

## **SECTION 1 - ADMINISTRATION**

Origin: TOTP Administration Committee

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### **1.10 Parochial Organization**

#### **1.10.1 Vestry (General) Meetings of Congregations**

The Vestry (General) Meeting is the highest policy-setting body within a Congregation, subject to the Policies of the Territory of the People Anglican Church. Parishes must have an Annual Vestry (General) Meeting of each congregation, which must be held **no later than the 28<sup>th</sup> of February each year**.

#### **1.10.2 Appointment of Chair at Parochial Meetings**

- a) A Vestry (General) Meeting may be convened by the Bishop, in which case the Bishop shall appoint the Chair of the meeting.
- b) A Vestry (General) Meeting may be convened by the Executive Committee of the Church Council, in which case the Incumbent shall appoint the Chair. (Executive Committee shall consist of both Wardens, the Incumbent and/or others appointed by the Church Council).
- c) A Vestry (General) Meeting can be convened by a Warden with the written consent of the Bishop and ten (10) Voting Members of the Congregation, in which case the Warden shall appoint the Chair.

Notwithstanding appointments under 1.10.2. the Bishop has the right to chair any Vestry (General) Meeting.

The Presider at the Church Committee meetings shall be the Incumbent, or in the absence of the Incumbent or at his/her pleasure, the Rector's Warden, or failing him/her, the People's Warden, or failing him/her, someone elected from among the members.

#### **1.10.3 Notice of Meeting**

Written notice of any Vestry (General) Meeting, signed by the Incumbent/Ministry Developer and Wardens (if any), or if there is no Incumbent/Ministry Developer, by the Church Wardens or Warden as the case may be, shall be posted at least twenty one (21) days prior to the meeting, and remain posted until the meeting, in a conspicuous place where it will come to the attention of the members of the Congregation. Notice of meeting shall also be given at all regular services of the Congregation within the 21 days preceding the said meeting. All reasonable efforts should be made to notify all voting members. The non-receipt of such notice by any Congregational member shall not invalidate the proceedings of the meeting.

All Vestry (General) Meetings are open to everyone in the Parish; voice may be given to anyone attending, vote will be confined to Voting Members only.

**1.10.4 Definition of Voting Member:**

A Voting Member means a Baptized person of the full age of 16 years who has, during the previous 3 months prior to the time in question, attended regular Services of Worship of a Congregation or has been in receipt of the ministrations of the Parish because of illness or other incapacity, contributed toward the support of that Congregation, supports the aims and objectives of the Anglican Church of Canada and has not, during the past year, voted at a Vestry (General) Meeting of any other Congregation or Parish.

**1.10.5 Quorum**

A quorum for a Vestry (General) Meeting shall be a number of Voting Members of a Congregation equal to at least 25% of the Average Weekly Attendance (AWA) of the Congregation and must include a Warden, and the Incumbent or the Bishop. Only Voting Members [see 1.10.4] of a Congregation may participate in a Vestry (General) Meeting, unless said privileges are extended to others by resolution of the meeting.

**1.10.6 Annual Vestry Meeting Items of Business**

The items of business at Annual Vestry meetings shall include:

- a) Prayer
- b) Determination and Declaration of the number of Voting Members present
- c) Adoption of the Minutes of the previous Annual Vestry (General) Meeting and of any other Vestry (General) Meeting held since the last Annual Meeting
- d) Incumbent's Report on the state of the parish, showing conditions of the whole parish, services, regular and special organizations (ministry groups and/or committees), and other matters which he/she may wish to bring before the congregation
- e) Report of the Church Wardens showing the condition of all Church lands and buildings; and confirmation of insurance carried
- f) Resolutions of the Church Committee requiring action, including a budget which shall show the Incumbent's stipend, and the Apportionment (Christian Sharing) for the coming year. This budget shall be approved or amended by resolution, provided that in no case shall the stipend or apportionment be less than that proposed by TOTP without the consent of the Bishop and the Administration Committee
- g) Reports of organizations (ministry groups and/or committees), including a financial statement or summary
- h) Discussion of Reports
- i) Appointment and Election of Church Wardens
- j) Election of Lay Delegates with an equal number of alternates, all of whom must be communicants [see *Policy 1.8 Election of Delegates at Annual Parish Vestry Meeting*]
- k) Election of remainder of the Church Committee

- l) Election of Auditors / Reviewer of Parish Finances
- m) New Business
- n) Adjournment

**NB:** All elections shall be by ballot, with or without a nomination by ballot

#### **1.10.7 Church Wardens**

The Church Wardens may be either elected by the congregation at the Annual Vestry (General) Meeting, or one elected by the Vestry and the other appointed by the Incumbent/Ministry Developer. The wardens work as a team with the Incumbent/Ministry Developer, or if there is no Incumbent/Ministry Developer or Priest-in-Charge, with the Bishop, and are responsible for the mission, worship and life of the local congregation. [*Refer to the Warden's Handbook for more information*].

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

A Deputy Warden with skills/expertise in a specific area, may be assigned a share of the Church Wardens duties.

#### **1.10.8 Parish Vacancy**

If any Parish is vacant at the time fixed for the appointment or election of Church Wardens, one may be appointed by the Bishop or his/her Commissary, and the other shall be elected by the Vestry, or both elected by the Vestry. The Church Warden appointed by the Bishop shall remain in office until an Incumbent/Ministry Developer has been appointed to the Parish and he/she has appointed a Church Warden.

