

# **Diocese of Caledonia**

## **Policies**

Updated 2016

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## Definitions

In this manual:

**Bishop** means the Bishop of Caledonia; or in the Bishop's temporary absence, the Commissary, or in situations of an Episcopal vacancy, the Metropolitan or the Administrator appointed by the Metropolitan.

**Clergy** means all priests, deacons, and the bishop, resident in the Diocese of Caledonia, and holding the license of the Bishop of Caledonia.

**Commissary** means the person appointed by the Bishop to fill this position, and, if the Bishop has appointed no person, then those persons as set out in Section 2 (2) of this manual.

**Diocesan Executive Committee** means the Diocesan Executive Committee of the Synod as defined in Canon 3(I).

**License** means the written authority from the Bishop of Caledonia to a bishop, priest or deacon of the Diocese to exercise ordained ministry within the Diocese, but does not include "temporary permission".

**Letter of Permission / Temporary Permission** means written or oral authority to exercise ordained ministry within the Diocese for a limited time, granted by the Bishop of Caledonia to a bishop, priest, or deacon who is not licensed by the Bishop of Caledonia.

**Officiant** means any person authorized by the Bishop to conduct a service of Divine Worship.

**Rules of Order** means Kerr & King's *Procedures for Meetings and Organizations* as used by the General Synod of the Anglican Church of Canada.

## Officers of the Diocese

### a) Bishop

The Bishop of Caledonia is the senior officer of the Diocese with the authority and responsibility for all Episcopal acts including, but not limited to:

- i. Appointment, dismissal and discipline of clergy.
- ii. Licensing and commissioning of clergy and lay readers.
- iii. Pastoral care of clergy and congregations.
- iv. Ordinations and inductions of deacons and priests.
- v. Reception, confirmation and baptism of candidates.
- vi. Chairing of committees, synods and other meetings of the Diocese as set forth in the Canons and this manual.

- vii. The consecration, blessing and de-consecration of property and chattel of the Diocese.
- viii. Oversight and direction of the shape and form of doctrine and worship in the Diocese
- ix. Participation on behalf of our Diocese in the wider Anglican and Church world.

**b) Commissary**

A Commissary is appointed by the Bishop to serve during periods of his temporary absence due to travel outside the Diocese for any period exceeding 48 hours, vacation, general leave, leave due to illness, or any situation which renders the Bishop incapable of carrying out his administrative responsibilities.

If the Bishop does not appoint a Commissary when absent from the Diocese, or incapacitated by illness or injury, the role of Commissary will be filled by, in order of precedence:

- The Dean of Caledonia
- The Archdeacon(s) in order of seniority (if priests)
- Ordained priests licensed within the Diocese, in order of seniority

**c) Dean of Caledonia**

The Dean of Caledonia is a Priest of the Diocese appointed by the Bishop as provided for in Canon 3.

**d) Archdeacon(s)**

Archdeacons are appointed by the Bishop. Their appointment, duties and responsibilities are provided for in Canon 3.

**e) Chancellor**

The appointment, duties and responsibilities of the Chancellor are provided for in Canon 3.

**f) Secretary-Treasurer**

The appointment, duties and responsibilities of the Secretary-Treasurer are provided for in Canon 3.

**g) Registrar**

The appointment, duties and responsibilities of the Registrar are provided for in Canon 3.

## **Standing Committees and Councils of the Diocese**

### Diocesan Executive Committee

- i) Diocesan Executive Committee is composed of membership as specified in Canon 3.
- ii) Diocesan Executive Committee is responsible and has the authority for all administrative policies and expenditures of the Diocese. These include, but are not necessarily limited to:
  - (a) Approval of an annual budget for the Diocese
  - (b) Approval of appointments of personnel to committees and conferences outside the Diocese.
  - (c) Authorization of Parish grants and loans
  - (d) Approval of Parish building and renovation projects.
  - (e) Disposal and/or acquisition of property.

### Administrative Group

- i) Administrative Group is a sub-committee of the Diocesan Executive Committee. Administrative Group is composed of the Bishop, the Dean, the Archdeacons and the Secretary Treasurer.
- ii) The Administrative Group is responsible for providing advisory support to the Bishop regarding the day to day business of the Diocese, including business arising from the application of the policies and procedures of the Diocese as well as tasks assigned to it by the Diocesan Executive Committee.
- iii) The Administrative Group may not amend the policies and procedures of the Diocese, nor may it make changes to the diocesan budget.
- iv) The Administrative Group meets regularly at a date and time set by the Bishop.
- v) The Bishop may elect to chair the meetings of The Administrative Group. If the Bishop should decline to chair, members of the Administration Group shall elect the chair.

### Canons of the Diocese

Canons of the Diocese are members of the Diocesan Chapter.

#### The Synod Office

The Synod Office provides the Diocese, Diocesan Executive Committee and especially the Officers of the Diocese but primarily the Bishop, with administrative support.

#### The Archives

The appointment, duties and responsibilities of the Archivist are provided for in Canon 17.

The Archivist is responsible to the Bishop.

### **General Diocesan Policies**

#### The Relationship between the Bishop and Diocesan Executive Committee

There are areas of common interest in some matters of the Diocese for both Bishop and Diocesan Executive Committee. These include, but are not necessarily limited to:

- (a) Proclamation of the good news of Jesus Christ and the ministry of Christ's work in the world.
- (b) Development of new Parish and Diocesan ministries
- (c) Closure or termination of existing ministries
- (d) Working conditions and compensation of the clergy and other employees of the Diocese.

These areas require the coordinated and co-operative effort of the Bishop and Diocesan Executive Committee. Whereas the Bishop has the authority and responsibility for the shape, scope and pastoral care components of these areas, Diocesan Executive Committee has authority and responsibility for many financial and administrative decisions relating to these matters.

#### Financial

There exists a single fund available to the Bishop for discretionary use, which may be contributed to by motion of Diocesan Executive Committee and through donation by individuals or groups within or outside of the Diocese. Donations to this fund will not be solicited for any other purpose than miscellaneous use. The Bishop may not draw from the discretionary fund for personal, non-work related purposes.

