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## **The Anglican Church of Canada Mission Statement**

As a partner in the worldwide Anglican Communion and in the universal Church, we proclaim and celebrate the gospel of Jesus Christ in worship and action.

We value our heritage of biblical faith, reason, liturgy, tradition, bishops and synods, and the rich variety of our life in community.

We acknowledge that God is calling us to greater diversity of membership, wider participation in ministry and leadership, better stewardship in God's creation and a stronger resolve in challenging attitudes and structures that cause injustice.

Guided by the Holy Spirit, we commit ourselves to respond to this call in love and service and so more fully live the life of Christ.



## **Identity Statement of the Diocese of Rupert's Land**

We are an intentional faith community celebrating a living Anglican tradition. As a diverse people, united in God's love, we are bound together through sacramental worship, the depth of which inspires us to nurture one another, propels us to proclaim the Good News of Jesus Christ and to respond compassionately to the needs of the world around us.

*As adopted at the 106<sup>th</sup> Session of Synod – November 2004*

## **Mission Statement of the Diocese of Rupert's Land**

We, the parishioners and clergy of the Diocese of Rupert's Land, uphold and foster the living Anglican tradition with the worship of Jesus Christ at our centre. As faithful stewards of all our resources, we act together to ensure that parishes are equipped and supported, through leadership, resources, education and pastoral oversight, to carry out their mission and ministry at the local level. We seek to nurture relationships between parishes; between parishes and the diocesan structure; and between parishes and national/international partnerships. We work to coordinate appropriate diocesan responses to identified needs in the local community and the world around us.

*As adopted at the 106<sup>th</sup> Session of Synod – November 2004*

## **STAFF AND OFFICE HOURS**

OFFICE HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m. Office closed from 12:00 noon to 1 pm for lunch and on Thursday afternoon (3:30 – 4 pm) for a Eucharist  
SUMMER HOURS: **June 1st through to the September long weekend** - closed Monday

A small mailbox is situated at the front door for deliveries outside of office hours.

Telephone numbers: General Office: 204-992-4200  
Fax Number is: 204-992-4219  
Toll Free Number: 1-866-693-4418  
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## **STAFF**

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## **HONOURARY AND PART TIME STAFF**

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(Tuesday & Thursday)

## **THE ANGLICAN COMMUNION**

The Anglican Communion is an association of churches in communion with each other and with the Archbishop of Canterbury, who, as Primate of all England, is given primacy of honour among the bishops of all member churches. This communion has grown in the past two hundred years to include some 80 million members worldwide. Each national church is autonomous; but because they share roots in the Church of England, there are similarities in worship and organization. The Anglican Church of Canada is one of 38 Provinces of the Anglican Communion.

The bishops of member churches meet every ten years at the Lambeth Conference to discuss issues of common concern. These concerns are addressed between conferences by the Anglican Consultative Council and by the Primates of the Anglican Communion. Neither the Conference nor the Council possess legislative authority over its members.

### **National Church Organization**

The way our church is organized is based roughly on the ancient divisions established for civil administration in the Roman Empire. The basic unit is the diocese. This consists of the clergy and people of a number of parishes served by the ministry of a bishop. The bishop has oversight of the affairs of the church in his/her diocese.

Beyond the basic unit of the diocese is the ecclesiastical province (not to be confused with the civil provinces of Canada). Dioceses banded in association elect one of their bishops to be Metropolitan of the province who is called an Archbishop.

The Right Reverend Donald D. Phillips, the Bishop of Rupert's Land, has care for our diocese with over seventy parishes. A confusing circumstance for us is that the province, of which our diocese is a part, is also called "Rupert's Land". This province consists of the dioceses of: The Arctic, Athabasca, Edmonton, Calgary, Saskatoon, Saskatchewan, Qu'Appelle, Rupert's Land, Brandon, and Keewatin. The Metropolitan of Rupert's Land is The Most Reverend David Ashdown, who is Archbishop of the Diocese of Keewatin.

In the Anglican Church of Canada, there are four Anglican Church provinces: Canada, Ontario, Rupert's Land, and British Columbia. Their names might cause confusion if one were not aware that they are quite distinct geographically from their civil counterparts. These four provinces constitute the Anglican Church of Canada. Each is presided over by an Archbishop, who is Metropolitan of his/her province. Finally there is our Primate, The Most Reverend Fred Hiltz, chosen from all the Canadian bishops to be spiritual head of our national church. He is not a bishop for any particular diocese.

### **Legislation and Government**

Just as in each parish there is an annual general meeting which elects officers, plans program and mission affairs, and adopts budgets, there are also regular meetings called Synods in the Diocese, Province, and National Church which conduct the same business at their own level of concern. Each of these meetings, which consist of bishops, clergy and lay members, depends upon an executive

body to carry out its work between meetings. For example: parishes have vestries; the Diocese has an elected Council. This Council has the responsibility for managing all the affairs of the Diocesan Synod between meetings of Synod. This work encompasses a huge range of concerns and is shared among a large number of Diocesan Teams and Groups which assist the Council in accomplishing its functions.

### Implications

All of this structure and organization exist for the purpose of accomplishing the mission of the universal Christian Church.

One of the present thrusts of our leadership is to help parishes and their members to understand that the diocese is not a separate mysterious structure with a life of its own; but that the Diocese is the basic unit made up of a family of parishes, all sharing common goals and responsibilities.

Sometimes our vision is limited by our failure to recognize that we are members of a Church that reaches far beyond the local congregation.

**Map**

## **EXPLANATION OF TERMS FOUND IN THIS HANDBOOK**

### **1. Bishop, Dean, Archdeacons, Commissary**

The **Bishop** (Rt. Rev.) is the chief pastor and the administrator of the diocese. If the diocesan bishop is elected Metropolitan of the Ecclesiastical Province of Rupert's Land, which consists of ten dioceses, he/she would assume the title Archbishop, (Most Rev.)

The **Dean** is the senior clergy officer next to the bishop. He/she frequently represents the bishop on formal and administrative occasions. As Dean of the Diocese and Rector of the Cathedral, he/she is also responsible for hosting a number of diocesan services and events. (The Very Rev.)

The Canons also provide the bishop with the authority to appoint **Archdeacons**. Archdeacons are usually experienced clergy who place themselves at the disposal of the bishop to offer counsel or to function as his/her representative as assigned. The archdeacon usually has jurisdiction of a region of the diocese consisting of deaneries or a special portfolio designated by the Bishop. (The Venerable...)(The Ven.) The archdeacons and the dean meet regularly with the bishop to discuss matters of deployment of clergy, parish issues, and other areas of concern on which the bishop may seek their counsel. Often the bishop's responsibilities require that he/she travel outside the diocese. Whenever that is necessary, the bishop licenses the Dean or one of the Archdeacons as the **Commissary**. As commissary, that person is given authority to function on behalf of the bishop in all matters that require a decision before the bishop's return. Obviously the commissary does not perform uniquely Episcopal functions, such as confirmations or ordinations, but his/her authority does extend to those functions of the bishop as administrator of the diocese.

### **2. Deaneries, District Deans, Deanery Chapter, Deanery Meetings**

The Canons authorize the bishop to establish **Deaneries** from time to time, as he/she deems appropriate. There are advantages to having regional structures within the diocese which can focus on concerns of a smaller grouping of parishes. Inter-parish cooperation is important and deaneries are certainly a mechanism that can enhance that co-operation.

The Bishop appoints a cleric in each Deanery to serve as **District Dean**. The district dean convenes and chairs both the meetings of the clergy in the deanery (called **Deanery Chapters**) which the Canons say should meet at least quarterly, and also **Deanery Meetings** made up of the clergy, lay delegates, wardens and lay readers of each parish in the deanery. These deanery meetings are held at the call of the District Dean, but should be held at least annually. A list of the Deaneries and District Deans is in this handbook.

3. The **Chancellor** is appointed by the bishop and is the senior lay advisor to the bishop. By Canon he/she must be a lawyer of long standing. He/she is consulted about many of the affairs of the church, and in particular is responsible for the interpretation of civil and ecclesiastical law in the diocese. The bishop may also appoint a vice-chancellor.

#### 4. **Synod, Diocesan Council, Executive Committee, Delivery Teams**

The **Synod** of the Diocese of Rupert's Land meets biennially. Its membership includes every clergy person holding a license from the bishop (as Incumbent, Honourary Assistant or in Special Ministry such as Chaplains) as well as lay delegates whose numbers for each parish are determined by the Constitution, and are elected annually at the duly called annual general meeting of the congregation of each parish or mission.

Between Synods the authority of Synod rests with the **Diocesan Council**, which is elected by the members of Synod. The Diocesan Council consists of 10 elected clergy members, 12 elected lay members, as well as ex officio members: the Bishop, the Dean, the Archdeacons, chair of the Finance Committee, the Warden of St. John's College, the Chancellor or, in the absence of the Chancellor, the Vice-Chancellor and appointed members in accordance with the Constitution.

Council meets a minimum of five times during a year. In the case of emergencies requiring immediate decision which cannot wait for the next regular meeting of Diocesan Council, the Bishop may call a special meeting of council. Alternatively, the matter may be referred to the **Executive Committee**, which is composed of three lay persons and three clergy persons, who are elected by Diocesan Council, as well as ex officio members: the Bishop, the Dean, the Archdeacons, the Chancellor, and the Chair of the Finance Committee. The **Executive Committee** meets monthly.

The **Finance Committee, mandated by the Constitution** is to supervise, recommend and through its chair, to report to each regular meeting of Council on all matters affecting the administration of the finances of Synod; administer Diocesan resources and assets; provide advice and encouragement to parishes in fiscal matters; manage the fiscal resources of the Diocese; and provide other reports as required.

**Other Groups:** There are a number of other groups which are responsible directly to the Bishop, or to Synod. These groups may be asked to liaise directly or through a relevant committee. Examples include The Way Forward Management Council, Diocesan Discernment Group on Ordained Ministry, Building Healthy Communities, Rupert's Land News, Clergy Development Group, Bishop's Assessors, Board on Canons & Rules of Order, Anglican Centre Staff.

#### **Parish Liaisons:**

**Parish Communication Officer (P.C.O.):** This person takes responsibility for receiving information from a monthly mailing from Anglican Centre and finding appropriate ways to relay that information to those people who should be made aware of it. It may mean relaying the information to a person or group in the parish or to the whole congregation. It would be appropriate to link the P.C.O. to the production of the Sunday bulletin and periodic newsletters. Much depends on effective communication: time devoted to this ministry is well spent.

**Parish Partner in Mission:** Each parish is asked to identify a parish partner who will attempt to keep the needs of disadvantaged peoples and nations before the parish. Parish partners are provided with the information and invited to workshops to show how to present this material to the parish. This person is connected to the Primates World Relief and Development Fund (PWRDF) network.

**Youth Ministry Leader:** The Youth Ministry Leader in parishes will ensure that each parish benefits from the knowledge of opportunities available in the diocese for youth as well as establishing a network to identify needs for young people in the parish and to carry out planning for new youth programs.

**Companion Diocese Link Contact:** The Companion Diocese Contact person is that person responsible for communicating information to the parish about their linked parish in our Companion Diocese of Central Buganda. They are also responsible for ensuring effective communication to and from the Diocese and the Outreach in Mission Team.



The Temporalty Act of 1965, and re-enacted in 1985 in both official languages, is the legal document that gives your parish or mission corporation status. Its nature, powers, and responsibilities are stated.

A copy of this Act should be on file in each parish or mission and be reviewed each year with the newly installed churchwardens and members of vestry. ***See Canons for Copy.***

## **DUTIES AND RESPONSIBILITIES OF CHURCHWARDENS**

### **Refer to:**

### **Appointment/Election**

- Canon 21 In every parish there shall be two churchwardens selected from the communicants -one to be appointed by the incumbent;  
-one to be elected by the parishioners,  
both of whom shall be ex officio members of the vestry.
- Canon 20 Parishioners shall elect a churchwarden at the annual meeting of parishioners to be held between the first day of January and the fifteenth day of February of each year.
- Canon 21 No churchwarden shall continue in the same office for more than five  
Canon 22 4.(c) successive years, unless there are special circumstances.
- Canon 21 Every person elected or appointed to fill the office of churchwarden shall, before acting in such office, sign the following declaration:  
"I declare that I will faithfully and truly execute the office of churchwarden within my parish, to the best of my skill and knowledge."
- Bill No 121 The incumbent and churchwardens of each parish and of each mission  
MB Legislative in Manitoba are constituted a body corporate within the diocese.  
Assembly,  
Assented to May 11, 1965

### **Responsibilities in the Parish**

- Canon 21 To maintain good order and quiet in and around the church during services of worship; to take care that all persons attending are accommodated; to attend on the visitation of the Bishop;
- Canon 21 To keep the fabric of the church, parish hall, rectory and appurtenances, including the grounds in good shape and repair;
- Canon 21 To see that the church is properly heated, ventilated, and cleaned;
- Canon 21 To insure and keep insured against loss or damage by fire the church, parish hall, and rectory;
- Canon 21 To inspect, or cause to be inspected, the church, parish hall, rectory and other properties at least annually, and report thereon in writing to the vestry and the archdeacon.
- Canon 21 To collect the offerings and all contributions and record same; pay all salaries and accounts; submit the parochial accounts for the year to the auditors, and report thereon to the vestry; (the keeping of parish accounts may be delegated to a parish treasurer);
- Canon 21 To keep an inventory of all lands, buildings, goods, chattels, belonging to the parish;

Canon 20 In the absence, or at the request of the incumbent, to chair a parish or vestry meeting;

Canon 10 When a vacancy occurs in a parish, the Bishop or the Bishop's appointee, shall confer with a committee consisting of the churchwardens of the parish and the lay delegates to Synod;

**OR**

The churchwardens may request the Bishop to make an appointment without conferring with a committee.

**Responsibilities to the Incumbent**

Canon 10 To ensure that the incumbent receives not less than the minimum stipend of the diocese;

Canon 10 To ensure that a suitable residence is provided and maintained for the incumbent, equipped with stove and refrigerator, and including fuel, light, heat, water and telephone, or an appropriate allowance in lieu thereof;

Canon 10 To ensure that the incumbent is provided with a car allowance as set by the Synod of the Diocese;

Canon 10 To ensure that the incumbent is allowed a vacation as approved by Diocesan Council in December of 2006. The expenses of providing services during such vacation to be borne by the parish;

That as of January 2007, the minimum clergy vacation period be:  
1 calendar month for the first 10 years of ordination and 1 calendar month plus 1 week between 10 – 15 years, and 1 calendar month plus 2 weeks thereafter.

