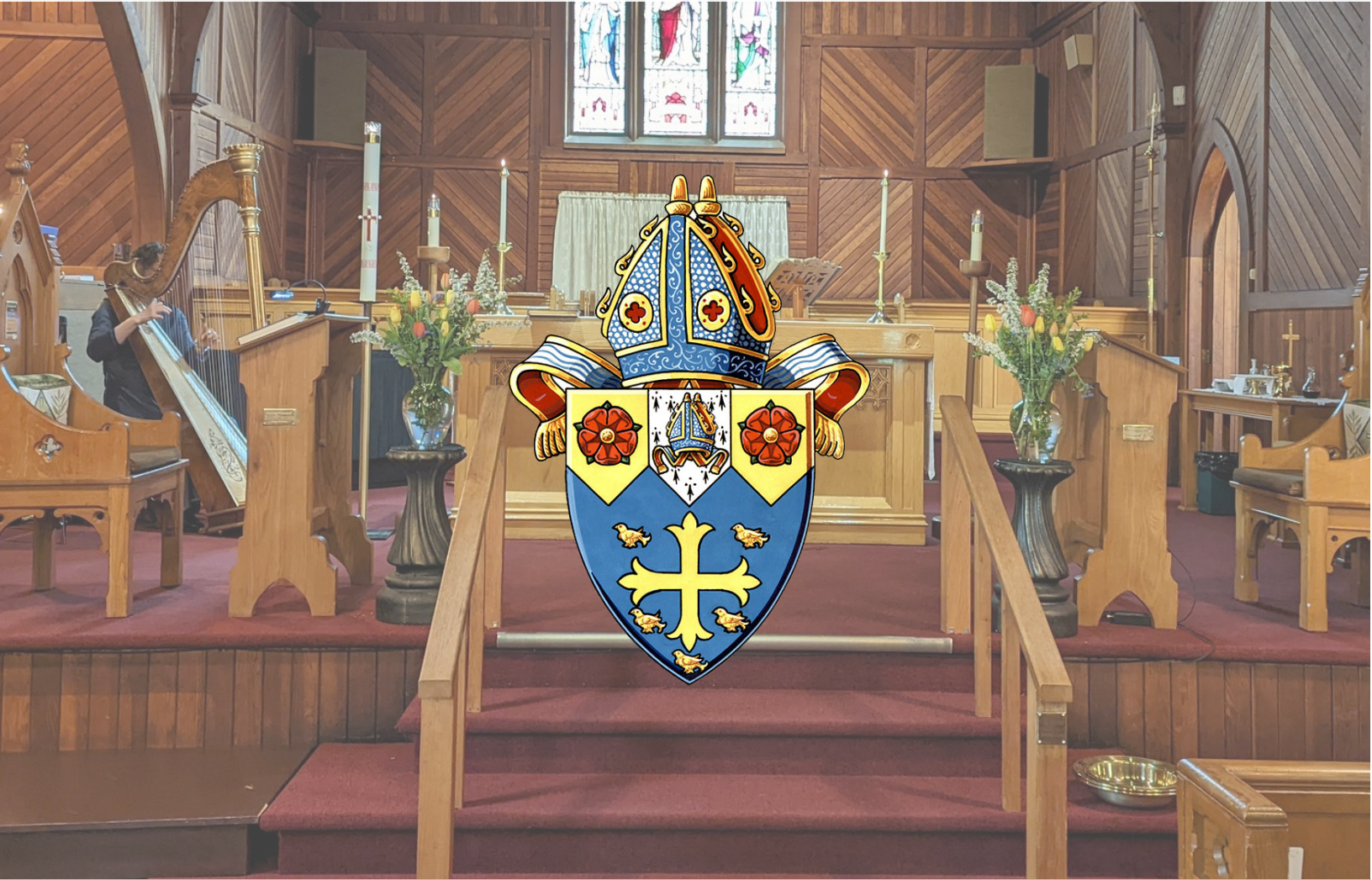


THE CHURCH WARDENS' AND TRUSTEES' MANUAL



**An easy-to-follow guide on how to understand your role in
serving your parish and the Anglican Church as a whole**

**“To equip the saints for the work of ministry, for
building up the body of Christ.”**

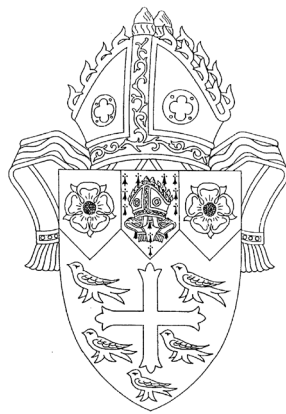
Ephesians 4:12

DECEMBER 2022 EDITION

THE CHURCH WARDENS' AND TRUSTEES' MANUAL

of the Diocese of New Westminster

Anglican Church of Canada



As of December
2022

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A Message from Bishop John Stephens

To the Church Wardens and Trustees,

Thank you so very much for serving your parish as a Church Warden or Trustee. In doing so, you are also serving the Diocese of New Westminster and the Anglican Church of Canada. The diocese is the centre of our ministry as Anglicans and the parish is the geographic area within which that ministry is offered.