No fund may be established nor monies solicited for any project, ministry or endeavour of the Diocese other than those approved and under the direction of Diocesan Executive Committee.

## Travel

### *REIMBURSEMENT*

Parishes are financially responsible for travel undertaken by their clergy and lay people unless specifically provided for otherwise in this manual or by order of Diocesan Executive Committee

- (a) The Diocese will reimburse expenses for travel within the Diocese for:
  - (i) Officers of the Diocese in the context of performing their diocesan duties.
  - (ii) Individuals summoned by the Bishop or Diocesan Executive Committee for consultation.
  - (iii) Individuals attending Diocesan events where Diocesan Executive Committee has explicitly approved travel reimbursement.
  
- (b) The Diocese will reimburse expenses for travel outside of the Diocese for:
  - (i) The Bishop or his representative, in the context of performs functions related to his office as Diocesan Bishop.

Any other reimbursement for travel requires the explicit approval of Diocesan Executive Committee or Diocesan Synod.

### *REIMBURSEMENT RATES*

Diocesan travel expenses where authorized, are reimbursed at the following rates or maximums:

- (a) Automobile: actual gas (*receipts required*) plus 20%
- (b) Air, bus or ferry tariff plus applicable levies or taxes for Economy Class passage.
- (c) A meal allowance may be claimed for expenses up to a maximum of \$45.00 per day. The maximum may only be claimed when three meals have been purchased *AND* when meals are not provided by the Diocese or Parish.
- (d) Accommodation: The Diocese encourages its members to make use of cost-effective accommodation. When selecting hotel accommodation, reimbursement will be for a standard room not normally exceeding \$150 plus taxes per night. If costs are likely to exceed this rate, permission should be sought from the Synod Office.

*PRESCRIBED TRAVEL RESPONSIBILITY:*

The following are some of the events of the Diocese and where the financial responsibility for the travel incurred rests:

1. **Parish:** Regional, chapter and synod meetings, Clergy Conferences and retreats.
2. **Diocese:** Diocesan Executive Committee meetings, chaplains travelling from and to diocesan camp.

*COAST TRAVEL FUND*

The Coastal Travel Fund is funded by the Northern Cross Legacy. The Northern Cross Legacy was a gift from an anonymous donor in England that was intended to assist in the operation of the mission ship Northern Cross. When operation of the vessel became financially impractical, permission was obtained from the executor of the estate to use the funds to assist travel in the communities previously served by the mission ship.

The fund is now used in order to equalize travel costs between coastal Parishes. Equalization payments are provided for required travel between Prince Rupert and coastal Parishes and between coastal Parishes, in an amount required to make the travel costs equivalent to the same distance of mainland travel. The equalization is calculated as the cost of travel LESS the comparable rate for four people to travel the “air mileage” by car.

The following form is to be used in making application for equalization payment:

Name:
Parish:
Event or Purpose of Travel:
Number of People attending at the Event:
Number of People from your Parish attending the Event:
Portion of Travel Cost from Coastal Parish to the Mainland:
Distance between Locations:

Application may be made to the Synod Office for equalization payment for the following events:

- Regional meetings. (*Maximum one application per year from no more than the clergy and two lay delegates of each Parish.*)

- Chapter meetings. (*Maximum one application per year*)
- Synods
- Clergy Conferences
- Clergy retreats

Application may be made to Diocesan Executive Committee for equalization payment for travel to and from occasional or optional events to which Parishes may or may not send delegates (e.g. Churchwarden's conferences, AYM conferences, etc.)

Applications **MUST** be made in advance to Diocesan Executive Committee. There is no guarantee of approval.

Application may **NOT** be made for equalization payments for participation in Diocesan Task Forces or workshops and conferences outside of the Diocese.

#### Records

It is diocesan policy not to release documents pertaining to baptisms in the Anglican Church, nor to permit access to any registers containing such information, to the Church of Jesus Christ of the Latter Day Saints (Mormons). This reflects a 1977 decision of the House of Bishops of the Anglican Church of Canada.

The Synod Office may set fees for the search and production of duplicate documentation of statistical data, including Baptismal Certificates.

#### Tithing

The Clergy of the Diocese of Caledonia adopted the following Resolution at the Clergy Conference held in March 1990.

*"Be it resolved that we, the Clergy of the Diocese of Caledonia, adopt the principle of tithing in concert with the resolution of the General Synod 1989, and resolve to include the tithing principle in our personal life style, and in our preaching and teaching".*

The foregoing resolution is commended to all Clergy and lay staff members of the Diocese of Caledonia

#### Gambling

The Anglican Church of Canada has declared itself on the question of gambling, and in obedience to that ruling, it is the policy of the Diocese of Caledonia that money for Church purposes shall not be raised through lotteries, bingos, raffles or other forms of gambling.

**Rationale:** We support the work of the Church because we are Christians, and our giving to the work of the Church flows out of our commitment to God. The desire to "get something for nothing", or to win a valuable prize

for the price of a ticket, is the opposite of a Christian reason for giving to God.

There are also pastoral reasons for this policy. Some people quite clearly become addicted to gambling, and begin to place it before their family needs, or before other responsibilities. Their lives become distorted, and unwholesome. The message of the Church is that God desires an end to the distortion of our lives, and promises us wholeness in Jesus Christ. Not least in the way, we raise money to support the work of God we are to live that message of wholeness and redemption, not contribute to its distortion.

## Use of Alcohol on Diocesan Property

According to the Toronto based Centre for Addiction and Mental Health, B.C. residents are more apt to have problems with alcohol and illicit drugs than their counterparts in Central Canada.

The study found that small towns have the highest rates. While 11 per cent of Canadians have substance abuse and liquor problems, the study found that the incidence in B.C. was nearly two percentage points higher, with almost 13percent abusing alcohol and drugs.

