

Regulations

of the Diocese of Athabasca

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Regulation #1 Services Authorized for Use in the Diocese of Athabasca

The bishop is the chief liturgical officer of the diocese. All questions on this matter are to be addressed to him, and his is the final authority. Normally he will authorize only those services which have received the endorsement of General Synod.

The **Book of Common Prayer** and the **Book of Alternative Services** are the two official books for worship in the Anglican Church of Canada. The services that are contained in these books are the ones to be used in parishes.

The incumbent, by virtue, of his/her appointment by the bishop, has responsibility for the service of the parish church and is accountable to the bishop for the services conducted.

November, 1994

Regulation #2 Clergy Interview and Moving Costs

At the diocesan synod of 2006 it was passed that parishes would assume the real costs associated with ministry within their communities. In keeping with this decision the following guidelines are to be considered by parishes in the search and relocation of incumbents.

- a) When there is no incumbent in a parish the parish should budget as though there one is present, so as to be able to set aside funds to cover the real costs of clergy interviews and relocation.
- b) The real costs of interview and relocation should be estimated, as nearly as possible, realizing that clergy applicants may come from any location within Canada, and with rare exception from abroad (these latter instances will be handled in co-ordination with the Diocesan Synod Office).
- c) As the expenses associated with clergy searches may be considerable, it is essential that all proposed applicants have their names submitted to the synod office for initial vetting by the Bishop, in accordance with *Regulation #11*.
- d) Upon a thorough review of the applications received by the bishop recommendations for the parish to consider will then be provided.
- e) Times of vacancy also offer an opportunity for parishes to ensure that rectories are in good condition. Is this someplace you would want to live? In a very real sense rectories are a part of the real costs of ministry, and should be continuously budgeted for as such. Rectories give prospective clergy their first glimpse at what to expect in your parish, all effort should be made to ensure that this is a good impression.

October 2007

Regulation #3 Resolutions and Reports

a) Resolutions with Financial Implications

Any resolution from synod or Executive Council which carried any financial implication will be referred to and reviewed by the Management Committee of the diocese for its financial viability before implementation.

b) Report to Synod

Reports to synod must be submitted to the synod office at least one month before synod.

c) Report to Diocesan Executive Council

Reports for D.E.C. must be received at least ten (10) working days before the meeting of D.E.C.

November, 1994

Regulation #4 Parish Finances and Stewardship

a) Stewardship

Every parish in the diocese is required to engage in an on-going stewardship education program.

b) Christmas Offering

Congregations may provide special envelopes to their members at Christmas time in order that they may make a Christmas gift to the Rector. Such a practice may be organized according to local custom. No income tax receipts are issued for these special offerings. Regular parish envelopes and open offerings at the Christmas services are not included as part of any gift to the clergy.

c) Loans to Parishes

Any request by a parish for a loan from the diocese will be given consideration first of all on the individual merit of the request and then, if approved, be granted at an interest rate of prime plus one percent as determined annually on January 1 by the Management Committee. That rate once established shall be in effect for the entire term of the loan.

d) Indirect Methods of Raising Money for Church Purposes

On the basis of the reports from vestries, we as the Diocese of Athabasca recommend to the parishes that they not raise funds for the support of the church by lotteries, bingo, and other forms of gambling, and that we emphasize that stewardship programs be sponsored in each parish, and that the church be supported by the free-will offerings of the people.

June, 2003

[Regulation #5 Church Property](#)

a) Proceeds from Sales and Rentals

Rents and sale proceeds from all church property are to be remitted to the synod office. When property has been sold and the funds transmitted to the diocesan office, where legitimate local needs for assistance with repairs/renovations or new buildings exist, the management committee may be petitioned to redirect some of the funds to the local congregation.

b) Annual Inspection

There will be an annual inspection of parish and diocesan buildings, review of insurance, and recommendations regarding maintenance and repairs requiring immediate attention.

c) Inventory

There will be an ongoing inventory of diocesan and parish property and furnishings kept with copies being supplied to the synod office, the incumbent (or renter) and the wardens.

d) Smoke Detectors

Each clergy residence shall be equipped with at least one fire detector on each living floor.

