

# Appendix A – MCPC Application

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

## Application for MCPC Approval

WHAT DO YOU WANT TO DO?

### Approval to:

(Tick **all** that apply):

- Buy property
- Sell property
- Building alterations/construction
- (all projects over \$25,000 in value and/or
- requiring building or resource consent)
- Proceed to concept design
- Lodge resource consent
- Proceed to working drawings
- Lodge building consent
- Invite tenders
- Award construction contract
- Loan funding
- CB&L Fund – 80% interest drawdown
- Properties Development Grant
- Union parish (other denomination owns title)
- Dissolve parish or church
- Lease property (over 7 year term including right to renew)
- Subdivide land
- Register asbestos management plan
- Internal transfer of property
- Apply to for Lottery or Community Trust Grant
- Other

### IMPORTANT

***Please read the Bricks and Mortar Property Handbook 2019, prior to completing this form. Ensure your application is complete including all documentation required.***

***Refer to the checklist of the documents required for this application at the end of this application prior to submitting this form.***

***Applications not supported by the correct documents and information will not be accepted by the Committee for approval.***

***If a property is sold that is no longer required to maintain Parish mission and it is not intended to replace the property, 15% of the sale price shall be contributed to Development Fund Ministries.***

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**Applicant's Details:**

Name of parish: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone: ( 0 ) \_\_\_\_\_ mob ( 0 ) \_\_\_\_\_

Email: \_\_\_\_\_

Property (e.g. Church, Parsonage, Hall, Vacant Land, Commercial etc)

\_\_\_\_\_

Address of the property

\_\_\_\_\_

\_\_\_\_\_

Further information to support your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**• Buying Property**

**Please do not sign the Sale and Purchase Agreement – send the document to the Insurance and Property Manager at the Connexional Office. All Sale and Purchase Agreements must be signed by a member of the Board of Administration**

Legal Description: \_\_\_\_\_

- Certificate of Title (copy attached)
- Land Story completed (copy attached and copy to Archives)
- Possible issues with the property e.g. Confiscated Land

\_\_\_\_\_

\_\_\_\_\_

• Seismic Assessment: ISA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

DSA /NBS \_\_\_\_\_ % Date: \_\_\_\_\_

Market Valuation: \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Building Report: \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Intended purpose for the property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

• **Selling Property:**

**Please do not sign the Sale and Purchase Agreement – send the document to the Insurance and Property Manager at the Connexional Office. All Sale and Purchase Agreements must be signed by a member of the Board of Administration**

Reason for selling property:

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Intended use of funds from sale:

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Market Valuation: \$ \_\_\_\_\_ Date: \_\_\_\_\_ (copy attached)

Legal Description: \_\_\_\_\_

(Certificate of Title attached)

Land Story completed (copy attached and copy to Archives)

Possible issues with the property e.g. Confiscated Land \_\_\_\_\_

Seismic Assessment: ISA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

DSA / NBS \_\_\_\_\_ % Date: \_\_\_\_\_

**Please note;** As per Laws and Regulations Section 9:3:4:2, 15% of the realised funds from the sale of this property will go to Connexional Development Fund

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

• **Construction Projects**

Project details (what do you want to do?)

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**Cost**

1. Include all professional fees, local authority, demolition (where appropriate), contract works insurance, other fees and GST
2. Allow for ongoing compliance and running costs once the project is completed

TOTAL COST: \_\_\_\_\_

**Approval to:**

- Develop Concept Plans and QS Estimation of Cost – provide details:

- Concept Plans (attached)
- QS Estimate of Costs (attached)

- Working Drawings and QS Estimate of Cost – provide details:

- Working Drawings (attached)
- QS Estimate of Costs (attached)

- Lodge Resource Consent – do you require approval to lodge a Resource Consent?  
If so, provide details:

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- Lodge Building Consent and Invite Tenders. Do you require approval to lodge BC and seek tenders? If so, provide details:

- Working Drawings (attached)
- QS Estimate of Costs (attached)

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

- Approval to award contact (provide details):

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- Tender attached:

Funding details – include available funding, loan application and grants/gifts/insurance settlement, loan details etc. Future fundraising cannot be included in funding for a project:

- Audited accounts (most recent) and Accounts Year to Date (attached)

- **Loan from CB&L Fund**

Do you require a loan towards the cost of the project? Detail Parish funding, income and expenditure for the last 12 months, budget and amount loan sought.

