

Wardens Handbook

Introduction

This handbook outlines the common roles found in a congregation in the Anglican Diocese of British Columbia. It is not a substitute for the canons of the diocese but intends to help wardens navigate their role as set out in the canons and regulations.

The roles of incumbent (clergy appointed by the Bishop to serve in a parish) and the churchwardens in the Anglican church were established centuries ago. In casual speaking, we often refer to the churchwardens as wardens, and for the purpose of this handbook, we will use the term “warden” to refer to churchwardens.

Congregations often have one incumbent and two churchwardens, while some parishes have no incumbent and in other parishes there are deputy wardens as well as the two wardens.

One warden (often called the “people’s warden”) is elected by the congregation at its annual “vestry” meeting, sometimes referred to as the annual general meeting and one warden (often called the “rector’s warden”) is appointed by the incumbent. [Canon 7.7 and Regulation R7.7.1]

Together, the incumbent and wardens form the group of dedicated people who provide the core leadership for the local “vestry” or congregation.

This leadership triumvirate is quite Anglican in its creation—it is a pragmatic form of governance. The wardens, by and large, look after the “temporal” affairs of the congregation: money, property and governance. Although the two wardens are often called the rector’s warden and the people’s warden, those titles only reflect how they were appointed or elected. Their roles and responsibilities are exactly the same; they act jointly. [Regulation R7.7.1 C]

As you proceed through this handbook, you will find quite a few areas of “shared responsibility”. Our system of governance, which relies on teamwork and collaboration is a source of support.

Definitions

“Bishop’s Warden” is the warden appointed by the Bishop when there is no incumbent in a parish.

“Churchwarden” is the formal term in the canons and regulations for either the rector’s warden or the people’s warden.

“Rector’s warden” is the churchwarden appointed annually by the incumbent.

“People’s warden” is the churchwarden elected annually at the annual general meeting.

“Vestry”- This term is used in two ways; first, as it is defined in the constitution, it is the term often used interchangeably with a parish Annual General Meeting (AGM) or a special meeting of the parishioners; and second, it is used to mean the parishioners as a group.

Parishes

Traditionally, a parish or congregation has been associated with a defined mission field or geographic area set apart by the Bishop. Although the parishes in many ways act alone, they are an integral part of the region in which they are situated and of the diocese as a whole. Recently, the canons have been expanded to permit the Bishop to create a region or regions that are based on some criteria other than geography. Although the incumbent has oversight of a parish, the incumbent is acting on behalf of the Bishop.

Our parishes and congregations have a fairly independent form of governance and management. However, the parish always exists in the context of and works on behalf of the mission of the diocese. As such, it ministers to the local community on behalf of the whole diocese. In that respect, our parishes and our diocese always exist and work together in mutuality of interest. Each parish is the diocese in its local context. This means an incumbent of a parish engages in work for the diocese as a whole as well as the work of the parish. This may be by being a member of diocesan council, or as an archdeacon, or as a member of a diocesan committee, or some other role in the diocese.

Qualifications and Election/Appointment of Wardens [Canon 7.7]

To be a warden-

One must be a member of the congregation or parish.

One must be in regular attendance in the parish.

A warden holds office for one year from the time of their appointment or election, or until their successor is appointed or elected. Some congregations wish for their wardens to be in the role for more than one year, but it is necessary for the parish to re-elect the wardens every year at the AGM.

Wardens may serve as wardens for up to 6 consecutive years, but then must step down for at least one year. [Canon 7.7 D]

A parish may choose to elect deputy wardens to provide continuity in the office. It cannot be assumed that such deputies will automatically move on to the position of warden, as they must be elected or appointed each year at the AGM.

If a warden resigns during the year or becomes incapacitated, Canon 7.7 provides the process for filling the vacancy.

Duties of Churchwardens

Wardens' duties are the same whether they are a rector's warden or a people's warden. Once elected or appointed, there is no difference between them in role or responsibility. These roles and responsibilities are set out in Regulation R7.7.1. While there is no canonical difference in their roles, parishes may choose to divide operational responsibilities between the wardens. However, these divisions are operational only, and both wardens continue to be responsible for all the work of wardens.

