

# **CHRIST CHURCH POLICY HANDBOOK**

**Revised February, 2014**



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**PART I**  
**GENERAL OVERVIEW**

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## PARISH DESCRIPTION

Christ Church is home to a large, downtown, well-established Anglican parish located at the corner of Ochterloney and Wentworth Streets, Dartmouth, Nova Scotia. The mailing address is: Christ Church, Station Main, P.O. Box 473, Dartmouth, N.S., B2Y 3Y8; our e-mail address is: christchurch@ns.aliantzinc.ca; and the phone number is 466-4270. Sunday services include an 8:00 a.m. communion service for quiet reflection, a 9:15 a.m. family-centered contemporary Eucharist, and an 11:00 a.m. more traditional liturgical service. Weekday service is on Thursday, a traditional service of Holy Communion at 10:00 a.m. followed by a small group Bible Study session. Other services are added as required at special times of the liturgical year.

## HISTORICAL OVERVIEW

Initially, Anglicans living in Dartmouth attended church in Preston. However, the departure of the rector from Preston meant Dartmouth parishioners had to cross the harbour to attend St. Paul's Anglican Church in Halifax. This inconvenient situation prompted their decision to build a church of their own on the current site. The building of Christ Church began in earnest in 1817 with Rev. Charles Ingles named as the first rector, and the first service was held in May 1818. The original church was a simple oblong (current transepts and chancel were later additions), with square pews against each side wall and double oblong pews occupying the central part of the structure. The church was consecrated in 1826 by the Right Reverend John Inglis, Bishop of Nova Scotia. The preface to this service indicated that Christ Church “had all the necessary appointments for the ministration of Divine Service according to the use of the Church of England, and that it was free of debt” (p. 20, Christ Church Dartmouth, Nova Scotia, 1817-1959). Yearly fees were collected from pew rentals up until the year 1896.

In 1850, Sunday school came into “its own” when the wardens were given permission to erect a building to be used as actual church school. However, this idea was not acted upon until 1853. During the rectorship of Rev. F. P. Greatorex, that first church school building was given to the local Baptist congregation and became the current Victoria Road Baptist Church. On our church property, it was replaced with a building that was the beginning of the parish hall we have today, and this initial structure was expanded in 1927.

In the early 1880s, agreement was reached to establish a rectory on the site it now occupies, but the project was not to exceed \$2,600! The first centennial of the church was celebrated in July 1917, but on December 6, 1917, the church properties were damaged during the Halifax explosion--estimated damage to the church was \$8,115, the parish hall \$1,925, and the rectory \$1,438. However, with contributions from the Halifax Relief Commission and government grants, everything was restored. The church buildings were again damaged by a munitions explosion in Bedford on July 18, 1945, and again repaired.

Over the years, Christ Church has lived through many "face-lifts" and changes, both physical and liturgical. In 2005, a columbarium was erected on the church property. The number on our parish rolls has seen a high of nearly 4,000 individuals with a Sunday School attendance of more than 550. As is true today, the parish enjoyed the support of numerous committees and groups such as the choir, Sunday School, Ladies Guild, Mite Society, Altar Guild, ACW, Servers' Guild, and Girl Guides. The people of the parish have always been keen supporters of their church, both as an instrument to further God's work and a beautiful structure in itself.

## **PRESENT DAY**

Currently, Christ Church enjoys the largest property in the Diocese of Nova Scotia/Prince Edward Island, and consists of: the church building, the parish hall, the rectory, a columbarium, and a former Quaker cemetery that includes gravestones dating from 1811. It has been declared a Heritage Property by the city and is a wonderful example of a well-preserved Colonial church on a prime, centrally-located site. The current role lists 1,496 souls or 637 families/households. Sunday school enrolment averages between 70 and 100. We employ two clergy (rector and a part-time Pastoral Care Coordinator), a full-time administrator, a full-time sexton, a part-time bookkeeper, as well as a part-time Christian Education Coordinator. Numerous volunteers give many hours each week to complete all the jobs important to the smooth functioning of the parish.

The church functions with the help of many active committees and groups including:

- Parish Council
- Sunday School
- Servers
- Lay Readers
- Greeters
- Small Group Bible Study among others
- Pastoral Ministry which oversees the Food and Clothing Ministry,
- Finance
- Property
- Historical
- Perpetual Care Committee (Columbarium & Cemetery)
- Altar Guild
- Anglican Church Women (ACW)
- SPIRIT Committee – which oversees many parish events

- Other Groups include but are not limited to:
  - Brownies
  - Pathfinders
  - Order of St. Luke
  - Dartmouth Heritage Museum
  - Dartmouth Learning Centre

## **DEVELOPING A MISSION STATEMENT**

Parish Council has developed a set of goals and objectives for the parish as these relate to our overall function as a particular Christian community in a particular venue and at a particular point in time. This goal is set down in the form of a "Mission Statement" in the sense that it includes a description of who we are, what we are about, areas we want to address, and how we intend to do this. Each Mission Statement is to be reviewed over the course of the three-year plan it informs, to monitor progress relative to, and assess the appropriateness of, the Mission Statement. During the third year of any Mission Statement, Parish Council is to work at updating and revising it to reflect ongoing development, needs, and responses within the parish.

## **DEVELOPING A THREE-YEAR PLAN**

From the Mission Statement, Parish Council develops a "Three-Year Plan" to direct the formation of action plans relevant to each of the objectives outlined in the Mission Statement. These plans are monitored during the three years of implementation and in the final year, Parish Council is to revisit the overall plan with a view to revision based on the new wording or focus of the Mission Statement.

## **VISIONING**

Over the past ten years, the people of Christ Church Dartmouth have engaged in a "visioning" exercise in an effort to establish goals and objectives for the parish to see it through this decade and into the start of the next millennium. This process is a necessary component of the development of the "Three-Year Plan" as well as being a way of monitoring our faithfulness to our Mission Statement.

Therefore, it is the policy of this parish to hold a visioning session during the final year of implementation of any Three-Year Plan. At this session, components of the next Three-Year Plan will be developed. This does not preclude ongoing assessment of the status of any current Three-Year Plan, as this should be done at least annually.

## **COVENANTING**

It is the current practice of the parish to establish a covenant with each member of its staff. This covenant pertains to responsibilities and expectations of both the parish and staff in the ongoing relationship agreed to at the time of signing. Thereafter, the covenants will be reviewed annually by the Executive Committee.

**PART II**  
**CHURCH POLICIES AND PRACTICES**

This section contains information on various church policies and practices. It is intended to be a guide and to provide direction for organizations, groups and individuals seeking information on the topic area. It is not intended to be the all encompassing document, and it may be necessary to seek clarification from the Parish Administrator, Executive Committee and/or Diocesan guidelines and policies on specific areas of concern.

## **AMENDMENT PROCEDURES**

In order to remain relevant, it is necessary that policies, practices and procedures be reviewed on a regular basis. Given the number of policies, practices and procedures contained in this book, it would be a daunting task to conduct a review of all at the same time.

A few items will be updated annually as these contain time-dated information. However, the remainder does not contain time-dated information, and there is a possibility that information would become out-of-date without a regular review. This is to be done by a review sub-committee of Parish Council.

Although a regular review is planned, this does not preclude the adjustment of the schedule due to new direction being received from the Diocese or to meet an urgent requirement. This action will permanently adjust the review schedule, and thus, the review schedule is to be a living document.

Any parishioner may submit proposed amendments to parish policies, practices and procedures. Amendments may be specific, i.e. an adjustment to the wording of a policy, practice or procedure, or may be general, i.e. requesting that a certain policy, practice or procedure be reviewed in light of new direction or observation. All proposed amendments must be made in writing to the Parish Administrator, who will forward them on to the review committee.

## **FINANCIAL POLICY**

The Finance Committee is responsible for overseeing the financial management of the parish in accordance with the parish vision and Three-Year Plan. This is accomplished through the preparation of an annual budget and monitoring the expenses and income of the parish on a regular basis. The Finance Committee is also responsible to oversee the management of the Corporation's investments and to assist the Parish Administrator with ongoing expenditures.

In the budgetary process, parish groups, committees and organizations are also responsible for the preparation of an annual budget and to monitor the expenditure of funds from the approved budget. In the preparation of their budgets, parish groups, committees and organizations are to be guided by their past budgets and are to forecast all anticipated expenditures that will be accrued by their activity in the next fiscal year. In addition, those groups, committees or organizations which anticipate to accrue revenue through their activities are also to forecast anticipated revenue income. Although a

balanced budget may not be achievable at the group, committee, or organization level, it must be understood that a balanced or income-generating budget will be achieved by the parish. Accordingly, group, committee or organization budgets will be modified as necessary to achieve a balanced budget.

The budgetary process to be followed is in accordance with the following time line:

End of November	➤ Draft budgets submitted to Finance Committee.
1 December	➤ Finance Committee review draft budgets, revise as necessary and consolidate into parish draft budget.
1 January	➤ Parish draft budget briefed to Executive Committee.
End January	➤ Parish draft budget briefed to Parish Council.
End January	➤ Finance Committee revise budget in accordance with direction received from Parish Council and prepare final budget.
1 February	➤ Final budget approved by Parish Council.
End February	➤ Budget approved by Annual General Meeting.

In the budget monitoring process, the Finance Committee is to make regular reports to the Parish Council, in an easy-to-read format, on the state of the Parish finances. As part of the budget, committees are asked to include list of items costing more than \$x (e.g., \$500). Then any new expenditure over this amount must come before Parish Council for approval. Also any major realignment of a committee budget should be re-approved by Parish Council. Over the course of the year, should revenue not meet budget expectations, Finance Committee will advise committees so that their spending can be revised accordingly. In addition, the Finance Committee is to regularly advise parish groups, committees and organizations on their expenditures and to advise groups when expenditures have reached the 80% of allocated funding level. The Finance Committee is to advise the parish as a whole the state of the parish finances. This is to be done at the minimum on a quarterly basis.

**BANKING POLICY**

The Parish Administrator is responsible to ensure that parish funds are adequately safe guarded. To that end, funds are not to remain in the Parish Office for extended periods of time. All funds are normally to be deposited in the appropriate bank account within two working days of receipt of the funds.

The Parish Administrator is also to periodically review the banking arrangements for the Corporation with the aim to ensure that banking arrangements are adequate and best suited to the needs of the Corporation. In addition, this periodic review is to confirm that the banking fees charged to the Corporation are competitive.

The Bookkeeper, under the direction of the Parish Administrator, is required to prepare and reconcile bank statements in a timely fashion prior to the monthly Finance Committee meeting.

Discrepancies are to be resolved and, if not possible to resolve, the Finance Committee and bank are to be notified.

\*In keeping with the Diocesan Guidelines (Appendix I).

## INVESTMENT POLICY

The Finance Committee, in the role of overseeing the parish's investments, is to be guided by the principle that monies invested are to return a reasonable rate of return at as low a risk level as possible. When investing monies, the Finance Committee is to ensure, to the maximum extent possible, that money is not invested with firms and companies whose business or activities are considered unacceptable to members of the Anglican Church nor with companies who manufacture armaments or who achieve more than 60% of their profits from the manufacture of or sale of liquor or tobacco.

The following is a list of parish investments:

- Living Allowance
- Cemetery and Columbarium Perpetual Care
- Isabel Creighton
- L&H Romans (Ministry Support)
- Youth
- Moseley
- Isabel Creighton Fund
- Diocesan Trust Fund
- Sunday School
- Altar Guild
- Anglican Church Women

## FUNDRAISING

Fundraising in the parish is divided into two groups. The first is that which is conducted by the Corporation for specific purposes such as the building restoration fund. The second is that which is conducted by a group or organization for a particular activity or as revenue generating for many activities. Nevertheless, all fundraising conducted in the parish is done in the name of the Corporation of Christ Church. Accordingly, all fundraising activities must have prior approval of the Rector and Executive Committee.

Normally fundraising by an individual will not be permitted. Any fundraising is to be done in good taste and is to conform to the practices permitted in the Diocese. To that end, any form of fundraising that is associated with chance, including Bingo and gambling in all forms, is not permitted.

Direct appeals to the congregation, such as PWRDF, must be authorized by Christ Church Parish Council prior to presenting the appeal.

Groups, committees and organizations planning to fundraise are to submit their requests to the Parish Office a minimum of three months prior to the fundraising activity. Those activities that are regular fundraising activities will be programmed in the semi-annual parish scheduling conference. All requests are to include the date(s) of the fundraising, the type of fundraising to be conducted and intended use for the funds. A name of a contact person is also to be provided. Each group, committee or organization will be notified as to whether the fundraising proposal has been approved or not approved. Unless otherwise indicated all funds raised by a fundraising activity are to be turned into the Parish Office within one working day of the fundraising activity.

## SPONSORSHIP POLICY

The parish is prepared to sponsor the Christian education of members of the parish. To that end, the L&H Romans fund has been established and can be used for that purpose.

Persons interested in the furthering of their Christian education and wishing to be sponsored in whole or in part by Christ Church are encouraged to apply at any time but should submit an application no later than three months before the course start date. Given that most courses will follow an academic year starting in September, the following timetable is provided.

31 May	➤ Application deadline.
1 June	➤ Finance Committee confirm to Executive Committee funding available for sponsorship.
15 June	➤ Executive Committee review applications and determine who will be sponsored and to what level
30 June	➤ Applicants notified of results

Application forms are available in the Parish Office. See Appendix IV – Forms – Sponsorship Application Form.

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## INSURANCE POLICY

Given the value of the property and contents and the heavy use of the church property by parishioners and visitors, it is necessary that the Corporation be adequately protected with insurance coverage for both property loss and personal liability.

Building insurance coverage is to be for replacement value. To that end, the cost to replace buildings must be reevaluated every five years and insurance adjusted accordingly. For the church it may be possible to adjust the level of coverage given that the Mosely Estate will contribute a significant sum of money if the church is a complete loss. This is to be considered by the Finance Committee in its deliberations on insurance coverage. The Rectory is to be covered by the Parish insurance policy, except if it should be rented, where it will be the responsibility of the tenant to insure their belongings for replacement cost with the corporation being indicated as "mortgage holder". This is to be part of the rental contract and proof of insurance policy is required.