Parish funding            \$ \_\_\_\_\_

Fund raising             \$ \_\_\_\_\_

Income from Property    \$ \_\_\_\_\_

- (independent professional rental assessment attached)

Loan from CB&L         \$ \_\_\_\_\_

Income to cover the loan repayment    \$ \_\_\_\_\_

**Tick box all documents listed: All applications require a Parish Strategy, valuation and land story (if buying or selling), concept or working drawings (as appropriate), site plan, accounts (Audited accounts (most recent) and Accounts Year to Date) and Parish and Synod approval in writing. Co-operating Parishes will require approval from the other Denominations. All applications must be submitted to MCPC by the Synod, through the Insurance and Property Manager.**

- **Withdrawal 80% interest from CB&L Fund:**

- Synod recommendation (attached)

- **Properties Development Grant Application:**

Grants for Co-operating Ventures are only available for properties held on Methodist title. Contribution ratios will need to be adjusted accordingly. (Application form is required to be completed, signed off and submitted by Synod with their approval/recommendation with

- Synod/Parish meeting minutes (attached).

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

MCPC are looking to make grants for proposals that are effective, creative and promote the mission and church ministry, rather than church maintenance.

Grant fits in with the Synod strategic vision for the region? Yes \_\_\_ No \_\_\_

If no, why?

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- Long Term Strategy (copy attached) tick box

Purpose of the Grant

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Total cost of Project (excluding GST)	\$
Funding from other sources	\$
- Name of source	\$
- Name of source	\$
Parish funding	\$
Grant Sought (maximum \$50,000)	\$

Application is endorsed by Synod and is in accordance with the Synod Strategy and Vision (attached) tick box

Asbestos Management Plan must accompany all applications (attached)

Date \_\_\_\_\_

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**(This application is to be submitted to the Synod Superintendent or Synod Property Convenor for Synod approval and forwarding to the Connexional Office)**

• **Union Parish:**

Denomination: \_\_\_\_\_ %

Denomination: \_\_\_\_\_ %

Denomination: \_\_\_\_\_ %

Ratios agreed: Yes \_\_\_\_\_ No \_\_\_\_\_ (tick which applies)

Other denominations agree with this application: Yes \_\_\_\_\_ No \_\_\_\_\_  
(tick which applies)

- (approval attached)

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**For all applications:**

Checklist - Documents to accompany application

- Strategy
- Audited accounts (most recent) and Accounts Year to Date
- Budget
- Synod Approval (letter or minute)
- Parish Council or Board approval (letter or minute)
- Insurance arrangements in place
- Market Valuation (buying or selling)
- Builder's report (buying)
- Certificate of Title (selling)
- Land story (buying or selling)
- QS Cost estimation / tender documents (construction projects)
- Site plans (construction projects)
- Floor plan (construction projects)
- Concept Plans (construction projects)
- Working drawings (construction projects)
- Approval from other denominations (Union Parishes)
- Applications involving Union Parishes agreed ratios (attached)
- Copy of the Lease Agreement (as applicable)
- Asbestos Management Plan (attached)
- Other

# Appendix B – Service Tenancy Agreement

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This form is available on the Methodist Church website: <http://www.methodist.org.nz>



The Methodist Church of New Zealand  
Te Hāhi Weteriana o Aotearoa

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## SERVICE TENANCY AGREEMENT

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Between

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(PARISH)

AND

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(MINISTER)

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**THIS AGREEMENT** is dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN**  
of The Methodist Church or New Zealand Te Hāhi Weteriana o Aotearoa  
**AND**

**PARISH**  
**MINISTER**

**BACKGROUND**

- A. The Premises is being made available for use as a parsonage to provide accommodation to the Minister stationed at the Parish.
- B. In consideration for making the Property available for use as a parsonage the Parish requires the Minister to enter a tenancy agreement.
- C. The Parish is unable to contract out of its obligation to have a tenancy agreement.
- D. Accordingly, the Parish has agreed to grant, and the Minister has accepted a tenancy of the Premises on the terms set out in this agreement.
- E. This is the official tenancy agreement to be used by all Parishes for their Minister’s tenancy agreement.
- F. A copy of the signed agreement to be provided to the Board of Administration of the Methodist Church within a month of the occupancy or induction, whichever is the later.

