

CHRIST CHURCH POLICY HANDBOOK

Revised December 2022

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Christ Church General Information

Who Are We?

“A people united for Justice and Love.”

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
61 Dundas St.
Dartmouth, N.S.,
B2Y 4H5

The phone number is: (902) 466-4270

Christ Church also has an internet presence with a website, e-mail, and social media.

<https://www.christchurchdartmouth.com/>

e-mail: christchurch@christchurchdartmouth.com

Social Media

Facebook: <https://www.facebook.com/christchurchdartmouth>

Instagram:

Twitter:

Vision Statement

We are called to be a radically inclusive, just, and loving community that seeks to love our neighbour through prayer, worship, action, and advocacy.

Mission Statement

Sitting on the traditional lands of the Mi'kmaq people, Christ Church exercises its ministry within Downtown Dartmouth and the world through:

Worship and Community: Worshiping in the Anglican tradition, we are bound by unity and diversity as a center of worship and activity for all. Our ways of praising God and Jesus Christ are varied, dynamic, and experiences rooted in excellence to inspire, engage, and enrich our spiritual lives.

Personal and Spiritual Development: As an affirming community, we are made to connect, respecting the dignity of every person. Through Christian education, small groups, prayer, discernment, we build up spiritual lives. We seek to equip people for all stages of life: both young and old, to engage joy and challenge in a meaningful and positive way.

Standing for Justice: Through Christian service, advocacy, and political engagement, we serve the community, particularly in social, economic, and environmental justice.

Community Outreach: We offer ourselves to Dartmouth as a place of gathering. Not only do we provide refuge, pastoral care, and support for all, but we offer our campus as a hub for the downtown, for non-profit and other organizations. We seek growth in human creativity, valuing the dramatic, visual, and musical arts by offering our space to others.

Worship Services

Sunday services include:

8:00 a.m. communion service for quiet reflection using the Book of Common Prayer

10:00 a.m. family-centered contemporary Eucharist using the Book of Alternative Services.

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. 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 the Diocese 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 an 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 United 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, 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/ Women's Auxiliary, 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.

The Parish Rectory was demolished in 2019.

Present Day

Currently, Christ Church enjoys the largest property in the Diocese of NS/PEI/Prince Edward Island, and consists of: the church building, the parish hall, 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.

We employ a Rector, a part-time Pastoral Care Coordinator, a full-time administrator, and a part-time sexton. 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, but not limited to:

- Parish Council
- Food Bank
- Sunday School
- Servers
- Licensed Lay Ministers
- Eucharistic Ministers
- Greeters
- Bible Study
- Pastoral Ministry Committee
- Finance Committee
- Property Committee
- Historical Committee
- Perpetual Care Committee
- Altar Guild
- Anglican Church Women (ACW)

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.

Policy 1: Amending the Policy Handbook

1.1. In order to remain relevant, it is necessary that policies, practices, and procedures be reviewed on a regular basis. The following details the frequency in which each section of the Policy Handbook should be reviewed:

Section	Last Review	Frequency of Review
a. Christ Church General Information	December 2022	Annually
b. Policy 1: Amending the Policy Handbook	December 2022	3 years
c. Policy 2: Christ Church Finances	December 2022	2 years
d. Policy 3: Christian Education	December 2022	4 years
e. Policy 4: Insurance	December 2022	2 years
f. Policy 5: Tenders	December 2022	2 years
g. Policy 6: Building Use	December 2022	2 years
h. Policy 7: Communication and Technology	December 2022	3 years
i. Policy 8: Volunteers	December 2022	3 years
j. Policy 9: Harassment, Abuse, and Discrimination	December 2022	3 years
k. Policy 10: Staff Roles and Responsibilities	December 2022	3 years
l. Policy 11: Christ Church Committees	December 2022	Annually
m. Policy 12: Parish Records	December 2022	3 years
n. Policy 13: Missional and Outreach Ministries	December 2022	Annually
o. Policy 14: SafeR Church	December 2022	3 years

- 1.2. The review of each policy is to be completed by a Policy Review Committee
- 1.3. All reviews should be concluded for the November Parish Council meeting of that year.
- 1.4. Policy amendments are to be approved by the Parish Council by the January meeting.
- 1.5. Policy amendments are to be approved by the Parish at the AGM.
- 1.6. 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.
- 1.7. Any parishioner may submit proposed amendments to the Policy Handbook
 - a. Amendments should be submitted to the Parish Administrator
 - b. The Parish Administrator will forward these to the Review Sub-Committee

Policy 2: Finances

The Finance Committee

- 2.1. The Finance Committee comprises the following
 - a. 1 Warden
 - b. Rector (ex-officio)
 - c. Parish Council Treasurer
 - d. 2-3 members of the Parish
- 2.2. Chairperson to be nominated by the members.
- 2.3. The Finance Committee's mandate is to
 - a. Oversee the financial operation of the parish, including but not limited to budget preparation, administration and responsibility for managing investments, savings, and operating funds.
 - b. Facilitate parish growth through appropriate financial planning.
 - c. Submit an annual report and a tentative parish budget for the up-coming year to the Annual General Meeting (AGM).
 - d. To maintain a priority list for future expenditures.
- 2.4. The Finance Committee is to meet monthly to review the Corporation's Finances.
- 2.5. 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.
- 2.6. 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.

Budgetary Process

- 2.7. Budgetary Process for Parish Groups, Committees, and organizations
 - a. Parish groups, committees and organizations are responsible for the preparation of an annual budget and to monitor the expenditure of funds from the approved budget.
 - b. 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.
 - c. The budgetary process to be followed is in accordance with the following timeline:

End of November	Draft budgets submitted to the Finance Committee.
1 December	Finance Committee to 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 to 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.

- 2.8. 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.
- 2.9. Committees are asked to include a list of items costing more than \$500.
 - a. Any new expenditure over this amount must come before Parish Council for approval
- 2.10. Any major realignment of a committee budget should be re-approved by the Parish Council.
- 2.11. Over the course of the year, should revenue not meet budget expectations, the 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

- 2.12. The Parish Council Treasurer is responsible to ensure that parish funds are adequately safeguarded.
- 2.13. Funds are not to remain in the Parish Office for extended periods of time. All funds are to be deposited in the appropriate bank account within two working days of receipt of the funds.
- 2.14. The Parish Council Treasurer must 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. This review must occur every 3 years
- 2.15. A bookkeeper, under the direction of the Parish Council Treasurer, is required to prepare and reconcile bank statements in a timely fashion prior to the monthly Finance Committee meeting.