That said, I would imagine that for newly elected Church Wardens and Trustees there is some anxiety about your role and the expectations that may be put upon you. Most of you will have some questions about what to do and how to do it. We have some answers for you in this handbook!

You will find here a whole range of information. Everything from an overview of the Diocese to some of the expectations of a Church Warden and of a Trustee. If the answers to any questions that you may have are not found here, you will find the name of the best person to ask to get answers. I hope that you find this handbook most helpful.

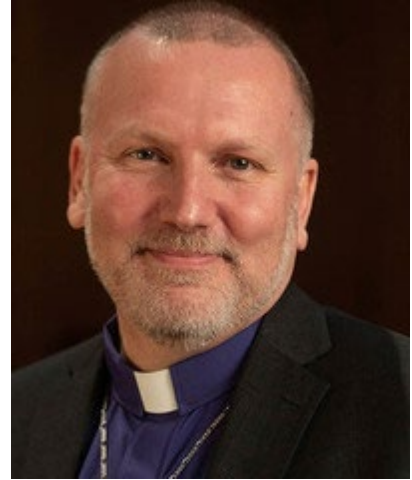
Thank you for serving as a Church Warden or Trustee. Please know of my prayers for the guidance of the Holy Spirit for you and the parish.

Blessings and peace,

A handwritten signature in black ink, appearing to be 'John Stephens', with a small cross symbol above the first letter 'J'.