Apart from risk management concerns, the Church has a responsibility to provide a safe environment for all people. The serving of alcoholic beverages on Church property may pose a risk for some who are struggling with addictions for example.

Allowing alcohol use on Church property is not something central to the mission of the Church, and may, in fact, compromise that mission. Many of our Parishes host meetings of Alcoholics Anonymous for example.

It is therefore the policy of this Diocese that alcoholic beverages are not permitted on Church property.

[NB: *This policy does **not** refer to sacramental wine used for religious services.*]

## Regions

### *REGIONAL DEANS*

#### *Responsibilities*

Regional Deans serve as an information resource to the Bishop and Diocesan Executive Committee about the regions they serve, and in a

complimentary way to provide regions and Parishes with information regarding the Bishop and Diocesan Executive Committee.

They convene Regional Conferences annually or at the request of the Bishop or Diocesan Executive Committee.

They provide advice and guidance to Parishes experiencing financial difficulties.

They make at least one official yearly visit to each Parish and the wardens and clergy of their Deanery. The purpose of this visit is as follows:

1. To review the state of Parish property to ensure that it is being maintained in good order.
2. To review Parish finances.

## **Personnel**

### Occasional Clergy Support

In this policy, the term “*officiant*” is used to identify the clergy person or lay reader conducting a service of Divine Worship.

This policy provides guidelines for Parishes that wish to engage the services of an officiant for occasional Parish use.

This policy does not apply to the officers of the Diocese or the officiants normally charged with the responsibility of conducting services of Divine Worship in their home Parish.

**A Parish may not engage an officiant** without the consent of:

- the Bishop and,
- the Rector(s) or individual(s) normally charged with the responsibility for providing for, or arranging for the provision of services of divine worship.

#### *(1) Rates*

In Parishes where the regular officiant(s) is in a full time stipendiary position, the visiting officiant shall be paid:

\$150.00 plus travel costs for any one service on any one day.

\$50.00 for any additional services on the same day.

In Parishes where the regular officiant is in a non-stipendiary or part time stipendiary position, the visiting officiant shall be paid:

\$75.00 plus travel costs for any one service on any one day.

\$25.00 for any additional services on the same day.

If the officiant is in a full-time stipendiary position, the amount is payable to the Parish, ministry or program that is funding the full-time stipendiary position.

Expenses of the officiant will be reimbursed directly to the officiant for:

- i. Travel, at the current Diocesan rate.
- ii. Accommodation and meals

Parishes must advise officiants of the Parish compensation rate and negotiate the nature of travel and accommodation *before* the services of an officiant are engaged.

## (2) *Rationale*

Parishes may wish to engage assistance with their worship when vacations or short illness may otherwise disrupt their regular service pattern.

In this Diocese, we have many forms of ministry and a wide range of stipendiary positions

We believe that any officiant of the Diocese that is in a full-time stipendiary position is already receiving adequate compensation for any services of divine worship that they conduct.

Therefore, Officers of the Diocese should not normally receive compensation when they conduct worship services in and on behalf of a Parish even if the regular officiant(s) is absent.

However, we recognize that the Parish or ministry that is funding the officiant's position should receive compensation for the time spent by their officiant in providing ministry to others.

Non-stipendiary clergy should always be compensated according to these guidelines since they do not receive a regular stipend for their services.

## Vacancies (Stipendiary Ministries)

When there is a vacancy in the Parish, the Bishop will direct the congregation to form a Selection Committee.

The Selection Committee will be composed of the Bishop, or the Archdeacon representing the Bishop, the Churchwardens, lay delegates to Diocesan Synod, and licensed lay readers.

The Selection Committee will prepare a Parish profile and forward it to the Synod Office.

The profile should be made available to the members of the Parish as a whole.

As the work of drawing up the Parish profile nears completion, the Bishop will circulate notice of the vacancy and ask for applications to be sent to him.

Notice usually goes to all bishops of this Ecclesiastical Province for circulation through their Dioceses, to some other western bishops, to appropriate people who have expressed an interest in coming to this Diocese, and, when appropriate, to the National Office of Personnel Resources.

If members of the Selection Committee or the congregation wish any person to be considered, they may encourage that person to make application directly to the Bishop.

The Bishop will screen applicants and will provide the selection committee with the names and applications of applicants they may interview. Candidates will be interviewed by the Selection Committee in order of preference. This requirement may be modified or waived by the agreement of the Bishop and the selection committee.

After interviewing the candidates, the Selection Committee will make their selection known to the Bishop. If no candidate is considered suitable by the Selection Committee, the position will be re-advertised.

If upon the second advertisement of the position a successful candidate is not found, the Bishop may appoint an individual to the position.

**Costs:**

The Parish is responsible for travel and accommodation costs incurred by persons interviewed, as well as for moving the person selected. In order to ensure that adequate funds are available for this purpose. Parishes in which a vacancy has occurred are required to regularly contribute money to the Synod Office towards covering these costs. These funds will be held in a Parish specific account for the Parish. At the time of appointment, the funds received during the vacancy will be used to cover moving costs for the Parish. Any excess amount will be returned to the Parish forthwith.

The Canonical Committee is encouraged to allow a week or so for reflection after the visit before making that decision.

**Where a Parish is in arrears of their Parish Ministry Cost, or is not contributing, the Bishop may elect to appoint a new incumbent without the process described above.**

Vacancies (Non-Stipendiary Ministries)

When a Parish that has been under the care of a non-stipendiary clergy comes vacant, the Bishop may ask the Church Committee to prepare a

Parish profile. However, a selection committee as outlined above is not required.

Parishes that require more than an average of **10 hours of clergy service** per week must explore the means by which they can provide at least a part time stipend prior to a new appointment being made.

Appointments to non-stipendiary ministries are solely at the Bishop's discretion.