Content insurance is to be for replacement value. It is recognized that there are many memorials and artifacts that are irreplaceable; however, the assessed value of the memorials and artifacts is to be reviewed every five years. Those who store personal property on Parish grounds are to provide a list of this property to the Parish Office.

An up-to-date list of memorials and artifacts is required to be maintained. This list is to provide an accurate description of the memorial/artifact, who donated the memorial and when, location of the memorial and current assessed value. The list of memorials and artifacts is to be stored off site.

Personal liability insurance is to cover both those who work in the Parish, either in the office or as members of different parish groups, committees or organizations and those who attend the various worship services and activities at the church. At a minimum, \$1,000,000 personal liability is to be carried.

## TENDERING POLICY

In the routine operation and maintenance of parish buildings and office, the Corporation expends over \$40,000 annually. It is necessary that these funds be expended wisely. Accordingly, it is essential that competitive pricing be achieved for all major contracts.

Any contract over \$5,000 must be tendered. At a minimum, three bids are to be considered, although this may not be possible in certain situations. Bids are to be evaluated not only according to price but also with the known quality of work of the bidding firms. If bids are close, firms which have had a long-term relationship with Christ Church are given the contract over other firms.

Standing service contracts are also subject to the tendering policy and should be reviewed at least every 3 years. Calls for contracts are to be initiated three months before the expiration of the current contract.

Professional services may also be subject to tendering and these will be dealt with as the situation arises.

## **CHURCH USE POLICY**

The church remains the focal point for worship and other spiritual activities at Christ Church. Although used primarily for worship the building can also be used for other religious based activities, weddings and funerals, and for other suitable activities, such as organ recitals.

A letter will be written by the group requesting the use of the church, along with an explanation of the activity, to the Parish Office. Approval of the activity will rest with the Executive Committee.

## **CHRIST CHURCH PARISH HALL POLICY**

Christ Church Parish Hall is available for the use of the parish and its organizations and groups. All scheduling of the hall and the use of hall equipment is to be coordinated through the Parish Office. In order to ensure that church organizations and groups have the space available to them for use, we ask that church groups schedule 6 months in advance when possible so as not to be disappointed.

There are a number of groups and organizations that use the hall on a regular basis. When new requests for hall bookings are received. They will be put on the calendar after groups and committees have their meeting – times guaranteed by the parish office.

## **FEE SCHEDULE**

For banquet, dance, wedding receptions and large functions (this includes \$50.00 clean up fee):

Lower hall and kitchen	\$350.00
Lower hall and kitchenette	\$175.00
2 or more levels (without kitchen)	\$300.00
Use of the kitchen only	\$175.00

All above fees will be accompanied by a separate damage deposit cheque for \$250.00.

For meeting purposes:

- One room on second or third level \$25.00
- Multiple Use: minimum of 3 or more functions over 6 month period:
  - 1 level (per function) \$50.00
  - 2 or more levels (per function) \$100.00

## Rules and Regulations

- No tape or adhesives of any kind is to be used on the Lower Hall walls. Tape can be used on the wood finish and the shelf under the windows.
- When stacking tables please ensure they are stacked top to top to avoid scratching.
- Clients booking rooms are responsible for their own set up. Please ensure all doors are locked and all windows closed.
- The office is to be notified of any problems encountered (466-4270) (answering machine after hours).
- No smoking in buildings but it is permissible to smoke on the grounds.
- A Nova Scotia Liquor Banquet License is to be obtained before any alcohol is to be consumed on the premises.
- Youth dances must be adequately chaperoned, one adult per 25 patrons, washrooms must be monitored and visitors and guests must be signed in.
- Please call the Parish Office several days in advance, to pick up a set of keys if required. Cleaning supplies are provided on each level in a marked cupboard.
- Except for washroom use, groups are requested to remain on the level they have reserved. There may be several groups using the Hall at anyone time.
- A key release will be signed by the person representing the group using the hall, (including name, address, telephone number), at the discretion of the Parish Office. It is the responsibility of the signer to ensure that the building is secure.

## Capacity of Parish Hall Rooms and Church

	<b>Seated</b>	<b>Standing</b>
<b>Parish Hall:</b>		
Lower Hall	200	250
Main Hall (stage floor)	150	200
Upper Hall	50	75
<b>Church:</b>	450	500

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## RECTORY USE POLICY

The Rectory has been provided as the primary residence for the Rector or Assistant Rector. When not required by either one, the Rectory will be available for use by the parish. The following activities have been approved as alternate use for the Rectory:

- Rental accommodation;
- Parish Office space; and,
- Meeting space for church groups and activities.

As the Rectory's principal use is as a residence, modifications and alterations to the Rectory will be limited and be such that the Rectory can be reconfigured as a residence without undue expense or time.

## COMPUTER USE POLICY

Computers and computer systems acquired and used within the Parish Office are intended for official parish use only. Only software and hardware purchased by the corporation is to be installed/loaded onto parish computers. All software/hardware is to be identified as the property of Christ Church and is not to be loaned to any person.

An anti-virus software product, such as McAfee, is to be purchased and installed and the computer(s) is to be regularly checked for viruses. The virus software is to be updated periodically. In addition, any disk, before being opened for use, is to virus checked. If a virus is found on a disk, the disk is to be removed from the computer immediately and identified as infected and the owner notified. If the computer becomes infected, the anti-virus program is to be used to remove the virus. A note is to be made indicating the time and type of virus and the results of the anti-virus action. If the virus cannot be removed, the computer is to be shut down and professional help sought.

All original system disks are to be backed up and, stored and not used unless required to reload an application. All files are to be backed up and stored off-site on an as required basis. A copy of the system configuration is to be filed in order to assist in reloading the system in the event of a major failure.

If a Local Area Network (LAN) is installed, the Parish Administrator will be the manager of the LAN. Safeguards will be necessary to ensure that sensitive personal information is not readily accessible by unauthorized users of the LAN.

If an Internet connection is installed with the computer, the use of the Internet is to be restricted to church business only. Only designated persons are to be allowed access to the Internet.

## DATABASE USE POLICY

The development of a parochial database has allowed the means to readily and rapidly access personal information on parishioners without having to review many volumes of material. It has also provided an opportunity for persons without a need-to-know to access this information. Therefore, any database must be protected to ensure that levels of information are only available to those requiring that information in the normal course of their duties within the parish.

Accordingly, all databases must institute a means to safeguard information. Databases must be flexible enough to allow users with different knowledge requirements to use the database, but not to access information that they are privileged to access.

All databases must be backed up regularly in both electronic and hard copy format. It is envisaged at some time that the paper "databases" presently being maintained/used will disappear and thus the backing up of the databases is critical to ensure that information is not lost, in the event of a major computer failure or loss to other causes. Back-up copies of the database are to be stored off-site.

The Parish Administrator is charged with maintaining and safeguarding databases in use in Christ Church.

### Routine Inspections/Action Record

Month	Action	Sponsor
January	Preparation of Annual Statements Submission of Annual Reports Final budget preparation	Parish Administrator Chairpersons Finance Committee
February	Annual Report to printers Annual Report distributed to Parish Budget approved Annual Meeting/Budget approved	Parish Administrator Parish Administrator Parish Council Annual General Meeting
March	Installation of new Parish Council Parish Council workshop	Rector Wardens
April	Spring focus meeting Grounds inspection	Wardens Property Committee
May	Synod	Rector/Delegates
June	Church picnic/Sunday School Closing	Rector
September	Welcome Sunday Boiler inspection Fall focus meeting	Parish Council Property Committee Wardens
November	Budget submissions to Finance Committee Final budget preparation Property clean up – leaf raking	Chairpersons Finance Committee Property Committee
December	Draft budget to Parish Council	Finance Committee

**Inventory of Property**

<b>Item</b>	<b>Serial Number</b>	<b>Purchase Date</b>	<b>Purchase Cost</b>	<b>Location</b>	<b>Condition</b>	<b>Replacement Cost</b>
Garden Tractor				Shed	Good	

**Table 1 – Inventory of Equipment Form**

<b>Memorial</b>	<b>Donated By</b>	<b>Donation Date</b>	<b>Location</b>	<b>Replacement Cost</b>

**Table 2 – Inventory of Memorials**

<b>Artifact</b>	<b>Date Acquired</b>	<b>Location</b>	<b>Replacement Cost</b>

**Table 3 – Inventory of Artifacts**

<b>Item</b>	<b>Where Stored/Used</b>	<b>Replacement Cost</b>

## **VOLUNTEERS POLICY**

Volunteers are the key to the success of most of the programs at Christ Church. That so many individuals are prepared to devote considerable time and effort to various groups, committees and organizations is a tribute to their devotion and commitment to make this Parish vibrant and active.

The volunteer policy has two objectives. The first is to expand the volunteer base so that it is not always the same core of willing individuals doing all the work. To this end, the Rector, Executive Committee, Parish Council and the Parish Administrator are charged with identifying individuals who may be willing to volunteer their time and talents to any number of activities. In addition, the opportunity to serve as a volunteer is to be regularly advertised. Finally, there must be a recognition of the value of our volunteers and an appropriate means to do this is to be instituted.

The second part of the policy concerns behaviour of volunteers. Given the numbers involved, it is impossible for Christ Church to screen every person who comes forward as a volunteer. Thus, every volunteer is taken on face value and it is assumed that there is nothing in their background or character which would preclude their volunteer activity. However, every volunteer is to adhere to Diocesan and Parochial policies and guidelines on appropriate behaviour and conduct. If there is an indication that a volunteer has acted contrary to these guidelines, the volunteer will be removed from the volunteer position until a full investigation is completed and decision on whether the volunteer is permitted to return to the position or is permanently removed from that position is taken.

Volunteers are specifically directed to be familiar with the Diocesan and Parochial policies on harassment, sexual misconduct and discrimination.

## **HARASSMENT/ABUSE POLICY**

### **Policy Statement**

Abuse or harassment of one individual by another is wrong and has no place in the community of Christ Church. The Parish Council and Wardens are committed to fostering an environment where people are able to enjoy worship and fellowship free from harassment or abuse.

### **Definition**

Harassment or abuse is conduct that is unwelcome, unsolicited, immoral, or unacceptable. It generally arises in circumstances where one person is in a position of trust or authority over another. It may be comprised of comments, gestures, or actions.

Harassment or abuse includes but is not limited to the following:

- Unwanted physical contact.
- A display of offensive material.
- Advances or proposition that are known or ought to be known to be unwelcome.
- Comments which cause or ought to be known to cause embarrassment or offence or that are by their nature clearly embarrassing or offensive.
- Derogatory or degrading remarks or comments.

### **Application**

This policy applies to all clergy, staff and parishioners of Christ Church, as well as any volunteers in programs or activities sponsored by Christ Church.

### **Implementation**

The policy on sexual misconduct established by the Diocese of Nova Scotia is to be adopted and applied in the parish of Christ Church.

The wardens, clergy and Parish Council will provide support and education on matters of harassment and abuse to members of the parish and all volunteers involved in programs or activities sponsored by the parish. This will include informing them of the existence of this policy and providing copies where appropriate.

Where any person becomes aware of an incident which might constitute harassment or abuse, they should report it to one of the wardens who shall, either alone or in consultation with the remaining wardens, take whatever steps they deem appropriate to investigate the matter. This could include meeting with the parties involved in the incident. The warden (or wardens) shall attempt to resolve the incident giving rise to the allegation or harassment or abuse through mediation or counselling which may involve the clergy or other third parties. If the matter cannot be resolved, then the warden (or wardens) may, in their discretion, refer the matter to Parish Council for guidance and direction.

All investigations, meetings and discussions involving a situation of potential abuse or harassment shall be treated as confidential and not disclosed by the wardens, clergy or Parish Council except in accordance with the provisions of this policy.

Nothing in this policy shall prevent any warden (or wardens) from reporting any incident of potential harassment or abuse to any appropriate authority including the police or to the parents of any child involved in the incident.

## **DISCRIMINATION POLICY**

Every person who works or worships at Christ Church should be able to do so in a barrier-free environment. Any act which places a barrier on the individual's access to parish programs or activities is discriminatory and is not acceptable and is prohibited.

The Nova Scotia Human Rights Act defines discriminatory practices as those "based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability or conviction for an offence for which a pardon has been granted". All groups, committees and organizations must ensure that discriminatory practices do not develop or are allowed to continue.

Any person who feels that he/she has been discriminated against has a right to file a complaint with the Nova Scotia Human Rights Commission for an investigation by that Commission. However, it is requested that the individual also raise the issue with parish authorities, although it is recognized that this is not necessary under law. In situations where there has been inadvertent discrimination, it may be possible for corrective measures to be instituted without appearing before the Commission.

In the situation where the discrimination is by a lay worker/volunteer or by a group, committee or organization, it is requested that the priest and wardens be informed. If the discrimination is by a clergy, it is requested that the wardens be informed.

All discrimination complaints will be investigated within ten days and a report with recommendations for corrective action will be prepared and submitted for appropriate action within twenty days of receiving the complaint.

## **SEXUAL MISCONDUCT POLICY**

The Diocese of Nova Scotia has declared a protocol on sexual misconduct that is binding on clergy and laity within the Parish. The aim of this policy is to further amplify the Diocesan policy and to promulgate the reporting process in Christ Church.

All persons in positions of responsibility are directed to be familiar with the Diocesan policy. All persons are expected to maintain the highest ethical standards in their relationships with others. The Diocesan definition of clergy sexual misconduct is "an inappropriate and immoral act between a cleric and another person and occurs whenever a member of the clergy uses his or her position of authority as a cleric for the purpose of securing sexual gratification". The act may be consensual or non-consensual. Romantic or sexual relationships when one or both are married or with a person that the cleric is counselling is misconduct. Lay sexual misconduct is defined as "an inappropriate or an immoral act between a lay worker or volunteer and another person" and sexual misconduct occurs "if the lay worker or volunteer uses a position of authority for the purpose of securing sexual gratification".

The Diocesan policy also considers sexual misconduct to be "unsolicited, unwelcome, non-reciprocal sexual overtures or conduct, either physical or verbal" and includes "sexually oriented humour or language, questions or comments about one's sexual behaviour or preference, unwelcome or undesired physical contact, inappropriate comments about one's clothing or body or repeated requests for dates or social engagements". In some jurisdictions, this type of activity is referred to as "sexual harassment".

