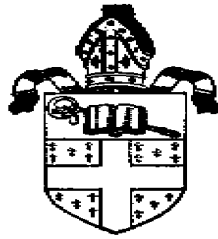


Anglican Church of Canada

Diocese of Rupert's Land



PERSONNEL HANDBOOK
for

PARISH CLERGY
and
ANGLICAN CENTRE STAFF

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Appointment Process in the Diocese of Rupert's Land

(revised – March 1998)

1. When the Bishop has accepted the resignation of an incumbent, or when a Parish is declared to be without an incumbent, the Bishop immediately communicates with the Wardens describing the process for appointment of an incumbent, and calls into being the Canonical Committee consisting of the People's Warden, Rector's Warden, and Lay Delegates to Diocesan Synod.
2. The Regional Archdeacon meets with the Canonical Committee within two weeks of the announcement with the following agenda:
 - Elects a chairperson and secretary
 - Sets date for Parish Conference
 - Provides for the collection of statistics for presentation to the Parish Conference and inclusion in the Parish profile
3. The Regional Archdeacon, or designate, convenes and chairs the Parish Conference
4. The Vestry produces the Parish Profile and submits it to the Bishop and Archdeacon for revision and approval.
5. The position description is circulated in the Diocese of Rupert's Land and in the Provinces of Rupert's Land, British Columbia and the Yukon. The closing date for applications is six weeks after the date of advertisement.
6. Applications accompanied by a Curriculum Vitae and responses to appropriate questions framed by the Bishop are returned to the Bishop. An applicant from another Diocese must have advised the Bishop of that Diocese. The Bishop of Rupert's Land contacts the applicant's Bishop. All applicants must produce and submit a certificate from the Police, and a report from the provincial child abuse registry where applicable.
7. The Bishop convenes a meeting of an Advisory Committee comprised of the following persons for the purpose of examining the applications:
 - Bishop
 - Archdeacon
 - Wardens
 - The two lay person, appointed by the Bishop, who are members of Diocesan Synod, but who are not members of the Parish in process,
8. The Advisory Committee submits a list of three to five applicants to the Canonical Committee. The Canonical Committee interviews all candidates on the list. All applicants who are not to be interviewed are contacted by the Bishop or Archdeacon.
9. The Canonical Committee submits one name to the Bishop. The Bishop informs the successful candidate, and all others who were interviewed.

Bishop's Expectations of Diocesan Clergy

Final Document – November 10, 1997

1. Clergy are expected to give strong leadership in the development of the relationship between the Parish and the Diocese.
2. Stipendiary Clergy are expected to take part in Diocesan Synod, Annual Clergy and Lay Professionals Residential Conference, and Deanery Meetings.
3. In consultation with the Parish, the clergy are expected to be actively involved in Clergy Continuing Education, and to take advantage of the Diocesan Policy regarding Study Leave.
4. Clergy are expected to maintain a strong spiritual life by taking part in an annual retreat and/or a programme of spiritual direction.
5. Clergy are expected to encourage parishioners to be actively involved in Diocesan and Deanery events, such as Synod, Conferences, etc.
6. The clergy are expected to support Baptism ministry by encouraging parishioners to discern their gifts and use them in their Parish and Diocese.
7. Clergy must be able to work collegially with all clergy, regardless of gender.
8. Within the Diocese there are many varieties of opinion and position in theology, ecclesiology, and liturgy. The clergy are expected to nurture and promote an appreciation for diversity in all parts of our Diocesan life.
9. All ordained person, holding a Bishop's licence of appointment as incumbent, will participate in a Parish evaluation as required by the Diocese.

Canada Pension Plan

All clergy and lay employees, full and part time, are required to pay into the Canada Pension Plan. Premiums are matched by the employer and established by income level. C.P.P. premiums are NOT deducted from clergy housing allowance.

Continuing Education Plan

All stipendiary clergy automatically join the Continuing Education Plan upon employment. Lay employees of the Church, who are also members of the General Synod Pension Plan, may join the Plan with their employer's approval.

Benefits of the Plan include any continuing education program or course of study, books or other materials, computer hardware or software.

The premium is \$37.50/month paid by the employer.