Before making any such appointment, the Parish must demonstrate to the Bishop's satisfaction, that they are actively exploring other forms of ministry that will promote growth within their Parish. This may include:

- shared ministry with other denominations
- sharing physical space with other denominations
- shared ministry with nearby Anglican Parishes

#### Orientation for the New Incumbent

##### *PARISH ACTION:*

On completion of the steps outlined in the separate policy document "Procedures for Filling a Parish Vacancy", the Selection Committee will apprise the Church Committee of relevant biographical data for the new Priest or Deacon, as well as any special needs or circumstances, which have been discussed with him/her.

The Church Committee is then responsible for:

- Summoning the Regional Dean for a formal inspection of the intended clergy residence, and arrangements for any necessary repairs or improvements prior to its use.
- any necessary arrangements regarding utilities and telephone at the rectory
- agreement with the appointee on moving arrangements and costs, ensuring that these conform with Diocesan "Clergy Moving Costs" policy
- up-dating of the Parish list, so far as is practical, with information on Parishioners with special needs
- preparation of a list of traditional Parish functions, celebrations, special dates etc., together with any other helpful material on Parish customs and traditions, and on the community at large
- possible formation of a small group of Parishioners to serve as an orientation or support group during the initial transition period,

recognizing that the members of the Canonical Committee might also serve in this capacity.

*SYNOD OFFICE ACTION:*

- announcement to the Diocese of the appointment, with relevant biographical information and dates (arrival, induction etc.)
- completion of all necessary paperwork, and provision of a Diocesan information package (Benefits, Canons, Policy and Procedures Manual etc.). This preferably to include a briefing and orientation session at the Synod Office
- compilation of all necessary Payroll Information data, and provision of relevant information to the Parish Treasurer
- provision of any special information or assistance in connection with a Shared Ministry Parish

**Vestments**

Parishes are required to make available to the incumbent, chasubles and stoles, the cleaning and upkeep of which are the responsibility of the congregation.

**Registers and Records**

All completed Registers, Vestry Books, Minute Books etc. (but NOT financial receipts and record books) must be sent to the Archives at the Synod Office for safekeeping.

A list of the Registers and Records to be maintained by parochial authorities is given in the Diocese of Caledonia Canon 15.

**Financial**

Parish Ministry Cost (PMC):

In the Spring of each year, each Parish is required to prepare and approve a budget. The Parish budget, as forwarded to the Synod Office, should indicate projections of income and expenditure for the following year, together with any requests for grant funds.

Parish Ministry Cost (PMC) for a Parish is a combination of the Stipend, Insurance Costs, and Fair Share (FS), with the calculation done in the Synod Office. Notice of a single monthly amount will be sent to parishes.

The Fair Share component helps pay for:

- 1) Diocesan Operations
- 2) General Synod Apportionment
- 3) Provincial Synod Apportionment

This allows the Diocese the necessary flexibility to ensure that our legal obligation to pay stipends and insurance are met, as well as our covenanted responsibility to the Council of the North.

It also allows the Diocese to recognize the reality that many Parishes are already receiving a de facto grant when they continue to operate without contributing through FS.

In reporting the PMC to Parishes, a breakdown will be provided of the Stipend, Insurance and FS so that Parishes can see what the calculations of the PMC is based upon.

If a Parish believes that it will not be able to meet its' FS assessment, it must notify the Synod Office at the earliest possible time.

The above data assist in the preparation of the Diocesan Budget. Diocesan Executive Committee uses this data to determine the Diocesan Budget, and to decide which programs can be supported in the year ahead.

### **Calculation of FS**

In the Fall, Diocesan Executive Committee will adjust the figures of Fair Share used in the Parish budgets. For this purpose, "*The Required Total F.S.*" will be expressed as a percentage of Total Income by All Parishes.

Parish Percentage of Total FS = Required Total FS x (Projected Parish Income Percentage of Total of all Projected Parish Incomes)

Net Project Parish Income is Total Parish Incomes LESS

- any grant funds requested from the Diocese
- any amounts raised for major capital expenditures
- any "through funds" (e.g. The Primate's World Relief and Development Fund)

Diocesan Executive Committee will examine the projected income in each Parish Budget, and will make any adjustments necessary, including those that may result from any major changes within the Parish that have become known since its Budget was prepared.

The final decision on the level of individual Parish grants and Fair Share will be made by the Diocesan Executive Committee, and the Parishes will be advised on the decision regarding their own grant requests and F.S. commitments.

### Rental Agreements

No rectory may be rented unless the Bishop or Diocesan Executive Committee has approved and signed a Diocesan Rental Agreement.

No one may move into a rectory prior to the signing of the agreement.

All rental agreements will be entered into by the proposed tenant and the Synod Office.

The Parish will receive the rental monies. This policy is intended to protect the Diocese from tenant/landlord disputes.

#### Diocese of Caledonia Centralized Payroll

Parishes and programs within the Diocese are part of a centralized payroll system. All regular stipend and benefit payments to Diocesan Clergy and employees are made through this program.

Parishes are not to make payments directly to Clergy avoiding the Centralized Payroll System.

*The Synod Office will:*

- remit the necessary deductions to Revenue Canada
- complete T – 4's
- advise the parish treasurer the amount to be deposited to the Diocesan payroll account, or in the Synod Office by the 15<sup>th</sup> of the month
- directly deposit payroll to the incumbents account on the 15<sup>th</sup> and 30<sup>th</sup> of every month

Motion 00/08 at the June meeting of Diocesan Executive states:

*If a parish fails to pay in full, all stipend and benefits, the incumbent will be given notice of the situation, and the matter be referred to the Bishop, Secretary Treasurer and Archdeacon, who may take any steps they consider appropriate to resolve the situation, **including providing notice of termination to the incumbent.***

*The Parish will:*

- ensure that sufficient funds are deposited to the account of the Diocese of Caledonia or received in the Synod Office by the 15<sup>th</sup> of the month

#### Payroll Advances

Occasionally the Synod Office receives a request from Clergy for a payroll advance. This policy governs the issuing of such advances.