**Responsibilities in Co-operation with the Incumbent**

Canon 21 To promote unity, peace and true religion in the parish and community;

Canon 25 To ensure that the proper parochial records are maintained;

Canon 26 To ensure that a statistical report is forwarded each year to the Secretary of Synod;

Canon 20 At least one of the incumbent and churchwardens shall be present to constitute a meeting of the vestry;

Canon 14 The incumbent and churchwardens of a parish may request the bishop to issue to a lay reader a special licence to assist at the Holy Communion;

Canon 27 The acceptance and placing of memorials and gifts must have the approval of the incumbent, the churchwardens and vestry;

**Responsibilities to the Diocese**

Canon 21 To attend meetings of the deanery;

Canon 24 To forward promptly certified copies of all insurance policies and renewals to

the Registrar of Synod;

Canon 20 If there is no incumbent, the churchwarden who acted as the chair of the parish annual meeting shall notify the Secretary of Synod of the names and addresses of the churchwardens and of the persons elected as lay delegates and substitute delegates to Synod within one week of their election or appointment.

**Responsibilities under Special Circumstances**

- Canon 10 On the resignation of the incumbent;
- Canon 10 On the death of the incumbent, or the inability of the incumbent through sickness or otherwise to perform the duties of the incumbent;
- Canon 10 Moving a new incumbent and family;
- Canon 13 Where it becomes necessary that an incumbent be removed from a parish for any reason;
- Canon 13 Where a problem exists in a parish and the parties to the problem are unable to bring about a reconciliation;
- Canon 19 Adjustment of the boundaries of a parish;
- Canon 19 Where there are plans for a new parish which might affect the life of an existing parish;
- Canon 19 Amalgamation of parishes;
- Canon 19 Disestablishment of a parish;
- Canon 19 Where there is more than one congregation in a parish;
- Canon 24 Where a parish desires to erect, purchase or otherwise acquire a church, parish hall, or other building; or structurally alter, remove, move, sell, lease, mortgaged or otherwise encumber;
- Canon 24 Where a parish incurs a financial obligation.
- Canon 27 Memorial and other gifts, including memorial windows.

## **SAFEKEEPING OF FUNDS**

The safekeeping of funds is the responsibility of the churchwardens (see Duties and Responsibilities of Churchwardens - Canon 21, as noted in this manual). The collection of offerings is usually delegated to the sidespersons or a sidespersons' committee. A rotating roster can be set up and these individuals trained in the duties of a sidesperson and also the procedure to be followed after the service for the disposition of the offerings.

It is recommended that the offerings be counted and separated from the envelopes as soon as possible and funds deposited into the bank.

The most convenient method would be to arrange for a night depository bag and have the funds counted, recorded in the parish register, and deposited immediately after the service.

Funds should not be withheld for payment of expenditures. All expenditures should be made by way of cheque. The name of the parish should be either printed or marked with a rubber stamp on all cheques issued on behalf of the parish.

Arrangements can be made with the parish bank to leave the night deposit bag sealed until persons delegated by the parish attend and count the offerings on the next banking day. This would eliminate the need to stay after the service to count the offerings and separate the envelopes. Care should be taken to record the type of cash receipt at the time of the count (i.e. parish pledge, open, Sunday School, P.W.R.D.F., etc.) so that funds designated for beyond the parish can be identified and forwarded without delay. This also provides for a method of balancing the total deposit to the total cash received by source.

Rural parishes may have difficulty in having a bank within reasonable access. In these cases the offerings should be counted and recorded as noted above and the deposit prepared and entrusted to a designated member of the parish for deposit to the bank at his or her earliest convenience.

Funds should not be left in the church building which may, quite often, be left unattended for long periods of time.

The treasurer and envelope secretary should, on a periodic basis, ensure that the total of the issued receipts agrees with the total of funds deposited and any discrepancies reconciled.

Type of Record and Length of Retention  
*Excerpted from the Registered Charities Newsletter No. 26, Feb 27, 2007*

	Type of Record	Retention Period <sup>1</sup>
Records concerning gifts	Duplicates of receipts for donations (other than 10 year gifts to registered charities)	2 years from the end of the last calendar year to which the receipts relate (para. 5800 (1)(f) <sup>2</sup>
	All records concerning 10 year gifts	2 years after the date on which the registration of the charity is revoked (subpara. 5800 (1) (d) (iv))
Records of Meetings	Any record of the minutes of meetings of the directors/executive	2 years after the date on which the registration is revoked (subpara. 5800 (1) (d) (i) or, in the case of a corporation, 2 years after the day that the corporation is dissolved (subpara. 5800 (1) (a) (i))
	Any record of the minutes of meetings of the members	2 years after the date on which the registration is revoked (subpara. 5800(1)(d)(ii))
General Ledger	The general ledger or other book of final entry containing the summaries of the year-to-year transactions	2 years after the date on which the registration is revoked (para. 5800 (1)(e)) or in the case of a corporation, 2 years after the day that the corporation is dissolved (subpara.5800 (1)(a)(iv)) and for the business of a person <sup>3</sup> - 6 years after the last day of the fiscal period of the person in which the business ceased (subpara.5800(1)(c)(i))
	Any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry	2 years after the date on which the registration is revoked (para.5800 (1)(e)), or, in the case of a corporation, 2 years after the day that the corporation is dissolved (subpara.5800(1)(a)(v)) and, for the business of a person <sup>3</sup> , 6 years after the last day of the fiscal period of the person in which the business ceased (subpara.5800(1)(c)(ii))
All documents and bylaws governing a registered charity	All documents and by-laws governing a registered charity	2 years after the date on which the registration is revoked (subpara.5800(1)(d)(iii))

Other records and books of account	Books and records, together with the accounts and vouchers, containing the summaries of the year-to-year transactions of the charity	6 years from the end of the last taxation year to which they relate (ss.230(2) and (4)) <sup>4</sup>
	For a revoked charity, records, and books of account, other than those described in 5800(1)(d), and in respect of the vouchers and accounts necessary to verify the information in such records and books of account	2 years after the date on which the registration is revoked (para.5800(1)(e))
	For a corporation that is dissolved, all records and books of account that are not described in 5800(1)(a) and in respect of the vouchers and account necessary to verify the information in such records and books of account	2 years after the day that the corporation is dissolved (para.5800(1)(b))
Other*  *non-exhaustive list	Financial Statements  Invoices/vouchers  T3010As	6 years from the end of the last taxation year to which they relate or, if the charity is revoked, 2 years after revocation (ss.230(2) and (4)) <sup>4</sup>

<sup>1</sup> In all cases, where there are two possible dates, the later of the two dates applies

<sup>2</sup> *Income Tax Regulations*. Unless otherwise noted all references are to the *Income Tax Regulations*.

<sup>3</sup> Charities are considered persons. This refers to the general ledger and supporting documentation for a charity's business.

<sup>4</sup> *Income Tax Act*

## **The Anglican Foundation of Canada Criteria for Awarding Grants and Loans**

(found in the Diocese of Rupert's Land Canons – under Guidelines)

**1. Types of projects:** The Anglican Foundation of Canada is a separately incorporated body whose purpose is to give financial and other aid to any part of the Anglican Church in Canada where there is an urgent need for assistance. The Directors are particularly interested in supporting new and imaginative projects that might have difficulty in finding financial help. The Foundation provides assistance through low-interest loans and/or grants to projects of Anglican churches and organizations within Canada. These include: certain types of building projects, ministries for the future, education, ecumenical projects, areas of research, “seed” and “risk” projects, and creative arts as related especially to worship and liturgy.

**2. Applicant responsibilities prior to submission:** The Board of Directors prefers to receive applications after *every effort* has been made by the applicant to put together a complete financial package, raising as much support locally as possible. The request of the applicant should therefore be for the balance needed (within reason).

**3. Not more than half:** The policy of the Board is to fund not more than 50% of any program or project. The applicant is expected to have a minimum of 50% of funding in place prior to submission of an application. **The Board will not consider any application without 50% of funding in place.**

**4. Time-sensitive:** Funding is awarded, and must be claimed, in the 12-month period following the approval of the application.

**5. Independence of loans and grants:** The awarding of a loan does not guarantee the awarding of a grant for the same project, and vice versa.

**6. Role of the Diocese or Governing Body:** The Board considers a Diocese or Governing Body of an Anglican Theological College approving an application to be a ‘partner’ with the applicant and with the Foundation. Our understanding is that, prior to submission of an application, The Diocese or Governing Body has:

- examined the project and the ability of the applicant to effectively manage the financial responsibilities of the project;
- approved the project and considered giving financial assistance to it;
- given permission to submit an application to the Foundation (if deemed essential);
- guaranteed repayment if a loan is awarded by the Foundation.

**7. Letters of support:** Two letters of support are required with each application. The first is a letter of support from the *Diocesan Bishop*, sharing his or her knowledge of the background of the project, and clarifying why the project is important to the life and mission of the diocese. The second is a letter from a representative of the *Diocesan Council*; this letter must include the date of the meeting at which the application was reviewed and approved, as well as the actual wording of the motion that approved the application’s submission to the Anglican Foundation of Canada.

**8. Maximum disbursements:** The maximum loan award has been set at \$100,000. All loans depend upon both the total cost of the project and the perceived ability of the applicant to effectively manage the financial responsibilities of the project. The maximum grant award has been set at \$15,000. ***No loan or grant higher than these figures will be awarded.***

**9. Limitations on disbursements:** No loan or grant will be awarded:

- To an individual;
- For the purchase of, or repairs to, church organs or other musical instruments;
- For the installation of stained glass windows;
- For operating budgets, bridge financing, salaries or travel expenses.

An application for a project that has already been completed will normally not be considered.

**10. Deadlines for submission:** The Board of Directors meets three times per calendar year and applications **must** be received by the deadline date set before each meeting. The dates of the meetings and the deadline dates may be obtained from the Foundation Office or the website ([www.anglicanfoundation.org](http://www.anglicanfoundation.org)).

## **LOANS**

1. Loans, if approved, will be paid out upon receipt of the completed form ***UNDERTAKING FOR REPAYMENT OF A LOAN***, and 12 post-dated cheques.
2. All new loans are repayable in equal monthly instalments, plus interest (calculated at the current rate set by the Board of Directors). A Schedule of Repayment will be provided.
3. Repayments are amortized over a period of up to 20 years to match the budget of the borrower. Any number of extra instalments or the outstanding balance may be paid at any time without notice or penalty.
4. All payments are due on the 25th day of each month. The first instalment becoming due on the 25th day of the month following the month in which the loan is issued.
5. Please read the ***CRITERIA FOR AWARDING GRANTS AND LOANS*** found on the Anglican Foundation Website.

**The Anglican Foundation**  
**Diocesan Procedure for Making an Application to the Anglican Foundation**  
(found in the Diocese of Rupert's Land Canons – under Guidelines)

Application forms for Anglican Foundation Loans and Grants may be obtained from the Secretary of Diocesan Council at Anglican Centre, or downloaded from the Anglican Foundation Website. In any given year, a Diocese may submit up to three applications for consideration by The Foundation. Prior to an application being submitted to The Foundation, approval by the Executive Committee of the Diocese is required.

1. Applicants need to provide a full information package giving as much detail as possible about the project, purposes finances and technical information where required.
2. 1 copy of the complete packed is to be submitted to Anglican Centre for consideration by the appropriate diocesan committee prior to being considered by the Executive Committee for final approval.
  - a. Building Project – applications must first be presented to the Property Committee who will review the project and make a recommendation to the Bishop and Executive Committee concerning this project. \*If an application is for a loan, the Finance Committee must also review the application and give its approval, prior to the application being submitted to the Executive Committee.
  - b. Program – applications need only be approved by the Executive Committee provided the application does not include a request for a loan. If a loan is being requested, the Finance Committee must give its approval to the application, prior to the application being submitted to Executive Committee.
3. Applications will be considered three times per year, to coincide with meeting deadlines provided by The Foundation. Application deadlines for the Executive Committee will be 90 days prior to the deadline dates established annually by the Anglican Foundation (eg: if the Anglican Foundation deadline March 31, Executive Committee deadline is 90 days prior to that date or Dec 31). Contact the Secretary of Diocesan Council for deadline dates.

**DIOCESE OF RUPERT'S LAND**  
**SHARED MINISTRY INVESTMENT FUND**  
**Application for Funding**

Criteria for Funding under the Shared Ministry Investment Fund:

**PARISH PROJECTS**

(Section 4c of Resolution B-8 - Synod 2004):

- a) Allocation not to exceed \$2000 for each parish application per year.
- b) Parish projects may include either capital or operating expenses
- c) Parish project must be a one-time expenditure for starting a program within the parish.
- d) The parish project may be a worship or spiritual program, a fund-raising program, a mission and outreach program within the confines of the parish community.

Application Deadlines for Parish Projects - *see attached application form*  
(to be considered at the next Executive Committee meeting):

- **March 31<sup>st</sup>**
- **June 30<sup>th</sup>**
- **September 30<sup>th</sup>**
- **December 31<sup>st</sup>**

**DIOCESAN OR PARISH CONTINGENCY**

(Section 4d of Resolution B-8 - Synod 2004):

- a) a financial emergency not anticipated or expected;*
- b) a sharing or matching of funds to meet the emergency obligation.*

*Applications will be considered on a case-by-case basis taking into consideration the nature of the financial emergency and the lack of alternative means of funding.*

Applications for Diocesan or Parish Contingency funding will be received, in the form of a letter stating nature of emergency in detail (including anticipated costs), as emergencies arise. Grants will not normally exceed 50% of the current year's available income.

Should you require further information or clarification, please contact Anglican Centre @ 992-4200, or toll-free at 1-866-693-4418; email [general@rupertsland.ca](mailto:general@rupertsland.ca).



10. HOW PROPOSAL WILL BE MANAGED?

11. WHO MAY BE RESOURCE PERSONS FOR THE PROPOSAL?

12. WHAT IS THE START DATE FOR THE PROPOSAL?

13. WHAT CHANGES IN DATES WOULD BE REQUIRED IF FUNDING IS DELAYED?

14. DOES THE PROPOSAL REQUIRE ADVANCE ACTIVITIES PRIOR TO START AND WHAT WOULD THEY BE?

15. PROPOSED BUDGET (Entire Project) - (attach separate sheet if necessary)

REVENUES

EXPENSES

OTHER SOURCES OF FUNDING

AMOUNT REQUESTED FROM THE  
**SHARED MINISTRY INVESTMENT FUND**

\$ \_\_\_\_\_

16. HOW WILL YOU KNOW THAT YOU ARE SUCCESSFUL?

17. ADDITIONAL COMMENTS

18.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## **RUPERT'S LAND CAPITAL FUND, INC**

The Rupert's Land Capital Fund Inc. was established in the Diocese to be used for capital projects, loans to parishes, and to provide revenue for ministry in various areas of need.

