

Trustees MANUAL

2015 - 16

KEEP HANDY.

**VINEYARD CHURCHES
AOTEAROA NEW ZEALAND**

Trustees and administration manual

Introduction

This manual provides a brief overview of what a Vineyard church does and believes, plus resources to help trustees and administrators in Vineyard churches around New Zealand. For more information on anything related to running Vineyard churches, please contact the Vineyard operations and resource office, vcanz@vineyard.org.nz, or phone us on (09) 419-1152.

The role of a trustee

Trustees of Vineyard churches have two fundamental roles to fulfil:

- First, governance. A trustee must ensure all actions and transactions of a local church are done legally and in accordance with best ethical and legal practices.
- Second, facilitating the progress of the church and empowering the pastor and the church leadership. Our trustees' and boards' roles are not to be "the brakes", but to be the fundraisers and facilitators of the pastor's and leaders' vision for the church.

What is VCANZ?

(i) Vineyard Churches Aotearoa-New Zealand is part of a growing family of movements of Vineyard churches around the world, all of which are legally independent, self-governing, self-propagating, self-financing and self-sustaining, and yet relate with one another around common core values.

(ii) In New Zealand, VCANZ exists to become a more effective church planting and church developing movement, working to plant new healthy churches and strengthen and grow our existing churches.

(iii) VCANZ represents a voluntary community of Senior Pastors and their churches who have common principles in matters of faith, theology, values and priorities.

Who and what we are

1. Mission

Being Disciples, Making Disciples

2. Vision

To build churches that grow disciples who reach the world for Jesus

3. Guiding principles

Jesus called us to “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength” and to “Love your neighbour as yourself” (Mark 12:30-31). He also said to love one another as He loved us (John 13:34). Vineyard churches outwork these commands through three guiding principles, for which we use the analogy of the head (our theological centre), the heart (our relational centre) and the hands (our ministry centre).

Theological centre – kingdom theology and practice

Vineyard churches are committed to the theology and practice of the kingdom of God – which we view as the over-arching and integrating theme of the Bible. We are committed to proclaiming the good news of the kingdom and to bearing witness to the “already and not yet” of the kingdom in word and deed through healing (physical, emotional and social), doing justice and seeing people released to enjoy a full relationship with God.

Relational centre – loving God and loving people

Vineyard churches welcome God’s presence, seeking in worship and prayer to hear His voice and to be obedient to His leading. As we become increasingly sensitive and responsive to the Spirit’s presence, we “see what the Father is doing” and pursue that with passion.

We also love people – inside and outside the church – with relationships characterised by respect and honour. “Being Disciples, Making Disciples” spreads into every aspect of what we do, both with people who are part of our churches and those who are coming towards faith in Jesus.

Ministry centre – effective mission

Vineyard churches want to bring the gospel of the kingdom wherever we sense God's leading, most often by planting culturally-relevant churches in a wide variety of settings. We are called to compassion and healing, leaning towards the lost, the poor, the outcast and the stranger as though we serve Jesus Himself.

4. Genetic code

Ten common factors that are high priorities in Vineyard churches:

- Clear, accurate, inspiring biblical teaching where we hear and obey God's word to us.
- Contemporary worship in the freedom of the Holy Spirit, worshipping God with our whole being with Jesus at the centre as our Lord.
- Sensing the presence and power of God and using the gifts of the Holy Spirit, both in church and anywhere else we go.
- Physical healing with emphasis on signs and wonders as seen in the Gospels and the book of Acts.
- An active small group ministry with an emphasis on discipling believers.
- Holistic care for the broken, poor and needy, such as the homeless, the disadvantaged and single parents and their children.
- Commitment to church planting in New Zealand and missions throughout the world.
- Unity with the whole body of Christ and authentic, intimate, enabling relationships within our own churches.
- Preaching and living the Gospel of the Kingdom, always looking to what the Father is doing in bringing people to reconciliation with Him and participation in the community of faith.
- Training and releasing people into committed discipleship, ministry to others, serving, giving, responsible use of finances and healthy relationships.

5. Vineyard values

A church's values are often unseen, but they are powerful drivers of how we relate to people – and to God. In Vineyard churches we value:

The pursuit of God

We are hungry to know God's presence, hear His voice and pursue Him (Psalm 63:1-3).

Christlikeness

We desire that through the power of the Holy Spirit, Jesus' love, mercy, grace, truth, purity, power and integrity will shine through all that we are and do (Ephesians 5:2).

The mercy of God

Mercy is fundamental to all God does in salvation. We, therefore, aim to extend mercy to one another and to all to whom we minister (Colossians 3:12,13)

Prayer

Prayer is a primary means of our communication and relationship with God (1 Thessalonians 5:16-18; Philippians 4:6).

Integrity

It is important for us to speak the truth, deal honestly and live uprightly (Ephesians 4:15).

Servant leadership

We aim to exercise leadership with humility, selflessness, grace, care for the people and a sincere desire to build up the Body of Christ (Mark 10:37,44-45).

The individual

Single or married, we want to enable and support mature relationships and family growth (Romans 12:9-10).

Relationships

We are honoured by every person God adds to the Vineyard. We aim to maintain mutual respect, open communication, determined co-operation and believe and speak the best about each other (1 Corinthians 13:4-7).

Unity

All who belong to Christ are one in His Body, the Church. We aim to maintain unity by honouring all who call on Jesus' name and by seeking relationship with all parts of the Church (John 17:21-23).