Regulation R7.7.1 sets out the wardens' responsibilities. Generally, they should:

- Maintain and develop their own spiritual life and live out their baptismal covenant.
- Be supportive of parish life by attending congregational events whenever possible.
- Look after the temporal aspects of the parish including all financial matters.
- Be supportive of the incumbent and other staff, ensuring these folks take appropriate time off and maintain work-life balance.

Tasks of wardens as described in Regulation R7.7.1 C:

1. Performance of divine service
2. Set an example of regular attendance, assist and support the incumbent, accommodate parishioners.
3. Supervise all financial matters
4. Incumbent's salary
5. Prepare draft budget
6. Monitor budget
7. Annual financial statements
8. Handover to successors in office
9. Repair and insurance of buildings
10. Join incumbent on use of buildings
11. Routine contracts
12. Review by chancellor of contracts
13. Leases and facilities use agreements over \$10,000
14. Leases and facilities use agreements under \$10,000
15. Management of cemetery
16. Books and records
17. Assist incumbent with statistics report to synod office
18. Care of parish during incumbent's absence
19. Report to bishop death or disability of incumbent
20. Care for rectory during vacancy
21. Assist incumbent in appointment of all lay employees
22. Assist with tax filings

Incumbent and Churchwardens

Canon 3.1 A provides that the Bishop appoints incumbents after consultation with the wardens and parish council. Canon 3.1 D provides that Incumbents, with consent of the Bishop and wardens, may appoint one or more assistant clerics.

The incumbent and wardens are responsible for the leadership of the congregation. The incumbent holds office in a parish at the Bishop's pleasure and is accountable to the Bishop for worship, liturgy, sacraments and the ecclesiastical concerns of the congregation and for its pastoral care. [Canon 3.4 A]

In collaboration with the incumbent, the wardens are responsible for administering and managing the business (temporal) affairs of the congregation. [Regulation R7.7.1] It is expected that wardens become familiar with the canons and use them as an important reference document.

Table A, below, generally sets out the relative roles and responsibilities of the incumbent, the wardens and the parish council.

TABLE A

Item	Incumbent	Incumbent and wardens	Incumbent and Parish council	Wardens, alone	Parish council, alone
Spiritual concerns	X				
Divine services	X				
Keys to church		X			
Christian education	X				
Permitting guilds, groups, etc	X				
Records as prescribed by reg		X			
Buildings and grounds		X			
Ensuring divine services occur				X	
Ensure policies are followed		X			

Set example by regular attendance			X	X	
Supervision of finances				X	
Creation for approval of budget by Vestry				X (with Treasurer)	
Review budget			X		
Ensure clergy paid				X	
PIR, financials				X	
All bldgs. Kept in repair				X	
Use of bldgs, grnds		X			
Terms of employment of laity		X			
Employment of laity		X			

Execute parish contracts				X	
Manage church cemetery		X			
Maintaining records				X	
Annual stats for PIR		X			
Care for parish during holiday or incumbent				X	
Appointment of lay employees		X			
Filings for Income Tax				X	
Assist incumbent and wardens					X

Bishop's Warden

A Bishop's warden also takes on the role and responsibility set out in Canon 7.7 C. This is a very large job when combined with the usual responsibilities of a warden. A Bishop's warden is encouraged to consult the Regional Archdeacon from time to time about appropriate ways to share the load with others.

FINANCES AND RECORDS

Record Keeping By Wardens

The following books or records are to be kept by the wardens on behalf of the parish: [Regulation R7.7.1 C 16]:

- Register book or books of baptisms, confirmations, banns, marriages and burials.
- A register of all services that take place in the church, with the names of the officiating ministers and the offerings received. This register is often called the "Vestry Book".
- Minutes and resolutions of the vestry (congregational) meetings and parish council, including the Annual General Meeting.
- Parish financial accounts.
- An inventory of all church goods and lands.