#### **1.10.9 Church Warden Vacancy**

If the office of an elected Church Warden shall become vacant by death, resignation, removal or otherwise, a meeting of the Vestry shall be called as soon as conveniently may be, and in the manner provided at 1.10.2 of this Policy, to elect a successor to the vacant office; and in like manner the Incumbent/Ministry Developer shall, at once, fill any vacancy occurring in the office of the Church Warden appointed by him/her.

#### **1.10.10 Church Committee Structure**

The Church Committee shall consist of the Incumbent/Ministry Developer, Deacons, and any assistant ministers, the Church Wardens, the Lay Delegates, the Alternate Lay Delegates, and such other members as may be elected at the annual Vestry Meeting. The Church Committee shall have the management of the business affairs of the Parish and with the Incumbent/Ministry Developer shall share in the spiritual responsibilities of the Parish.

### **1.10.11 Church Committee Meetings and Appointments**

The Church Committee shall meet at such times as it shall decide for the conducting of its business and shall appoint:

- a Secretary,
- and may, with the consent of the Incumbent/Ministry Developer and the Church Wardens, appoint a Treasurer to assist the Church Wardens in the discharge of their financial duties,
- an Envelope Secretary to manage the envelope system of the Church
- A Sexton (if applicable)
- A Verger (if applicable, and
- Other employees of the Church; and shall fix their remuneration.

#### **1.10.11.1 – Quorum**

A majority of the Church Committee shall constitute a quorum.

#### **1.10.11.2 – Special Meetings**

Special meetings may be called by the Bishop, the Incumbent/Ministry Developer, the two Wardens, or by any three Church Committee members, including one Warden.

#### **1.10.11.3 Terms of Office**

- a) *Church Wardens* - The Church Wardens shall continue in office until their successors are appointed or elected.
- b) *Church Committee* – The Church Committee members term of office shall be determined at the Annual Vestry (General) Meeting.

#### **1.10.11.4 – Voice and Vote**

All Church Committee Meetings are open to everyone in the Parish; voice may be given to anyone attending, vote shall be confined to Committee Members only.

### **1.10.12 Church Warden Duties:**

The Duties of the Wardens shall be:

- a) To give leadership to the congregation in all aspects of Christian living
- b) To strengthen the life of the church through the growth and development of its people in number, spiritual depth and in service to the community
- c) To seek and identify ways church members may serve the world and to encourage such service by their own example
- d) To support and advise the Incumbent/Ministry Developer
- e) To have custody of the church funds, to appoint a Treasurer, to give an accounting to the church committee
- f) To oversee insurance for the church and other property of the congregation

- g) To produce, or oversee the production of the Financial Statements; to produce an annual Operating Report and Balance Sheet of the congregation for the Annual Vestry Meeting
- h) To give oversight to all aspects of the personnel management
- i) To execute contracts and other documents with the Incumbent/Ministry Developer
- j) To be responsible for communication between the congregation and TOTP
- k) To be knowledgeable of the TOTP policy regarding clergy stipends, benefits, maternity and sick leave, Christian sharing, honorarium and travel for relief ministers
- l) To be familiar with the relationships between TOTP, regional deaneries, parishes, Assembly, General and Provincial Synods.
- m) To be in consultation with the Bishop, responsible for the parish when there is no Incumbent/Ministry Developer

[Refer to the Wardens Handbook and Policy 3.6 – Duties of Wardens, for more in depth information]

#### **1.10.13 Church Committee Duties**

The duties of the Church Committee shall be:

- a) To act as the executive between the Annual Meetings and to carry out its decisions
- b) At all times to support and assist the Incumbent/Ministry Developer 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 a program to achieve them
- d) To interpret the goals, objectives and programs of the congregation in a dynamic manner to its people, and to encourage them to support the same in full with their prayers, abilities, work and money.
- e) To ensure all necessary furnishings and equipment are available and in good condition for the proper carrying on of the worship and all 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 and to table the same at the Annual Vestry Meeting
- h) To establish such sub committees as the church committee may decide
- i) To obtain all necessary permits and/or licences when church property is used by an outside body for a one-time event and alcohol is to be consumed; i.e.

- a. For the person who is serving the alcohol, a copy of their serve right license
- b. A copy of the temporary license to serve and sell alcohol which must be displayed in the bar area

[Refer to Policy 3.8 – Duties of the Church Committee for further information]

#### **1.10.14 Incumbent/Ministry Developer**

The Incumbent/Ministry Developer shall have direction of the ordering of services and the music in the Church. The Incumbent/Ministry Developer shall be guided in his/her direction of same by:

- a) Obedience to the Bishop of TOTP, and
- b) The concern and counsel of the Wardens and Church Committee

[Refer to Policy 3.7 – Duties of the Incumbent Ministry Developer for further information]

#### **1.10.15 Church Property**

No church, rectory, parochial school, parish hall or other church buildings shall be erected, altered, purchased or acquired unless the plans and specifications thereof and the financial arrangements thereof are first submitted to the TOTP Administration Committee by the Incumbent/Ministry Developer and the Church Wardens, or, if the Parish be vacant, by the Church Wardens and approved by the Church Committee and the Bishop ; provided that production of the said plans and specifications may be dispensed with at the discretion of the said Committee. The Administration Committee may, if it so desires, refer the said plans and specifications to the Coordinating Council for investigation and report.

[Refer to Policy Manual Section 6 – Properties and relevant policies therein.]

#### **1.10.16 Books and Records**

The following books and records shall be kept in every Parish:

- Register of Baptisms, Confirmations, Marriages and Burials
- Register of all other public and private services
- Books of Minutes of all Vestry and Committee meetings
- Account books of the Church Wardens and all other Parish funds
- A complete register of the Communicants and Confirmed persons and other worshippers of the Parish
- A record of lands and other Church property and ornaments