
THE DIOCESE OF KOOTENAY



WARDEN'S HANDBOOK

Revised: January 2020

CONTENTS

Section 1:

General Information

- 1.1 Welcome
- 1.2 A Key Resource
- 1.3 What is the Diocese of Kootenay and How Does it Fit into the Anglican Church of Canada?
- 1.4 The Diocesan Synod
- 1.5 Synod of the Ecclesiastical Province
- 1.6 The General Synod
- 1.7 Diocesan Synod Office Staff and Office Hours (Diocesan Centre)
- 1.8 Address of the Diocesan Centre

Section 2

Wardens

- 2.1 What is a Church Warden?
- 2.2 Who Qualifies to be a Warden?
- 2.3 Normal Ways Wardens are Chosen
- 2.4 Duties of Wardens (Canon 16.11)
- 2.5 The Wardens' Duties Interpreted
 - Good Examples of Christian Lifestyle
 - Help with Setting Strategic Directions
 - Supporting the Mission of the Congregation and the Church
 - Supporting and Advising the Incumbent in a Parish
 - Financial Responsibilities
 - Bank Accounts
 - Annual Budgeting
 - Financial Reporting
 - Charitable Status
 - Property Responsibilities – Insurance
 - Clergy Compensation – Full Time/Part-Time incumbent Clergy
 - Lay Employees
 - Performance Reviews
- 3.0 Legal Matters
 - Contracts and Legal Documents
 - Legal Services
 - Rental of Church Facilities
 - Criminal Record Check
 - Protection of Privacy/Release of Information
- 4.0 When a Congregation has no Incumbent

- 5.0 Communications
- 6.0 Summary of Warden's Duties and Responsibilities
- 7.0 A Partial Warden's Annual Checklist

Section 3

Church Council

- 3.1 Duties of the Church Council (Canon 16.16)
- 3.2 The Church Council's Duties Interpreted

Section 4

Incumbent

- 4.1 Duties of the Incumbent - Examination: Ordination Service
- 4.2 Duties of an Incumbent - Declaration: Celebration of a New Ministry.
- 4.3 The incumbent's Duties Interpreted

Section 5

Organization

- 5.1 Organizing the work of Wardens and Church Councils
- 5.1(a) Example Position description
- 5.2 The Policy and Organizational Workbook
- 5.4 Definitions

Section 6

Miscellaneous

- 6.1 Finances - a further word
- 6.2 Financial Review
- 6.3 Congregational Statistics and Other Record Keeping

Appendix A

- A A Service of Commissioning for Wardens and Others

GENERAL INFORMATION

1.1 WELCOME

So you have been elected or appointed as a Church Warden! Congratulations, as this is a wonderful and important ministry serving the Mission of God. Like most new Wardens you are probably wondering what you have let yourself in for. This Handbook is intended to help and guide you in the conduct of your office. For new Wardens the content may seem overwhelming, but take your time and work through the material; for the most part it is common sense. And there are always helpful folks at the Diocesan Centre (Synod Office) who are available to assist you. For returning Wardens, thank you for your ongoing ministry and welcome back; some of the material may be new.

1.2 A KEY RESOURCE

The Bishop's Administrative Assistant maintains the Diocesan Website at www.kootenayanglican.ca. All of the material is important, however two sections are particularly valuable to Wardens; “[Resources](#)” and “[POW Book Policies](#).” “Resources” contains the Canons among other important documents, and “POW Book Policies” are maintained by the Synod Office. Wardens should consult this Website frequently.

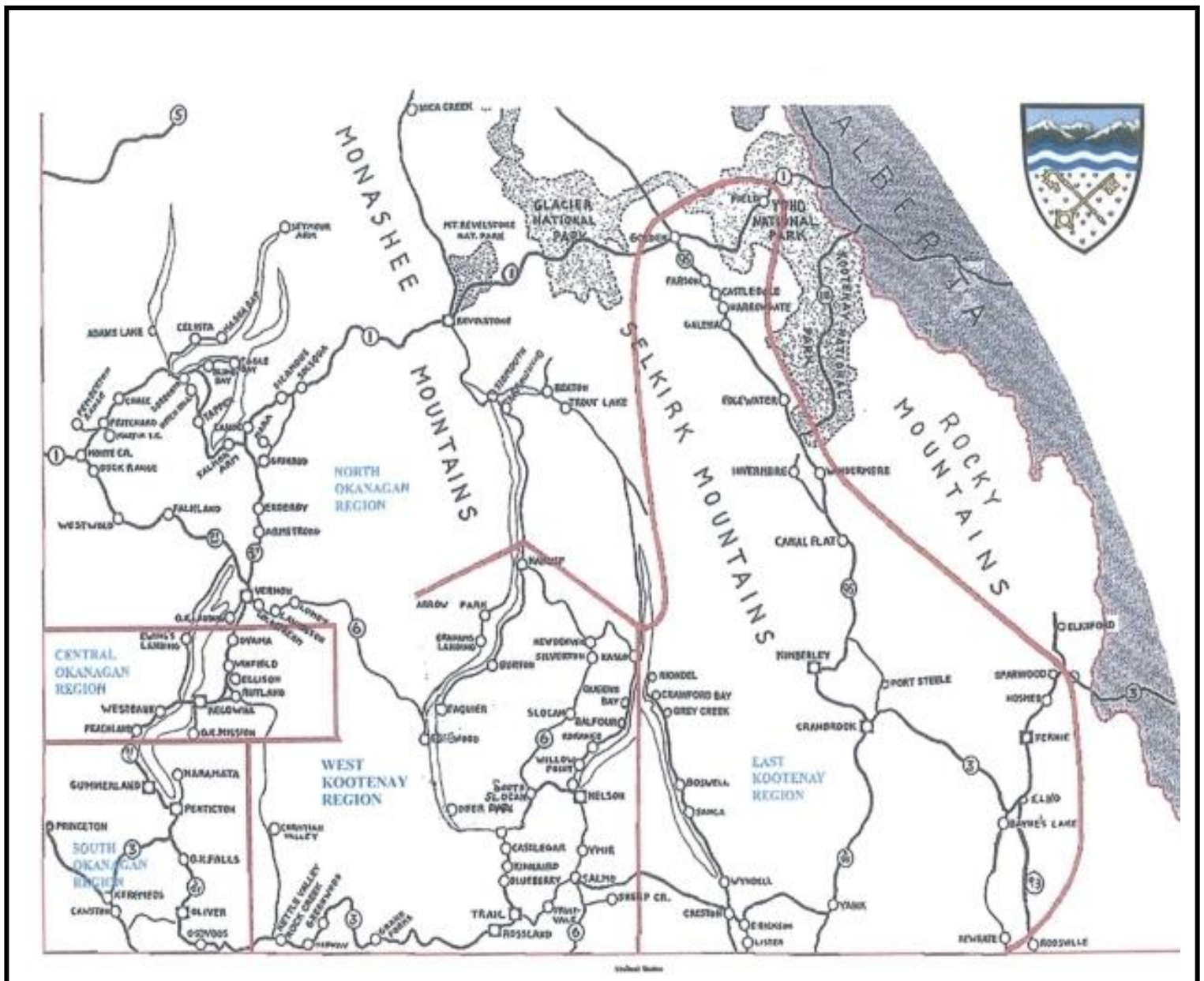
Wardens and the members of the Church Council should have ready access to the Canons and be familiar with those that are especially relevant to Congregational life. The Executive Officer/Archdeacon and the Chancellor are key resource people if interpretations are required.