Reality

We aim to walk in the Spirit and see supernatural works of God, while also valuing the intellect and our physical humanity (James 1:5).

Simplicity

We wish to do nothing for "religious effect" but to act in natural, non-hyped ways. We desire to do the ministry of Christ with joy (Philippians 4:4).

Cultural relevance

We aim to speak and act in ways in which our culture can respond positively. For example, we value worship music in a style that is relevant to our time and society, and the people our churches are reaching (1 Corinthians 9:19-23).

Fruit and gifts

We value living and expressing the fruit and gifts of the Holy Spirit. We value character above giftedness.

Liberty

We want to create freedom to follow Jesus rather than conforming to arbitrary standards. We embrace grace, not legalism.

Sovereignty of Holy Spirit

We want to maintain flexible structures, traditions and practices to allow the Holy Spirit to move sovereignly.

Please also see Appendix A for the Vineyard statement of faith.

PART 1:

THE NATIONAL VINEYARD MOVEMENT

National Vineyard charitable trust

The Vineyard Christian Fellowship Trust Board supports and assists three distinct entities:

- Vineyard Churches Aotearoa-New Zealand, the theologically and relationally-aligned Vineyard movement of churches.
- Vineyard College.
- The company that holds the Vineyard trademark.

Through these entities, the Board helps plant and develop Vineyard churches in New Zealand and overseas

The Vineyard Christian Fellowship Trust Board also employs some staff, including the National Director and College Principal.

The board is Vic Francis (chair), Lloyd Rankin, Martin Baty, Mark Brickell and Matt Lilly.

National offices

VCANZ has two offices in Auckland:

- A head office at 19 Newton Rd, Newton, where our national director Lloyd Rankin and his Ministry Assistant are based.
- A resource and operations office at 252 Forrest Hill Rd, Forrest Hill, which offers advice on many issues churches face, and is building resources to help our Vineyard churches do well. This is normally the first port of call for Vineyard-related information. For more information, contact the office at vcanz@vineyard.org.nz or phone (09) 419-1152.

Finances

New Zealand Vineyard churches contribute 8% of their giving to the national movement to support the employment of our national director and the provision of resources throughout the movement.

Accounts

The New Zealand Vineyard movement's finances are checked annually by an external chartered accountant, and the Vineyard College's finances are audited annually.

Insurance

It is essential that the church establish relevant insurance for physical assets, including property, equipment, vehicles, furniture and computers.

VCANZ does not have a group insurance scheme, as our churches are so diverse in their needs that it makes it impractical. However, we have engaged insurance broker Craig Gudsell to investigate insurance, and he has provided a 10-point plan for church insurance. He strongly recommends churches take up at least the first 5 insurances listed. Craig is an expert in church insurance and our churches may like to ask him or another broker for an assessment of their insurance needs.

Please also see Appendix B for Craig Gudsell's 10-point insurance advice.

Benefits of being a Vineyard church

The Vineyard churches in New Zealand are a family of like-minded pastors and congregations who share Vineyard values and aims as well as a relational bond.

By being part of a wider group of Vineyard churches we get to share our lives, callings, resources and support one for another. Specific benefits include:

Phone plan: Vineyard New Zealand is part of a wider church phone plan with Vodafone that offers heavily reduced rates for mobile and fixed lines. Benefits of this include free calling to anyone else on the plan as well as reduced calling costs and competitive text and data packages. We can also acquire handsets for users at reduced costs **(see appendix C)**.

Health insurance: Vineyard New Zealand has a Southern Cross policy for pastors and pastoral staff. For details, contact the resource and operations office.

Resources: The Vineyard resource and operations office is available to help any Vineyard congregation with advice, resources, contacts or in any other way possible. The office can also put churches in touch with our task forces, which include children's, youth, worship, missions, church planting, education and provincial churches.

Bulk buying initiatives: Vineyard is part of a wider church organisation that provides discounts in a number of retail areas of interest to pastors and

senior leaders. This includes building and automotive supplies, stationery products and vehicle-related goods. Local church leadership teams have discretion as to who has rights to these buying powers (see appendix D).

Photocopying and printing: Vineyard New Zealand is part of a wider church plan with Fuji-Xerox which offers excellent rates on photocopiers and printers. For details, contact the resource and operations office.

Church consultancy: Members of the national Vineyard leadership and board are available to visit individual Vineyard churches for encouragement and to offer guidance or advice. A local church may also request a more formal meeting with members of the national board to review the ministry, systems and health of their congregations. This could include:

- Church services
- Home groups
- Youth ministry
- Children's ministry
- Community projects
- Leader training
- New believers' discipleship training

PART 2:

THE LOCAL CHURCH

Trusts

A local church may incorporate as a charitable trust under the Charitable Trusts Act 1957 and the Charities Act 2005. A draft trust deed is available from the national operations and resource office.

Trustees/board members

Local churches will appoint trustees and/or board members for the charitable trust under the guidelines outlined in the Charitable Trusts Act 1957 and the Charities Act 2005. Members selected should have an interest in the growth and sustainability of the church.

