



Diocese of Dunedin

Responding to God's Call in Otago and Southland:
Faith Communities reading the Bible, praying, living out the life of Jesus Christ

MEMORANDUM

TO: All Ministry Units (Parishes, Deaconry's, Cathedral and Local Churches)

FROM: Andrew Metcalfe, Diocesan Registrar

SUBJECT: **Annual General Meetings 2024 and Diocesan Returns for 2023**

DATE: 12 January 2024

Timeline for documents to be returned:

| | |
|-----------------------|--|
| 21 days prior to AGM | Public notice of elected Ministry Unit officers to be given (Statute 3, 2 nd Schedule C.12) |
| Within 14 days of AGM | <ol style="list-style-type: none">Members of Governing Body (2026) which includes the Declaration of Adherence - signed by all Ministry Unit Officers.Annual Statistical Returns (2025) |
| By 31 March | Returned to the Diocese Office: Ministry Unit (Church) Annual Accounts (unaudited if necessary, audited copy to follow) NB: This is not required by those on Diocesan Parish Accounting. |
| By 31 April | Signed and completed writs for Synod representatives. |

Tēnā koutou

It is the time of year to remind you about preparations for your Annual General Meetings which should ideally take place before 30 March 2026.

This year (2026) being an 'even' year, we are electing Lay Synod Representatives for a two-year term. At our Diocesan Synod on 11 – 13 September 2024 we will also be electing Diocesan Council Representatives (our Standing Committee which sees to the on-going business of Synod).

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Diocese of Dunedin, part of the Anglican Church in Aotearoa, New Zealand and Polynesia,
Te Hahi Mihinare ki Aotearoa ki Niu Tirenī, ki Nga Moutere o Te Moana Nui a Kiwa

Our Current Diocesan Council Elected Members are:

Clergy: The Ven Elizabeth (Liz) Cheyne, The Very Rev'd Dr Tony Curtis SCP, The Rev'd Dr Andrea McDougall, The Ven Damon Plimmer, The Ven Canon Dr Michael Wallace

Lay: Mr Keith Gover, Mr. Theodore Rose, Ms. Nikki Gordon-Smith, Dr Gillian Townsley (one post vacant)

These members also make up the **Diocese of Dunedin Trusts Board**, who make appointments to other Diocesan organization Boards.

Diocesan Council is chaired by the The Rt Rev'd Anne van Gend and Ministry Educators and any Archdeacons who are not already elected Diocesan Council members with speaking but no voting rights.

Attached are a number of Appendices (documents and information) I hope will be helpful to this year's process:

1. **Appendix 1: Statute 3, Second Schedule.** This is the part of the Statutes which most directly deals with AGMs. Included in this is a list of the items for the Agenda. Please note that you need to give 7 days' minimum notice of your AGM, including notice in worship services the Sunday before (see Statute 3, 2nd Schedule C.2)
2. **Writ of Election of Diocesan Synod Representatives.** This is required by Statute so you can elect your lay representatives at your faith community AGM. We have included a separate writ for you to complete and send back before 30 April 2026 (please note, a writ will be taken to the Local Churches AGM for completion there and is not included in this correspondence).
3. **Appendix 3: Statute 1 "The Diocesan Synod and Diocesan Council Statute 1994", First, Second, Third and Fourth Schedules** which is related to the above elections. Please note that at least 21 days before your AGM notice of the election of Synod Representatives needs to be given. To do this you use either the Second or Third Schedule of Statute 1 depending on what type of faith community you are (see Statute 1, First Schedule, point 1) and:

"give notice of the date and place of the election, the times of closing of nominations, and the qualifications required for candidates, Nominators and Electors, in the form set out in the Second (or Third) Schedule to this statute by causing a notice to be posted outside each church at the services on at least two Sundays before the date set for the election"

This is also a good time to advertise the AGM (see Statute 3 information) i.e. 7 days' notice, including notice in worship services Sunday before required and a call for nominations for the elected positions (which also has to be done at least 21 days before their election)

N.B. also Standing Resolution of Synod (1985) –

"Every mover of a nomination for any Board or Committee may provide a factual statement of the candidate with his or her credentials for the office (no more than 50 words) and that such information be made available to members of the Synod by the Registrar after the nominations have closed".

4. **Members of Governing Body (2026)** which includes the Declaration of Adherence - signed by all Ministry Unit Officers
5. **Annual Statistical Returns (2025)**. We have the option of completing this on-line at [Diocese of Dunedin - Annual Statistical Return \(2025\) – Fill out form](#).