**THE PARTIES AGREE**

**1. INTERPRETATION**

In this agreement unless the context indicates otherwise:

**1.1. Definitions:**

“**Act**” means the Residential Tenancies Act 1986 and its amendments:

“**Address for Service**” in relation to each party means the address, set out in Schedule A, at which notices and other documents relating to the tenancy will be accepted by or on behalf of that party:

“**Church**” means the Methodist Church of New Zealand Te Hāhi Weteriana O Aotearoa

“**Parish**” means the Methodist Parish to which the Minister has been stationed:

“**the Premises**” means the dwelling house situated at (address)

“**Minister**” means an ordained Minister who is subject to the discipline, Laws and Regulations of the Church. Church Laws and Regulations:

*Minister - Section 2 Church Law and Regulations:*

- *Throughout this Section the term “Minister” shall be a generic term referring to a minister as commonly understood and includes Presbyters Deacons and Stationed Lay Ministers as hereafter defined.*
- *A Minister is not an employee of the Church. Ministers are persons in a special relationship with and appointed by the Conference of the Church, with powers, duties, rights and functions as set out in this Law Book, and entitled to such living allowance (a stipend) and other allowances as from time to time determined by the Conference.*

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**MINISTERS**

- *A Presbyterian is one who is ordained by The Church to the particular ministry of Word, Sacrament, and Pastoral Care and to leadership within the community of faith.*
- *A Deacon is one who is ordained by The Church to a ministry shaped by the community whom they are appointed to serve.*
- *A stationed Lay Minister is one who has been authorised for an identified period by The Church to carry out a specific function within the Church. The specific roles and tasks of any stationed lay minister will be defined in a covenant.*
- *Minita-a-iwi, Kaikaraka, and Liaison Persons within Te Taha Māori shall be appointed in accordance with guidelines set by Hui Poari. They shall minister to people in their own Takiwa/Rohe. (see 7.3.5 - Tupu Whakaritorito)*

“the Property” means the land and building situated at (address)

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- 1.2. **Clauses and Schedule:** references to clauses and Schedule A are references to the clauses of, and Schedule A, of this agreement:
- 1.3. **Defined Expressions:** expressions defined in the main body of this agreement have the defined meaning in the whole of this agreement, including the background and the schedule:
- 1.4. **Headings:** section, clause and other headings are for ease of reference only and so not form any part of the context of affect this agreement’s interpretation:
- 1.5. **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done:
- 1.6. **Parties:** references to parties are references to parties to this agreement and include each party’s executors, administrators and successors:
- 1.7. **Persons:** references to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities, in each case whether or not having separate legal personality:
- 1.8. **Plural and Singular:** singular words include the plural and vice versa:
- 1.9. **Schedule A:** Schedule A and its contents have the same effect as if set out in the body of this agreement:
- 1.10. **Schedule Terms:** the terms “Agent’s Charges”, “Bonds”, “Commencement Date”, “Parish’s Legal Fees”, “Maximum Number of Persons”, “Premises”, “Rent” and “Termination Date”, together with the other terms specified in Schedule A, will be interpreted by reference to Schedule A: and
- 1.11. **Statutes and Regulations:** references to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation, whether by subsequent statute or otherwise.

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**2. RESIDENTIAL TENANCIES ACT**

The tenancy created by this agreement is subject to the Act. If there is an inconsistency between the provisions of the Act and this agreement, the provisions of the Act will prevail.

**3. TENANCY**

- 3.1. Grant of Tenancy:** The Parish grants to the Minister, and the Minister accepts, a fixed term tenancy of the Premises commencing on the Commencement Date and ending on the Termination Date in accordance with Schedule A.
- 3.2. Chattels:** The Parish will provide the Parish's chattels for the Minister's use as set out in Schedule B.
- 3.3. Service Tenancy:** The Premises is made available to the Minister as part of the terms of their appointment to the Parish in accordance with the stationing requirements of the Church, and as a consequence both parties agree that a service tenancy, as that term is defined in the Act, is created.

**4. RENT**

- 4.1.** The Premises is provided to the Minister in consideration for the Minister providing pastoral services to the members of the Parish and as one of the terms of the Minister's appointment to the Parish. As a consequence no rent by the Minister is payable.

**5. BOND**

- 5.1. Bond:** Unless otherwise specified in Schedule A no bond is payable.
- 5.2. Parish to Lodge Bond:** In the event a bond is payable, the Parish must lodge the Bond with the chief executive of the Tenancy Services in accordance with the Act.

