

# Policy on Rectories

The purpose of this policy is to establish roles and responsibilities related to rectories along with basic expectations for accommodation provided to clergy, in lieu of a housing allowance. Clergy and churchwardens are advised to also refer to the provisions of Canon 3.4 (On the Appointment of Archdeacons and Regional Deans and Their Duties) and 4.4 (Duties of Incumbent and Churchwardens in Respect to Rectories) for additional direction related to rectories.

## 1. Responsibilities

As with all parish property, it is the role of the churchwardens to keep the rectory in good condition, ensuring electrical, plumbing, heating, and fire protection systems conform to all current health, safety and maintenance standards and the Ontario Building Code. This means that they are, in consultation with the cleric (or tenant) being housed, responsible for overseeing any desired or mandated repairs, upgrades or improvements to the rectory, in accordance with the regulations pertaining to Canon 4.6.

The cleric (or tenant) shall be responsible for the ordinary cleanliness of the rectory and ensure that any issues that pertain to the entire rectory property will be brought to the attention of the churchwardens as soon as they arise.

The churchwardens, or their designates, shall undertake an annual inspection of the rectory, in consultation with the cleric (or tenant). Suitable notice shall be negotiated. The condition of the rectory, along with any recommendations for repairs, upgrades or improvements shall be reported to the regional archdeacon and subsequently to the parish's annual vestry meeting. Provision shall be made in the parish budget to implement any recommendations, on a priority basis.

The cleric (or tenant) will share in the responsibilities for the upkeep of the rectory grounds as mutually agreed upon with the churchwardens.

## 2. Basic Expectations

1. A rectory may or may not be located on the church property but must be situated within five kilometers of the parish.
2. A rectory shall be a detached, single dwelling home with the following characteristics:
  - a. three above-grade bedrooms;
  - b. central air-conditioning;
  - c. appliances including range, refrigerator, dishwasher, washer, and dryer.
  - d. one full (four-piece) bathroom, as well as a second, main floor bathroom;
  - e. a living room, recreation room, kitchen, and dining room.
3. Consideration shall be given for energy-efficiency and accessibility features and fixtures (windows, appliances, doors, insulation and heating/cooling).
4. Clergy living in rectories shall be reimbursed for the following, if not paid directly by the parish: electricity, gas, heat, water/sewer, as well as basic telephone and internet services.
5. If an office is not provided on the church site, a suitable accessible study/office space on the main floor of the rectory must be provided, ideally with a separate outside entrance.

The Bishop may, with the mutual consent of the cleric and churchwardens involved, authorize alternate arrangements to the minimum standards outlined in section 2 of this policy.

Every effort shall be made to ensure the reasonable privacy and quiet enjoyment of the cleric (or tenant); churchwardens may not enter an inhabited rectory, except in an emergency or by mutual consent, without having given at least 24 hours' written notice to the resident cleric (or tenant).