I hope this information helps. All forms and other paperwork to complete are available on the website: <https://www.calledsouth.org.nz/diocesan-forms/>. If you have any queries or need any copies of this information printed for you, please don't hesitate to call me on 03 488-0821.

Yours in Christ

A handwritten signature in blue ink, appearing to read "Andrew Metcalfe". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Andrew Metcalfe
Diocesan Registrar - Kaiwhakahaere
Anglican Diocese of Dunedin

registrar@calledsouth.org.nz

Appendix 1:

Statute 3, 2nd Schedule (from page 36)

c. Meetings

4. The provisions of Clauses 11 to 19 of Part A shall apply to Local Churches as if they were Vestries, except for the following:
 - (a) Special meetings may be requested at any time by one or more members of the Local Church bringing such a request to the Bishop.

C. General Meetings of Parishes, Regional Deaneries and Local Churches

1. Meetings shall be convened by the Churchwarden(s).
2. Reasonable written notice (being not less than seven days) shall be given to members of the date, place and purpose of any general meeting. Such notice may be given by being affixed to a notice-board or other prominent place on the exterior of all places of regular worship in the Parish, Regional Deanery or Local Church and may be in the form contained in the Seventh Schedule, from which other notices may be framed as required.
3. Notice shall also be given at services of public worship on the Sunday before the meeting.
4. Where a general meeting is adjourned, like notice shall also be given of the date, place and purpose of the adjourned meeting.
5. A general meeting shall have power, in addition to any powers given by this Statute, to make recommendations to the governing body and to the Vicar, Regional Dean or Ministry Leader in respect of any matter concerning the affairs of the Parish, Regional Deanery or Local Church.
6. A quorum of the meeting for a Parish or Regional Deanery shall be 20 members, or a lesser number equal to one tenth of the persons currently on the Roll. In the case of a Local Church, the quorum shall be one third of the number of people on the roll, unless otherwise negotiated with the Bishop.
7. The Vicar, Regional Dean or Ministry Leader will chair general meetings unless they choose to delegate this role with the agreement of a majority of the attendees.
8. All matters considered at a general meeting, including whether or not the meeting is to be adjourned, shall be decided by majority vote of those present and voting. The Chair shall have both a deliberative and a casting vote.
9. The Chair shall have power to rule on all matters of procedure, provided that after such ruling it shall be competent for the meeting to reconsider that ruling and make its own decision.
10. There shall be included in the agenda of an annual general meeting of a Parish, Regional Deanery or Local Church, the following items:

- (a) the receipt and consideration of the Regional Dean or Vicar's or Ministry Leader's annual report
 - (b) the receipt and consideration of the Churchwardens' annual report
 - (c) the receipt and adoption of the annual financial statements
 - (d) consideration and adoption of a budget
 - (e) general business, including for a Local Church, the election of the members of the Church Committee;
 - (f) And, in the case of a Parish or Regional Deanery, the election of churchwardens, Vestry/Deanery Council, synod representatives (as appropriate) and such other officers as the meeting may decide to appoint; an Auditor (who shall not be a member of Vestry/Deanery Council), the fixing of the number of the Vestry/Deanery Council for the following year.
11. There shall be included in the agenda of a special meeting only those matters stipulated in the notice of meeting, and matters relating thereto.
12. (1) The governing body may determine that nominations for elected positions will close before the meeting at which the election is to take place, being not less than 21 days after notice of the meeting is given.
- (2) If, when the closing time has passed, no more nominations have been received for a position or positions than there are vacancies, then the person or persons nominated shall be declared elected.
- (3) In any other case, the persons nominated, and no other person, shall stand for election at the meeting.
- (4) Nothing in this clause prevents the meeting from electing a person to a vacant position for which, at the time of the meeting, no duly nominated person is standing.

Appendix 2: **Writ of Election of Diocesan Synod Representatives**

This is included on a separate piece of paper to return to us.

Appendix 3: Statute 1 “The Diocesan Synod and Diocesan Council Statute 1994”, First, Second, Third and Fourth Schedules (pages 14-21)