November, 1994

[Regulation #6 Parish Organization](#)

a) Notice of Meetings

The following form shall be used to give notice of congregational meetings (including the annual meeting):

NOTICE IS HEREBY GIVEN that a meeting of the Parishioners of the Anglican Parish of, Alberta, will be held on the day of, 20.... ato'clock (am/pm) in [place] for the purpose of at which time and place all members whose names appear on the parish roll, being of the full age of sixteen (16) years are entitled to attend and to vote.

Dated this day of..... 20..... A.D.
..... (Name of convenor).....

This notice must be posted at least seven (7) days prior to the stated date of the meeting.

November, 1994

Regulation #7 Use of Alcohol at Church Functions

a) No alcohol shall be used in parish hall activities except in strict conformity with government regulations.

b) While it is not recommended that the use of alcohol become a frequent feature of activities held in the parish hall, liquor, wine or beer may be served on an occasional basis. On such occasions the moderate use by all present must be safeguarded. Alternative beverages should always be available without embarrassment for those who cannot or do not wish to consume alcoholic beverages.

c) It is recommended that the use of alcohol by outside organizations using the parish hall not be permitted. However, under exceptional circumstances the discretion of the bishop should be sought.

d) It is recommended that vestry or parish council require all organizations to comply with these guidelines.

November, 1994

Regulation #8 Weddings

a) Canon XXI General Synod

General Synod Canon XXI ON MARRIAGE IN THE CHURCH attached.

http://images.anglican.ca/pdf/handbook/221_canon_XXI.pdf

b) Civil Requirements re: Church Marriage

All clergy are responsible for ensuring that they obtain and follow a current copy of the provincial **Registration of Marriage Act**.

November, 1994

Regulation #9 Reimbursement for Travel

a) Job-Related Activities

Diocesan clergy travelling for job-related activities within and/or on behalf of the diocese shall be reimbursed at 40 cents per kilometre. Appropriate claims must be submitted.

b) Lay Travel for Committee Work

Lay people travelling for committee work or at the request of the bishop shall be reimbursed at

40 cents per kilometre. Reasonable attempts to carpool shall be made. Appropriate claims must be submitted.

c) Choice of Travel Reimbursement Rate

In the case of clergy, this policy shall apply to all who were appointed on or after January 1, 1998. Clergy appointed prior to that date may opt to retain their travel allowance as determined by the travel policy in effect on December 31, 1997 for the duration of their current appointment.

d) Reimbursement Under Option (c)

Clergy who take the prior policy option as defined in (c) above, when travelling for committee work or at the request of the bishop for diocesan work shall be reimbursed at the rate of 20 cents per kilometre.

December, 2007

[Regulation #10 Sexual Assault and Harassment Policy](#)

Sexual Assault and Harassment Policy for Church Employees and Volunteers

We affirm the belief that every human person is made in the image of the Creator God, is a sexual being and, regardless of age or gender, is entitled to equal dignity, respect and bodily integrity.

We further affirm that children and adolescents and the infirm elderly who are most vulnerable must be afforded the greatest protection.

There is universal agreement that respect, reverence, and mutuality are necessary in all human relationships. This agreement about the fundamentals of human relations, including sexual relations, leads to a firm judgement and condemnation of sexual abuse and exploitation. Sexual abuse is self-gratification by exploitation. It makes an impersonal object of the other person, abusing both the person and sexuality itself. Abuse occurs in a wide range of sexual activities: always in rape and child molestation, usually in adultery and prostitution, and sometimes even in marriage. Sexual abuse also occurs in the socially subtle aspects of sexism and sexual harassment of employees in the workplace. The Church must be clear about these violations of sexual intimacy. It must be explicit in its teaching about these particular aberrations or sexual relations, aggressively proactive about its social policy and action touching on these areas, and forthright in dealing with violations in its own community. - Lambeth Conference 1988

The Diocese of Athabasca undertakes to ensure that all activities, work and pronouncements with which it is engaged uphold the values of love, truth and justice and are demonstrably free from violence, coercion and discrimination because of gender.