- The only person who can authorize an advance on stipend is the Bishop or his Commissary.
- Stipend payments must conform with the Employment Standards Act (BC) which requires:
  - a) a minimum of two payroll payments per (calendar) month
  - b) no pay period can exceed 16 days
- Advances should be rare, and are only to be authorized for emergency situations that are beyond the scope of normal planning by the employee.

#### Bank Loans and Overdrafts

The Diocese of Caledonia is the legal entity under the Statutes of the Province, and Federal government. Parishes are not legal entities under those Statutes.

Diocesan Executive Committee approval must therefore be obtained before a Parish incurs an overdraft in excess of 5% of its prior year's income, or negotiates a loan to meet operating costs.

#### Proceeds of Land Sales:

Proceeds from the sale of land owned by the Diocese of Caledonia are to be placed in the care of the Synod Office, and held for possible capital expenditures by the Parish in which the lands are situated, or as otherwise directed by the Diocesan Executive Committee.

#### Capital Funds and Interest on Investments

All capital funds in excess of \$10,000 received by Parishes are to be invested by the Diocesan Treasurer on behalf of the Parish concerned.

Assisted Parishes are to use 50% of the income generated from capital funds to reduce any grants they are receiving from the Diocese.

#### Grants to Parishes:

The Diocese of Caledonia policy for establishing the level of grants to Parishes reflects the need to:

- support an active, regular congregation
- minimize diocesan dependency on a block grant from the National Church

The amount of grant money available in the Diocese is determined by the Diocesan Executive Committee annually in relation to overall diocesan income and expenditures.

All grants will be used to reduce the PMC invoice on a monthly basis. Failure to remit funds to the Diocese for 3 consecutive months, without consultation with the Synod office, may result in the cancellation of the grant, with the necessary result of withdrawal of ordained Ministry.

Diocesan Executive Committee, with the input from the Bishop and the Finance Committee, decides how to apportion grant monies.

Clergy must be paid first, before any other expenses because this is a legal and spiritual obligation.

If a clergy vacancy occurs after a grant has been approved, the grant will be suspended until the vacancy is filled.

Grants may be reduced by 5 – 10% annually.

Grants may NOT be used for capital projects. A Capital project is defined as something tangible with a life expediency of one year or more, i.e.: the purchase of a stove is a capital project, repairs for the stove are considered an expense. **Capital projects in excess of \$1,000 require the approval of the Bishop and Diocesan Executive Committee.**

### **Other Considerations:**

The Mission of the Diocese of Caledonia is to *“make disciples of all nations, baptizing them in the name of the Father and of the Son, and of the Holy Spirit, and teaching them to obey everything that Jesus commanded”*.

The Diocese has a rich history of involvement in both First Nations and non-native communities.

Both the Diocese and the National Church give high priority to the work of the Church with the Aboriginal Peoples of Canada, and this is a consideration when allocating grant funds.

All else being equal, established ministries should be given preference over work in newer areas.

The Diocese of Caledonia has seen, as part of its purpose, the provision of ordained ministry in scattered and isolated communities that might not be served by anyone if we did not respond.

A number of practical considerations should be employed.

- Future potential and associated considerations - For Example: community expansion or contraction as mines or other businesses open or close.
- Should our involvement be through Shared Ministry? Or independently?
- At what practical numerical level (10 families? 20 families? other level?) should grant provisions be made?
- When a major employer is pulling out of an area, when does the provision of ministry become impractical - and what other factors should be part of such decision?
- Number of people actually served by the ministry. When the number of people using the ministry (not the listed size of the congregation) reaches a minimum level, the use of grant money cannot be justified. Appropriate guidance on that "minimum level" should be sought.
- Estimated community income level: Priority in the allocation of grant funds should be given to communities where the level of unemployment is high. (Note: the forgoing applies to the allocation of grant funds, and not to whether ministry should or should not be provided in a specific community).
- Are we the only Christian Church in the community? Dependent on the answer to that question: - - should we attempt to establish an ecumenical ministry? - should we turn over the task of Christian witness in that community to some other denomination?
- Is a partial stipendiary ministry possible in the community? Would such a ministry be possible while still witnessing to humane labour practices for Diocesan Staff and their families?

**Guidelines for parishes applying for a grant:**

To be eligible for a grant, a parish must meet the following criteria:

- Parish must have a full or part time stipendiary priest or deacon.
- Parish must select a lay member who will do a presentation to the Grant Committee for the grant request.
- All Diocesan debts must be paid up to date
- ***Without exception***, written application must be received in the Synod Office by August 30<sup>th</sup> for the following year.
- The Application must include:
  - a) A financial plan

- b) Budget projection for 2 years
- c) Copy of monthly financial statement
- d) Details of previous year's Stewardship efforts. In the second and subsequent years which a grant is requested, the parish must provide a report of how it has implemented its Stewardship plan. The report is to include a description of successes and failures.

***Note: It is a Diocesan requirement that all Parishes conduct an annual stewardship campaign, and the receiving of grant funds is conditional upon this requirement being met***

- e) Parish growth plans, spiritual, physical etc.

These criteria presume that maximum efforts have been made at the Parish level to be financially self-sufficient.

Assistance by the Regional Dean or other specified person(s) in the above process, and in the formulating of a plan of action with built in time-frame requirements is available on request.

*(a) Financial Alerts:*

The following situations should alert both the Parish Church Committee and the Diocesan Executive Committee of the need for careful review of planning and ministry within a Parish.

- The moving of a Parish from a NIL GRANT status into any level of grant dependency.
- An increase of 20% or more in any one year in the level of grant request.
- A grant request of \$10,000 or more (such a request should, in most cases, trigger a review and assistance by the Regional Dean or other appropriate person(s) as noted above.

**Special Ministries**

Ministry Development Program (under revision)

Mission to Seafarers (under revision)

**Standing Committees of the Diocese**

The Canons Committee

## Terms of Employment

In Canada, clergy are not technically considered by the courts to be employees. Since the work of clergy is intended to advance the work of the Church and, unlike secular employment, is not merely a contract of wages in consideration of service, the courts have often referred to the spiritual commitment of clergy to the Church as evidence of the fact that the position is one of “ecclesiastical office”. The implications of this include the fact that clergy enjoy the benefits of their office, and are bound by the conditions of their appointment, which are set forth in the Canons (or Rules) of the Church. The rights of clergy are limited to the remedies available in the Canons, policies of the Church.