1.3 WHAT IS THE DIOCESE OF KOOTENAY AND HOW DOES IT FIT INTO THE ANGLICAN CHURCH OF CANADA?

The Diocese of Kootenay geographically covers the area of the Southeast corner of British Columbia (see below). It has an area of approximately 215,000 square kilometers and there are currently 27 Parishes, including 38 Congregations, 6 Shared United/Anglican Congregations, and 3 Worshipping Communities divided into 5 Regions. It borders on the Diocese of New Westminster, the Territory of the People, and the boundary of the civil Provinces of Alberta and British Columbia.

The basic structural unit of the Anglican Church of Canada is the “Diocese”. A Diocese is apportioned into Parishes; a Parish may consist of one or more Congregations (the majority of Parishes consists of one Congregation). Parishes are grouped together in a Region under the leadership of a Regional Dean, both for ease of administration, and in order that they may work together in solving local problems of mutual interest. There is also the Dean of the

Diocese who is located at the Cathedral Parish of St. Michael and All Angels, in Kelowna. The Dean of the Diocese, the Archdeacons, Regional Deans and the Bishop meet together in a group known as BARDS (Bishop, Archdeacons, Regional Deans and Dean).



1.4 THE DIOCESAN SYNOD

A Synod is a form of church parliament. The Diocesan Synod was formed by an Act of the Legislative Assembly of British Columbia in May 1900 and incorporated June 4th, 1903, as “The Synod of the Diocese of Kootenay” which is the official name of our legal entity. Under the leadership of the Bishop who chairs the meetings of Synod, it is the governing body of the Diocese. The Synod consists of the Bishop and Clergy of the Diocese, Lay delegates elected by the Congregations at their annual vestry meetings and ex-officio members.

Synod meets at the call of the Bishop, usually every third year, for the purpose of considering the reports of committees charged with particular responsibilities, electing new committees, enacting or amending legislation, and taking what steps may be deemed advisable for strengthening the sense of community among the Parishes and the work of the church in the Diocese. Parishes support the Bishop and the ongoing work of Synod through the Kootenay Fair Share budget (KFS).

Between formal Synods, the affairs of the Synod of the Diocese are conducted by the Diocesan Council which has full (delegated) legal authority. Several administrative Committees report to Diocesan Council foremost of which is the Administration & Finance Committee. Other reporting committees are the Investment Advisory Committee, the Canons Revision Committee, and the Clergy Compensation Committee.

The church ecclesiastical laws under which the Diocesan Synod is governed are known as Canons and Wardens should generally be familiar with the Canons and where to find them.

1.5 SYNOD OF THE ECCLESIASTICAL PROVINCE

In addition to the Diocesan Synod there is a Provincial Synod called the Synod of the Ecclesiastical Province of British Columbia and Yukon. This Synod meets every three years at the call of the Metropolitan and considers matters of interest in the provincial sphere as defined by Provincial Canons.

It is constituted under its own Canons and consists of delegates elected from each of the six constituent parts; the Dioceses of British Columbia (Vancouver Island and a part of the Mainland), New Westminster, Kootenay, Caledonia, Yukon, and the Territory of the People (formerly the Diocese of Cariboo). It elects a Provincial Council under the authority and is chaired by a Metropolitan (Archbishop). The six Bishops form a Provincial House of Bishops, and the elected clergy and laity form the Houses of Clergy and Laity, respectively. It meets every three years.

The Diocese of Kootenay supports the Provincial House of Bishops (the council of all Bishops) and the Provincial Synod through an annual assessment apportioned out of the total KFS.

1.6 THE GENERAL SYNOD

The General Synod was formed in 1893 bringing together four Ecclesiastical Provinces (British Columbia and Yukon, Canada, Ontario, and Rupert's Land) each with its own Archbishop. Similar to Dioceses and Ecclesiastical Provinces, there are Legal Officers (the Chancellor, the Vice-Chancellor) and appointed and elected officers under the Primate (Archbishop) of the Province of Canada (the term "Province of Canada" is confusing as it refers not only to an Ecclesiastical Province, but also to the Anglican Church of Canada as a constituent "Province" of the worldwide Anglican Communion).

The General Synod is the governing body of the Anglican Church of Canada in the matters of faith, order, and relations with the wider Anglican Communion and other Churches. It consists of all the bishops together with clergy and laity elected by each diocese. The chairperson is the Primate and meetings are held every three years (a "triennium"). Between General Synods the affairs of the General Synod are conducted by the Council of General Synod, whose members are appointed by the members of General Synod from particular members of the "Houses" of Bishops, Clergy and Laity elected by the Ecclesiastical Provincial GS delegates meeting in caucus, and employing a special electoral representation formula.

The Office of the Primate, the operations of General Synod, and the programs of General Synod are supported by an apportionment requested from each diocese, and taken out of the total KFS.

1.7 DIOCESAN SYNOD OFFICE STAFF AND OFFICE HOURS (DIOCESAN CENTRE)

Bishop:	The Rt. Rev. Lynne McNaughton
Executive Officer:	The Ven. Trevor Freeman
Finance Manager:	Teresa Kennedy
Administrative Assistant:	Kathryn Lockhart
Archivist:	Kathryn Lockhart

Office Hours: 8:30 a.m. to 4:30 p.m. Monday through Friday

1.8 ADDRESS OF THE DIOCESAN CENTRE

The Diocese of Kootenay	Telephone: (778) 478-8310
#201 – 380 Leathead Rd.	Fax: (778) 478-8314
Kelowna, BC V1X 2H8	email: admin@kootenay.info

WARDENS

2.1 WHAT IS A CHURCH WARDEN?

(The Diocese of Kootenay acknowledges this section which has been adapted from the Diocese of Edmonton's Church Wardens' Handbook)

The office of Church Warden dates back to the 14th Century, when the Church in England was still under the Roman See. The Wardens were, and still are, the chief liaison persons between the Parish (or Congregation) and the Incumbent, and are the chief administrative assistants. There is biblical authority for the establishment of this office.

When Paul wrote to Titus he said, "This is why I left you in Crete, that you might amend what was defective, and appoint elders in every town, as I directed you" (Titus 1:5*). Recognizing that elder is not clearly defined, and seems to refer more to bishops and/or priests, the one thing that stands out is that these "elders" would have been several.

In Acts 14*, it is reported that Paul and Barnabas, upon visiting Lystra, Iconium and Antioch, after preaching the Gospel and making disciples in Derbe "appointed elders for them in each church, [and] with prayer and fasting, they entrusted them to the Lord in whom they had come to believe." (v.23*). Later, James exhorts his readers to call for the elders if they should be sick "and have them pray over them, anointing them with oil in the name of the Lord" (James 5:14*)

*[NSRV Bible]

It seems then that if the modern Church is based is rooted in the Churches of the New Testament Church, a number of ministers is needed in each congregation. It is not satisfactory, and certainly not biblical, for the priests to assume responsibility for the entire ministry. As baptized members of the Body of Christ, we are all members of the priesthood of believers. But there are those selected by the body for specific ministries. In the Anglican Church we hold to the historic ordained ministries of Bishops, priests and deacons and uphold the ministry of all the baptized. Some of these men and women selected by the body comprise the "Church Council or Committee," with two or three of the members being the Church Wardens. The members of the Church Council, we might suggest, can function as elders in the local congregation, performing that ministry which they assume when they accept their high position. This ministry necessitates a relationship with Jesus Christ, a desire to follow and learn from him and an openness to the infilling of the Holy Spirit, so that God may be truly glorified through His Church. Out of this relationship will come a desire to worship God in all aspects of our daily life, while sharing God's love with others in the community and beyond. While Wardens are members of the Church Council, they are recognized as chief among the

“elders.” This uniquely Anglican office can, and should be, an important part of building our Church.

