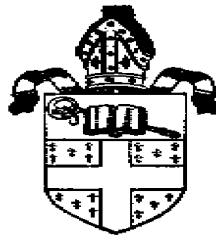


Anglican Church of Canada

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

(March 1998 – Revised April 2010)

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. At present the Diocese is making use of trained Interim Priests to guide parishes between incumbencies. At an appropriate time, the Bishop calls into being the Canonical Committee consisting of the People's Warden, Rector's Warden, and Lay Delegates to Diocesan Synod.
2. The Interim Priest with a Parish Transition Team leads the parish through the necessary steps of the interim period, including processes that eventually leads to the preparation of a new Parish Profile.
3. When the Parish Profile is approved by the Parish leadership, Profile is submitted it to the Bishop and Archdeacon for revision and final approval.
4. The position description is circulated in the Diocese of Rupert's Land, and to the Diocesan Offices of all the Dioceses of the Anglican Church of Canada. A synopsis is also posted on the website of the Anglican Church of Canada and the Diocesan website. The closing date for applications is six weeks after the date of advertisement.
5. Applications accompanied by a resume and responses to three questions framed by the Bishop in a letter to prospective candidates are returned to the Bishop before the deadline date. 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.
6. The Bishop convenes a meeting of an Advisory Committee comprised of the following persons for the purpose of examining the applications:
 - Bishop
 - Archdeacon
 - Wardens
 - Two lay persons, appointed by the Bishop, who are members of Diocesan Synod, but who are not members of the Parish in process,
7. The Advisory Committee submits a list of 3 – 5 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 letter from the Bishop's Office.
8. The Canonical Committee submits one name to the Bishop. The Bishop informs the successful candidate, and all others who were interviewed.

Guidelines

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 unless they are receiving CPP retirement pension benefits. Premiums are matched by the employer and established by income level. C.P.P. premiums are NOT deducted from clergy housing allowance if approval has been received from Canada Revenue Agency that tax will not be withheld at source.

Continuing Education Plan

Plan Membership

All stipendiary clergy automatically join the Continuing Education Plan on their first day of employment. Lay employees of the Church or other participating organizations may join the Plan with their employers' approval. The monthly contribution of an individual's salary source (total of \$450 per annum) is sent to the Continuing Education Plan. Reimbursement to the applicant will be paid to the extent of 75% from the Fund, in respect of the applicant's account and 5% from the General Assets of the Fund. The applicant shall pay the remaining 20% of the cost.

Use Of Benefits

Members may use the Plan to cover the cost of:

- any continuing education program or course of study
- books or other materials
- computer hardware or software (effective January 2004, the plan will cover up to \$1000 every 3 years for computer hardware or software)

Applications for benefits are available from the Diocesan office or can be accessed at www.anglicanpension.ca

Sabbatical Grants

Members in the Plan for at least five years, may apply for full-time study leave. Resources permitting, members may be granted up to \$3,000 in order to complete eight or more weeks of study.

Applications for sabbatical grants are available from the Diocesan office. Members will be asked to provide the following information:

- study goals
- how work will be supervised
- how work will be evaluated
- pertinence to future employment in the Church
- budget

Retraining

CEP members who are experiencing a career crisis and wish to leave the employ of the Church may ask the Bishop to apply for a retraining grant on their behalf. These grants are limited to \$2,000 and are available only to those with at least five years of membership in the CEP.

Administration

The Pension Office is responsible for the day-to-day administration of the Plan. Policy decisions and the authorization of sabbatical and special grants are the responsibility of the Continuing Education Administrative Unit. The Administrative Unit includes five plan members appointed by the National Executive Council.

For information, please call the Pension Office at (416) 960-2484/toll free 1-800-265-1070, or write to:

The Pension Office
The Anglican Church of Canada
625 Church St. Suite 401
Toronto, ON M4Y 2G1

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 2010 coverage continues with a monthly premium of \$7.14 shared 60% employer and 40% employee premiums.

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 11.2% 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. The premium will be deducted from their pension by the Anglican Church of Canada.