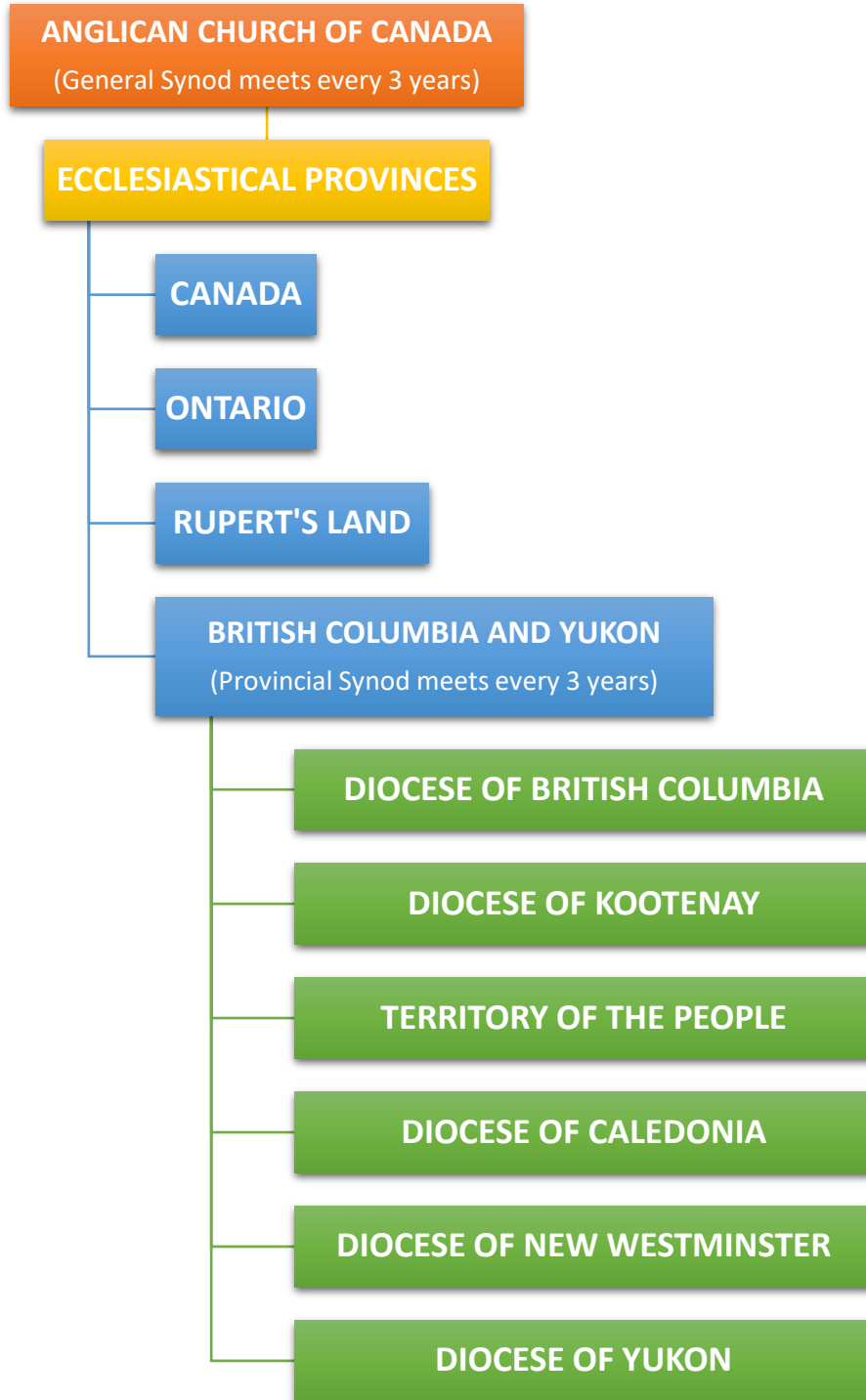
The Right Reverend John Stephens

Bishop of the Diocese of New Westminster

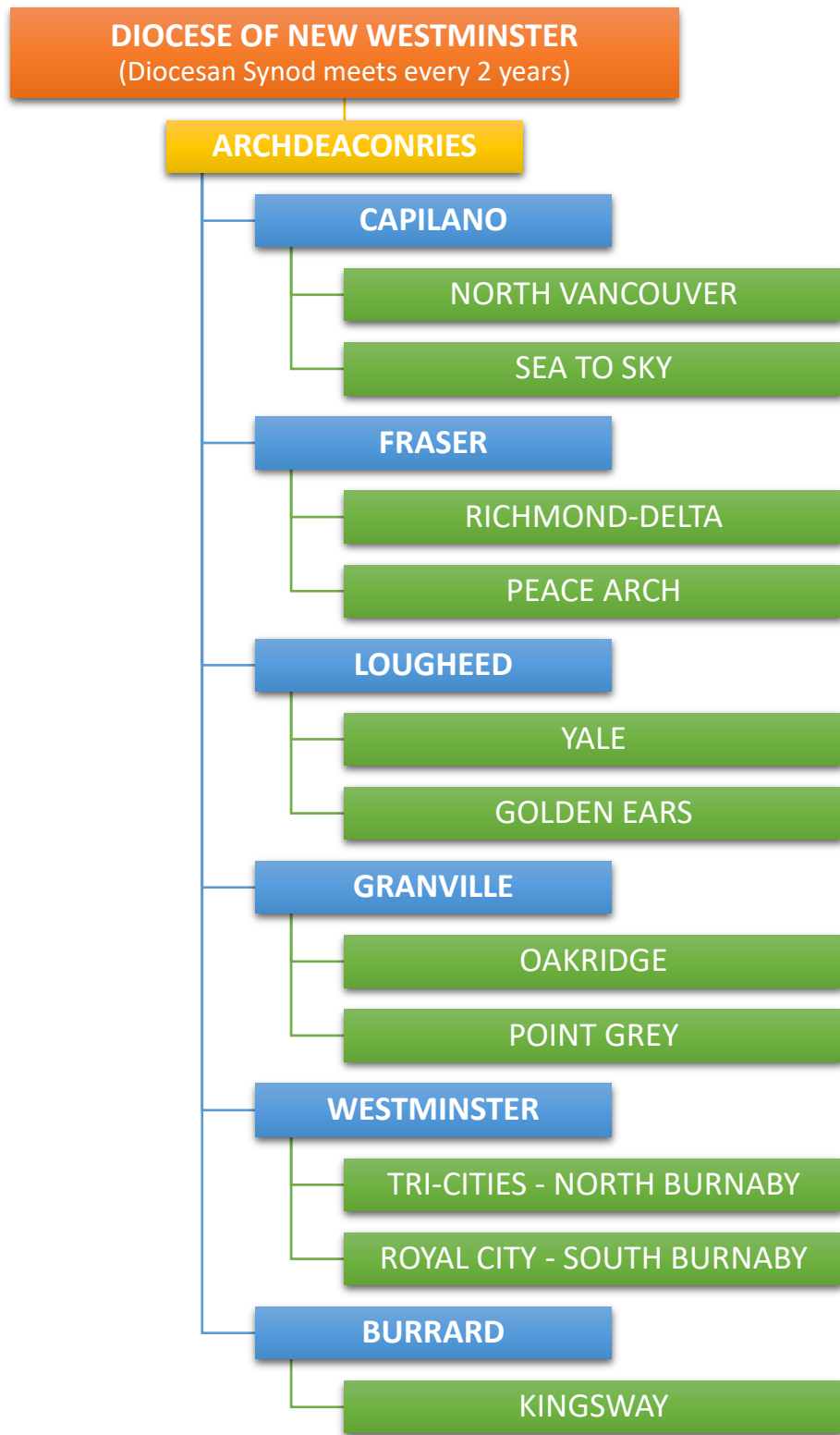


Our Church

Organizational Chart of the Anglican Church of Canada



Organizational Chart of the Diocese of New Westminster



Legend: ■ Archdeaconries ■ Regional Deaneries

Parishes within Archdeaconries and Deaneries

CAPILANO ARCHDEACONRY	
North Vancouver Deanery	Sea to Sky Deanery
<ul style="list-style-type: none"> • St. Agnes, North Vancouver • St. Catherine, Capilano • St. Clement, Lynn Valley • St. John the Evangelist, North Vancouver 	<ul style="list-style-type: none"> • St. Aidan and St. Bartholomew, Gibsons • St. Christopher, North Vancouver • St. David and St. Paul, Powell River • St. Francis-in-the-Wood, West Vancouver • St. Hilda, Sechelt • St. John the Divine, Squamish • St. Stephen, West Vancouver
FRASER ARCHDEACONRY	
Peach Arch Deanery	Richmond-Delta Deanery
<ul style="list-style-type: none"> • Church of the Epiphany, Surrey • Christ the Redeemer, Cloverdale • Church of the Holy Trinity, White Rock • St. Helen, Surrey • St. Mark - Ocean Park • St. Michael, Surrey • St. Oswald, Port Kells 	<ul style="list-style-type: none"> • All Saints, Ladner • St. Alban, Richmond • St. Anne, Steveston • St. Cuthbert, Delta • St. David, Delta
LOUGHEED ARCHDEACONRY	
Yale Deanery	Golden Ears Deanery
<ul style="list-style-type: none"> • All Saints, Mission • All Saints, Agassiz • Christ Church, Hope • St. John the Baptist, Sardis • St. Matthew, Abbotsford • St. Thomas, Chilliwack 	<ul style="list-style-type: none"> • Holy Spirit, Whonnock • St. Andrew, Langley • St. Dunstan, Aldergrove • St. George, Fort Langley • St. George, Maple Ridge • St. John the Divine, Maple Ridge
GRANVILLE ARCHDEACONRY	
Granville Deanery	Point Grey Deanery
<ul style="list-style-type: none"> • Holy Trinity, Vancouver • St. Augustine, Marpole • St. Mary Magdalene, Vancouver • St. Faith, Vancouver • St. John, Shaughnessy • St. Titus, Oakridge 	<ul style="list-style-type: none"> • St. Anselm, Vancouver • St. Helen, West Point Grey • St. Mary's, Kerrisdale • St. Philip
WESTMINSTER ARCHDEACONRY	