Role of a trustee

Trustees are expected to know the trust deed and the trust's assets and liabilities. Trustees have a responsibility to operate in a clear, honest and respectable manner and will owe a duty of care, skill and diligence. Trustees are also required to:

- Be impartial between beneficiaries
- Not delegate trusteeship duties
- Carry out duties without payment
- Not make a personal profit from trust funds
- Pay money to the right people
- Keep and render proper accounts
- Invest promptly and prudently
- Take professional advice

Please also see [Appendix E for Guidelines for Trustees of Charitable Trusts document](#).

Church finances

Vineyard churches are financed by their congregation members, who are encouraged to give generously as part of their commitment to and relationship with Jesus Christ.

Our churches are asked to tithe (10%) their income – 8% to the Vineyard movement to support the Vineyard nationally and another 2% to other worthy ministries. The rest of their income (90%) can be used for buildings, wages and ministries at the discretion of the local church leaders.

For transparency and accountability reasons we encourage:

- Two people to count the offerings, and two to sign cheques.
- Accounts to be assessed yearly by an independent accountant.

Statistics

Vineyard churches regularly complete a “census” for submission to the national movement. This census includes information on church attendance, growth, income and services.

Property

Vineyard churches can purchase or otherwise acquire, sell, exchange or lease land and buildings and any other property used for any purpose in connection with the church.

The church can borrow money and secure payment of the same on such terms that seems suitable and fitting. Any debt entered into by the church must be carefully monitored and maintained.

It is vital to get professional advice when undertaking major property work, whether it be purchasing existing property, constructing new buildings or altering existing buildings. You may need to consult solicitors, architects, structural engineers and financial advisers.

Earthquake strengthening

The Building Act 2004 requires local authorities to look at the earthquake resistance of all buildings in their region. If they are at risk, remedial action may be required to bring them up to current building code.

This has implications for churches should you be looking at modifications or extensions of older premises. In the course of seeking a building consent, the local council will look at the status of the whole current building and may determine that an upgrade of the total premise is necessary, especially if you are in an earthquake-prone zone.

Please also see Appendix F for a checklist related to building work.

Renting church property

Care must be taken when renting out church buildings. There are implications against rates exemptions if this becomes a major source of church income. Good policies need to be in place as to what activities are allowable – use of alcohol, etc. Hireage dollars received could be an income stream fitting within the GST taxable activity regime.

Closing

If there are any questions or need for clarity regarding anything contained in this document, the first point of contact is the Vineyard operations and resource office, vcanz@vineyard.org.nz, or phone us on (09) 419-1152.

Appendix A

Statement of faith

We believe ...

... that God is the Eternal¹ King². He is an infinite³, unchangeable⁴ Spirit⁵, perfect⁶ in holiness⁷, wisdom⁸, goodness⁹, justice¹⁰, power¹¹ and love¹². From all eternity¹³ He exists as the One¹⁴ Living¹⁵ and True¹⁶ God in three persons¹⁷ of one substance¹⁸, the Father, the Son, and the Holy Spirit¹⁹, equal in power and glory²⁰.

We believe ...

¹ Deuteronomy 33:27; Romans 1:20.

² Psalm 95:3; Isaiah 43:15

³ Psalm 143:5; Job 11:7-9

⁴ James 1:17

⁵ John 4:24

⁶ Matthew 5:48

⁷ Isaiah 9:3; 1 Peter 1:15-16

⁸ Psalm 104:24; Proverbs 2:6; Isaiah 28:29

⁹ Exodus 33:19; Psalm 63:2

¹⁰ Psalm 33:5; Psalm 89:14; Isaiah 30:18

¹¹ Exodus 15:6

¹² 1 John 4:8

¹³ Isaiah 43:13

¹⁴ Isaiah 45:5; 1 Corinthians 8:4

¹⁵ Psalm 42:2; Psalm 84:2

¹⁶ Jeremiah 10:10

¹⁷ John 1:18; John 10:30; 1 John 14:9; John 14:16-17; 2 Corinthians 3:17-18

¹⁸ John 1:1; John 1:14; 2 Corinthians 3:17

¹⁹ Matthew 28:19-20; 2 Corinthians 13:14; Revelation 1:4

²⁰ Revelation 5:13; Ephesians 3:14-21

... that God's kingdom is everlasting²¹. From His throne²², through His Son, His eternal Word²³, God created²⁴, upholds²⁵ and governs²⁶ all that exists²⁷: the heavenly places²⁸, the angelic hosts²⁹, the universe³⁰, the earth³¹, every living thing³² and mankind³³. God created all things very good³⁴.

We believe ...

... that Satan, originally a great, good angel, rebelled against God, taking a host of angels with him³⁵. He was cast out of God's presence and, as a usurper of God's rule, established a counter-kingdom of darkness³⁶ and evil on the earth³⁷.

We believe ...

... that God created humankind in his own image, male and female³⁸, for relationship with Himself and to govern the earth³⁹. Under the temptation of

²¹ Psalm 45:6; Psalm 145:13; Daniel 4:3

²² Psalm 93:1-2

²³ John 1:1-3; 1 Corinthians 8:6; Colossians 1:15-16; Hebrews 1:1-2

²⁴ Genesis 1:1; Psalm 104:24-29

²⁵ Colossians 1:16-17; Hebrews 1:3

²⁶ Psalm 103:19; Psalm 104:24-29

²⁷ Psalm 96:4-6

²⁸ Psalm 89:11

²⁹ Psalm 103:20-21

³⁰ Colossians 1:16-17

³¹ Psalm 104:5

³² Psalm 103:22

³³ Psalm 22:28; Psalm 47:8

³⁴ Genesis 1:31

³⁵ Revelation 12:7-9

³⁶ 2 Corinthians 11:14; Colossians 1:13-14; Ephesians 6:12

³⁷ Mark 3:22-26; Ephesians 2:1-2; 1 John 5:19

³⁸ Genesis 1:26-27

³⁹ Genesis 1:26

Satan⁴⁰, our original parents fell from grace⁴¹, bringing sin⁴², sickness⁴³ and God's judgment of death to the earth⁴⁴. Through the fall, Satan and his demonic hosts gained access to God's good creation⁴⁵. Creation now experiences the consequences and effects of Adam's original sin⁴⁶. Human beings are born in sin⁴⁷, subject to God's judgement of death⁴⁸ and captive to Satan's kingdom of darkness⁴⁹.