FIRST SCHEDULE

1. “In this Schedule, unless repugnant to the context, “District” means and includes the Cathedral District, and any Parish or Regional Deanery, or Local Church authorised by Synod in accordance with Clause 39(c) of “The Parishes, Regional Deaneries and Local Churches Statute 2015” to have Synod representation in its own right, now or at any other time constituted; the term “elector” means and includes any person qualified to vote at an election of lay members of Synod by virtue of being a qualified voter under the provisions of clause 2 of this Schedule and clauses 85 and 86 of “The Parishes, Regional Deaneries and Local Churches Statute 2015”.
2. Every lay person who is qualified in terms of Clause 1 of the Title B Canon XXI to hold office in and take part in the decision making proceedings of any organisation recognising or under the authority of the General Synod/te Hinota Whanui and who has been enrolled on the parish roll of any District for a period of two months within the preceding year may vote at the election of Lay Representatives for that District PROVIDED THAT a person may only vote in one District in the Diocese during any Election of Lay Representatives.
3. Every lay person who is qualified to be an elector and is resident within the Diocese shall be eligible to be elected as a Lay Representative for any District within the Diocese.
4. Lay Representatives shall be elected for a period of two years: PROVIDED THAT any Representative elected or appointed to fill a vacancy, or one elected to represent a new District, or one whose District disappears through amalgamation with another District, shall hold office until the next General Election of Lay Representatives following. PROVIDED FURTHER THAT once the Synod has been summoned to meet as an Electoral College no General Election of Lay Representatives shall take place until the Primate/Te Pihopa Matamua has announced the name of the Bishop-elect.
5. A General Election of Lay Representatives shall take place at the Annual General Meeting of Parishioners in each District in each alternate year commencing the year 1996, or, in the case of a newly formed District, at a Special General meeting of Parishioners.”
- 6.1 The Chairperson of the Annual General Meeting of Parishioners shall be ex officio the Returning Officer for the election of Lay Representatives.”
- 6.2 The Returning Officer or Deputy Returning Officer may appoint such Scrutineers as he or she thinks necessary for the proper conducting of an election.
- 6.3 Each candidate has the right to appoint a Scrutineer to examine the voting papers.

- 6.4. If the Returning Officer or Deputy Returning Officer is a candidate for election as a Lay Representative, the meeting shall appoint another Returning Officer or Deputy Returning Officer who shall be an Elector to conduct the election.
- 6.5 The Returning Officer or Deputy Returning Officer, if an Elector, shall be entitled to an original vote but no casting vote, and all ties in the voting shall be decided by a further ballot.”
7. Prior to any election of Lay Representatives the Bishop shall issue a writ to proceed to the election, as follows:
 - (a) In any year in which a General Election of Lay Representatives is to be held writs shall be issued on or before the fourteenth day of February and the date set for their return with the result of the election shall be on or before the seventh day of April in the same year except where otherwise authorised by the bishop.
 - (b) In the case of a vacancy or of a new District the writ shall be issued as soon as possible after the vacancy is established or the new District formed and shall allow at least eight weeks between the date of issuing the writ and the date set for its return with the result of the election.
- 8.1. On receiving the writ of election the Returning Officer shall proceed as follows:
 - (a) At least twenty-one days before the day set for the Annual General Meeting of Parishioners, the Returning Officer shall give notice of the date and place of the election, the times of closing of nominations, and the qualifications required for candidates, Nominators and Electors, in the form set out in the Second Schedule to this statute by causing a notice to be posted outside each church at the services on at least two Sundays before the date set for the election.
 - (b) Nominations shall close with the Returning Officer at the time set forth in the notice and shall be made either verbally at the meeting or in writing and be handed in at or before the Meeting. Candidates must consent to the nomination, either verbally at the meeting or in writing at or before the Meeting.”
 - (c) When the time for the election is reached, if the number of candidates nominated does not exceed the number required, the Returning Officer shall declare the candidate or candidates duly elected.
 - (d) If the number of candidates nominated exceeds the number required, the Returning Officer shall first remind those present of the qualifications of voters and that anyone who has voted at any one Sub-District meeting may not vote at any other Sub-district Meeting, and shall then issue to each elector present a voting paper on which the Elector shall write the names of the candidates for whom he or she wishes to vote PROVIDED THAT any voting paper which contains more or fewer names than the number required shall be deemed to be invalid.

- (e) With the aid of any scrutineers whom he or she has appointed, the Returning Officer shall collect and count the votes and shall declare the candidates with the highest number of votes duly elected.”
 - (f) All voting papers shall be kept by the Returning Officer for twelve months after the election and produced when called for by the Diocesan Council.
- 8.2 Any disputed question concerning any election arising before the termination thereof shall be decided by the Returning Officer, subject to an appeal to the Diocesan Council.
- 8.3 Any objection to the validity of an election shall be decided by the Diocesan Council. No such objection shall be considered unless notice is given in writing to the Bishop within one month of the declaration of the election, nor unless the notice is signed either by one of the candidates at an election or by at least six persons qualified to vote at the election.
9. In order to enable the election of Clerical and Lay Representatives of the Conference of Local Churches, those representatives shall be elected at the Annual Conference of Local Churches, the Clergy electing the Clerical Representatives and the Lay members electing the Lay Representatives. The Clergy attending the Conference from each Local Church, if more than one, shall appoint, by whatever method they think fit, one Ordained Minister to vote in the election for the Clerical Representatives, and the Lay members attending the Conference from each Local Church, if more than one, shall similarly appoint one Lay member to vote in the election of the Lay Representatives.