Tri-Cities - North Burnaby Deanery	Royal City - South Burnaby Deanery
<ul style="list-style-type: none"> • St. John the Apostle, Port Moody • St. Laurence, Coquitlam • St. Stephen the Martyr, Burnaby • St. Timothy, Brentwood 	<ul style="list-style-type: none"> • All Saints, Burnaby • St. Alban the Martyr, Burnaby • St. Barnabas, New Westminster • Holy Trinity Cathedral, New Westminster • St. Mary the Virgin, Sapperton

BURRARD ARCHDEACONRY**Kingsway Deanery**

- Christ Church Cathedral, Vancouver
- Holy Cross, Vancouver
- St. James, Vancouver
- St. Margaret, Cedar Cottage
- St. Mary the Virgin, South Hill
- St. Michael, Vancouver
- St. Paul, Vancouver
- St. Thomas, Vancouver

Diocesan Synod

The word ‘synod’ is defined as a council or assembly, especially for a religious governing body. Diocesan Synod meets once every two years in mid-May under the presidency of the Bishop. The body is comprised of elected representatives of each parish (Lay Delegates), all eligible licensed clergy, and officers of Synod.

Synod is the business meeting of the diocese. It has elements in common with the Annual Vestry Meeting of each parish, as well as having aspects which are more legislative or parliamentary in nature. . Clergy and lay members vote on resolutions following the dictates of **their own consciences** and take the results of synod meetings back to the parish. The Bishop is a member of Synod, but also apart from it, and no resolution may be adopted without the Bishop’s assent.

As Church Wardens and Trustees, you should be aware who your parish’s Lay Delegates are, and ensure that they report back to the parish following synod.

Diocesan Council: When Synod is not in Session

The functioning of the Diocese requires important decisions to be made more than once every two years at a synod. Diocesan Council is the body that serves ‘synod between synods’, making regular decisions of importance to parishes and the Diocese as a whole.

Diocesan Council meets, at least, six times per year and hears reports from committees which do the general day-to-day work of synod with the assistance of diocesan staff.