We believe . . .

. . . that God did not abandon His rule over the earth⁵⁰ which He continues to uphold by His providence⁵¹. In order to bring redemption, God established covenants⁵² which revealed His grace to sinful people⁵³. In the covenant with Abraham, God bound Himself to His people Israel, promising to deliver them from bondage to sin and Satan and to bless all the nations through them⁵⁴.

We believe . . .

. . . that, as King, God later redeemed His people by His mighty acts from bondage in Egypt⁵⁵ and established His covenant through Moses, revealing His perfect will and our obligation to fulfil it⁵⁶. The law's purpose is to order our fallen race⁵⁷ and to make us conscious of our moral responsibility⁵⁸. By the

⁴⁰ **Genesis 3:1; Revelation 12:9**

⁴¹ **Genesis 3:8; Romans 1:21; Romans 5:16**

⁴² **Romans 5:12**

⁴³ **John 5:14**

⁴⁴ **1 Corinthians 15:22**

⁴⁵ **John 8:44; 1 John 5:18**

⁴⁶ **Romans 8:20-23**

⁴⁷ **Psalms 51:5**

⁴⁸ **Ezekiel 18:4; Romans 2:5; Romans 2:12; Hebrews 9:27**

⁴⁹ **Galatians 1:3-5; Galatians 4:8-9; Colossians 1:13**

⁵⁰ **Psalms 24:1; Psalm 96:10**

⁵¹ **Isaiah 40:22; Hebrews 1:3**

⁵² **Romans 9:4**

⁵³ **Ephesians 2:12**

⁵⁴ **Genesis 17:3-8; Genesis 12:2-3; Genesis 15:4-6; Romans 4:3-5; Romans 4:16; Romans 4:20-25; Galatians 3:6-9; Galatians 3:13-14**

⁵⁵ **Exodus 15:3-18**

⁵⁶ **Exodus 19:3-6; Exodus 24:3-4; Exodus 24:7; Romans 8:3-4; Romans 8:12-14**

⁵⁷ **Deuteronomy 5:1-3; Deuteronomy 30:15-18; Galatians 3:23-25**

⁵⁸ **Psalms 25:8-10; Romans 7:7**

work of God's Spirit⁵⁹, it convicts us of our sin⁶⁰ and God's righteous judgement against us⁶¹ and brings us to Christ alone for salvation⁶².

We believe ...

... that when Israel rejected God's rule over her as King⁶³, God established the monarchy in Israel⁶⁴ and made an unconditional covenant with David⁶⁵, promising that His heir would restore God's kingdom reign over His people as Messiah forever⁶⁶.

We believe ...

... that in the fullness of time⁶⁷, God honoured His covenants with Israel and His prophetic promises of salvation⁶⁸ by sending His Son⁶⁹, Jesus, into the world⁷⁰. Conceived by the Holy Spirit and born of the Virgin Mary⁷¹, as fully God and fully man in one person⁷², He is humanity as God intended us to be⁷³. Jesus was anointed as God's Messiah and empowered by the Holy Spirit⁷⁴, inaugurating God's kingdom reign on earth⁷⁵, overpowering the reign of Satan

⁵⁹ **John 15:26; John 16:8-11; 2 Corinthians 3:14-17**

⁶⁰ **Romans 7:13; Galatians 3:19; Galatians 3:21-22**

⁶¹ **Romans 2:1-11**

⁶² **Galatians 3:24; Philippians 3:8-9**

⁶³ **1 Samuel 8:6-8**

⁶⁴ **1 Samuel 8:21-22; 1 Samuel 9:15-16; 1 Samuel 10:1; 1 Samuel 10:24**

⁶⁵ **2 Samuel 7:11-16; Psalm 89:34-37**

⁶⁶ **Isaiah 9:6-7; Isaiah 11:1-5; Jeremiah 23:5-6; Ezekiel 34:23**

⁶⁷ **Mark 1:15; Galatians 4:4**

⁶⁸ **Romans 1:2-4**

⁶⁹ **John 1:14**

⁷⁰ **John 1:17-18**

⁷¹ **Luke 1:30-35**

⁷² **John 1:14; Philippians 2:5-7**

⁷³ **Romans 5:19; 1 Corinthians 15:22; 1 Peter 2:22; 2 Corinthians 5:21; Romans 8:29**

⁷⁴ **Luke 3:21-22; Luke 4:16-21**

⁷⁵ **Mark 1:14-15; Luke 11:20; Luke 17:20-21**

by resisting temptation⁷⁶, preaching the good news of salvation⁷⁷, healing the sick⁷⁸, casting out demons⁷⁹ and raising the dead⁸⁰.

