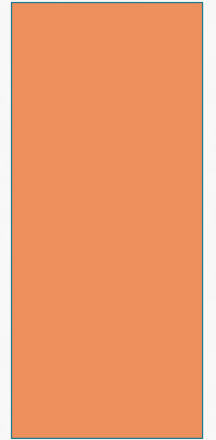


STEWARDS OF BUILDINGS, PROPERTY & PEOPLE

Wardens and Clergy



PARISH GOVERNANCE

NIAGARA ANGLICAN EDITION

PARISH GOVERNANCE

Vestry

Governance Body of the Parish

Corporation

Executive Committee of the Parish

Parish Council

Advisory Board to Corporation

KEY PARISH GOVERNANCE ROLES

Rector

Wardens

Treasurer

Lay Representatives to Synod

Parish Council Members

WARDENS' DUTIES

Primarily responsible for “things temporal”

- oversight of finances and financial records
- buildings; their care and upkeep
- ensuring that there is someone to conduct worship and providing *things* for worship
- Ensuring that policy and procedures are followed
- Making sure that insurance is maintained
- A Rectory / Housing is provided for the incumbent
- Hiring/Firing of parish employees with the incumbent
- Maintenance of parish records

BEST PRACTICES

When it comes to governance, what best practices would you offer to others about how to lead effectively in a parish setting?

Think, Pair, Share



THE CANONS: A GUIDE

Section 1 – **SYNOD & SYNOD COUNCIL**

Section 2 - **DIOCESAN OFFICIALS/DIOCESAN MATTERS**

Section 3 - **CLERGY AND LICENSED LAY WORKERS**

Section 4 – **PARISH MATTERS**

CANONS RELATED TO PARISHES

- 4.1 Vestries and Churchwardens
- 4.2 Parish Councils
- 4.3 Differences Between Clergy and Parishioners
- 4.4 Duties of Incumbent and Churchwardens in Respect to Rectories
- 4.5 Parishes: Their Establishment, Amalgamation, Disestablishment and Trusteeship
- 4.6 On Erection or Alteration of Church Buildings 4.6
- 4.7 Purchasing, Selling or Mortgaging Church Property
- 4.8 Cemetery Canon

QUESTIONS



CANON 4.6

- Regulations to Canon 4.6 clarify how to obtain approval to proceed with a building project.
- Key thresholds:
 - \$15,000
 - Municipal permit (building or heritage) required
- Share your plans archdeacon and the Bishop's Office (via the Secretary of Synod) as early in the planning process as possible

LICENSING OF PARISH SPACE

An agreement between the parish and party which is a covenant for use of space

- Use the diocesan template available
- Agreements must be less than 3 years inclusive of all renewals
- Enabling motions passed at vestry
- All Risks Tenants Legal Liability insurance – minimum of \$2,000,000 per occurrence

MEDIA RELATIONS

Before speaking to the media please contact the Reverend Canon Bill Mous or Canon Alison D'Atri at the diocesan office.

The Bishop is the chief spokesperson for the diocese.

Share media stories featuring your parish/parishioners

INCIDENT REPORTING

- Any accidents or incidents that happen on church properties (falls, injuries, harassment or assaults) and/or any interactions with the police must be reported to the Secretary of Synod.
- In addition, if the incident potentially involves:
 - an insurance claim, please also contact Kim Waltmann
 - a workplace injury, please contact Canon Terry DeForest

QUESTIONS



HUMAN RESOURCES

HUMAN RESOURCES MATTERS: BACKGROUND

- Consult “What We Need to Know... Parish Personnel: Hiring, having & firing a parish employee” April 29, 2019 for parish human resources matters; and,
- Consult Director of Human Resources for parish HR processes



HUMAN RESOURCES MATTERS: JOB POSTING

- Job posting
 - Include disability accommodation declaration

HUMAN RESOURCES MATTERS: JOB OFFERS

- Job offers:
 - Obtain from diocesan website and use most current Offer of Employment Template
 - 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

HUMAN RESOURCES MATTERS: ACCESSIBILITY

- Have and comply with a parish Human Resources Disability Policy

HUMAN RESOURCES MATTERS: PERFORMANCE AND DEVELOPMENT

- 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

HUMAN RESOURCES MATTERS: TERMINATION OF PARISH EMPLOYEES

- 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.

