



ANGLICAN DIOCESE MONTREAL



Safe Church
**Parish
Recruitment and
Selection Guide**

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GENERAL

The Diocese and each Parish shall comply with the: [Recruitment and Selection Standards](#) of candidates for employment and volunteer positions;

- a) [Probationary period](#) for employees;
- b) [Termination of employee or significant change in employment](#);
- c) [Confidentiality and Privacy Standards Policy](#);
- d) [Parish Orientation](#);
- e) [Training Standards](#) for initial training and refresher training on the Safe Church Policy;

as set out in this documents.

RECRUITMENT AND SELECTION STANDARDS

The purpose of the recruitment and selection process is to complement and further an individual's call to Christian service by the screening of each candidate for the position of a Lay Leader, Volunteer or Employee (Administrative Support, Music Ministry, Verger, etc.) and ensure that it meets with Safe Church Policy.

The following sections will guide you through the recruitment and selection process.

Each Parish shall complete the steps included in the following checklist in the recruitment and selection process.

NOTE: It is generally preferable NOT to hire those who are members of the congregation, or if the best qualified person is a member, the new employee should be asked to seek another parish for their spiritual care. This helps avoid conflict of interest (Employee vs. Parishioner - in times of discipline, etc.). Family members of employees (including clergy) should not allow their names to stand for positions of Warden, Deputy Warden or Parish Council (also in the realm of conflict of interest).

RECRUITMENT AND SELECTION CHECKLIST

Staffing Action For:	<i>Name of position</i>
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Before You Recruit:

- Review the strategic and operational plans to determine if the position should be filled
- Confirm that funding exists to recruit for and staff the position
- Obtain the necessary approvals to staff the position
- Develop a ministry description if the position is new (see the section [Ministry Descriptions](#) for Templates and Guidelines)
- Review and update the [Ministry description](#) for an existing position
- Decide on the type of employment (full-time; part-time; permanent; contract; short-term; etc.)
- Identify constraints that will have an impact on the staffing process (need someone soon; specialized skills; supply/demand, etc)

Establish the Recruitment and Selection Criteria

- Develop recruitment and selection criteria based on the ministry description
- Establish the minimum qualification for the position
- Review all recruitment and selection criteria to ensure they are ministry-related and measurable
- Ensure that all recruitment and selection criteria comply with Human Rights Legislation

Recruitment process

- Determine the best method for recruiting for the position
- Draft the job announcement using the ministry description, minimum qualifications and selection criteria
- Include the following in the job announcement:
 - Application Deadline
 - Request for References
 - Start Date
 - Salary Range
 - Contact Information
- Format for Submission (see the section "[Application Forms](#)")
- Ensure that the job announcement complies with Human Rights Legislation

Selection process

Before the Interview:

- Plan the interview process:
 - Number of rounds of interviews
 - Number of interviewers
 - Length of the interview
 - Location of the interview
 - Date of the interview
 - Any materials the candidate should bring to the interview
 - Ask colleagues to sit on the interview panel (the panel should be formed of at least two persons)
 - Give the interview panel the logistical information about the interviews
- Develop the interview questions. Visit the section "[Interview Process](#)" for guidelines and sample questionnaires
- Prepare an interview rating guide
- Develop a reference check guide
- Prepare a reference release form (see the [Reference Check Form](#))
- Ensure that the interview questions, reference questions and other selection criteria comply with Human Rights Legislation (visit the section "[Guidelines for Interview Questions](#)" for details)
- Prescreen applications using the selection criteria
- Set up the interviews with the selected candidates
- Forward the applications of those candidates being interviewed to the interview panel
- Forward the interview questions and interview rating guide to the interview panel
- Meet with the interview panel to brief them on the interview process

Conduct the Interview

- Review the candidate's application before each interview
- Welcome the candidate to the interview
- Introduce the interview panel
- Explain the interview process
- Rate the candidate's responses to the questions
- Give the candidate an opportunity to ask questions
- Close the interview by explaining the next step and thanking the candidate for coming to the interview
- Ensure that the discussion and the note taking during the interview complies with Human Rights Legislation

After the Interview

- Finalize your interview notes

Select the right candidate

- Use other selection methods as appropriate
- Telephone the references
- Use the reference checking guide to document the conversation
- Ensure that the discussion and the note taking during the reference check complies with Human Rights Legislation
- Complete a Police Records Check (for working with Vulnerable Person)