Gathering His disciples⁸¹, He reconstituted God's people⁸² as His Church⁸³ to be the instrument of His kingdom⁸⁴. After dying for the sins of the world⁸⁵, Jesus was raised from the dead on the third day⁸⁶, fulfilling the covenant of blessing given to Abraham⁸⁷. In His sinless, perfect life⁸⁸, Jesus met the demands of the law⁸⁹ and in His atoning death on the cross⁹⁰ He took God's judgement for sin⁹¹, which we deserve as law-breakers⁹². By His death on the cross He also disarmed the demonic powers.⁹³

The covenant with David was fulfilled in Jesus' birth from David's house⁹⁴, His Messianic ministry⁹⁵, His glorious resurrection from the dead⁹⁶, His ascent into heaven and His present rule at the right hand of the Father⁹⁷. As God's

⁷⁶ **Luke 4:1-13**

⁷⁷ **Luke 4:43**

⁷⁸ **Luke 4:40**

⁷⁹ **Luke 4:41**

⁸⁰ **Luke 7:14-17**

⁸¹ **Mark 1:16-17**

⁸² **Mark 3:13-15**

⁸³ **Matthew 16:18**

⁸⁴ **Luke 9:1-2; Luke 10:1-17**

⁸⁵ **John 1:29; John 6:51; John 4:9-10**

⁸⁶ **Mark 8:31; 1 Corinthians 15:3-5**

⁸⁷ **Galatians 3:13-14**

⁸⁸ **Acts 3:14-15; Hebrews 4:15**

⁸⁹ **Romans 5:18-19**

⁹⁰ **1 Peter 2:24**

⁹¹ **Galatians 3:13; 2 Corinthians 5:21**

⁹² **Romans 1:18; Romans 1:32; Romans 2:12; 2 Thessalonians 1:6-10**

⁹³ **Colossians 2:13-15**

⁹⁴ **Matthew 1:1**

⁹⁵ **Luke 1:68-72; Luke 2:10-11; Matthew 9:27**

⁹⁶ **Acts 2:24-28**

⁹⁷ **Acts 2:29-36**

Son and David's heir⁹⁸, He is the eternal Messiah-King⁹⁹, advancing God's reign throughout every generation and throughout the whole earth today¹⁰⁰. We believe ...

... that the Holy Spirit was poured out on the Church at Pentecost in power¹⁰¹, baptising believers into the Body of Christ¹⁰² and releasing the gifts of the Spirit to them¹⁰³. The Spirit brings the permanent indwelling presence of God to us¹⁰⁴ for spiritual worship¹⁰⁵, personal sanctification¹⁰⁶, building up the Church¹⁰⁷, gifting us for ministry¹⁰⁸, and driving back the kingdom of Satan by the evangelisation of the world¹⁰⁹ through proclaiming the word of Jesus¹¹⁰ and doing the works of Jesus¹¹¹.

We believe ...

... that the Holy Spirit indwells every believer in Jesus Christ¹¹² and that He is our abiding Helper¹¹³, Teacher¹¹⁴ and Guide¹¹⁵. We believe in the filling or the empowering of the Holy Spirit¹¹⁶, often a conscious experience¹¹⁷, for ministry

⁹⁸ **Romans 1:1-4**

⁹⁹ **Hebrews 1:1-3**

¹⁰⁰ **1 Corinthians 15:24-26; Ephesians 1:19-23; Revelation 5:5**

¹⁰¹ **Acts 1:8; Acts 2:1-4**

¹⁰² **1 Corinthians 12:13**

¹⁰³ **1 Corinthians 12:4-7**

¹⁰⁴ **John 14:16-17**

¹⁰⁵ **Romans 12:1; Ephesians 5:18-20**

¹⁰⁶ **Romans 8:3-4**

¹⁰⁷ **1 Corinthians 14:12; 1 Corinthians 14:26**

¹⁰⁸ **Romans 12:4-6**

¹⁰⁹ **Luke 11:20; 1 John 3:8b**

¹¹⁰ **Ephesians 6:10-20**

¹¹¹ **John 14:12-13; Romans 15:18-19; 1 Corinthians 4:20**

¹¹² **Romans 8:9-10**

¹¹³ **John 16:7**

¹¹⁴ **John 14:26**

¹¹⁵ **John 16:13-15; Romans 8:14**

¹¹⁶ **Luke 24:49; Acts 4:31**

¹¹⁷ **Acts 8:18-19; Acts 19:1-2**

today¹¹⁸. We believe in the present ministry of the Spirit¹¹⁹ and in the exercise of all of the biblical gifts of the Spirit¹²⁰. We practise the laying on of hands for the empowering of the Spirit¹²¹, for healing¹²², and for recognition and empowering of those whom God has ordained to lead and serve the Church¹²³.

We believe...

... that the Holy Spirit inspired the human authors of Holy Scripture¹²⁴ so that the Bible is without error¹²⁵ in the original manuscripts. We receive the sixty-six books of the Old and New Testaments¹²⁶ as our final, absolute authority, the only infallible rule of faith¹²⁷ and practice¹²⁸.

We believe...