Investment Management

- 2.16. The Finance Committee 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.

- 2.17. 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.

Fundraising

- 2.18. Fundraising in the parish is divided into two groups.
- a. That which is conducted by the Corporation for specific purposes such as the building restoration fund.
 - b. That which is conducted by a group or organization for a particular activity or as revenue generating for many activities.
- 2.19. All fundraising conducted in the parish is done in the name of the Corporation of Christ Church.
- 2.20. All fundraising activities on Church property anticipating to raise more than \$1500 and/or requiring a lottery license must have prior approval of the Executive Committee.
- 2.21. Any fundraising is to conform to the practices permitted in the Diocese.
- 2.22. Groups, committees and organizations planning to fundraise are to submit their requests to the Parish Office a minimum of 30 days prior to the fundraising activity.
- a. All requests are to include:
 - i. the date(s) of the fundraising,
 - ii. the type of fundraising to be conducted,
 - iii. the intended use for the funds,
 - iv. A name of a contact person is also to be provided.
 - b. Each group, committee or organization will be notified as to whether the fundraising proposal has been approved or not approved.
 - c. 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.

Policy 3: Christian Education

- 3.1. The Lena & Henry Romans (L&H Romans) fund has been established to support the Christian education of parishioners.
- 3.2. 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 no later than three months before the course start date.
- 3.3. 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 to confirm to Executive Committee funding available for sponsorship.
15 June	Executive Committee to review applications and determine who will be sponsored and to what level.
30 June	Applicants notified of results

- 3.4. Application forms are available in the Parish Office and on the website.

Policy 4: Insurance

- 4.1. 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.
- 4.2. Building insurance coverage is to be for replacement value.
 - a. The cost to replace buildings must be re-evaluated every five years and insurance adjusted accordingly.
 - b. 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 building is a complete loss.
 - c. This is to be considered by the Finance Committee in its deliberations on insurance coverage.
- 4.3. Content insurance is to be for replacement value.
 - a. 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.
 - b. 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 including:
 - i. Who donated the memorial and when,
 - ii. Location of the memorial
 - iii. Current assessed value.
 - c. The list of memorials and artifacts is to be stored off site.
 - d. Those who store personal property on Parish grounds are to provide a list of this property to the Parish Administrator/ SafeR Church Liaison for proper storage.
- 4.4. 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.
 - a. At a minimum, \$1,000,000 personal liability is to be carried.
- 4.5. Persons who are transporting vulnerable persons on behalf of Christ Church must:
 - a. Complete and submit a Transportation of Vulnerable Persons form
 - b. Have the written permission of the caregiver of those persons under the age of majority, or who are unable to make decisions independently.
 - c. Possess a valid motor vehicle liability policy of insurance.
 - d. Possess a current motor vehicle inspection for the vehicle.
 - e. Possess a valid driver's license for the class of vehicle to be operated.
 - f. Not exceed the vehicle manufacturer's designed seating capacity and each seating position is equipped with a seat belt.
 - g. Not be less than 25 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act.

Policy 5: Tenders

- 5.1. Any contract over \$5,000 must be tendered.
 - a. At a minimum, three bids are to be considered, although this may not be possible in certain situations.
 - b. Bids are to be evaluated not only according to price but also with the known quality of work of the bidding firms.
 - c. If bids are close, firms which have had a long-term relationship with Christ Church are given the contract over other firms.
- 5.2. Standing service contracts are also subject to the tendering policy and should be reviewed at least every 3 years.
 - a. Calls for contracts are to be initiated three months before the expiration of the current contract.
- 5.3. Professional services, including but not limited to: computer technician/support, alarm, snow removal, etc. may also be subject to tendering.

Policy 6: Building Use

The Church Building

- 6.1. 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:
 - a. Other religious based activities
 - b. Weddings
 - c. Funerals
 - d. Other suitable activities, such as recitals.
- 6.2. The group requesting the use of the Church will complete a form available on the Church website or from the Parish Administrator.
- 6.3. Approval of the activity will rest with the Rector and/or the Parish Administrator and is based on availability and it is compatible with the Christ Church Mission and Vision Statements.
- 6.4. Rental Fee will be based upon the current fee schedule set by the Executive Committee.
- 6.5. Upon approval of the event, the group leader will be provided with a current list of rules and regulations relating to the use, clean-up, and emergency procedures for the Church.

The Parish Hall

- 6.6. Christ Church Parish Hall is available for the use of the parish and its organizations and groups.
- 6.7. All scheduling of the hall and the use of hall equipment is to be coordinated through the Parish Administrator.
- 6.8. The group requesting the use of the Parish Hall will complete a form available on the Church website or from the Parish Administrator.
- 6.9. Bookings should be requested 6 weeks in advance.
- 6.10. Approval of the activity will rest with the Rector and/or the Parish Administrator and is based on availability and it is compatible with the Christ Church Mission and Vision Statements.
- 6.11. Rental Fee will be based upon the current fee schedule set by the Executive Committee.
- 6.12. Upon approval of the event, the group leader will be provided with a current list of rules and regulations relating to the use, clean-up, and emergency procedures for the Parish Hall.

Capacity of Parish Hall Rooms and Church

Building/Floor	Seated	Standing
Parish Hall - Lower Hall	200	250
Parish Hall - Main Hall	184	297
Church	459	500

Policy 7: Communication and Technology

Technology Committee

- 7.1. The Technology Committee comprises the following:
 - a. Rector
 - b. Parish Administrator
 - c. 2-3 members of Parish Council or the Parish
- 7.2. Chairperson to be nominated by the members.
- 7.3. The Technology Committee's mandate is to
 - a. Maintain the technology used in the day-to-day operation of Christ Church.
 - b. Support the technological requirements for any events and activities which take place on the church campus.
 - c. Review and recommend updates to the technology used by the Parish and community on campus.
- 7.4. The Technology Committee is required to adhere to the policies of Christ Church pertaining to the running of Committees.