Parish Finances

Canon 7.6 sets out the authorized signatories on parish bank accounts. Wardens need to keep in mind that as personnel change over time, (new wardens, different parish council members, different treasurers) the signatories on parish bank accounts need to be kept up to date. It is a good practice to review the signatories annually directly after the annual general meeting.

In choosing bank signatories, wardens may only choose those identified in Canon 7.6. And a member of parish council chosen pursuant to Canon 7.6 A 4 must not be a person who is handling the bookkeeping for the parish, so that the person who records a transaction will not be the person signing the cheques.

Canon 7.6 also makes it clear that all funds collected in a parish should be brought into the parish bank account(s). In the past, some parishes have allowed certain organizations or committees within the parish to bring in funds and then to manage them on their own without depositing them into the parish bank accounts. In some parishes in the past, those organizations or committees have also been allowed to determine the use of those funds without the wardens' consent. These practices are not good accounting practices and are not allowed under Canon 7.6 B.

Regulation R7.7.1 C 3 gives to the wardens the full authority to manage all the funds flowing through the parish. This means that unless the wardens choose to delegate that authority in respect of some of the funds, they must consent to any use of parish funds. In practice in many parishes, the wardens will delegate to various committees certain funds, either on an annual spending basis, or for specific expenditures, (for instance, the altar guild may be given authority to spend a certain amount of the annual budget for altar-related expenses when needed throughout the year, or the social committee may be given a specific amount they can spend on a specific event, and so forth).

If the wardens decide to delegate the handling of some funds, it is good practice to record that delegation in writing. If wardens do delegate spending in one of these ways, they are still ultimately responsible for the recording and managing of all parish funds. [Canon 7.6 B.]

Financial Statements for Previous Year

Regulation R8.4.7 requires wardens to present to the synod office by March 15 of each year, among other documents, the parish financial statements for the previous year. While the treasurer may prepare many of the reports called for in this regulation, it is the responsibility of the wardens to provide these reports to the synod office by the due date.

As the parish budget is not approved until the annual general meeting, which is usually held in February, there is a period of time between the end of the fiscal year (December 31) and the date the budget is approved. While there is no specific canon or regulation dealing with this period, Regulation R7.7.1 C 3 gives the wardens the power and responsibility to manage all the finances of the parish. Therefore, until the annual general meeting approves a final budget, wardens during this time may continue to apply the budget of the previous year as if it was a new budget for the new year, (or alternatively may apply the provisional budget for the new year if it has been created but not yet approved at the AGM).

Budget for the Current Year

The budget is a tool to help wardens manage the parish's funds throughout the year. It should be aspirational, but it also should be realistic. It is not helpful for wardens to begin the year with a budget that (for instance) expects an increase in envelope givings of 50% over the previous year just to make the budget "balance" (unless there is sufficient reason to believe that increase is justified).

Regulation R7.6.2 sets out the basic approach to budgeting in a parish. It is the responsibility of the wardens and the treasurer to create the budget. Prior to taking a draft budget to parish council, wardens need to consult the incumbent, if there is one. If there is no incumbent, then they must consult the Canon for Lay-led Parishes and Parishes in Transition. If wardens are unsure who that person is, they should contact the Executive Archdeacon.

Wardens may choose to involve parish council in early discussions (before the draft budget is created), but wardens and treasurer are ultimately responsible to seeing the budget across the finish line. Wardens should pay attention to the process this regulation describes in completing a budget. This includes presenting the draft budget to parish council and later to the annual general meeting of parishioners.

Regulation R7.6.2 D sets out the procedure that may be followed if no approval is achieved within the parish.

There are always unforeseen expenses in a parish- roofs may leak, a boiler may burst, perimeter drains may clog and so forth. Once the budget is in place, any amendment to the budget to deal with those kinds of issues must be with the approval of the incumbent (if there is one in the parish) and the wardens, in consultation with parish council. If the amendment sought would increase the TOTAL expenditures of the parish for the year by more than 10%, wardens need to call a special meeting of the parishioners. [Regulation R7.6.2 E and F]

Carrying Last Year's Budget Forward until the AGM- Regulation R7.6.2 G

In the period between December 31 of any year and the approval of a new budget for the following year, wardens are empowered to continue to apply the budget from the previous year, with the necessary changes to accommodate raises in salaries of clergy and parish employees and service providers, as if that previous budget was a new budget for the new year.