Sabbatical Grants are available to members of the Continuing Education Plan after 5 years of service. Members may be granted up to \$3,000 for a period of full time study of at least 8 weeks duration.

Departure From Staff (Anglican Centre - Lay Staff)

1. Employee's Initiative:

Staff will give written notice of intention to terminate employment to the Bishop. For those persons with three weeks or less vacation entitlement, the notice period is a minimum of two weeks. For those entitled to four weeks or more vacation, the notice period is a minimum of one month.

2. Employer's Initiative:

Dismissal for cause: in the case of significant incompetence or misconduct, an individual may be terminated without notice.

Dismissal for unsatisfactory performance: in any case where an employee's work is considered unsatisfactory, the Bishop will take initiative to discuss performance expectations and to set an appropriate probationary period for improved performance. A written summary of the meeting will be done with a copy for the employee. Where appropriate, remedial training or counselling may be indicated as a part of the probationary period.

An evaluation of the employee's work performance will be initiated at the end of the probationary period. A written summary of the evaluation will be prepared immediately following the meeting with a copy for the employee. If the work performance is satisfactory at the time of the evaluation, the period of probation will be considered terminated. If the work performance is not satisfactory at the time of the evaluation, the Bishop may either extend the probationary period for a term not to exceed three months, or terminate the employment of the individual.

The Bishop will advise the employee, in writing, of the effective date of the dismissal, and will

be responsible for obtaining office property (keys, etc) from the employee. The Diocesan Accountant will be advised by the Bishop of the effective date of the employment termination.

The Employment Standards Act will serve as the guideline regarding notice of termination in cases where notice is appropriate.

Employee Assistance Plan

A confidential counselling and health promotion package with Blue Cross, which is mandatory for all stipendiary clergy and full time lay workers in the Diocese. The monthly premium is shared on a 60% employer and 40% employee basis. The monthly premium is \$7.14. (\$4.28 employer and \$2.86 employee)

Employment Insurance

All employees are covered under Employment Insurance legislation of the Federal Government. Employee deduction is based on monthly salary (lay), or stipend (clergy), plus monthly housing allowance if paid in cash, plus taxable portion of National Church Benefit Plan.

Employer's contribution is the employee's deduction (refer to the Employment Insurance Deduction Book), multiplied by 1.4.

General Synod Pension Plan

All stipendiary clergy and Anglican Centre staff are members of the Pension Plan of the Anglican Church of Canada, outlined in General Synod Canon VIII.

Each employee is required to pay 4.4% of salary, and the employer's contribution is 10% of salary. Salary for pension purposes (for clergy), is calculated on the total of stipend plus 50%.

The General Synod Pension Plan is a career-average, defined benefit plan and is locked in after two years of membership.

Group Life And Accident Insurance

Stipendiary clergy and Anglican Centre staff, who work at least 20 hours a week, are eligible for this coverage. The basic life insurance is \$100,000 and in the case of accidental death an additional \$100,000 is paid out.

Health (Extended), Dental, Vision, Prescription Drugs

Stipendiary clergy and Anglican Centre staff are members of the National Church Benefit Package, covering extended health, dental, vision and RX plus for prescription drugs. This Plan is mandatory for all employees, unless covered under insurance provided by a spouse. This Plan is in addition to the provincial mandatory Manitoba Health services. The monthly premium is shared 60% by the employer (parish or diocese) and 40% employee deduction.

Superannuated clergy, who retire from active service and are in receipt of a General Synod pension, continue to receive the above coverage. 40% of the monthly premium is deducted from the clergy pension at source, and 60% is paid by a Diocesan Trust (at the Bishop's discretion).

Upon the death of a clergy member, coverage continues for the surviving spouse.

Hiring Authority

In the case of lay staff, the appropriate authority is:

Anglican Centre: The Bishop.

Parish: The Corporation in consultation with the vestry.

Housing Allowance (clergy)

Diocesan Canon 10 states “the duty of providing and maintaining a suitable residence for the incumbent...or an appropriate allowance in lieu thereof, rests upon the parishioners to whom the incumbent ministers”. At present (2007) the clergy housing allowance is \$13,200 per annum for clergy purchasing their own accommodation.

Lay Retirement Plan

The Lay Retirement Plan is a money purchase type pension programme. Each employee contributes 5% of salary and 5% is paid by the employer.