Computers and Computer Software

- 7.5. The management of all computers and software, including maintenance, updating, and replacement, is to be coordinated through the Technology Committee.
- 7.6. Computers and software are to be used by those authorized by the Technology Committee.
- 7.7. Only software and hardware purchased by the Corporation is to be installed onto parish computers.
- 7.8. All original system disks are to be backed up on an external hard drive, changed at regular intervals, and stored in an offsite location.
- 7.9. All Parish digital files are to be backed up on an external hard drive and stored in a locked filing cabinet or similar.
- 7.10. Groups or organizations which require the use of computers or software for an event/activity are to notify the Technology Committee at the time of booking. Information about what is required and the purpose must be explained in detail on the booking form.

Audio Visual Technology

- 7.11. The management of all audio visual equipment, including maintenance, updating, and replacement, is to be coordinated through the Technology Committee.
- 7.12. Audio visual equipment is to be used by those authorised by the Technology Committee.
- 7.13. Groups or organizations which require the use of audio visual equipment for an event/activity are to notify the Technology Committee at the time of booking.

Information about what is required and the purpose must be explained in detail on the booking form.

- 7.14. Changes to the regular Sunday service set-up of audio visual equipment in the Church must be arranged with the Technology Committee at least 2 weeks in advance.

Parochial Database

- 7.15. The development of a parochial database, currently on PowerChurch, has allowed the Church staff and volunteers to access personal information on parishioners including:
- a. Name
 - b. Birthdate
 - c. Address
 - d. Phone Number
 - e. Family Members- spouse, children, etc
 - f. and other information as determined by the Executive Committee
- 7.16. The parochial database must be backed up quarterly on an external hard drive and stored in an offsite location.
- 7.17. The Parish Administrator, or designate, is charged with maintaining and updating the parochial database information quarterly.

Social Media

- 7.18. Social Media, websites and applications that enable users to create and share content or to participate in social networking, is to be used to share the vision and mission of Christ Church.
- 7.19. Social Media accounts are to be overseen by the Technology Committee and the Executive Committee.
- 7.20. Social Media is to be used to promote the events and activities taking place on campus.
- 7.21. Social Media is not an opportunity for Parishioners to advocate a particular social, cultural, ecological, political, or justice point of view which is contrary to the mission and vision statement of the Church and of the Diocese of NS/PEI.
- 7.22. The use of social media must adhere to any regulations developed by the Diocese of NS/PEI.

Communication to Parish and Announcements

- 7.23. Communication methods for Christ Church include but are not limited to, The PEWS Report, Pastoral letters, e-mail, website, and social media.
- 7.24. Christ Church uses an email announcement service 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.
- 7.25. This e-mail service is managed by the Parish Administrator..
- 7.26. Parishioners and/or Community members who wish to alert or invite other members of the larger Christ Church community to an event or issue should:
- a. if during a Sunday Service:

- i. make such a request to the presiding minister, in advance, of the commencement of the service
 - ii. consist of a statement of the event or issue of concern
 - iii. consist of an invitation to engage further with the announcing member after the service.
 - iv. not consist of a statement or explanation as to why the particular issue appears urgent or important to the member.
 - b. if prior to a Sunday Service:
 - i. make such a request to the Parish Minister in writing prior to Wednesday at 10am.
 - ii. consist of a statement of the event or issue of concern
 - iii. consist of contact information for the person, group, or organization involved
 - iv. may contain a graphic or image to accompany the information
- 7.27. Announcements are not opportunities for Parishioners to advocate a particular social, cultural, ecological, or justice point of view.

Policy 8: Volunteers

- 8.1. The Executive Committee and the Parish Council are charged with identifying individuals who may be willing to volunteer their time and talents to any number of activities.
- 8.2. The opportunity to serve as a volunteer is to be regularly advertised.
- 8.3. Any person wanting to volunteer is required to complete a Volunteer Contact Form.
- 8.4. First-time volunteers, in the following areas but not limited to Pastoral Visitors, Food Bank, Sunday School, Youth Ministry, must submit both a Criminal Records Check and a Vulnerable Sector Check prior to starting their volunteer service.
 - a. All Criminal Records Checks and Vulnerable Sector Checks will be submitted to the Parish Administrator/ SafeR Church Liaison.
 - b. All Checks are to be stored in a locked cabinet located in the Parish Office.
 - c. All must be renewed every three years.
- 8.5. Volunteers are to adhere to Diocesan and Parochial policies and guidelines on appropriate behaviour and conduct, as well as the Christ Church policies.
 - a. If there is an indication that a volunteer has acted contrary to these guidelines, it will be reported to the Parish Administrator/ SafeR Church Liaison and/or Executive Committee.
 - b. All procedures and next steps will follow the Christ Church policies.
- 8.6. Volunteers, in the following areas but not limited to Wardens, Finance Committee, Parish Council, Parish Administrator, are required to sign a Confidentiality and Non-Disclosure Agreement.
 - a. All Confidentiality and Non-Disclosure Agreements will be submitted to the Parish Administrator/ SafeR Church Liaison.
 - b. All Agreements are to be stored in a locked cabinet located in the Parish Office.
 - c. All Agreements must be renewed every three years.

Policy 9: Harassment, Abuse, Misconduct, and Discrimination

Policy Statement

- 9.1. Abuse or harassment of one individual by another is wrong and has no place in the community of Christ Church. The Parish Council is committed to fostering an environment where people are able to enjoy worship and fellowship free from harassment or abuse.
- 9.2. 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.