Incumbent's Salary

Toward the end of each calendar year, wardens should meet with the incumbent to discuss the incumbent's salary for the coming year. In most cases, this will be the existing salary with the cost of living increase determined by diocesan council. In the case of a new incumbent, the Bishop and relevant members of synod staff will advise the wardens of an appropriate salary and lead the process of negotiation between the parish and incoming incumbent.

"Supply" Clergy

The term "supply" implies that a parish has need of a priest to cover the **short-term absence** of its incumbent or priest-in-charge. This is appropriate when the incumbent or priest-in-charge is temporarily absent from the parish. This might include being on vacation, being away due to illness or family emergency, or being at a clergy conference or other clergy-related duty.

If a parish has no incumbent, wardens should work with the regional archdeacon to arrange for supply clergy.

This "supply" compensation scale applies only when a parish engages a priest (or priests) for supply for fewer than 6 Sundays in any given calendar year. **Beyond that, it would be appropriate for the wardens of the parish to discuss with the bishop the possible appointment of a priest-in-charge or the appropriate compensation to be paid.**

Compensation for priests offering "Supply":

- | | |
|--|---------------------|
| • For preaching and presiding at one Sunday service: | \$350.00 per Sunday |
| • For preaching and presiding at 2 Sunday services: | \$400.00 per Sunday |
| • For preaching and presiding at 3 Sunday services: | \$450.00 per Sunday |

In addition, the parish will pay travel expenses at the usual diocesan travel scale.

[<https://bc.anglican.ca/resources/policies>]

Parish Information Returns and Annual Reports

Regulation R7.7.1 C (17) provides that wardens assist the incumbent in preparing and submitting to the synod office the statistics that the synod office requires each year. These forms change from time to time, but the current forms are found on the diocesan website at Parish Resources/Forms/ Parish Information and Financial Forms.

If the wardens have no incumbent, then they fill out these forms themselves. These forms are to be sent to the synod office by March 31st.

Paying Taxes

Pursuant to Regulation R7.7.1 G (22) wardens work with the incumbent and the treasurer to complete, sign and remit in a timely manner all necessary filings under the Income Tax Act. This is especially important so that the parish maintains its registered charitable status.

[<https://bc.anglican.ca/resources/canons-and-regulations>]

ANNUAL GENERAL MEETING (VESTRY)

Holding an Annual General Meeting (Annual Vestry)

Canon 7.5 and Regulation R7.5.1 set out the requirements of an annual general meeting or a special meeting of the parishioners.

When giving notice of the upcoming AGM, as required by Regulation R7.5.1 D, the “purpose” stated in the notice can be as simple as **“reviewing the annual budget, and electing wardens, parish council members, and lay delegates to synod.”**

In addition to the required items on the agenda, wardens may wish to include additional issues that will come before the AGM. However, it is **not** required that all motions that may come before the AGM need to be listed in the notice.

Parishes must have their annual general meeting by March 1 of the year (except in leap years, when the last day for an AGM would be February 29). In order to get annual financial statements together, many parishes hold their AGM on the penultimate or last Sunday of February.

Wardens may wish to begin in January (or even earlier) canvassing parishioners for potential candidates for various positions (parish council, new wardens, treasurer). And as the budget is to be presented for approval at the AGM, work on this should be started late in the previous year and completed early in the New Year. As the process of completing a budget may be somewhat iterative, many parishes have found it easier to have a provisional budget completed before the Christmas break.

Regulation R7.5.1 B sets out the minimum agenda for an AGM. Some parishes use the opportunity to have the parishioners discuss other issues that are current and important to them and expand the agenda to accommodate these additional items.

Quorum

Quorum for an AGM is set out in regulation R 7.5.1 G and H. For the purposes of a quorum, the term “electors” in that regulation is defined in the Constitution as meaning all the parishioners. A parishioner is any baptized person who has been in regular attendance at a parish for not less than 3 months. Regular attendance is not defined, but generally means attending services when it is possible to do so. If a parishioner has been ill or away for all or a part of the three months leading up to the AGM, but has been at services earlier in the year, they are to be counted in the quorum.