... that the whole world is under the domination of Satan¹²⁹ and that all people are sinners by nature¹³⁰ and choice¹³¹. All people therefore are under God's just judgement¹³². Through the preaching of the Good News of Jesus and the Kingdom of God¹³³ and the work of the Holy Spirit¹³⁴, God regenerates¹³⁵,

¹¹⁸ **1 Corinthians 2:4-5; 2 Corinthians 4:7; 2 Corinthians 6:4-7**

¹¹⁹ **Joel 2:28-29; Acts 2:15-17**

¹²⁰ **1 Corinthians 12:7-11; 1 Corinthians 14:1; 1 Corinthians 14:5; 1 Thessalonians 5:19-21**

¹²¹ **Acts 8:14-17; Acts 19:6**

¹²² **Mark 1:41; Luke 6:18b-19; Mark 16:18**

¹²³ **Acts 13:1-3; 1 Timothy 4:14; 2 Timothy 1:6**

¹²⁴ **2 Timothy 3:16-17; 2 Peter 1:20-21; 1 Corinthians 2:12-13; John 14:26**

¹²⁵ **Psalms 19:7-9; Psalm 119:30; Psalm 119:43; Psalm 119:89; Matthew 5:17-18; John 3:34; John 10:35; 1 Thessalonians 2:13; Revelation 22:6**

¹²⁶ **Luke 24:44; 2 Peter 3:15-16; Revelation 22:18-19**

¹²⁷ **Isaiah 40:8; Matthew 24:35**

¹²⁸ **Matthew 7:21; Matthew 7:24; James 1:22-25**

¹²⁹ **Luke 4:5-7; 1 John 5:19**

¹³⁰ **1 Corinthians 15:22; Ephesians 2:1-3**

¹³¹ **Romans 1:21-23; Romans 1:32**

¹³² **Romans 1:18; Romans 2:5; 2 Corinthians 5:10; Ephesians 5:6**

¹³³ **Mark 1:14-15; Acts 8:12; Acts 28:31**

¹³⁴ **John 16:7-11**

¹³⁵ **John 3:5-8**

justifies¹³⁶, adopts¹³⁷ and sanctifies¹³⁸ through Jesus by the Spirit¹³⁹ all who repent of their sins¹⁴⁰ and trust in Jesus Christ as Lord¹⁴¹ and Saviour¹⁴². By this they are released from Satan's domain and enter into God's kingdom reign¹⁴³.

We believe ...

... in the one¹⁴⁴, holy¹⁴⁵, universal Church¹⁴⁶. All who repent of their sins and confess Jesus as Lord and Saviour are regenerated by the Holy Spirit¹⁴⁷ and form the living Body of Christ¹⁴⁸, of which He is the head¹⁴⁹ and of which we are all members¹⁵⁰.

We believe ...

... that Jesus Christ committed two ordinances to the Church: water baptism¹⁵¹ and the Lord's Supper¹⁵². Both are available to all believers.

We believe ...

... that God's kingdom has come in the ministry of our Lord Jesus Christ¹⁵³, that it continues to come in the ministry of the Spirit through the Church¹⁵⁴, and that it will be consummated in the glorious, visible and triumphant

¹³⁶ **1 Peter 1:23**

¹³⁷ **Romans 5:1-2; Romans 5:9**

¹³⁸ **Romans 8:15; Galatians 4:6**

¹³⁹ **Ephesians 5:25; Hebrews 13:12; 1 Peter 1:1-2**

¹⁴⁰ **Acts 2:38**

¹⁴¹ **Romans 10:9**

¹⁴² **1 John 4:13-15**

¹⁴³ **Colossians 1:13-14; Philippians 3:20**

¹⁴⁴ **John 17:20-21; Ephesians 4:3-6**

¹⁴⁵ **1 Corinthians 3:16-17**

¹⁴⁶ **Matthew 16:17-18; 1 Corinthians 1:2; Ephesians 2:18-19; 1 Peter 2:9-10**

¹⁴⁷ **Titus 3:4-7**

¹⁴⁸ **Romans 12:4-5**

¹⁴⁹ **Ephesians 1:22; Ephesians 5:23**

¹⁵⁰ **1 Corinthians 12:27**

¹⁵¹ **Matthew 28:18-20**

¹⁵² **1 Corinthians 10:14-17; 11:23-26**

¹⁵³ **Daniel 7:13-14; Matthew 4:23; Matthew 12:28**

¹⁵⁴ **Matthew 6:10; Matthew 10:7-8; Matthew 24:14; Mark 13:11; John 15:26-27; Romans 14:17-18**

appearing of Christ¹⁵⁵ – His return to the earth as King¹⁵⁶. After Christ returns to reign¹⁵⁷, He will bring about the final defeat of Satan and all of his minions and works¹⁵⁸, the resurrection of the dead¹⁵⁹, the final judgment¹⁶⁰ and the eternal blessing of the righteous and eternal punishment of the wicked¹⁶¹. Finally, God will be all in all¹⁶² and His kingdom, His rule and reign¹⁶³, will be fulfilled in the new heavens and the new earth¹⁶⁴, recreated by His mighty power, in which righteousness dwells¹⁶⁵ and in which He will forever be worshipped¹⁶⁶.

