

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 Rector 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.