2.2 WHO QUALIFIES TO BE A WARDEN?

Wardens are normally appointed or elected at an Annual General Meeting. The [Diocesan Canons](#) define basic qualifications:

- must be a Voting Member of a Congregation (Note: by definition Worshipping Communities do not have Wardens).

A Warden is a baptized member of the Congregation who supports the aims and objectives of the Anglican Church of Canada, is a regular financial contributor, attends services regularly, is at least nineteen years of age, and is not a Voting member of another Congregation. (see Canon 1).

and, in addition;

(again, thanks to the Diocese of Edmonton)

- be a person who knows many of the Congregation, and in whom others have confidence
- be a person who has had previous experience handling Parish matters as a member of the Church Committee. *(this is a qualification that may not always be met, but certainly is preferable)*
- be a person who is willing to work closely with, to support, and to help the Incumbent
- be person whom the Incumbent can take into his/her confidence
- be a person who can be sympathetic and tactful in relating to members of the Congregation, particularly in handling complaints
- be a person who can reflect the love of Jesus, through encouraging others within the Body, offering prayers and assistance to those who are suffering, and serving to the best of his/her ability in keeping God’s property in good condition, as a witness to the wider community
- be a person who is willing to provide a police check in accordance with Diocesan policy

The tools required for doing this job will include, besides information in this Handbook, faith in God, a good sense of humour, the Canons of the Diocese and the current Diocesan policies (best located on the Diocesan web site as “POW Book Policies” – from an old name: Policy Organization Workbook)

This Handbook is based on the Canons and Policies of the Diocese and is your source of information, and a guide for Wardens and Church Committees (Councils) as they perform the ministry of administration to which they have been called.

2.3 NORMAL WAYS WARDENS ARE CHOSEN

Two Wardens, either elected by the Congregation, or one elected by the people (People's Warden) and the other appointed by the Incumbent (Incumbent's Warden), have been called by God along with the Incumbent, or if there is no Incumbent or Priest-in-Charge, with the Bishop, to be responsible for the mission, worship and life of a local Congregation +/- a Worshipping Community. Larger congregations may elect assistant Wardens. Occasionally Wardens act under the direct authority of the Bishop (example when there is a vacant Incumbency) when they are known as "Bishop's Wardens."

Two Wardens of a congregation may not come from the same household.

2.4 DUTIES OF WARDENS (From Canon 16.11)

The duties of the Wardens shall be:-

- (a) To co-operate with the Incumbent, the members of the Congregation, the region and the Diocese, in the strengthening of the life of the Church and in the growth and development of its people.
- (b) To give to the Incumbent at all times their support, help and counsel.
- (c) To assist the Congregation in discerning the Mission of God in the world, and to encourage the Congregation in that Mission.
- (d) To appoint and oversee a Treasurer, and when necessary be responsible for the removal of the Treasurer.
- (e) As members of the Executive Committee (see Canon 16 section 12), to be responsible at all times for the care and maintenance of the property of the Congregation, both real and personal, and in particular to have custody of the funds of the Congregation and to account for them regularly to the Church Council and in consultation with the Treasurer, to produce to the Annual General Meeting financial statements for the previous fiscal year (including a Statement of Receipts and Expenditures and a Balance Sheet) and an Operating Budget for the current year.
- (f) If there is no Incumbent, to be responsible, in consultation with the Bishop, for the continuing life of the Congregation.
- (g) With the Incumbent, to execute contracts and other documents on behalf of the Congregation.

- (h) With the Incumbent, to be responsible for communication between the Congregation and the Diocese.
- (i) To consult with the Bishop with respect to appointments of Clergy to serve the Congregation.
- (j) To report regularly to the Church Council
- (k) To assist the Incumbent in the supervision of Lay employees.

2.5 THE WARDEN'S DUTIES INTERPRETED

Canon 16.12 Requires the establishment of an Executive Committee consisting of the Wardens, the Incumbent, the Treasurer, and the Chair of the Church Council (or Committee).

Wardens are given individual responsibilities but may choose to exercise these through the Executive Committee. This is particularly the case with regard to Congregational finances and strategic leadership (see below).

In former days in the Anglican Church there was a formal separation of duties between the People's Warden and the Incumbent's or Rector's Warden. The People's Warden was interpreted as being primarily responsible for Buildings and Property, as well as dealing with Congregational complaints or requests. The Incumbent's Warden, who is often still chosen by the Incumbent, was seen as offering critical advice and support to the Incumbent in private and being the principal contact with Congregational members on behalf of the Incumbent.

Despite election or appointment, the Wardens in today's church share the responsibilities without distinction, although as stated in the foregoing specific "portfolios" may be given to each Warden. Both Wardens remain the key Congregational Lay leaders and are required to fulfill their duties under the Canons of the Diocese.

Good Examples of Christian Lifestyle

Both Wardens are expected to be frequent participants in the public worship of the congregation. They need to be visible as they exercise their ministry in the Congregation and it is ideal that they have at least one ministry they are exercising in the community beyond the church, e.g. Big Brothers, Red Cross, food bank, drop in centre, etc. Wardens can be an example to others in their baptismal ministry by keeping a healthy balance between occupation, family, church activity and community service.

Help with setting Strategic Directions

Wardens aim to strengthen the life of the church through the growth and development of its people in numbers, spiritual depth and in service to the community. This can best be done by being certain that the Incumbent and Church Council and other clergy are involved in a planning process so spiritual growth, Christian education and community needs can be kept before the people. They need not do the planning but as members of the Executive Committee they should be certain the Parish develops a plan, a sense of direction, goals and objectives.

Supporting the Mission of the Congregation and the Church

Wardens are often positioned for keeping the needs of the local village, town, and neighbourhood before the Congregation as well as assisting Parish members to know what gifts they have to offer in service to the community and encouraging them to match their gifts with community needs. Wardens, with the Incumbent, can assign these tasks to others.

Supporting and Advising the Incumbent in a Parish

Support does not mean being a “yes” person. Support means honest dialogue in response to ideas, approaches, methods - both positive and negative. If the Incumbent and one Warden wish to go in a particular direction and the second Warden in conscience does not, there are two choices:

- a) the “dissenting” Warden states his/her thoughts and feelings clearly so the other two understand his/her position. That Warden should feel heard. The dissenting Warden then accepts the decision of the majority and works constructively in supporting the decision.
- b) depending on the seriousness of the issue, the dissenting Warden should state his/her thoughts and feelings clearly so the other two understand, if no further accommodation seems possible, the Warden may offer his/her resignation. Seeking third party input at arm’s length from the issue may be very helpful provided the Incumbent and other Warden agree to this.

Financial Responsibilities

Wardens are given the ultimate custody of Congregational funds, and are asked to appoint a Treasurer, who gives an accounting to the Church Council. There is a balance of fiscal responsibility between an Incumbent and the Congregation – an Incumbent does not have the right to incur significant expenses on behalf of the Congregation without consultation with the Wardens, and the Wardens may not make significant

expenditures without informing the Incumbent. Wardens should consult with the Church Council on behalf of the Vestry before making larger expenditures.