Membership of the Corporation is composed of the members of Diocesan Council and the Board of Directors is made up of – Ex Officio – The Bishop, The Chancellor, The Treasurer, of the Synod, and not more than four other members appointed by Diocesan Council.

The Treasurer of Synod has custody of the corporate funds and securities of the Corporation, and annual reports and audited statements are submitted annually to the Diocesan Council and at each regular Session of the Synod.

Parishes may borrow from the Fund upon carrying out the following procedures:

- Received approval of the vestry to borrow said sum;
- Written to the Bishop stating the purpose of the loan and requesting permission to borrow (Canon 24, section 3)
- The Bishop will refer this request to the Finance Committee for their consideration and possible recommendation for approval to Diocesan Council;
- If approved, the Corporation of the parish will sign a promissory note to the Diocese signifying their agreement with the terms and conditions of the loan.

Terms and conditions of a loan from the Fund are as follows:

- That the term of each loan will be one year with no prepayment privilege
- That the rate of interest will be one percent above the prime lending rate charged by the Canadian Imperial Bank of Commerce at the time moneys are advanced, and
- That the borrower will make monthly payments during the one year term, each monthly payment being equal to what a monthly payment of principal and interest would be if the loan were amortized at that rate of interest over a term of ten years.

## **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.

**YEARS OF SERVICE SALARY SCALE CREDIT**  
**FOR CLERGY ENTERING STIPENDIARY MINISTRY**  
**FROM A DIFFERENT OCCUPATION**

***Please note: These discussions need to take place before hiring occurs.***

A policy is now in place which allows for parishes to take into consideration the previous occupation or life experience of a person who enters stipendiary ministry later in their working life. Some parishes have provided a stipend which acknowledges that previous experience in a former occupation brings worth that should be reflected in stipend by matching year for year or a fraction of the years ( $1/2 - 1/3$ ) of service in the former occupation. This decision is governed by the parish's disposition toward generosity, the parish's ability to offer a higher stipend, the relatedness of the previous occupation to parish ministry and /or the income received from pensions from previous employment.

Given the number of variables that impact on this decision, a precision formula or scale is neither possible nor appropriate; rather A PROCESS OF NEGOTIATION IS PROPOSED. When a parish is considering the name of a cleric who is beginning parish ministry having had a previous occupation, they are advised of the need to consider the matter of setting years of service beyond the years of ordination for stipend purposes.

Once it is decided that such a person is to be appointed as the incumbent, the Diocesan or one of the Archdeacons would undertake a negotiation with the wardens and the incumbent designate to determine the appropriate level of compensation for previous experience on the years of service scale. Once this level has been determined, ratified and documented in the incumbent's file by the Diocesan, the cleric advances on the scale annually from that year. This decision would be considered "portable", that is when the cleric moves to his or her next appointment, he or she could expect to be paid at least according to the basis of advance years of ordination identified in the previous parish.

## **STUDY LEAVE FOR CLERGY AND OTHER FULL-TIME STAFF (1992)**

“That this Synod adopt the Statement of Policy \* governing study leave for clergy and other full - time staff.”

CARRIED

### **\*STATEMENT OF POLICY**

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 be kept (including in-service days, 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 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.

### **Background**

The Diocese of Rupert’s Land recognizes the need for continuing education for clergy and staff. The financial resources for this are provided from a number of sources- 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. There are sabbatical and special grants for longer-term courses of study available.

Although the General Synod Canon governing continuing education stipulates that time is to be made available by the salary source for continuing education, it does not specify the length of time allowable nor how the parish or salary source is to provide for replacements during study leaves.

## CLERGY LOAN FUND

### A. Preliminary Remarks

The fund was created to provide low interest loans to clergy primarily to assist them with the financing of car purchases. It is assumed that a parish priest must generally have a car in order to carry out his or her ministry effectively and efficiently. The fund would seem to have been intended to provide assistance in cases of need, rather than to be an additional fringe benefit for all.

The minimum monthly repayment of a loan from the fund is \$125.00 per month, principal and interest.

The application and approval process is as follows: the deacon or priest submits an application to the Diocese, and is placed on a waiting list. When funds are available, the Accountant reviews the list and selects the next borrower. Newly ordained clergy are often given priority.

### B. Policy and Guidelines

1. The maximum loan amount is \$4,000
2. Diocesan policy on clergy loans is that the interest charged be at a floating rate of 5% less than the prime rate of the Diocesan Banker, with a minimum of 5% calculated monthly on the unpaid balance for all loans.
3. The minimum monthly repayment is \$125.00 per month on all loans.
4. A loan is not available to anyone within four years from the date on which a previous loan commenced.
5. When funds become available for a new loan, the applicants' list be reviewed by the Accountant and the Bishop, who will together decide upon the applicant to receive the new loan.
6. In the event that a recipient of a loan from the fund ceases to be a stipendiary cleric within the Diocese of Rupert's land, the balance of the loan is due and payable at the date of such event.
7. Guidelines for the administration of the fund are published and a copy sent to each eligible priest/deacon in the Diocese, and a copy be given to each new eligible priest/deacon licensed by the Bishop.

## **FEES AND GIFTS FOR SERVICES RENDERED (1994)**

Canon 25.4 All fees or gifts for services shall be paid to the parish and, together with all Christmas offerings, shall be recorded as income in the accounts of the parish, and Vestry shall decide on the disposition of these fees, gifts and offerings. Services are all services rendered on behalf of or in the name of the parish by the rector, an employee, parish group, or a member of the parish. Services include but are not restricted to baptism, confirmations, weddings, anniversary celebrations, funerals, memorial services, house blessings, house calls, healing, and counselling.”

### **Background**

Diocesan Synod (1992) passed a motion that all church related fees be payable to the parish. These fees are for services rendered by clergy, parish staff, and parish groups. We do not recommend any particular way of disbursement after receipt of these fees, provided that negotiation has taken place with those implied by this Canon. It is very important to protect both the individuals and groups concerned and the parishes themselves, that the money received is accountable through the financial records of the parish.

“Services” in this Canon is referring, but not restricted to, liturgical services performed by the church for special occasions such as stated in the Canon, as well as counselling.

Services, for which many fees or gifts are usually received, are responsibilities which fall within the job descriptions of most clergy, responsibilities for which they are already being paid. There are, of course, circumstances which require clergy to be paid for rendering specific services. An example may be an ordained person asked to officiate at a wedding or funeral removed from his or her own charge, especially where traveling expenses will be incurred. Another example would be retired and “secular” clergy who, when asked by the community to perform certain pastoral services, are not otherwise compensated for such work. Other examples exist, but the principle remains. Let the church adequately pay its clergy according to decent living standards, and properly support them in their calling. But let neither the clergy nor the church reduce their ministry to a service available for hire and create an environment of “fees for services rendered.”

The motion adopted by Synod reflected the concern that practices regarding fees and gifts for services rendered and special Christmas offerings is very diverse throughout the Diocese. This will assure that:

1. all parish income is properly recorded
2. a more complete profile of the true income of clergy, parish employees and parish groups, is declared;
3. all contributors will receive a formal receipt for income tax purposes (where applicable)

## **GUARANTEEING LOANS (1990)**

Synod adopted the following as Guidelines for Diocesan Loans and Guarantees:

1. As a general principle, the Diocese is not, and should not be, in the business of lending money or of guaranteeing loans.
2. The Diocese should not provide loans or guarantees of loans or borrowing other than to parishes within the Diocese or to Diocesan institutions, and then only in exceptional circumstances.
3. For a request for a loan or guarantee from the Diocese to be considered,
  - (a.) the request must be made by a parish within the Diocese or by a Diocesan institution
  - (b.) the circumstances must be exceptional; and
  - (c.) the requesting parish or institution shall make a proper presentation to the Finance Committee of the Diocese.

Note: These guidelines are not intended to replace or supersede any policies in place with respect to established funds such as the Rupert's Land Capital Fund and the Anglican Foundation.

## **HERITAGE DESIGNATION**

### **Introduction**

The intent of the following guidelines and information is to advise a parish of the general information and policies regarding heritage designation and funding prior to a parish making direct application to a heritage authority.

In this Diocese, depending upon location, there could be a Municipal Heritage By-Law (town or city) or the Historical Buildings By-Law (City of Winnipeg) or Heritage Resources Act (Province of Manitoba) affecting designation procedure.

In addition, there is a Provincial Inventory – Anglican Church Study 1989. Also there is an Inventory of Historic Buildings – City of Winnipeg.

### **Preamble**

History is always important to any group including the Church. Part of the understanding of the past includes its preservation and in particular those buildings of significant historic character. Therefore, maintenance of such historic buildings should be very important to this preservation.

Financial assistance from a provincial or municipal body may be available to assist in this preservation, such assistance requiring designation and implying that due care and maintenance will be forthcoming to maintain the state of preservation.

Provincial funding is currently related to lottery funding.

### **Policy and Direction**

1. Canon 24 states,  
“2. No land, church, parish hall, residence or other building shall be sold, leased, mortgaged or otherwise encumbered without the prior consent in writing of the Bishop.”

We believe the foregoing should also be applicable to those wishing to apply for Heritage Designation.

2. Further to this policy, any parish that may have applied prior to the issuance of these guidelines shall, through the Rector and Wardens, inform the Bishop and Chancellor of such intent.
3. Parishes considering an application for Heritage Designation must submit a notice of intent to the Diocese.

The importance of the Diocesan participation is to assist the Parish to ensure that there is an awareness of the conditions and implications of the process and to ensure the legal security of the property on behalf of the Diocese.

4. Should a Parish have knowledge of a person or group or society having an intent to apply for

designation of a church building, then the Parish is obligated to advise without delay the Diocese of such intent so that the Diocese may take such steps to contravene the application if necessary.

5. Such notice of intent to the Diocese as filed by the parish should include the following information:
  - (a) Brief account of the historical significance of the building and adjacent property (properties if applicable), in respect to the history of the Diocese and the community.
  - (b) Indication of the future of the Parish, e.g. in the community or area, declining strengths with possible change of use and/or ownership of building.
  - (c) Brief outline of construction of the interior/exterior of the building, age, architectural features (photos if available).
  - (d) Adjacent properties – present and future relation with adjacent property holders.
  - (e) Funding in relation of request for designation and financial assistance – Will funding be sought now or in the future?
  - (f) Source of Funding – Parish should advise on the policy of the congregation if the funding supported by lotteries is to be sought.
  
6. Diocesan Action: The notice of intent and the supporting information will be reviewed by the appropriate Diocesan body in conjunction with Parish authorities and a recommendation re: application for designation and/or funding will be made to the Diocesan Council.

### **INCLUSIVE LANGUAGE**

The 1985 Synod of our Diocese approved a resolution that the Board on Canons and Rules of Order re-phrase all the Constitution and Canons in inclusive language and complete the text by Synod of 1988. In a previous Synod it was agreed that inclusive language be used in all diocesan Services and Parishes were encouraged to do the same.

We realize that in many Parishes this still presents difficulties but we feel that attention should be drawn to the intention of the Diocese. We are still in the process of re-thinking the language issue in our Churches (in both Scriptures and Hymnal) as inclusive of both men and women. We can only provide here brief guidelines but we would draw your attention to the more extensive publications listed below.

Language not only shapes our image of God, but our image of ourselves and our possibilities. In our church, at some levels, there has been a recognition of the language issue for a number of years, but there has been little change in the use of exclusive language. Part of the resistance to change can be attributed to the fact that many people hold dear the traditional language and images of the Christian community and, therefore, find it uncomfortable and painful to use different, inclusive language. Their sense of loss is not to be uncaringly dismissed but at the same time we need to help people understand that language reflects power in relationships and in institutional structures.

Unfortunately many people still think the use of inclusive language is only a matter of concern to a few women. Significant change will occur only when people realize how important language is in shaping the lives of our children and the future of our society.

The 1975 United Presbyterian document, "Language About God", says: "We believe that language is the key to understanding and shaping people's perceptions of themselves. Language is formative. Sexist language symbolizes and shapes our views of who men and women are and how they ought to relate to each other. And our language about God is crucial: it clarifies and colours our views of who God is and how God relates to us."

Some of the above material has been taken from:

GUIDELINES FOR INCLUSIVE LANGUAGE, Published by the United Church of Canada and adapted for Anglican use.

Other publications:

AN INCLUSIVE LANGUAGE LECTIONARY – Westminster Press

COUNT US IN – INCLUSIVE LANGUAGE IN LITURGY, Faull and Sinclair, Grove Books Ltd.

Some Examples of Exclusive and Inclusive Language:

Exclusive

Inclusive

Man, Men, Mankind

People, all people, persons, men and women, humanity, everyone, all

Sons of God

People of God, daughters and sons of God, children of God

Brothers, Brotherhood

Sisters and brother, the family of faith, family, community

He, him, his

he/she, we, our, their, individual, someone

Clergyman

Clergyperson, clergymen and women, clergy

Laymen

Laity, lay person, laypeople

Chairman

Chair, Chairperson

The family of man

The human family

Language about God presents special difficulties for many people, but it is suggested that instead of

generic words like Father, King, He, Him we use God, Creator, Friend, Sustainer, Redeemer, etc.

Hymns in the public domain can usually be altered quite satisfactorily, but Hymns under copyright present special problems; it is essential to receive the necessary permission from the copyright holder.

**DIOCESAN POLICY AND PARISH GUIDELINES**  
**FOR MEDIA RELATIONS IN THE DIOCESE OF RUPERT'S LAND**  
*Approved by Diocesan Council – February 19, 2005*

**Who is it for?**

This document outlines diocesan policy for interaction with the media. It is applicable to all clergy and employees who are under the jurisdiction of the Bishop, as well as for wardens and volunteers e.g., chairpersons of groups sanctioned by the diocese.

*The “theological foundation” is that positive media relations will reflect that we serve Jesus Christ and the people of the church by reflecting spiritual life and ethos of and within the Diocese of Rupert’s Land.*

**Why Do We Need It?**

In the past, the Diocese has at times dealt effectively with media, but there have been occasions when it has failed to respond effectively to the media and suffered the consequences. This policy is designed to assist diocesan leadership, clergy and lay leaders dealing effectively with the media inquiries. It is also designed so that the contacts with the media should not be damaging to the person being interviewed, a parish and the Diocese.

In theory, the media should have objective, factual coverage that includes both sides of an issue, and without any personal biases or beliefs affecting the news or feature story. However, the secular media also may accentuate the negative, controversial or sensational aspects of a story. Reporters have their own personal experiences with the church that filters answers. A few may have ambition to have the story be part of his or her own career advancement.

The majority of news business is so rushed in meeting deadlines that there is little time to do any research or understand background. This may affect accuracy. The media will make contact when they consider there is a story. The reporter and producer or editor usually already knows what the focus of the story will be and may or may not share it.

Media relations are a two-sided coin. If you handle it well, the result will be good coverage. If you handle it with difficulty, usually there is no second opportunity.

Remember...**There are no ‘off the record’ comments.** Anything that is said to a reporter may be used in his/her story.

**Diocesan Policy**

### **Who are the Spokespersons?**

***The Bishop is the official spokesperson for the Diocese. The Bishop may appoint others, in addition to himself, to speak on a specific issue or related to crisis or disaster management.***

Useful traits for a spokesperson include:

- Articulate
- Good listener
- Have camera presence
- Be well-informed about the issue
- Able to think quickly on his or her feet
- Have credibility
- Be able to develop a good rapport with the reporter
- Be intuitive enough to know when the reporter is not friendly

### **When can a Parish Priest / or parish spokes person speak to the media?**

***If the issue is a local parish matter, such as publicity for a special event, or project being undertaken by a parish, the Priest or his/her designate is authorized to speak to the media. However, if the local matter has implications for the wider constituency, the Priest shall not speak to the media but should contact the Bishop and advise of the circumstances.***

### **What Steps to Take When a Reporter Calls**

Write down the name of the reporter, media outlet, phone number as well as their initial question(s). Ask what their deadline is to file their story.

Prior to starting to answer the question (s) or letting a camera into the site – ***first consider if you should do the interview or if someone else e.g., Bishop, lawyer, warden or committee chairperson should be responding.***

If someone else should be responding – ask the reporter if you can get back to them with the phone number of the correct person for them to interview. ***Contact the “specialist” first and fully brief them.*** Then return the call in a timely manner to the reporter and give him or her the spokesperson’s name and phone number.

### **Photography and Filming**

Always notify parishioners that they are going to be (or might be) photographed or filmed – before it happens. Parishioners and staff who do not wish to be photographed or filmed should not be.

***You need to have written permission from the parent(s) or guardian for a media outlet to photograph or film children, and you should keep the permission on file.***

### **Issues Management**

**For issues that have become “news worthy” the Bishop will speak to the Media, or appoint a spokesperson to communicate with the media.**

The Diocese or a parish or a committee may have identified or already be monitoring a possible serious issue. Do not assume that it will go away or not be noticed or heard about in the wider

community, including the media. *The early detection should be identified to the Parish Corporation/Council and the Diocese. Possible draft messages for the media should be prepared as part of the action plan.*

### **Guidelines and Advice for Parishes Conversing with the Media**

*If the issue is a local parish matter, such as publicity for a special event, or project being undertaken by a parish, the Priest or his/her designate is authorized to speak to the media.*

If you are being interviewed, remember that you can

- answer a question with a question to shift over to your message
- set the ground rules (length, time of the interview)
- if there is something you do not wish to discuss, say so
- if it is a negative question, give a short answer and bridge to your message

### **Points to Remember:**

- o Keep your messages or replies simple.
- o Do not use Anglican jargon.
- o Use full names for programs.
- o Beware of humor – it can come across as insensitive, and remember some people (the public reading the article) may not have a sense of humor, or understand that it was meant in jest.
- o Beware of appearing “overcontrolling.”

### **Watch for and be aware of.....**

#### **The loaded preface**

*“Your parish has slipped to almost no members, the Aboriginal persons in the neighborhood feel unwelcome, the gays are not allowed to take Communion and the single mothers are going to boycott you for breaking the lease with their daycare in your church hall. How can you expect to survive?”*

#### **The either/or question**

*“Your Diocese seems ready to close. Is this due to the Residential Schools Settlement being a financial strain or the number of clergy and volunteers who are sexually abusing youth?”*

#### **The Silent Pause**

*... you are proud of what you just said to the reporter and then he or she is silent. You had finished saying “We are proud of our new work with the refugees and they have started their own service with a retired bishop.” Silence... and you feel compelled to go on to say “As Anglicans we have never done very well accepting new Canadian into our congregation as many of our people have difficulty accepting cultures different from their own.”*

*After you have been interviewed, take a few minutes to write a memo to file, giving the reporter, media outlet, time and date of the interview, the questions and your answers, and who or what was photographed or filmed. If you feel that the interview focused on an issue – provide a copy to the wardens or board/committee and fax a copy to the Bishop at the Diocesan Office.*

## **Privacy**

*Advice and guidance should be sought from the Diocese for:*

- Adding photos of children to a parish website
- Providing names, phone numbers and E-mail addresses of parishioners
- The inclusion of children in media photos and filming

Prior to a reporter coming into the parish office or your office, consider what may be on desks, computer screens, and bulletin boards

## **What Should One Wear for an Interview?**

If one is clergy – reflect that you are clergy by your attire. Clergy (and non-clergy) also could wear a light blue shirt or blouse and a blue or gray suit or a blazer.

## **Coaching By Phone or In Person**

The Diocesan Office can arrange for you to contact a media specialist or a clergy mentor used to dealing with the media - if you feel that you would like some advice and guidance prior to speaking to the media. They also can assist in drafting and prioritizing messages and identifying photo or filming opportunities.

## **Be prepared in advance with the following general information:**

What is our mission?

Who are our parishioners?

What do they value?

What are our results?

Who else is involved?

What is the plan for the issue, crisis, disaster, concern, event, activity, etc.?

Who did we consult?

Who will it affect, help, heal or reach?

Why have we had to reach this decision?

When will the decision take effect?

Why I cannot comment?

## **Additional thought on the messages**

Think carefully about which message(s) you wish to give to the media. You will want to define for yourself if the message(s) are theological, sociological or ethical interpretations of an issue or concern. And consider how your message will affect your parish-community relations (children in a day care in the parish hall, a tot lot next to the church, parking, a family business, group home, safe house, rezoning, etc.).

## **An Interesting Visual Backdrop**

A picture can be worth a thousand words. You can use a symbol e.g., the Cross – but consider the focus and context of the story from the media's point of view – or how the symbol will be used?

## **Press/Media Releases**

Parishes and committees may wish to send out a 2-3 paragraph media release about something that is new or special. It should be on letterhead and have a name and contact number of the

spokesperson. *Please fax a courtesy copy to the Diocese.*

### **Public Service Announcements (PSAs)**

Some parishes and committees have discovered the Public Service Announcement or Community News columns. They should be less than 25 words and have a contact phone number.

### **The Website**

If a reporter checked your website – what image would he or she have and what insight would be gained?

### **The Negative Story**

First allow for a short cooling off period. Then consider the following responses:

1. No response.
2. A letter to the writer of the story.
3. A letter to the editor, not for publication.
4. A letter to the editor, for publication.
5. A counter interview with another media outlet (element of risk).
6. A formal demand for a published correction.
7. A lawsuit.

Letters to the Editor are of interest to the newspaper reader because they reflect public opinion. It is a form of public forum. Most letters come from private citizens about public issues.

*It is suggested for any letters, that there be a 24 hour cooling off period before sending one – and contact the Diocese for advice and guidance. A letter should be fewer than 200 words and only cite 2-3 errors with the correction and sent as soon as possible after an erroneous story.*

*Prior to entering into #6 and #7, contact the Diocese regarding advice and guidance.*

### **Keeping Bad News from becoming a Crisis**

Shocks and surprises can result in negative coverage. They also can result in the image of appearing uncaring and insensitive. Media announcements and holding a press conference can assist a situation. It is better to talk to the media early than waiting and having to be reactive. *Contact the Diocese first.*

**GUIDELINES FOR MARRIAGE OUTSIDE THE CHURCH BUILDING**  
**IN THE DIOCESE OF RUPERT'S LAND**

In June 2004, the General Synod amended Canon XXI on Marriage in the Church to read as follows:

*The body of the Church is the appropriate place for the solemnization of a marriage but a marriage may be solemnized in another location if the incumbent, after consultation with the bishop, is satisfied that the solemnity and public nature of the occasion will be preserved and that the service will be conducted with dignity in godly and decent order.*

From time to time, clergy may be requested to solemnize a marriage outside a church building. In these instances the newly revised General Synod Canon XXI on Marriage in the Church states that the incumbent is to consult with the Bishop. In consulting with the Bishop, the Priest should provide the following information:

- Are one or both persons members of the parish?
- When is the marriage?
- Where is the proposed alternate site?
- What are the reasons for proposing an alternate site and why not the Church itself?
- What is your opinion: are you satisfied that “ the solemnity and public nature of the occasion will be preserved”, and that the service can be “conducted with dignity in godly and decent order?”
- Are you willing to officiate at the service?

Please provide this information in writing (e-mail is appropriate) and the bishop will respond promptly. If there are any unresolved issues, the bishop will contact the incumbent personally.

February 2005

**GUIDELINES FOR AUTHORIZED LAY ADMINISTRANTS**  
**TO ADMINISTER RESERVED SACRAMENT**  
**TO MEMBERS OF THEIR PARISH**

From time to time it may be desirable for a person to be authorized to provide pastoral care and Reserved Sacrament to members of their congregation.

Each of these persons should:

- be licensed as a Lay Administrator. (It is not necessary that they be licensed as a Lay Reader.)
- have basic understanding of the sacramental theology of the Eucharist
- be recognized in the congregation for their pastoral ministry to members of the congregation.
- be accompanied by at least one other parishioner. (However this other person does not need to be licensed.)
- Have a letter of permission from the Bishop.

Each should receive training in administration, and should use the rite on page 257 (or, if more appropriate, page 554) of the B.A.S. for this purpose. It is also important that the recipient of the sacrament have some understanding of what the reserved sacrament is.

With the assurance of the above, the Bishop, at the request of the Incumbent and Wardens, will issue a letter of permission to the designated members of the parish to take reserved sacrament to members parish who are unable to attend church.

## CLERGY STIPENDS AND RELATED MATTERS

### NOTES

#### Basic Stipend

All parishes are under obligation to pay the minimum stipend, and self-supporting parishes are, of course, free to pay more.

The present rates are recommended by the Diocesan Compensation Group and set by Diocesan Council. Whenever changes are made, clergy and parish treasurers will be advised by the Diocesan office.

#### Pension Premiums

According to Regulation 9 of the General Synod Pension Canon VIII, pension premiums are based on the actual stipend plus 50% of the total stipend.

According to General Synod pension regulations, pension premiums must be forwarded by the Diocese to the National Pension Board at the end of each month. Therefore, it is essential that parish benefit payments be forwarded to the Diocesan office on the 25th of the current month.

#### Stipend and Benefit Form

At the beginning of each calendar year, and whenever a stipend increase occurs, the revised figure should be reported to the Diocesan office. The office will then advise your treasurer of the revised amount of benefit deductions and parish expense. Whenever the diocesan office is advised of changes in the premiums on benefit plans, a new form indicating these changes will be prepared and sent to the treasurers. It is important that the treasurer review and return one signed copy of the stipend and benefit form to verify agreement with diocesan figures or indicate on this returned copy any revisions.

#### Income Tax Returns

A fair rental value for a rectory provided must be reported on the T4. For clergy not living in rectories, a portion of the remuneration is deemed to be a housing allowance by the Diocese. This amount is not subject to tax, except in exceptional circumstances. This income is reported on the T4 with the stipend. At the year-end a T1223 must be completed by both the clergy and parish as required for the clergy to claim a residence deduction.

When the parish does not provide a rectory, but pays a housing allowance, this allowance must be included as unemployment insurable earnings for E.I. calculations.

You should note that it is the duty of churchwardens in each individual parish to estimate a fair rental value for the rectory and advise the treasurer of the amount to be reported on the T1223 and the T4.

#### Clergy Housing

Canons of the diocese stipulate that the parish must provide its clergy with suitable housing and utilities, or an appropriate allowance in lieu thereof.

The Clergy Housing Allowance is recommended by the Diocesan Compensation Group and set by Diocesan Council, and is for clergy purchasing their own homes. It does not apply to clergy living in rectories or rental accommodation.

This information relates to a Registered Charities Newsletter dated June 2005. "When a clergy member lives in their own house or rents property and claims a clergy residence deduction based on the fair market value of the house or the rent paid, respectively, they will need to file a T1213 (Request to Reduce Tax Deductions at Source for years – can make the request for up to two years with their local tax office located at

Winnipeg Tax Services Office  
Client Services Division  
325 Broadway Ave  
Winnipeg, MB R3C 4T4

As it takes 6 – 8 weeks to process by Canada Revenue Agency, it is recommended that the form be completed and sent in by October 1 of each year.

The cleric making this request, will receive an approval letter from Canada Revenue Agency. They must provide this to the individual completing their payroll. If this approval form has not been received by the first payroll in January, they will be required to deduct income tax off both the stipend and the housing allowance. Upon receiving the approval letter, adjustments will be made to the remaining pay periods in the year for the taxed housing allowance.

Such housing or allowance is exempt from income tax, with receipt of above approval process, but must be reported in box 14 on the T4

The rectory must be properly insured and normally this can be arranged along with insurance coverage on the church and other buildings.

An inspection of the condition of the rectory should be made annually and a report forwarded to the diocesan office on the forms which are provided in December of each year. Care should be taken to arrange such inspection at a time mutually convenient to the churchwardens and the rector.

#### Standards for Clergy Housing

Recommended standards for clergy housing have been prepared by the Diocese which should be studied at any time a parish is considering the purchase or building of a new rectory. They should also be studied when major changes in the present rectory are being contemplated.

#### Manitoba Property Tax Credit

Clergy living in a rectory are entitled to the Manitoba Tax Property Tax Credit. The figure which they should use in making their claim on the income tax form is the fair rental value as established by the churchwardens.

#### Vacation Pay

Clergy are entitled to a vacation of not less than one calendar month for the first 10 years of ordination and 1 calendar month plus 1 week between 10 – 15 years, and 1 calendar month plus 2 weeks thereafter. The expense of providing for services during such vacation is to be borne by the

parish.

### Substitute Fees for Services

That the following policy be established for substitute fees to be paid effective January 1, 2007: \$100.00 for the first Service and \$50.00 for each subsequent service. This 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 these costs.

### **Schedule A**

Diocese of Rupert's Land

### **Clergy Housing and MINIMUM Stipend Scale for 2010**

*Approved by Diocesan Council  
Sept. 22, 2009*

#### **TRAVEL:**

THAT as of January 1, 2010, the reimbursement for kilometers (*for clergy and diocesan staff*) driven for employment purposes is as follows:

**\$0.42 for the first 5,000 km driven**

**\$0.37 for the next 10,000 km driven**

**\$0.33 per km thereafter**

A log must be kept and submitted to the warden or treasurer for reimbursement.

As well, *casual* travel for Diocesan purposes remain at the rate of **\$0.35** per kilometer regardless of number of kilometers traveled. This recognizes that the fixed cost portion of mileage is included in the parish compensation, whereas Diocesan Travel is based on variable costs only.

#### **ANNUAL CLERGY VACATION:**

THAT as of January 2010, the minimum clergy vacation period remain at:

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.

#### **HOUSING:**

THAT 2010 clergy housing allowance remain at \$13,438 per year for clergy purchasing their own accommodation.

#### **MINIMUM CLERGY SALARY:**

THAT as of January 1, 2010, the minimum clergy stipend scale be increased by 1% - cost of living increase.

*This increase would be in addition to the usual incremental increase for "years of service" of approximately \$410.00.*

#### **NATIONAL CHURCH BENEFIT PACKAGE:**

That the 2010 benefit package remain the same with (with cost increases received from the Pension Office for S.I.B.D. and Retiree's Extended Health):

- \$100,000 basic life insurance – mandatory when reach employment of 20 hours per week

- \$100,000 accidental death and dismemberment – mandatory when reach employment of 20 hours per week
- extended health, including prescription drug plan
- dental
- vision
- retiree coverage (including surviving spouse)
- \*long term disability mandatory (2.2% of salary for pension purposes paid by Employer; 0.4% of salary for pension purposes paid by Employee)
- Self-Insured Death Benefit (S.I.B.D.) – for \$ 1,000 of coverage the rate will be increased to \$ .90 for 2010 and \$ 1.00 for 2011.

**CONTINUING EDUCATION PLAN:**

THAT the 2010 annual assessment remain the same at \$450.00 per year, or \$37.50 per month paid 100% by the employer.

**EMPLOYEE ASSISTANCE PLAN:**

THAT the 2010 coverage for this counseling and health promotion benefit with Blue Cross continues with a monthly premium of \$7.14 shared 60% employer and 40% employee premiums.

**GENERAL SYNOD PENSION PLAN:**

THAT effective January 1, 2010 contributions increases to 11.2% of salary for pension purposes (stipend plus 50%) paid by the employer and 4.4 % continues to be paid by the employee.

**MATERNITY / PARENTAL LEAVE:**

THAT effective January 1, 2010, 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%.

**ACCUMULATED OVERTIME** (primarily for those in part-time positions)

THAT Clergy may accumulate no more than 1 month of banked time at any one time, unless previously mutually agreed upon by the Parish and Clergy.

**YEARS OF SERVICE**

THAT years of service be standardized to January 1, on the calendar year of ordination as opposed to month of ordination. Those parishes that currently use month of ordination may continue to do so until a change in incumbency. (Example – a clergy person gets ordained Dec 12<sup>th</sup>. They would be on year one until Jan 1 of the following year at which point they would progress to year 2.)

**FEES FOR SERVICES:**

THAT the rate for 2010 remain at \$100. for the first Service and \$50. for each subsequent service. (This 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, Diocese pays if a mission or administered parish.

**Diocese of Rupert's Land**  
**Stipend Scale by Year-Comparative**

<u>Year</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
1	25,582	26,094	26,642	27,121	27,392
2	25,582	26,094	26,642	27,121	27,392
3	25,644	26,157	26,706	27,187	27,459
4	26,096	26,618	27,177	27,666	27,943
5	26,547	27,078	27,647	28,144	28,425
6	27,524	28,074	28,664	29,180	29,472
7	27,976	28,536	29,135	29,659	29,956
8	28,426	28,995	29,603	30,136	30,437
9	28,878	29,456	30,074	30,615	30,921
10	29,329	29,916	30,544	31,094	31,405
11	29,781	30,377	31,015	31,573	31,889
12	30,232	30,837	31,484	32,051	32,372
13	30,684	31,298	31,955	32,530	32,855
14	31,135	31,758	32,425	33,008	33,338
15	31,586	32,218	32,894	33,486	33,821
16	32,037	32,678	33,364	33,965	34,305
17	32,489	33,139	33,835	34,444	34,788
18	32,940	33,599	34,304	34,922	35,271
19	33,392	34,060	34,775	35,401	35,755
20	33,581	34,253	34,972	35,601	35,957
21	34,033	34,714	35,443	36,081	36,442
22	34,222	34,906	35,639	36,281	36,644
23	34,673	35,366	36,109	36,759	37,127
24	35,125	35,828	36,580	37,238	37,610
25	35,576	36,288	37,050	37,716	38,093
26	36,028	36,749	37,520	38,196	38,578
26 Plus	37,004	37,744	38,537	39,230	39,622

**Reduce tax deduction at source form**

## Salary and deduction worksheet

## Salary and deduction worksheet

## **THE GENERAL SYNOD PENSION PLAN**

### **Benefits Highlights**

**The General Synod Pension Plan is a career-average defined-benefit plan.**

#### **Eligibility**

You are required to become a member of the plan commencing with the date of ordination or if a lay employee, on the date of employment unless you are hired under a contract for a duration of less than one year

#### **Contributions**

You are required to contribute 4.4 % of your salary. The salary-paying source is required to pay 11.2 % of salary. In 2011 salary paying source increases to 12.4% of salary.

#### **Retirement Dates**

Normal Retirement:

The first day of the month following your 65th birthday or following completion of forty years of contributory membership, whichever comes first.

Early Retirement:

You can retire any time after age 55 with a benefit reduction of .25% for each month the retirement date precedes your normal retirement date by the first 60 months.

Deferred Retirement:

If you choose not to retire on your normal retirement date your benefit will be increased by .5% for each month of deferred retirement.

#### **Retirement Pension**

You earn a specific amount of pension for each year of contributory membership which is based on 1.8 % of your salary in that year. When you retire, your pension will equal the sum of the pension amounts accumulated plus such increases as approved from time to time.

#### **Death Benefits**

Prior to Age 65:

For a member with at least 5 years contributory membership, if you do not have a spouse, your beneficiary or your estate will receive the greater of your personal contributions plus interest or the commuted value of your accumulated pension.

If your spouse is not eligible to receive a surviving spouse's benefit, your beneficiary or your estate will receive the greater of your personal contributions plus interest or the commuted value of your accumulated pension.

After Age 65:

If you do not have a spouse, your beneficiary or your estate will receive the return of your personal contributions plus interest less pension paid.

If your spouse is not eligible to receive a surviving spouse's benefit, your beneficiary or your estate will receive the return of your personal contributions plus interest less pension paid.

### **Survivor's Benefits**

Providing you have 5 years of contributory membership in the plan at time of death or retirement, your spouse is eligible to receive a surviving spouse's benefit.

If you die prior to retirement, your spouse's pension is equal to 60% of your accumulated pension at time of death.

If you die after retirement, your spouse's pension is equal to 60% or 100% (providing you elected the 100% option at time of retirement) of your accumulated pension at time of death.

A survivor's benefit will not be terminated upon remarriage.

### **Termination Of Employment**

If your pension is not vested and locked-in, you are entitled to receive a return of your personal contributions plus interest.

If your pension is vested and locked-in, you may elect one of the following options:

1. to transfer the commuted value of your pension to the Registered Pension Plan of your new employer, if the Plan will accept the transfer;
2. providing you are not eligible for early retirement under the terms of the plan, you may elect to transfer the commuted value of your pension to a locked-in Registered Retirement Savings Plan.
3. to request that a deferred annuity be purchased from an insurance company;
4. to request that the accumulated pension remain in the Plan until you are eligible to apply for a retirement benefit.

### **Vesting & Locking-In**

Vesting and locking-in occur after two years of continuous service, or if age plus continuous service equals 45 (minimum one year of continuous service is required).

"Vesting" means you have a right to your accumulated pension, even if you terminate employment before you are eligible to retire.

"Locking-in" means you have a right to your accumulated pension, even if you terminate employment before you are eligible to retire.

### **Commuted Value**

Commuted value means the cash value of your accumulated pension. In determining death benefits, with respect to service prior to 1987, commuted value means the member's contributions plus interest.

### **Marriage Breakdown**

In the event of a marriage breakdown, payment of a pension to the former spouse must be made in accordance with the terms of a written domestic contract or court order and the requirements of applicable pension legislation.

### **Annual Statement**

Each year you will receive a personalized pension statement showing your current status in the plan, including contributions and pension accumulated to date.

*In this brief summary of the plan, some of the provisions have been simplified.*

*Reference should be made to Canon VIII and the Regulations*

**LAY RETIREMENT PLAN**  
(General Synod Canon IX)

**Membership Eligibility**

- All lay employees of a Participating Employer shall be Members except as provided under Regulation 2.2 and 2.3 of Canon IX.
- Canon IX, section 2.a) defines a Participating Employer as any Parish or organization admitted to participation in the Plan.

**New Entrants**

- Lay Retirement Plan Enrolment form to be completed by the new employee and employer.

**Termination of Active Service**

- A termination form should be completed and sent to the Pension Office immediately. Under the Pension Benefits Act the plan administrator (the Pension Office) has 30 days from the date the notice of termination has been received to provide the member with their termination options. The termination options are contained in Regulations 8.

**Disability**

- If the member becomes disabled, the total funds being held on behalf of the member will be used to purchase an annuity.

**Retirement**

- The amount of annual Pension payable on a Member's retirement shall be equal to that amount of life annuity which can be provided at date of retirement by the then application of the Member's Account.

**Death**

***Before Retirement***

- If a member dies before retirement and has no partner at the time of death, the beneficiary named will be entitled to the full account balance, including employer contributions, plus interest less income tax. If a beneficiary has not been named, the funds will be paid to the estate.
- If a member has a partner at the date of the member's death, he/she has the following options for payment of the member's account balance:
  - Use the funds in the account to buy a life annuity that begins payment immediately at retirement age
  - Transfer the funds in the Member's account to another tax-sheltered plan such as a personal RRSP or employer's pension plan
  - Take a one-time cash payment and pay income tax on this amount.

If the partner does not make a choice within 90 days, the partner shall be deemed to have elected an immediate pension.

## **SUMMARY OF HEALTH/LIFE INSURANCE**

### National Church Employee Benefit Package (Manulife Financial)

- Life Insurance (term) \* \$100,000 which includes dependent coverage in the amount of \$2,000 for spouse and \$1,000 per child
- Optional Life Insurance \* Additional term life insurance may be purchased in units of \$10,000 up to a maximum of \$300,000. Premium paid in full by employee.
- Accidental Death and \*\$100,000 - in the event of accidental death, the Dismemberment beneficiary would receive this amount in addition to the life insurance.
- Long Term Disability \*Coordinated with CPP plus any other disability income, the total of which cannot exceed 85% of gross pre-disability income.
- Extended Health Care
  - \* no deductible
  - \* no lifetime maximum limit
  - \*pay direct drugs (RX Plus)  
\$1.00 fee per prescription
  - \*treatment by a chiropractor, osteopath, podiatrist, chiropodist, naturopath, speech therapist, licensed masseur to a maximum of \$15 per visit and \$350 per calendar year
  - \*treatment by a physiotherapist up to a maximum of \$500 per calendar year with no per visit maximum.
  - \*treatment by a psychiatrist or psychologist, when recommended by the attending physician, up to a maximum of \$30 per visit and \$350 per calendar year
- Dental \*100% of basic treatment, 100% endodontic and periodontal, 50% major, and 50% orthodontia
- Vision \*maximum reimbursement of \$100 once every 24 months per individual for eyeglasses
- Retiree Coverage \* Extended Health, Dental, Vision

Monthly premium: 40% employee deduction 60% employer contribution.

## **EMPLOYEE ASSISTANCE PLAN**

### **Plan Membership**

A Confidential Counselling and Health Promotion Benefits Package with Blue Cross, which is mandatory for all stipendiary clergy. Non-stipendiary clergy and full or part-time lay workers in the Diocese may also join this Plan. The cost of providing this coverage is by payroll deduction shared 60% employer and 40% employee. Current monthly premium is \$7.14.

The personal counselling and health promotion benefits of the Plan include:

- Marriage Counselling
- Family Counselling
- Alcohol Abuse Counselling
- Drug Abuse Counselling
- Stress Counselling
- Career/Termination Counselling
- Financial Counselling
- Pre-Retirement Counselling
- Lifestyle/Fitness Counselling
- Weight Loss/Control
- Smoking Cessation

The Employee Assistance Plan allows employees and members of their families to seek early assistance before personal concerns seriously affect health, family life, or work performance. A plan member or family member may use up to \$500 each of counselling per calendar year.

## 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](http://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

## SUMMARY OF LONG TERM DISABILITY PLAN

### Plan Membership

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.

### When benefits are payable

A member of the plan is eligible for benefits if continuously sick or disabled for a waiting period of 119 days.

LTD benefits continue until the member is able to return to work, reaches age 65 or dies, whichever is earlier.

A member will only receive LTD benefits if totally disabled. This means the member is unable to perform the duties of their occupation during the 119-day waiting period and the following 24 months. After 24 months, the member is considered totally disabled only if unable to do any job fitted by education, training or experience.

### Monthly benefit

Monthly LTD benefit payments are non-taxable, and calculated as:

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

The maximum monthly benefit is \$10,000.

LTD benefits from the Church plan will be reduced by income from such sources as:

- disability benefits received from another plan, including the Canada Pension Plan and Workers' Compensation
- 60% of the value of Church housing or housing allowance provided during disability
- any unreduced pension eligible to be received under the General Synod Pension Plan.

Monthly LTD benefits from all sources cannot exceed 85% of salary.

"Salary" means salary for pension purposes.

This includes stipend plus 50%.

### Cost-of-living adjustment

LTD benefits will be increased every year there is an increase in the Consumer Price Index, to a maximum of 3%.

### Payment of LTD benefit

Benefits will be paid monthly in arrears, by cheque or direct deposit to the member's bank account.

### If partly disabled

If a member has been continuously disabled for 119 days, and cannot return to the job although able to undertake other paid employment, the member will receive reduced LTD benefits.

### If sick again

If the member returns to the job before the 119-day waiting period ends and becomes sick again from the same or a related disability within 15 days, the member will not have to begin the waiting period over again.

If the member returns to the job after receiving LTD benefits and again becomes sick from the same disability within six months of the return, LTD benefits will resume immediately.

### Rehabilitation

While a member is receiving benefits, the Pension Office, together with the doctor, may ask the member to take part in a rehabilitation program. This is a program that provides training or other work-related activities, and is intended to help the member back to their job or other paid employment.

If the member refuses to participate in a recommended rehabilitation program, payment of LTD benefits will stop.

### Leave of absence

On any approved leave of absence without pay, including maternity and parental leave, coverage will be suspended unless the member makes premium payments that would normally be deducted from their pay cheque.

### How to claim LTD benefits

Claim forms are available from the Diocesan office. All sections of the forms must be completed by the member, the doctor and the employer before the claim can be considered for payment. The member may be required to undergo an independent medical examination. This would be at no cost.

### Plan Administration

The Pension Office is responsible for the day-to-day administration of the plan. For information, please call or write to:

The Pension Office  
The Anglican Church of Canada  
625 Church St, Suite 401  
Toronto, ON M4Y 2G1  
Tel: (416) 960-2484 or Toll-free 1-800-265-1070

This plan description summarizes only the most important provisions of the long term disability plan. If there is a discrepancy between the information in this description and the legal documents, the legal documents will rule.

## DIOCESAN FORMS

In order to carry out certain functions, the Diocesan Office requires a variety of information to be filed by the parishes. Annual Forms are sent out to the parishes each year at the end of December for completion and return following the Annual General Meeting of the parish. A summary of the forms and their purpose follow:

1. Certification of Election of Lay Delegates & Churchwardens  
This form is required to enable proper channelling of information, especially with regard to Synod, Deanery meetings, Canonical Committees and special workshops. Please note that the Canonical requirement to elect lay delegates to Synod annually has not changed. Canon 23, Section 8, gives some of the reasons for this. In addition, an extraordinary Session of Synod could be called. Please note also, that our Constitution has now been changed to lower the age of eligibility of lay delegates from 18 years to 16 years.
2. Certificate of Common Ministry & Mission  
This form is extremely important in order to confirm parish income and set up accounting and financial records at the Diocesan office. We need to provide the auditors with a complete set of parish pledge forms to verify Diocesan revenue for audit purposes.
3. Certificate of Annual Compensation  
Required for accounting purposes with regard to benefit premiums payable to the Diocese beginning in January. **Therefore this form must be returned immediately.** The Diocesan office pays premiums on pension, employee benefit plan, and continuing education, on a monthly basis and some of these amounts are based on income.
4. Parish Statistics  
Please read the notes that accompany this form. All parishes should work from the same basis, e.g., "Members on the Rolls" include all baptized members of the parish, adults and children. "Identifiable Regular Givers" means families and individuals who can be identified as giving \$50.00 or more in a calendar year to the parish. Please refer to Canon 1, Section 5, for the definition of "Communicant".
5. Parish Officers and Staff  
Required for proper communication channels. Please note in the side margin with an "S" if any of these positions are stipendiary.
6. Parish Building Inspection Form  
To be completed by the wardens and required for insurance purposes. They are sent to use as reference only and do not need to be returned to Anglican Centre, but rather for parish purposes. Consider using one form for each building - church, parish hall, rectory, etc.
7. Building Healthy Communities – Children Ministries – Safety Check  
This form is to monitor the Children Ministries and ensure there is ongoing training within the parish.

8. Study Leave

This form track each incumbent's use of and accumulation of study leave each year.

9. Annual Parish Financial Statements of the Parish

This is required by the Diocese each year, by March 1, and must be accompanied by the audited financial statements of the parish.

### ARCHDEACONRY OF PORTAGE-ST. JAMES

The Venerable Norman Collier (o) 857-3931 (h) 857-4796

#### Portage/Pembina Deanery

vacant

Grace/St. John  
St. Anne, Poplar Point/St. Luke, Oakville  
Pembina Hills Area  
St. Mary la Prairie  
St. George, Westbourne  
St. Thomas, Morden

#### Assiniboia Deanery

The Rev. Gordon Shields, District Dean  
(o) 832-7195 (h) 487-2620  
Holy Trinity, Headingley  
St. Aidan, Winnipeg  
St. Andrew, Winnipeg  
St. Chad, Winnipeg  
St. George, Crescentwood  
St. James, Winnipeg  
St. Mary, Charleswood  
St. Peter, Winnipeg  
St. Stephen/St. Bede, Winnipeg

### ARCHDEACONRY OF WINNIPEG-ST. JOHN

The Venerable Jennifer Sisson – (o) 269-2362 (h) 453-5497

#### Central Winnipeg Deanery

The Rev. Dr. Cathy Campbell, District Dean  
(o) 774-1846 (h) 774-8066  
All Saints, Winnipeg  
Holy Trinity, Winnipeg  
saint benedict's table, Winnipeg  
St. Margaret, Winnipeg  
St. Matthew, Winnipeg  
St. Thomas, Weston  
West Broadway Community Ministry  
St. Matthew/Maryland Community Ministry

#### Forts/Seine River Deanery

The Rev. Geoff Woodcroft, District Dean  
(o) 475-7549 (h) 453-5497  
Church of the Good Shepherd, Wpg.  
St. Alban, Winnipeg  
St. Bartholomew, Winnipeg  
St. John's College  
St. Luke, Winnipeg  
St. Mark, Winnipeg  
St. Mary Magdalene, Winnipeg  
St. Michael & All Angels, Winnipeg  
St. Paul, Fort Garry  
St. Philip, Norwood

### ARCHDEACONRY OF SELKIRK-ST. ANDREW

The Venerable Godfrey Mawejje - (o) 482-9486, (o) 738-4366 (h) 482-3900

#### Kildonan Deanery

The Rev. Canon R. Webster  
(o) 339-7519 (h) 775-6049  
St. Anne, Winnipeg  
St. Barnabas, Winnipeg  
St. Catherine, Bird's Hill  
St. George, Transcona  
St. James, Beausejour  
St. John's Cathedral  
St. Martin-in-the-Fields  
St. Saviour  
St. Stephen

#### Matheson Deanery

Stephen Sharman to June 30/10  
Christ Church, Selkirk  
Christ Church, Stony Mountain  
St. Luke, Balsam Bay  
St. Jude, Grand Marais  
St. Michael, Victoria Beach  
St. Philip, Scantebury  
St. Peter, Dynevor  
Fairford Group-Fairford  
Hodgson/Peguis/Jackhead Group  
Mapleton/Wakefield Group  
Woodlands & Grosse Isle  
St. Cyprian/Erinview  
St. Andrew Group  
St. Paul, Middlechurch  
Stonewall Group-Stonewall, Balmoral  
Western Beaches  
-Winnipeg Beach, Whytewold  
- St. Bartholomew, Winnipeg Beach

## RESOURCES AVAILABLE

To provide this list is a “dangerous” enterprise, because inevitably some resources are left off the list. The following are in addition to those offered by the Committees.

1. **Anglican Fellowship of Prayer:** retreats, quiet days, prayer chain, phone: 992-4208
2. **Jocelyn House:** a hospice caring for terminally ill patients and providing support to their families. Phone: 255-1781
3. **Primates World Relief and Development Fund (PWRDF):** Diocesan representative: Susan Roe-Finlay, Phone: 783-3357
4. **Resource Centre** at St. George, Crescentwood, 168 Wilton Street at Grosvenor Avenue: contains resources for children's and adult Christian education. Phone: 475-5942
5. **Rupert's Land News:** this paper is sent along with The Anglican Journal to every Anglican family. The News is interested in receiving articles from parishes, and is published monthly from September to June. The deadline is usually the first Monday of the month previous to the month of publication. Editor: Terence Moore Phone: 922-4205.
6. **Rupert's Land Caregivers Services:** help for those caring for seniors in their homes. Phone: 452-9491
7. **Rupert's Land Supper Club:** monthly in parishes through the City of Winnipeg. Phone: 488-9897
8. **St. John's College:** lay training courses; can be enlisted to provide specialized training in a host of areas. Courses can now be used towards an Mdiv. at the Winnipeg Theological Consortium.
9. **St. John's College Library:** excellent theological collection available to everyone in the Diocese. There is a \$50.00 fee for a library card. Phone: 474-8542
10. **Youth Ministry Developer:** vacant

**CANON 10**  
**APPOINTMENT AND MAINTENANCE OF INCUMBENTS**

1. If the office of incumbent of a parish is vacant then for the purposes of The Anglican Church of Canada Temporality Act, the Bishop, or in the case of a vacancy in the office of bishop, the Administrator of the Diocese, shall be deemed to be the incumbent of the parish.
2. When a vacancy occurs or when the Bishop has accepted the resignation of an incumbent, the Bishop or a person appointed by the Bishop shall confer with a committee consisting of the churchwardens of the parish and the lay delegates to Synod who represent it, who shall have the privilege of presenting names to the Bishop for consideration. The meeting shall be called by the Bishop as soon as convenient after the vacancy occurs or the resignation is accepted, as the case may be.
3. Notwithstanding section 2, the churchwardens may request the Bishop to make an appointment without conferring with a committee.
4. If within three months after the vacancy occurs the committee and the Bishop have not agreed upon a member of the clergy to be appointed, the Bishop may proceed to make the appointment.
5. The member of the clergy selected shall be approached by the Bishop only.
6. A member of the clergy may be appointed incumbent of two or more parishes, but if at any time the Bishop or the Diocesan Council shall consider that the welfare of the Church requires that one or more of such parishes be placed under a separate incumbent, the Bishop may, with the consent of the Diocesan Council, make a division of the parishes as provided in Canon 19. The incumbent may, with the consent of the Bishop, have the privilege of choosing which portion to retain and which to resign, and failing any choice and resignation within thirty days of notice to do so, the Bishop may declare one or more positions of incumbency vacant.
7. When the incumbent of any parish desires to resign the incumbency, that person shall first signify the same in writing to the Bishop at least three months before the resignation is to take effect, unless the Bishop for special reason accepts a shorter period. Upon acceptance of the resignation, the Bishop shall give official notice to the churchwardens of the parish.
8. The cost of moving the new incumbent and the incumbent's family shall be paid by the parish if self-supporting. The cost of moving a new incumbent to a parish which is not self-supporting shall be paid by the Diocese.
9. Every incumbent shall receive not less than the minimum stipend of the Diocese.
10. The duty of providing and maintaining a suitable residence for the Incumbent, equipped with stove and refrigerator and including fuel, light, heat, water and telephone, or an

appropriate allowance in lieu thereof, rests upon the parishioners to whom the incumbent ministers.

11. It shall be the duty of the churchwardens of every parish to insure and keep insured against loss or damage by fire, for their full insurable value, the residence and out-buildings occupied or held for the use of the incumbent, and any stove and refrigerator in the residence.
12. The placing, maintaining and paying for insurance on the incumbent's own personal effects, furniture and furnishings is the incumbent's responsibility.
13. Where there is more than one congregation in a parish or when two or more parishes are grouped together, it shall be the duty of each congregation to bear its proper share of the expense of erecting, maintaining, repairing, improving and insuring the residence of the incumbent.
14. The duty of providing for the incumbent the car allowance as may be set by Synod rests with the parishioners to whom the incumbent ministers.
15. Every incumbent shall be entitled to a vacation of not less than one month in every year, with pay, and the expense of providing for services during such vacation shall be borne by the parish.

(2006)

Canon 10

## **CANON 19** **PARISHES**

### **Definition**

1. Wherever the word "commission" is used in this Canon it shall mean a commission appointed by the Bishop, consisting of two members of the clergy and two lay members of Synod, who shall report to the Bishop in writing. Such report, after approval by the Diocesan Council by resolution, and by the Bishop under the hand and seal of the Bishop, shall be deemed to be confirmed, and shall be final.

### **Erection of a New Parish**

- 2.(a) Whenever a group of persons, not less than twenty of whom shall be communicants of the Church, of the full age of eighteen years residing in the Diocese desire the erection of a new parish, whether they reside
  - i.) in an existing parish, or
  - ii.) in a district not belonging to any one parish, or,

- iii.) in adjoining parishes, they shall present a memorial to the Bishop to that effect, stating their reasons and the proposed boundaries of the new parish.

2.(b) On receipt of this memorial the Bishop shall

- i.) Appoint a committee to study the matter and to report;
- ii.) On approval of this report by the Bishop and the Diocesan Council, notify, in writing, the incumbent or incumbents and the churchwardens of parishes affected, of the particulars of the new boundaries proposed.

If no objection to the proposal is raised within one month from the date of such notices, and the Bishop approves of the proposal and is satisfied that proper and sufficient means have been or will be provided for the maintenance of work in such new parish, the Bishop may proceed to the erection of the parish.

2(c) Any party notified as aforesaid and objecting to the proposed new parish shall, within the required time, state to the Bishop, in writing, the grounds of objection. The Bishop may thereupon refuse the prayer of the memorial or may appoint a commission which shall confer with the incumbent or incumbents of the parish or parishes affected and consider the objections made.

The commission shall then report its findings to the Bishop, and, if the report is favourable to the erection of the parish, and is confirmed, the Bishop may proceed to the erection thereof.

2(d) if the Bishop decides to proceed with the erection of the parish the following process shall ensue:

- (i) The Bishop shall by deed erect, form or establish a parish or mission, and, in the deed, define the limits and declare the name of the parish or mission.
- (ii) After consultation with the group whose memorial initiated this process, the Bishop shall: appoint and license an incumbent for a specific term, and with specific financial compensation, as may be agreed upon in writing between that person and the Bishop. And, in addition, the Bishop may appoint and license other persons, lay or ordained, to perform ecclesiastical functions within the parish.
- (iii) Within three months after the issue of the deed, a meeting of the members of the new parish or mission shall be held at some place within the limits thereof, which meeting shall be called by the incumbent after having, in the meantime, given sufficient notice thereof during Divine Service at the usual place or places for holding services.
- (iv) The proceedings at such meeting shall be conducted, and the officers of the new

parish or mission shall be elected, in the same manner as at the annual meeting of organized parishes, and the directions and regulations set forth in this Canon shall apply as near as may be to such meeting.

- (v) The person presiding at the meeting shall, immediately after the meeting, notify the Secretary and Registrar of Synod of the election and appointment of the churchwardens, members of Vestry and lay delegates and substitutes to Synod, with their names and addresses.
- (vi) Upon receiving the notice, the Registrar shall forthwith register the particulars in the Diocesan Registry.
- (vii) The Registrar shall also procure from the Bishop a copy of the deed and shall duly register it in the Diocesan Registry.
- (viii) The entry in the Diocesan Registry of the deed and of the notification of election of officers shall be prima facie evidence of these facts.

2(e) After the limits of a parish or mission have been defined, as provided in this Canon, no one holding the licence of the Bishop shall have public prayer, or administer the sacraments within such limits, whether according to the prescribed order of the Church or not, without the consent of the incumbent of the parish; provided that:

- (i) this shall not prevent any person from attending or taking part in any public meeting;
- (ii) any priest or deacon, or Eucharistic visitor, may visit pastorally, with private administration of the sacraments, any person or family in the habit of attending worship in the congregation to which those persons are licensed;
- (iii) any person; holding the Bishop's licence shall be at liberty to give spiritual comfort and counsel to anyone seeking for it by personal visit;
- (iv) this shall not prevent the Bishop licensing a person to minister as chaplain in any hospital, jail, penitentiary, school, or other public or private institution within any parish.

### **Amalgamation of Parishes**

3.(a) Whenever the Bishop considers it advisable to amalgamate two or more existing parishes, and the Diocesan Council has expressed its approval by resolution, the Bishop shall seek the voluntary consent to the amalgamation of the incumbents and churchwardens of the parishes affected.

3.(b) If a voluntary agreement cannot be reached, a Commission shall be appointed to consider the objections of those opposed to the amalgamation, and any other matters pertinent thereto, and to report thereon. If the report is in favour of the proposed amalgamation, and has been

confirmed by Diocesan Council, the Bishop may proceed to carry it into effect by disestablishing the existing parishes and by erecting a new parish in their stead. If the report of the Commission is unfavourable, further action shall be deferred for a period of not less than one year from the date of the report.

- 3.(c) When the parishioners of two or more parishes have passed resolutions expressing the desire to amalgamate, the parishes shall submit a proposal to the Bishop that includes the plan for ordained and lay ministries as well as the plan for the use and disposal of the real and personal property of the parishes. If the Bishop approves the proposal in principle, the Bishop shall submit the proposal to Diocesan Council. If Diocesan Council approves the proposal in principle, the proposal shall be referred to the Diocesan Executive to finalize the details of the proposal in consultation with the churchwardens and the incumbents of the parishes. Diocesan Council shall ensure that the retained real and personal property of the parishes is available for the continuing ministry and mission of the new parish. Trust funds of the parishes shall be held by the new parish on the same terms of trust for the benefit of the new parish. Proceeds from the sale of real property shall be held in trust by the Diocese; and the income therefrom (as defined and determined by Diocesan investment distribution policy) shall be made available for the ministry and mission of the new parish, consistent with the proposal. Proceeds from the sale of personal property shall be retained by the new parish. Any change in the use and distribution of the proceeds from the real property must be approved by the Diocesan Council.
- 3.(d) If the parish thus formed consists of more than one congregation, and the distribution of the financial obligations to be borne by each cannot be agreed upon by the congregations themselves, the Bishop shall appoint a Commission to consider the matter. The report of the Commission, after confirmation by Diocesan Council and the Bishop, shall be carried into effect, but the matter may be reconsidered at the end of each three-year period thereafter, if requested by the churchwardens of any one of the congregations concerned.

## **Disestablishment of Parishes**

### **4.(a) Principles**

- i) Voluntary Disestablishment  
A process of consultation and discussion is to be utilized wherever possible prior to the decision to disestablish a parish. It is preferred that a parish move to voluntary disestablishment through its own processes. No parish church belongs to any one generation. It is important that any alterations, additions, rearrangements or disposition of buildings, memorials and ornaments of the church have input from both the Bishop and the congregation.
- ii) In-Voluntary Disestablishment  
If voluntary disestablishment cannot be arranged, due to a lack of available parish personnel to undertake the necessary decisions and actions, or for any other reason, the Bishop shall appoint a Commission consisting of the Archdeacon (or equivalent), two clerical members and two lay members of Synod, to make a

recommendation to the Bishop respecting disestablishment.

iii) Time Expediency

Reasonable times should be followed to ensure fair treatment, without unduly delaying the process or causing unnecessary expenses to either the parish being disestablished or to the Diocese.

iv) Allocation of Assets

All assets including proceeds resulting from disposal of the property from a disestablished parish, after all outstanding accounts have been settled, shall be disbursed having regard for the following considerations:

- The needs of the Diocesan Archives, especially in light of their role in the disestablishment. A suggested amount is 10% of the net assets up to a maximum of \$10,000.
- The need for the continuance of ministry to the people in the area served by the disestablished parish, including the repair or replacement of other church property in the area of the disestablished parish, or in an adjacent area.
- The need to provide ministry in newly developed areas of the Diocese, not currently served by a parish.
- Priorities expressed by the parish to be disestablished prior to the Bishop's declaration of intent to disestablish.
- The needs of the Diocese as a whole, whether in the area of operations, capital, trust or endowment funds.

**4. (b) Before decision to disestablish**

- i) A parish may undertake a review, or request the Bishop to recommend a facilitator to assist the parish in a review, of the current status of the parish including changing demographics; financial capacity; property condition and status; and any other relevant data or topic.
- ii) On completion of the review, and preparation of a report, the parish shall advise in writing all members of the parish of a congregational meeting to consider the report and any recommendations contained in it. A copy of the report shall be forwarded to the Bishop prior to the congregational meeting.
- iii) The parish may at the congregational meeting pass a resolution, by a majority, advising the Bishop of the decision of the parish to be disestablished. The Bishop shall be notified in writing of the recommendation of the congregational meeting which recommended disestablishment. The notification shall contain the names of persons willing to continue as churchwardens or to be appointed as churchwardens to carry out the necessary actions required if the Bishop approves the decision to disestablish the parish.

**4. (c) When a decision to disestablish has been made**

- i) Within one week of the congregational meeting which recommended disestablishment, the membership of the parish shall be notified of the decision by the congregational meeting of the parish. Notification shall be by public announcement in the next Sunday parish bulletin and by posting on the church notice board. Members of the parish may, within 30 days of the date of announcement in the parish bulletin, make written submissions to the Bishop in respect of the decision of the congregational meeting.
- ii) The Bishop may, after considering the report of the parish, the recommendation of the parish congregational meeting, any written submissions received from members of the parish, and any other information that the Bishop considers relevant, and not before thirty-seven days from the date of the congregational meeting, or in the case of an involuntary dissolution, any time after the receipt by the Bishop of the recommendation of the Commission, issue a declaration of intent to disestablish the parish, and name the date on which such disestablishment is intended to take effect. The issuance of the Bishop's declaration of intent to disestablish shall cause the officers of the parish to commence the process of winding-up the affairs of the parish with a view to the disestablishment.
- iii) The Bishop's declaration of intent to disestablish may:
  - Appoint persons as churchwardens to continue the process;
  - Appoint a winding-up committee consisting of a senior member of the clergy, and at least two other members of Synod to deal with the process of winding-up the disestablished parish;
  - Provide the churchwardens and the winding-up committee with the authority necessary to wind-up the affairs of the parish;
  - Appoint a member of the diocesan staff to assist with the winding-up of the parish;
  - Appoint a person to provide pastoral care to parishioners during the process;
  - Deal with any other matters that the Bishop considers necessary to facilitate the process of winding-up the parish.

**4. (d) After the Bishop's declaration of intent to disestablish a parish has been made**

- i) **Within three months of the Bishop's declaration of intent**, the Bishop shall require the parish to submit to the Treasurer of the Diocese and to the Bishop a financial statement of the assets and liabilities of the parish, and if the liabilities are found to be greater than the assets, the Bishop shall submit the statement to the Diocesan Council which shall take any action as it deems necessary under the circumstances.
- ii) **Within three months of the Bishop's declaration of intent**, the parish shall provide the Diocese with an inventory of all real and personal property of the parish.

- iii) **Within two months from the date on which the parish ceased active operations**, the parish shall deposit with the Registrar of the Diocese all registers, records and documents of the parish.
- iv) **Within three months from the date on which the parish ceased active operations**, the Diocesan Treasurer and Diocesan Accountant shall ensure that capital assets of every nature or kind of the parish, and, if deemed appropriate, title to the place or places of worship, shall be delivered or conveyed to or otherwise be placed under the control of, the Diocese.
- v) **Within five months from the date on which the parish ceased active operations**, the Diocesan Property Committee shall review all real property owned by the parish; prepare a report of the valuation and condition of said property; and submit the report to the Executive Committee along with recommendations respecting disposition of the real property.
- vi) **Within five months from the date on which the parish ceased active operations**, the winding-up committee shall report to the Executive Committee its recommendations respecting the disposition of memorials and parish artifacts.
- vii) **Within seven months from the date on which the parish ceased active operations**, the Executive Committee shall consider the report and recommendations of the winding-up committee and any other information made available to it by the winding-up committee and make a recommendation to the Bishop respecting, but not limited to, the disposition of the memorials and artifacts, and other matters as may be required. The Bishop may confirm the recommendation and instruct the winding-up committee to complete the process of disposition of the memorials and artifacts, and the winding-up of the parish.
- viii) **Within seven months from the date on which the parish ceased active operations**, the Executive Committee shall consider the report and recommendations of the Property Committee, and forward the report together with its own recommendations thereon, to Diocesan Council for consideration.
- ix) **At the appropriate times**, the winding-up committee shall arrange for:
- A Service of Secularization (Deconsecration)
  - the disposition of memorials, artifacts and miscellaneous items following Diocesan policies and procedures
  - such other actions as may be required.
- x) **At the appropriate time**, the Property Committee shall arrange for the listing

of the real property for sale as directed by Diocesan Council.

**4. (e) Cemetery Grounds and Columbaria**

If a parish to be disestablished includes a cemetery grounds and/or columbarium, then the process shall include arrangements for a municipal authority or other approved authority to take over responsibility for the cemetery grounds and/or columbarium, along with such capital funds as may exist that are designated for the perpetual care of the cemetery and/or columbarium.

**4 (f) Final Disposition of Parish Assets**

The allocation of all assets, including proceeds resulting from the disposal of the property, after all outstanding accounts have been settled, shall be determined by the Diocesan Council, in accordance with this Canon, and confirmed by the Bishop.

**4. (g) Disestablishment**

Upon completion of the winding-up process, the Bishop and the Secretary of Synod shall issue a certificate of disestablishment (dissolution).

**4. (h) Extension of Time**

If it is impracticable to complete any process within the time stipulated in this Canon, the Executive Committee may extend the time for doing so.

**Adjustment of Boundaries**

5.(a) The Bishop may appoint and direct a project group of three or more members to report on the boundaries of any or all parishes in the Diocese, whenever the Bishop and the Diocesan Council consider it necessary. If the report of the project group is confirmed by the Diocesan Council, the Bishop may proceed to effect such adjustment by deed.

5.(b) The incumbents and churchwardens of any adjoining parishes may confer regarding the boundaries which they have in common and may petition the Bishop to make any adjustment of the boundaries which they consider advisable. The petition shall be referred by the Bishop to a project group of three or more members for study and report and, if the report is approved by the Diocesan Council, the Bishop may proceed to effect an adjustment by deed.

5.(c) The recommendation regarding the allocation of the territory formerly occupied by a disestablished parish shall be made by a project group of three or more members appointed by the Bishop after consultation with the incumbents and churchwardens of adjoining parishes, and shall be reported to the Bishop and the Diocesan Council. If the report of the project group is confirmed by the Diocesan Council, the Bishop may proceed to effect the allocation by deed.

**General Regulations**

5. The Boundaries of a parish having been once defined, approved, and declared, shall not be disturbed for a period of five years, except in the case of the formation of new parishes, or at the direction of the Bishop.

(2008)

Canon 19

**CANON 20**  
**PARISH AND VESTRY MEETINGS**

1. (a) At all meetings of parishioners, every member of the Church who is a recognized attendant at the public worship of that parish and who is of the full age of 16 years and has signed the Declaration of Church Membership, shall be entitled to act as a parishioner and shall be eligible to be elected as a member of the vestry.  
(b) To be eligible to be appointed or elected as a churchwarden, a person must have signed the Declaration of Church Membership and must be of the full age of 18 years.

2. The Declaration of Church Membership shall be in the following form:

“I hereby declare that:

1. I have been baptized with water in the name of the Father and of The Son and of The Holy Spirit.
2. I am of the full age of 16 years
3. I am a recognized attendant at the public worship of the Anglican Church of Canada, Parish (or Mission) of \_\_\_\_\_, within the Diocese of Rupert’s Land.

Dated \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
Signed

3. At a meeting of parishioners, only votes of those who have signed the Declaration of Church Membership shall be recorded, and their decision shall bind those who are absent.
4. In every parish an annual meeting of parishioners shall be held in each year between the first day of January and the fifteenth day of February next ensuing.  
The business of such meeting shall be:
  - a. To receive notification as to the appointment of the churchwarden selected by the incumbent.
  - b. To elect a churchwarden, the members of the vestry, and lay delegates and substitute lay delegates to Synod.
  - c. To receive and approve the accounts of the parish for the preceding calendar year.
  - d. To appoint a person who is independent of the parish treasurer and envelope secretary, and who is not otherwise involved in the administration of the financial affairs of the parish, to conduct an Annual Review of the parish accounts. The person so appointed shall sign a Report dealing with the state of the parish accounts, that sets out whether or not anything has come to the attention of the person conducting the Annual Review that indicates that the financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles. Nothing herein is intended to restrict a parish from appointing a person to conduct an audit or an audit review of the parish accounts. If a parish appoints a person to

conduct an audit or an audit review, that person shall be called “auditor”. In such a case, references in these Canons to the “person appointed to conduct an Annual Review of the parish accounts” shall mean the auditor so appointed, the term “Annual Review” shall mean “Annual Audit” or “Annual Audit Review”, and the term “Report” shall mean “Auditor’s Report”.

- e. To transact any other business as many properly be brought before the meeting.
5. A parish that conducts its affairs on a program year basis and not on a calendar year basis may hold in each year, in addition to the annual meeting referred to in section 4, a general meeting of parishioners at such time as may be determined by the parish.  
The business of the meeting shall be:
  - a. To receive and consider reports from parish officers and committees;
  - b. To elect the members of the vestry;
  - c. To transact any other business as may properly be brought before the meeting.
6. The business of the meeting referred to in section 5 shall not include the appointment and/or election of churchwardens, the election of lay delegates or substitute lay delegates to Synod, or the receiving or approval of the accounts of the parish for the preceding calendar year.
7. The convener of all meetings of parishioners and of the vestry shall be:
  - (a) The incumbent, and if the incumbent is not available;
  - (b) A churchwarden, and if the churchwardens are not available;
  - (c) A parishioner delegated by the incumbent for that purpose, if there be such.
8. A special meeting of the vestry or of parishioners may be called at any time and shall be called if the incumbent or a churchwarden receives a written request, signed by a least one-third of the members of the vestry, to call such a meeting.
9. For a meeting of the Vestry to be duly constituted there must be present at least one-third of the members of the vestry and at least one of the incumbent, the churchwardens, or, where applicable, the parishioner delegated by the incumbent to convene the meeting.
10. Written notice of every meeting of parishioners, signed by the convener, must be given at least seven days before the day on which the meeting is to be held.  
The notice may be given by either:
  - a. Affixing it in a prominent place near the entrance to the church; or
  - b. Mailing or delivering a copy to each parishioner at the addresses shown in the parish records.
11. The notice shall state the time and place at which, and, in the case of a special meeting, the purpose for which the meeting is held, and shall be framed in the following form:

**FORM OF NOTICE**

Notice is hereby given that (the annual/a special) meeting of the  
Parishioners of the Parish of ..... will be held at .....on

the .....day of .....A.D. 19 .... at .....o'clock in the  
.....noon (for the purpose of .....) at which time and  
place all members signing the Declaration of Church Membership  
and who are of the full age of 16 years are entitled to attend and to  
vote.