Synod Office staff, and others who receive a salary from a Parish or the Diocese, are legally considered to be employees of the Diocese of Caledonia. As such, the Diocese is responsible to ensure that provisions of civil and canon law are met regarding compensation, conditions of employment, etc.

### Applicability

Unless otherwise noted this policy applies to all employees of the Diocese of Caledonia including the Bishop, stipendiary clergy and full time lay employees. Where the term “clergy” is used in this policy, it applies to any ordained person, including the Bishop, stipendiary clergy and deacons.

### Moving Expenses

The costs associated with moving a new Parish clergy person or lay employee will be covered by the Parish according to the criteria established in this policy.

Where a Parish is unable to meet the cost of moving a clergy person, application may be made to Diocesan Executive Committee, prior to the appointment of a clergy person, for a grant and/or loan to assist with relocation.

The costs associated with moving a new bishop, clergy or layperson employed by the Diocese will be covered by the Diocese. Approval from Diocesan Executive Committee must be obtained for moving laypersons.

**Limit of Liability:** The individual is responsible for the packing of all the personal effects except for fragile items.

### Engagement of Movers

The individual being moved shall obtain three written quotations from different moving firms. The Parish or Diocese shall authorize the individual being moved to engage the firm submitting the lowest quotation.

*Details of the quotation:* The moving firm shall be asked to provide a quotation based on the following specifications:

- Supply of all required boxes, cartons and packing material.
- Packing of all fragile items
- Insurance during transit.

*Unpacking:* All unpacking is undertaken by the individual being moved, including the fragile items.

#### Travel Costs

Travel costs for the clergy person and their family (if applicable) will be covered according to the rates and maximums identified for Diocesan Travel Expenses.

#### Housing

All clergy are to be supplied with housing meeting the minimum standards as set forth in this policy.

##### *Minimum standards*

*Living Area:* The total living area, excluding any study or office space shall not be less than 112 square meters (1200 square feet).

*Features:* The accommodation shall provide a living room, kitchen, three bedrooms, study and bathroom.

*Appointments:* The accommodation shall be furnished with the following appliances in good working order: refrigerator, stove, dishwasher, clothes washer, clothes dryer.

##### *Maintenance*

The housing shall be supplied and maintained in good condition. Where the Parish supplies housing this responsibility rests with the Parish. Where housing is supplied by the Diocese, the Diocese is responsible.

The Parish (or as applicable, the Diocese) will annually accrue at least 3% of the appraised value of the building for upkeep and maintenance.

No Parish may maintain an amount in excess of 10% of the building's appraised value without the permission of Diocesan Executive Committee for upkeep and maintenance.

Individuals occupying housing are required to advise the wardens of the Parish of any problems they encounter in Parish buildings and property.

### *Inspections*

Each calendar year, or on becoming vacant a rectory shall be inspected by the Regional Dean, the Dean or an Archdeacon.

The purpose of the inspection is to ensure that supplied housing continues to meet the minimum standards set forth in this policy. It is also to assist the Parish in deciding what improvements, if any, are necessary before the new incumbent (or tenant) takes up residence.

Persons knowledgeable on property needs may be consulted, if required.

### *General*

If the resigning incumbent has not been living in the rectory and the house is required by the new incumbent, the property, if rented, must be vacated by the tenants in sufficient time to permit inspection and maintenance before the new incumbent moves in.

A tenant must be given two months notice to vacate, written on the government form "**Termination Notice to Tenants**", copies of which, together with "**Renting in British Columbia - Your Rights and Responsibilities**" are available from Government Agents.

When rented, the rental received (plus utilities) shall be used towards the housing allowance of the incumbent.

Clergy living in their own or rented premises are entitled to claim a clergy housing deduction from their total reported income for Income Tax purposes. The onus is upon each individual to be able to justify the appropriate amounts claimed.

Clergy and Parishes are advised to maintain in their records the basis for such amounts being claimed, i.e. actual rentals for comparable properties, real estate broker's correspondence, etc.

### *Housing Allowance*

Employees entitled to supplied housing may elect to live in housing other than that normally provided by the Parish or Diocese.

If this option is exercised, the clergy person is entitled to receive a Housing Allowance equivalent to the fair market rental value of a property meeting the minimum diocesan standards. This amount is to

be negotiated by the Parish and Incumbent, and if required, the Regional Dean.

All employees entitled to housing are to receive, whether they are living in supplied housing or not, the actual cost of heat, light and telephone (except personal toll charges). All costs of insurance and maintenance will be the responsibility of the owner. This does not include the insurance of personal effects, which are the employee's responsibility.

#### Hours of Work

Diocesan Clergy in stipendiary positions work an average of 45 hours per week. Clergy should not schedule evening work more than three nights per week.

Because of the nature of pastoral work, it is understood that there must be flexibility in the use of time. However, Clergy should ensure that over the course of each month, these averages are respected as both an occupational health matter, and as a spiritual discipline.

Clergy are also required to take a minimum of one full day (24 hours uninterrupted) off each week.

Clergy are entitled to take all statutory holidays defined in the Employment Standards Act of BC. Where a statutory holiday falls on a religious festival that requires them to work (e.g. Christmas Day), or on a normally scheduled day off, another day off in lieu may be taken within the same week. In addition to statutory holidays set out in the Employment Standards Act of BC, Clergy and staff are entitled to Boxing Day and Easter Monday as days off.

#### Vacations

Employees of the Diocese of Caledonia are entitled to thirty days of holidays during any twelve-month period during their first five years of employment. Beginning in their sixth year, employees are entitled to thirty-seven days' vacation.