The Wardens, not the Incumbent, have oversight of the finances of the Congregation.

This is normally done in consultation with the Incumbent (if there is one) and the Church Council. They choose the Treasurer, and the Church Council and the Incumbent should ratify the choice. In larger Parishes an Envelope Secretary, perhaps elected at the annual meeting or appointed by the Church Council, is a good idea. The Wardens are to ensure that financial information is provided to the Incumbent and Church Council at least quarterly.

The Wardens are responsible for the preparation of a budget at least annually and for the financial statements in preparation for the Annual General Meeting. However they may do this in the context of the Executive Committee. Canon 16.17 describes that the Church Council is responsible for an annual independent Financial Review done by a person with financial know-how who is outside the Executive Committee of the Congregation. The Wardens need to ensure this occurs. The Diocesan Treasurer may be able to advise on this.

Even in a small Congregation the (Sunday) collection(s) should always be counted by two people and deposited immediately in the bank or night deposit. The collection should not be taken home. If the counting takes place at a time other than after church services, the collection should be placed in a night deposit and retrieved by the counters next day.

These are important common sense practices to prevent accusations of financial mishandling, and as a precaution against loss or even robbery violence if funds are taken home.

Bank Accounts

Bank accounts should be under direct control of the Wardens. The Wardens, Incumbent and Treasurer should be Signing Officers and any cheques should be signed by any two of these at a minimum. For the protection of both the congregation and the individuals, in no case should two members of the same family be Signing Officers.

Annual Budgeting

The Wardens initiate and supervise the preparation of an Annual Budget for the Congregation, usually in conjunction with the Parish Executive. The Wardens and not the Treasurer are the principal shapers of the Budget. They are assisted by the Treasurer, however, they are ultimately responsible for creating, overseeing, and amending the Budget, if needed, in a fiscal year.

The Budget should be a stewardship tool and should reflect in dollars how the Parish is moving toward the achievement of its strategic goals and objectives in a given year or period of years. It should reflect the costs for the Parish doing its mission for the year(s) ahead. All Parish members should be encouraged through their time, talent and money to support the vision of the Parish expressed in the Budget.

The Annual General Meeting owns the Budget and it should be realistic and ideally prepared through broad consultation. At a minimum it should be approved by the Parish Council before presentation and ratification at the Annual General Meeting (see Canon 16.8(e)).

Financial Reporting

The Wardens, assisted usually by their appointed Treasurer, are expected to produce written annual financial statements (see Canon 11(e)). On behalf of the Church Council (Committee) they arrange for the appointment of an external person to do the annual financial review. Larger Congregations may request an informal audit and Diocesan accounts are formally audited.

Charitable Status

Congregations that issue receipts for charitable purposes require a Business Number, which is a subsidiary number of the Diocesan Business Number. In conjunction with the Treasurer and the Diocesan Finance Manager, Wardens must ensure that an annual Charitable return (T3010) is filed with the Canada Revenue Agency on time, or risk losing charitable status.

Property Responsibilities

Insurance

The Wardens work in partnership with the Diocese and the Diocesan Insurer since the real property of the Congregation is owned and insured jointly by the Synod of the Diocese of Kootenay and the Bishop as a Sole Corporation. The wardens are responsible for overseeing and maintaining the insurance for the church and other property of the Congregation. In order for maintaining proper replacement values on church buildings and contents it is important that insurance values be kept within 10% of replacement value. To allow insurance values to slip will penalize other Parishes in the Diocese as well as the particular Congregation as premiums will increase for all and the Congregation will receive only the value of its specified insurance (less deductible) and not full replacement value if there is a loss. Keeping up insurance values annually is a matter of good stewardship. Large Parishes should probably have a professional evaluation done for insurance purposes every three to five years. Smaller Parishes need to send the Synod Office the dimensions of their buildings so a formula can be applied.

It is important to have a list of all the contents in church and hall as well as photographs of special items kept in a safety deposit box at the bank. Video recording and digital files are essential in today's inventories.

The Finance Manager maintains the liaison with the Diocesan insurer and in the event of questions, is available for consultation. A 'Summary of Coverage' is located in File #12 of the [Treasurer's Handbook](#).

Clergy Compensation

Full Time Incumbent Clergy

The Wardens arrange Clergy Compensation in accordance with Policy 5.6.1 (on the Diocesan Website). There are two parts to Clergy Compensation; one is an annual incremental increase depending on the starting Salary increment of the Clergy with the Congregation. The other is a negotiable portion which is decided between the Wardens and the Incumbent. The Policy describes the current Clergy Salary Grid. Additional benefits are based on the Salary and the individual needs of the particular clergy person. Wardens should be familiar with the range of Benefits, both statutory and elective that apply to Incumbents and other paid clergy. The Clergy Compensation Committee is available to offer advice and guidance through the Executive Officer or the Executive Archdeacon.

An Annual Compensation Agreement form is available and is required to register the agreed Clergy remuneration with the Finance Manager for the purposes of the Payroll system run by the Finance Manager. This form is available on the Diocesan website at POW 5.6.1. Payroll is being modified to a semi-monthly system as of January 1, 2014.

Part-Time Incumbent Clergy

If the appointed incumbent is working less than Full-Time, the Wardens are referred to Policy 5.6.20 to understand the appropriate expected duties and time commitments and the remuneration to be paid.

Lay Employees

(Also refer to the Treasurer's Handbook)

It is the responsibility of wardens to ensure that all Lay employees are treated fairly under the B.C. Employment Standards Act. Lay employees may be on the Payroll system of the Diocese and as such will be in compliance with the Act. Casual or Part-time employees not on Diocesan Payroll must be treated fairly and care taken to decide, based on hours, whether or not benefits must be paid. Additionally, employees may be hired on a personal contract basis only if they have a business under which the services are provided.

The Diocese currently does not have a Human Resources department or manager. For questions on employment status the Finance Manager is available for consultation.

Performance Reviews

The Diocesan Clergy Compensation Committee has established a process for the Review of Clergy Performance. Wardens play an integral role on behalf of the congregation.

It is also important that Wardens participate in the review of lay employees.

3.0 Legal Matters

Contracts and Legal Documents

On behalf of the Congregation, Wardens participate with the Incumbent in the execution of contracts and other documents

Significant contracts and documents should always be discussed with and approved by the Church Council. Remember that all property and buildings are registered in the name of, and belong to, **the Synod of the Diocese of Kootenay** (the proper name of the legal entity). New permanent structures on church property or additions to, or removals of, any existing structure must be first approved by the Bishop and the Administration & Finance Committee. It is a requirement to submit building and financial plans before the work is begun.

The Administration & Finance Committee meets periodically and not more than monthly for regular meetings. Applications for approvals must be submitted at least two weeks before the meeting if the members are to give the approval due attention. Last minute or rushed applications are not well received, except in very unusual circumstances.

Legal Services

When Congregations or Parishes need to seek legal services the Wardens must be aware of POW Policy 5.2.9 **BEFORE** doing so. It is essential that the Legal Officers of the Diocese (Chancellor, Vice-Chancellor and/or Registrar) are consulted as per the Policy. If there is uncertainty, the Wardens should seek the advice of the Executive Officer/Archdeacon or the Chancellor.