Chair of AGM

The incumbent, if there is one, is usually the chair of the AGM, but the incumbent may choose to have a warden chair. If there is no incumbent in the parish, a warden will be the chair. (Canon 7.5 C).

CONTRACTS AND LEASES

Contracts, Employees, Independent Contractors

There are a number of people who are paid to perform various tasks in the parish. It is important to use the correct contract to establish the relationship between the worker and the parish.

Is the worker an employee or an independent contractor? The risks in getting this wrong by treating a person as an independent contract rather than an employee are serious.

In an employer-employee relationship the employer is responsible for deducting Canada Pension Plan contributions, Employment Insurance premiums and income tax from the employee's pay. Employers must also remit these deductions along with the employer's share of Canada Pension Plan contributions and Employment Insurance premiums to Canada Revenue Agency. If the worker is hired as an employee, the payroll department at the synod office takes care of all these responsibilities.

If a worker is actually considered by Canada Revenue Agency to be an employee but is paid as an independent contractor, the parish is liable to pay both the employer's and the employee's share of the contributions and premiums mentioned above, plus penalties and interest.

If the worker is truly an independent contractor, they are responsible for their own taxes and contributions.

Canada Revenue Agency provides guidance on the status of a worker as either an employee or a self-employed independent contractor. Following this guidance will address the serious consequences of getting it wrong. These are relevant factors:

Control

Generally, in an employer-employee relationship, the employer controls the way the work is done and the work methods used. The employer exercises control if it has the right to hire or fire, determines the wage or salary to be paid, and decides on the **time, place and manner** in which the work is to be done.

Independent contractors work independently as the Parish does not exercise control over their activities. The worker can decide how the work will be performed.

Ownership of Tools and Equipment

In an employer-employee relationship, the employer generally supplies the equipment and tools required by the employee. In addition, the employer covers the cost of repairs, insurance, transportation, rental and operation. Independent contractors generally supply their own equipment and tools, and cover costs related to their use.

Risk of Loss

Generally, in an employer-employee relationship, the employer alone assumes the risk of loss. The employer also generally covers operating costs, including office expenses, wages and benefits, insurance premiums and delivery and shipping costs. The employee does not assume any financial risk and is entitled to his/her full salary or wages regardless of the financial health of the employer. Independent contractors cover their operating costs.

It is important to use the correct standard form for each person who provides services to the parish:

- Employment Contract for employees. Please note that employees may be full time, or they may be part-time. Both can use the standard form. Be sure to use the correct schedule for benefits: there is one for full time and one for part-time. [\[Link\]](#)

- Contract for Services for independent contractors [\[Link\]](#)

Wardens should contact the Chancellor if they are not sure which form to use.

Examples of employees:

Music Director Organist Choirmaster	<ul style="list-style-type: none"> • They have set hours of work, usually one evening for choir practice, and one Sunday morning worship service. • Their primary place of work is at the church, • They use the organ which belongs to the church. • They are covered by church's insurance.
Parish Administrator	<ul style="list-style-type: none"> • They work on church premises. • They have set hours of work. • They have set duties and responsibilities, which may include answering the office phone, responding to emails, dealing with correspondence, assisting the incumbent or wardens with administrative tasks. • They are covered by church's insurance.

Examples of independent contractors:

Gardener	<ul style="list-style-type: none"> • Sets their own schedule • Provides their own tools and equipment • Bill for services rendered • Responsible for paying their own taxes, Canada Pension Plan contributions etc. • Carries their own insurance
Bookkeeper	<ul style="list-style-type: none"> • Can work offsite • Sets their own hours • Bills for services rendered • Responsible for paying their own taxes, Canada Pension Plan contributions etc. • Carries their own insurance.

Contracting and Management of Employees and Service Providers in the Parish

Wardens, with the incumbents, are responsible for the contracting and management of lay employees and service providers.