Definition

- 9.3. Harassment or abuse is conduct that is unwelcome, unsolicited, immoral, or unacceptable. It is any action between two people regardless of relationship or position.
- 9.4. Harassment or abuse includes but is not limited to the following:
 - a. Unwanted physical contact.
 - b. A display of offensive material.
 - c. Advances or propositions, in person or through technology (social media, e-mail, etc.) that are known or ought to be known to be unwelcome.
 - d. Comments which cause or ought to be known to cause embarrassment or offense or that are by their nature clearly embarrassing or offensive.
 - e. Derogatory or degrading remarks or comments.
- 9.5. Sexual misconduct, as per the Dioceses of NS/PEI, is "an inappropriate and immoral act between a cleric, lay worker, or volunteer and another person and occurs whenever a member of the clergy, lay worker, or volunteer uses their position of authority for the purpose of securing sexual gratification". The act may be consensual or non-consensual.
- 9.6. Sexual misconduct is "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".
- 9.7. 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 offense for which a pardon has been granted".

Application

- 9.8. This policy applies to all clergy, staff, parishioners, volunteers, and visitors of Christ Church.

Implementation

- 9.9. The policy on sexual misconduct established by the Diocese of NS/PEI is to be adopted and applied in the Parish of Christ Church.
- 9.10. The Parish Administrator/ SafeR Church Liaison will provide support and education on matters of harassment, abuse, misconduct, and discrimination to members of the parish and all volunteers involved in programs or activities sponsored by the parish.
- 9.11. Where any person becomes aware of an incident which might constitute harassment, abuse, or discrimination, they should report it to the Parish Administrator/ SafeR Church Liaison and/or the Executive Committee. If they do not feel it appropriate to report to these persons, they may report it to the Executive Director of Human Resources of VSST at the Diocese.
- 9.12. The Parish Administrator/ SafeR Church Liaison shall follow the investigation procedures found in the SafeR Church Plan.
- a. If the investigation substantiates the allegation, the accused will be removed from their position of authority pending full legal or Diocesan action.
 - b. 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.
 - c. If contact cannot be limited it may be necessary to provide Parochial support to one or both on those occasions when they meet.
- 9.13. Nothing in this policy shall prevent any person from reporting any incident of potential harassment, abuse, misconduct, or discrimination to any appropriate authority.
- 9.14. 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.
- 9.15. 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 more public support for the victim and their 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 counselors.

Policy 10: Staff Roles and Responsibilities

Overview

- 10.1. Each member of the staff will have a Covenant in Ministry, that includes:
 - a. Duties and responsibilities
 - b. The term of employment
 - c. Hours
 - d. Remuneration
- 10.2. The Executive Committee will have a discussion about employees' performance and duties annually.
- 10.3. New employees will have a six-month probationary period with a performance appraisal carried out after three months and at six months..
- 10.4. Normally, salaries will be reviewed annually at the time of fiscal year budget preparation. Annual reviews will be conducted by the Executive Committee.
- 10.5. As an employer, Christ Church promotes continuous education and will support staff in the pursuit of training and development.
- 10.6. Staff must submit both a Criminal Records Check and a Vulnerable Sector Check prior to starting their employment.
 - a. All Criminal Records Checks and Vulnerable Sector Checks will be submitted to the Parish Administrator/ SafeR Church Liaison.
 - b. All Checks are to be stored in a locked cabinet located in the Parish Office.
 - c. All must be renewed every three years, as per diocesan and insurance policy.
- 10.7. Staff are required to sign a Confidentiality and Non-Disclosure Agreement.
 - a. All Confidentiality and Non-Disclosure Agreements will be submitted to the Parish Administrator/ SafeR Church Liaison.
 - b. All Agreements are to be stored in a locked cabinet located in the Parish Office.
 - c. All Agreements must be renewed every three years.

Paid Staff Positions

Rector

- 10.8. The Rector shall conform with the Diocesan Bishop's expectations of ordained ministry.
- 10.9. The Rector, with the Executive Committee, is responsible for overseeing the overall operation of the Parish.
- 10.10. Salary will be reviewed annually. Salary and benefits will be set in accordance with Diocesan guidelines.
- 10.11. Time off for education leave or personal retreat shall be granted in consultation with wardens and in keeping with the HR VSST of the Diocese.
- 10.12. The duties of the Rector are outlined in the Covenant with the Parish.

Parish Administrator/ SafeR Church Liaison

- 10.13. The Parish Administrator is responsible for the effective and efficient management of Christ Church as directed by the Executive Committee under the day to day supervision of the Rector.
- 10.14. Responsibilities include but are not limited to:
 - a. Supervise the Parish Office and office volunteers.
 - b. Supervise Sexton and seasonal cemetery workers:
 - i. responsible for oversight and direction
 - ii. establish priorities based on the input of committees, clergy, Executive Committee and day-to-day operational needs.
 - c. Attend Executive Committee meetings on an as-needed basis.
 - d. Serve as a Financial Officer with corporate signing authority.
 - e. Liaise with the various committees of the parish.
 - f. Collect, store, and protect Criminal Records Checks and Vulnerable Sector Checks for all staff and volunteers and store them in the designated locked cabinet.
 - g. Collect, store, and protect the list of Parishioners with current and valid First Aid training.
 - i. Ensure a copy of the certificate is in the designated locked cabinet.
 - ii. Ensure a complete list is posted in all campus buildings, near First Aid kits and/or AED.
 - h. Collect, store, and protect the list of Parishioners with current WHMIS certification.
 - i. Ensure a copy of the certificate is in the designated locked cabinet.
 - ii. Ensure a complete list is posted in all campus buildings.
 - i. Collect, store, and protect the list of Parishioners with current Food Safety and Handling certification.
 - i. Ensure a copy of the certificate is in the designated locked cabinet.
 - ii. Ensure a complete list is posted in the kitchen.
 - j. Collect, store, and protect a list of Parishioners with current Diocesan training and certification.
 - i. Ensure a copy of the certificate is in the designated locked cabinet.

- k. Collect, store, and protect all policy waiver and permission forms.
 - i. Ensure a copy of the waiver is in the designated locked cabinet.
 - ii. Ensure a copy of the permission form is in the designated locked cabinet.
 - l. Review all certification documents annually prior to the AGM.
 - m. Locate, create, and advertise workshop and/or certification opportunities.
 - n. Attend Executive Committee and Parish Council meetings.
 - o. Serve as the person to whom all allegations are submitted. Initiate all investigations as outlined in the relevant policies.
 - p. Liaise with the various committees of the parish.
- 10.15. Any changes to the duties will be discussed and agreed on as required.