Rental of Church Facilities

Over the past few years, and because housing for Clergy is less and less in a “Rectory,” Church space and real property is increasingly available for rental as a source of income. Wardens, as Congregational representatives, are often involved in arranging these rentals. Because the Synod of the Diocese of Kootenay is the legal entity, it has

become necessary to set out some careful rules about rentals. These are in POW Policy 5.2.7 including the Temporary Occupancy Permit form.

When Congregations are anticipating rental of space for daycare facilities, nursery schools or other similar organizations involving children, it is particularly important that formal written lease agreements be entered into with legal advice from the Chancellor or Executive Officer/Archdeacon. Adequate sexual abuse insurance coverage is mandatory.

Criminal Record Check

Any member of the Congregation, including Wardens, who works with populations that are vulnerable and at risk (children, seniors) should have a current (3 years) criminal record check/clearance on file with the Congregation. This includes Sunday School teachers, volunteers, and pastoral visitors who minister outside the church buildings. A criminal check for an Incumbent is part of the licensing process and the clearance should be filed in the Diocesan records. Wardens are important for assuring that these checks are done. Payment for these record checks is usually a matter of local Parish policy.

Protection of Privacy/Release of Information

The Diocese of Kootenay has a [Privacy Policy 7.6.12](#). Wardens should ensure that the Congregation follows this policy for the protection of private information. At no time should personal information be released to a third party without the express consent of the individual affected.

4.0 When a Congregation Has No Incumbent

From time to time, there may be no appointed Incumbent for a Congregation. Wardens have a special responsibility to be in communication with the Bishop. In some longer term instances this may mean a Warden is a Bishop's Warden (see above). In such cases Wardens become directly responsible for the life and property of the Congregation, and the Executive team is the Wardens, Treasurer (if appointed) and the Bishop.

This fact alone says something about the importance of God's call to be a Warden.

5.0 Communications

Wardens are an essential link between different parts of the Church. A key communication is with the Bishop and the Diocesan Staff. This can be accomplished in various ways such as sending copies of a Parish newsletter to the Bishop, ensuring there is representation at Regional Council meetings, keeping statistics and reports current with the Synod Office, asking Lay Delegates to Synod to make reports to the

Church Council meetings, and seeing that not only regular Council meetings are held but also there is a critical mass for attendance (ie; a quorum).

6.0 SUMMARY OF WARDEN'S DUTIES & RESPONSIBILITIES

- A) On-going Tasks
- Worship regularly
 - Meet regularly with the Executive Committee (Incumbent, Treasurer, Church Council Chair) to plan the Church Council agenda
 - Carry out tasks assigned by the Incumbent or Church Council
 - With the Incumbent, maintain contact with the Bishop and Regional Dean
 - Be certain Regional and Synod delegates report to Church Council and Congregation
 - Be certain the Sunday attendance is accurately kept (Christmas, Easter, 2nd Sunday of September, and Pentecost are particularly important for diocesan and national statistics)
 - Keep up with changes in Canons and/or Diocesan Policy
 - Report regularly to Church Council; ensure Financial or stewardship reports are made no less than quarterly.
- B) Duties - may be divided between Wardens
- Ensure there are proper records of Parish activities (Minutes, Parish Newsletters, etc.)
 - Warden's correspondence
 - Vestry book (the records of services are entered by Clergy however the Wardens must ensure the Vestry book is current)
 - Liaison with parish groups
 - Church supplies – usually delegated to Church Secretary or administrative assistant for building and office; Chancel Guild for ecclesiastical supplies.
 - Advertising, media contacts
 - Care and maintenance of property
 - Provision, care, maintenance of furnishings and equipment for worship, education and other functions
 - Ensure there is an Inventory and Record of any Memorials
 - Maintain Inventory of Parish Property
 - Inspect bell installations annually (if applicable)
 - Be the liaison with the Executive Officer or Archdeacon
 - Liaison with the Region and other parishes
 - Be certain Federal Registered Charity Information Form T3010 is completed and mailed (may consult with the Diocesan Finance Manager)
 - Arrange counting Sunday collection
 - Represent Parish on Diocesan budget matters

- Supervision of Parish planning in consultation with Incumbent
- Supervise the creation of Parish goals and develop a strategy to achieve them (with Incumbent and Church Council)
- Assist Committee Chairs as requested
- With the Incumbent, be responsible for preparations for the Annual General or other Congregational Meetings
- Oversight of finances

7.0 A PARTIAL WARDENS' ANNUAL CHECKLIST

January

- Prepare for Annual General Meeting in consultation with the Incumbent
- Ensure reports are in, including a Warden's Report
- Financial statements
- Budget for the year ahead
- Make sure the Annual Report is being prepared
- Be certain the Parish Count for Statistical Records takes place (Diocesan Form)
- Be certain: (a) Annual General Meeting date is publicized (and posted) in writing at least two Sundays in advance (21 days)
(b) Set and announce date of first Church Council meeting following the Annual General Meeting

February

- Participate in the Annual General Meeting no later than last day of February
- Prepare orientation for new Council and other sub-committee members in consultation with Incumbent (if elected, appointed)
- In consultation with Incumbent, prepare nomination for Treasurer for the AGM
- Be certain year end statistics and other forms are in the Synod Office by Feb. 28th
- First Church Council meeting:
 - (1) Elect Chair (if not Incumbent)
 - (2) Confirm the Treasurer
 - (3) Name sub-committee and chairs, etc.

March

April

- First quarter Report to Parish including finances (if not monthly)

May

- Be certain Federal Registered Charity Information Form T3010 is completed
- Review needs: grounds, buildings, insurance, etc.
- Response if any, to suggested diocesan budget sent to Synod Office

June

- Be certain Federal Registered Charity Information Form T3010 is mailed by June 30th annually. A copy of the completed form is to be sent to the Synod Office by June 30th.
- 2nd Quarter Report to Parish including Financial Reports (if not monthly)

July/ August

- If Incumbent takes a vacation, consult re: Clergy Supply for worship and pastoral care and sign the clergy vacation form to be submitted to the Diocesan Office.
- Be ready to assist Supply clergy
- Be ready to pass on Parish pastoral emergencies to pastoral care replacement
- Monitor income and expenditures

September

- Completion of Parochial Position Grading sheet (see Compensation Grid)
- Negotiation of next year's Salary with Incumbent in preparation for Church Committee
- Approval proposed Salary by Church Council
- Begin Parish Planning process - progress toward Parish goals, a process to create vision for the year ahead
- Prepare recommendation for KFS acceptance

October

- Prepare grounds and buildings for winter
- 3rd Quarter Report to Parish
- Price tag to Parish goals for the next year. Prepare next year's Budget

November

- If not done, arrange Pledge Sundays for financial commitments
- Be certain offering envelopes are ordered
- Be planning stewardship development for the year ahead

December

- Set date for annual meeting in consultation with Incumbent and Church Council
- Set deadline for reports for the Annual General Meeting
- Appoint Nominations Committee for elections at the AGM
- Approve draft Budget for the coming year
- Evaluation- clergy (see previous)
 - relations between Wardens and Church Council
 - progress toward Parish goals

CHURCH COUNCIL

Wardens are members of the Church Council (= Committee) and work closely with that body

3.1 DUTIES OF THE CHURCH COUNCIL (CANON 16.16)

The duties of the Church Council shall be:

- (a) To act on behalf of the Congregation between General Meetings.
- (b) To support and assist the Incumbent and Wardens in the execution of their duties.
- (c) To clarify the long and short-term goals and objectives of the Congregation and to develop the means to achieve them.
- (d) To interpret the goals, objectives of the Congregation to its members, and to encourage them to support the same.
- (e) To insure that all necessary furnishings and equipment are available and in good condition for the proper conduct of worship and other functions of the Congregation.
- (f) To appoint and set the terms of employment of all lay persons employed by the Congregation, whether full-time or part-time, honorary or paid.
- (g) To maintain an inventory of all the property of the Congregation.
- (h) To establish such sub-committees as the Church Council may decide.