**6. OUTGOINGS**

- 6.1. Charges Payable by the Minister:** The Minister must, on demand by the Parish or by the person to whom payment is due, pay all charges for:
  - 6.1.1. Electricity and Gas:** electricity and gas supplied to the Premises: and
  - 6.1.2. Water Charges:** Where a Local Authority levy water charges the Minister will be responsible for excess charges if they are more than 25% above the average charge. The average is based on an average family usage of \$1000 / day. The Minister will not be responsible for an excess charge due to leaking water pipes or taps.
- 6.2. Apportionment:** If any of the charges payable by the Minister under clause 6.1 are made for a period not falling wholly within the term of the tenancy, those charges will be apportioned between the Parish and the Minister on a daily basis.
- 6.3. Outgoings Payable by the Parish:** The Parish must pay all costs, expenses and outgoings relating to the Premises which are not payable by the Minister under this agreement.

**7. TRANSFER AND SUBLETTING**

The Minister must not, except with the Parish's prior written consent:

- 7.1.** Sublet or part with possession of the Premises or any part of the Premises.
- 7.2.** Transfer the Minister's interest in this agreement to any person

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

## 8. MINISTER'S RESPONSIBILITIES

Without limiting the Minister's obligations and responsibilities set out in the Act, the Minister shall:

- 8.1. **Number of Persons:** not allow more than the maximum number of persons to reside in the Premises except with the Parish's prior consent. The parish and the Minister agree that the maximum number of occupants who may reside at the Premises is **[xx]** as recorded in Schedule A:
- 8.2. **Pets:** not keep any pets on the premises except with the Parish's prior consent. All damage caused by the pet is the responsibility of the Minister.
- 8.3. **Chattels:** maintain the Parish's Chattels in a reasonable state of repair having regard to the age and character of each chattel:
- 8.4. **Grounds:** Subject to the qualification in Schedule A, keep and maintain the gardens lawns and grounds to a good standard not less than that condition at the Commencement Date:
- 8.5. **Premises:** at all times keep the premises clean and tidy and shall:
  - 8.5.1. Notify the Parish promptly if any repairs are required:
  - 8.5.2. Not alter the Premises without the prior written consent of the Parish including not marking, defacing or painting the Premises:
  - 8.5.3. Use the Premises principally for residential purposes: and
  - 8.5.4. Allow not less than an annual inspection of the Premises by the Parish.
- 8.6. **Unlawful Purpose:** not allow anyone residing on the Premises to use the Property for any unlawful purpose, nor undertake or allow unlawful activities to be undertaken on the Property:
- 8.7. **Nuisance:** not do or permit or suffer to be done to or on the Property anything which may cause annoyance, nuisance, or cause a grievance, damage or disturbance to the owners or occupiers of premises and properties adjoining the Premises or the neighbourhood in which the Premises is situated:
- 8.8. **Insurance:** be responsible for insuring their own personal effects, and the personal effects of anyone else residing at the Premises, including but not limited to clothing, ornaments, jewellery, furniture and other chattels belonging to the Minister or anyone else residing at the Premises: and
- 8.9. **Fire:** take all precautions against outbreak of fire, in or about the Premises, and notify the emergency services and the Parish immediately if any fire occurs.

## 9. PARISH'S RESPONSIBILITIES

Without limiting the responsibilities and obligations of the Parish under the Act, the Parish (and including the Parish shall:

- 9.1. **Standard of Repair:** provide the Premises to the Minister in good standard of maintenance and repair:
- 9.2. **Maintenance:** Maintain the property including the Premises except as is otherwise the responsibility of the Minister under this agreement:
- 9.3. **Rates:** pay rates (including any water rates) and insure the building, carpet and drapes

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

- 9.4. **Quiet Enjoyment:** Allow the Minister and family quiet enjoyment of the property: and
- 9.5. **Inspections:** Regularly inspect the property (not less than annually) to determine required maintenance and any necessary repairs or upgrading.

**10. INSURANCE AND INDEMNITY:**

- 10.1. The Parish will insure the property and the Premises against loss and damage arising from accidental or careless behaviour caused, to the property and/or the Premises during the term of the Tenancy by the Minister and family or third parties:
- 10.2. The Minister will indemnify the Parish for any loss or damage caused by an act or omission by the Minister or family or others residing at the Premises (or invitees to the Premises) where the Parish's insurance does not cover the loss or damage: and
- 10.3. The Minister will repair and/or reinstate at their cost any damage caused to the property including the Premises by any deliberate act of the Minister or their family or their invitees or otherwise indemnify the Parish in respect to such loss or damage.