Music Director/Organist

- 10.16. Under the direction of the Rector, the Music Director is responsible for the music ministry of Christ Church.
- 10.17. The duties of the Music Director include but are not limited to :
- a. Recruit members for and direct choirs, as well as participate in the contemporary music program.
 - b. Know how to play a two manual Casavant Pipe Organ.
 - c. Be sensitive to the musical gifts (choral and instrumental) of volunteers and challenge them to expand their capabilities and reach new heights of performance.
 - d. Select hymns and choral pieces appropriate to the service.
 - e. Play the organ at regularly scheduled services; or secure a substitute organist, as required.
 - f. Offer a variety of musical settings and instruments, when appropriate, in order to enhance the quality of worship through music.
 - g. Serve as a liturgical consultant to the Rector.
 - h. Provide appropriate music for funerals, weddings, and other special events as may be determined by the Rector.
 - i. Maintain all musical equipment and supplies consistent with the approved budget.
 - j. Maintain an appropriate musical library, responsible for securing and maintaining copyright permission.

Pastoral Care Coordinator

- 10.18. The Pastoral Care Coordinator is a part-time position.
- 10.19. The position is based on the equivalent of 2 1/2 days per week (approximately 20 hours).
- 10.20. Salary and benefits will be consistent with Diocesan Guidelines for part-time ministries.
- 10.21. This position will be for a 1-year term, subject to review in accordance with current parish policy.
- 10.22. The duties of the Pastoral Care Coordinator include but are not limited to:
- a. Systematic visitation of Christ Church parish members
 - b. Administering the Sacrament in connection with visits as required
 - c. Reporting and recording visits.

- d. Advising or alerting the Recto of immediate pastoral issues.
- e. 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.

Sexton

- 10.23. 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.
- 10.24. The duties of the Sexton may include but are not limited to:
 - a. Serve as Cemetery Administrator.
 - b. Cleaning buildings and keeping property tidy on a daily basis.
 - c. Clear ice and snow.
 - d. Undertake any minor electrical, plumbing, carpentry repairs and touch-up painting to the church and hall, as directed.
 - e. Perform other related duties as may be required by the Parish Administrator.
 - f. Attend the Property Committee meetings as requested.
 - g. Observe priorities for work as established with the Parish Administrator.

Unpaid Staff

Parish Executive Committee

- 10.25. The Executive Committee is composed of the following:
 - a. Rector
 - b. 3 Wardens
- 10.26. The Executive Committee is expected to:
 - a. Meet twice a month to:
 - i. prepare an agenda and outline of business for the monthly Parish Council meeting
 - ii. 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.
- 10.27. The Executive Committee shall meet on an ad hoc basis for the purpose of visioning, retreats, special projects, etc.

Wardens

- 10.28. Wardens are the principal elected lay officers of the parish and shall:
 - a. Share with the Rector mutual responsibility in fulfilling the total ministry to the people in the community.
 - b. Share with the Rector the concerns, needs and desires of the congregation.
 - c. Be responsible, with the Rector, for seeing that the decisions of the Parish Council and parish meetings are carried out.

- d. 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.
 - e. Ensure the thorough and accurate keeping of all parish records and statistics.
 - f. Act as signing officers for appropriate accounts.
- 10.29. In addition, the Wardens shall:
- a. 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.
 - b. When deemed necessary, discuss with the Rector and communicate with the Bishop their concerns regarding the Parish Clergy in relation to their ministry.
 - c. Be responsible to see that all necessary reports and financial returns are made on time to the Diocesan Synod.
 - d. Share with the Rector the administration of Diocesan Canons as they relate to the Pastoral Unit.
 - e. Attend Executive Committee and Parish Council meetings .
 - f. 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 Vision and Mission Statements.
 - g. Take part in special activities and services in the parish.
 - h. Submit an annual report to be included in the book of reports for the AGM.
- 10.30. There are 3 wardens, each to serve a 3 year term with one warden retiring each year and being replaced by a newly elected warden.

Parish Council Secretary

- 10.31. The Parish Council Secretary is appointed annually at the AGM.
- 10.32. The duties of the Parish Council Secretary include but are not limited to:
- a. producing the agenda for the upcoming meetings of Parish Council
 - b. providing copies of the agenda to the members of Parish Council
 - c. producing the accurate minutes of meetings of Parish Council
 - d. providing copies of the minutes to the members of Parish Council
 - e. issuing correspondence on behalf of Parish Council when directed to do so by Parish Council.
 - f. attending Executive Committee and Parish Council meetings
 - g. providing “Parish Council Minute Highlights,” a brief summary of the main agenda items from the previous Parish Council meeting, for parish distribution via the Midweek News
 - h. Track and record all significant Parish Council decisions of the year with a brief description of the background for each decision
 - i. One copy of this information is to be included in the Book of Reports for the AGM
 - ii. One copy shall be included in the appendices of this Parish Policy Handbook with a note of reference to the relevant policy for each decision described therein.

Parish Council Treasurer

- 10.33. The Parish Council Treasurer is appointed annually at the AGM
- 10.34. The duties of the Parish Council Treasurer include but are not limited to:
- a. ensuring that the Finances of the Parish are in accordance with the Constitution and Canons of the Diocese as well as the Policies of Christ Church
 - b. keeping accurate records of all financial transactions of the parish
 - c. providing monthly statements of the income and expenses of the parish to Parish Council
 - d. providing, according to the Diocesan schedule, statistics of the parish and report them at the AGM
 - e. making all necessary banking arrangements
 - f. arranging for payment of all salaries and accounts as approved by the Parish Council;
 - g. managing all investments of the parish
 - h. ensuring that all monies received are immediately deposited in the appropriate accounts in a timely manner
 - i. attending Executive Committee and Parish Council meetings.