Diocesan Staff support

A full list of diocesan staff is located on the diocesan web site at <http://www.vancouver.anglican.ca/staff>

An expanded hard copy booklet called “How May We Help You?” is available by calling the Synod Office reception at 604-684-6306 ext. 210.

What is a Church Warden?

Originally, Church Wardens were protectors and guardians—they protected the people from the priest, and the priest from the people. This explains the Warden’s wand -which was also used for waking up those who had drifted off.

Today, the Church Wardens don’t need to be the bodyguards of the clergy—the clergy and the people share equally in the running of the parish.

Today the Church Wardens and Parish Priest together form the main leadership of the parish and assume a large portion of the responsibility for the parish.

Term of Office

Standard practice is to have two Church Wardens. Parishes may also appoint or elect an additional two alternate Wardens. The criteria for Church Wardens may be found in Canon 9.

Church Wardens are elected or appointed at each Annual Vestry meeting. One Warden may be appointed by the Parish Priest. If the Parish Priest chooses not to appoint one, all Wardens are then elected (or re-elected) at the Annual Vestry meeting.

Church Wardens are commonly, though not universally, known as **Rector's Warden or Vicar's Warden** and **People's Warden**. This is not to imply a priority or distinction of duties. Duties may, for convenience, be divided among the Wardens and is shared together through a close working relationship.

When a parish is without a rector or vicar, the person and position ordinarily called 'Rector's Warden' or Vicar's Warden is called **Bishop's Warden** and is appointed by the Bishop on the recommendation of the Priest-in-Charge.

A three-Warden (two Church Wardens and an Associate Warden) model allows for continuity by changing one Warden each year. This enables a three-year term, with a re-election at the vestry meetings following years 1 and 2.

Important: If the office of a Church Warden who must be elected becomes vacant before the Annual Vestry, an Extraordinary Vestry must be called within 30 days to elect a successor. If the vacancy derives from a Warden who may be appointed, the Parish Priest shall appoint a successor or call a special Vestry to elect a successor.

Church Wardens' and Trustees' Responsibilities

Legal Responsibility for the Parish

Church Wardens, together with the Parish Priest, are officers of the parish and are primarily responsible for the property of the parish. If the parish is incorporated, the responsibility for the property rests with the Trustees under The Anglican Synod of the Diocese of New Westminster Act, 1893 (as amended). **The Priest-in-Charge and Church Wardens are Trustees by virtue of their office.**

Search Committee

Church Wardens, Associate Wardens, Lay Delegates to synod, and Alternate Lay Delegates, including Youth Delegates form the Search Committee of the Parish. See the Glossary on page 23 for the definition of Search Committee.

Under Canon 9, when there is vacancy in a parish of the Priest-in-Charge, a Search Committee of lay leaders is convened.

Delegates to Synod

The number of lay and alternate delegates to Synod permitted to be elected by a parish is determined by reference to the number of parishioners on its parish list.

It is the responsibility of the Church Wardens and Parish Priest to notify the Secretaries of Synod of the names and addresses of the delegates and alternates. This is done through the parochial report that each parish submits annually to the Synod Office.

Parish Finances

Church Wardens and elected Trustees are responsible for the buildings, records and funds of the parish. They may delegate these responsibilities to other persons. Church Wardens and Trustees typically work closely with the parish Treasurer, but they bear the ultimate responsibility for the finances of the parish.

The Budget

The Church Wardens, Trustees and the Treasurer should present a budget that sets out the cost of operating the parish and indicates the planned expenses for the coming year at the Annual Vestry Meeting. The budget must include the anticipated income for the coming year.

Parish Statements/Statistics

The Statement of Parish Receipts and Expenditures, together with the Parochial Report, are submitted to the Diocesan Office on or before the middle of March each year (Regulation 2 (4), Item 5.1) as follows:

- 5.1 *For the purpose of determining the Parish Operating Receipts, the Regular Assessments and the Growth Fund Assessments, all Parishes and Missions shall provide the following information to the Diocesan Director of Finance and Property (on a calendar year basis unless otherwise specified by the Diocesan Director of Finance and Property) on or before*

the date set by Diocesan Council, or if no such date is set, then on or before the last day of February in each year:

- (a) Annual Statement of Receipts and Disbursements;*
- (b) Annual Parish Financial Statements and Budgets;*
- (c) Annual Statistical Report in the form provided by the Diocese;*
- (d) Such other information as the Director of Finance and Property or the Bishop shall request. This could include financial statements of all related groups to the parish.*

This information is used for many purposes in the diocese including determining parish assessments and putting together the Diocesan Directory. It helps Diocesan Council, Standing Committees and diocesan staff keep in contact with parish leaders.