¹⁵⁵ **Mark 13:26; Acts 1:9-11; 2 Thessalonians 2:8**

¹⁵⁶ **Revelation 19:11-16**

¹⁵⁷ **Matthew 25:31-32; 1 Corinthians 15:23-25**

¹⁵⁸ **Revelation 20:10**

¹⁵⁹ **1 Corinthians 15:51-52**

¹⁶⁰ **John 5:28-30; Revelation 20:11-15**

¹⁶¹ **Matthew 25:31-46**

¹⁶² **1 Corinthians 15:24-28**

¹⁶³ **1 Timothy 6:13-16**

¹⁶⁴ **2 Peter 3:13; Revelation 21:5**

¹⁶⁵ **Revelation 21:27**

¹⁶⁶ **1 Timothy 1:17; Revelation 7:9-12**

Appendix B

Insurance recommendations

(From Craig Gudsell, insurance broker, ph 0800 843276, 0274-843-276)

1. Public liability

Every church that rents facilities or runs activities has a common law responsibility for any damage it causes to others' property, anywhere in New Zealand. If you have Public Liability cover then the following also is covered by it:

- Forest and rural fires
- Cover for bodily injury for shortfalls in ACC (to non-employees) if as a result of a church's negligence someone is hurt and is seeking this ACC shortfall.
- Punitive and exemplary damages

2. Professional Indemnity (counsellors liability and professional advice)

Insures the church and those in authority from claims made against them in which a breach of professional negligence is alleged. This is not limited to, but includes the rather obvious one of counselling and ministry breach allegations.

3. Crimes Act extension

Covers reimbursement costs (if the accused is acquitted) for criminal, physical or sexual acts allegations made against a person in authority. If the case is proven, as it is a criminal act, naturally no payout.

4. Trustees Liability

If you have a local trust and are involved with assets and investments etc, then trustees should ensure their own personal assets are protected from the decisions they make as trustees. Protects church leaders and trustees against losses resulting from claims made against them in their discharge of duties on behalf of the church. Legal action may arise from unfair dismissal, negligence, misrepresentation, misuse of funds.

5. Statutory Liability

If you have youth, children or community activities, the risk of injury and subsequent OSH involvement is high. Cover would include the following acts:

- Resource Management
- Building Act
- Consumer Guarantees
- Privacy Act
- Health & Safety in Employment
- Fair Trading etc

With the changes to the OSH Act, fines have been increased to a maximum of \$500,000, plus made it illegal to insure against these fines. The good news is the cover offered still provides cover for legal costs, as well as awards made to injured parties. (The fines paid by the organisers of the outdoor pursuits where Elim kids were involved were the highest awarded to any injured victims, circa \$500k).

6. Assets Insurance

Buildings and contents should be insured for replacement and included in this should be cover for employees' effects and church members' gear left at the church premises.

7. Church Interruption Insurance

In the event of a claim, the insurance on the buildings and assets should put you back in the place you were prior to a claim. But you may incur significant extra costs to "do church" and to run offices and ministry while the church is being rebuilt. This may include:

- Hiring church facilities for 1-2 years
- Hiring sound equipment etc while the claim is being sorted
- Hiring offices
- Hiring office equipment (short term)
- Hiring facilities to continue to run programmes during the week
- Any other costs (facilities for other ministries, dance, kids etc)
- Likely loss of income from church not continuing at its usual location and people being unable to attend.

8. Vehicle Insurance

If the church owns vehicles, check if the policy has any age restrictions – eg, only drivers over 25. This is fine, but if a vehicle starts to get used for youth ministry, for example, it is important to have an insurance which is current and fitting.

9. Employment Disputes and Employers

Liability

If you have large numbers of staff, employers disputes cover should be considered. Policies cover the cost of defence, and claims paid, providing the insurer is notified at the outset of a dispute and involved in any disputes process.

Employers liability insurance covers the costs of defending claims by employees who feel through the employer's negligence they have suffered harm and are looking for reimbursement of any shortfalls to ACC. Similar to Bodily Injury extension to Public Liability (except that policy covers non employees only).

10. Separate Trusts to the main Church Trust

The reason you have these is to provide a wall of separation between church and the trust, possibly for community funding applications. But if you do have them, it does mean that as they are “not the Church” any covers you have, assets, liability etc, do now need to be adjusted, or fresh covers added, to include this new entity. This is not automatic.

Appendix C

Phone plan

Vineyard pastors, church staff and prominent leaders are encouraged to sign up to the Vineyard Vodafone plan. Vineyard is part of a wider Apostolic Church group corporate account that has over 800 members. It is a fixed plan under the corporate Surespend spending structure Vodafone offers. The cost of this plan is \$70pm + GST.

Here is a breakdown of the Surespend plan:

Free calling to every member of the plan

Unlimited texts to Vodafone and other networks

1.25gb of data

500 additional talktime minutes to Vodafone or other network mobiles

NOTE: If you go over ANY of these, you do not pay any additional costs. The plan is weighted across the whole Apostolic account, so your bill becomes consistent.

Under this scheme, there is also a \$600 subsidy on handsets. The price of handsets is determined by retail prices. For up-to-date pricing, contact the account manager.

Alternatively for \$85pm + GST you can get the same benefits and a new phone valued at \$1295 free of additional charge.

The Surespend plan comes highly recommended, with current trends leaning towards data-driven communication.

Vineyard Churches Aotearoa New Zealand

Vodafone Account Manager

Calvin Culverwell

021 2258 461

calvin@shorevineyards.org.nz

Appendix D

Bulk buying plan

Vineyard is linked with the CSC Buying Group to offer discounts for our churches and congregation members in many areas of purchasing.

We have produced a membership card that people can carry with some of the bigger companies that we can get discounts from, but there are many other companies that we can use as well.