HUMAN RESOURCES MATTERS: TERMINATION OF PARISH EMPLOYEES

- When it is necessary:
 - Notify Director of Human Resources 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.
 - [Similarly, parishes cannot revise the fraction of a full-time equivalency of a clergy appointment without episcopal permission.]

PASTORAL EMERGENCIES

It is the Bishop's expectation that all parishes make known a telephone number for parishioners to use to contact a priest, normally the incumbent or priest-in-charge, in the event of a pastoral emergency.

Wardens or other parishioners should not be undertaking this role except in exceptional circumstance.

QUESTIONS



PAYROLL PROCESSES

PAYROLL PROCESS

- Types of employees on Payroll



- Pay day

- When to report hours / salary changes

- Payment for salaried employees

- Payment for hourly employees

SETTING UP NEW EMPLOYEES

- First information needed –Refer to handout
- Welcoming letter
- Items for personnel file at Cathedral Place and the Parish



TERMINATING EMPLOYEES

- Inform Cathedral Place (Trish Foden) email preferred
 - include any document(s) given to employee
- Inform Cathedral Place of Severance and wage in lieu of notice, O/S vacation
- Final cheque issued
- ROE processed

SALARY VS. HOURLY PAID

- Salaried: employee is paid for the entire month on the 15th of that month i.e. salary/stipend for the entire month of October if paid on October 15th
- Hourly: employee is paid for the previous month on the 15th of the month i.e. hours/services for October are paid on November 15th
- CAUTION: Consider the above when filling new positions. If a salaried person resigns after the 10th of the month, they will receive the full month's pay

DIOCESAN MINIMUM SALARY SCALE

- Salary Return Form and Ordination Scale letter hand delivered to Clergy Nov 2019
- When needed at Cathedral Place **Jan 8 2020**
- Effective date Jan 1 2020

STATUTORY DEDUCTIONS

- Canada Pension Plan – CPP
- Employment Insurance – EI
- Workplace Safety and Insurance Board – WSIB
- Parish Payroll costs shown on the payroll invoice



BENEFITS

Hours worked:

13.5 or more per week

- Pension (EE and ER paid)
- Pension Admin fee (ER paid)
- Long Term Disability (ER paid)



Hours worked:

20 or more per week

- Pension (EE and ER paid)
- Pension Admin fee (ER paid)
- Long Term Disability (ER paid)
- Life Insurance / AD & D (EE and ER paid)
- Medical / Dental (EE – 25% and ER – 75% paid)

BENEFITS



General Synod Plan

- Who is covered: Clergy / Diocese CP staff
- Employee benefit coverage
- ER Pension contribution 19.04% X stipend

Lay Plan

- Who is covered: Lay Staff
- Employee benefit coverage
- ER Pension contribution 5% X salary

Benefit information is found on the Diocese of Niagara website.

BENEFIT BREAKDOWN

- The following benefits are % based and will vary with added services; hours; and sub-plan payments
- Pension; Pension Admin Fee; LTD;

- The following benefits are fixed and will not vary month to month:
- Medical/dental; Life Insurance/SIDB; Continuing Education; AD&D; Estate Benefit

- NB: Revisions may occur at the start of each year.

WSIB



Who is covered

Anyone on payroll

Accident occurs

File Form 7 within 3 days

Supervisor's report

Fill out ASAP and keep on file

Non Employee (no WSIB)

Fill out Supervisor's report
Send copy to Kim
Waltmann

EMPLOYEE ASSISTANCE PROGRAM - EAP

- Who is covered
- Confidential
- Counseling and Information Services

CANADA SUMMER JOB PROGRAM

- Applications for CSJ Program are due at the Service Canada Centre in February of each year
- Payroll Information for the students is the same as all new employees
- At the end of their contract, Payroll will send the payroll information needed to complete the application for fund reimbursement
- <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

QUESTIONS

