

Human Resources Policy Manual

Diocese of British Columbia



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DIOCESE OF BRITISH COLUMBIA
Human Resources Policy Manual

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I GENERAL PROVISIONS

1. The Diocese is a local expression of the Anglican Church of Canada ministering on Vancouver Island, across the Gulf Islands of the Salish Sea (Strait of Georgia), Broughton Archipelago and Kingcome Inlet.
2. This manual includes the current policies of the Diocese regarding the terms and conditions of employment of Clergy and Lay Employees. The Diocese is committed to compliance with all applicable laws and regulations of Canada and British Columbia. The Diocese is also committed to compliance with the Canons and Regulations of the General, Provincial and Diocesan Synods of the Anglican Church of Canada, concerning employment standards, compensation and related procedures.
3. The Diocese is committed to maintaining a fair and just work environment with employment equity. The Diocese strives to eliminate discriminatory employment barriers in all levels of employment.
4. Individuals will be entitled to be considered for employment, hired, trained and promoted in a way that is free of barriers, including any systemic or deliberate practices and policies that may discriminate.
5. All employees are expected to conduct themselves in a manner consistent with the values of the Anglican Church of Canada, including normally accepted principles of honest and ethical behavior. Conduct of Clergy is expected to be consistent with their ordination vows and oaths.
6. All employees are required to review the Respectful Conduct Policy of the Diocese.
7. All employees are required to review the Information Security Policy, the Privacy Policy and the Social Media Policy.
8. All employees must exercise all reasonable care to ensure files and other documents or information within their control are secure, in compliance with the Information Security Policy.
9. All employees must exercise the utmost discretion with regard to matters which are properly confidential. Any employee who violates confidentiality shall be subject to disciplinary action up to and including immediate dismissal.
10. This manual may be amended or updated from time to time. All employees of the Diocese are bound by the manual as amended or updated and on the date of the amendment or updating. The current edition of this manual is available on the Diocesan Website.
11. The Diocese provides a written offer of employment (the "Offer Letter") describing the specific terms of employment including position description, compensation and related details.
12. Every employee is given a copy of this policy manual at the time an offer of employment is made or at the time a contract is executed (as the case may be) and is required to [acknowledge receipt](#).
13. Statutory and other Paid Holidays: Employees are entitled to paid time off on Statutory Holidays as determined by the *Employment Standards Act* of British Columbia. Lay Employees (other than those holding management positions) who are required to work on Statutory Holidays are entitled to statutory holiday pay according to the provisions of the *Employment Standards Act* of British Columbia. In addition to statutory holidays, the Diocese provides paid time off on Paid Holidays. Clergy are expected to be available on some Statutory Holidays and Paid Holidays as required by their work.
14. Maternity leave: The Diocese is committed to supporting its employees in their work and family life and recognizes the unique situation brought about by pregnancy. Pregnant employees will be granted maternity leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three

months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.

15. Parental leave: The Anglican Diocese is committed to supporting its employees in their work and family life. The church recognizes the unique situation brought about by new parenthood and provides leave for new parents. Clergy will be granted parental leave pursuant to the *Employment Standards Act* of British Columbia. For Clergy, Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months in advance of the date of the leave. For Lay Employees, Form L-1 is required to be completed and sent to the employee's Supervisor, at least three months in advance of the date of the leave.
16. The diocese provides employees on maternity or parental leave who are in receipt of EI benefits, a Supplemental Unemployment Insurance Benefit Plan that augments employees' eligible income from Employment Insurance to a limit of 80% of normal gross pay for up to 24 weeks.

II CLERGY

1. RECRUITMENT

Clergy are recruited in a process established by the Bishop from time to time, and by the authority of the Bishop.

A probationary period of three months will apply to Clergy who are newly hired in the Diocese, as described in the Offer Letter.

2. HOURS OF WORK

The average working hours for full-time Clergy are forty (40) hours per week. Clergy may work more than an average work week from time to time due to the nature of the work being undertaken and are expected to work the hours required to complete their work. It is the responsibility of the Bishop, the Regional Archdeacons and the Churchwardens to provide guidance on Clergy workloads in order to avoid situations where the workload becomes unreasonable. Clergy are managers within the meaning of the *Employment Standards Act* of British Columbia and are therefore exempt from overtime requirements.

3. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Clergy are expected to take their full vacation entitlement each year.
- (b) Clergy are entitled to paid vacation each year based on years of service as determined by the Bishop. Factors considered include date of ordination into Holy Orders in the Anglican Church of Canada and active service in licensed ministry.
- (c) The minimum vacation entitlement for Clergy is four weeks each year; effective 2023 increasing to five weeks after five years of service and increasing again to six weeks after ten years of service. Vacation may be taken at any time during the year, provided advance written notice has been given. The Diocese reserves the right to designate times of the year when vacations may or may not be taken.
- (d) Clergy proposing vacation should take into consideration the responsibilities of their position and must consult the Churchwardens in their Parish and the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed vacation.

