# 9.2 FORMS

## 9.2.1 Schedules of Record [[index]](#_Index)

9.2.1.1 The Schedules of Record are completed when the Cooperative Venture is formed and are to be held by the local church partners and the UCANZ office.

9.2.1.2 **First Schedule:** The Covenant Agreement to form the Cooperative Venture

 This document should be signed by the local church partners and the local church and indicate the form of the Cooperative Venture (see9.2.3).

9.2.1.3 **Second Schedule:** The Properties involved

 The list of property names, locations, legal descriptions and the vesting details should be identified for each participating partner church.

9.2.1.4 **Third Schedule:**  The value of contributions

 A) This records the monetary value of the land, buildings (church, halls, residences) of each partner church.

 B) This records bank accounts, investments, vehicles and other assets (which may include chattels) of each partner church.

9.2.1.5 **Fourth Schedule:** Liabilities

 Record any liabilities (mortgages, loans, unpaid accounts, debts) that each local church brings into the Cooperative Venture.

9.2.1.6 **Fifth Schedule:** Proportion in which the assets are held for the Partner Churches

 The value of property and assets, less any liabilities, indicates the contribution of each local church partner. The proportion of the total becomes the capital ratio for each local church partner.

9.2.1.7 **Sixth Schedule:**  Variations and Approval

 Deletions, additions or rationalisations of property or assets are recorded as part of the Sixth Schedule. Such changes should be signed by the appropriate church trustees and, if required, changes to the capital ratio should be recorded. Changes in the capital ratio usually only occur when property or assets are removed from the control of the local church.

## 9.2.2 Deed of Trust [[index]](#_Index)

**A formal Deed of Trust may be enacted to legally secure the interests of the parties to a Cooperative Venture. If such a Deed of Trust is completed, a copy should be given to each partner and to the UCANZ office. The Deed of Trust is a legal contract entered into by the respective trustees of church property.**

# 9.2.3 Covenant Agreement [[index]](#_Index)

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*\*NOTES- not to be printed.*

*The full names of the participating churches are written at the top. The covenant should outline the areas of cooperation – add or delete sections as appropriate. The covenant is signed by representatives of the congregations and by the regional church courts.*

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**Covenant Agreement**

In the name of Jesus Christ and in response to the call of the Holy Spirit

St Names’s Denominational Church, Somewhere

and

the Denominational Church of Somewhere

believing that the work of God’s kingdom is inviting these congregations to work together in a Cooperative Venture, now covenant together to

 a) share worship

 b) share buildings

 c) share ministry

 d) share mission project

**The life and work of this Cooperative Venture will be undertaken in accordance with the Agreed Provisions for Cooperative Ventures.**

**This covenant is entered into this day of**

 (each local church signs)

**As Partners to this Cooperative Venture we give our approval and support for the mission and ministry in their community.**

 *(each local church partner signs)*

# [9.2.4 Letter of Appointment](#_9.2.4__Letter) [[index]](#_Index)

NOTES 1. The Coordinating Partner of the local church is responsible for the induction service and for completing this letter of appointment. The induction service takes a form appropriate for the Coordinating partner, but the involvement of the Participating Partners (including any Regional Forum or UCANZ) is important.

 2. Copies should be given to each Partner Church, the minister and for the UCANZ office files.

 3. Enter the name of the minister and the local church name in the appropriate place.

 4. The initial term should be written down. This is usually for five years, but there may reasons to have a shorter term.

 5. The Partner signatories should reflect the traditions of each church and be people appropriate for this responsibility. Spaces for Participating Partners should be added or deleted as necessary

 6. A member of the local church council signs on behalf of the local church.

 7. The name of the minister and the person/church court they are responsible to are entered.

 8. The minister signs, affirming that they have read the UCANZ Code of Ethics.

 9. The Coordinating Partner or a Participating Partner may also require other documentation to be completed at the beginning of the appointment.



Letter of Appointment

As an act of the partnership reflected in a Cooperative Venture

the Reverend *(name)*

is now appointed to the fullest possible

Ministry of Word, Sacraments and Pastoral Oversight in the

*(local church name)*

The appointment is made in accordance with the Agreed Provisions (2012) of the Uniting Congregations of Aotearoa New Zealand, approved by the Partner Churches.

The appointment is for an initial term of *(#)* years, beginning from *(induction date)*.

 ………………………… for the Coordinating Partner

 ………………………… for the Participating Partner

 ………………………… for the Participating Partner

 ………………………… for the Participating Partner

We, the members of this church, welcome and accept the appointment and commit ourselves to this new ministry together.

 …………………………… for the local church council

I, (minister’s name), authorized by and accountable to the (accountable church court) accept this appointment, seeking always to further the unity and mission of this church and to respect the doctrine and practice of all the participating churches.

I have read the Code of Ethics and accept the statements and values it affirms.

 …………………………… Appointee

 …………………… Date

# [9.2.5 Code of Ethics](#_9.2.5_Code_of) [[index]](#_Index)

*With God's help,*

1) I will keep spiritually and emotionally healthy by following a regular discipline of spiritual growth and adequate personal recreation and selfcare.

2) I will act with integrity, dealing openly and honestly with those under pastoral care, maintaining a safe environment and upholding their best interests, rights and well being, rather than my own.

3) I will respect the privacy of individuals and confidentiality of information. The only exception is where there is clear and imminent danger to the person or others, at which time he/she will be informed of those limits.

4) I will affirm the dignity and worth of each person and will ensure pastoral care is available for them without discrimination on grounds of their age, gender, race, sexual orientation, religious belief, economic status or physical or mental abilities.

5) I will acknowledge that people in pastoral care come from different ethnic and cultural backgrounds and will act therefore with awareness, sensitivity and responsibility,

6) I will recognise that it is my responsibility, whose role and status gives me greater power, to maintain personal and professional boundaries in pastoral relationships.

7) I will not abuse the relative power of my position by taking advantage of people for personal, financial or institutional or spiritual gain.

8) I will not subject anyone to sexual exploitation, harassment or abuse, and recognise that any sexual intimacy in the pastoral situation is totally unacceptable.

9) I will recognise that there are limits to my competence and will refer people to others better qualified when this proves necessary or desirable. I will not attempt clinical counselling without appropriate training.

10) I will use regular professional supervision, where appropriate or some similar process, to ensure accountability, good time management, appropriate theological reflection and a high standard of pastoral care.

9.2.6 Dissolution Form (sample)[[index]](#_Index)

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***Local Church Title***

**Agreement to dissolve a Cooperative Venture**

After prayerful consideration and consultation, and in accordance with the Procedures for Cooperative Ventures (2012), the partner churches of the ***Local Church Title*** have decided to dissolve the cooperative venture agreement for the parish. The ***list of regional church courts (including a Regional Forum)*** have agreed that the cooperative venture agreement be dissolved.

1. This agreement recognizes that the ***name of the former denominational*** Church and the ***name of the former denominational*** Church have shared in this joint venture since ***19..*** and that now the cooperative venture formally separates into the two/three churches.

2. Timing

* The formal date of dissolution shall be
* Final settlement of property and finances shall be completed by

3. Property and Finance

* The proportions of the agreed ratio are
* The property titles ***how they are to be apportioned***

4. Records

* Historic records of the parish will be lodged in ***(an approved repository)*** and the partner churches notified.

 **Signed by representatives: Position:**

***Local Church Title*** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

***Partner*** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

***Partner***  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Regional Forum / UCANZ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **Date:**