Books of Accounts

The Church Wardens and Trustees must ensure that a set of accounting books are kept that reflects the financial position of the parish at all times. With the Treasurer, they must submit statements to Parish Council and present a financial statement at the Annual Vestry Meeting. For details on Audit Requirements for Annual Financial Statements, please see Regulation 2 (2) – Parish Audits and Financial Statements.

Bank Accounts

The parish bank accounts are under the direct control of the Church Wardens and Trustees. The Priest-in-Charge, Church Wardens and Trustees should be signing officers together with the Treasurer, any two signatures being required for each outgoing transaction. Cheques **must never be pre-signed** to make easier the task of securing enough signatures.

Parish Clergy Salary

It is the Church Wardens' (and Trustees') responsibility to ensure that the monthly cheque to cover the salary and other benefits paid to clergy is received at the diocesan office no later than the 14th of each month. All deacons licensed to the parish participate in the diocesan continuing education plan, to which the parish contributes \$75/monthly (as of January 2023)

Annual Inventory

It is recommended that an inventory of all parish belongings be made annually. This can be used to ensure that there is adequate insurance coverage and to keep track of all parish

belongings. All deeds, mortgages, insurance policies, leases, etc. should be stored in a fireproof safe for safety.

Parish Records

Church Wardens and Trustees are responsible for seeing that the parish registers (including the Vestry Book, Baptism Register, Confirmation Register, Marriage Register, Burial Register) are kept in a fireproof safe or in the archives. When Registers are full, they must be sent to the Diocesan Archives.

Parish Staff

Personnel issues are the shared responsibility of the Parish Priest, the Church Wardens and the Trustees. The Parish Priest with the Church Wardens and Trustees shall appoint any non-clergy staff (such as a music director, youth worker or parish administrator) after consultation with the Parish Council. It is recommended that the Church Wardens and Trustees review contracts, position descriptions and working conditions and also evaluate performance of all staff on an annual basis. If the employee is paid on diocesan payroll, personnel responsibilities include filing any necessary paperwork for a new hire or termination with the diocesan payroll department by the 14th of that month.

Regional Deanery

In many deaneries, the Regional Dean may call upon the Church Wardens and Trustees to participate in or appoint a delegate to a Regional Deanery committee.

Interface with Parish Priest

The Church Wardens Trustees must be able to communicate clearly with the Parish Priest and vice versa. Support to the Parish Priest is important in the context of an honest sharing of ideas. Church Wardens, the Trustees and the Parish Priest form the management team of the parish with the emphasis on teamwork. Regular, meetings, normally monthly, should occur between the Parish Priest, Church Wardens and the Trustees.

Screening in Faith Policy

The Screening in Faith Policy protects the vulnerable in our midst. It is the responsibility of the parish leadership (Church Wardens, Trustees, Priest-in-Charge) to ensure that the Policy's screening standards are maintained with all staff and volunteers in the parish.

While screening procedures are part of the ordained person's employment process, it is the responsibility of the Church Wardens and Trustees to ensure that all volunteers serving in high risk ministries in their parish have submitted a current Police Records Check with Vulnerable Sector Check to the Diocesan Office.

The Screening in Faith Policy and additional resources can be found on the diocesan website at: <http://vancouver.anglican.ca/resources/hr-screening-in-faith>.

For questions about the Screening in Faith Policy, please email the Screening in Faith Administrator, at sif@vancouver.anglican.ca.

Sexual Misconduct Policy

The Sexual Misconduct Policy provides the underpinning to the Screening in Faith Policy. It applies to every Bishop, priest, deacon, or lay person under the jurisdiction of the Bishop of the Diocese of New Westminster.

The Screening in Faith Policy requires that all those serving in medium or high risk positions complete the on-line safe church training at the beginning of their ministry and every five years thereafter. The Diocesan Sexual Misconduct Policy, brochure, and training information are available on the diocesan website at: <http://vancouver.anglican.ca/resources/hr-screening-in-faith>

For questions about the Sexual Misconduct Policy, please call the Executive Archdeacon, at 604-684-6306 ext. 215.

If concerns are raised about inappropriate physical or sexual behavior

Concerns about inappropriate physical or sexual behaviour need to be taken seriously and should be dealt with in consultation with the Executive Archdeacon. Please do not attempt to address such concerns within the parish—call the Executive Archdeacon. The diocesan Sexual Misconduct Policy must be adhered to for the safety of all.

1. For questions about the Sexual Misconduct Policy, please call the Executive Archdeacon at 604-684-6306 ext. 215.
2. A person who suspects abuse of a child on reasonable grounds contacts the BC Ministry of Children and Family Development Helpline for Children: 310-1234 (no area code needed). Anyone can call, anytime, day or night.
3. If you think you or another adult you know has been the victim of sexual assault call your local police.