3.2 THE CHURCH COUNCIL'S DUTIES INTERPRETED

- 1: To act on behalf of the Congregation between General Meetings

It is sometimes said the job of the Church Council is to run the Congregation. It is better to define the Church Council's work as "to serve the Congregation". The Annual General (Congregational) Meeting approves the budget that incorporates the Congregation's priorities for the coming year. It is the work of the Church Council in part to carry out, bring into being, the goals and objectives approved by the congregation and in that way act on behalf of the Congregation between meetings.

Should circumstances change, the Church Council can also make decisions on behalf of the Congregation as it seeks to carry out its goals and objectives. The Church Council along with the Wardens and Incumbent also need to be certain that the Congregation has the opportunity to talk about and discuss the direction, purpose, statement, goals and objectives of the Parish as it seeks to carry out its mission to the world.

- 2: To support and assist the Incumbent and Wardens in the execution of their duties.

The vision is again the Council working together with the Incumbent and Wardens as a team responsible for the mission of the Parish or Congregation. The Wardens, in consultation with the Incumbent, are to teach and encourage this.

- 3: To clarify the long and short term goals and objectives of the Congregation and to develop a program to achieve them.

This is the main work of the Church Council; developing ministries and activities so the Parish can move in the direction decided and achieve the goals and objectives agreed upon. Wardens can encourage and support this by making sure that it happens.

- 4: To interpret the goals, objectives and program of the Congregation to its members and to encourage them to support the same.

This is both an exercise in example as well as in communication. It means all know what is happening, why, and how each can be a part of it.

- 5: To insure that all the necessary furnishings and equipment are available and in good condition for the proper conduct of worship and other functions of the Congregation.

Here the Church Council has the task of making sure the facilities and tools are available for the Congregation to carry out its program. Note, it is done with the Wardens.

- 6: To appoint and set the terms of employment of all lay persons employed by the Congregation whether full-time, part-time, honorary or paid.

So the Congregation can progress, the Council takes responsibility for the human resources to carry out Congregational programs. This means creating position descriptions, work parameters, and setting remuneration where relevant, so that people can have a clear idea of what they have been called to do and can be held accountable, paid or unpaid, for what they do.

- 7: To maintain an inventory of all the property of the Congregation.

The Council is called to keep track of the facilities and tools required for the Congregation to carry on its mission.

- 8: To establish such sub committees as the Church Council may decide.

The reality is that not everyone can be involved in every goal or objective of the Parish programs. Work undoubtedly will need to be divided up to be better accomplished. The work of the Wardens, along with the Incumbent, is to make sure that the Church Council does its work for the benefit of all.

INCUMBENT

4.1 DUTIES OF THE INCUMBENT

The Incumbent holds his/her position by license of the Bishop after consultation with the Bishop's Personnel Commission. The duties of the Incumbent are painted in broad strokes in the paragraphs below from the ordination service and the service celebrating a new ministry. You will note the strong emphasis on preaching, teaching, and giving leadership to worship.

The responsibility to administer the Parish does not lie with the Incumbent alone as by Canon and custom specific responsibilities are handed to Wardens and others. You may also wish to note that when there is no Incumbent the Wardens are directly responsible for the life of the Parish in consultation with the Bishop until such time as there may be appointed a priest-in-charge.

THE EXAMINATION

All are seated except the Ordinand who stands before the Bishop.

Bishop: The Church is the family of God, the body of Christ, and the temple of the Holy Spirit. All baptized people are called to make Christ known as Saviour and Lord, and to share in the renewing of his world. Now you are called to work as pastor, priest, and teacher, together with your Bishop and other presbyters, and to take your share in the councils of the Church.

As a priest it will be your task to proclaim by word and deed the gospel of Jesus Christ, and to fashion your life in accordance with its precepts. You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor. You are to preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to preside at the administration of holy baptism and at the celebration of the mysteries of Christ's body and blood, and to perform the other ministrations entrusted to you.

In all that you do, you are to nourish Christ's people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come.

N, do you believe that you are truly called by God and the Church to this priesthood?

Answer: I believe I am so called.

Bishop: Do you now in the presence of the Church commit yourself to this trust and responsibility?

Answer: I do.

Bishop: Will you respect and be guided by the pastoral direction and leadership of your Bishop?

Answer: I will.

Bishop: Will you be diligent in the reading and study of the holy Scriptures, and in seeking the knowledge of such things as may make you a stronger and more able minister of Christ?

Answer: I will.

Bishop: Will you endeavour so to minister the word of God and the sacraments of the new covenant, that the reconciling love of Christ may be known and received?

Answer: I will.

Bishop: Will you undertake to be a faithful pastor to all whom you are called to serve, labouring together with them to build up the family of God?

Answer: I will.

Bishop: Will you do your best to pattern your life in accordance with the teachings of Christ, so that you may be a wholesome example to your people?

Answer: I will.

Bishop: Will you persevere in prayer, both in public and in private, asking God's grace, both for yourself and for others, and offering all your labours to God, through the mediation of Jesus Christ, and in the sanctification of the Holy Spirit?

Answer: I will.

Bishop: May the Lord who has given you the will to do these things give you the grace and power to perform them.

Answer: Amen.

4.2 DECLARATION

(From the Diocesan Celebration of New Ministry)

The symbolic gifts of chalice, bible and canons are brought forward.

Lay Minister of Word and/or Sacrament:

On behalf of this congregation I present you with this chalice as a symbol of your sacramental ministry in our community. Be among us as one who calls us into and out of holy places, and as a sign of the healing power and presence of God.

Incumbent: I thank you for this symbol of the sacramental life we share and I pledge to you that I will at all times, and to the best of my ability, declare God's forgiveness to all who seek it, pronounce God's blessing upon all that desire it and that I will preside at the administration of holy baptism and at the celebration of the mysteries of Christ's body and blood with the care and reverence appropriate to the worship of almighty God.

Reader: On behalf of this congregation I present you with this bible as a symbol of your responsibility to preach the word of God in this place. Be among us as a teacher of the faith.

Incumbent: I thank you for this symbol of God's holy word and I pledge to you that I will at all times, and to the best of my ability, apply myself to the diligent reading and study of Holy Scripture, to lend instruction to all who seek it and to preach the love and mercy of God in Jesus Christ.

Chair, Parish Council:

On behalf of this congregation I present you with this copy of the canons of this diocese as a symbol of your responsibility to administer the affairs of this parish. Be among us as one who is dedicated to the building up of this community and the stewardship of our resources.

Incumbent: I thank you for this symbol of the leadership that you entrust in me and I pledge to you that I will at all times, and to the best of my ability, administer the affairs of this parish with honesty and integrity and that I will strive to do so with wisdom, humility, discernment and good humour.