Regulation R7.8.1 A provides that all lay employees of the parish are appointed by the incumbent and wardens, acting together. The terms of employment of all lay employees are set by parish council. If there is no incumbent, lay employees shall be appointed by wardens and the regional archdeacon.

The process for completing a contract with a parish employee is set out in the diocesan website at [\[link\]](#). It is important to use the forms provided both the one to commence the process and the documents you receive from the synod payroll office.

Wardens are also responsible for entering into contracts with independent contractors (service providers). Prior to signing them, employment contracts must first be approved by the Chancellor. Regulation 7.8.1 E. Employment contracts shall be in the approved form and following the process set out on the diocesan website. [\[link\]](#)

Leases and Facility Use Agreements

Pursuant to Regulation R7.7.1 C (13) and (14), wardens execute leases and facility use agreements, having obtained the approval of parish council and the Chancellor, (and in the case of agreements lasting longer than 1 year or rental greater than \$10,000.00 in total, the approval of diocesan council). The process for creating and seeking approval is set out in policy on the diocesan website at [\[Link\]](#).

The difference between a lease and a facility use agreement is that leases are for the exclusive use of a particular space for the term of the lease while facility use agreements are for the use of a space for a particular time during the week, with the understanding that the user must vacate the space other than the specified time(s), for other uses during the week. An example of a lease might be the rental to a preschool of a space that they may decorate as they wish and no one else has access to the space (other than landlord's rights to inspect, etc.). An example of a facility use agreement might be the use of the sanctuary and the piano by a community choir for two hours a week on a Wednesday evening.

PARISH PROFILE

Parish Profile

When a parish is between incumbents, the Bishop and Bishop's staff will work with the parish to move forward. One step may be to create a parish profile.

Once the parish profile has been drafted, it is sent to the synod office for review and comments. When it is finalized, the position is posted by the synod office. As any posting of a position in the diocese is a reflection of the diocese as well as the parish, in the end, the final decision about the form and style of the profile requires a consensus of the synod office and the parish.

INSURANCE

Regulation R7.7.1 C (9) provides that wardens are required to ensure that buildings are insured properly. Regulation R7.5.3 D (2) provides that treasurers assist the wardens in (among other things) making certain that the insurance is kept up to date and paid.

There are a number of types of coverage to which parishes have access - all of which are organized and paid by the synod office and most of which are paid by the parish.

Each year the synod office arranges and pays for accidental death and/or dismemberment coverage for volunteers as well as an ICBC Special Excess Third Party Liability Policy that increases employee (including clergy) and volunteer vehicle liability to \$2,000,000 while conducting parish or diocesan business. Parishes need not do anything to continue these coverages.

Parishes also require a comprehensive insurance policy which includes property (buildings and contents), Commercial General Liability, PSA (misconduct), Boiler and Machinery Coverage (where a boiler and/or elevator is in place), Crime, and Directors and Officers

insurance. One element of the insurance that is not a mandatory item to be covered is earthquake insurance.

In October of each year in preparation for the December 31st expiry date, the synod office sends out to incumbents, wardens and treasurers a reminder of the upcoming insurance renewal. This annual email will ask the parish to 1.) review the current insured values of both insured buildings and contents, and 2.) if the parish wishes to request the removal/ or continue the removal of the earthquake insurance coverage, to please advise the synod office. The Operations Committee will decide whether the request is approved, and the parish will be advised of the final decision. Earthquake coverage will automatically continue/be returned for any parish that does not advise the synod office by the email's mentioned deadline.

When parish wardens are reviewing the current building values stated in their insurance declarations, it is suggested that wardens research and apply the current cost per square foot for contractors in your region to replace the structure in the event of a full loss when calculating building replacement values. For contents coverage (anything not nailed, screwed down or part of the building), estimate what it would cost to replace the parish contents and whether the current coverage is adequate. If a change is necessary to either the building or contents values, contact the synod office as we will notify the broker. Please note, that it may take some months for a printed endorsement and invoice to be received.