It is our policy that sexual assault, sexual harassment, or sexual abuse of any kind, whether to adult, adolescent or child, male or female, by or to any staff person, contract employee or volunteer will not be tolerated.

We will actively try to prevent such occurrences and deal with any accusation promptly, seriously and systematically, and where appropriate, in co-operation with the proper authorities.

Particularly in relationships of trust where power, authority and confidentiality are a dynamic, the greatest of care will be expected to be exercised to avoid taking advantage of trust, or abusing power and the responsibility of authority.

At all times, an ethic of mutual respect, responsibility and caring, as well as modelling wholeness and healthy sexuality in relationships, will be the goal. We will practice, advocate and educate to that end.

DEFINITIONS

This regulation governs our understanding and processes with respect to sexual misconduct. Generally speaking sexual misconduct includes sexual assault, sexual exploitation and sexual harassment. This is not an exhaustive list and sexual misconduct will include any form of harmful and inappropriate sexualized behaviour.

“Assault” is, by law, a crime of violence. The Criminal Code of Canada defines “assault” as:

265. (1) A person commits an assault when

(a) without the consent of another person, he applies force intentionally to that other person, directly or indirectly;

(b) he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe upon reasonable grounds that he has, present ability to effect his purpose; or

(c) while openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

“Sexual Assault” is an assault, within any one of the above definitions, which is committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated. When determining whether a sexual assault has occurred, there are a number of relevant factors to consider objectively:

- The part of the body touched
- The nature of the contact
- The situation in which the contact occurred
- The words and gestures accompanying the act
- All other circumstances surrounding the act
- Any threats that may or may not be accompanied by force.

“Sexual Exploitation” is also a criminal offence and relates to the exploitation of children. It is defined in the Criminal Code of Canada as:

153 (1) Every person commits an offence who is in a position of trust or authority towards a young person, who is a person with whom the young person is in a relationship of dependency or who is in a relationship with a young person that is exploitative of the young person, and who

(a) for a sexual purpose, touches, directly or indirectly, with a part of the body or with an object, any part of the body of the young person; or

(b) for a sexual purpose, invites, counsels or incites a young person to touch, directly or

indirectly, with a part of the body or with an object, the body of any person, including the body of the person who so invites, counsels or incites and the body of the young person.

Sexual misconduct also comprises other criminal behaviour such as voyeurism, publication of an intimate image without consent, sexual exploitation of a person with a disability, the commission of indecent acts and any other offence contained in the Criminal Code of Canada though not specifically set out in this Regulation.

“Sexual Harassment” is any sexual or sexualized conduct directed by one individual to another that the actor knows or ought reasonably to know to be offensive to or unwelcome by the recipient. It comprises objectionable act(s), comment(s), inappropriate joke(s), gestures, innuendo or display of suggestive or explicit materials any of which demeans, belittles, intimidates, humiliates or embarrasses the recipient. This also is not an exhaustive list. Without limiting the generality of this definition such conduct may include such things as the use of unacceptable language or the making of jokes of a sexual nature. It may comprise accessing, distributing or publishing material of a sexual nature, sexualized remarks, exploitation of power or authority for the purpose of sexual activity, unwelcome requests of a sexual nature or verbal abuse of a sexual nature.