4.3 THE INCUMBENT'S DUTIES INTERPRETED

You will have noted that when there is no Incumbent the Wardens, in consultation with the Bishop, are responsible for the growth, mission and service of the Parish/Congregation. An Incumbent is appointed by the Bishop in consultation with the Bishop's Personnel Commission. This Commission is made up of persons from the Parish chosen by the Bishop from nominations given to him/her by the Church Council.

The Incumbent acts in the parish by license from the Bishop and then becomes the person with whom the Wardens consult re: the growth, mission and service of the Parish. It is the Incumbent's responsibility to help create, have and hold a vision for the Parish which fits into the vision of the Diocese. He/she is, in consultation with the Bishop, to present the vision and call of our Lord Jesus Christ bringing his good news to a suffering world and to create a worshipping community that is committed to the service of the world and that heals and strengthens the ministry of every member of the fellowship of the baptized in the world.

The Incumbent is to give leadership to worship. By Canon he/she is primarily responsible for music. He/she is to oversee the maintenance of sacramental ministries. In conjunction with the Bishop of Kootenay, and the Kootenay School of Ministry, the Incumbent sponsors candidate(s) to be trained and licensed as Lay Ministers of Word and Sacrament. Additionally the Incumbent oversees communion assistants, readers and intercessors.

As a teacher of the faith, the Incumbent will participate in and oversee the preparation for baptism, first communion, confirmation, and marriage, calling others to assist in this ministry. As a teacher of the faith, the Incumbent will participate in and oversee the making and nurturing of new Christians and the growth in understanding and commitment of all the baptized, inviting and helping others to partake responsibly in this ministry.

He/she will participate in and oversee the pastoral care of parish members including the training of visitors for the sick, the shut-in, the grieving and those in crisis situations. The Incumbent takes his or her place in the governance of the local parish both as a member of the Church Council and as resource person and spiritual director encouraging members of the Council to fulfil their ministries to the congregation and the world.

It is the responsibility of the Incumbent to participate in and to oversee the proclamation of the faith in preaching and the teaching of the Parish to ensure every Parish member can share their faith with others. It is his/her responsibility to create an ambience in which people feel their gifts are valued and there is freedom and encouragement to use them in the service of their Lord in the church and in the world. Under the instruction of the Bishop, the Incumbent has ministerial and other responsibilities at the Regional and Diocesan level.

ORGANIZATION

5.1 ORGANIZING THE WORK OF WARDENS AND CHURCH COUNCILS

How Wardens and Church Councils organize themselves varies from place to place. If the mission of the church is to go forward, it needs to be mission centered rather than survival-centered (NB The Five Marks of Mission). The Wardens and Church Council should meet regularly once a month.

What will they do? Dr. Bud Phillips of the Centre for the Study of Church in Ministry suggests every Congregation has seven major sub-systems that need attention. These include education and nurture; socializing and hospitality (making people feel at home); reparative, caring for those hurt or wounded; maintenance and substance, keeping the fabric and finances strong; outreach and evangelism; create a welcoming atmosphere for newcomers and those passing through.

In a small church one member of the Council would have an eye on one of these areas. In a larger Parish sub-committees could be created to be certain they are looked after and that no one is left out. In one large Parish the Incumbent asks one Warden to be responsible for the maintenance, finances, and stewardship; the other for Parish program re: education and outreach while he cares for worship and pastoral care; each giving support to the committees working under their area of ministry. Canonically, there should be an Executive Committee (Canon 16.12); some parishes have the Church Council appoint the Incumbent, Wardens, Treasurer and a Building and Grounds chair as a management committee acting as a steering committee for the Church Council and looking after the nuts and bolts of Parish operations. The Church Council focuses on creating program and policy.

Another approach would be for the Church Council to lead the congregation in identifying the important ministries to be established in order to be a vibrant Anglican Christian community within the city, town or countryside. The work of the Church Council and Wardens and Incumbent then centers around those ministries.

The Episcopal Church guide for Congregational evaluation suggests five foci based on the promises made by a baptismal candidate. Those include worship, service, education, evangelism, and pastoral care. Those would make interesting portfolios for one or two Council members as well as opening up the possibility for discovering those in the Congregation who may be gifted for these aspects of mission.

If one or two Council members were ready to seek others outside the Council with an interest in one of the above areas of mission, Parish momentum could move powerfully forward and Church Council meetings become quite exciting. It would be a call not just to individuals but to the Parish to practice baptismal ministry. It could move a Parish or Congregation away from worrying about survival to getting on with the work they have been called to do.

It is clear to see that the concern of the Church Council must be wider than caring for buildings and grounds and worrying about money. It is evident that the Council and Wardens have a ministry in co-operation with the Incumbent, to assist, encourage, individuals and the Parish to live out their baptismal vows in the daily context of the wider community.

Some Councils divide the evening into two parts when they meet. First, time is spent with the sub-committees planning work. Then in the latter part of the meeting, the committees share their work and co-ordinate their work with others. If some discipline is observed then the system can be quite creative.

If Councils and Wardens delegate responsibility to others it is important to call to account those who take responsibility. Decisions should be made as to who will report to the Council and how often, and to whom they request time on the agenda to report. Committees should set out terms of reference and a statement of purpose and goals for the year ahead. When a committee is not heard from for a time other Council members should call for a report.

It is important for Wardens and Councils to assist the Parish to set a vision and goals so that there will always be a sense of direction to monitor progress toward goals, suggest or hear ways to achieve goals set. There is much for Councils and Wardens to do.

In a volunteer system, much frustration can be averted if committee chairs and other persons in positions of leadership have position descriptions outlining their responsibilities and stating what is expected of them. This allows the person, and those to whom they are responsible to have some sense of accomplishment, know when they need help and the opportunity to review how things are going and where help or improvement might be needed.

One example of a position description follows for your reflection.

5.1(a) EXAMPLE POSITION DESCRIPTION:

Organist and Choir Director
St. Swithuns in the Swamp

The Position in General

- In consultation with the Incumbent to be responsible for the music for worship
- Accountable to the Incumbent and Liturgy committee

Specific Responsibilities:

- 1) To choose hymns and service music for the Sunday liturgy
Performance is satisfactory when:
 - (a) The choices are shared with and agreed upon by the Incumbent
 - (b) The choices fit the theme and readings for the Sunday
 - (c) The first and last hymn tunes are well known
 - (d) The selection of music is given to the secretary for the leaflet
- 2) To recruit and train a choir to assist the congregation in singing music at the Sunday liturgy
Performance is satisfactory when:
 - (a) There is a choir of at least 10 people
 - (b) They know the hymns and service music for each liturgy
 - (c) A choir anthem is sung at least once a month
 - (d) There is special choral music at Christmas and Easter services, a Festival of Lessons and Carols at Christmas and an Easter Cantata.

Annual Review

The Organist and Choir Director will have an annual review coordinated by the Incumbent and the Wardens. Where possible the review should allow for representative Choir and Congregational input. This review should be confidential and fair using appropriate evaluation questions and permitting full dialogue to and from the Director.

5.2 THE POLICY AND ORGANIZATIONAL WORKBOOK

In the past, one copy of the policy book was kept in every parish office for reference. These policies should be kept up to date as new information is provided. It is far preferable to use electronic access from the Website because of the frequency with which Policies undergo revision.

On the Diocesan Website <http://www.kootenayanglican.ca> there are a number of key Policies listed under [POW Book Policies](#). For historic reasons these are numbered as a “5” policy, or a “7” so don’t look for 1-4!!