**11. NOTICES**

Any notice or document required or authorised to be delivered or served under this agreement or the Act may be delivered or served to each party at that party's Address for Service.

**12. VARIATION AND RENEWAL**

Every variation, renewal or extension of this agreement must be:

- 12.1. **In Writing:** in writing: and
- 12.2. **Signed by Parties:** signed by the Parish and the Minister.

Signed as an agreement.

**SIGNED** for and on behalf of \_\_\_\_\_ **(Parish)**  
for the Parish

of the **METHODIST CHURCH OF NEW ZEALAND**  
**Te Hāhi Weteriana o Aotearoa**

**SIGNED** by \_\_\_\_\_  
**MINISTER**



Appendix B – Tenancy Service Agreement

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**SCHEDULE B**

**[List of Parish's chattels]**

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**SCHEDULE C**

Property inspection report at commencement of tenancy

Condition acceptable?

Room and item	Parish	Ministers	Damage/Defects
<b>LOUNGE</b>	Wall/Doors		
	Lights/ Power points		
	Floors/FL coverings		
	Windows		
	Blinds/ Curtains		
<b>KITCHEN/DINING</b>	Wall/Doors		
	Lights/ Power points		
	Floors/FL coverings		
	Windows		
	Blinds/ Curtains		
	Cupboards		
	Sink/ Benches		
	Oven		
	Refrigerator		
<b>BATHROOM 1</b>	Wall/Doors		
	Lights/ Power points		
	Floors/FL coverings		
	Windows		
	Blinds/ Curtains		
	Mirror/ Cabinet		
	Bath		
	Shower		
	Wash basin		
	Toilet (WC)		

Appendix B – Tenancy Service Agreement

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

<b>BATHROOM 2</b>	Wall/Doors			
	Lights/ Power points			
	Floors/FI. coverings			
	Windows			
	Blinds/ Curtains			
	Mirror/ Cabinet			
	Bath			
	Shower			
	Wash basin			
	Toilet (WC)			
<b>LAUNDRY</b>	Wall/Doors			
	Lights/ Power points			
	Floors/FI. coverings			
	Windows			
	Blinds/ Curtains			
	Washing machine			
	Wash tub			
<b>BEDROOM 1</b>	Wall/Doors			
	Lights/ Power points			
	Floors/FI. coverings			
	Windows			
	Blinds/ Curtains			
<b>BEDROOM 2</b>	Wall/Doors			
	Lights/ Power points			
	Floors/FI. coverings			
	Windows			
	Blinds/ Curtains			

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

<b>BEDROOM 3</b>	Wall/Doors			
	Lights/ Power points			
	Floors/Fl. coverings			
	Windows			
	Blinds/ Curtains			
<b>GENERAL</b>	Rubbish bins			
	Locks			
	Garage/Car port			
	Grounds			
	No. keys supplied			

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**SCHEDULE D INSULATION.**

**[Parish's statement in relation to insulation]**

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*The parish must specify whether or not there is, as at the date of the tenancy agreement, any insulation installed in connection with any ceilings, floors, or walls that are at the premises:*

**(b)**  
*details of the location, type, and condition of all insulation that is, as at the date of the tenancy agreement, installed in connection with any ceilings, floors, or walls that are at the premises:*

*All residential rental homes are required to have ceiling and underfloor insulation that meets minimum standards unless they meet one of the exceptions. This will apply from 1 July 2016 for parishes of income-related tenancies and 1 July 2019 for all other parishes.*

**SCHEDULE E**

**OUTLINE OF THE PROVISIONS OF THE RESIDENTIAL TENANCIES ACT 1986 (RTA)**

Please refer to the Residential Tenancies Act 1986 and amendments for the complete provisions.

**Ministers and Parishes.** If you have problems, initially talk to each other. If you can't sort it out, talk to us or if you require assistance please call the Connexional Office (03) 3666049

In the case of a dispute Church processes are to be used before reference to the Tenancy Tribunal.

# Appendix C – Insurance Fund Claim Form

This form is available on the Methodist Church website: <http://www.methodist.org.nz>



## The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

**Administration Division Insurance Fund Claim Form**  
PO BOX 931, CHRISTCHURCH 8140 03 366 6049 [insurance@methodist.org.nz](mailto:insurance@methodist.org.nz)

NAME OF INSURED	CONTACT PHONE NUMBER/S	EMAIL ADDRESS

DATE & TIME CLAIM OCCURRED	PLACE/PREMISES CLAIM OCCURRED
IS THE BUILDING ALARMED AND DID THE ALARM SOUND?	

