

### **SECTION 3 - Personnel**

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

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#### **3.6 Duties of Wardens**

3.6.1 To give leadership in Christian lifestyle.

Both wardens are to be frequent participants in the public worship of the congregation. The wardens need to be visible as they exercise their ministry in the congregation. Wardens can be an example to others in their baptismal ministry by keeping a healthy balance between occupations, family, church activity and community service.

3.6.2 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.

To ensure the Incumbent/Ministry Developer and church committee are involved in a planning process for the spiritual growth, Christian education and community needs of the people. Wardens are not responsible for the planning but with the Incumbent/Ministry Developer ensure the parish develops a plan, a sense of direction, goals and objectives.

3.6.3 To seek and identify ways church members can serve the world.

It would seem this means that wardens have the job of discovering and keeping the needs of the local village, town, 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. The wardens, with the Incumbent/Ministry Developer, can assign these tasks to others.

3.6.4 To support and advise the Incumbent/Ministry Developer.

Providing support with honest dialogue in response to ideas, approaches, and methods - both positive and negative. Should the Incumbent/Ministry Developer and one warden wish to pursue a particular direction and the second warden in good conscience does not, the second warden has two choices:

- a) state his/her thoughts and feelings clearly so the Incumbent/Ministry Developer and other warden understand his/her position; the warden understands his/her concerns have been clearly heard, accepts the decision of the majority and works hard to support the proposed plans.

- b) state his/her thoughts and feelings clearly for the understanding of the Incumbent/Ministry Developer and warden; choose not to support the proposed plan offers his/her resignation.

3.6.5 To have custody of the church funds, to nominate a treasurer, to give an accounting to the church committee.

The wardens, not the Incumbent/Ministry Developer, have oversight of the finances of the parish. This will be undertaken in consultation with the Incumbent/Ministry Developer if there be one, and the church committee. The warden nominates a treasurer, the church committee and Incumbent/Ministry Developer need to ratify the choice. In larger parishes an envelope secretary is elected at the annual meeting or by the church committee. The wardens are to ensure financial information is provided to the Incumbent/Ministry Developer and Church Committee at least quarterly. Monthly is preferred and a requirement in large congregations.

The wardens are responsible for the preparation of an annual budget, and for the financial statements in preparation for the Annual Vestry (General) Meeting. The Wardens are responsible to see an annual Financial Review is undertaken by a person with financial knowledge and skills who is neither the Treasurer, a warden or church committee member, or in any way making financial decisions on behalf of the congregation. The TOTP office can provide support and counsel.

The Sunday collection must 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 the conclusion of the church service, the collection should be placed in a night deposit and retrieved by the counters next day.

These practices ensure the safety and reputation of all involved in handling cash.

3.6.6 To oversee insurance for the church and other property of the congregation.

In order for replacement values on church buildings and contents to be valid, it is important insurance values be kept within 10% of replacement value. To allow insurance values to slip penalizes all parishes in TOTP with increased premiums and the payout of insurance value versus replacement value should there be a loss.

Keeping up insurance values annually is good stewardship. Large parishes should have a professional evaluation completed for insurance purposes every three to five years.

It is helpful 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.

3.6.7

- i) To produce, or oversee, the production of annual financial statements.
- ii) To arrange for the appointment of a person to undertake the annual financial review.
- iii) To oversee the production of a budget.
- iv) To oversee the completion of year-end reports to the diocese.

Also refer to 3.6.5.

The person reviewing the finances must be appointed by the church committee.

Review procedures:

- i) Review the bank reconciliations for accuracy
- ii) Review capital asset additions and dispositions
- iii) Review invoices/expenses received after year-end to see if they should be accrued as payable
- iv) Review Income Statement for plausibility
- v) Reconcile donations receipts issued agree with revenue received

The treasurer is not responsible for creating a budget. The wardens oversee a process which allows the congregation to have input into budget items. The treasurer can assist by giving information about fixed costs. A budget must reflect in dollars how the parish is moving toward the achievement of its goals and objectives in a given year or period of years. It must reflect the price tag for the parish mission for the year(s) ahead. As many as possible may be involved in the budget process. The budget belongs to the congregation and must ultimately, at the annual meeting, be approved by them. All parish members are to be encouraged through their time, talent and money to support the vision of the parish expressed in the budget.