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 (2010) the clergy housing allowance is \$13,438 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

A self-insured plan, administered by the National Church, is mandatory for all stipendiary clergy who are members of the General Synod Pension Plan. Lay employees of the Church who are members of the General Synod Pension Plan, may join the Long Term Disability Plan with their employers' approval. The cost of providing this coverage is split between the member and the employer. Premium is 2.2% of salary for pension purposes by employer and 0.4% 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, 2009, 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 80% of their normal salary, as opposed to 55%. Effective immediately, when a clergy member takes maternity/parental 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 (see *A Diocesan Guide to Facilitate Transition into Retirement at end of document*)

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 their recommendations have at time been brought to a meeting of clergy, wardens and parish treasurers for consensus. Following this meeting the Diocesan Compensation Group brings recommendations for any changes in the stipend scale to Diocesan Council for approval.

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

When a parish is considering hiring 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	Archives	(204) 992-4203
	Rupert's Land News	(204) 992-4205
	Fax Line	(204) 992-4219
	Toll free number	1-866-693-4418

Email addresses:

General	general@rupertsland.ca
Bishop	bishop@rupertsland.ca
Executive Assistant to the Bishop	exec.asst@rupertsland.ca
Office Administrative Assistant	general@rupertsland.ca
Director of Finance	finance@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 through to September long weekend.
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	Parish Records and Statistics
Accounting	Rupert's Land News
Archives	Youth Ministry Developer

Chapel of St. John the Baptist (lower lever)

A service of Holy Eucharist is held weekly in the Chapel. Please call the office to confirm day and time. 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).

A Diocesan Guide to Facilitate Transition into Retirement

This time line has been prepared by the Bishop's Office in the hope it will help you and us plan for a smooth transition from stipendiary ordained ministry into retirement.

One year (or more) prior to proposed retirement:

Gather information -

Contact the Pension Office @ 1-800-265-1070. The General Synod Pension Office staff will happily answer all your questions.

Suggested questions to help determine if this is financially the right time to retire:

“What is your ‘normal’ retirement date?”

“What is your ‘early retirement’ date, with no reduction in pension?”

“What date would you be eligible for pension?”

“What are the penalties for taking early retirement?”

“What benefit will you receive if you postpone retirement beyond ‘normal’ retirement date?”

Other factors affecting retirement besides age and finances are health (either physical or mental health/state of mind) and spouse's plans, or extended family care responsibilities. Taking these other factors into account can help focus on when retirement would be appropriate.

You may wish to contact the Bishop at any time during this process to discuss and reflect on various issues.

6 – 9 months prior to retirement

Notify the Bishop -

If you have not already been in contact with the Bishop, once a decision has been made about retirement, arrange an appointment to see the Bishop. It is important for the Bishop to know about your retirement plans at least six months, but preferably 9 months to a year, prior to your actual retirement date.

During the Appointment with the Bishop:

- a. confirm/establish your exact retirement date, including the last Sunday in the parish. Often this date can be earlier than the actual retirement to accommodate unused holidays.
- b. confirm the date on which the announcement will be made in the parish.
- c. discuss any hopes/desires wishes for active ministry following your official retirement. (See “Options” below)

After having met with the Bishop:

- a. If you have not already done so, send to the Bishop your formal signed letter of resignation as incumbent of the parish noting the effective date of retirement and of last Sunday in Parish.

The Bishop will:

- a. write a formal letter accepting your resignation due to retirement,
- b. write to the Wardens and people of the Parish announcing that he has received your notice of intention to retire, and will give the effective date, and any other pertinent information. The Bishop advises he meet with the Wardens of the Parish to plan for the ongoing pastoral and sacramental ordained leadership of the parish following the retirement of the incumbent.
- c. Once the parish has been formally advised, the Bishop will announce your retirement to the diocesan clergy community through his monthly letter, once the information is announced in the parish it is public knowledge.

3 – 6 months prior to retirement date:

Contact the Director of Finance:

- a. Obtain the appropriate application for Pension forms. The Director of Finance can assist you with the completion of the forms, if necessary.
- b. The Pension Office requires that completed applications for pension be submitted two month prior to the intended date of retirement. Please give the Pension Office ample time to process your application.