Sexual misconduct will not be tolerated and is unacceptable. In some situations, sexual misconduct will also constitute an offence under the Criminal Code of Canada.

Any person who is aware of or believes that sexual misconduct has occurred between the clergy and or lay worker/volunteer and another person is to report the matter to parish authorities. In the case of lay sexual misconduct to the priest and in the case of cleric sexual misconduct to the wardens. The recipient will initiate the appropriate action as directed by the Diocese.

This does not absolve anyone knowing of a criminal activity to report that to the appropriate civil authorities as well as to parochial authorities.

All cases of sexual misconduct will be investigated. If the investigation substantiates the misconduct, the accused will be removed from his/her position of authority pending full legal or Diocesan action. In the interim the accused may be requested to step down from the position as a temporary measure and/or limit contact with the accuser. If contact cannot be limited it may be necessary to provide Parochial support to one or both on those occasions when they meet.

The Diocesan policy provides direction on the healing process and all should recognize that the healing process is fundamental to rebuilding trust within the parish. The confidentiality of individuals must be maintained but certainly those cases which have widespread knowledge within the parish or which have been publicly reported will require a more public support for the victim and his/her family, the accused's family and the congregation. In those cases where there is not common knowledge, the parish must provide support to all parties and, if necessary, refer individuals to professional counsellors.

## SAFETY POLICY

Accidents do not just happen, there is a cause which could have been avoided or eliminated if due diligence had been exercised. Safety is everyone's concern, whether as an employee of the parish or as a volunteer or worshipper. To allow an unsafe practice to develop or to continue must not be permitted.

The Corporation is committed to meeting or exceeding health and safety regulations, standards and policies. The Corporation will look at means to improve existing systems of health and safety in all activities. The corporation will conduct periodic safety reviews of all activities to ensure that there is compliance with health and safety regulations, standards and policies.

The Parish Administrator is to retain a copy of the provincial safety regulations and is to ensure that supervisors of activities are aware of the contents of relevant sections. In addition, the following specific safety practices are to be followed at Christ Church:

- No one is to operate any equipment without receiving full instruction on the proper use and the safety features of the equipment;
- All power tools are to have their safety devices installed and operational at all times;
- All power tools are to be properly grounded;
- No one is to work on a ladder untended;
- Due to the height of our buildings, all persons working on the exterior are to be properly tended and to wear and use safety belts where possible; and,
- All persons are to ensure that they use personal safety devices, such as ear defenders, safety goggles or shields, steel toed boots and helmets at all times required by the safety regulations.

**PART III**  
**STAFF POLICIES**

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## POLICIES AND PRACTICES

This section deals with the policies concerning the staff of the Corporation, including the Rector, Curate/Associate Clergy, Parish Administrator, Music Director, Bookkeeper, Sexton, Christian Education Coordinator, Pastoral Care Coordinator, and others with whom the parish has entered into a covenant.

It is the policy of the Corporation to treat all staff in accordance with the guidelines of the Diocese and the laws and regulations of the province but in addition to ensure all staff relations are built and maintained in a caring and Christian manner.

Each member of the staff will have an employee agreement that includes duties and responsibilities, the term of employment, hours and remuneration. The Executive Committee will have a discussion about employees' performance and duties annually. New employees will have a twelve-month probationary period with a performance appraisal carried out after six months. Normally, salaries will be reviewed annually at the time of fiscal year budget preparation. Annual reviews will be conducted by the Executive Committee.

As an employer, Christ Church promotes continuous education and will support staff in the pursuit of training and development (Henry and Lena Romans Ministry Support Fund).

**It is imperative that confidential information be treated confidentially.**

## RECTOR

The Rector shall conform with the Diocesan Bishop's expectations of ordained ministry.

The Rector, with the Executive, is responsible for the overall operation of the Parish. The term of employment will be as agreed but is typically for five years with the expectation of at least one renewal for a second term. Salary will be as stated in the employment agreement and will be reviewed annually. Salary and benefits will be set in accordance with Diocesan guidelines.

Time off for continual education/personal retreat shall be granted in consultation with wardens and in keeping with Diocesan expectations of ordained ministry.

Performance review will be carried out annually by the Wardens.

### Duties

- To support and provide leadership for worship services.
- Perform baptisms, weddings and funerals.
- Work with the SPIRIT Committee and attend their meetings.
- Work with the Music Director in the selection of music for services.
- Provide leadership and guidance to parish members, groups and organizations and committees.
- Play an active role in the spiritual life of the Diocese and of Dartmouth.
- Do pastoral visitation.
- Supervise the work of all paid staff.
- Chair a weekly staff meeting.
- Attend the meetings of the Executive and of Parish Council.

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## CURATE/ASSOCIATE CLERGY

Under the direction of the Rector and within the context of team ministry, the Curate/Associate will:

- Conform with the Diocesan Bishop's expectations of ordained ministry.
- Participate in the planning and the execution of the liturgical life of the community.
- Perform Pastoral Ministry.
- Participate in the overall administration of the Parish, including Executive, Parish Council and regular staff meetings.

Areas of responsibility for the Associate Clergy are assigned in accordance with the needs of the parish and described in the employment agreement and covenant. In the case of a curate, the additional Diocesan expectations and guidelines will be upheld.

The term and salary will be defined in the employment agreement. Performance reviews will be carried out by the Executive Committee.

## PARISH ADMINISTRATOR

The Parish Administrator is responsible for the effective and efficient management of Christ Church as directed by the Executive under the day to day supervision of the of the Rector. Responsibilities include the supervision of the Bookkeeper and the Sexton on a day-to-day basis. The duties include all of the tasks in the following categories. However, other tasks necessary for the operation of the parish, and which are not listed, may also fall within the purview of this position. Changes in the operation of the parish may also necessitate changes. Any changes will be discussed and agreed on as required. It is expected that the incumbent will use all of the resources of the parish to fulfill these responsibilities. Performance reviews will be carried out by the Executive Committee.

### Duties

- Supervise the Parish Office and office volunteers.
- Supervise Sexton and Bookkeeper and seasonal cemetery workers: responsible for oversight and direction, to establish priorities based on the input of committees, clergy, Executive and day-to-day operational needs.
- Serve as Secretary to the Corporation/Parish Council - attend Parish Council, staff and Finance Committee meetings. Attend Executive meetings.
- Serve as a Financial Officer with corporate signing authority.
- Attend Perpetual Care Committee meetings.
- Liaise with the various committees of the parish.

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## MUSIC DIRECTOR/ORGANIST

Under the direction of the Rector, the Music Director is responsible for the music ministry of Christ Church. The Director will be expected to recruit members for and direct choirs, as well as participate in the contemporary music program. The Music Director must know how to play a two manual Casavant Pipe Organ. The Director must be sensitive to the musical gifts (choral and instrumental) of volunteers and challenge them to expand their capabilities and reach new heights of performance.

### Duties

#### Services

- Select hymns and choral pieces appropriate to the service.
- Play the organ at regularly scheduled services; or secure a substitute organist, as required.
- Offer a variety of musical settings and instruments, when appropriate, in order to enhance the quality of worship through music.
- Serve as a liturgical consultant to the Rector.

#### Choirs

- Recruit, train and direct choir members and parishioners in the performance of traditional and contemporary music at appropriate services.

#### Special Duties

- Provide appropriate music for funerals, weddings and other special events as may be determined by the Rector.
- Maintain all musical equipment and supplies consistent with the approved budget.
- Maintain an appropriate musical library, responsible for securing and maintaining copyright permission.
- Provide for the maintenance of all choir vestments, including cleaning repairs and inventory.

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## CHRISTIAN EDUCATION COORDINATOR

The position of Christian Education Coordinator is determined to be part time. The position is for a term of two years and the renewal or continuance of the position shall be reviewed at eighteen months by the Rector, Christian Education Coordinator and the Executive. The salary and benefits will be defined in the employment agreement in keeping with parish employment policy. A performance review will be carried out at six months and annually as per parish policy. The reviews shall be conducted by the Executive Committee.

The position of the Christian Education Coordinator shall include:

- To develop and implement an ongoing program of youth activities and being the Sunday School Coordinator;
- Work under the direction of the Rector to assist in the interpretation of the Christian faith to the parishioners through living and learning experiences;
- To contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways;
- To liaise with parishioners, groups and organizations and committees of the parish;
- Network with others involved in Christian Education in the Diocese and locally.

## PASTORAL CARE COORDINATOR

The position of Pastoral Care Coordinator, part-time, requires an ordained member of the Anglican Church, licensed by the Bishop of the Diocese of Nova Scotia and Prince Edward Island. Experience in Pastoral Care, the desire to work in a team ministry environment, and skill in motivating and equipping laypersons to engage in pastoral ministry outreach are necessary assets. The position is based on the equivalent of 2 1/2 days per week (approximately 20 hours). Salary and benefits will be consistent with Diocesan Guidelines for part-time ministries. This position will be for a 1-year term, subject to review in accordance with current parish policy. A Covenant in Ministry will define the parameters of the position.

Under the direction of the Rector, the Pastoral Care Coordinator shall be responsible for systematic visitation of Christ Church parish members, administering the Sacrament in connection with visits as required, and the reporting and recording of visits. In addition, the Pastoral Care Coordinator will work in partnership with the Pastoral Ministry Committee of the parish, to nurture, encourage, and facilitate the continued growth of their outreach ministry and its membership. This will require, but not be limited to, attendance at monthly meetings of the Pastoral Ministry Committee and the Pastoral Visitation Team.

## SEXTON

Under the direction of the Parish Administrator, the Sexton is responsible for the general cleaning, maintenance and minor repairs to the church buildings, mechanical equipment and grounds.

### **Duties**

- Serve as Cemetery Administrator.
- Cleaning building and keeping property tidy on a daily basis.
- Clear ice and snow.
- Undertake any minor electrical, plumbing, carpentry repairs and touch-up painting to the church and hall, as directed.
- Perform other related duties as may be required by the Parish Administrator.
- Attend the Property Committee meetings as requested.
- Observe priorities for work as established with the Parish Administrator.

### **BOOKKEEPER**

Under the direction of the Parish Administrator and the Finance Committee, the Bookkeeper is responsible for a wide range of accounting functions. The Bookkeeper will work 3 to 5 hours each week, to a maximum of 18 hours per month unless otherwise approved by the Finance Committee or Administrator.

Responsibilities include but are not limited to:

- Prepare and balance five general ledgers monthly (Operating Account, Cemetery Account, Columbarium Account, Isabel Creighton Account, Fund Savings Account which includes Social Services, Moseley Fund, and all other smaller special accounts), reconcile ledgers to the bank statements and prepare records three days prior for the monthly Finance Committee meeting.
- Maintain records relating to accounts payable: post all expenditures using Chart of Accounts code to computer ledger.
- Process semi-monthly payroll for all regular staff, ensuring that all proper source deductions are made and forwarded to the proper authority.
- Prepare accounts for year-end reporting in consultation with the auditor.
- Attend Finance Committee meeting as requested.
- Advise the Parish Administrator and Finance Committee on a timely basis regarding changes, progress or problems related to the accounting system.

### **VOLUNTEERS**

## PARISH EXECUTIVE

Executive is comprised of the Clergy and the Wardens and the Parish Administrator. They shall provide the spiritual and administrative leadership to the Parish.

The role and responsibilities of the Clergy (Rector and Assistant) are described in their Covenants with the Parish.

## WARDENS

Wardens are the principal elected lay officers of the parish and shall:

- Share with the Rector mutual responsibility in fulfilling the total ministry to the people in the community.
- Share with the Rector the concerns, needs and desires of the congregation.
- Be responsible, with the Rector, for seeing that the decisions of the Parish Council and parish meetings are carried out.
- Be responsible for seeing that a full and complete report is made to the members of the parish at the Annual General Meeting, of the actions taken during the year past, an audited statement of parish finances listing all investments held, insurance in effect and accounts payable.
- Ensure the thorough and accurate keeping of all parish records and statistics.
- Act as signing officers for appropriate accounts.

In addition, the parish wardens shall:

- Subject to the direction of the Bishop, and in compliance with appropriate Canons, oversee and provide leadership to the parish following the resignation of the Rector, or during his absence from duty.
- When deemed necessary, discuss with the Rector and communicate with the Bishop their concerns regarding the Parish Clergy in relation to their ministry.
- Be responsible to see that all necessary reports and financial returns are made on time to the Diocesan Synod.
- Share with the Rector the administration of Diocesan Canons as they relate to the Pastoral Unit.

Wardens are members of the Parish Executive with the Clergy. Wardens attend two Executive meetings each month and the monthly Parish Council meeting, which they take turns in chairing. Wardens also attend one or two Parish Committee meetings each month to observe the work of the committee and to help in the planning of programs consistent with the Parish Mission and Parish Plan. Wardens also take part in special activities and services in the parish. They sit on special committees of the parish such as personnel, hiring, evaluation, etc.

## PARISH COUNCIL MEMBERS

In the Diocesan Canon 35 it states the following about members of a Parish Council:

“Council Members shall:

- Assist the Rector and Wardens in carrying out their responsibilities.
- Share in the work and decision making in relationship to the Council at large and its dependent committees to enable the Parish to fulfill its purpose.
- Be a member of one or more of the supporting committees of Parish Council.”

The Clergy and the Wardens are the Executives of the Corporation and they work with the Parish Council in developing and implementing policy and in operating the Parish. The Council meets on a monthly basis and as maybe required such as the Council Workshop and semi-annual focus planning meetings. Members of Council are also expected to take part in the work of one of the Parish committees: Finance, Property, Spiritual Development, Pastoral Ministry, Stewardship, Historical. Each of these also usually meets once a month. The member of Council is the conduit between the Parish Council and the Committee, assisting, with the Wardens, and committee to formulate and implement programs consistent with the direction of Parish Council.

Elected members of Council are nominated at the Annual General Meeting in February by the Nominating Committee.

## OFFICE VOLUNTEERS

Office volunteers work under the direction of the Parish Administrator as required for the smooth operation of the office and may include:

- Answering the phone and relaying messages (helping callers when possible).
- Preparing bulletins and mail-outs assisting with reports, minutes of meetings.
- Counting offering and recording.
- Should be knowledgeable of parish policy.
- Confidentiality of information is to be respected.

