

Baptist Registration Policy Manual

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1 INTRODUCTION

Carey Centre for Lifelong Learning administers the Baptist Registration process on behalf of the Baptist Union of New Zealand (BUNZ). Overarching policies for Baptist Registration (e.g. eligibility, requirements etc) are written and held by the BUNZ. This document outlines the ‘in practice’ policies of Carey Centre for Lifelong Learning and should be read in conjunction with BUNZ policies and processes relating to Baptist Registration.

2 BAPTIST REGISTRATION FEES

Registration is an annual process which opens from 1st November each year.

Registration fees (November 2023) are determined by working hours of the person wishing to be registered

40-79hrs/mth : \$80

80+ hrs/mth and receives no MEA : \$118

80+ hrs/mth and receives MEA : \$155

Enrolled in the Carey Baptist College Ministry Development Course (MDC) as a student – \$0

Registration fees are non-refundable

3 REQUIREMENTS OF A BAPTIST REGISTRANT

Once registered, registrants are accountable to their engaging faith community/ organisation's leadership *and* the *Baptist Churches of New Zealand* in terms of achieving what has been committed to in the [Registration Development Agreement](#) (RDA) in the following 4 areas :

- Personal growth and learning
- Baptist whānau engagement
- External supervision support
- Annual review

The RDA must be agreed and reviewed in consultation with the engaging church/ organisation's leadership and approval of registration is made on the basis of this agreement. This is outlined in the BUNZ document [Baptist Registration : Annual Review of the Registration Development Agreement](#).

4 FULL BAPTIST REGISTRATION AND PROVISIONAL BAPTIST REGISTRATION

Provisional Baptist Registration is generally defined as the first two years of registration. To move into full registration, a registrant must complete two full years of registration and attended a Baptist Orientation Day.

Provisional Registrants are also required to have:

- a good understanding of the Baptist Churches of New Zealand affirmation of Te Tiriti o Waitangi along with their stance on gender equity and
- an approved mentor for the two years of provisional registration period (this is in addition to the supervision component of the Registration Development Agreement) e.g., A pastor from another church with ministry experience. The purpose being to help ensure the support and advice you need is in place. The mentor is required to be from outside the local faith community or entity and, ideally, someone from within the same registration *category*.

Once all requirements for provisional registration have been met, a provisional registrant will be invited to be recognised as Fully Registered - this is a formal recognition of the registrant becoming Fully Registered takes place at the Baptist National Hui in November.

It is accepted that sometimes the pathway towards Full Registration can take more than 2 years depending on circumstances. However, the 2 years is the *minimum* period to move into Full Registration.

Ministry Development Course

The Baptist Union of New Zealand confirms that those enrolled in the Carey Ministry Development course (MDC) are not required to have a full Registration Development Agreement during their period of enrolment in MDC and, following completion of their Pastoral Leadership/Youth Pastoral Leadership course will move straight into Full Registration. They

are also not required to attend Baptist Orientation Day, as the course itself covers the same requirements.

5 RENEWAL OF BAPTIST REGISTRATION

Baptist Registration is an annual process. To maintain registration, a registrant must apply to renew their registration each year in November. *Application is not registration.* Applications are approved by the Director of the Carey Centre for Lifelong Learning each year. Approval is based on, but not limited to :

- Completion of previous Registration Development Agreement commitments.
- Completion of a Registration Development Agreement for the upcoming year that meets the all requirements outlined by the Baptist Union of New Zealand in 4 key areas :
 - Personal growth and learning
 - Baptist Whanau Engagement
 - External Supervision Support
 - Annual Review

And in accordance with the registrant role, category of registration applying for, and hours employed.

- Holding a current police vetting certificate.

6 BAPTIST REGISTRATION – MARRIAGE CELEBRANT

Being added to the Marriage Celebrant list, held and administered by the Baptist National Centre, requires that the applicant holds a current Baptist Registration. However, being listed as a Marriage Celebrant does not happen by 'right' of holding current Baptist Registration.

The Marriage Celebrant list is held and administered by the *Baptist National Centre* who are accountable to the Department of Internal Affairs for the names added to the list. They therefore require, at a minimum, that all those asking to be included hold current Baptist Registration. There are other factors involved in their decision making however and any questions relating to this should be directed to the Marriage Celebrant list administrator at office@baptist.org.nz.

7 BAPTIST REGISTRATION - PARENTAL, MEDICAL, BEREAVEMENT, AND UNFORESEEN CIRCUMSTANCES LEAVE

From time to time it is accepted that registrants may need to take an extended period of leave from their role (3 months to a maximum of 12 months). This may be parental leave, or another form of leave that requires extended time away from work e.g. medical or compassionate leave. Where this leave is known about in advance notification needs to be made to the Carey Centre for Lifelong Learning of the intended start and end of any extended period of leave. This is to be done via email at lifelonglearning@carey.ac.nz

Please note the following:

- If there is an intention to be on leave for a **full registration period** (November-November) then registration can either be renewed on return to work and registration status (full or provisional) will continue from this point, or registration can be granted for that year provided the employing entity or approved body gives written endorsement of this leave. During the 12 months period of leave there is no requirement to complete a Registration Development Agreement (RDA).
- Where the extended leave falls between two registration periods up to 12 months of release from the requirements of registration can be negotiated (e.g., 6 months in each registration period). In this case the Registration Development Agreement should reflect the % of the year(s) that the registrant is not on leave (e.g., if there is a plan to work 6mths of a registration year, the RDA requirements will be 50%).
- Where the extended leave is unforeseen, completion of the RDA can be negotiated with the Director for the Centre of Lifelong Learning.

8 BAPTIST REGISTRATION - DE-REGISTRATION

De-registration occurs when:

- The registrant no longer work in a role that meets the eligibility criteria;
- Baptist registration has expired, and the registrant has chosen not to re-register. The registrant's name will be removed from the registration database, and name will not be marked as 'Registered' or 'Provisionally Registered' in the Baptist Yearbook.
- The Baptist Union of New Zealand elects to suspend or removes the registrant's name from the Official List in accordance with XIII, Clause 35 of the Baptist Union Constitution.