(e)

- (f) If an employee becomes ill during a period of annual vacation, the vacation can be converted to sick leave on presentation of a validating doctor's certificate (if the employee has available sick time).

4. SICK LEAVE

Clergy are entitled to accumulate sick leave with pay at a rate of one week per quarter year of employment to a maximum accumulation of one month. A doctor's certificate may be required. In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits must be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

5. EDUCATIONAL LEAVE

- (a) All full-time clergy are licensed to ministry by the Bishop are entitled to one week of paid professional educational leave each year in addition to annual vacation. Continuing education leave is non-cumulative and does not include participation in mandatory diocesan educational events. Clergy proposing educational leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least four weeks before the start of any proposed educational leave.
- (b) By virtue of diocesan participation in the General Synod continuing education plan, all members of the clergy in employment in the diocese who are not in receipt of the General Synod Pension may apply for six weeks' study leave every five years (eight days per year). This leave is not cumulative and must be taken in a way that is mutually satisfactory to the Bishop, the salary paying source and the clergy member seeking leave. It is in addition to annual vacation and professional educational leave. Clergy proposing study leave should take into consideration the responsibilities of their position and consult the Archdeacon of their Region before confirming plans. Form C-1 is required to be completed and sent to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office, at least three months before the start of any proposed extended study leave. (c)
- (d) After six years of continuous employment at a single parish, a clergy member may propose an unpaid sabbatical leave for not more than six months. The terms of such a sabbatical leave must be for an educational purpose and must be approved by the parish and by the Bishop. A sabbatical leave shall not be taken in the same 12-month period as any educational or study leave.
- (e) Clergy employed part-time are entitled to proportional study and sabbatical leave in accordance with their contract of employment.

7. TRAVEL

Clergy's salary includes the cost of normal parish-related travel. The cost of operating a motor vehicle on parish business may be deducted for income tax purposes as described in the *Income Tax Act*. Clergy who are required to travel more than usual parish business as part of assigned responsibilities are entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other expenses incurred during the course of travel, providing they are deemed reasonable.

8. SUPPORT AND REVIEW

The Bishop meets with Clergy to discuss the mission, goals and objectives of their Parish Church, and to discuss any challenges or difficulties encountered during the year. Archdeacons assist the Bishop in the oversight of the Diocese, including consultation, supervision, guidance and pastoral support to all Clergy in their respective Regions.

The Archdeacon in each Region holds periodic regional meetings, giving the Archdeacon and the Clergy in the Region an opportunity to provide support and exchange ideas.

9. RETIREMENT

Clergy may retire upon three months' written notice to the Archdeacon for the Region where the Clergy is employed with a copy to the Bishop's office.

III LAY EMPLOYEES

1. RECRUITMENT

Parish Churches recruit Lay Employees based on merit. Job descriptions and salaries are consistent with guidelines established by the Diocese.

2. PROBATION

At the end of three months probationary period, Lay Employees receive a written evaluation and notice of having:

- (a) satisfactorily completed the probationary period,
- (b) their employment terminated, or
- (c) been placed on a further three months probationary period.

3. HOURS OF WORK

Regular working hours are detailed in the offer of employment. Working hours may be adjusted or increased in the event of increases in workload or emergency. Notice of any adjustment in working hours will be provided as much as possible in the circumstances.

Regular hours of employment may be adjusted, or flexible work schedules established to better suit the work to be performed. Any changes to regular working hours will be set in consultation with the Lay Employee.

4. VACATION

- (a) The Diocese recognizes the benefit of vacation as it provides time to rest and reflect and promotes a healthy work-life balance. Accordingly, Lay Employees are encouraged to take their full vacation entitlement each year.
- (b) The Diocese provides Lay Employees with at least as much vacation pay and time off for vacation as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.
- (c) Lay Employees arranging vacations should take into consideration the responsibilities of their position. Prior approval is required for the proposed scheduling of vacation. Form L-1 must be completed and provided to the employee's Supervisor, at least two weeks before the start of any proposed vacation.

5. SICK LEAVE

Regular full-time Lay Employees are entitled to sick leave with pay on the basis of one and one-half days per month of employment to a maximum of eighteen days per year. Unused sick days can accumulate to a maximum of ten days the first year and a maximum of thirty days after three years.

Part-time Lay Employees are entitled to sick leave prorated according to hours worked, or at least as much sick leave as they are entitled to in accordance with the *Employment Standards Act* of British Columbia.

In the event of an illness that continues for more than 30 days, an application for Short Term Disability benefits may be completed and sent to the payroll office.

A doctor's certificate may be required of an employee absent from work due to illness.

6. PROFESSIONAL DEVELOPMENT LEAVE

Lay Employees are entitled to up to one week of paid job-related professional development leave annually. Lay Employees requesting professional development leave must complete and provide Form L-1 to their Supervisor at least two weeks prior to the proposed leave, including a written description of the course of study/workshop/project intended to be undertaken. Proof of completion may be required.