The Plan is available to full time and part time (over 20 hours) parish employees, including secretaries, caretakers, music directors, etc. Must be offered to all full time lay employees.

Long Term Disability

All stipendiary clergy and Anglican Centre staff, who work at least 20 hours a week are covered by L.T.D. The monthly premium is, in total, an employee deduction, and is set at 2.2% of salary for pension purposes paid by the Employer and 0.4% of salary for pension purposes paid by Employee

Benefits are payable following a waiting period of 119 days. The monthly L.T.D. benefit payment is non-taxable, and is calculated at:

- 60% of the first \$2,500 of monthly salary
- 40% of any salary in excess of \$2,500

The L.T.D. benefit will be reduced by income from such sources as:

- disability benefits from the Canada Pension Plan
- 60% of the value of housing or housing allowance provided during disability.

Information on the process for L.T.D. and application forms are available at Anglican Centre.

Pension Plans

see Canada Pension Plan
 General Synod Pension Plan
 Lay Retirement Plan

Maternity/Parental Leave

Effective January 1, 2007, when a clergy member takes maternity/parental leave, while the employee is on E. I., that the parish pay the employee 20% of their salary for E. I. Purposes, so

that the employee is at 75% of their normal salary, as opposed to 55%. The amounts for maternity/paternity leave will be increased by 5% in 2008, to reach a target of 80% of income for those clergy who are on maternity/parental leave by 2008. Effective immediately, when a clergy member takes maternity/paternal leave, while the employee is on E. I, the parish continues to pay the parish portion of pension and benefits at the normal rate, and the employee continues to pay their share so that benefits and pension can continue while the employee is on Maternal/Parental leave (As outlined in the Canada Labour Code, Part III, Division VII, sec 209.2 (1) – 209 (2.1))

Retirement

Clergy - details are found in General Synod Canon VIII. Clergy retire on their 65th birthday. However, the Bishop may issue a license to a person over the age of 65 for a term of not more than one year. The license may be renewed for a period or periods not in excess of one year at a time, at the discretion of the Bishop.

Upon reaching the age of 65, employees are not required by the Pension Canon to receive their pension benefits; however, the pension benefits must be accepted before their 71st birthday. If the person is retained on a year-by-year basis, at that time salary and pension arrangements will be addressed.

Anglican Centre Staff - no policy other than that stated in the General Synod Canon.

Retirement Before The Age Of 65

Where early retirement is appropriate, each case will be dealt with on an individual basis according to General Synod Canon VIII and Canon IX and the policy of the General Synod Pension Committee.

Sabbatical Policy

See Continuing Education Plan

Salaries/Stipend

Clergy: A clergy stipend scale from year one of ordination to the Diaconate through to year 26, is proposed by the Diocesan Compensation Group. Cost of living increases are proposed (if appropriate) by the Group and a draft of their recommendation for an increase, and the percentage, is brought to an annual meeting of clergy, wardens and parish treasurers for a consensus. Following a review of this meeting the Diocesan Compensation Group brings recommendations for any changes in the stipend scale to a meeting of Diocesan Council for approval.

***Placement on Stipendiary Scale for Clergy Entering Ministry from a Different Occupation.**

When a parish is considering the name of a cleric who is beginning parish ministry having had a previous occupation, A PROCESS OF NEGOTIATION IS PROPOSED to consider the matter of setting years of service beyond the years of ordination for stipend purposes.

(See Guideline section – Diocesan Policies & Guidelines as related to clergy: Year of Service Salary Scale Credit in the Canons and Constitution of the Diocese of Rupert's Land.)

Sexual Misconduct – Building Healthy Communities

It is the policy of the Diocese of Rupert's Land that sexual misconduct of any kind is wrong, and will not be tolerated whether it is perpetrated by clergy, paid employees, volunteers, or participants in any activity in the life of a parish or diocese.

(Please refer to the package – Building Healthy Communities – Diocesan Policy and Educational Package on Sexual Misconduct found with the Red Binder - Book of Canons)

Short Term Disability

In the case of illness or accident, four weeks sick leave be guaranteed with full pay and benefits in one calendar year. In the case of sever accident or illness, following four weeks full pay and benefits, Unemployment Insurance Medical Leave benefits would be utilized which pays 55% of salary, followed by Long Term Disability benefits.