Early in the new year, once the synod office has received the new declaration pages from the broker, a final email will be sent to the incumbents, wardens and treasurers with the parish specific declarations, invoice and renewal letter, which will include helpful updates regarding the diocesan insurance program including any changes to the operations on the parish premises (ex. cold weather shelters). Treasurers will need to review the invoice for either the monthly debit amount and schedule (if already participating), or the date of the one-time debit for premium owed conducted by the synod office; do not send payment for this invoice unless instructed.

Finally, incumbents, wardens and treasurers should keep in mind that outside parties- (eg. renters, users of space, those parking on church property other than for church events) need to not only have their own insurance but must give the parish proper evidence of that insurance.

For further information, please contact the synod office insurance department.

GENERAL ISSUES

Diocesan Council Standing Committees

Diocesan council meets five times a year, with the possibility of additional meetings when the Bishop feels there is a special need for one. If a parish wishes to have a matter brought before diocesan council, wardens may wish to check with the synod office about the date of the next diocesan council meeting and plan to have materials submitted to the synod office for inclusion in the agenda. These materials need to be in the synod office at least two full weeks before the next diocesan council meeting. If the matter involves expenditure, the matter may require prior approval of the Finance Committee (see below).

There are four standing committees of diocesan council: Canons Committee, Operations Committee, Finance Committee, and Asset Management Committee. [Regulation R5.1.8]

If a parish wishes to make representations to the Canons Committee for a proposed change in a canon or a regulation, they may send a written suggestion to the Chancellor for consideration of the canons committee.

If a parish wishes diocesan council to deal with a parish matter requiring a decision prior to the next scheduled diocesan council meeting, the Operations Committee may consider it. Wardens requesting a decision of the Operations Committee may send to the Executive Archdeacon a request together with whatever background information would assist Operations Committee in making the desired decision. Wardens should ask the synod office when the next Operations Committee meeting will be held. [Regulation R5.1.8 A 2].

If a parish wishes diocesan council to make a decision involving expenditures, they must first receive approval of the Finance Committee. [Canon 8.3 and Regulation R8.3.1]. After Finance Committee approves the proposed expenditure, if the expenditure is greater than \$100,000 it must then be approved by diocesan council, (Operations Committee may not handle matters greater than \$100,000). Wardens will want to plan ahead in order to meet the timelines of Finance Committee and diocesan council.

Policies

Wardens will find it useful to pay attention to the operational policies on the diocese website at [\[Link\]](#). These policies will be kept up to date and additional policies will be added from time to time. Operational policies cover a wide range of information relevant to the management of parishes, such as guidelines for interviewing clergy, parking on church property, travel reimbursement, applying for parish grants, creating a parish profile, and so forth.

Ensuring Performance of Divine Service

Regulation R7.7.1 provides that wardens are to ensure that divine services are regularly and decently performed by persons who have been licenced or who hold a permission to officiate (PTO). In the ordinary course this requires little from the wardens. However, if the parish has no incumbent, wardens need to organize supply priests or lay persons with a PTO. If wardens are not sure whether a person has a licence or PTO, or if they are finding it difficult to find an appropriate person to take services, they may contact their regional archdeacon or the executive archdeacon to confirm this.

Visiting Clergy Preaching or Laity Speaking

Where a parish has no incumbent and the wardens wishes to invite someone to preach at their service (other than a person who holds a license or permission to officiate from the Bishop) the wardens should inform their regional archdeacon and the executive archdeacon prior to extending the invitation. A simple email will suffice setting out the person's name, a sentence or two about that proposed preacher's background and the date that they will be preaching. If there are further questions the regional archdeacon or the executive archdeacon wish to ask, that follow-up may occur. It is important that the preacher be a good fit for the congregation and preach within the wide breadth of Anglican theology.

No Liability of Wardens

Appointment or election as warden does not imply the assumption of any personal liability in the due performance of the duties of wardens as such. As long as a warden acts reasonably, they will not be liable for loss or damage that may occur. If a warden is concerned that some action they may take could be considered "unreasonable" they may consult with their Regional Archdeacon or the Executive Archdeacon. If they follow the advice they receive, they will not have any liability.