Parish Council Members

- 10.35. In Diocesan Canon 35 it states the following about members of a Parish Council:
“Council Members shall:
- a. Assist the Rector and Wardens in carrying out their responsibilities.
 - b. 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.
 - c. Be a member of one or more of the supporting committees of the Parish Council.”
- 10.36. Parish Council is made up of:
- a. Clergy
 - b. 3 Wardens
 - c. Secretary
 - d. 6-12 Members at Large, elected from the parish
 - e. 1 representative of each of the committees
 - f. 2 Synod delegates, 1 Youth Synod delegate
- 10.37. Each member of the council has one vote.
- 10.38. Members of Council are also expected to take part in the work of one of the Parish committees: Finance, Property, Pastoral Ministry, Stewardship, Historical.
- a. 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.
- 10.39. 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.
- 10.40. Parish Council must call an Annual 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.

- 10.41. Elected members of Council are nominated at the AGM in February by the Nominating Committee.
- 10.42. Members are elected to a 3-year term, with one-third of the council being replaced each year.

Policy 11: Committees of Parish Council

Overview

- 11.1. The committee structure at Christ Church follows the outline provided in Canon 35 (see Appendix I).
- 11.2. Each committee is accountable to the Parish Council.
- 11.3. Each committee has a mandate and conducts business in accordance with Canon 35 and the following:
 - a. Christ Church believes in a decision-making by consensus process,
 - i. In the case of a 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).
 - b. Each committee will elect a Chairperson, Secretary, and Treasurer, whose terms of office will be decided by committee members unless directed otherwise by Parish Council.
 - c. Each committee will hold at least one monthly meeting at a date and time agreed upon by the members.
 - d. At their December meeting, each 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 Nominating Committee.
 - e. Each committee will keep minutes of the business conducted at these regular monthly meetings
 - i. One copy of these minutes is to be placed in the binder designated for that committee and kept in the Parish Office.
 - ii. 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.
 - f. Develop an annual budget in support of the above which is to be submitted to the Finance Committee by the end of November for approval.
 - g. The Treasure is to monitor the expenditure of funds from the approved budget and update the committee at the monthly meetings.

Pastoral Ministry Committee

- 11.4. 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; their personal ministry of mutual help and support to one another, and their relationship with all God's people in the wider community.
- 11.5. The Pastoral Ministry Committee shall be comprised of the following:
 - a. Council member representation 4
 - b. Membership at large 6
 - c. Clergy 1

- 11.6. The Committee is responsible for the following ministries:
- a. Family Ministry:
 - i. Seniors High Tea & Evensong
 - ii. Celebration of Family Life Luncheon
 - b. Pastoral Needs:
 - i. Intercessory prayer letters & scheduling
 - ii. Parish visitation to seniors, bereaved, sick, newcomers, in consultation with the Rector
 - iii. Correspondence - letters of sympathy, thinking of you and congratulations
 - iv. Christmas stocking program
 - c. Wider world:
 - i. PWRDF education, promotion
 - ii. Eco justice concerns
 - d. Education and Leadership Development:
 - i. Encouragement of persons to participate in courses – pastoral visiting, ALPHA & LOGOS, sponsoring of programs i.e. parenting, care for caregivers, family violence

Property Committee

- 11.7. The Property Committee shall be comprised of the following:
- a. Two members of Parish Council
 - b. One warden
 - c. several more members-at-large
 - d. The Sexton,
- 11.8. The mandate for the Property Committee includes:
- a. support of Parish Council by provision of the physical plant necessary to allowing Parish Council to fulfill its mandate
 - b. Initiates under the authority of Parish Council action to maintain the existing physical plant and provide direction for its future use.

Stewardship Committee

- 11.9. The mandate for the Stewardship Committee includes:
- a. 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.
 - b. Oversee the "Planned Giving" program.

Historical Committee

- 11.10. Came into being as a result of the work done for the 175th anniversary of Christ Church in 1992.
- 11.11. Any member of the parish may join.
- 11.12. One member of this committee sits on the Parish Council.
- 11.13. Mandate includes
 - a. provision of short articles on the history of Christ Church for each edition of *The Pews Report*.
 - b. Oral presentations by members when requested for various functions.

Nominating Committee

- 11.14. The Nominating Committee shall be comprised of the following:
 - a. One clergy member
 - b. The out-going warden
 - c. Two members of Parish Council.
- 11.15. The Nominating Committee shall be created in November of each year and complete their mandate in January of the following year.
- 11.16. The mandate includes
 - a. To identify and recruit capable persons willing to serve on Parish Council
 - b. To identify and recruit capable persons willing to serve on committees
 - c. To pass these names to the Executive Committee prior to the AGM.

Policy Review Committee

- 11.17. The Policy Review Committee shall be comprised of the following
 - a. A Warden
 - b. Parish Council Secretary
 - c. 1-2 members of Parish Council
- 11.18. The mandate of the committee is to
 - a. Review the Christ Church Policy Handbook
 - b. The updates for the review must be submitted by the November Parish Council meeting.

Perpetual Care Committee

- 11.19. The Corporation of Christ Church has responsibility for both the Christ Church Cemetery (including the former Quaker cemetery) and the Christ Church Columbarium and Memorial Garden.
- 11.20. The Perpetual Care Committee shall be comprised of the following:
 - a. A Warden
 - b. Two members appointed annually by the Parish Council
 - c. One member of the Finance Committee
 - d. The Parish Administrator (ex officio)

- e. The Sexton (ex officio)
- 11.21. Meetings of the committee will be called from time to time at least once every six months.
- 11.22. A quorum shall be a majority of the members of the committee
- 11.23. The mandate of the committee includes:
 - 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.
 - 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
 - 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.

SafeRChurch Committee

- 11.24. The SAfeRChurch Committee shall be comprised of the following:
 - a. A Warden
 - b. A member of the Clergy
 - c. Parish Administrator/ SafeR Church Liaison
 - d. 2 members of Parish Council
- 11.25. The mandate of the committee includes:
 - a. Development, review, and update of the SafeRChurch Plan which outlines the specific abuse response and prevention measures in relation to its Ministries, Governance, and Intangibles.
 - b. Provide abuse response and prevention awareness-raising education, and/or training opportunities
 - c. Development, review, and update the Disaster Recovery Plan
 - d. Development, review, and update all Emergency Evacuation Plans
 - e. Will establish and enforce the measures outlined in each of the plans,
 - f. Will regularly monitor, evaluate, and adjust the Plans ensuring that they are prudent, reasonable, appropriate, and effective.