DESCRIBE IN FULL HOW CLAIM OCCURRED; WHEN DISCOVERED; NATURE OF DAMAGE:

DESCRIPTION OF PROPERTY LOST DAMAGED (STATE EACH ARTICLE SEPARATELY)	PURCHASE PRICE & DATE	PRESENT COST OF REPLACEMENT*	VALUE OF SALVAGE	AMOUNT CLAIMED*
*PROVIDE DOCUMENTARY SUPPORT (EG INVOICES ETC)			TOTAL:	

FOR OFFICE USE ONLY	CLAIM #	ENTITY ID	RISK ID
DATE CLAIM APPROVED			
BY			
AMOUNT APPROVED			
EXCESS DEDUCT/INVOICE			
AMOUNTS PAID			

Appendix C – Insurance Fund Claim Form

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**SUPPLEMENTARY QUESTIONS TO BE COMPLETED IF APPLICABLE**

**ALL RISK, BURGLARY & THEFT CLAIMS**

HAVE POLICE BEEN INFORMED	REPORTED BY	DATE REPORTED	POLICE STATION REPORTED TO

N/B PLEASE ATTACH THE POLICE "COMPLAINT ACKNOWLEDGEMENT FORM" AS CLAIMS WILL NOT BE ACCEPTED WITHOUT EVIDENCE THE POLICE HAVE BEEN ADVISED

**INVESTIGATION**

PLEASE INDICATE WHAT STEPS ARE TO BE TAKEN TO PREVENT A FURTHER RECURRENCE OF CLAIM:

**PUBLIC LIABILITY CLAIMS**

(NOTE—THE INSURED SHOULD NOT DISCLOSE TO CLAIMANTS THEY ARE INSURED, OR ADMIT LIABILITY FOR ANY ACCIDENT)

NAME & ADDRESS OF OWNER OF PROPERTY DAMAGED	
WAS THE OWNER OF THE PROPERTY DAMAGED, IN YOUR SERVICE, OR IN THE SERVICE OF ANY CONTRACTOR OR SUB-CONTRACTOR	
HAS A CLAIM BEEN MADE ON YOU, IF YES, STATE DETAILS & ATTACH RELEVANT DOCUMENTS	
NAME & ADDRESS OF WITNESS OF ACCIDENT (N/B THIS INFORMATION IS THE UTMOST IMPORTANCE)	
NAME OF INSURER OF ANY PROPERTY DAMAGED	

**OTHER INSURANCE**

DO YOU HOLD ANY OTHER INSURANCE UNDER WHICH A CLAIM FOR THIS LOSS, DAMAGE OR ACCIDENT MAY BE MADE? IF YES PLEASE STATE FULL DETAILS:

**DECLARATION TO BE COMPLETED BY CLAIMANT**

I/WE DECLARE THAT TO THE BEST OF MY/OUR KNOWLEDGE & BELIEF, THE FOREGOING STATEMENTS & PARTICULARS ARE TRUE & CORRECT; & I/WE UNDERTAKE TO RENDER EVERY ASSISTANCE IN MY/OUR POWER IN DEALING WITH THE CLAIM, INCLUDING NOTIFYING THE INSURANCE FUND OF ANY RECOVERED ITEMS IMMEDIATELY, & AT THE FUND'S OPTION EITHER RETURN THE RECOVERED ITEMS, OR THE REPLACEMENT ITEMS, OR REFUND THE MONIES PAID.

# Appendix D – Insurance Contents Schedule

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

## Insurance Contents Schedule

METHODIST CHURCH OF NEW ZEALAND TE HĀHI WETERIANA O AOTEAROA

PO BOX 931, CHRISTCHURCH 8140  
03 366 6049 [insurance@methodist.org.nz](mailto:insurance@methodist.org.nz)