**PART IV**  
**COMMITTEES**

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## CHRIST CHURCH COMMITTEES

The committee structure at Christ Church follows the outline provided in Canon 35 (see Appendix I). Each of the major committees (denoted by \*) is accountable to Parish Council. As well, each major committee has a mandate and conducts business in accordance with Canon 35 and the following points:

- Our goal at Christ Church is decision-making by consensus, i.e. discussion of alternatives, within reason, until a compromise acceptable to the members is reached; in the case of stalemate, a majority vote (50% plus 1) by the members present will suffice provided a quorum is present (50% plus 1 of the total membership of the committee).
- Each major committee will elect a Chairperson and Secretary, terms of office to be decided by committee members unless directed otherwise by Parish Council.
- Each major committee will hold at least one monthly meeting at a date and time agreed upon by the members and recorded in the Parish Office.
- At their December meeting, each major committee is to elect one representative to attend Parish Council meetings for the following year; the name of this representative is to be made known to the current Parish Council as well as the Nominating Committee.
- Each committee will keep minutes of the business conducted at these regular monthly meetings, i.e. a brief outline of members present, regrets from those not attending, adoption of previous minutes, progress concerning previous business items, discussion relating to new business topics, motion for adjournment, date and time of next meeting; one copy of these minutes is to be placed in the binder designated for that committee and kept in the Parish Office.
- Each committee is responsible for removing the previous year's minutes from the binders and archiving these prior to the annual meeting of the Parish each year, and to keep a current list of committee members and several contact numbers in each binder.
- Each committee is to complete a "Report to Parish Council" form (see Appendix IV: Forms) at the end of each regular business meeting, and submit this to parish office a week before the next regularly scheduled Parish Council meeting (NB: this form is NOT to be a copy of the minutes, but is a point-form presentation of the highlights of the meeting, i.e. items resolved, new topics in progress, items to be acted upon by that committee, plus a list of any issues requiring action by Parish Council).
- All of the above points are to be included on the agenda of the annual workshop for all Parish Council members and committee chairpersons following the Annual General Meeting in February.
- Committee chairpersons are required to attend quarterly "Focus Sessions" to timetable parish events for the following quarter and vision/plan for the three

months following that quarter; representatives from other organizations within the parish are welcome to attend these sessions as well.

## PARISH COUNCIL

- Is the governing body of the parish and is made up of clergy, wardens, 6-12 more elected members of the parish, one representative of each of the major committees, Synod delegates, the Parish Administrator (as secretary/treasurer), and historically, a representative from ACW.
- Currently at Christ Church, we elect 3 wardens, each to serve a 3 year term with one warden retiring each year and being replaced by a newly elected warden.
- Council members are elected to 3-year terms with one-third of council being replaced each year. Each business meeting is to be chaired by a warden.
- Each member of the council has one vote. A business meeting is held once each month and a quorum (50% plus one) must be present before business decisions are considered to be binding.
- Council must call a General Meeting (AGM) once each year to make a formal report on the past year's business to the parish as a whole, and present, discuss, and approve a budget for the next year (see Section II: Church Policies for a more complete description of policy regarding conduct of the AGM).
- Regular attendance at meetings is expected. Absence from a significant number of meetings may require a review of membership.
- Should have a budget to include program/in-service work.
- PEWS report as function of parish news outreach.

## EXECUTIVE

- Is made up of clergy, wardens and the Parish Administrator.
- Mandate is to provide spiritual and administrative leadership in the parish.
- Oversee the work of the Perpetual Care Committee.
- Each month meet twice to: a) prepare an agenda and outline of business for the monthly Parish Council meeting; b) discuss and deal with miscellaneous parish issues that do not require consideration by council as a whole, and items of concern that come up during Parish Council meetings.
- Meet on an ad hoc basis for the purpose of visioning, retreats, special projects, etc.
- Wardens submit an annual report to be included in the book of reports for the AGM.
- Junior warden is to track and record all significant Parish Council decisions of the year with a brief description of the background for each decision; one copy of this

information is to be included in the Book of Reports for the AGM and another copy in the appendices of this Parish Policy Handbook with a note of reference to the relevant policy for each decision described therein.

## **SPIRIT COMMITTEE**

- Mandate is to create an environment where the mission of Christ Church community will be met:
  - Through promotion of lay participation in a variety of worship opportunities and experiences that enable and encourage spiritual development.
  - Through the support and facilitation of worship through music ministry, drama, special worship services and events, ministry to youth through Sunday School programs and others as developed in response to identified needs.
  - Through the communication of ideas involving the spiritual growth of all Christ Church parishioners.
- Programs and events sponsored have included Pentecost Service, Church Picnic, Welcome Sunday.
- Continual search for new and exciting ideas for spiritual development for our church family – sub-groups.
- Supports and encourages all parish groups of Christ Church.

The following is a list of groups for which the SPIRIT Committee involvement may be considered facilitative:

- Youth Ministry – Committed to the development and nurturing of youth programs.
- Drama – Encourage and organize periodical dramatic presentations.
- Choirs & Bands – Support by working with Musical Director.
- Servers/Altar Guild/Lay Readers – Maintaining communication with these groups and offer support.
- Sunday School – Support Sunday School program by assisting in coordinating events, etc.
- Greeters – Maintaining a greeters list and providing yearly training workshop.
- Submit a tentative annual budget and a summary of the year's activities for inclusion in the Book of Reports for the AGM.

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## PASTORAL MINISTRY

### Canon 35

The Pastoral Ministry Committee shall be the body responsible under the Parish Council to work to further the development of an awareness of social and educational needs of the Parishioners; and their personal ministry of mutual help and support to one another, and their relationship with all God's people in the wider community.

### Membership

- Council member representation 4
- Membership at large 6
- Clergy 1

### Term of Membership

At the discretion of the participants and subject to council rotation; clergy reps have changed over the years, but basically the clergy responsible to this committee has been the assistant. The chair has been constant over the past number of years, but the secretary has changed.

### Accountability

Minutes of each meeting are submitted to Parish Council. The committee endeavours to be faithful to the prerequisites of Canon 35, the mission and vision of the Parish and the needs of the parish membership as determined from survey, but basically by word of mouth.

### Budget

Each November the committee maps out the plans for the upcoming year and attaches appropriate costs for programming for inclusion in the overall budget of the Corporation.

### Areas of Work

- Family Ministry:
  - Baptismal Preparation
  - Nursery Services for the 9:15 a.m. service
  - Seniors High Tea & Evensong
  - Celebration of Family Life Luncheon

- Pastoral Needs:
  - Monthly interpreted services for the Hearing Impaired
  - Intercessory prayer letters & scheduling
  - Parish visitation to seniors, bereaved, sick, newcomers
  - Sides duty roster for funerals
  - Correspondence - letters of sympathy, thinking of you and congratulations
  - Christmas stocking program
- Community Outreach:
  - Food and Clothing Ministry
  - Support of Metro Food Bank activities
- Wider world:
  - PWRDF education, promotion
  - Eco justice concerns
- Education and Leadership Development:
  - Encouragement of persons to participate in courses – pastoral visiting, ALPHA & LOGOS, sponsoring of programs i.e. parenting, care for caregivers, family violence

The committee currently assembled gives willingly of its time, talent and treasure to the attainment of all the goals accessing the funds only for honorariums, securing of materials for courses, the partial reimbursement of the interpreter services, postage and copying costs. This fact is to be commended, but it is realized that this could be a deterrent in future in the procuring of new members if this is seen to be a requirement.

## **FINANCE**

Made up of:

- Five members, 1 warden, and staff support. Chairperson to be nominated by the members.
- Mandate includes overseeing the financial operation of the parish, including but not limited to budget preparation, administration and responsibility for managing investments, savings, and operating funds.
- Proactive visioning to facilitate parish growth through appropriate financial planning submits an annual report and a tentative parish budget for the up-coming year to the AGM.
- Maintains a priority list for future expenditures.

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## PROPERTY

Made up of:

- Two members of Parish Council plus 1 warden, several more members-at-large, and the Sexton,
- Mandate includes support of Parish Council by provision of the physical plant necessary to allowing Parish Council to fulfill its mandate; also initiates under the authority of Parish Council action to maintain existing physical plant and provide direction for its future use.
- Develops an annual budget in support of the above, submitted to the AGM for approval, and carried out on an annual basis with no carry over to the following year; submit a tentative annual budget and a summary of the year's activities for inclusion in the Book of Reports for the AGM.

## STEWARDSHIP

Includes:

- Identifying issues around the concept of the stewardship of Parish and global resources as these relate to Parish members' time, talents, and treasure, promoting the value of programming and leadership development around these issues to encourage a deeper understanding and wiser use of all God's creation.
- Oversee "Planned Giving" program.
- Submit a tentative annual budget and a summary of the year's activities for inclusion in the Book of Reports for the AGM.

## HISTORICAL COMMITTEE

- Came into being as a result of the work done for the 175th anniversary of Christ Church in 1992.
- Any member of the parish may join.
- One member of this committee sits on Parish Council.
- Mandate includes provision of short articles on the history of Christ Church for each edition of *The Pews Report*.
- Oral presentations by members when requested for various functions.
- Submit a tentative annual budget and a summary of the year's activities for inclusion in the Book of Reports for the AGM.

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## Parish Records

### Guidelines for Storage, Care and Handling

- **Paper:** The acidic wood pulp process for making paper began around 1838. Fortunately, the Church kept using its cotton-rag paper registers for about another forty years – these are naturally acid free. Remove or separate all inserted modern papers from your older registers or they will transfer brown acid (sulfur) to the clean page. Remove all cellophane tape or rubber adhesives, *if it is possible to do it without harming the paper or removing ink with it*. Remove ALL metal fasteners.
- **Never use tape or glue to repair books or documents.**
- **Storage:** The following should be considered in the storage of records:
  - Light (and air)
  - Temperature
  - Relative humidity
  - Natural risks: pests, fire, flood, hurricane (wind and rain)
  - Security
  - Access – handling by humans.
  
  - **Light:** Exposure to the UV rays in daylight (direct and indirect sunlight) and most fluorescent light will cause ink to fade and paper to dry and become brittle (acidic paper eventually will crumble to dust, starting with the edges). While some “breathing” of the paper and books should be allowed, continuous exposure to oxygen and other gases in the open air can cause a reaction with acids in the paper. These processes are not reversible.

Parish records should be kept in a fire-proof vault, the next best thing being an enameled steel cabinet. Wood emits gases and attracts pests. Use incandescent light when the records are “out” for use. When parish registers become inactive or closed, they may be deposited at the Diocesan Archives where they will be enclosed in safe archival material and kept in a vault.

- **Temperature:** Fluctuations in temperature are harder on the paper than any steady moderate temperature. The temperature recommended for paper is 21 degrees Celsius (70 degrees Fahrenheit) or cooler.

Store records in a cool or temperate room, away from doors and windows. Avoid storing against the outside wall of the building. (This is important also for Relative Humidity control and protection against risks of natural source.)

- **Relative humidity:** High humidity will cause moisture to be absorbed by the paper, allowing mold and fungi to grow in it. It can also attract pests (insects and rodents). Mold stains that obscure information cannot be removed, but further growth can be stopped. Moldy (earthy smell) or fungi infested records (mushroom smell) should be brought to the archives for treatment.

**Never wrap anything in airtight plastic.** (This causes moisture, condensation -> mold.)

A relative humidity of 40 to 50% RH is allowable for paper, cardboard and leather binding. Below 40% makes paper dry and brittle – easily torn; anything above 50% is a “garden” for mold and fungi.

- **Risks:** Dust, dirt, dampness, food and drink attract pests. Flammables such as plastic bags, aerosol cans, glues, paints, solvents, fuels, damp rags, even magnetic tapes (video or audio cassettes) and negatives or films, are all things that could increase the speed and heat of a fire. In a severe storm, glass windows may break and let in water. Do not store boxes on the floor, especially if leakage or flooding is a known risk.

Place record storage units away from windows and outer walls of the building. Keep the vault or cabinet and the outer room, clean; do not eat or drink in that room. Install smoke detectors and fire extinguishers in the room and adjacent rooms and have them tested and maintained regularly. Do not store any other media with paper-based records; do not store flammable substances near records. Use enameled metal shelving – not wood – bottom shelf 3-4” above the floor. Do not place records on an open top shelf. If possible, do not store in a room or building that is known to have leaked in a previous storm; preferably not one with large glass windows wither. Keep up repairs. Have a disaster recovery plan for your parish.

- **Security:** Whenever your records are kept, keep the vault, the room, the building locked; restrict the number of keys to that area; supervise access to the records. Make a note of (time and place, specific item moved, who moved it) any movement of a document or register to another location, and when it is returned. Do not store parish records in a place that is isolated for long periods of time or easily broken into.
- **Access to the Records:** Access to your parish registers, minute books, service records, documents and ledgers should be restricted to the Rector’s use, and those members of the Parish Corporation authorized to use them. Public researchers may be referred to the microfilm of your records at the Nova Scotia Archives (NSARM).

The Diocesan Archives answers individual requests from clergy for information from their own deposited records; we do not do genealogy, but you may refer people to use for direction on how to use the genealogical resources at the NSARM.

No manuscript or original record should ever be placed on display (use a copy). Originals should not be handled by the public at any time.

If you have a properly monitored and supervised museum space, a UV-screened locked cabinet in a temperature and RH controlled room would be allowable, but not necessary. Instead use a photocopy or computer copy of the original record for display. These are no longer expensive, and can look exactly like the original.