1 – 2 months prior to retirement

Contact the Bishop's Office to arrange for an Exit Interview. This can involve both you and your spouse, if you wish. The interview can take place either before or after your last Sunday in the Parish.

Other decisions to be made prior to and after retirement:

- a. Health Care Plan:
As a clergy retired from active ministry in Rupert's Land, you are eligible to continue your health and dental care coverage with Manulife, but there are a few important changes as a retiree:
 - You will be responsible for the entire cost of the premium.
 - Premiums for the Retired Clergy plan are based on 'experience' therefore the premiums are significantly higher than those on the active members' plan.
 - The Diocese is fortunate to have some funds held in trust for the benefit of retired clergy and/or clergy widows/widowers. Effective January 1, 2009,

the diocese will issue retirees a cheque twice a year (in June and December) from the income derived from these trust funds.

- Some benefits previously covered will be terminated upon retirement.

Or,

- You may wish to obtain health and dental coverage through Blue Cross, or another carrier, and not continue in the retiree plan. Obtain information and make the choice that is right for you.

b. Where will you worship?

It is expected that you will find a new parish community in which to worship.

Give some thought as to where you want to be on Sunday mornings.

Exercising Priestly Ministry After Retirement:

Those in secular work upon retirement, often cease to work at their profession. Because Priests exercise a vocation, many find they don't wish to simply cease their involvement in ministry. The Church offers a unique opportunity for work beyond retirement. Discuss your wishes / hopes with the Bishop. Seek out training opportunities to equip you for specialized ministry.

Sometimes it is wise to take a period of time (six months to a year) before committing to involvement in stipendiary ministry.

Options for continuing to exercise your priestly ministry beyond formal retirement.

- Permission to officiate:

Your license to function as an ordained minister will terminate on your retirement date, but the Bishop is prepared to issue a letter of "permission to officiate". This is a letter of permission granted by the Bishop which authorizes you to function in the diocese at the request of the Bishop or a parish Incumbent, but does not obligate you to do so. This letter is not a "license" per se, and therefore does not give membership in Synod.

- Honorary Assistant:

If you find a parish, settle in and wish to become an Honorary Assistant, this is done by request of the parish vestry to the Bishop. A license may be granted as an Honorary Assistant usually some 3-6 months after you have been worshipping in that parish.

- Interim Ministry:

If Interim Ministry is of interest, training is required. The Diocese is offering a 3-day course on the Fundamentals of Interim Ministry in September 2009. Other courses to equip you in this ministry are available elsewhere.

- Term Appointment / Part time appointment:

If a part-time or term appointment is of interest, make your wish known to the Bishop. These

positions arise from time to time.

- **Temporary Duty:**

Regularly, there is need for a Priest to fill in on a Sunday to preside at the Eucharist. A fee for service and travel is paid to those taking temporary Sunday duty. Contact the Executive Assistant to the Bishop if this interests you.

Note: Once you begin drawing your church pension, you will not be able to make pension contributions to your plan, regardless of whether or not you continue in paid employment within the church.

Other information:

License to Marry:

Your license to solemnize marriages within the Civil Province of Manitoba will not be cancelled, unless you ask that it be.

Committee Membership:

Membership on a diocesan committee on which you serve either by virtue of your 'office' will be terminated. (e.g. An Archdeacon who is Ex officio on Council will cease to be a member of Council). However, membership as an elected or appointed member of a committee continues until new members are elected or appointed. (Eg. Compensation Committee).

Membership in Synod:

Only those persons holding the license of the Bishop have membership in Synod. Those with permission to officiate do not have membership in Synod.

Diocesan involvement and Communications:

As a retiree, regular monthly communications from the Diocesan Office and Bishop will continue. Retirees are welcome to attend all diocesan clergy gatherings, including the Annual Clergy & Lay Professionals Residential Conference, Bishop's days with the clergy and other continuing education opportunities. Any associated costs are the responsibility of the participant. (Please review the rules and regulations of the Continuing Education Fund **before** you retire.)

Your contact information will remain on the diocesan directory of clergy so please remember to keep the Diocesan Office informed of changes in address, or phone number.

Happy Retirement !