The Bishop chairing the Conference shall be the Returning Officer, but shall not be entitled to vote in the elections, and shall discharge the duties of Returning Officer consistent, as far as is possible, with the provisions of Clause 7 of this Schedule.

Clerical and Lay members of any Local Churches which have been authorised by Synod in accordance with Clause 39(c) of “The Parishes, Regional Deaneries and Local Churches Statute 2015 to have Synod representation in their own right shall not be entitled to vote for the Clerical or Lay Representatives of the Conference of Local Churches.”

- 10 The Diocesan Council shall have the power to fill vacancies under the following circumstances:
- (a) Whenever a District fails to hold an election or is unable to elect a sufficient number of Lay Representatives either at a regular General Election of Lay Representatives or at a Special General Meeting to fill a vacancy.
 - (b) Whenever a vacancy occurs within two months of the Session of Synod following.

PROVIDED THAT in each case the Vestry or Parish Council of the District concerned may suggest a name or names (as the case may be) and the Diocesan Council shall appoint the person or persons so suggested.”

- 11.1. In every year in which there is held a General Election of Lay Representatives the Diocesan Council shall elect up to two duly qualified lay persons to represent the Youth Synod in the Diocesan Synod.

The Diocesan Council shall have the power to fill any vacancy which may occur in the seats of the Youth Representatives to the Diocesan Synod.

- 11.2. On or before the thirtieth day of June in every year in which there is held a General Election of Lay Representatives the Diocesan Executive of the Association of Anglican Women may elect up to two duly qualified lay persons to represent the Association of Anglican Women in the Diocesan Synod.

The Diocesan Executive of the Association of Anglican Women shall have the power to fill any vacancy which may occur in the seats of the Representatives of the Association of Anglican Women in the Diocesan Synod.

- 11.3 Firstly:** A general meeting of the chaplains to whom clause 2.1(k) of this Statute applies shall be held by 30 June at least biennially being in the years when lay representatives of parishes are due to be elected, to elect up to two persons to represent all such chaplains at Synod meetings provided that if such representatives are members of different houses of Synod, they shall vote in their respective houses. Any vacancy between general meetings which may occur in the seats of such representative(s) may be filled by the Diocesan Council.

And secondly: The following clauses of this Schedule shall apply to such biennial meetings of such chaplains, with any necessary changes: clauses 4, second proviso; 5, 6.1 to 6.5; 7, and 8.2 & 8.3.

12. A Lay Representative of any District or of the Association of Anglican Women, or a Youth Lay Representative, who is unable to attend any Session of the Synod may notify the Chair of the Vestry of that District, the Chair of the Diocesan Executive of the Association of Anglican Women, or the Chair of the Diocesan Council respectively of their inability to attend the Session. The Vestry of that District, the Diocesan Executive of the Association of Anglican Women, or the Diocesan Council, as the case may be, may then appoint a lay person, who is qualified in terms of Clause 3 of this Schedule to be elected as a Lay Representative, as an Alternate to that Lay Representative, PROVIDED THAT notification of the appointment of the alternate is received by the Bishop or by the Diocesan Registrar at least 14 days before the commencement of the Session. The alternate so appointed shall occupy that Lay Representative's seat in Synod with the right to speak and to vote for the duration of that Session of the Synod."
- 13.1 If in any parish there is only one ordained minister other than the Vicar or Priest in Charge licensed to officiate in that Parish that ordained minister shall, subject to their consent, be a Clerical Representative in the Synod.
- 13.2 If in any Parish there is more than one ordained minister other than the Vicar or Priest in Charge those ordained ministers shall, at the Annual General Meeting of the Parish in each alternate year commencing the year 2018, elect one of their number to be a Clerical Representative in the Synod.