PROCESS

1. The archdeacon, the dean, the appropriate regional dean, and the chancellor shall serve as a diocesan response group whose duty will be to advise the bishop concerning allegations of inappropriate sexual behaviour. Should any members of the response group be implicated in the allegations, those members shall be replaced by others appointed by the bishop. If the bishop should be implicated in the allegations, the complaint shall be reported to the metropolitan by the diocesan response group and the metropolitan will work with the group in resolving the matter. This group may make recommendations about dealing with all aspects surrounding such allegations, including but not limited to recommendations concerning the alleged victim, and the family and friends of the alleged victim, the alleged offender and the family of the alleged offender, the congregation immediately involved, and the clergy of the diocese.
2. When any complaint is made to an official of the church where there is reason to believe there has been abuse of a child, this must be reported immediately to the regional dean, the bishop and the Department of Social Services.
3. When a complaint of sexual abuse or sexual harassment by a church employee or volunteer becomes known to any member of the diocese, such complaint should be reported promptly to the bishop.
4. The bishop (or metropolitan) will then consult with the diocesan response group to determine whether more information is needed and what action needs to be taken.
5. If the complaint leads to a criminal charge the diocesan authorities will assist the police in all appropriate ways in their investigation.

6. Unless prohibited by police or court procedures, when allegations come from an adult the bishop will request a written complaint. If requested by the complainant, the diocesan response group or its delegate will meet with the complainant to hear the story. The complainant may have an advocate present at the meeting. The complainant will be assured that it is not necessary to meet the alleged abuser face to face.
7. Unless prohibited by police or court procedures, the diocesan response group will meet with the accused to reveal the written complainant and to hear the accused's response. The accused may have an advocate present at the meeting.
8. If the diocesan response group thinks it is possible that an abuse has occurred the group will then inform the alleged offender that:
 - a) the alleged offender's innocence will be presumed until proven otherwise but...
 - b) the alleged offender will be suspended from ecclesiastical work temporarily (with pay and without prejudice) until the group's investigation is completed and a decision is made. The relevant parish or faith community will be informed of this action
9. The diocesan response group will make recommendations to the bishop. Several options are possible:
 - a) dismiss the case and report to the complainant;
 - b) recommend disciplinary action.
10. When an accused person is exonerated, a public statement to this effect will be distributed as widely as possible.
11. If, in the judgement of the diocesan response group, ministerial ethics have been violated, the group will attempt to help the victim obtain appropriate therapeutic services and pastoral care.
12. The diocesan response group will also attempt to help the offender obtain appropriate services and pastoral care.
13. When appropriate, the bishop will inform the parish of the circumstances of the complainant and the subsequent action that has been taken. The bishop will also arrange, if necessary, appropriate means to help the parish and diocesan community deal with the situation.

EDUCATION AND TRAINING

1. The Diocese of Athabasca shall provide for education and training with regards to this regulation, **Sexual Assault and Harassment Policy for Church Employees and Volunteers.**
2. Successful completion of the education and training program will be required of all licensed clergy and employees as well as of those volunteers and parishioners who work with any vulnerable sector persons. Licensed clergy and employees will be required to repeat the training every five years.

Certificate of Acknowledgement

This is to certify that I, _____, have read the document entitled **Regulation #10 Sexual Assault and Harassment Policy for Church Employees and Volunteers** and agree to abide by its conditions as long as I am associated in any way with the Diocese of Athabasca.

Signature

Date

Witness

January, 2019

Regulation #11 Appointments Process

1. The bishop meets with the vestry of the Parish to accomplish the following:
 - a) form a representative group for consultation;
 - b) have a parish profile developed;
 - c) ensure that proper good-byes are in place;
 - d) inform parish that all candidates are screened by the bishop and only those who are compatible with both the parish and the diocese will be sent to the parish for interview. The bishop will only send those for interviews whom he is willing to appoint; The bishop will only send those for interviews whom he is willing to appoint;
 - e) inform parish of the current interview and moving costs policy.
2. The bishop advertises the parish within the Ecclesiastical Provinces of British Columbia and Rupert's Land.
3. All candidates will send their personal curriculum vitae to the bishop with at least two references. Parish profiles are sent only to those who have been reviewed by the bishop.
4. All candidates who have responded to the parish profile and the bishop feels comfortable in appointing will be granted an interview by the team who will make their recommendation to the bishop as to their preference. Note -- (from our experience this means one to three interviews).
5. The bishop announces the appointment as soon as agreements are reached and arrangements are made with the regional dean for service of induction.