- **Preservation of Paper and Other Media:** All of the above practices will preserve paper records longer and are also good for other media, with a few subtle differences:
  - **Photographic prints** should not be exposed to direct or indirect light at any time. Store in dark, cool, dry place; protect with “archival quality” (inert acid-free plastics) polyester or polyethylene sleeves inside acid-free binders or inside acid-free envelopes and photograph boxes (commonly available at many photographic supply shops, Wal-Mart, Zellers, and Staples, and other stationery supply stores). Handle with cotton-gloved hands. Use copies for display.
  - **Negatives, slides or film images:** Should be kept cool and dry and enclosed as above when not being viewed.
  - **Video, audio, and other magnetic formats, as well as CDs and DVDs:** Should be kept dust-free, cold and dry on metal shelves or in metal cabinets away from paper. They should be handled as little as possible.
  - **All film or magnetic media:** Should be stored away from paper; preferably in an enclosed metal cabinet. These substances are more flammable than paper, so ideally, they should be kept cooler and dryer than paper.
  - **Paintings, drawings, and lithographic, silkscreen or intaglio prints and etchings:** Each need special enclosure according to the medium used, but generally good for all: Remove acidic matting and backing from framed artwork; remove artwork from wooden or metal frames. Oil paintings can stay framed if the frame is in good shape and kept at a cold steady temperature away from light. If varnish on frame has changed texture, remove artwork and store separately.

- **General rules for graphics:** Keep in a dry cool dark place; the image surface dust-free; keep it from touching other media; lie flat with no weight or pressure on the surface. Wrap in acid-free paper or vegetable paper, tie with cotton tape if necessary, and store in same size box.
- **Textiles and artifacts:** The general practices above apply except that some fabrics have special requirements; the Diocesan Archives does not collect textiles and artifacts, but the Archivist can answer our questions about specific items. If you feel that any of your records are in an unsafe condition, please ask the Archivist for help: Contact:  
Lorraine Slopek (902) 420-0171, voicemail 231  
Email: archives@nspeidiocese.ca

## NOMINATING COMMITTEE

Made up of:

- One clergy member, out-going warden, two members of Parish Council.
- Mandate and existence to cover the months of November through January mandate to identify and recruit capable persons willing to serve on Parish Council and on major committees, and to pass these names to the executive prior to the AGM.

## POLICY REVIEW

A small committee composed of a member from the parish, an outgoing member of Parish Council, one of the Executive and the Parish Administrator will be formed to review, as time permits, a number of items. It is intended that the policy book will be reviewed/refreshed every three years and thus approximately one-third of the book should be reviewed annually. A detailed schedule will be promulgated when known. The updates for the regular review must be submitted by 31 December.

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## PERPETUAL CARE COMMITTEE

The Corporation of Christ Church (“the Parish”) now has responsibility for both the Christ Church Cemetery (including the former Quaker cemetery) and the Christ Church Columbarium and Memorial Garden.

Previously there existed a Cemetery Committee of the Parish responsible for the cemetery following the mandate set out in Canon 39;

The Perpetual Care Committee (“the Committee”) will now replace the Cemetery Committee and assume all its responsibilities for the Christ Church Cemetery as well as responsibility for the Christ Church Columbarium and Memorial Garden. The Committee will operate as follows:

1. The Perpetual Care Committee shall consist of a Warden, the Parish Administrator (ex officio) the Sexton (ex officio) and a minimum of three members appointed annually by the Parish Council, one of whom should be from the Finance Committee. The Parish Council has the authority to appoint additional members.
2. The Parish Council will appoint one of the members of the Committee to be Chairperson of the Committee.
3. Meetings of the Committee will be called from time to time, at the discretion of the Chairperson and at the convenience of members, provided that the Committee shall meet at least once every six months.
4. A quorum shall be a majority of the members of the Committee who are members from time to time (not including the Parish Administrator).
5. On behalf of the Parish and subject to the direction and authority of the Parish Council the Committee shall be responsible for the operation and maintenance of the Christ Church Columbarium and Memorial Garden and the Christ Church Cemetery. Without limiting the generality of the forgoing it is the mandate of the Committee to oversee:
  - a. Maintenance of the grounds of both the Cemetery and the Memorial Garden;
  - b. Maintenance of the Columbarium building;
  - c. Operation of the Columbarium, Memorial Garden and Cemetery;
  - d. Promotion of sales of niches in the Columbarium;

- 
- e. Collection of all prices determined by the Parish and charged for niches in the Columbarium and burial lots in the Cemetery and all other charges in relation to interment in the Cemetery, Columbarium and Memorial Garden;
  - f. The financial affairs of the Cemetery, Columbarium and Memorial Garden including the special funds described in Section 6 below:
  - g. Keeping statistics on full and cremation interments and the sale of lots and niches;
  - h. All arrangements for the sale of lots and niches and for interment; and
  - i. In cooperation with the Rector and the Parish Council, supervision of the staff of the Parish assigned to carry out any of the responsibilities that fall within the mandate of the Cemetery including the hiring and supervision of summer staff.
6. The following special funds will be maintained on the following terms for the Cemetery, Columbarium and Memorial Garden:
- a. The Cemetery Fund will be continued as a separate special purpose fund of the Parish and shall be maintained pursuant to Canon 39 and used for the purposes of the Christ Church Cemetery;
  - b. The Columbarium and Memorial Garden Fund will be maintained to provide for the perpetual care of the remains therein interred and all operating and capital expenses of the Columbarium and Memorial Garden. All revenue from the sale of niches and interments in the Columbarium and Memorial Garden and any other associated gifts or revenue shall be deposited to the Columbarium and Memorial Garden Fund. In keeping with the intention of the Parish in establishing the Columbarium and Memorial Garden and the declarations signed by those purchasing niches in the Columbarium or interment in the Memorial Garden, this fund will be kept invested and the interest reinvested in the fund and the fund used for the following in this priority:
    - i. Servicing the debt incurred to construct the Columbarium and Memorial Garden;
    - ii. Ongoing operational and capital expenses of the Columbarium, Memorial Garden and the Cemetery;
    - iii. Provision for perpetual care, and
    - iv. Provided all debt is retired and adequate provision has been made for (ii) and (iii) above, for other Parish purposes as determined from time to time by the Parish Council;

- c. These funds will be annually reported to the Parish through the Annual Financial statements and will be reviewed by the outside auditor in the same manner as the auditor reviews the financial statements of the Parish. The accounting for the funds shall provide full details that shall include:
  - i. Income shall be broken out to show
    1. Numbers of niches sold and proceeds of sale
    2. Numbers of lots sold and proceeds of sale
    3. All proceeds of interments in the Columbarium, Memorial Garden and Cemetery
    4. All bequests and other gifts and whether given for any designated purpose, and
    5. All other revenues broken out by source
  - ii. Expenses shall be broken out to show:
    1. Repayment of debt
    2. Interest
    3. Other bank charges
    4. All operational charges including full and part-time staff salaries and benefits, independent contractors, landscaping, heat, power, water and other building maintenance, office and other supplies, and miscellaneous
    5. Promotional expenses
    6. Insurance
    7. Charges for niche nameplates
    8. HST and other taxes, and
    9. All other expenses.

7. The Committee shall be under the direction of and report to the Parish Council.

## **PARISH EMAIL DISTRIBUTION POLICY**

Christ Church e-mail announcement service was created to enable the sharing of information within the life of our parish, and events in the wider community that might be of interest to parishioners. This e-mail service is distributed through a parish volunteer. It is not intended to be a "chat room" or a forum for editorials.

Those who have signed on to this service have done so with the understanding and trust that their e-mail addresses will be accessed only for the purposes described.

E-mail items intended for distribution to the parish are to be sent through the designated volunteer only. Appropriating the address list, in whole or in part, for personal use is a violation of that trust, and may require our termination of what has been a helpful means of communication.

**PART V**  
**OUTREACH**

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## CHRIST CHURCH OUTREACH

Christ Church, Dartmouth, continues to be an active participant in outreach ministry both in the immediate community and on a more global level. Policies, support and programs for these outreach efforts are the responsibility of Parish Council and within this, Pastoral Ministry. Any new initiative must be reviewed and approved by Parish Council prior to implementation.

Outreach at Christ Church exists in two forms:

- **Community-related Ministries:** Any initiative that has as its focus the support, facilitation, or development of a group concerned with the welfare of others within the Christ Church or Metro area community.
- **Global Initiatives:** Any project that has as its primary focus promotion, support, or education related to welfare issues beyond those of the immediate Parish and Metro area community.

### Community-Related Ministries

To date these have included, but are not limited to, Diocesan committee representation, Order of St. Luke, Anglican Cursillo, Regional Council representation, Adsum House representation, Parent Resource Centre support, Metro Food Bank support, Food and Clothing Ministry, Synod representation, Downtown Connection, Men's Breakfast, Anglican Church Women (ACW), Feeding Others Of Dartmouth (FOOD), Christmas Stocking project, Seniors' High Tea and Evensong, Association for Community Living Dinner, Celebration of Family Life Luncheon, pastoral lay visitation, interpreted services and Bible Study for the hearing-impaired community, ALPHA program, Logos program, pastoral correspondence program, and issue-related educational programs, e.g., Family Violence, Care for Caregivers, Parenting, small group Bible Study, Guide, Scout movement.

### Global Initiatives

To date these have included, but are not limited to, support for Tangier Deanery Camp, promotion and education related to Primate's World Relief and Development Fund (PWRDF), Refugee Committee representation, Sister Churches and Companion Dioceses initiatives, promotion of, support for and education around various eco-justice issues.

**PART VI**  
**CALENDAR OF EVENTS**

## CALENDAR OF EVENTS

January	➤ Service for Epiphany
February	<ul style="list-style-type: none"> <li>➤ ACW Spaghetti Dinner</li> <li>➤ Shrove Tuesday Pancake Supper</li> <li>➤ Ash Wednesday Service</li> <li>➤ Wednesday Evening Lenten Services</li> <li>➤ Lenten Lunch Series</li> <li>➤ Lenten Program</li> <li>➤ Annual General Meeting of the Parish</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Lenten Lunch Series in different downtown churches on rotating basis</li> <li>➤ Wednesday Evening Lenten Services*</li> <li>➤ Palm Sunday Service*</li> <li>➤ Holy Week Services*</li> <li>➤ Good Friday Service* (3 hours)</li> <li>➤ Easter Sunday Services*</li> <li>➤ Confirmation</li> <li>➤ Mothering Day Service</li> <li>➤ Commissioning of new Parish Council</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Palm Sunday Service*</li> <li>➤ Holy Week Services*</li> <li>➤ Good Friday Service* (3 hours)</li> <li>➤ Easter Sunday Services*</li> <li>➤ Daffodil Tea and Sale*</li> <li>➤ Perpetual Care Committee meeting regarding projects/staffing*</li> </ul>
May	<ul style="list-style-type: none"> <li>➤ Synod (if it is held)</li> <li>➤ Pentecost Service</li> </ul>
June	➤ Parish picnic (combined service)
July	
August	➤ Natal Day Service
September	<ul style="list-style-type: none"> <li>➤ Welcome Sunday (combined service)</li> <li>➤ Sunday School begins</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Blessing of the Pets Service</li> <li>➤ Thanksgiving Service</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Budget process begins</li> <li>➤ Remembrance Day Service</li> <li>➤ Nominating Committee</li> <li>➤ Amendment Review Committee</li> <li>➤ Advent Awareness/Reign of Christ the King (combined service)</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Christmas Craft Market</li> <li>➤ “Finding Peace at Christmas” Service</li> <li>➤ Sunday School Christmas Pageant</li> <li>➤ Christmas Carolling Event</li> <li>➤ Christmas Eve Services</li> <li>➤ Alternate Service (combined service – Sunday between Christmas &amp; New Year’s)</li> </ul>

\* Denotes that these events may occur in April, depending on the timing of Easter in a given year.

**PART VII**  
**APPENDICES**

**APPENDIX I**

**CANON 35**

**CANON 35****TABLE OF CONTENTS**

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## CANON 35

### PARISH GOVERNMENT

#### BASIS OF CANON AND PURPOSE OF A PARISH

1. This Canon is based on the concept of shared ministry with special emphasis on the role of the parish council.
2. The purpose of a parish is to live the plurality of the Christian identity within the Anglican Communion.

#### INTERPRETATION

### 3.

(1) In this Canon:

- (a) "Anglican Church Act of Nova Scotia" means Chapter 130 of the Statutes of Nova Scotia for 1967, the Anglican Church Act; or any Act of the Nova Scotia Legislature that replaces it;
- (b) "Anglican Church Act of Prince Edward Island" means Chapter 53 of the Acts of the General Assembly of Prince Edward Island for 1972, the Anglican Church Act or any Act of the House of Assembly of Prince Edward Island that replaces it;
- (c) "Bishop" means the Bishop of the Diocese;
- (d) "Church" means:
  - (i) A congregation that has a place in which to worship or meet, or
  - (ii) Where more than one divine service is held in the place on Sundays, all the congregations for which the divine services are held, recognized by a parish as a church included in the parish;
- (e) "Communicant" means a baptized Christian who regularly receives Holy Communion as a worshipping member of a congregation;
- (f) "Congregation" means a group of people organized to minister, worship and learn from God's Holy Word, with or without a place in which to worship or meet;
- (g) "Diocese" means the Diocese of Nova Scotia and Prince Edward Island;
- (h) "Parishioner" is any member of a congregation as defined in 3(f);
  - (i) A voting parishioner is any parishioner as described in 18 (1);

- 
- (j) "Parish" means:
    - (i) A congregation, or
    - (ii) Two or more congregations that are, for the purpose of ministry, grouped together, served by a member of the clergy licensed by the Bishop in a territory or district allotted by the Bishop for that purpose, but does not include the congregations worshipping at the Cathedral Church of All Saints, Halifax.
  
  - (2) A reference in this Canon to a parish corporation of a parish is a reference to the parish corporation that is formed:
    - (a) By the Anglican Church Act of Nova Scotia constituting, as a body corporate, the rector, wardens and the other members of the parish council of the parish; or
    - (b) By the Anglican Church Act of Prince Edward Island constituting, as a body corporate, the rector, wardens and, the other members of the parish council of the parish;
  
  - (3) To the extent that this Canon applies in Nova Scotia, a reference in this Canon to:
    - (a) A parish corporation shall be read as a reference to a parochial corporation; and,
    - (b) A parish corporation as consisting of the rector, wardens and other members of a parish council shall be read as a reference to the parish corporation consisting of the rector, wardens and vestry of the parish, until there are in force amendments to the Anglican Church Act of Nova Scotia that change references in that Act from parochial corporations to parish corporations and that change the composition of those corporations from the rector, wardens and vestry of a parish to the rector, wardens and other members of the parish council of the parish.
  