13.3 The provisions of Clauses 4, 5, 6, 7, 8 and 12 shall apply, the necessary changes having been made, to the election of an ordained minister to be a Clerical Representative, PROVIDED THAT:

- (a) A candidate may be nominated by one Clerical Elector;
- (b) If in an election for a Clerical Representative there is a tie in the voting the result shall be decided by lot;
- (c) If either Clerical Representative from a Parish is unable to attend a Session of the Synod those ordained ministers licensed to officiate in that Parish who are not Clerical Representatives may elect one of their number to be an Alternate for that Clerical Representative;
- (d) If an elected Clerical Representative from a Parish ceases to be licensed to officiate in that Parish they shall cease to be a Clerical Representative, and those ordained ministers licensed to officiate in the Parish other than the Vicar or Priest in Charge shall elect one of themselves to be a Clerical Representative;
- (e) In the case of elections under the provisions of Subclauses 13.3 (c) and 13.3 (d) the ordained ministers eligible for election shall appoint a churchwarden of the Parish as Returning Officer, and that churchwarden shall conduct the election at a time and in a manner agreed with those ordained ministers.

SECOND SCHEDULE
DIOCESE OF DUNEDIN

NOTICE OF NOMINATION AND ELECTION OF LAY MEMBERS OF SYNOD

Electoral District of

The election of two Lay Members of Synod for the above Electoral District in terms of "The Diocesan Synod and Diocesan Council Statute, 2015" will be held at the Annual General meeting of Parishioners at on the day of at o'clock.

Nominations will close at the same time and place.

Candidates may be nominated verbally at the meeting or in writing at or before the meeting and must have consented to nomination either verbally at the meeting or in writing at or before the meeting.

Every candidate must be a qualified Elector of an Electoral District within the Diocese. He or she must be nominated by two qualified Electors of this Electoral District.

Qualified Electors are those persons who have been baptised and whose names have been on the Roll of this Electoral District for at least two months prior to the date of the election or who at some time during the previous year have been entitled to be placed upon the Roll under the provisions of Clause 86(2)(a) of Statute 3, "The Parishes, Regional Deaneries and Local Churches Statute, 2015".

THIRD SCHEDULE
DIOCESE OF DUNEDIN

NOTICE OF NOMINATION AND ELECTION OF LAY MEMBERS OF SYNOD

Electoral District of

The election of two Lay Members of Synod for the above Electoral District in terms of "The Diocesan Synod and Diocesan Council Statute, 2021" will be held at the Annual General Meeting of Parishioners of the Sub-District of at on the day of at o'clock.

Nominations will close at the Annual General Meeting of the Sub-District of at on theday of at o'clock.

Candidates may be nominated verbally at that meeting or in writing at or before that meeting and must have consented to nomination either verbally at that meeting or in writing at or before that meeting.

Every candidate must be a qualified Elector of an Electoral District within the Diocese. He or she must be nominated by two qualified Electors of this Electoral District.

Qualified Electors are those persons who have been baptised and whose names have been on the Roll of this Electoral District for at least two months prior to the date of the election or who at some time during the previous year have been entitled to be placed upon the Roll under the provisions of Clause 86(2)(a) of Statute 3, "The Parishes, Regional Deaneries and Local Churches Statute, 2019".

FOURTH SCHEDULE

ELECTIONS

1. Election procedure

- 1.1 Nominations for members of the Diocesan Council shall be made in writing.
- 1.2 Every nomination shall include a statement of one category of service, and stating that the person nominated is interested in and has a commitment to, that category of service.
- 1.3 The time of the closing of nominations and the time at which any necessary election shall be held shall be fixed by the Synod immediately after the Officers of Synod have been appointed on the first day of the First Ordinary Session of each Synod.
- 1.4 Fifteen minutes before the closing of nominations the names of those nominated up to that time shall be read to the Synod. Synod shall be reminded of the time at which nominations shall close, at which hour the secretaries shall affix to the notice board a full list of those nominated.
- 1.5 Any person who has been nominated as a member of the Diocesan Council may withdraw that nomination at any time
 - before the President has declared the result of the relevant election; or
 - before fifteen minutes have elapsed from the time of closing of nominations.whichever shall occur first.

2. Election by Houses

Clerical Members and Lay Members of the Diocesan Council must be elected by their respective Houses of the Synod, each order acting as an electoral body and not as a Synod. In each case the person elected is the candidate who attains the highest vote in that House, for the category of service for which the candidate is standing. If only one person stands for that category in that House, that person will be declared elected without the need for a ballot.

3. Confirmation by Synod

Following such election the appointment of the Clerical Members and the Lay Members of the Diocesan Council is subject to confirmation by the Synod. If the chosen membership of the Council is not confirmed by the Synod, then Synod shall fill the seat or seats by further elections.

Further documents: **(5) Members of Governing Bodies (2026) and (6) Annual Returns (2025) are included in this mailout.**