

# Parish Officer Handbook

of the

**DIOCESE OF FREDERICTON**

**ANGLICAN CHURCH OF CANADA**



## THE FIVE MARKS OF MISSION

**To proclaim the Good News of the Kingdom**

**To teach, baptize and nurture new believers**

**To respond to human need by loving service**

**To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation**

**To strive to safeguard the integrity of creation and sustain and renew the life of the earth**

WHEN YOU... *listen with all your heart • honour your elders • encourage young people to take over the church often and loudly • choose good over evil • welcome the stranger • write the government about the issues that matter • invite a coworker to church • help your dad do housework • get messy with your Sunday School kids • say "Thank the Lord!" and mean it • tweet your blessings one by one • introduce your grandchildren to nature • read and share God's word*  
...THEN YOU ARE LIVING THE MARKS OF MISSION [www.anglican.ca/marks](http://www.anglican.ca/marks)

## CONTENTS

### Introduction

Title .....	1
Marks of Mission .....	2
Contents .....	3
About this Handbook .....	5
A Message from the Bishop .....	6
Standards of Accountability for Congregational Leaders .....	7

### Part 1 - Our Diocese – Our Parish

Glossary of Terms .....	1
Our Diocesan Church .....	3
Parish Structure .....	5

### Part 2 - Managing Parish Business

The Parish as Property Owner .....	1
The Parish as Employer .....	5
The Parish in the Diocese .....	6
Managing Parish Finance and Administration .....	8
Appendix - The Parish Financial Audit	

### Part 3 (selected documents)

The Anglican Church Act, 2003 (Consolidated version, 2017)	
The Constitution	
Canon One - Definitions	
Canon Six - Parish Governance	
Canon Seven - The Clergy	

#### Regulation 4-4 Diocesan Safe Church Part 1 and Part 3

Part 1: Purpose, Objectives, Application and Definitions	
Part 2: Policies B-3, B-4, B-6 (included below)	
Part 3: Risk Management	

#### Regulation 7-1 Purpose, Contacts and Definitions

#### Regulation 7-2 Remuneration, Travel and Housing

7-2 Schedule A Scale of Minimum Stipends	
7-2 Schedule B Travel Reimbursement Chart	
7-2 Schedule C Benefits for Employees on Short Term Contracts	
7-2 Schedule F Parish Payroll Arrears	

#### Regulation 7-3 Housing Standards and Moving (Relocation)

#### Regulation 7-4 Vacation and Leave of Absence

#### Regulation 7-7 Sick Leave and Disability

7-7 Schedule E Benefits for Employees on Short Term Contracts  
7-7 Schedule F Supplemental Employee Benefits Plan

**Regulation 7-8 Continuing Education** (*updated links*)

7-8 Schedule C Special Grants and Sabbatical Grants  
7-8 Schedule D Benefits for Employees on Short Term Contracts

**Regulation 7-9 Health, Wellness and Life Insurance**

**Policy A-1 Applications to the Anglican Foundation**

Form A-1 Request for Application to the Anglican Foundation

**Policy A-2 Proceeds from the Sale of Residential Properties**

**Policy A-3 Sale, Purchase or Renovation of Parish Property**

**Policy A-4 Obtaining Financial Assistance from the Diocese**

**Policy A-5 Archival Records**

**Policy A-6 Outstanding Parish Support**

**Policy A-7 Mandatory Pre-Authorized Debit for Parish Employment  
Assessment**

**Policy A-8 Minimum Insurance Standards**

**Policy B-2 Responsibilities of a Member of Synod**

**Policy B-3 Misconduct Policy and Procedure**

**Policy B-4 Privacy**

**Policy B-5 Diocesan Training Curacies**

**Policy B-6 Police Record Check**

**Directive 7.1 The Parish Discernment Committee**

**Directive 8.1 The Laity**

**Directive 8.2 The Priest in the Parish**

**Directive 8.3 The Deacon in the Parish**

**Directive 8.8.1 Parish Appointment Process Protocol**

**Directive 8.8.3 Interim Parish Ministry**

**Directive 8.16 Emergency Preparedness and Response**

**Directive 8.17 Interaction with the Media**

Revised March 2018

## *ABOUT THIS HANDBOOK*

This publication is designed to serve as a general source of information for parish officers, including the church wardens, treasurer, the vestry and others in a lay leadership capacity. It provides information of a general nature.

This guide is not intended to replace or supersede the many sources of information which already exist including The Anglican Church Act 2003 (as amended 2017); the Constitution and Canons; and the established regulations, policies and episcopal directives of the Diocese of Fredericton. The intent is to provide information about the more common tasks that parish officers encounter and to answer some of the more frequently asked questions.

For further clarification, this guide includes the full text of The Anglican Church Act 2003; the Constitution and selected Canons. Also included are excerpts from our diocesan regulations and policies that are of specific interest to parish lay leaders.

An attempt has been made to produce a resource which is easily read and helpful. Such an undertaking will not be without errors or omissions. Please advise the synod office if you find some. Also feel free to make any suggestions for inclusion in future revisions. This is your resource and should respond to your needs.

March 2018

## A MESSAGE FROM THE BISHOP



As a diocese we face challenging times. Every follower of Jesus has a call to minister in his Church. Our ministry centres on God's mission to the whole of his creation. As officers of your corporation you have accepted the call of God to proactively participate in this task. Each congregation in our diocese has a vital role to play in serving the community in which it is set and the world beyond us.

As you will know the Anglican Communion has committed itself to working towards 5 Marks of Mission. A significant part of your role is to work with the clergy and others in your congregation to move these marks forward. The marks are listed below as a reminder:

To proclaim the Good News of the Kingdom.

To teach, baptize and nurture new believers.

To respond to human need by loving service.

To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation.

To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

It is vital that we all strive to attain these goals. A fundamental question for each parish is: which one of these shall we work on now?

I am grateful for your willingness to accept the office to which you have been elected. I look forward to our serving God together for the advancement of his Kingdom.

With Blessings in Christ,

A handwritten signature in blue ink that reads "Daniel".

## **STANDARDS OF ACCOUNTABILITY FOR CONGREGATIONAL LEADERS**

1. With dedication and faithfulness, an accountable leader holds up the best interests of the community, offering a level of trustworthiness and faithful care expected of prudent leaders in similar circumstances.
2. An accountable leader is conscious of the power of the role, respecting and consistently living within the ethical boundaries that accompany such authority.
3. An accountable leader stays informed about the rules and records that order the community's life, the resources that may enrich it, and the requirements of the state.
4. An accountable leader creates a safe environment and safe institutional habits for the benefit of members, guests, and friends.
5. An accountable leader tells the truth.
6. An accountable leader gives special attention to all financial matters, abstaining from personal gain in congregational affairs and championing honesty.
7. An accountable leader oversees relationships, building and nurturing them both within the community and with strangers, guests, service providers, partner institutions, and the state.
8. An accountable leader leads, taking responsibility along with other leaders to move the community forward carefully.
9. An accountable leader nurtures self-respect in all, beginning with himself or herself.

*(Accountable Leadership by Paul Chaffee)*