7. TRAVEL

Lay Employees who are required to travel as part of their assigned responsibilities will be entitled to reimbursement for use of a personal vehicle at the rate set by the Finance Committee of the Diocese and for all other reasonable expenses incurred during the course of travel.

Travelling time shall be considered as working hours and shall be compensated on an hour for hour basis providing that the employee worked during the day in which the travel occurred or on the day previous.

IV VOLUNTEERS

- (a) Volunteers are entitled to the same respect and ethical treatment as paid employees.
- (b) Volunteers are expected to comply with all policies referred to in this manual. Volunteers are given a copy of this policy manual and are required to [acknowledge receipt](#).

V DEFINITIONS

Any word or phrase not defined below has the same meaning as used in the Constitution and the Canons.

Archdeacon	A priest appointed by the Bishop and assigned to one of the Regions in the Diocese
Bishop	The bishop elected by the Diocesan Synod of the Diocese of British Columbia
Canons	the Constitution, Canons and Regulations of the Diocese as amended and updated from time to time; the current version of which is on the Website
Clergy	as defined in the Constitution, including all persons ordained to religious service who hold the licence of the Bishop, including curates, deacons, priests, incumbents and archdeacons

Compensation includes Salary for Clergy and Lay Employees, and benefits as described in the offer of employment

Diocese	The Anglican Synod of the Diocese of British Columbia, also referred to as the Diocese of Islands and Inlets
Incumbent	a member of the Clergy who is responsible for a parish church
Information Security Policy	the Diocesan policy on information security; the current version of which is on the Website
Lay Employee	a person who is not ordained occupying a position established in the Diocese who is fulfilling the duties of the position and who has accepted a written offer of employment and is receiving Compensation for services rendered
Offer Letter	a letter describing the specific terms of employment including position description, compensation and related details
Paid Holidays	Easter Monday and Boxing Day
Parish Church	one of the churches in the Diocese
Priest	member of the Clergy appointed by the Bishop.
Privacy Policy	the Diocesan policy on privacy; the current version of which is on the Website
Region	currently one of four regions in the Diocese, namely: Cowichan Mid-Vancouver Island; Western, Peninsula & Gulf Islands; Greater Victoria; and, Mid-North Islands
Respectful Conduct Policy environment, encompassing	the Diocesan policy on creating and maintaining a safe and respectful work environment, encompassing the topics of sexual misconduct, discrimination, bullying and personal harassment; the current version of which is on the Website
Salary	money paid to an Employee for services rendered as outlined in the offer of employment
Social Media Policy	the Diocesan policy on social media; the current version of which is on the Website
Statutory Holiday	New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day
Stipend	Salary paid to Clergy
Supervisor	the person to whom a Lay Employee reports, as described in the Offer Letter
Volunteer	a person filling a position for which no Compensation is offered or received
Website	the Diocesan website found at www.bc.anglican.ca

VI FORMS
(continued on pages 9-11)

FORM C-1
CLERGY ABSENCE REQUEST

Name: _____

Parish: _____

Check:	Short absences:	Proposed start date and end date:
	Vacation	
	Continuing Education	
Check:	Long-term absences:	Proposed start date and end date:
	Maternity*	
	Parental*	
	Extended Medical Leave*	
	Extended Study*	

*The bishop's office will arrange and appoint appropriate parish coverage for long-term absences.

For short absences, please describe your parish coverage plan:

Clergy Signature: _____

Date: _____

Please submit to your Regional Archdeacon and the bishop's office for approval at least four (4) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date for long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Approval by Regional Archdeacon

Archdeacon name: _____ Date: _____

Signature: _____

FORM L-1
LAY EMPLOYEE ABSENCE REQUEST

Name: _____

Parish: _____

Check:	Type of planned absence:	Proposed start date and end date:
	Vacation	
	Professional Development	
Check:	Long-term absences:	Proposed start date and end date:
	Extended Medical Leave*	
	Maternity*	
	Parental*	

*The incumbent and/or wardens will arrange appropriate parish coverage for long-term absences.

For short absences, please describe your parish coverage plan:

Employee Signature: _____ Date: _____

Please submit to your Supervisor for approval at least two (2) weeks before the proposed start date for short absences and at least three (3) months before the proposed start date of long-term absences. Upon approval, this form must be forwarded to the payroll department (payroll@bc.anglican.ca).

Approval by Supervisor

Supervisor name: _____ Date: _____

Signature: _____

FORM A-1
DIOCESAN POLICY ACKNOWLEDGMENTS

By initialing beside the policies listed below, I, _____
(PRINT CLEARLY) acknowledge that I have received and reviewed these policies in their entirety. I
understand the scope, intent and principles outlined in the policies and will, to the best of my ability,
adhere to them in all respects.

Initial:

_____	Human Resources Policy Manual
_____	Respectful Conduct Policy
_____	Information Security Policy
_____	Privacy Policy
_____	Social Media Policy

Signature

Witness

Signed on (month/day/year): _____