March, 1998

Regulation #12 Parish Reviews

(To be developed)

November, 1994

Regulation #13 Fair Share Giving by Parishes to Support Diocesan Work

The Diocese of Athabasca and the parishes comprising the Diocese are a family unit dedicated to supporting and strengthening one another in ministry. To meet this challenge all parishes are called to support this common work through a “fair share” contribution to the diocese ministry.

At present this fair share is determined as being 25 percent of all parish income, subject to annual review, with the following exceptions. The annual “fair share” is calculated on reported income, as provided by the parishes, from two reporting periods prior to the current fiscal year. (e. g. for budget year 2007 this amount would be determined by reported income from 2005).

Allowable deductions prior to calculating the fair share amount include:

1. Building, memorial and other recognized special purpose funds.
2. Grants received from the diocese.
3. Flow through funds for recognized appeals.
4. Capital expenditures other than regular maintenance, provided the expenditure is from regular funds, not special purpose funds that are already exempted above.
5. Special purpose funds – these are for specific purposes not included in the above exemptions, and must receive approval from the Diocesan Executive Council prior to being allowed as a deduction.

Note: any exempted amounts must be clearly revealed and declared on your annual parochial returns, as provided by the Synod office. Any appeals to fair share calculations may be made to the Synod office by June 1 of the present fiscal year.

In order for the Diocese to be able to budget and meet its obligations to the parishes, diocesan needs, and our commitments to the national church, we request that all parishes divide their fair share calculations by twelve and make equal monthly payments to the diocese. Assuming this responsibility makes us all contributing partners in the vital ministry our Lord has called us to assume in His name.

December 2007

Regulation #14 Alterations to Existing Buildings or Construction of New Buildings

The following procedure shall normally be followed when altering a current building or erecting a new one.

Step #1 Vestry officials meet to discuss proposal with the regional dean who will consult with the executive archdeacon.

Step #2 A congregational meeting is held to obtain approval in principle for the project.

Step #3 A building committee (may be vestry) is established to do research, develop plans and funding strategies. This committee should be in ongoing contract with the archdeacon.

Step #4 A congregational meeting is held to present proposal and receive permission to proceed.

Step #5 Parish council (if there is one) approves project.

Step #6 Regional dean approves project.

Step #7 Project is submitted to the archdeacon for presentation to the management committee for consideration and recommendation to executive council.

November, 1994

Regulation #15 Duties of Wardens

1. Wardens must be active members of the congregation, attending public worship, receiving communion on a regular basis, and living a lifestyle consistent with that expected of a practicing Christian.
2. Wardens, along with the clergy, are responsible for taking a leading role in ensuring that, to the greatest degree possible, the local parish
 - is effectively managed
 - provides a high level of spiritual and pastoral care
 - pursues the mission of the church.
3. Wardens have diocesan responsibilities including ensuring that the constitution, canons, regulations of the diocese and the bylaws of the parish are adhered to within the parish. The peoples' warden is an ex-officio member of synod and therefore is the communications officer for the parish. The parish rector's warden receives clergy mailings when the parish is without licensed clergy.
4. Wardens serve as advisors and confidants to the rector on a regular basis. They may also on occasion be required to fulfill the same role with the bishop in relationship to the parish.
5. The wardens along with the treasurer are the signing officers for the parish.
6. Parishes may expand upon the responsibilities of wardens in Parish Bylaws.

May, 1995

Regulation #16 Diocesan Finances

1. There shall be an annual budget approved by the diocesan executive council.
2. The management committee shall be responsible for developing a draft budget for the consideration of the diocesan executive council.
3. Special Purpose Funds shall be maintained for designated purposes. Expenditure from such funds shall be only for the designated purpose.
4. Non-budgeted expenditures or expenditures which exceed the budgeted amount require the approval of the treasurer. Any such expenditures in excess of \$1,000.00 require the approval of the management committee. Any in excess of \$3,000.00 require the approval of the D.E.C. All such approvals must be obtained prior to the commitment of funds.

November, 1994