Clergy are entitled to thirty days of holidays during any twelve-month period during their first five years of employment. Beginning in their sixth year after ordination, clergy are entitled to thirty-seven days' vacation.

### Continuing Education

Leave for continuing education, such as summer school, or similar studies may be arranged in consultation with the Bishop and shall not be considered as holiday time.

### Diocesan Camp

Clergy of the Diocese attending Diocesan Camp are not considered as being on holiday time.

### Sabbatical and Study Leave

Clergy and employees of the Diocese of Caledonia are entitled to three months of sabbatical/study leave after five years of service in the Diocese or after five years of service following a previous sabbatical/study leave. Sabbatical/study leave is not cumulative.

Sabbatical/study leave is granted with payment of a stipend calculated as the average of the last three years of remuneration and with no interruption in the normal provision of benefits.

Timing of the sabbatical/study leave must be negotiated between the applicant, the Bishop and Parish or appropriate group. Where it is the Bishop, timing will be negotiated with Diocesan Executive Committee.

The purpose and goals of the sabbatical leave is to be determined through consultation between the applicant and the Dean or Bishop.

A minimum of six months' notice of a desire to take a sabbatical or study leave should be given by the applicant to the bishop, and (if applicable) the Regional Dean and wardens of the Parish.

Arrangements are to be made through the Bishop for the provision of priestly ministry for the Parish during the sabbatical/study leave.

The identifying of adequate finances for the sabbatical/study leave will be the responsibility of the applicant, with the assistance of the Bishop and the Parish and/or Diocese. In this connection, it is noted that special grants for supply ministry and sabbatical leave may be obtained through the Saint James Fund, Continuing Education Fund or the MacMillan Fund. The assistance of the Synod Office should be sought in this regard

Pension assessments must continue to be paid, and if application is being made for a bursary for the study, the pension assessments must be included in the expenses for the period of the leave of absence. See Pension Plan regulation 10 for other requirements covering leave of absence.

## Family Days

Clergy are entitled to up to three days leave with no pay to attend weddings or funerals of immediate family members.

*Immediate family members* mean a spouse, parent, spouse's parent, child or grandchild

## Medical Leave

When Clergy require medical consultation or treatment with a specialist outside their home community, as recommended by their physician, they shall be entitled to leave with pay. Such leave will be negotiated in advance with the Bishop.

## Leaves of Absence

All other leaves of absence must be arranged in consultation with the Bishop.

## Medical:

### *Insurance*

All medical insurance premiums, for both the Extended Health Care and the B.C. Medical Plan, are paid in full by the employer (*Parish or Diocese*).

### *Additional Aid*

In the event of unusual medical and/or dental expenses, application may be made to the Bishop or Diocesan Executive Committee for assistance from a fund held for this purpose by the National Church Administration and Finance Division.

This fund (incorporating the Drayton and Osler Trust Funds) assists with travel expenses as well as actual medical or dental costs, which are not covered by the Extended Health Care or B.C. Medical Plans.

## M.S.C.C. Car Loans

Application forms for an M.S.C.C. (Missionary Society of the Anglican Church of Canada) loan are available from the Synod Office, and are approved by the Bishop. The Bishop has the responsibility to ensure the applicant has the ability to pay back the full loan amount, as the Diocese is the guarantor of the loan.

If the application is approved at the National Church Office, a cheque is forwarded to the Synod Office, for release to the applicant after he/she has signed a promissory note. The promissory note must be accompanied by proof that the vehicle is insured to at least the level stipulated by the M.S.C.C. on the loan application

Loans are currently available up to \$13,000 with minimum monthly repayments ranging from \$40 - \$325, depending upon the amount of the loan.

The method of repayment (deductions from stipend or by monthly cheques to the Synod Office) and the commencement date of repayments must be arranged in consultation with the Secretary-Treasurer of the Diocese.

The approval of the Bishop is required before the sale of a vehicle on which there is an outstanding M.S.C.C. loan.

## Resignation

A minimum of three months' notice of resignation is required from all stipendiary members of the Diocese, whether ordained or lay.

When such a person occupies a rectory or other Church property, it is that person's responsibility to remove all personal effects by the end of the three-month period.

## Retirement of Clergy

The normal age of retirement within the Diocese is 65 years of age for parish clergy. Clergy wishing to continue beyond age 65 may do so with the permission of the Bishop. Such permission will normally be granted only at the request of both the parish and the clergyperson.

**Such extended appointments must be renewed annually.** Applications must include evidence that the cleric continues to be physically, mentally, and spiritually capable of performing the duties required for the position.

Any cleric in the position of rector of a parish must retire at age 70.

The diocesan Bishop must retire by age 70 (Canon 4(d) of the Ecclesiastical Province of BC & Yukon).

## Conduct of Services

### General

The form of service used for public worship within the Diocese must always have the approval of the Bishop.

Standing approval currently exists for the use of the *Book of Common Prayer (Canada)*, the *Book of Alternate Services (Canada)*, the *Nishga Liturgy*, and *Celebrating Common Prayer (SSF)*.

Clergy may only conduct services authorized by the Bishop and only in such locations as they are authorized. The conduct of unauthorized services or

services outside of their jurisdiction is considered a serious breach of church discipline by the Anglican Church of Canada.

## Specifics

By decision of the House of Bishops and the Bishop of Caledonia, clergy are required to follow the **Revised Common Lectionary** for public worship.

Clergy should be attentive to the requirements of the liturgical year.

Normally, certain traditional restrictions apply to the performance of various rites. These include:

- Baptisms are not performed during the last two weeks of Advent and Lent, or on Christmas Eve. (The exception being baptisms in case of imminent death). Baptisms are always performed within the context of public worship except when in cases of imminent death.
- Weddings are not performed on Sundays, on Christmas Eve or Day, or during Holy Week (including from Good Friday to Easter Day). They should be discouraged during the last two weeks of Advent and Lent.
- Funerals are not conducted on Sundays, or from Good Friday to Easter Day.