Pastoral Responsibilities

The Parish Priest is responsible for the conduct and ordering of all services, but the Church Wardens and Trustees share with the priest(s) the pastoral and spiritual concerns.

Parish Property

Church Wardens and Trustees are responsible for the maintenance and upkeep of all buildings used by the parish, including the rectory. This includes seeing that all relevant bills are paid and that there is adequate insurance for all buildings in consultation with the appropriate diocesan staff.

Before proceeding with any plans to alter the structure of any parish building, the Church Wardens must check with the Bishop's Office.

Volunteer Burnout

Church Wardens, Trustees and the Parish Priest need to assure themselves that volunteer responsibilities are equitably distributed within the parish. Burnout and resentment result if this area is not well managed. A policy of three-year terms on volunteer tasks can also be helpful in this regard.

What if...?

The Priest-in-Charge resigns

All clergy resign in writing to the Bishop with a copy to the Church Wardens and Trustees. At this point it is up to the Church Wardens and the Priest-in-Charge, in consultation with the Bishop, to decide when and how to tell the members of the parish. A Search Committee will then be struck. The Search Committee will work closely with the Regional Archdeacon and Bishop to select the next Priest-in-Charge. When the new Priest-in-Charge is in place, it is customary that all other clergy licensed to the Priest-in-Charge by the Bishop – assistant, non-stipendiary, deacons, and honoraries – offer their resignation. It is up to the new Priest-in-Charge to accept or decline the resignations.

During the ‘interim time’, an interim priest or Priest-in-Charge may be assigned to the parish by the Bishop. Should a longer period of discernment be necessary, the Bishop might recommend the appointment of an intentional interim priest.

An Intentional Interim Priest is appointed

For a specified period, commonly in the range of 12 months, the interim priest guides the parish through a process of reflection and assessment of the parish vision, mission and ministries, working closely with the parish leadership team and using resources offered through the diocesan office, as needed. The intentional interim priests are specifically trained for this purpose.

The parish priest becomes ill

When the priest is unable to work, the Church Wardens and Trustees collaborate closely with the Regional Archdeacon and the Executive Archdeacon to maintain continuity within the parish, assisting with finding supply clergy if the Parish Priest is unable to do so. It is the responsibility of the Church Wardens to arrange payment for the supply clergy. The Church Wardens and Trustees should contact the Executive Archdeacon should the priest be on sick-leave for a period longer than one week and require short-term disability. Arrangements can then be made for reimbursement to the parish for supply clergy in cases of absence due to illness or injury.

A member of the congregation is upset about worship or parish concerns

A situation like this involves the two most difficult tasks of being a Church Warden or Trustee: maintaining confidentiality while being open and helping people to see that not all parishioners want the same thing. What to one person is a joy may be a burden to another. If you perceive that the concern is felt by a number of parishioners, you should discuss this with

your Parish Priest and the other Trustees without indicating who actually voiced the concern. If you feel that many of the parishioners are happy with the way things are then you must try to explain this to the parishioner without hurting his or her feelings. Maybe they just want to know that their voice is heard.

While the Parish Priest has responsibility for worship, it is a concern for the whole community. When worship is the concern, it may be suitable to ask the parishioner if you can ask the Parish Priest to get in touch with him or her to discuss the issue. This could indicate whether the person has already spoken to the Parish Priest and wants to make this an issue or is just not comfortable taking the concern directly to the Parish Priest.

Whatever the problem, it cannot be swept under the rug or ignored in the hope that it will go away. If you cannot reach a conclusion satisfactory to everyone, seek help. Bring someone from outside the parish who may be able to view the problem from a different perspective. Depending on the situation your Regional Archdeacon will be able to make arrangements for assistance.

I start to dread Sunday mornings

There are times when every Church Warden or Trustee feels that they are running a gauntlet just to get to the service. Remember that you are not alone—you are a team of at least three, two Wardens and the Parish Priest. Work with your fellow Church Warden(s) and Trustees to develop the best routine for dealing with the ongoing concerns of parishioners.

Our parish clergy seems overwhelmed

If you see that the priest is overwhelmed, don't hesitate to talk about arranging for a supply priest occasionally so the priest can have a vacation or take study leave. Remember that the clergy are entitled to three weeks education leave yearly and, following consultation with their Regional Archdeacon, should be encouraged to take it regularly. Accumulation of education (study) leave should be discussed and agreed to by both Church Wardens, Trustees and the Parish Priest prior to any accumulation of study leave.