Food and Clothing Ministry Committee

- 11.26. The Food and Clothing Ministry Committee shall be comprised of the following:
 - a. Committee Directors - currently 3, appointed by Parish Council
- 11.27. The mandate of the committee includes:
 - a. recruit and train volunteers to work at the weekly Food Bank
 - i. training should focus on creating a safe, unbiased, supportive space for Food Bank clients
 - b. ensure food supplies are stored safely and securely in the Parish Hall
 - c. to research, identify, and connect with possible support services and resources which may be needed by the Food Bank clients (mental health, medical, housing, emotional, etc.)
 - d. to research, identify, and connect with possible supports and resources which may support the overall management of the Food Bank.
 - e. to manage the Food Bank budget, and report to the Finance Committee
 - f. to create and update a record of client attendance at the weekly Food Bank and share with all relevant stakeholders
 - g. to create and update an inventory of Food Bank supplies
 - h. to create and update a list of rules and regulations regarding the operation of the Food Bank
 - i. report quarterly to the Executive Committee

Policy 12: Parish Records

Guidelines for Storage, Care and Handling

- 12.1. **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.
- 12.2. Remove or separate all inserted modern papers from your older registers or they will transfer brown acid (sulfur) to the clean page.
- 12.3. Remove all cellophane tape or rubber adhesives, *if it is possible to do it without harming the paper or removing ink with it.*
- 12.4. Remove ALL metal fasteners.
- 12.5. Never use tape or glue to repair books or documents.
- 12.6. The following should be considered in the storage of records:
 - a. Light
 - i. 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).
 - ii. 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.
 - iii. Use incandescent light when the records are “out” for use.
 - b. Temperature
 - i. The temperature recommended for paper is 21 degrees Celsius (70 degrees Fahrenheit) or cooler.
 - ii. Store records in a cool or temperate room, away from doors and windows. Avoid storing against the outside wall of the building.
 - c. Relative humidity
 - i. 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.
 - ii. Never wrap anything in airtight plastic.
 - iii. Moldy (earthy smell) or fungi infested records (mushroom smell) should be brought to the archives for treatment
 - d. Natural risks: pests, fire, natural disasters
 - i. Do not store boxes on the floor, especially if leakage or flooding is a known risk.
 - ii. Place record storage units away from windows and outer walls of the building.
 - iii. Keep the vault or cabinet and the outer room clean; do not eat or drink in that room.
 - iv. Install smoke detectors and fire extinguishers in the room and adjacent rooms and have them tested and maintained regularly.
 - v. Do not store any other media with paper-based records; do not store flammable substances near records.

- vi. Use enameled metal shelving – not wood – bottom shelf 3-4” above the floor.
- vii. Do not place records on an open top shelf.
- viii. 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 either.
- ix. Keep up repairs.
- e. Security
 - i. 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.
 - ii. 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.
 - iii. Wherever 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.
 - iv. 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.
 - v. Do not store parish records in a place that is isolated for long periods of time or easily broken into.
- f. Access – handling by humans.
 - i. 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.
 - ii. Public researchers may be referred to the microfilm of your records at the Nova Scotia Archives (NSARM).
 - iii. No manuscript or original record should ever be placed on display (use a copy).
 - iv. Originals should not be handled by the public at any time.

12.7. Photographic prints

- a. should not be exposed to direct or indirect light at any time.
- b. Store in dark, cool, dry places; protect with “archival quality” (inert acid-free plastics) polyester or polyethylene sleeves inside acid-free binders or inside acid-free envelopes and photograph boxes.
- c. Handle with cotton-gloved hands.
- d. Use copies for display.

12.8. Negatives, slides or film images:

- a. Should be kept cool and dry and enclosed as above when not being viewed.

12.9. Video, audio, and other magnetic formats, as well as CDs and DVDs:

- a. Should be kept dust-free, cold and dry on metal shelves or in metal cabinets away from paper.
- b. They should be handled as little as possible.

12.10. All film or magnetic media:

- a. Should be stored away from paper; preferably in an enclosed metal cabinet.
- b. These substances are more flammable than paper, so ideally, they should be kept cooler and drier than paper.

- 12.11. **Paintings, drawings, and lithographic, silkscreen or intaglio prints and etchings:**
 - a. Each need special enclosure according to the medium used
 - b. Remove acidic matting and backing from framed artwork;
 - c. remove artwork from wooden or metal frames.
 - d. Oil paintings can stay framed if the frame is in good shape and kept at a cold steady temperature away from light.
 - e. If varnish on the frame has changed texture, remove artwork and store separately.
- 12.12. **General rules for graphics:**
 - a. Keep in a dry cool dark place
 - b. Keep the image surface dust-free
 - c. Keep it from touching other media;
 - d. Lie flat with no weight or pressure on the surface.
 - e. Wrap in acid-free paper or vegetable paper, tie with cotton tape if necessary, and store in the same size box.

Policy 13: Missional & Outreach Ministries

- 13.1. Policies, support and programs for these outreach efforts are the responsibility of Parish Council and overseen by the Pastoral Ministry Committee.
- 13.2. Any new initiative must be reviewed and approved by the Parish Council prior to implementation.
- 13.3. Outreach at Christ Church exists in two forms:
 - a. **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.
 - b. **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

- 13.4. These include, but are not limited to:
 - a. Diocesan committee representation
 - b. Anglican Cursillo
 - c. Regional Council representation
 - d. Parent Resource Centre support
 - e. Food and Clothing Ministry
 - f. Synod representation
 - g. Downtown Connection
 - h. Anglican Church Women (ACW)
 - i. Feeding Others Of Dartmouth (FOOD)
 - j. Christmas Stocking project
 - k. Seniors' High Tea and Evensong
 - l. Association for Community Living Dinner
 - m. Celebration of Family Life Luncheon
 - n. Pastoral lay visitation
 - o. Pastoral correspondence program
 - p. The Betty MacDonald Lectures - an issue-related educational program, e.g., Family Violence, Care for Caregivers, Parenting,

Global Initiatives

- 13.5. These include, but are not limited to:
 - a. Support for Tangier Deanery Camp
 - b. Promotion and education related to Primate's World Relief and Development Fund (PWRDF)
 - c. Refugee Committee representation
 - d. Sister Churches and Companion Dioceses initiatives
 - e. Promotion of, support for and education around various eco-justice issues.