Individual church membership cards can also be printed, allowing you to promote your church as well as giving congregation members, visitors and members of the public the advantage of the discounts.

Discounts vary from 5% to 60%, depending on the category you choose.

We recommend contacting the CSC Buying Group national office to request specific information on the product or service you require.

Discounts are available in the following industry areas:

- Accommodation
- Appliances and technology
- Audio visuals and presentation equipment
- Automotive and marine supplies
- Beds, mattresses and bedroom furniture
- Bread
- Building suppliers
- Car batteries
- Car rental
- CB radios and batteries
- Cleaning and paper products and systems
- Coffee – fresh roasted
- Coffee machines and equipment
- Cold beverage solutions
- Computer consumables
- Decorating supplies
- Educational materials
- Electrical and plumbing
- Feminine hygiene and linen services
- Flooring

- Foodservice
- Foodservice packaging
- Fresh fruit and vegetables
- Fuel
- Furniture
- Ice cream
- Incontinence products
- Insurance
- IT equipment
- Janitorial/cleaning equipment
- Kitchen equipment
- Milk and dairy products
- Office supplies/stationery
- Packaging
- Paint
- Photocopiers
- Recycling solutions
- Safety and first aid supplies and equipment
- Telecommunications
- Trade supplies
- Tyres
- Uniforms and business wear
- Vacuum cleaners and waterblasters
- Vehicle disposal
- Vehicle management
- Vehicle purchasing (churches)

For specific company names, visit the CSC website: www.csc.org.nz

Appendix E

Guidelines for Trustees of Charitable Trusts

Trust Records

We strongly recommend that you put together a trustee minute book (say, an East-light folder with divisions) which will be a complete record of all trust matters.

The records that should be centralised in parts of your minute book should include the following

- (a) Copy of the trust deed.
- (b) Minute book resolutions (to record all trust decisions but generally not the reasons).
- (c) Annual accounts.
- (d) Cash book or cheque book and statements.
- (e) Schedule of assets and liabilities.
- (f) Copies of relevant correspondence.
- (g) Details of beneficiaries e.g. dates of birth, addresses.
- (h) If the Trust has investments, then an investment plan in line with the stated objectives of the trust.
- (i) The written advice of a qualified Financial Planner or Consultant should be included and ignored at the peril of Trustees if investments are moderate or substantial in size.

Trust Procedures

Remember that all Trustees must discuss, meet and agree on issues. Trustees are not to be treated as “rubber stamps” in the decision making process. Each Trustee must consider issues independently and not be under the influence of other Trustees.

Trustee meetings and Minute Book Resolutions are needed to show consideration of all beneficiary interests.

Trustees Duties

Trustees are required, at the least, to carry out the following duties:

- Know the Trust Deed.
- Know What the Trust Assets & Liabilities Are (the actions of former Trustees, & state of the Trust).

- Advance the Trust Purposes: (honesty, loyalty and acting in the best interests of the Trust).

Duties of Care, Skill and Diligence

to be Impartial between beneficiaries.

to not delegate Trusteeship Duties.

to carry out duties without payment.

not make a personal profit from Trust funds.

to pay money to the right people.

to keep and render proper accounts and supply full information.

to invest promptly and prudently.

to take professional advice.

Many of these tasks can be DELEGATED but that does not get rid of the essential personal liability you have to the ultimate beneficiaries of the Trust.

Finally

Failure to keep the above records and procedures can endanger the effect of the trust and all its benefits could be lost should it come under scrutiny. In all things it is important that the trust keep a clear audit and paper trail. We can assist in administration of this so please do not hesitate to contact us.

The information contained in this outline is of a general nature, should only be used as a guide and does not amount to legal advice. It should not be used or relied upon as a substitute for detailed advice or as a basis for formulating decisions. Special considerations apply to individual face situations. Before acting, clients should consult their lawyer.

Written by Parry Field lawyers, Christchurch

Appendix F

Checklist for building work

(Taken from Property Management Guide for clubs and societies by the Building Industry Authority – a very useful book which should be available from your local council):

- Plan ahead – know what your needs will be well in advance. Be able to make a strong case to your group.
- Do heaps of planning before you get started. Know what you and the users of your building want.
- Talk to your local council. It plays an important role in helping you to plan and construct a building that will meet all the requirements of various acts and regulations.
- Prepare a functional brief – a detailed description in writing of what you want.
- Let everyone have a say – group members, other users, potential users, the community.
- Do your homework before you get professional help.
- Draw up a rough estimate of costs – a cost control figure.
- Decide if more funds are needed and where they will come from.
- Use a professional project manager.
- When you get the professionals in, define and agree on clear roles and responsibilities.
- Ensure all compliance costs are included in your original budget, (eg, building consent fee).
- Be prepared for receiving the tender prices. The shock has killed some very worthwhile projects. The chances are good that you will be able to reduce the costs and still have a building that meets your needs.
- It could take time to get the required consents before the actual building work can begin. You may need to explain what appears to be inaction to the members of your group. They may feel frustrated that after all the effort to raise the funds, the project has stalled.
- Make sure your project manager does not have the sole right to sign off any variations. You need to know and agree to the changes because they will cost you more money.

- Work as a team — success has more to do with relationships than wood and nails.
- Know what your insurance covers — check to see your professionals have adequate cover.
- Meet regularly. Have an agenda for each meeting and take written notes. Get the project manager to sign off the minutes.
- Keep a paper trail.