

Diocese of Dunedin: Dates, Deadlines and Prompts for Faith Communities



There are a number of deadlines for information and other matters that church vestries-committees-chapters (governance bodies) need to keep an eye on.

The list below is not comprehensive and will be added to when we hear of anything that needs to be on here but has been left off – please contact the Diocesan Registrar registrar@calledsouth.org.nz with any suggestions, and we will add them to future versions.

We suggest that some of these may be “standing agenda items” on governance body agendas

Standing Agenda Items:

- **Contingency Plan** – see [Contingency Plan](#) for a template you can use. What will you do if key people in your community are no longer able to fulfil other duties?
- **Leases** – for facilities, house leases that are not registered with the DDTB. Make a note to review these and what month work needs to start on this. Agenda this for the first meeting of your year.
- **Health and Safety** – a standing agenda item. Any major concerns, accidents-incidents or near misses? Any regular training that needs to take place?
- **Safeguarding and complaints** – a standing agenda item. Safeguarding training and audits will be advised during the year.
- **Revaluations of Properties are due every three years** – contact Diocesan Accountant for what is required around this.
- **Annual Inspections of property held by faith community, including vicarages** – schedule these in, you may want to use the annual Loss Prevention Audit (see June prompt below) as an opportunity to do this, see also the website <https://www.calledsouth.org.nz/health-safety/>. **Section G of the handbook** has other additional information that may be helpful, including Number 4 (Vicarages, Deaneries and other Faith Community Houses) [Section 12i Vicarage or Church House Checklist](#).
- **Annual Review of Terriers** – schedule your Terrier to be reviewed during the year, with any additions or subtractions noted. Please send any updated information to the Registrar in the Diocesan Office. See [Terrier \(Church Property Register\) Template](#) – a useful document for taking an inventory. Contact the Registrar for information for when you last submitted this.
- **Clergy Matters** - Clergy Licence requirements are dealt with directly from the Bishop's office, on an individual basis, as they fall due. Lay Minister Licence renewal occurs triennially – next due Pentecost 2025. Licensing outside of that can be requested via the Bishop's office.

Diocese of Dunedin: Reminders of Important Deadlines

Month	General Deadlines or Events	Synod deadlines
January	Reminder to update Contributions sent through to the Diocesan Office, including any direct debits for stipends and wages (following any annual increase implemented in January).	Memo about AGMs and Annual returns sent to faith communities (hard copy and electronic)
February	<ul style="list-style-type: none"> • Lay Training Day • Boundaries training day (may also be organised for other months) • Clergy quiet day • Paperwork circulated for Lay Minister relicensing – due end of February (triennial – see May reminder below) • Safeguarding Audits – to be completed before AGM, see https://www.calledsouth.org.nz/safeguarding-resource-hub/ and the Safeguarding Audit Form 	
March	<ul style="list-style-type: none"> • Loss Prevention Audit (for Insurance purposes) - available to complete on-line and/or on paper (sent to Wardens or main contact people) • Church AGM – schedule this before 31 March each year. • Annual accounts to be received at Diocesan Office by 31 March or 15 April at the latest. • Boundaries training day (may also be organised for other months) – 21 March 	
April		Annual Returns sent to Diocesan Office by the end of the month. Includes officer details, declarations and statistics.
May	<ul style="list-style-type: none"> • Ministry School: 7-9 May • Pentecost Triennial Lay Minister relicensing- 2028, 2031 etc. 	Memo sent to Synod reps and to report authors (for Synod book) by the end of the month (deadline third Thursday in July)
June	Loss Prevention Audit – due end of the month.	
July		<ul style="list-style-type: none"> • Third Thursday in July – Synod reports due • Fourth Thursday in July - last day for Bills
Notes:		

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August		<ul style="list-style-type: none"> • First Thursday in August (or last Thursday in July) – Bills submitted to the Statutes and Standing Orders Committee and printing deadline for Synod Book • Third Friday in August – Synod books printed • Fourth Friday in August – Synod books posted • Last Friday in August – Synod books on-line, deadline for further notices, questions and petitions for any Synod. Last day for notification of any Synod rep alternatives. • Catering forms - Synod Registration due end of August.
September		Synod – 2nd Friday to 2nd Sunday of the month (2026 this is 11-13 September)
October	By 25 October each year: Insurance - Notification to Diocesan Office of any changes to insurance cover for buildings and contents including details of any large additions/disposals of fixed assets, details of purchases or disposal of vehicles	Diocesan Council – ratification of Diocesan Committees, Declarations for incoming Diocesan Council Members (every two years).
November	<ul style="list-style-type: none"> • Boundaries training day (may also be organised for other months) – 21 Nov • Clergy Retreat – 5-7 Nov 	Diocesan Council – Complete October tasks
December	End of year Clergy Gathering with Bishop	

Notes: