

Diocese of Rupert's Land



Wardens Handbook

2017

updated November, 2017

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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

As adopted at the 106th Session of Synod – November 2004

<http://www.rupertsland.ca/about/mission/>

Mission Statement of the Diocese of Rupert's Land

As adopted at the 106th Session of Synod – November 2004

<http://www.rupertsland.ca/about/mission/>

Staff and Office Hours

ANGLICAN CENTRE

935 Nesbitt Bay, Winnipeg, MB R3T 1W6

Office Hours

Regular Office Hours:

Monday to Friday: 8:30 am to 4:30 pm

Closed for Lunch: 12 to 1 pm

Summer Hours:

June 1 to September long weekends

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THE ANGLICAN COMMUNION

Link to the Anglican Communion Website

<http://www.anglicancommunion.org>

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-five 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 Greg Kerr-Wilson, who is the Bishop of the Diocese of Calgary.

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.

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 Incumbent 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 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, Other Groups**

The **Synod** of the Diocese of Rupert's Land meets biennially. Its membership includes every clergy person holding a licence 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 Diocesan Discernment Group on Ordained Ministry, Building Healthy Communities, Rupert's Land News, Clergy Development Group, Diocesan Court, Board on Canons & Rules of Order, and Anglican Centre Staff.

Parish Liaisons:

Parish Secretary or other Communication person: 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. Much depends on effective communication: time devoted to this ministry is well spent.

DUTIES AND RESPONSIBILITIES OF CHURCHWARDENS

Refer to:

Canon 21

Appointment/Election

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

Canon 22 4.(c)

No churchwarden shall continue in the same office for more than six 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

MB Legislative
Assembly,
Assented to
May 11, 1965

The incumbent and churchwardens of each parish and of each mission in Manitoba are constituted a body corporate within the diocese. Ontario Temporality Act, the churchwardens of each parish constitute a corporate body within the diocese.

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 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.

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

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.

RECORDS RETENTION

Type of Record and Length of Retention

Excerpted from the Registered Charities Newsletter No. 26, Feb 27, 2007

	Type of Record	Retention Period ¹
Records concerning gifts	Duplicates of receipts for donations (other than 10 year gifts to registered charities)	6 years from the end of the last calendar year to which the receipts relate (para. 5800 (1)(f) ²
	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 ³ - 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 ³ , 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)) ⁴

	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)) ⁴

¹ In all cases, where there are two possible dates, the later of the two dates applies

² *Income Tax Regulations*. Unless otherwise noted all references are to the *Income Tax Regulations*.

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

⁴ *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 or on the Website at

<http://www.rupertsland.ca/reference/guidelines/>

<http://www.anglicanfoundation.org/>

<http://www.rupertsland.ca/wp-content/uploads/The-Anglican-Foundation-Diocesan-procedure3.pdf>

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).

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)

<http://www.rupertsland.ca/wp-content/uploads/The-Anglican-Foundation-Diocesan-procedure3.pdf>

DIOCESE OF RUPERT'S LAND
SHARED MINISTRY INVESTMENT FUND

Application for Funding

<http://www.rupertsland.ca/wp-content/uploads/Shared-Ministry-Investment-Fund-CRITERIA-FOR-FUNDING.pdf>

DIOCESE OF RUPERT'S LAND
SHARED MINISTRY INVESTMENT FUND
APPLICATION FOR FUNDING FOR PARISH PROJECTS

<http://www.rupertsland.ca/wp-content/uploads/Shared-Ministry-Investment-Fund-Application-Form1.pdf>

RUPERT'S LAND CAPITAL FUND, INC

<http://www.rupertsland.ca/wp-content/uploads/Ruperts-Land-Capital-Fund-Inc..pdf>

APPOINTMENT PROCESS IN THE DIOCESE OF RUPERT'S LAND

(March 1998 – Revised April 2010)

<http://www.rupertsland.ca/wp-content/uploads/APPOINTMENT-PROCESS-IN-THE-DIOCESE-OF-RUPERT.pdf>

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

<http://www.rupertsland.ca/wp-content/uploads/Years-Of-Service-Salary-Scale-Credit-For-Clergy.pdf>

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

<http://www.rupertsland.ca/wp-content/uploads/STUDY-LEAVE-FOR-CLERGY-AND-OTHER-FULL.pdf>

CLERGY LOAN FUND

<http://www.rupertsland.ca/wp-content/uploads/CLERGY-LOAN-FUND-2015.pdf>

FEES AND GIFTS FOR SERVICES RENDERED (1994)

<http://www.rupertland.ca/wp-content/uploads/FEES-AND-GIFTS-FOR-SERVICES-RENDERED1.pdf>

GUARANTEEING LOANS (1990)

<http://www.rupertland.ca/wp-content/uploads/GUARANTEEING-LOANS.pdf>

HERITAGE DESIGNATION

<http://www.rupertland.ca/wp-content/uploads/HERITAGE-DESIGNATION.pdf>

INCLUSIVE LANGUAGE

<http://www.rupertland.ca/wp-content/uploads/INCLUSIVE-LANGUAGE1.pdf>

**DIOCESAN POLICY AND PARISH GUIDELINES
FOR MEDIA RELATIONS IN THE DIOCESE OF RUPERT'S LAND**

Approved by Diocesan Council – February 19, 2005

<http://www.rupertland.ca/wp-content/uploads/Diocesan-Policy-Parish-Guidelines-for-Media-Relations.pdf>

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

<http://www.rupertland.ca/wp-content/uploads/Guidelines-for-Marriage-Outside-Church-Buildings.pdf>

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

<http://www.rupertland.ca/wp-content/uploads/Guidelines-for-Reserve-Sacrament.pdf>

A GUIDELINE FOR THE LAY ADMINISTRATION OF ANOINTING OIL

<http://www.rupertland.ca/wp-content/uploads/GUIDELINE-FOR-ANOINTING-revised.pdf>

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. Starting January 1, 2014, employers are required to remit 1.3% of pensionable stipend which will pay for all overhead expenses of the Pension Fund.

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 employment earnings for E.I. calculations.

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 the address indicated on the T1213.

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

Full-time clergy are entitled to vacation as follows:

Minimum of:

For the first ten years of ordination	1 calendar month
Between 10 and 15 years	5 weeks
Thereafter	6 weeks

The expense of providing for services during such vacation shall be borne by the parish.

Substitute Fees for Services

That the following policy be established for substitute fees to be paid at a rate set yearly by Diocesan Council. 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.

Travel:

***Diocese of Rupert's Land Clergy Housing, Travel and MINIMUM Stipend Scale
See Attachment 4***

REDUCE TAX DEDUCTION AT SOURCE FORM

Government of Canada Website

www.cra-arc.gc.ca, go to English, search for T1213
<http://www.cra-arc.gc.ca/E/pbg/tf/t1213/t1213-13e.pdf>

THE GENERAL SYNOD PENSION PLAN

Benefits Highlights

The General Synod Pension Plan is a multi employer defined benefit plan

Eligibility

All Bishops and members of the clergy on the register of a Diocese which is a Participating Employer, and in receipt of Salary shall be Members, except as provided under section 4, 4A, and 5 of this Regulation and shall for the purposes of the Plan be considered to be employed by the said Diocese.

The Pension Committee may, at its sole discretion, exempt from membership any person otherwise required to become a Member provided that there is set forth in full in the application for the exemption:

- a. The grounds upon which the exemption is sought: and
- b. a statement from the person's employer:
 - i concurring with the application: and
 - ii confirming that neither the employer nor the person will benefit monetarily or otherwise by virtue of the non-membership.

The application must be concurred in by the diocesan Bishop or the Primate and by the person concerned.

Contributions

You are required to contribute 5.3% of your salary. The salary paying source is required to pay 11.9% of salary plus 1.3% for overhead expenses.

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 .5% 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.

CONTINUING EDUCATION PLAN

Plan Membership

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

Use of benefits

Members may use the Plan to cover the cost of:

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

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

Sabbatical grants

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

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

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

Retraining

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

Administration

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

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

The Pension Office
The Anglican Church of Canada

625 Church St, Suite 401
Toronto, ON M4Y 2G1

SHORT TERM DISABILITY PLAN

It is the recommendation that a Multiple Employer Plan (MEP) be instituted by the Diocese of Rupert's Land. This has been passed by Diocesan Council September, 2017.

The Diocese of Rupert's Land arranged with Employment Insurance for a plan which covers income for all clergy and employees enrolled in the Extended Health Care Plan of the Anglican Church of Canada for short-term disability.

- ✧ The MEP covers unemployment caused by illness and only comes into effect after the employee has exhausted all sick time available to them. Owed vacation time is not affected by the plan.
- ✧ Generally there is a one week waiting period for EI benefits, but this is decided on an individual basis at EI. If the one week period is required, the Diocese of Rupert's Land SUB Plan allows for 95% of the employee's weekly earnings during that one week.
- ✧ To start on the SUB Plan, the employee must receive a Record of Earnings and apply for EI benefits. Once approved, the weekly income (including EI and SUB income) will be 95% of the employee's weekly earnings.
- ✧ The employee must provide EI cheque stubs to the Director of Finance at The Diocese of Rupert's Land so that verification of the SUB payment can be completed accurately.
- ✧ All payments to the employee while on the SUB plan will be facilitated through the Diocese of Rupert's Land centralized payroll and the appropriate parish will be required to be on the electronic funds transfer for payroll for this individual. The Diocese will keep a record of all SUB payments. There is a parish cost for this service.
- ✧ The maximum allowable on the SUB plan is 17 weeks. Subpayments will continue for the 17th week, although EI is exhausted.
- ✧ The SUB plan once approved by EI will be in force for 5 years. A new agreement must be approved at that time through EI.
- ✧ A written notice of any change will be given to Service Canada within 30 days of the effective date of the change.

Addendum: Payments in respect of guaranteed annual remuneration, deferred remuneration or severance pay must not be reduced or increased by SUB received under the plan. These amounts include any benefits to which the employee is entitled i.e. sick leave, vacation leave, commissions, bonus, etc

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 paid fully by the employer.

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

<http://www.rupertsland.ca/reference/forms/parish-year-end-reporting/>

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. In addition, an extraordinary Session of Synod could be called.

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.
- there is a limit to the number of years a person may be eligible for election. Please see Canon 21: 2 and Canon 23:3.
- that according to the Constitution 2:01:(b):(i), the age of eligibility of lay delegates is 16 years.

see Year End Forms - Attachment # 1

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.

Sent to Parishes from Synod Finance Office

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.

see Year End Forms - Attachment # 9

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".

see Year End Forms - Attachment # 3

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.
see Year End Forms - Attachment # 2

6. Building Healthy Communities – Children Ministries – Safety Check
This form is to monitor the Children Ministries and ensure there is ongoing training within the parish.
see Year End Forms - Attachment # 8

7. Study Leave
Form - ***see Year End Forms - Attachment # 6***
Guidelines: ***See Year End Forms - Attachment # 7***
This form tracks each incumbent's use of, and accumulation of, study leave each year.

8. 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.
See Year End Forms - Attachment # 12

9. 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.
See Year End Forms - Attachments # 10 and 11

ARCHDEACONRIES

<http://www.rupertsland.ca/wp-content/uploads/Archdeaconries-2015.pdf>

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: 204-992-4208
2. **Jocelyn House:** a hospice caring for terminally ill patients and providing support to their families. Phone: 204-255-1781
3. **Primates World Relief and Development Fund (PWRDF)**
4. **Resource Centre** at St. George, Crescentwood, 168 Wilton Street at Grosvenor Avenue: contains resources for children's and adult Christian education.
5. **Rupert's Land News:** The News is interested in receiving articles from parishes, and is published monthly from September to June in an online format.
6. **Caregiving with Confidence:** help for those caring for seniors in their homes. Phone: 204-452-9491
7. **St. John's College:** Presently formal theological training is suspended. The College now offers courses and lectures in various parishes throughout the city.
8. **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: 204-474-8542
9. **Youth Ministry Liaison:** The Rev. Helen Kennedy (volunteer)

CANON 10

APPOINTMENT AND MAINTENANCE OF INCUMBENTS

<http://www.rupertsland.ca/wp-content/uploads/Canon-102.pdf>

CANON 19

PARISHES

<http://www.rupertsland.ca/wp-content/uploads/Canon-191.pdf>

CANON 20

PARISH AND VESTRY MEETINGS

<http://www.rupertsland.ca/wp-content/uploads/Canon-202.pdf>

CANON 21

CHURCHWARDENS

<http://www.rupertsland.ca/wp-content/uploads/Canon-211.pdf>

CANON 22

MEMBERS OF VESTRY

<http://www.rupertsland.ca/wp-content/uploads/Canon-221.pdf>

CANON 24

CHURCH BUILDINGS AND LANDS

<http://www.rupertsland.ca/wp-content/uploads/Canon-241.pdf>

CANON 25

PAROCHIAL RECORDS

<http://www.rupertsland.ca/wp-content/uploads/Canon-251.pdf>

CANON 26

PAROCHIAL STATISTICS

<http://www.rupertsland.ca/wp-content/uploads/Canon-261.pdf>

CANON 27

MEMORIALS AND OTHER GIFTS

<http://www.rupertsland.ca/wp-content/uploads/Canon-271.pdf>