Dated .....A.D. 19.....

\_\_\_\_\_  
(convener)

12. The notice of a meeting of parishioners shall also be read in the church at all services on the Sunday next before the day of the meeting.
13. At all meetings of the parishioners, or the vestry, the Chair shall be:
  - a. The incumbent, or in the absence of or at the request of the incumbent;
  - b. The incumbent's churchwarden, or in that person's absence;
  - c. The other churchwarden, or in that person's absence;
  - d. The parishioner delegated by the incumbent for that purpose, if there be such.
14. The chair at any meeting of parishioners or the vestry shall have the usual powers of a person presiding at any public meeting. It shall be the duty of the chair to remain until the business is concluded or the meeting is adjourned; to keep the meeting to the specified purpose of its assembling; and to decide all questions of order. The chair shall have the right to vote. An equality of votes shall be considered as negating a motion.
15. The right of adjournment of any meeting of parishioners or the vestry shall be decided by a majority of votes, without debate.
16. Minutes of proceedings and resolutions of every meeting of parishioners or vestry shall be correctly entered in a book and unless the minutes were read and approved at the close of the preceding meeting, the first business of every meeting shall be the reading, approving and signing of minutes by the chair.
17. Every meeting of parishioners or the vestry shall be opened and closed with prayers.
18. The chair of the annual meeting of parishioners held pursuant to section 4, shall within one week after that meeting notify the Secretary of Synod of the names and addresses of the churchwardens and the person elected as lay delegates and substitute lay delegates to Synod from the parish.
19. A special meeting of parishioners shall be called to approve any extraordinary outlay of money proposed to be expended by the parish, or any money to be raised by borrowing upon lands or buildings of the parish. (See also Canon 24)

**CANON 21**  
**CHURCHWARDENS**

1. In every parish there shall be two churchwardens selected from the communicants, one to be appointed by the incumbent and one to be elected by the parishioners, both of whom shall be ex officio members of the Vestry. Deputy churchwardens may be appointed or elected, as the case may be, to assist the churchwardens in the discharge of their duties. The parishioners shall determine whether or not the deputy churchwardens shall be members *ex officio* of the vestry.
2. Churchwardens shall continue in office until their successors are elected or appointed. Subject to subsection 4.(c) of Canon 22, no churchwarden shall continue in the same office for more than six successive years.
3. If at any time the office of the churchwarden elected by the parishioners becomes vacant by death, resignation or otherwise, or if the churchwarden is absent for three months without written leave from the incumbent, a meeting of the parishioners shall be called, as soon as may be convenient, to elect some other fit person to the office, and the Chair of the meeting shall within one week after the election notify the Secretary of Synod of the name and address of the person elected.
4. If at any time the office of the churchwarden appointed by the incumbent becomes vacant by death, resignation, absence for three months without written leave from the incumbent, or otherwise, it shall be the duty of the incumbent forthwith to appoint some other fit person to the office, and the incumbent shall cause a written notice of the appointment to be attached to the church door and shall notify the Secretary of Synod.
5. If the office of churchwarden is vacant and if, in the opinion of the Bishop, it is impracticable to fill the vacancy in the usual manner, the Bishop may, in writing, appoint a person to fill the vacancy until the churchwarden is elected or appointed in the usual manner or the appointment is terminated by the Bishop.
6. Every person elected or appointed to fill the office of churchwarden shall, before acting in such office, sign the following declaration:  
“I declare that I will faithfully and truly execute the office of churchwarden within my parish, to the best of my skill and knowledge.”
7. It shall be the duty of the churchwardens, and they are hereby empowered:
  - (a) To use their best endeavors to promote unity, peace and true religion in their parish and community in cooperation with the incumbent, members of Vestry and the parishioners.
  - (b) To see that Divine Service is decently and regularly performed, but the ordering of the services, including the musical part thereof and the use of the organ, the ringing of the bells to summon the congregation to the service, the fixing of the hours of service and such like matters, shall be under the control of the incumbent. The appointment or dismissal of the organist, choirleader, verger, sexton, caretaker, secretary, and other lay members of the parish staff shall rest with the incumbent and churchwardens, but the

amount of salary or wages to be paid to any such officials shall be fixed from time to time by the Vestry.

- (c) To maintain good order and quiet in and about the church or place of worship, and in the adjoining roads and public places, during Divine Worship and, if necessary to prosecute all offences against that good order and quiet.
  - (d) To take care, as far as possible, that all persons attending church are accommodated.
  - (e) To attend on the visitation of the Bishop, the Commissary of the Bishop, or the Archdeacon.
  - (f) In case of the death of the incumbent or of the incumbent's inability through sickness or otherwise, to perform the duties of the incumbent, and to report thereon to the Bishop.
  - (g) To keep the fabric of the Church, parish hall and rectory and appurtenances in repair and insured, subject to the direction of the Bishop or Archdeacon.
  - (h) To keep the Church and rectory grounds in good state.
  - (i) To see that the Church is properly heated, ventilated and cleaned.
  - (j) To inspect, or cause to be inspected, the church, parish hall, rectory, and other properties of the parish at least annually, and, in addition, the rectory whenever it is vacated, and in each case to report thereon in writing to the Vestry and the Archdeacon. Inspections of the rectory shall be at a time mutually convenient to the incumbent and churchwardens.
  - (k) To collect the offerings and all contributions for general or special purposes and have them entered in a book kept for the purpose; to pay all salaries and accounts; to keep the parochial accounts; to pay all sums received for specified purposes; and to submit in due time the parochial accounts for the year with the vouchers to the person appointed to conduct the Annual Review of the accounts, and lay them before the Vestry.
  - (l) After the accounts have been reviewed and a Report signed, to transfer any balance in hand to the new churchwardens, together with the Church goods, inventory and everything belonging to the parish.
  - (m) To keep an inventory of all lands, buildings, goods and chattels belonging to the parish.
  - (n) To form, with the lay delegates to Synod, a committee to confer with the Bishop whenever a vacancy occurs in the incumbency of the parish.
  - (o) To attend meetings of the Deanery.
8. The churchwardens may delegate the keeping of the parish accounts and financial records to a treasurer who shall be a person acceptable to the incumbent, churchwarden and Vestry but who need not be a member of the Vestry. The treasurer must be independent of the envelope secretary and the person appointed to conduct the Annual Review of the parish accounts. Subject to subsection 4.(c) of Canon 22, no parish treasurer shall continue in office for more than six successive years.
9. In the case of any disagreement between the churchwardens and the incumbent respecting the disposal of the offerings, there shall be an appeal to the Bishop whose decision shall be final.

**CANON 22**  
**MEMBERS OF VESTRY**

1. Each parish shall at its annual meeting elect a Vestry consisting of not less than four nor more than twenty members. Members of vestry may be elected for one, two or three year terms, in the discretion of the parishioners. If the parishioners at the annual meeting fail to elect the required number of members to the vestry, the vestry may appoint an eligible person to fill any vacancy so caused.
2. The incumbent, and assistant or assistants in Holy Orders of the incumbent, if any, licensed by the Bishop, and the lay delegates to Synod from the parish, if not otherwise members of the Vestry, shall be ex officio members of the Vestry.
3. At the Annual Meeting of the parishioners, substitute members of the Vestry may be elected in the same manner as members of the Vestry.
4.
  - (a) Members of the Vestry shall continue in office until their successors are elected or appointed.
  - (b) Subject to subsection 4(c), no member of the Vestry shall continue in office for more than six consecutive years.
  - (c) In special circumstances, the Vestry may, by resolution, declare a person eligible for re-election or re-appointment as churchwarden, member of the Vestry, lay delegate or parish treasurer notwithstanding that the person has served six successive years in the same office.
5. If the office of a member of the Vestry shall become vacant by death, resignation or otherwise, or if the member is absent from the discharge of the duties of the member for three consecutive regular meetings without leave from the incumbent or the Vestry, the substitute elected at the annual meeting having received the largest number of votes next after the elected members shall fill the place of the member. If two or more substitutes were elected as part of a slate, as a result of which all received the same number of votes, the vacancy shall be filled by the substitute selected by lot. If there are no substitutes ready and willing to serve, the vestry may appoint another eligible person to fill the vacancy.
6. Every person elected to fill the office of a member of the Vestry shall, before acting in the office, sign the following declaration:

"I declare that I will faithfully and truly execute the office of a member of the Vestry within my parish, to the best of my skill and knowledge."
7. It shall be the duty of members of the Vestry, and they are hereby empowered:
  - (a) To act as advisors to the incumbent and the churchwardens.
  - (b) To give special attention to matters relating to the Church's function and to advise

on ways and means that the parish can share in a Christian ministry to people both inside and outside the Church.

- (c) Wherever possible to broaden the base of parish involvement in the community and advise on specific areas of ministry such as mission, social concerns, Christian education, youth, worship, stewardship, fellowship and visiting.
- (d) To use their best endeavours to promote unity, peace and true religion in their parish and community in cooperation with the incumbent, the churchwardens and the parishioners.
- (e) To assist the churchwardens in the collection of offerings and contributions for general and specific purposes.
- (f) To assist the churchwardens in the proper disbursement of monies of the parish, to fix the amount of salary or wages to be paid to the organist, choirleader, vergers, sexton, caretaker, secretary and other lay members of the parish staff, and to see that the stipend is paid monthly to the incumbent and to others that are receiving stipends, salaries, or wages from the parish.
- (g) To see that yearly accounts are duly reviewed and a Report signed and laid before the annual meeting and that a copy of these accounts along with a copy of the Report are transmitted to the Secretary of Synod.
- (h) To prepare and lay before the annual meeting for its adoption, an estimate of the sums required for carrying on the work of the Church during the ensuing year and to determine all ordinary expenditure not fixed at a parishioners' meeting.
- (i) To act in any other manner on behalf of the incumbent, the churchwardens or the parishioners as may be designated from time to time at ordinary or extra-ordinary meetings of the Vestry, provided these actions do not contravene any duties or functions laid out in the Canons.

## **CANON 24**

### **CHURCH BUILDINGS AND LANDS**

1. No church, parish hall, residence or other building shall be erected, purchased or otherwise acquired, or have structural alterations made thereto, or be removed from one locality to another, and no land shall be purchased, leased or otherwise acquired, nor shall any debt or other obligation relating thereto be incurred, unless and until the plans, specifications and particulars relating thereto, details of the proposed method of financing, and any other information which may be required, have been submitted to and approved in writing by the Bishop.
2. No land, church, parish hall, residence or other building shall be sold, leased, mortgaged or otherwise encumbered without the prior consent in writing of the Bishop.
3. No parish shall incur any financial obligation not expected to be liquidated within one year without the prior consent of the Bishop and the Diocesan Council.
4. The Registrar of Synod shall record particulars of all lands and premises owned, leased, or otherwise acquired by the Diocese, and all encumbrances thereon, and all lands leased or sold by the Diocese.
5. The churchwardens of every parish in the Diocese shall promptly forward to the Registrar of Synod, certified copies of all insurance policies and renewals thereof on church buildings, residences, and the contents thereof, when they are received. The Registrar of Synod shall record particulars of all insurance and all insurance on property belonging to the Diocese.
6. All title deeds, leases, mortgages, insurance policies and other valuable documents acquired by the Registrar shall be placed in a fireproof safety deposit box or vault, in the name of Synod, for safekeeping.

(1988)

Canon 24

## **CANON 25**

### **PAROCHIAL RECORDS**

1. The following records are to be kept by a parish:
  - (a) A book for entering the minutes and resolutions of all parish and vestry meetings.
  - (b) A record of the parish accounts, in which shall be entered all the receipts and expenditures and the assets and liabilities of the parish
  - (c) A book for entering all services that take place in church, with the name of the officiant signed by that person if possible
  - (d) A register of the names of all persons who have signed the Declaration of Church

Membership.

- (e) A register of all baptisms, confirmation, marriages, and funerals. Any such register which is no longer in use shall be forwarded to the Registrar of the Diocese for safekeeping
2. It shall be the duty of the person appointed to conduct the Annual Review of the parish accounts to conduct the Review and attach the signed Report to the financial statements before they are presented to the annual meeting.
  3. The fiscal year of each parish shall end on December 31<sup>st</sup>.
  4. All fees or gifts for services shall be paid to the parish and, together with all Christmas offerings, shall be recorded as income in the accounts of the parish, and vestry shall decide on the disposition of these fees, gifts and offerings. Services are all services rendered on behalf of or in the name of the parish by the rector, an employee, parish group, or a member of the parish. Services include but are not restricted to baptism, confirmation, weddings, anniversary celebrations, funerals, memorial services, house blessings, house calls, healing and counselling.
- (2008) Canon 25

**CANON 26**  
**PAROCHIAL STATISTICS**

1. Every incumbent shall, immediately after the close of each year, prepare and cause to be delivered to the Secretary of Synod, a statistical report, on a form provided by the Secretary of Synod:
  - (a) The number of families and individuals belonging to the parish, and of children attending Sunday schools, or under catechetical instruction in the parish for the time being.
  - (b) The number of person who have been baptized or confirmed.
  - (c) The number of marriages and burials that have taken place.
  - (d) The amount of contributions for church or other objects that have been made during the year ending the thirty-first of December previous. and
  - (e) A statement of the receipts and expenditures and liabilities of the parish.
2. The Secretary of Synod shall keep a record of the said statements, and it shall be the duty of the Secretary of Synod to condense and combine in one report the particulars in the parochial reports and to print the same together with any other information as the Bishop or the Diocesan Council of the Synod may from time to time furnish as an appendix to the Synod Report.

(2008)

Canon 26

**CANON 27**  
**MEMORIALS AND OTHER GIFTS**

1. Any person desiring to place or erect a memorial or other gift in or about any church shall first submit the proposal to the incumbent with any particulars as may be necessary.
  
2. The incumbent shall submit particulars of the proposed memorial or gift to the churchwardens and Vestry for approval. The approval shall not be given unless and until the Vestry is satisfied as to the suitability of the memorial or gift and that it conforms in every respect to the requirements of the Book of Common Prayer and the usage of the Church in such matters. The place where the memorial or other gift shall be located in, or about, the Church shall be determined by the incumbent, the churchwardens and Vestry.
  
3. The proposal, having received the approval of the incumbent, the churchwardens and the Vestry, must be submitted to the Bishop for concurrence.

(1988)

Canon27