  - (4) To the extent that this Canon applies in Prince Edward Island, a reference in this Canon to:
    - (a) A parish corporation shall be read as a reference to a parochial corporation;
    - (b) A parish corporation as consisting of the rector, wardens and other members of a parish council shall be read as a reference to the parish corporation as consisting of the rector, wardens and vestry or vestrymen of the parish, until there are in force amendments to the Anglican Church Act of Prince Edward Island that change references in that Act from parochial corporations to parish corporations and that change the composition of those corporations from the rector, wardens and vestry or vestrymen of a parish to the rector, wardens and other members of the parish council of the parish.
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- (5) For greater certainty, a reference in this Canon to a church or a congregation that forms a part of a parish includes a single congregation or church that, in itself, constitutes that parish.

## **PARISHES AND CONGREGATIONS AS FUNCTIONING PARTS OF REGIONS**

### **4.**

Every parish and every congregation that forms a part of the parish shall be a functioning part of the region in which the parish exists.

## **PARISH CORPORATIONS**

### **5.**

- (1) There is, by reason of the Anglican Church Act of Nova Scotia and the Anglican Church Act of Prince Edward Island, a parish corporation for each parish.
- (2) Each parish corporation is a separate legal entity and may:
- (a) Sue and be sued;
  - (b) Have a common seal;
  - (c) Receive grants of real and personal property for the use of the church and all parish purposes;
  - (d) Improve such real property and receive rents thereof for the like use;
  - (e) With the approval of the Bishop in writing, sell, convey, lease and mortgage such real and personal property;
  - (f) When the appropriate amendments have been made to the Acts, sell, convey, lease and mortgage personal property;
  - (g) Make by-laws and regulations for the management of the temporalities of the corporation and the due orderly conducting of its affairs.
- (3) The parish corporation of a parish consists of the rector, wardens and the other members of the parish council of the parish.
- (4) All documents, including deeds, mortgages, leases and contracts, shall be executed on behalf of a parish corporation under the seal of the corporation and shall be signed by the rector, two parish wardens and the secretary but any document, relating to real property including a deed, mortgage or lease is ineffective unless and until it is approved, in writing, by the Bishop.

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**PARISH COUNCILS****6.**

- (1) There shall be a parish council for every parish.
- (2) A parish council is the governing body that orders the life of the congregation or congregations forming the parish for which the parish council is established.

Every parish council shall:

- (a) Exercise general oversight over the life, worship and governance of the parish for which it is established, including responsibility for all guilds, societies and organizations of the parish;
- (b) Regularly evaluate the overall life of the parish and recommend ideas for effective ministries;
- (c) Carry out such duties as are imposed on it by law, including the Constitution and Canons of the Diocese and the by-laws of the parish.

(1) A parish council consists of:

- (a) The rector or incumbent serving the parish for which the parish council is established;
- (b) Each member of the clergy canonically appointed by the Bishop to serve the parish;
- (c) No less than two and no more than three wardens elected by an annual meeting of the parish;
- (d) The secretary of the parish council elected by an annual meeting of the parish or appointed by the other members of the parish council;
- (e) The treasurer of the parish, elected by an annual meeting of the parish;
- (f) Subject to subsection (3), not less than three and no more than twelve of the parishioners who constitute the parish elected by an annual meeting of the parish;
- (g) One or more parish organization representatives, not exceeding the number of members elected pursuant to clause (f);

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- (h) Each person who is, pursuant to the Constitution of the Diocese, elected as a lay representative or youth delegate from the parish to the Synod of the Diocese.
- (2) A person who is in receipt of a salary for carrying out duties or performing services for a parish may not vote on any question that is before the parish council established for that parish or the church council established for a church that forms part of the parish where the question relates to the salary, remuneration or any term of employment of that person, unless that person is permitted to do so by a resolution passed by the council that has the question before it.
- (3) Where a parish consists of two or more congregations, those so elected shall include at least one member of each congregation.
- (4) Each warden holds office for a term commencing at the close of the annual meeting at which the warden was elected and ending at the close of an annual meeting that is no later than the third annual meeting after the meeting at which the warden was elected.
- (5) Wardens shall be elected for terms that are staggered in such a manner that their terms of office do not all end at the same time.
- (6) Where at any annual meeting a resolution is passed that increases or decreases the number of wardens for the parish:
- (a) The term of office of each warden ends at the close of the meeting;
- (b) The meeting shall elect that number of wardens that is set out in the resolution for terms that are staggered in such a manner that their terms of office do not all end at the same time.
- (7) For greater certainty, nothing in subsection (6) authorizes the number of wardens to be less than two nor more than three.
- (8) A person may be re-elected as a warden, except that no person may, without the consent of the Bishop, hold office as a warden for a continuous period of more than nine years.
- (9) Each person elected pursuant to clause (1)(f) holds office for a term commencing at the close of the annual meeting at which that person was elected and ending at the close of an annual meeting that is not later than the third annual meeting held after the annual meeting at which that person was elected.

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- (10) Persons shall be elected pursuant to clause 1(f) for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time.
  - (11) Where at any annual meeting a resolution is passed that increases or decreases the number of persons who may be elected pursuant to clause (1)(f):
    - (a) The term of office of each person who is a member of the parish council by reason of being elected pursuant to clause (1)(f) ends at the close of the meeting at which the resolution is passed;
    - (b) The meeting shall elect that number of persons as set out in the resolution for terms of office that are staggered in such manner that the terms of office of more than half of them do not end at the same time.
  - (12) For greater certainty, nothing in subsection (11) authorizes the number of persons elected pursuant to clause (1)(e) to be less than three nor more than twelve.
  - (13) A meeting of a parish shall, when electing members of a parish council pursuant to clause (1)(f), attempt to ensure that the members elected reflect, as far as is possible, the demographic distribution of the parish, including gender, age, ethnic groups and population.
  - (14) A person may be re-elected pursuant to clause (1)(f), where, on an average Sunday, the congregation is less than 50 people. For larger congregations, no parish council member shall be re-elected, following 2 consecutive 3 year terms, without a break for one year.
  - (15) Where a parish consists of more than one church, the parish council shall annually:
    - (a) Prepare a consolidated budget for the parish that is binding on each church in the parish;
    - (b) Estimate the operating expenses for the ensuing year; and
    - (c) In accordance with subsection (2), determine the amount that each church shall pay to the parish during the year as its share of the operating expenses of the parish.
  - (16) The amount that each church shall pay during any year as its share of the operating expenses is that proportion of the operating expenses for that year that the total of all the income of the church for the year bears to the total of all the income for that year of all the churches that constitute the parish.
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- (17) The parish council may, before the actual amount of the operating expenses and church incomes are known, estimate the amount of the expenses and the incomes, and the church shall pay to the parish an amount equal to that proportion of the estimated operating expenses that the estimated income of the church bears to the estimated income of all the churches that constitute the parish, and, when the actual operating expenses and incomes are known, it appears that there has been an overpayment or underpayment, the difference shall be paid by the parish to the church or the church to the parish as the case may be.
- (18) The share of operating expenses that a church is liable to pay is payable from the assets of the church.
- (19) Parish council may fill a vacancy in its elected membership, including a vacancy that occurs as a result of an annual meeting failing to elect all the members to the council that the meeting was entitled to elect.
- (20) The filling of a vacancy in the membership of a parish council pursuant to subsection (1) must be ratified at either the first annual meeting of the parish for which the parish council was established that is held after the vacancy is filled or at a special meeting of the parish that is held after the vacancy is filled.
- (21) A parish council may, by resolution, request any member elected to the council who fails to perform the duties of a member of the council, to resign from the council.
- (22) A person may resign from a parish council by submitting that person's resignation to the council in writing, except that where a person wishes to resign because of a grievance, that person may only do so by submitting that member's resignation to the Bishop in writing and to the council and, in such case, the resignation is not effective unless and until the Bishop communicates the Bishop's acceptance in writing to that person and to the council.
- (23) Where a person who is a member of a parish council ceases to be qualified to be elected to the parish council, that person is deemed to have resigned as a member of the parish council except that the parish council may, by a resolution supported by at least two thirds of its members, extend that person's membership on the parish council as long as the extension does not go beyond the date of the next annual meeting of the parish.

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## CHURCH COUNCILS

7.

- (1) A church may establish a council for the church, to be known as a church council.
- (2) A church council is the ordering body of the church for which the council is established.
- (3) Where a church council is not established for a church, or has been dissolved, the care and business of the church shall be carried out by:
  - (a) The parish council for the parish of which the church forms a part and the officers of that parish council; or
  - (b) One or more wardens and a treasurer elected by and responsible to an annual meeting of the church.
- (4) A church council shall:
  - (a) Regularly evaluate the overall life of the church for which it is established and recommend and implement effective ministries;
  - (b) Carry out such duties as are imposed on it by law, including the Constitution and Canons of the Diocese and any by-law that applies to it.
- (5) A church council shall consist of:
  - (a) The rector or incumbent of the parish of which the church for which the council was established is a part;
  - (b) Each member of the clergy canonically appointed by the Bishop to serve the parish;
  - (c) Up to three wardens elected by an annual meeting of the church;
  - (d) The Treasurer of the church elected or appointed by an annual meeting of the church;
  - (e) A Secretary elected or appointed by an annual meeting of the church;
  - (f) No less than three and no more twelve of the parishioners that constitute the church, elected at an annual meeting of the church;

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- (g) Each member of the church who is, by reason of being a lay representative to Synod, a member of the parish council established for the parish of which the church forms a part.
- (6) The same person may hold the offices of both Secretary and Treasurer.
- (7) Each warden holds office for a term commencing at the close of the annual meeting at which the warden was elected and ending at the close of an annual meeting that is no later than the third annual meeting held after the annual meeting at which the warden was elected.
- (8) Wardens shall be elected for terms of office that are staggered in such a manner that their terms of office do not all end at the same time.
- (9) Where at any annual meeting a resolution is passed that increases or decreases the number of wardens for a church:
- (a) The term of office of each warden ends at the close of the meeting at which the resolution is passed;
  - (b) The meeting shall elect that number of wardens that is set out in the resolution for terms of office that are staggered in such a manner that their terms of office do not all end at the same time.
- (10) Each person elected pursuant to clause (1)(f) holds office for a term commencing at the close of the annual meeting at which that person was elected and ending no later than the close of an annual meeting that is no later than the third annual meeting that is held after the annual meeting at which the person was elected.
- (11) Persons shall be elected pursuant to subsection (5) for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time.
- (12) Where at any annual meeting a resolution is passed that increases or decreases the number of persons elected pursuant to clause (1)(f):
- (a) The term of office of each person who is a member of the church council by reason of being elected pursuant to clause (1)(f) ends at the close of the meeting at which the resolution was passed;
  - (b) The meeting shall elect that number of persons as set out in the resolution for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time;
  - (c) Subsection (5) applies to that election as if it were the first election pursuant to clause (1)(f) after this Canon comes into force.
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- (13) For greater certainty, nothing in subsection (8) authorizes the number of persons elected pursuant to clause (1)(f) to be less than three nor more than twelve.
  - (14) An annual meeting of a church shall, when electing members of the church council, attempt to ensure that the members elected reflect, as far as is possible, the demographic distribution of the church, including gender, age, ethnic groups and population.
  - (15) A church council may fill a vacancy in its elected membership.
  - (16) The filling of a vacancy in the membership of a church council must be ratified at either the first annual meeting of the church for which the church council was established that is held after the vacancy is filled or at a special meeting of the church that is held before the first annual meeting of the church held after the vacancy is filled.
  - (17) A church council may, by resolution, request any member elected to the council who fails to perform the duties of a member of the council, to resign from the council.
  - (18) A person may resign from a church council by submitting that person's resignation to the council in writing, except that where a person wishes to resign because of a grievance, that person may only do so by submitting that member's resignation to the Bishop in writing and to the council and, in such case, the resignation is not effective unless and until the Bishop communicates the Bishop's acceptance in writing to that person and to the council.
  - (19) Where a person who is a member of a church council ceases to be qualified to be elected to the church council, that person is deemed to have resigned as a member of the church council; except that the church council may, by a resolution supported by at least two thirds of its members, extend that person's membership on the council as long as the extension does not go beyond the date of the next annual meeting of the parish
  - (20) A member of a church council may be re-elected, except that no person may, without the consent of the Bishop, hold office as a warden of a church for a continuous period of more than nine years.
  - (21) A church may, by a resolution passed at an annual or special meeting of the church, dissolve its church council.

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## WARDENS

### 8.

- (1) The wardens of a parish are the principal lay officers of that parish.
- (2) The wardens of a parish shall provide leadership in:
  - (a) Encouraging mutual responsibility in fulfilling the total ministry to the community;
  - (b) Discussing the concerns of the community with the rector of the parish;
  - (c) Subject to the direction of the Bishop, and in compliance with the applicable Canons, overseeing and providing leadership where there is no rector or while the rector is absent;
  - (d) When necessary, discussing with the rector and communicating to the Bishop the concerns of the wardens regarding the ministry of lay or ordained leaders;
  - (e) Ensuring that all necessary reports and financial returns are made on time to the Diocesan Synod office;
  - (f) Ensuring that the Canons of the Diocese, to the extent they apply to the parish and each church that forms a part of the parish, are observed;
  - (g) Ensuring that complete and accurate reports of the actions of the parish council and of the council of each church that forms a part of the parish and of the finances of the parish and each church are made to regular meetings of the parish and the church;
  - (h) Ensuring that all records of the parish are kept in a timely, thorough and accurate manner;
  - (i) Ensuring that all necessary reports and financial returns are made on time to the Diocesan Synod office.
- (3) Within three weeks after an annual meeting of the members of a parish:
  - (a) The wardens of the parish for the previous year shall forward the completed parish return forms received from the Diocesan Office to the Diocesan Office; and
  - (b) Each outgoing warden of the parish shall transfer to the remaining or newly elected wardens of the parish all books, documents, money, keys and other property of the parish which are in the hands of the outgoing warden.

- (4) The wardens of a church are the principal lay officers of the church.
- (5) The wardens of a church shall perform those duties referred to in subsections (2) and (3) to the extent that those duties apply to the church.