Besides the POW Book Policies there are a number of invaluable resources to Wardens and Church Council members on the Website.

A **Canon** is a “law” agreed upon by synod which governs actions of officers and members of the church.

A **Policy** is a statement as to how we will usually work together, a recording of the way we in fact do work together in relation to an aspect of Parish or Diocesan life. It is something to which we all aim to work toward and by which will be held mutually accountable.

Policy suggests some pastoral adaptability although compliance is the norm.

The Canons and Policies of the Diocese serve our common life and express the ways in which we live together as Christians and Congregations in the community of the Church. They are the sign and framework for our common life. To violate a Canon or to disregard a Policy is a breach of community life and will invite a serious response from the proper authorities.

MISCELLANEOUS

6.1 FINANCES: A Further Word

It is clear from the Canons that the Wardens are responsible for the care of and maintenance of the property of the Congregation and to have custody of the funds of the Congregation and to account for them regularly to the Church Council, and to produce year end financial statements for the Annual General Meeting and a Budget for the coming year.

As Wardens you may appoint a Treasurer and delegate this responsibility but you cannot delegate your accountability. You are responsible for all that is done and for it to be done well.

You should therefore be familiar with the [Treasurer's Handbook](#) (on the Website) and know what reports are needed for the Diocese and the government. Of most importance is the annual information return T3010 to the Canada Revenue Agency – Charities Directorate. If that report is not made within six months of year-end your Business Number as a registered charity may be revoked and the tax receipts you have issued will not be allowed. Reapplying for a suspended Business Number is a difficult and long process. View the Treasurer's Handbook and discuss it with your Treasurer so all are clear on what must be done.

6.2 Financial Review

The Wardens nominate for the Annual General Meeting a person capable of performing a financial review for the Parish. Books should be reviewed annually. This need not be done by a chartered accounting firm. It is important that the person be one with financial competence and is not connected to the leadership circle of the Parish. The books of ACW, Men's groups, etc., should also be reviewed by a person outside the group and their financial statements included in the Annual Parish Report along with the financial statements for the Parish.

A retired bank manager or member of an accounting firm, Canada Revenue Agency employee, might volunteer to review the books. A small honorarium can sometimes be very appreciated.

6.3 CONGREGATIONAL STATISTICS AND OTHER RECORD KEEPING

Charged with keeping track of the real and personal property of the Parish leads the Wardens into taking responsibility that certain information is recorded clearly and accurately. This statistical information should include:

- 1: An up to date record of the family names, names of adults and children who look to the Parish as their spiritual centre. Names should be kept on the list even if participation is not in evidence unless the person requests the name be removed, or it is obvious the individuals have moved, or are attending in another Congregation. “Padding” the Parish or Congregational membership list serves no purpose, and is not an honest way to portray the health of the Congregation. Records should include whether persons are baptized, and confirmed.
- 2: A vestry book to record the time, date and types of services held, including the number in attendance and the number of communicants (at a communion service). Attendance statistics are important in relation to the Incumbent’s Salary, for Diocesan and National statistics and for following trends over time. The vestry book should be signed by the officiant and preacher after each service. (Note: It is recommended the Vestry books be sent to the Diocesan Archivist every 10 years (minimum) for record posting. If requested, books that are not full will be returned to the Church.)
- 3: Following the General Synod of 2013, the National Church is requesting all Dioceses to make a concerted effort to collect statistics of attendance. In particular, four service times are to be carefully collected and Wardens should ensure that accurate attendance figures are collected and recorded at all times but particularly for Christmas (including Christmas Eve), Easter including the Great Vigil, the second Sunday of September, and Pentecost.

If children are not in church an accurate count of children and teachers in the church school should be kept and added to the Sunday attendance.

- 4: Further to keeping statistics, each church should have:
 - a) a baptismal register
 - b) a confirmation register
 - c) a marriage register
 - d) a burial register
 - e) a memorial book.
- 5: Cemeteries (Graveyards), Columbaria, and Memorial Gardens
Beginning in 2013 the Diocese established a Perpetual Care Committee that will be charged with ensuring that any Parish with a Place of interment is in Compliance with the *Cremation, Interment and Funeral Services Act [SBC 2004] Chapter 35*.

If a Parish has any one of these Places on Interment, the Wardens are to recognize the importance of a designated Operator or Committee within the Congregational structure who takes responsibility for the ongoing operations and perpetual care. There are strict rules about maintaining records and managing perpetual care funds.

Questions may be directed to the Chair of the Perpetual Care Committee (when operational) or the Synod Office.

- 6: Each year the Diocese requires an annual statistical form to be filled out and returned promptly along with year end financial statements, budget for the coming year, and property and insurance values. This form is coordinated through the Finance Manager.

Appendix A: A SERVICE OF COMMISSIONING FOR WARDENS, CHURCH COUNCIL MEMBERS & TREASURERS

The Commissioning of Wardens:

(A similar form could be used for the installation of the Church Council and Treasurer.)

The presiding minister says in these or similar words:

Brothers and Sisters in Christ, we are all baptized by the one spirit into one body and given gifts for a variety of ministries for the common good. Today we recognize and commission these persons for the ministry of administration as Wardens, the ministry to which they have been called by your election (by your election and by my appointment). Let us together with these persons reaffirm our call and commitment to minister as ambassadors for Christ as we renew our baptismal covenant. (p331-332 BAS)

(The presiding minister may read the duties of the wardens as outlined in canon 16:12)

The presiding minister continues addressing the Congregation:

Is it your will that N fulfil the ministry of Warden of this Congregation?

People: It is.

The presiding minister addresses those to be commissioned:

N, You have been called to this ministry. Will you, as long as you are engaged in this work, perform it with care to the honour of God and the benefit of the church?

Answer: I will, with God's help.

The presiding minister address the Congregation:

Will you uphold N and N in this service?

People: We will

The presiding minister continues:

Let us pray.

Blessed are you gracious God our creator and redeemer. In every age you call people to minister in your name. May the work of this (these) your servant(s) N N so build up your church that we may faithfully serve you and show your love in all the world through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God for ever and ever. Amen.

Taking the candidate by the right hand the presiding minister says (to each):

N, God strengthen and uphold you in this ministry by the power of the Holy Spirit. Amen.

Symbols appropriate to the ministry may be presented (e.g. keys, Canons, Warden's wands)

The service continues with the Prayers of the People, or the Intercessions and Thanksgivings, during which prayer may be offered for the ministry of the Congregation, and for those newly commissioned. Litany 3 or Litany 6 in the Book of Alternative Services (pp 112, 116) is appropriate.

In Litany 3 the following may be inserted after the first petition.

We pray for this Parish (Congregation) of _____ and for all who minister here, (and especially N or NN), that we may find joy in your service.

People: Lord, hear our prayer.

In Litany 6 the following may be inserted after the first petition.

For the ministry of this Parish (Congregation) of _____ (and especially for N or NN), that we may bear faithful witness to the Gospel of Christ, let us pray to the Lord.

People: Lord, have mercy.

The prayers may conclude with this collect.

Almighty God,
by your grace alone
we are accepted and called to your service.
Strengthen us by your Holy Spirit
and make us worthy of our calling;
through Jesus Christ our Lord,
who lives and reigns with you and the Holy Spirit,
one God, now and for ever. **Amen.**

At the exchange of the Peace, the presiding minister and others may greet the newly commissioned.