PARISH: \_\_\_\_\_

LOCATION OF CONTENTS: \_\_\_\_\_

ENTITY ID: \_\_\_\_\_

RISK ID: \_\_\_\_\_

ITEM	QUANTITY	TOTALESTIMATED	COMMENTS
<b>HALLS/LOUNGES</b>			
AMPLIFIERS			
CARPETS			
CHAIRS/TABLES			
DRAPES			
FURNITURE/FURNISHINGS			
OHP'S			
PICTURES/ PHOTOGRAPHS			
TROLLEYS			
<b>KITCHENS</b>			
MICROWAVE/ FRIDGE/DISHWASHER			
POTS/PANS			
TABLES/ BENCHES			
TEA URNS/JUGS			
CU TLLERY			
CROCKERY			
<b>CLEANING/MAINTENANCE</b>			
LAWN MOWERS			
LADDERS			
VACUUM CLEANERS			
VASES/STANDS/SILK FLOWERS			

Appendix D – Insurance Contents Schedule

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

ITEM	QUANTITY	TOTAL ESTIMATED	COMMENTS
<b>CHURCH</b>			
AMPLIFIERS/MIXERS			
ART WORKS			
BAND INSTRUMENTS			
BIBLES			
CANDLEHOLDERS			
CARPETS			
COMMUNION RAIL			
COMMUNION TABLE			
CROSS			
CURTAINS & DRAPES			
FONT			
FURNITURE & FURNISHINGS			
HEATERS			
HYMN BOOKS/MUSIC			
LECTERNS			
MEMORIALS			
OHP & SCREENS			
ORGAN			ALL PIPE ORGANS MUST HAVE A VALUATION DONE EVERY TWO YEARS
PEWS & SEATS			
PIANO			
PULPIT			
SANCTUARY ITEMS			
SOUND SYSTEMS & EQUIPMENTS			ALL REMOVABLE PORTABLE ITEMS OVER \$1000 TO BE IDENTIFIED SEPARATELY
SPEAKERS			
TABLETS/PLAQUES /SPECIAL FURNITURE			
WALL HANGING			
<b>VESTRIES/WORK AREAS/OFFICES</b>			
ANSWERPHONES			
COMPUTER & ACCESSORIES			
DESKS & CHAIRS			
FAX MACHINES			
FILING CABINETS			
LIBRARIES			
PHOTOCOPIERS			
STATIONERY			
TELEPHONES			



## Appendix D – Insurance Contents Schedule

This page is blank on purpose.

# Appendix E – Asbestos Management Plan

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

## Asbestos Management Plan (AMP)

→ Enter building name

Date: → Plan written/revised date

**Property ID Information**

Street Address: → Enter street address  
 Town: → Enter town  
 Region: → Enter region  
 Parish / Church entity: → Name of parish or church entity that stewards the property  
 MCNZ property ID (office use): Connexional office use

**Key building dates** *Building age helps establish the likelihood of asbestos*

	Pre 1920	1920-2001	Post 2001
Building built	Year	Year	Year
Any Renovations done	Year	Year	Year
Additions built	Year	Year	Year
	Statement needed	AMP needed	Statement needed

*Buildings that are 100% Pre-1920 or Post-2001 – asbestos is extremely unlikely but still possible. Display the appropriate asbestos statement and report to MCPC.*

**Built or modified between 1920 and 2001, an AMP is necessary**

Who is the “font” of all property knowledge → Enter name of person who knows the building best  
 (who knows: property age, renovation dates, materials used, builders' names...)

Mark as applicable	Owner?	Landlord?	Tenant?
Is MCNZ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Parish responsible for AMP		Sight the landlords plan and follow it

**Building use** *Communicate, consult and coordinate with these people. Who might be exposed, how often, how likely?*

Building Area	Mark if applicable	Used by
Chapel	<input type="checkbox"/>	Parishioners
Worship Centre	<input type="checkbox"/>	Parishioners
Office space	<input type="checkbox"/>	Parish staff
Presbyter office	<input type="checkbox"/>	Presbyter
Hall – hired out	<input type="checkbox"/>	Various groups
Presbytery/parsonage	<input type="checkbox"/>	Presbyter
Residential Rental	<input type="checkbox"/>	Tenants
Other offices	<input type="checkbox"/>	Enter the group
Leased other	<input type="checkbox"/>	Enter the group
Op shop	<input type="checkbox"/>	Enter the group
School (any age)	<input type="checkbox"/>	Enter the group
Aged Care	<input type="checkbox"/>	Enter the group
Retail spaces	<input type="checkbox"/>	Enter the group
Afterschool care	<input type="checkbox"/>	Enter the group
enter a building area	<input type="checkbox"/>	Who uses that area

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This form is available on the Methodist Church website: <http://www.methodist.org.nz>

**Tenant List**

*Plans to control asbestos need to be shared with these organisations, they need to share with their clients and maintenance workers. Update this list whenever tenancies change.*

Business Name	Contact	Phone	Activity
enter business name	enter contact person name	enter phone number	enter what they do

**Contact names and duties**

1. Coordinate between Property and Health & Safety Committee.
2. Keep asbestos items updated in H&S Risk register, detail the plans to isolate or eliminate asbestos risk in all areas of the building/s until Refurb/demo occurs
3. Inform all tenants and building occupants of the plan!