Except in cases of medical emergencies, Baptisms, Confirmations and Marriages may only be conducted after appropriate preparation of candidates. It is the responsibility of the cleric in charge of the Parish to ensure that preparation is sufficient to ensure that candidates understand the nature of the sacrament, and the implications of the vows they are undertaking.

Clergy entrusted with the care of Parishes are responsible for ensuring that public services are available every Sunday and on major liturgical occasions as directed by the Bishop.

If attendance consistently falls below an acceptable level, the cleric is to discuss the situation with the Bishop.

## Gifts to Clergy

Occasionally Clergy may find themselves being offered personal gifts by Parishioners. In considering gifts, clergy should be mindful that the dynamics of gift giving can be complex, and can create either a real or apparent conflict.

Normally, gifts should not be accepted from someone with whom the Cleric has an active counseling relationship.

Clergy should also be careful of accepting personal gifts that arise as a consequence of performing their duties as employees of the Diocese. Such gifts should be directed to the Parish or Diocese as appropriate, and recorded for Revenue Canada purposes.

Fees received for the performance of funerals or weddings customarily may be retained by Clergy. However, it is important that each Parish have a clearly articulated policy as to how fees, if given, are managed. (I.e. in some Parishes, such fees go into a “rector’s discretionary fund” while in others, the custom is for the Cleric to retain the fee for personal use.)

Gifts that exceed the local norm or custom should be discussed with the Bishop or the Diocesan Chancellor in order to ensure that they do not expose the Diocese or the Cleric to legal action or bring them into disrepute.

Under no circumstances may Clergy solicit gifts or fees that have not been approved by the Diocese, or the Parish Church Committee.

## **Parish Safety**

### Property

It is the responsibility of the Wardens, Clergy, and Church Committee to ensure that all church property is kept in good repair such that risk of injury to any person is minimized. This must include conforming with all provincial and local building code statutes, as well as WorkSafeBC standards.

### People

The Diocesan policy regarding the safety of people is included in the manual: ***“Protecting God’s People”***. Every Parish received a copy in 2001. It is also available from the Synod Office. This policy sets out standards and expectations for the hiring and conduct of all employees and volunteers within the Diocese. It is to be reviewed annually.

## On the Licensing of Clergy

### References:

General Synod Canon XVII: The Licensing of Clergy

Provincial Synod Canon 6: The Licensing of Clergy

### Background:

During the past several years there has been an evident misunderstanding about the term *License* with respect to Clerics within the Diocese. This has especially become evident when Clergy have retired or have left active ministry. One of the most common misunderstandings is that licenses remain in force until such time as they are revoked by the Bishop, a fact that is taken out of context and applied inappropriately in cases such as noted above.

This policy seeks to eliminate that confusion by addressing the current canonical practice as set forth in the canons of the church that apply.

### Definitions:

*License* means the written authority from the Bishop of a Diocese to a Bishop, Priest or Deacon of the Diocese to exercise ordained ministry in the Diocese.... but does not include “temporary permission”. (GS Canon XVII)

*Temporary permission* means *written or oral* authority to exercise ordained ministry within a Diocese for a limited period of time, granted by a Diocesan Bishop to a Bishop, Priest or Deacon who is not licensed by that Diocesan Bishop. (GS Canon XVII)

### Policy:

The General Synod canon (XVII) requires that a license specify the following:

- *The position to which the license has been appointed*
- *The Parish or territory or community in which the ministry is to be exercised*
- *The person or persons, if any, under whose supervision the licensed ministry is to be exercised*

- *The party responsible for payment of any stipend or other compensation payable to the licensee in respect of the licensed ministry*
- *Any other matter or limitation which the Diocesan or provincial canons require, and may specify*
- *A term, at the end of which the license shall expire*
- *The time after which the licensed ministry may be reviewed or assessed and*
- *Any other matter the Diocesan Bishop deems appropriate.*

The canon then goes on to state:

*Unless otherwise provided by diocesan canon or the terms of a license, a license shall remain in force according to its terms notwithstanding the resignation, death or removal of the Bishop who granted it, and shall be deemed to be a license granted by the succeeding Diocesan Bishop until that Bishop amends or revokes it, or issues a new license. (XVII(c))*

Canon 6 of the Provincial Synod states:

- *The Bishop of a Diocese may issue a license to every ordained person who is assigned to a definite sphere of work in the Diocese.*
- *The Bishop may give permission to Clergy not fully employed by the Church in the Diocese to officiate or assist in Parishes.*

From these two canons certain elements are clear.

- Licenses are specific to specific spheres of work, such as the rector of a Parish.
- Licenses must identify the place within which the ministry will be exercised.
- Licenses are time limited.
- Ordained ministry can only be performed with either the **license** of the Diocesan Bishop, or the **temporary permission** of the Diocesan Bishop.

It is clear that there is a difference between a **license** and **temporary permission** (either written or oral).

It is also clear that when someone retires from a position, their license automatically terminates. Any further **license** or **temporary permission** is granted only after discussion with the Bishop, and at the Bishop's discretion.

In order to bring our practice into line with the existing canons, effective immediately the following steps are being taken.

- New licenses that conform to the General Synod format will be issued to the incumbents of all Parishes (both stipendiary and non-stipendiary).
- Clergy who are not incumbents, but who are currently licensed *and* active within a Parish will also receive new licenses, conforming to the GS canon.

In these cases, before the expiry date of the new license is reached, the Cleric will be invited to meet with Diocesan Bishop to review their ministry and consider the issuance of a new license.

Retired Clergy will not be issued a license. Instead, they may apply for a letter of temporary permission, to be reviewed annually. Retired Clergy wishing to exercise a more restricted ministry (i.e. permission for a special event) may be given temporary permission (oral or written) upon request, and with the consent of the incumbent of the Parish in which the event is to occur. In both cases, the granting of permission is solely at the discretion of the Diocesan Bishop.

Clergy who are not active, and who are not presently licensed or who do not have temporary permission to exercise ordained ministry may apply in writing to the Diocesan Bishop for temporary permission using the approved form.