3.6.8 To give oversight to all aspects of the personnel management.

The wardens are to oversee the salary, benefits and evaluations of all employees or contractors. Any contracts, evaluations and conflicts are the responsibility of the wardens in conjunction with the Bishop, Incumbent/Ministry Developer in a confidential manner. The wardens are to report any changes in contacts or employee relationships to the church committee.

To review annually with the Incumbent/Ministry Developer and other clergy, housing and travel allowance, stipend and benefits within the TOTP stipend system, for the church committee's approval (via the finance committee in a large parish). Wardens should have a clear understanding of the stipend system and how it works. Help is available from the TOTP office if there are questions; refer to the Treasurer's Handbook for further information.

3.6.9 To execute contracts and other documents with the Incumbent/Ministry Developer.

Significant contracts and documents must always be discussed with, and approved by, the church committee. All property and buildings are registered in the name of the Fraser Basin Property Society. New permanent structures on church property or additions to any existing structure must be approved by the Bishop and the Administration Committee. It is a requirement to submit building and payment plans before any work is begun. Any capital or large maintenance projects (over \$3000.00) must have the approval of the Administration Committee as set out in the Policy Manual.

3.6.10 Ensure communication between the congregation and TOTP.

This can be accomplished in various ways; by sending copies of the parish newsletter to the Bishop, by reporting activities to regional councils and in turn reporting back to the parish by asking regional council representatives, and Assembly delegates, to report to the church committee.

3.6.11 To be knowledgeable of the TOTP policy re: clergy stipends, benefits, maternity and sick leave, Christian sharing, honorarium and travel for relief ministers.

These policies are in the policy manual, which every church/congregation has a numbered copy. Wardens are responsible to ensure the Policy Manual is kept up to date.

3.6.12 To be familiar with the relationships between TOTP, region, parish, Assembly, General Synod, and Provincial Synod. Any questions can be directed to the Incumbent/Ministry Developer or TOTP office.

3.6.13 In consultation with the Bishop, the warden is responsible for the parish when there is no Incumbent/Ministry Developer. The Incumbent/Ministry Developer is the Bishop's appointee in the parish. The warden(s) work in consultation with Incumbent/Ministry Developer as a team and together with the church committee as a team.

When there is no Incumbent/Ministry Developer, and no other appointed, the warden is directly responsible for the life of the parish, together with the Bishop.

## **WARDENS RESPONSIBILITIES**

### **A) On-going Tasks**

- Worship regularly
- Meet regularly with the Incumbent/Ministry Developer, Treasurer and Church Committee Chair to plan church committee agenda
- Carry out tasks assigned by the Incumbent/Ministry Developer or Church Committee
- With the Incumbent/Ministry Developer to maintain contact with the Bishop and Regional Dean
- Ensure Regional and Synod delegation report to church committee and congregation
- Ensure the offering is accurately recorded
- Be apprised of changes in Canons of the church and/or TOTP Policy
- Maintain TOTP Policy Manual and keep it current
- Report activities and finances regularly to Church Committee, at least quarterly

### **B) Duties - may be divided between wardens or as a team, for the oversight of the record of parish activities:**

- Warden's correspondence
- Vestry book
- Liaison with parish groups
- Church supplies
- Advertising, media contacts
- Care and maintenance of property
- Provision, care, maintenance of furnishings and equipment for worship, education and other functions
- Maintain Inventory of Parish Property
- Inspect bell installations annually (as applicable)
- Liaise with Regional Council, other parishes
- Ensure Federal Registered Charity Information Form T3010 is completed and filed with appropriate agency
- Arrange count and record of Sunday collection
- Supervise parish planning in consultation with Incumbent/Ministry Developer
- Supervise the creation of Parish Goals and strategy to achieve goals together with Incumbent/Ministry Developer and Church Committee
- Assist Committee Chairs as requested
- Together with Incumbent/Ministry Developer, responsible for preparation of annual or other congregational meetings
- Oversight of finances
- Assist with the planning of the Stewardship Campaign
- Ensure offering envelopes are ordered

### **WARDEN CHECK List by Month (see Wardens Handbook)**