

WARDENS & CLERGY  
AFTERNOON SESSION



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A CHURCHWARDEN'S  
MANUAL



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QUALIFICATIONS:

- 18 years of age
- A member of Vestry
- A qualified voter
- A communicant

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**WARDENS**

- Rector's Warden
- People's Warden
- Deputy Warden
  
- Similarities and Differences

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**WARDEN'S DUTIES**

- Primary responsible for "things temporal"
- That would mean
- oversight of giving's and bill paying, and financial records,
- the building,
- ensuring that there is someone to conduct worship, provide pastoral care, providing *things* for worship (like bread and wine)

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**A WARDEN'S DUTIES, CONTINUED...**

- Ensuring that due Diocesan procedures are followed and policy is enforced.
- (dotting of the I's and crossing of T's)
- Making sure that insurance is maintained
- A Rectory / Housing is provided for Rector
- Hiring of other employees in partnership with the Rector
- Maintenance of Parish Records

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AND OF COURSE...

- "Other duties as required"

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RELATIONSHIP WITH INCUMBENT

- 1 Rector + 2 Wardens = "The Corporation"
- Should be characterized by a spirit of harmony and cooperation
- Element of care *for* the Rector – ensuring that vacations are taken, salary/benefits are provided, continuing education happens, sabbaticals are planned

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QUESTIONS AND ANSWERS



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### AN OVERVIEW OF THINGS FINANCIAL

- Church Finances
- Transparency – Counting and Accounting
- Cheque signing
- Budget
- Financial Records
- Bank Accounts
- Treasurer
- Insurance

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### PARISH COUNCIL

- Must happen according to Canon law, at a minimum, quarterly. Is *advisory* in nature
- Rector
- Church Wardens
- Lay Delegates to Synod
- 2+ elected reps
- Same number of reps appointed by the Incumbent

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### HELP! THE RECTOR IS LEAVING

- First step: Call the Bishop's Office/Director of Human Resources...more about this later

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### THE PARISH AND ITS RELATIONSHIP TO SYNOD

- DM and M (Diocesan Mission and Ministry)
- Real Estate
- Building Process
- Memorials
- Diocesan Vision for Ministry
- Ministry Covenants

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### PARISH & SYNOD

- Payroll
- Leases and Licensing
- Safe Church and Misconduct Policy
- Volunteer Management and Screening
- Justice-Making
- Congregational Support

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### SYNOD COUNCIL PREPARATION & PRESENTATION

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**SYNOD COUNCIL**

- How to get on the agenda:
  - Speak with the Secretary of Synod
  - Have a conversation with Mary Anne Grant
- You will be guided by the Secretary of Synod about the time available for your presentation – which often consists of a 5 minute presentation and 5 minutes for Q and A. Please endeavour to work

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- Within the time limits that have been given you.
- Following your presentation and the Q&A period, you will leave. Synod Council can then debate the issues that the motion presents.
- A vote will be taken
- The Secretary of Synod will advise you as soon as possible about the results of the vote.

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**CANON 4.6 - BUILDING PROJECTS**



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### CANON 4.6

-Guidelines to Canon 4.6 clarify how to obtain approval to proceed with a building project.

-Estimated top threshold is \$15,000 – currently under review.

-Begin by calling your friendly Archdeacon – and be sure to involve the Bishop’s office and have the appropriate Vestry Meetings

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### CHECKLIST OF CANON 4.6 GUIDELINES

- ? How can we afford it?
- ? Consult with Archdeacon
- ? Discuss /with Parish Council
- ? Special Vestry to approve the project
- ? Have you communicated with the Bishop
- ?Liaise with FAC (Financial Advisory Committee) and BACCB (Bishop’s Advisory Committee on Church Buildings)

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- ?Building plan to Parish Council for project approval
- ?Special Vestry approval
- ?Plan submitted to Bishop
- ?Presentation to Synod Council
- ?Have you secured local permissions?
  
- Enjoy your addition!

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LICENSING OF PARISH SPACE

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LICENSING OF PARISH SPACE

- An agreement between the parish and parties which is a covenant for use of specific fees, space, rules
- For no greater period than three years inclusive of all renewals
- All Risks Tenants Legal Liability insurance – minimum of \$2,000,000 per occurrence
- Restrictions re: Licensee/Rights of Licensor
- Dispute Resolution
- Sign for receipt of Sexual Misconduct Policy

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VOLUNTEER MANAGEMENT & SCREENING

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### VM&S

- -Every three years, we do an every parish Diocesan wide audit of Volunteer Management and Screening processes.
- There are changes and improvements; this year, for example, we added a risk management chart to assist in determining risk levels.
- Clergy Police Record Checks are conducted through the Diocesan Office.
- Other staff – organists, administrators, should have Police Record Checks.

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### VM&S CONTINUED

- It is important to remember that only higher risk volunteer positions require Police Record Checks. Many risks can be managed through procedures and other safe guards.

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### QUESTIONS???

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HUMAN RESOURCES

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HUMAN RESOURCES MATTERS

- Carefully consult “What We Need to Know” Revision available of “Some Things to Keep in Mind... Parish Personnel: Hiring, having & firing a parish employee”
- Job offers:
  - Request and use most current template for job offers
  - Ensure insertion of proper termination clauses
  - Attach or include job description, compensation, pension and benefits eligibility, and vacation & sick days policies
  - Include disability accommodation declaration
  - Comply with Pension Office requirements about thresholds for pension and benefits, and, consistency for all lay employees concerning pension and benefits

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HUMAN RESOURCES MATTERS

- Have and comply with a parish Human Resources Disability Policy
- Conduct regular performance and development reviews:
  - Consult with diocesan offices as to appropriate models for mutual reviews (ensuring the signing and dating of acknowledgement of receipt)
  - Minimize surprises by giving feedback in an ongoing manner
  - Review performance with reference to job description
  - Accommodate disability-related needs
  - Plan for and assist with pursuit of employee's development goals

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## HUMAN RESOURCES MATTERS

- **When a parish employee is being terminated**
- Strive to avoid this situation by:
  - Recruiting, selecting, training and supporting your employees well;
  - Working in good faith with your office holders and employees to address issues when they arise.
- When it is necessary to terminate someone's employment:
  - Notify diocesan office to determine what resources are available for best practices.
  - Obtain legal advice, concerning the wording of a letter for hand-delivery and amounts owed under the terms of the contract, ESA and/or common law.
  - With rare exceptions, clergy serve by episcopal appointment, with the Bishop's license and during the diocesan Bishop's pleasure. Consequently, as a general rule, parishes lack the authority to "hire" or "fire" clergy.

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