## **SECRETARY**

### **9.**

- (1) The Secretary of a parish council shall, under the general direction of the council:
  - (a) Ensure that accurate minutes of meetings of the council are taken, recorded and preserved and that copies of the minutes are made available to the members of the council;
  - (b) Issue correspondence on behalf of the council when directed to do so by the council.
- (2) The Secretary of a church council shall, under the general direction of the council:
  - (a) Ensure that accurate minutes of meetings of the council are taken, recorded and preserved and that copies of the minutes are made available to the members of the council;
  - (b) Issue correspondence on behalf of the council when directed to do so by the council.
- (3) An officer to whom subsection (1) or (2) applies may be known by a title other than Secretary if the body under whose general direction the officer performs the functions referred to in subsection (1) or (2) agrees to the use of the other title.

## **TREASURER**

### **10.**

- (1) The Treasurer of a parish shall, under the general direction of the parish council established for that parish and in accordance with the Constitution and Canons of the Diocese
  - (a) Keep accurate records of all financial transactions of the parish;
  - (b) Provide monthly statements of the income and expenses of the parish to the parish and the parish council;

- (c) Provide, according to the Diocesan schedule, statistics of the parish and report them to each annual meeting of the members of the parish;
  - (d) Make all necessary banking arrangements;
  - (e) Arrange for payment of all salaries and accounts as approved by the parish council;
  - (f) Manage all investments of the parish;
  - (g) Ensure that all monies received by each church forming part of the parish is counted, and take custody of the money where there is no treasurer of the church;
  - (h) Ensure that all monies received for the parish are immediately deposited in a chartered bank, credit union or trust company selected by the parish council to the credit of the parish in one or more accounts as may be determined by the parish council;
  - (i) If necessary, make provision for a qualified person to perform accounting duties in accordance with established procedures.
- (2) The Treasurer of a church shall, under the general direction of the council, or where there is no council for the church, under the general direction of the parish council of the parish of which the church is a part perform those duties referred to in subsection (1) to the extent that they apply to the church and where monies are received for the church, shall ensure that the monies are immediately deposited in a chartered bank, credit union or trust company selected by the church council to the credit of the church in one or more accounts as may be determined by the church council.
- (3) Monies deposited to the credit of a parish or a church shall be drawn upon by cheque signed for the parish or the church, as the case may be, by any two of the treasurer, secretary and wardens of the parish or the church.

## MEETINGS

### 11.

- (1) An annual meeting of a parish shall be held in each calendar year no later than the third week of February of that year, at a date determined by the parish council established for the parish.
- (2) An annual meeting of a church shall be held in each calendar year no later than the third week of February of that year, at a date determined by the church council established for the church except that the meeting shall not be held on the same date as the annual meeting of the parish of which the church forms a part.

- (3) The date, time and place of an annual meeting of a parish or of a church that forms part of the parish shall be announced at all divine services of the parish during a period of time beginning at least fourteen days before that date.
- (4) A special meeting of a parish or a church that forms a part of the parish shall be held upon the request of:
  - (a) The rector or the priest in charge of the parish;
  - (b) The wardens of the parish where the request is for a meeting of the parish, or of the wardens of the church, where the request is for a special meeting of the church; or
  - (c) Of the parishioners that constitute the parish, if the request is in writing and given to the secretary of the parish, where a meeting of the parish is requested, or at least ten parishioners that constitute a church, if the request is in writing and given to the secretary of the church, where a meeting of the church is requested.
- (5) The frequency of meetings of a parish council shall be as determined by the council but there shall be no fewer than six meetings during each calendar year.
- (6) The frequency of meetings of a church council shall be as determined by the council.
- (7) A meeting of a parish council or a church council may be adjourned from time to time until all business is completed.

## 12.

- (1) At a meeting of a parish, any person who:
  - (a) Has attained the age of sixteen years;
  - (b) Is a communicant of a congregation that forms a part of the parish who customarily attends worship services in the parish; and,
  - (c) Contributes to the support of the parish either financially or by participating in the ministries of the parish, may vote on any question before that meeting.
- (2) At a meeting of a church, any person who:
  - (a) Has attained the age of sixteen years;
  - (b) Is a communicant of the church who customarily attends worship services in the church; and,

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- (c) Contributes to the support of the church either financially or by participating in the ministries of the church, may vote on any question before that meeting.
- (3) Any person who may vote on any question that is before a meeting of a parish may be elected to the parish council established for the parish or as a warden of the parish or may be elected or appointed Secretary or Treasurer of the parish.
- (4) Any person who may vote on any question that is before a meeting of a church may be elected to a church council established for the church.
- (5) Each person who is a member of the parish council, or a church council may vote on any question before that body.
- (6) At a meeting of a parish, six of the parishioners that constitute the parish for each lay representative to Synod constitute a quorum.
- (7) A quorum at a meeting of a church shall be:
- (a) Three or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of up to fifteen persons;
  - (b) Eight or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than fifteen persons and up to fifty persons;
  - (c) Twelve or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than fifty persons and up to one hundred and fifty persons;
  - (d) Twenty-four or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than one hundred and fifty persons and up to three hundred persons;
  - (e) Thirty or more persons who are entitled to vote at the meeting where, on an average Sunday, a congregation consists of more than three hundred persons.
- (8) At a meeting of a parish council, or a church council, a majority of the elected members of the parish council, or church council, as the case may be, constitute a quorum.

**13.**

- (1) Each annual meeting of a parish shall elect from the clergy of that parish and from the parishioners who constitute the parish a person as chair of the annual meeting and that person is chair of that annual meeting.
- (2) Each annual meeting of a church shall elect from the clergy of the parish of which the church is a part and the parishioners who constitute the church a person as chair of the annual meeting and that person is chair of that annual meeting.
- (3) Notwithstanding subsections (1) and (2), the person who chairs the meetings referred to in those subsections may be determined by the by-laws of the parish.

**14.**

- (1) At each annual meeting of a parish the agenda shall include the following items in the following order or such other order as the meeting determines:
    - (a) An opening prayer;
    - (b) The election of the chair of the meeting;
    - (c) The election of the secretary of the meeting, if necessary;
    - (d) The reading, correction, if any, and approval of the minutes of the previous annual meeting;
    - (e) Any unfinished business from the previous annual meeting;
    - (f) Business arising from the minutes;
    - (g) Communications;
    - (h) Consideration of a written report by the parish corporation of the parish on all its assets and liabilities including money invested by it or on its behalf since the previous annual meeting, such report to include a schedule describing the investments, including the rate of interest on each investment, if any, and the maturity date of each investment, if any;
    - (i) The presentation of a list of all insurance policies belonging to the parish corporation and the amount of insurance on all buildings owned by the parish corporation;
    - (j) New business;
    - (k) The presentation of audited financial statements of all receipts and expenditures since the previous annual meeting for the parish, each church and each church organization in the parish;
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- (l) The report of the rector;
- (m) The report of the wardens;
- (n) Consideration of a written report of each committee of the parish and the reception of reports of parish organizations, regional council and other congregational bodies;
- (o) Consideration of a statement of the estimated income and expenditures for the ensuing year;
- (p) The election of wardens;
- (q) The election of council;
- (r) The election of lay representatives and youth delegates to Synod pursuant to the Constitution of the Diocese;
- (s) The election of a secretary of the parish, unless a meeting of the members of the parish has authorized the parish council established for the parish to elect or appoint the secretary or the by-laws of the parish provide for the appointment of a secretary other than by election at an annual meeting of the members of the parish;
- (t) The election of a treasurer of the parish, unless a meeting of the parish has authorized the parish council established for the parish to elect or appoint the treasurer or the by-laws of the parish provide for the appointment of a secretary other than by election at an annual meeting of the members of the parish;
- (u) The election of one or more auditors;
- (v) The election of regional delegates;
- (w) The election of a correspondent to the Diocesan Times;
- (x) Such other elections or appointments as the meeting determines;
- (y) A closing prayer or the Grace.

- (2) At each annual meeting of a church the agenda shall include the following items in the following order or such other order as the meeting determines:
- (a) An opening prayer;
  - (b) The election of the chair of the meeting;
  - (c) The election of the secretary, of the meeting, if necessary;
  - (d) The reading, correction, if any, and approval of minutes of the previous annual meeting;
  - (e) Any unfinished business from the previous annual meeting;
  - (f) Business arising from the minutes;
  - (g) Communications;
  - (h) Consideration of written reports with regard to assets, liabilities, investments made since the last annual meeting;
  - (i) New business;
  - (j) Presentation of audited financial statements of all receipts and expenditures since the previous annual meeting for the church and each church organization;
  - (k) The report of the rector;
  - (l) The report of the wardens;
  - (m) The consideration of a written report of each committee of the church and the reception of reports of church organizations;
  - (n) Elections;
  - (o) Closing prayer or Grace.

- (3) At each meeting of:
- (a) A parish council; or
  - (b) A church council; the agenda shall include the following items in the following order or such other order as the meeting determines:
    - (a) An opening prayer;
    - (b) The reading, correction, if any, and approval of the minutes of the previous meeting of the council except the reading of the minutes is not required where a copy of the minutes has been distributed to each member of the council at least twenty-four hours before the opening of the meeting;
    - (c) Any unfinished business, which may also be dealt with immediately before new business;
    - (d) Business arising from the minutes, which may also be dealt with immediately before new business;
    - (e) Reading of correspondence;
    - (f) Reception of reports;
    - (g) New business;
    - (h) A closing prayer or the Grace.
- (4) The procedure at every meeting of a parish, a church, a parish council, or a church council shall be the same, as far as is possible, as the procedure prescribed by standard works on procedure at meetings.

## **MINISTRIES**

### **15.**

- (1) For the purposes of this Canon, the ministries of a parish are the means by which the life and work of the parish are carried out.
- (2) Each parish and church shall nurture and carry out the ministries of the parish for which it is established.

- (3) In order to fulfill the ministries of a parish or a church the parish council established for the parish or the church council established for the church, as the case may be, may establish such structures that are, in the opinion of the parish council or the church council appropriate for the parish or the church, as the case may be, under the circumstances, including the size and resources of the parish, or the church, to carry out the following objectives:
- (a) Spiritual Development, by furthering the growth and development of the parish by continually exploring the meaningfulness of prayer and worship in the lives of the people, including:
    - (i) Promoting lay participation in the act of worship;
    - (ii) Provision of the requirement for worship;
    - (iii) Selecting persons to greet and assist the worshiper;
    - (iv) Nurturing the spiritual development of people through special services, retreats, quiet periods, missions, ecumenical outreach, prayer and study groups;
    - (v) Assisting the wardens of the parish where necessary, in providing worship services during the vacation or absence of the rector of the parish from duty;
    - (vi) Providing leadership, materials and equipment for the church school and Christian education programs;
    - (vii) Promoting the development of music in worship.
  - (b) Pastoral Care, by seeking to identify and serve the needs of the parish and the wider community, including:
    - (i) Providing leadership for the understanding and development of family living;
    - (ii) Providing leadership in helping the parish to be aware of the social needs of their community and assisting in planning to meet those needs;
    - (iii) Nurturing leadership in providing for hospital visits, visits to the sick or shut-ins or both, crisis supports, in-home communions and newcomer welcoming;
    - (iv) Helping the parish to identify and address themselves to social, political and economic forces that affect the people in the community and beyond;
    - (v) Nurturing leadership to provide for the social ministries of the community such as food and clothing banks, disaster relief, shelters, soup kitchens, meals on wheels and senior drop-in activities;
    - (vi) Assisting and promoting an awareness and response of the parish to helping the worldwide community through agencies such as the Primate's World Relief and Development Fund and the Bible Society.
  - (c) Management And Care Of Parish Property, by attending to all matters relating to the property of the parish corporation of the parish including
    - (i) Providing for a regular inspection of all buildings and grounds owned by the parish corporation, including, cemeteries and, at a time agreed upon by the rector and the committee, regular inspections of the rectory;

- (ii) Investigating and recommending to the parish council established for the parish a continuing maintenance program and providing estimates of costs and supervision of approved work;
  - (iii) Providing operational and janitorial services;
  - (iv) Inspecting the rectory owned or rented by the parish, before the appointment of an incumbent, by a committee together with the wardens of the parish and the regional dean for the region in which the territory or district allotted to the parish is located;
  - (v) Carefully and periodically examining all the buildings to establish the best means for the conservation of energy.
- (d) Managing the administration of the day-to-day life of the Parish including:
- (i) Providing secretarial and office help and equipment;
  - (ii) Providing current parish lists and maintaining up-to-date information on parish registers;
  - (iii) Providing leadership in maintaining open communication with the parish;
  - (iv) Providing statistics respecting the parish according to the Diocesan schedule and reporting the statistics to annual meetings of the parish;
  - (v) When necessary, establishing or providing for the establishment of a committee or task group to make recommendations to the parish council or the church council respecting the hiring or review or both the hiring and review of staff other than clergy.
- (e) Managing Financial Matters, including supervising all matters relating to the finances of the parish and each church that forms a part of the parish and for carrying out the duties and obligations imposed on it by the Canons of the Diocese and which shall make recommendations to the parish council established for the parish respecting:
- (i) The supervision of the finances of the parish and each congregation that forms a part of the parish, including a regular review of the work of the Treasurer of the parish;
  - (ii) Adequate insurance coverage on all properties of the parish corporation of the parish;
  - (iii) The preparation of a budget of estimated receipts and expenditures for the ensuing year for the parish and each church forming a part of the parish for approval by the parish council established for the parish and each church council established for a congregation that forms a part of the parish and presentation to the annual meeting of the parish and the annual meeting of each;
  - (iv) The implementation of bequests.

- (f) Stewardship, by the cultivation of a greater awareness of the Church's mission and ministry and the resources required to fulfill its gospel mandate, including:
  - (i) Maintaining an ongoing awareness of stewardship;
  - (ii) Empowering the parish to exercise the stewardship of their gifts within the parish and beyond.
  
- (g) Planning, by:
  - (i) Encouraging both parish and church councils to actively seek directions from their congregations to nurture a future plan, including both short and long term priorities, for each congregation within the parish;
  - (ii) Establishing a parish covenant that would promote shared ministries for the parish;
  - (iii) Evaluating parish covenants to assess their success.
  