Policy 14: SafeR Church

Policy Statement

- 14.1. The Parish will never compromise its obligation to promote and protect the well-being of individuals, in particular children, youth, and other vulnerable people, by putting the interests of any individual, or its own interests, ahead of those of an individual who has made an allegation or disclosure of abuse, or who, it is suspected, has been abused.

Application

- 14.2. This policy will apply to every relevant aspect of this Parish's life, including its Intangibles, Governance, and Ministries. Every individual in this Parish is subject to this policy.

Implementation

- 14.3. If an individual who has been convicted of a civil or criminal abuse-related offense wishes to participate in the life of the Parish, the Parish will carefully consider what participation might and should include or exclude, seeking to extend the love of Christ and opportunities for reconciliation and restoration to that individual, but without undermining or compromising the Parish's primary obligation to take active measures to protect people who are vulnerable.
- 14.4. The Parish will heed requirements established by the Diocese of NS/PEI in matters related to abuse prevention and response.
- 14.5. The Parish will cooperate with and report to any authorities any investigation of allegations, reports, disclosures, or suspicions of abuse in the Parish.
- 14.6. The Parish will not initiate or undertake an internal investigation of an allegation, suspicion, report, or disclosure of abuse of a child or youth, until the civil authorities have made a final disposition in the matter and have indicated that it is appropriate for the Parish to undertake such an investigation.
- 14.7. The SafeRChurch Committee will create and implement an ongoing SafeR Church Plan which outlines the specific abuse response and prevention measures in relation to its Ministries, Governance, and Intangibles.

APPENDIX I - CANON 35

A complete copy of Canon 35 can be found at:

<https://www.nspeidiocese.ca/pages/acts-constitution-canons>

This is the 2019 updated Canon.

The relevant sections referenced in this Policy document include the following:

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.

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.

7. 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.

7A

- (1) Subject to subsections (2) and (3), a parish council may, at a duly called meeting, make, amend or repeal by-laws respecting the affairs of the parish or a church that forms part of the parish if notice of intention to propose the by-law or to amend or repeal a by-law is given
 - (a) at a previous meeting of the parish council; or
 - (b) in the notice of the meeting at which the making of the by-law, or its amendment or repeal will be proposed.

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- (2) A by-law made pursuant to subsection (1) does not come into force unless and until it
 - (a) ratified at the next duly called annual or special meeting of the members of the parish; and
 - (b) approved by the Bishop.
- (3) An amendment or repeal pursuant to subsection (1) does not come into force unless and until it is approved by the Bishop.

8.

- (1) A parish council consists of
 - (a) the Rector 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) subject to subsections 1(A), and 1(B) no fewer 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) subject to subsections (1C), the treasurer of the parish, elected by an annual meeting of the parish;
 - (f) subject to subsection (3), no fewer 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);
 - (h) each person who is, pursuant to the constitution of the Diocese elected as a lay representative or a youth delegate from the parish to the Synod of the Diocese.
- (1A) The treasurer of the parish, a paid staff person of the parish, a postulant and an ordained minister shall not hold the office of warden.
- (1B) A paid staff person of the parish, a postulant, and an ordained minister shall not hold the office of treasurer.
- (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 fewer than two nor more than three.

(8) A person may be re-elected as a warden, secretary or treasurer, except that no person may, without the consent of the Bishop, hold office as a warden, secretary or treasurer 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.

(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 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 fewer 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 fewer 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.

10.

(1) 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.

(2) 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.

(3) If a parish council is unable to fill a vacancy in its elected membership, then the Regional Dean should be contacted for assistance.

(4) 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.

(5) 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.

(6) 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.

WARDENS

14.

(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

15.

- (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; and
 - (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; and
 - (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

16.

- (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

17.

- (1) An annual meeting of a parish shall be held in each calendar year no later than the last day 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 last day 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 or a special 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) the lesser of ten or a majority 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 the lesser of ten or a majority of the 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.

18.

- (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 a parish who attends worship services in the parish at least monthly unless prevented from doing so by reason of temporary infirmity, extended travel or work; 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
 - (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 subject to the limitations set out in section 8 of this canon.
- (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) A quorum at a meeting of a parish shall be
- (a) five or more persons who are entitled to vote at the meeting, where the average Sunday attendance of the parish consists of up to fifteen persons;
 - (b) eight or more persons who are entitled to vote at the meeting, where the average Sunday attendance of the parish 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 the average Sunday attendance of the parish 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 the average Sunday attendance of the parish 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 the average Sunday attendance of the parish consists of more than three hundred persons.
- (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.

19.

(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.

20.

(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; i. a report on the parish's efforts to promote God's mission and to promote outreach in the parish.

(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 financial statements of all receipts and expenditures since the previous annual meeting of the parish, each church and each organization of the parish;

(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 other members of parish council;
 - (r) the election of lay representatives and youth delegates to Synod pursuant to the Constitution of Synod;
 - (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 treasurer other than by election at an annual meeting of the members of the parish;
 - (v) the election of delegates to Regional Council (all clergy are ex officio members; at least one synod delegate, between three and six additional members representing men, women and youth);
 - (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; i. a report on the church's efforts to promote God's mission and to promote outreach in the church.
 - (h) consideration of written reports with regard to assets, liabilities, investments made since the last annual meeting;
 - (i) new business;
 - (j) the presentation of 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 parish council or 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; i. a report on the parish's or church's efforts to promote God's mission and to promote outreach in the parish or church.
 - (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.

APPENDIX II - FORMS

Suggested List of Forms

1. Volunteer Contact Information Form
2. Confidentiality and Nondisclosure Agreement
3. Transportation of Vulnerable Persons
4. Christian Education Grant Application
5. Policy Amendments Request Form
6. Rental Agreement Form - indicating rules, expectations, and checklist of requirements
7. Property Rental Application
8. Food Bank Rules and Regulations
9. Committee Budget Template/Submission Form
10. Fundraising Request Form