

THE NEWCASTLE SCHOOL OF THEOLOGY FOR MINISTRY ORDINANCE 2009

AN ORDINANCE to provide for the management governance and control of the Newcastle School of Theology for Ministry.

Whereas the Bishop of Newcastle has determined to award certificates and diplomas in theology and ministry studies to assist the implementation of the vision of Becoming Ministering Communities in Mission and has established a Board to oversee those awards, and

Whereas it is expedient to formalize those arrangements by Ordinance

BE IT THEREFORE Ordained and Ruled by the Bishop Clergy and Laity of the Diocese of Newcastle in Synod assembled as follows:-

SHORT TITLE

1. This ordinance may be cited as the **Newcastle School of Theology for Ministry Ordinance 2009**.

INTERPRETATION

2. In this Ordinance, unless the context or subject matter otherwise indicates or requires:

<i>"Bishop"</i>	means the Bishop of Diocese of Newcastle or a person acting as Commissary of the Bishop or Administrator of the Diocese in the event of vacancy in the See.
<i>"Board"</i>	means the Board appointed under Section 5 of this Ordinance
<i>"Diocese"</i>	means the Diocese of Newcastle.
<i>"Diocesan Council"</i>	means the Diocesan Council of the Diocese of Newcastle.
<i>"Director"</i>	means a person appointed by the Bishop as Director of the Newcastle School of Theology for Ministry in accordance with section 6.
<i>"School"</i>	means the Newcastle School of Theology for Ministry established by the Ordinance.
<i>"Synod"</i>	means the Synod of the Diocese of Newcastle.
<i>"Trustees"</i>	means the Trustees of Church Property for the Diocese of Newcastle.

ESTABLISHMENT

3. An organisation to be known as Newcastle School of Theology for Ministry is hereby established.

OBJECTS

4. The objects of the Newcastle School of Theology for Ministry are to manage, govern and control the School as an organization within the Diocese to -
 - a) deliver educational courses for laity and clergy consistent with the principles of the Anglican Church of Australia in the areas of theology, ministry and general knowledge,
 - b) educate and train candidates for holy orders in the Anglican Church of Australia,
 - c) encourage parishes, schools and agencies to participate in the on-going work of the School

BOARD

5. The School shall be governed and controlled by a Board.
 - a) The Board shall consist of:
 - i) The Bishop who shall be President of the Board
 - ii) A Chairperson who shall be appointed by the Bishop
 - iii) Two clergypersons and two lay members appointed by the Bishop
 - iv) Up to four members appointed by Diocesan Council.
 - b) The Director shall be entitled to attend all meetings of the Board and have the right to speak but not vote.
 - c) All appointments to the Board, including the Chairperson, shall be made for the term of Synod.
 - d) The Office of any member of the Board shall become vacant if that person –
 - i) dies
 - ii) resigns in writing under hand addressed to the Chairperson
 - iii) become bankrupt
 - iv) is convicted of any felony or
 - v) be absent from three consecutive ordinary meetings of the Board without leave of absence.
 - e) A casual vacancy of the Board shall be filled for the balance of the term of the relevant Synod in the case of a Diocesan Council appointee by the Diocesan Council and in the case of a Bishop's appointee by the Bishop.

DIRECTOR

6. The Bishop shall appoint a suitably qualified person to serve as the Director of the School who may be either a member of the clergy or laity and is under the direction of and responsible to the Board for the academic management, administration and development of the School.

MEETINGS OF THE BOARD

7. The Board shall
 - a) Meet at least quarterly or at other times called by the President or the Chairperson.
 - b) Meet at the times and places decided by the Board, or, in the absence of such decision, by the President or Chairperson.
 - c) Not meet unless there are four members present one of whom shall be the Bishop or the Chairperson.
8. The Director shall ensure that at least seven days' notice in writing or by facsimile or email is given to Board members of any meeting.
9. The Bishop when present will preside at meetings of the Board unless he requests the Chairperson to preside. In the absence of the Bishop, the Chairperson shall preside.
10. The Board shall determine the procedures and processes by which it shall deal and comply with its functions, duties and powers as provided for in this ordinance and may make policies for the purpose of fulfilling this Ordinance provided that no policy shall have effect unless the Bishop has indicated assent to the policy.
11. At any meeting each member present shall have one vote, the President or the Chairperson shall while presiding at a meeting have both a deliberative vote and a casting vote.
12. The Board may invite any person not a member to be present for the whole or any part of a particular meeting.
13. The proceedings of the Board may be conducted with the agreement of the President or Chairperson by electronic means including but not limited to email and facsimile transmission.

COMMITTEES

14. The Board may appoint a Committee or Committees of the Board to act on behalf of the Board.
15. Any committee of the Board
 - a) may include persons who are not members of the Board but at least one member should be a Board member.
 - b) must only operate within the scope of any authority granted by the Board and notified to the Committee in writing.
 - c) must report in writing to each meeting of the Board.

AWARDS

16. The awards for which the school shall prepare curriculum and assessment material shall be

- a) the Bishop's Certificate in Theology for Ministry,
 - b) the Bishop's Diploma in Theology for Ministry, and
 - c) such other awards as the Bishop shall from time to time determine.
17. The Board shall advise the Bishop when a student has fulfilled the requirements necessary for eligibility for an award.
18. A student eligible for an academic award shall be presented by the Director to the Bishop at a ceremony for the purpose at such time and place as the Bishop shall determine provided that the Bishop may appoint a substitute for himself or the Director, and that a candidate may be granted the award in absentia.
19. The ceremony for conferring of awards shall be included within the context of a service of worship approved by the Bishop.
20. The conferring of an award shall be evidenced by a certificate signed by the Bishop.
21. There is no academic dress associated with the awards of the School.

CURRICULUM, ASSESSMENT AND FACULTY

22. The Board shall
- a) be responsible for maintaining the educational values, quality and standards of the School.
 - b) approve the curriculum and assessment of all courses run by the School.
 - c) appoint suitable persons who will teach, tutor, assess or support students of the School.
23. The Board shall only appoint persons to teach, tutor, assess or support students of the School who have been approved by the Bishop.
24. No curriculum shall be approved by the Board until the Bishop has approved any course title and course outline.
25. The Bishop may at any time require the Board to review any curriculum or assessment.

STUDENTS

26. The Board shall determine the manner and conditions by which students can enrol in and undertake the courses of the School.
27. The Board shall ensure that all students and prospective students are informed of enrolment conditions and policies.
28. Students who enrol for a course of studies of the School shall be subject to the policies of the Board while they remain enrolled as students.

FUNDS

29. All funds of the School shall be under the control of the Diocesan Council.

REPORTING

30. The Director shall ensure that an annual report on the operation of the School is presented to Synod.

31. The Diocesan Business Manager shall ensure that an annual financial report on the School is presented to Synod at the end of each financial year.

INDEMNITY

32. Every member of the Board, officers and servants of the School, shall be indemnified by the Synod from and against all costs, losses and expenses, which any such member of the Board, officer or servant, may properly incur, or become liable to pay by reason of any contract entered into, or other act, or thing, any way in the discharge of his or her or their duties, and it shall be the duty of the Synod to pay the same out of the funds of the Synod.