- (h) Outreach, by encouraging parish and church congregations to promote programs that address concerns of the parish, the province, the country and the world in displaying God's love:
  - (i) Reconciliation, by promoting health and reconciliation within the local Body of Christ by:
    - (i) Learning about and implementing conditions for healthy relationships in the parish;
    - (ii) Understanding the sources of conflict and dealing with them in a timely and healthy way;
    - (iii) Establishing clear parameters for the tolerance of disruptive behavior;
    - (iv) Where possible, acting to resolve conflicts at early stages so as to avoid deep-seated resentments and animosities, and where that is impossible, resorting to external help to bring about resolution and reconciliation in cases of ongoing conflict.
  
- (4) A parish may organize and carry out additional ministries to address visions within that particular parish.

## TRANSITIONAL PROVISIONS

### 16.

In Sections 23, and 24 "former Canon" means the Canon 35 in force at the time this Canon was passed by Synod.

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**17.**

- (1) This Section applies with respect to each parish that is not included in a combination of parishes sharing the services of the clergy.
- (2) The former Canon continues to apply with respect to a parish to which this Section applies until such date that the Diocesan Council designates as the date on which this Canon begins to apply to the parish, and on and after that date:
  - (a) The parish is no longer a parish within the meaning of the former Canon and becomes and continues to be a parish within the meaning of this Canon, and is subject, in all respects, to this Canon; and,
  - (b) The former Canon ceases to apply with respect to the parish.
- (3) Before this Canon begins to apply with respect to a parish, the parish shall hold its first election to its parish council pursuant to and in accordance with this Canon.
- (4) Each person who is elected to the parish council pursuant to subsection (3) is a member of the parish council for a term that commences when this Canon begins to apply with respect to the parish and that ends when that person's successor is elected pursuant to this Canon.
- (5) The parish council in office immediately before the election continues to be the council for the parish until this Canon begins to apply with respect to the parish.
- (6) A meeting of each church included in the parish shall be held before this Canon begins to apply with respect to the parish.
- (7) A meeting held pursuant to subsection (6) shall decide whether or not the church shall have a church council.
- (8) Where a meeting decides not to have a church council, any church council that church may have is dissolved at the close of the meeting.
- (9) Where a meeting decides to have a church council,
  - (a) The meeting shall elect a church council in accordance with this Canon and that council is the council for that church on and after the date this Canon begins to apply with respect to the parish; and,
  - (b) Any existing church council continues to be the council for the church until this Canon begins to apply with respect to the parish.

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- (10) This Section applies with respect to each parish that is included in a combination of parishes sharing the services of the clergy and, if they are amalgamated pursuant to legislation referred to in subsection (4), to that amalgamated parish.
- (11) In subsection (3), a reference to a co-ordinating committee established pursuant to the former Canon is a reference to a co-ordinating committee that was established pursuant to the former Canon for two or more parishes sharing the services of the clergy, and that consists of a minimum of the clergy canonically appointed by the Bishop to serve the parishes and three representatives of each parish elected at their respective annual meetings, at least one of whom is a parish warden, such committee being responsible for:
- (a) The co-ordinating of aspects of the ministry of the parishes;
  - (b) Generally supervising the finances of the parishes, and, in particular, supervising the finances of the parishes in such a manner that all monies received by the parishes is deposited, as soon as possible, to the credit of the parishes in a chartered bank or credit union selected by the committee and that the account may be only drawn upon by the members of the committee;
  - (c) Forwarding, not later than three weeks after the last of the annual meetings of the parishes:
    - (i) To the Finance Officer a clear statement of all financial activity of the parishes for the twelve-month period ending on the immediately preceding December 31, including all receipts and expenditures of money during that period of time;
    - (ii) To the Executive Assistant of the Diocese the names and addresses of all members of the Committee;
  - (d) Forwarding to the Director of Administration of the Diocese a statement of any change in membership in the Committee, including the names and addresses or retiring and new members, within three weeks after the change in membership takes place.
- (12) The former Canon continues to apply with respect to a parish included in a combination of parishes sharing the services of the clergy until such date as the Diocesan Council designates as the date on which this Canon begins to apply to the parish and on and after that date the parish is no longer a parish within the meaning of the former Canon, except that the co-ordinating committee established pursuant to the former Canon continues to exist and has the same powers, duties and functions with respect to the parish as it had under the former Canon, but otherwise this Canon applies to the parish, the parish is a parish within the meaning of this Canon and is subject, in all respects to this Canon.

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- (13) If, where the parishes to which this subsection applies are in Nova Scotia, the Nova Scotia Legislature or, where the parishes to which this subsection applies are in Prince Edward Island, the Prince Edward Island Legislature, enacts and there is in force, legislation that:
- (a) Enables the Bishop, with the concurrence of the Synod or the Diocesan Council, to amalgamate two or more parishes sharing the services of the clergy into a single parish by an instrument in writing;
  - (b) Creates a new parish corporation for the amalgamated parish by amalgamating the parish corporations for those parishes into a single parish corporation for the amalgamated parish and makes the assets and liabilities of the parish corporations of the former parishes the assets and liabilities of the new parish corporation;
  - (c) Enables the Bishop, or a person designated by the Bishop to convene a joint meeting of the parishes to be held on such date as is set out in the notice convening the meeting to elect a parish council for the amalgamated parish; and
  - (d) Requires the parishes to hold the meeting and election; and
  - (e) Provides that the amalgamation becomes effective at the close of the joint meeting at which the election is held: then, on and after the time when any such amalgamation of the parishes becomes effective the coordinating committee of the parishes under the former Canon is dissolved, and this Canon applies completely with respect to the single amalgamated parish and the single amalgamated parish is a parish within the meaning of this Canon, and is subject, in all respects, to this Canon.
- (14) Each person elected to a parish council of the amalgamated parish at the meeting convened by the Bishop or the Bishop's designate is a member of the parish council for the amalgamated parish for a term that commences when the amalgamation becomes effective and ends when that person's successor is elected pursuant to this Canon.
- (15) The parish council of each of the parishes that are amalgamated that is in office immediately before the election continues in office until the amalgamation becomes effective.
- (16) A meeting of each church included within a combination of parishes to be amalgamated shall be held before the amalgamation becomes effective.
- (17) A meeting held pursuant to subsection (7) shall decide whether or not the church shall have a church council.
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- (18) Where a meeting decides not to have a church council, any church council that church may have is dissolved at the close of the meeting.
- (19) Where a meeting decides to have a church council:
  - (a) The meeting shall elect a church council in accordance with this Canon and that council is the council for that church on and after the time the amalgamation becomes effective; and
  - (b) Any existing church council continues to be the council for the church until the amalgamation becomes effective.

**APPENDIX II**  
**OUR MISSION STATEMENT**

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## OUR MISSION STATEMENT

Our mission at Christ Church is to be a welcoming Christian community committed to enabling each other to grow through worship, spiritual fellowship and service, following the example of Christ. We will do this by:

- Providing a variety of worship opportunities and experiences.
- Promoting lay participation.
- Providing opportunities for expanding spiritual development for all ages.
- Communicating our concerns with one another.
- Encouraging the sharing of gifts and talents.
- Increasing the participation of members individually and in groups.
- Continuing and enhancing our outreach to one another, to the local community, to the wider world.
- Encouraging participation in music ministry.
- Supporting an active Sunday School program.
- Maintaining a current list of parishioners.
- Keeping them informed of the plans and activities of the parish.

**APPENDIX III**  
**COVENANT WITH RECTOR**

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## PARISH PROFILE

The Parish of Christ Church is an inner city parish that has grown with the community of Dartmouth for one hundred and seventy-eight years. Besides being the centre of worship for over 600 families, it is the centre for many parish and community activities. The Church, Rectory and Parish Hall occupy a full, beautifully landscaped, city lot and it has an adjacent cemetery. Three Sunday services, at 8:00 a.m. for quiet reflection, at 9: 15 a.m. for contemporary worship and at 11:00 a.m. for the more traditional liturgy, serve an average of 240 people. There is an active committee system to organize the myriad of parish activities.

Our mission at Christ Church is to be a welcoming Christian community committed to enabling each other to grow through worship, spiritual fellowship and service, following the example of Christ.

As God has made a covenant with us, we too make a covenant with each other.

As parishioners, we are called to respond to the love and holiness of God as a dynamic worshipping community of persons committed to Jesus Christ, serving and witnessing in the world through the power of the Holy Spirit. (Purpose of a Parish-Canon 35.2) We recognize the responsibilities incumbent on us as members of Christ's church.

As a Priest, I am called to teach and proclaim God's word, to lead in prayer and worship, and to guide in living according to the Gospel. I am called to equip the people to live out their baptismal ministry as God's royal priesthood. (Installation and Commissioning, Occasional Celebrations of the Anglican Church of Canada)

All the members of the Parish and the Priest share in the leadership of ministry of the Parish under the Diocesan Bishop's oversight and guidance.

## SPIRITUAL DEVELOPMENT

As a Priest, I will lead the worship in the Parish of Christ Church in its full scope and complexity, providing opportunities for renewal by teaching, reflection, thanksgiving and prayer through a variety of church services and through private worship.

We will work together encourage and promote opportunities for lay participation in the worship services of the church, ever mindful that we are serving Christ.

Recognizing the spiritual journey from baptism to burial, together we covenant to provide the teaching, programs and support for each of us to grow to be more like Christ.

As a member of the Parish, I will use the opportunities available in parish life to continue and enhance our individual and collective Spiritual Development.

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## PASTORAL MINISTRY

As a Priest, I covenant to conduct and provide leadership for regular parish visiting, in addition to pastoral visiting in times of crisis.

Together we covenant to continue to provide and expand our pastoral ministry.

As a parishioner I affirm that we are all equal, one with Christ, and will seek to instill that sense of unity by fostering communication. We will be a friendly, welcoming Parish in which each person is encouraged to express concerns, receive support and show an interest in on another.

## STEWARDSHIP

As a Priest, I will help us build our Church by teaching stewardship in all things.

Together, we covenant to work together to foster an attitude that incorporates stewardship of time, talents and financial resources as an integral part of our lives.

As parishioners we will express our stewardship by continuing to increase our participation individually and collectively.

## OUTREACH

Together we covenant to enhance our outreach to one another, to the local community and to the wider world.

## MUSIC

As a Priest, I covenant to ensure that the musical resources of the parish enhance worship and community life.

As a parishioner I will take an active part in developing our music ministry.

This covenant is accepted, this \_\_\_\_ day of \_\_\_\_\_ 2005 by the people of the Parish of Christ Church represented by:

their Wardens, and by:

\_\_\_\_\_  
Archdeacon Paul Smith, Rector

**APPENDIX IV**  
**FORMS**

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## RECOMMENDATIONS FOR PARISH COUNCIL ORGANIZATIONAL STRUCTURE

### Parish Council Membership

- Rector
- Parish Administrator

### Elected Members (9)

- 3 wardens
- 2 Synod delegates
- 1 youth Synod delegate
- 3 elected members at large

### Appointed Members (6)

- Finance Committee Representative (1)
- Property Committee Representative (2)
- SPIRIT Committee Representatives (2)
- ACW Representatives (3)
- Historical Committee Representative (3)
- Pastoral Care Committee Representative (1)

Elected members of Parish Council would be asked to serve a three-year term, with one warden and one member-at-large elected each year. Appointed members of Parish Council would also be asked to serve a three-year term, with two committees each year changing representatives. The number in brackets indicates which year each committee would change over.

### Functional Responsibilities

Each warden to take ownership of one functional area of church activity – spiritual, pastoral and administration. This would be a liaison role with the groups working within each functional area. With each warden serving a three-year term, the functional area of responsibility could be rotated on a yearly basis so that each warden has an opportunity to “own” all three areas over their three-year term.

### Pastoral:

- Pastoral Care Committee
- Food Bank
- Pastoral Visiting
- PWRDF

**Spiritual:**

- Sunday School
- Lay Readers
- Choir
- Servers
- Greeters
- Bible studies
- Youth ministries

**Administration:**

- Finance Committee
- Property Committee
- Perpetual Care Committee
- Historical Committee
- Ad Hoc Capital Campaign
- Office Volunteers
- Pews Report
- Altar Guild

**Parish Council Reports**

In addition to committee reports at council meetings, it was also recommended that there be a report from the Executive Committee and that the Rector be given the opportunity to express any concerns.

**CHRIST CHURCH HALL**  
**P.O. Box 473, Station M, Dartmouth, N.S. B2Y 3Y8 466-4270**  
**RENTAL AGREEMENT**

Organization Name: \_\_\_\_\_  
 Contact Person in Attendance: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

**Booking(s)**

Rooms	Date(s)	Time(s)	Rental Fee
Rental Fee Total			
Damage Deposit (Separate cheque)			

**Rules and Regulations**

- No tape or adhesives of any kind is to be used on the Lower Hall walls. Tape can be used on the wood finish and the shelf under the windows. Tables are to be stacked top to top to avoid scratching tops.
- Clients booking rooms are responsible for their own set up. Please ensure all doors are locked and all windows closed before leaving the premises.
- The office is to be notified of any problems encountered (466-4270) (answering machine after hours). No smoking in buildings but it is permissible to smoke on the grounds.
- A Nova Scotia Liquor Banquet License is to be obtained before any alcohol is to be consumed on the premises.
- Youth dances must be adequately chaperoned, one adult per 25 patrons. Washrooms must be monitored and visitors and guests must be signed in.
- Please call the Parish Office several days in advance, to pick up a set of keys if required. Cleaning supplies are provided on each level in a marked cupboard.

Capacity of Parish Hall Rooms	Seated	Standing
Lower Hall	200	250
Main Hall (stage floor)	150	200
Upper Hall	50	75

There are two washrooms on the lower level of the hall, one on the main (stage) floor of the hall and one in the church. Fire extinguishers are available on each level.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Christ Church will not be responsible for any lost items.  
 Christ Church will hold the RENTER solely responsible for any damage incurred to Christ Church Parish Hall and any of its contents if the building is not left in a secure state. That means every door to the hall must be locked, every light must be turned off, and every window must be closed/locked before they leave the building.**

# SPONSORSHIP APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Course to be Sponsored: \_\_\_\_\_

Educational Institute: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Course Cost: \_\_\_\_\_

Amount Requested for  
Sponsorship: \_\_\_\_\_

Reasons for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits to Christ Church: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Consequences of  
Non-Sponsorship: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_