I can't say no

This is something you will have to practice—diligently. It can be very easy to get into a situation where you spend the entire week running from one meeting to another. This is exhausting whether you are working in or outside the home or are retired. Your family starts to feel that they never see you, and you start feeling that you should just move into the church hall. This is not good for anyone! You are part of a team—you must learn to communicate well within the team, and delegate. You are a leader—not the only doer in the parish. If you need someone to do a certain job, see who is waiting to be asked. You will be amazed at how many

people will say yes to a short-term job or even sit on an interesting committee if asked. If it's another meeting—ask if it is needed or whether it could be an agenda item at a regular committee, or whether it can be done by phone or e-mail.

We can't agree

There are times when even good communication and teamwork just cannot solve a problem. Remember that you have a large group of people who can and will help you in any circumstances. You have a Regional Archdeacon and the entire diocesan staff to assist. We have been worshipping in this diocese since 1858. Now in over 62 parishes in addition to several non-parochial communities—it's likely that your situation has come up in some form in the past. And if it is entirely different – it will be a new challenge for everyone.

We need to hire new parish support staff

Advertise, describing the position, expectations, responsibilities, and remuneration. Keep in mind the diocese's striving to provide a Living Wage to our employees. https://www.livingwageforfamilies.ca/living_wage_rates_2022

You can find sample position descriptions on the diocesan website in the Human Resources / Screening section. You can also contact the Executive Archdeacon for advice.

This website includes information regarding the required screening process for parish staff (a process which will include a Police Records Check with Vulnerable Sector Check).

The diocesan HR / Screening website is: <http://vancouver.anglican.ca/resources/hr-screening-in-faith>.

Where can I find Useful Resources?

Diocesan workshops are offered on topics of interest to Church Wardens and Trustees. Information about these events is found in Parish Mail and the diocesan newspaper TOPIC.

TOPIC is the monthly diocesan newspaper which keeps parishioners informed about local Anglican matters. Your parish office manages subscriptions for your parishioners.

The 14TEN - Electronic Parish Mail contains announcements and important items of note from the Executive Archdeacon. It is sent via e-mail every two weeks (but only once in May, July, August and December) to parish clergy and Church Wardens.

Diocesan E-News contains recent news and advertisements for diocesan-wide events, workshops, and other resources supportive of a healthy parish. It is sent every week. Anyone can receive the E-News. Simply visit the Diocesan website and select the Sign up for our Newsletter option on the main page.

I Would Like to Suggest Improvements to this Manual

Please get in touch with a Synod Office staff member at reception@vancouver.anglican.ca
or 604-684-6306.

Glossary

Canons

The laws under which the diocese operates are contained in a document named **Diocesan Handbook**. Each parish has one or more copies of the latest version. They can make for some interesting reading, and you should at least have a quick look to see what they contain. They cover everything from who is eligible as a delegate to General Synod to what constitutes the Chapter of Christ Church Cathedral. Canons can be found on-line at: <https://www.vancouver.anglican.ca/handbook>.

Search Committee

The Church Wardens, Lay Delegates to synod and their alternates form the parish Search Committee. This committee provides parish input in the selection of a priest to fill a vacancy in the parish. It works closely with the Regional Archdeacon and the Bishop in the selection process, including interviewing short-listed candidates. **Search Committees do not hire a priest: the Bishop appoints the priest.** For more details, please see the “Diocese of New Westminster Guidelines and Policies for the Search Process”.

Church Committee / Parish Council / Mission Council

Under Canon 9, **Parish Council** is defined as:

9.31 The duties of the Parish Council shall be to assist the Trustees (if any), Priest in charge and the Church Wardens in the general business of the Parish and in all aspects of the ministry of the Parish.”. (Further details can be found in Canon 9).

Diocesan Archives

The archives of the Diocese of New Westminster, together with the archives of the Ecclesiastical Province of British Columbia and Yukon, are located at 1410 Nanton Avenue alongside the Diocesan Offices. The archives hold documents from the 1860s to the present, including textual records, photographs, architectural records and maps. The holdings document the activities of the diocesan administration, including the Bishops, officers of synod and various boards and committees, as well as the activities of related organizations, deaneries, parishes and some individuals.

The Policy Manual

This manual goes along with the Constitution and Canons, and covers the practical policies of the diocese. There is also a Treasurer's Handbook available electronically on the diocesan website. This may be good reference information for both Treasurers, Church Wardens and Trustees. Both the **Church Wardens' and Trustees' Manual** and **Treasurer's Handbook** are downloadable from the diocesan website: <http://vancouver.anglican.ca/diocesan-resources> under Parish Resources, Other Policies, Manuals and Guidelines.

Regional Deanery

A deanery is made up of all the churches in a particular area (see page 9, for parish list). There are one or two deaneries in every archdeaconry. Often there is a deanery body with representatives of each parish that coordinates information and shared activities of these parishes. It is led by a Regional Dean who is appointed by the Bishop. (Canon 4).

Archdeaconry

Our diocese has eleven deaneries organized into six archdeaconries. (Refer to page 8 of this Manual).