H&S Officer: → Enter H&S Officer's name and contact details, or

Property Convenor: → Enter Property Convenor's name and contact details

**Documents to Append to AMP**

*Keep good records to demonstrate and justify the decisions made in the AMP*

Document	
Asbestos Management Statement	See page 4, below
A Site Plan/Building Plan	Ref "Creating your Floor Plan", Bricks and Mortar Online, Section 6
General Photos	Include the location and date of photo
Asbestos Register	Ref "Asbestos Register", Bricks and Mortar Online, Section 6
Asbestos Demolition / Refurbishment Surveys	Provided by asbestos survey consultants
Asbestos Clearance Certificates	Provided after asbestos has been removed
Report to MCPC	Record when MCPC has been informed of AMP/register updates

**Review this Plan**

This plan must be regularly reviewed, particularly when one of the following occurs:

- Building use change
- Land Use changes (asbestos can contaminate soil)
- Tenancy change
- Property committee membership change
- Planning for property projects or maintenance. Demolition/Refurbishment Asbestos Survey is required at this stage.

*Review this plan at least every 5 years until all asbestos is gone!*

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

## Work and Visitor Protocols

*Ensure everyone entering the property is aware of the asbestos control plans in place.*

### Contractors

Everyone carrying out work in this building (s) will be required to access and review all asbestos surveys and the asbestos management plan before undertaking any work.

This will be provided by the person (s) responsible for managing asbestos, or other relevant team members, and will form part of the induction process.

Where potential asbestos-containing materials are to be worked on, no work will take place until an appropriate method statement of work has been produced and the Permit-to-Work procedures have been authorised and implemented.

If you suspect asbestos is present, cease work and inform the Property Convenor or H&S Officer.

### Emergency Services

Emergency Services attending the site must be given access to the asbestos survey and management plan upon arrival if their work involves interaction with the building (s).

They may undertake emergency demolition works; the Connexional Office will need to be notified as soon as possible [healthandsafety@methodist.org.nz](mailto:healthandsafety@methodist.org.nz), or 03 366 6049 ext 823.

## Emergency Procedures

*Follow these steps if an asbestos event occurs.*

Where asbestos-containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, the Property Committee will instigate the emergency procedure below:

- Secure the affected area immediately, ensuring no access is permitted (signage should be displayed and barriers erected where appropriate);
- Review impact on the building's operational procedures, i.e. if a room is affected, alternative arrangements would need to be made as the room cannot be used;
- Contact the Connexional property team, who can provide advice and guidance as necessary.
- Maintain controlled access to the area until such time as formal clearance has been confirmed; and
- Maintain good communication with all tenants and other relevant parties (including neighbours and others who may be in the immediate vicinity), providing updates as necessary to ensure the access arrangements are not breached.

This form is available on the Methodist Church website: <http://www.methodist.org.nz>

<b>Asbestos Management Statement</b>	
→ Enter building name	
Street Address:	→ Enter street address
Town:	→ Enter town
Region:	→ Enter region
Parish / Church entity:	→ Name of parish or church entity that stewards the property
Select one...	
<b>For buildings built, refurbished or added onto between 1920 and 2001</b>	
We, the parish, do not yet know what does or does not contain asbestos in our buildings. Therefore, we will treat all surfaces and building materials as if they contain asbestos, which means:	
<ul style="list-style-type: none"><li>- We will leave all surfaces and building materials alone until they have been further assessed</li><li>- We will undertake an in-depth assessment before we start any building work.</li><li>- Work on asbestos-containing materials will only be carried out by qualified contractors</li></ul>	
<b>For buildings completely built after 2001</b>	
No Asbestos-Containing Materials were specified for this building, and this building was built to code and specification.	
All other care should be taken when working on this building, you are at extremely low risk of exposure to asbestos.	
If you suspect any materials of containing asbestos, leave them alone and then tell the Parish Property Convenor or H&S Officer.	
This sign is to be displayed where all building users, visitors and contractors can see it.	
Dated: 27/05/2026	
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