**

**The current membership means ideally new members would represent:**

- Younger
- Laity
- Female

#### **4. National Assessment Workgroup**

The National Assessment Workgroup (NAW) of the Leadership Sub-Committee is appointed by the General Assembly to be representative of the church and to carry out the assessment of candidates for ministry of Word and Sacrament.

Assessment for National Ordained Ministry (NOM) is conducted annually (in May) and assessment for Local Ordained Ministry (LOM) is held twice a year - February and August.

Members of NAW need to be available for a one-day planning meeting in February of each year. This and other meetings may take place via zoom. Members also need to be available for a four-day weekend in May-June (Friday-Monday) to conduct the assessment of candidates for NOM.

LOM assessments are on a need's basis.

Members of NAW require the following skills:

- Spiritual discernment
- Emotional stability
- Sound interviewing skills
- Good written and oral communication skills
- Excellent conversational skills
- Sound powers of observation
- Ability to navigate complexities

**In 2023, we are seeking nominations and wish to appoint up to four new members. In addition, we are seeking to appoint a Co- Convenor.**

#### **5. Personnel Workgroup**

We are looking for people with wide knowledge and understanding of the church; clear thinking skills; discernment; an understanding of the changing face of ministry and trends and demands. People will have emotional stability, good written and oral communication skills and above average ability to navigate complexities. Cross cultural sensitivity and theological training are an advantage. Meetings are called on 'as required' basis and are held electronically.

**In 2023, we are seeking nominations and wish to appoint up to three new members. In addition, we are seeking to appoint a Convenor and a Deputy Convenor.**

## **6. Assembly Business Workgroup**

The Assembly Business Workgroup coordinates and facilitates the business of General Assembly. Members need excellent communication; facilitation and administration skills. Excellent time management is essential together with the ability to work under tight time constraints. Further – prior experience of Assembly is required. Due to the next Assembly being held in Christchurch, new members would ideally be South Island based – particularly in greater Christchurch.

**We are seeking nominations for two new members to begin at GA23. In addition, we are seeking to appoint a Deputy Convenor.**

## **7. Nominating Committee – Deputy Convenor**

Skills and experience:

- Working knowledge of the church
- Networking
- Ability to chair meetings
- Well organised
- Able to work with convenor and Nominating Committee executive
- Able to work with diversity
- Organised and flexible
- Available for a four year term (two as deputy, two as convenor)

**We are seeking nominations for the position of Deputy Convenor of Nominating Committee.**

## **8. Book of Order Advisory Committee**

The Terms of References of the Book of Order Advisory Committee

- 1) To undertake at intervals revisions of the Book of Order and the publishing of new editions.
- 2) To prepare such legislation as the Assembly may request.
- 3) To assist committees, groups, and individuals in the preparation of legislation to be submitted to the Assembly.
- 4) To examine and report to the Assembly, if so directed, on legislative proposals.
- 5) To submit 'tidy-up' proposals when new legislation is found to affect other regulations in the Book of Order.
- 6) To advise church bodies and decision makers in the exercise of their judicial functions.
- 7) To answer matters of practice and procedure pertaining to the Book of Order.

The committee avoids dealing with matters of policy. Its function is to draft, upon request, the regulations needed if a change in policy is being considered or, in the event of a change being agreed to, to draft the enabling regulations.

Members should have legal training and/or legal qualifications; legal background and a good understanding of the church process.

**In 2023, we are seeking nominations and wish to appoint up to four new members. In addition, we are seeking to appoint both a Convenor and Deputy Convenor.**

### **9. Doctrine Core Group**

The Doctrine Core Group essentially plays a coordinating role. It receives requests from various sections of the church for a doctrinal response to a matter of interest. Most of these requests come via the Council of Assembly, but other may make requests from time to time.

Members are appointed because of their skills and ability, with consideration being given to a breadth of perspective.

**In 2023, we are seeking nominations and wish to appoint up to four new members.**

### **10. PressGo Board**

Following a review by the Council of Assembly, appointments to the PressGo Board are made via the Nominating Committee process. There is a maximum of six Board members, one of which is the Chair.

The purpose of PressGo is to resource and equip innovative mission across the PCANZ.

The role of the Board is to:

- a. Take a lead in moving the culture of the PCANZ towards “a missional imaginative future”.
- b. Monitor the ecosystem – looking at how PCANZ can create, contribute to and nurture a healthy ecosystem for new growth to emerge and flourish.
- c. Monitor International trends and learnings around “future church”.
- d. Lead theological reflection on mission and future church, providing healthy disruption.
- e. Create a culture of sharing resources, experience, knowledge and technical support.
- f. Oversee funding applications for funds administered by PressGo.
- g. Provide financial support to applicants within its delegated authority of \$500,000 per project.

- h. In collaboration with Presbyteries, report to COA on mission opportunities and changes to the wider NZ culture.
- i. Help establish and support Presbyterial mission and innovation teams or personnel through funding and collaboration on projects, training etc.
- j. Equip Presbyteries to be missional and innovative, including equipping leaders in adaptive change management.
- k. Resource innovation in Presbyteries and congregations.
- l. Provide ongoing support to Presbyteries around New Mission Seedlings, prototypes, pilots and scouting future trends. Develop adaptive capacity in these areas.

Person specifications for Board members:

The person specifics required include experience in:

Governance; Networking and relationship building; Facilitation; Coaching and mentoring; Monitoring and Evaluation; Leadership roles; Analysis and problem-solving through being part of a non-dominant ethnic group; Experience of non-traditional faith communities / fresh/first expressions / church planting

Knowledge of and/or skills in PCANZ as a denomination; Business development; financial management; Fundraising; Marketing; Missiology; Entrepreneurism

Attitudes and values expressed in Imagination; Communication; Innovation; Vision; Passion for the Kingdom of God; Integrity; Co-operation with others; Strategic thinking and planner Adaptable / adaptive leader

Being on the Board of PressGo will provide unique opportunities to assist the Church at a strategic level and that now, more than ever, new thinking and new ideas are required. Younger members often have the personal skills and character to look at old paradigms through new eyes, so we would prefer younger people. We do not have a member of the Asian churches currently and would find their insights beneficial.

We do not want Board members appointed who have been around committees and status quo for years because while an understanding of structures, process and culture is helpful, an adherence for “what is” is not what is always needed to inform the work and mandate of the Board.

**In 2023, we are seeking nominations and wish to appoint up to three new members. In addition, we are seeking to appoint a Chair and Deputy Chair.**

### **11. Church Architecture Reference Group**

We are looking for people in Auckland; Wellington; Christchurch and Dunedin with relevant skills (professional expertise in architecture and construction; theological and strategic understanding of the church’s mission; working knowledge of church processes and requirements) to serve on this group.

**We are seeking nominations for membership of this reference group.**



## **12. Executive of Uniting Congregations of Aotearoa New Zealand**

Ideally the nominees are currently part of a co-operative Venture (or have recent experience of being part of one); have a strong understanding of a strategic overview of the Presbyterian Church and of current issues impacting the life of the church. You will also have a working knowledge of current work streams impacting the life of Co- operative Ventures. Experience in the fields of ecumenical relations; finance; strategic thinking are also an advantage. As in person meetings are in Auckland – we are seeking nominations from people in either Kaimai or Northern Presbytery

**In 2023, we are seeking nominations and wish to appoint up to two new members.**