Sick Time Off

Anglican Centre staff: one and one half days a month sick time off with pay for a total of eighteen days per year. These can be accumulated up to a maximum of 90 days.

Study Leave For Clergy And Other Full Time Staff

Each salary source provide up to three weeks annually for continuing education and that study leave could be accumulated up to two weeks per year to a ceiling of 14 weeks. A record of study leave used to be kept (including in-service day, live-in and other workshops), and reported annually with the year-end report to the Diocesan office. The accumulated study leave would not be portable to subsequent appointments unless it was specifically negotiated at the time of the new appointment. Accumulated study leave would not be added to the compensation at the termination of employment unless in the pastoral discretion of the Diocesan it would be seen as conducive in finding employment in another field of endeavour. During the study leave, full salary and benefits would be maintained by the salary source. Cost of interim replacement would be paid by the salary source. In special circumstances, the salary source could request assistance in addressing these additional costs.

The principle guiding the benefit of study leave is that sustaining the vocational, spiritual and emotional vitality, competence and growth of clergy and staff would be of equal benefit to the church and its personnel. Any interpretation of this policy should be guided by this principle (adopted by Diocesan Synod in 1992)

Substitute Fees For Services Of Worship

\$100 for the first Service and \$50 for each subsequent service. The second service is only applicable to parish groupings or parishes who have more than one service per Sunday.

Mileage per prescribed rate from home of clergy to parish and return. Parish pays fees and mileage. If a mission or administered parish, then the Diocese pays the cost.

Vacation

For full time and part time clergy, and priests in charge, 1 calendar month for the first 10 years of ordination, and 1 calendar month plus 1 week between 10 and 15 years, and 1 calendar

month plus 2 weeks thereafter. When transferring to another parish or diocesan position, vacation pay is paid by the former employer upon departure. The expense of providing for services during such vacation shall be borne by the parish.

Anglican Centre Staff: 3 weeks after 1 year on staff, 4 weeks after 5 complete years on staff and 5 weeks, after 10 complete years on staff. Employees with less than 1 year's service receive 1 working day for each month worked, up to a maximum of 10 working days.

Other Information

| | | |
|-----------------|------------------------------------|----------------|
| Anglican Centre | Bishop's Office | (204) 992-4212 |
| 935 Nesbitt Bay | General Line | (204) 992-4200 |
| Winnipeg, MB | Director of Finance | (204) 992-4201 |
| R3T 1W6 | Coordinator of Mission Development | (204) 992-4202 |
| | Archives | (204) 992-4203 |
| | Youth | (204) 992-4204 |
| | Rupert's Land News | (204) 992-4205 |
| | Fax Line | (204) 992-4219 |
| | Toll free number | 1-866-693-4418 |

Email addresses:

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|------------------------------------|--|
| General | general@rupertsland.ca |
| Bishop | dphillips@rupertsland.anglican.ca |
| Ex. Asst to Bishop | ssupes@rupertsland.anglican.ca |
| Coordinator of Mission Development | jrisk@rupertsland.ca |
| Office Administrative Assistant | general@rupertsland.ca |
| Director of Finance | finance@rupertsland.ca |
| Youth Ministry Developer | youth@rupertsland.ca |
| Archives | archives@rupertsland.ca |
| Rupert's Land News | rlnews@rupertsland.ca |

Website: www.rupertsland.ca

Anglican Centre is a smoke free building

Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

Summer Hours: June 1 until August 31

Tuesday to Friday 8:30 a.m. to 4:30 p.m.

Anglican Centre houses the offices for the following:

Episcopal Oversight and Pastoral Care

Administration

Accounting

Archives

Parish Records and Statistics

Rupert's Land News

Youth Ministry Developer

Chapel of St. John the Baptist (lower lever)

A service of Holy Eucharist is held in the Chapel every Friday at 11:30 a.m. All are welcome to attend. During this service, the general office is closed.

Holidays observed:

New Year's Day
Louis Riel Day
Good Friday
Easter Monday
Victoria Day
Canada Day

August Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

If a holiday falls on a Saturday or Sunday, a compensating day is given with the exception of November 11 (Remembrance Day)