Conclude the Staffing Process

- Make your decision and review it
- Make a verbal offer of the position to the selected candidate
- Follow-up the verbal offer in writing
- Prepare the job contract and have it signed before the new staff member starts work (use the [Employment Contract](#) form)
- Send out rejection letters to the other candidates that were interviewed
- Set up a competition file
- Upon hire, complete the paperwork necessary for the new staff member to start work
- Obtain a copy of the background check for people working with vulnerable sectors (if not less than three years old, the candidate must complete one)
- For all (employees and volunteer), ask that he/she completes the following forms *available on the diocesan website under Clergy Toolbox*:
 1. Employee Information Sheet
 2. Confidentiality and Privacy Statement
 3. Safe Church Acknowledgement Form

(Keep in personal records according to the [Confidentiality and Privacy Standards Policy](#))

- For paid employees, ask that he/she completes the following forms *available on the diocesan website under Clergy Toolbox* AND return the documentation to the Diocesan Human Resources and Program department with a copy of the employment contract and banking information (for direct deposit - mandatory).
 1. Revenue Canada Personal Tax Credits Return form
 2. Revenue Quebec Source Deductions Return

If eligible to benefits (see the Group Benefit Program Brochure *available on the diocesan website under Clergy Toolbox*):

3. Health Care enrolment form
4. Dental Care enrolment form
5. Continuing Education Plan (CEP) enrolment form
6. General Synod Pension Plan and Long Term Disability Plan enrolment form

(Keep in personal records according to the [Confidentiality and Privacy Standards Policy](#))

APPLICATION FORMS

APPLICATION FOR EMPLOYMENT - GENERAL / ADMINISTRATIVE

Position Desired:		Date	
Surname		Telephone (day)	Telephone (evening)
Given name(s)		Gender <input type="checkbox"/> M <input type="checkbox"/> F	Email
Address Street number	Street	City	Postal code
Province		Country	
Have you previously applied for employment with this parish?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
EDUCATION			
Highest Level of Education achieved:	<input type="checkbox"/> University <input type="checkbox"/> Some University <input type="checkbox"/> CEGEP <input type="checkbox"/> College or other Institute Certification <input type="checkbox"/> High School <input type="checkbox"/> Elementary School		
Degrees/Training: _____ _____ _____			
VOLUNTEER ACTIVITIES			
Please describe your current and relevant past volunteer activities: _____ _____ _____ _____			
EMPLOYMENT HISTORY			
Present Employer:			Telephone
Address Street number	Street	City	Postal code
Province		Country	

Supervisor and Title:			
May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date of Employment: ___/___/____	
Briefly describe your work duties and level of responsibility: _____ _____ _____ _____			
Previous Employer:			Telephone
Address Street number		Street	City
Province		Country	
		Postal code 	
Supervisor and Title:			
May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date of Employment: ___/___/____ End Date: ___/___/____	
Briefly describe your work duties and level of responsibility: _____ _____ _____ _____			
Previous Employer:			Telephone
Address Street number		Street	City
Province		Country	
		Postal code 	
Supervisor and Title:			
May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date of Employment: ___/___/____ End Date: ___/___/____	
Briefly describe your work duties and level of responsibility: _____ _____ _____ _____			

SKILLS AND ABILITIES

	Indicate skill level and machines/equipment on which this skill has been demonstrated	Years/Months Experience
Keyboarding (include WPM)		
Office Equipment		
Software/Computers		
Construction Equipment		
Facilities Maintenance Equipment		
Other		

Are you eligible to work in Canada? (You will be asked for documentation if hired.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the job for which you are applying requires a driver's license, do you possess one?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note: you may be required to provide a police records check

REFERENCES

Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	
Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	
Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	

I understand that any false or misleading statement, or misrepresentation, intentional or unintentional, in any of my answers or statements may result in cancellation of this application, or if employed, may be cause for dismissal. Further, I authorize the Diocese of Montreal to investigate all statements in this application or other supporting employment documents, and to secure any necessary information from all my

employers, references, and academic institutions.

I understand that all employees are “at will,” whose employment and compensation can be terminated, with or without cause, and with or without notice, at the option of the church or myself.

I hereby acknowledge that I have read and understand the preceding statements.

Signature _____

Date _____

VOLUNTEER APPLICATION FORM

Name of Parish:		Date	
Applicant Surname :		Telephone (day)	Telephone (evening)
Given name(s) :		Gender <input type="checkbox"/> M <input type="checkbox"/> F	Email
Address Street number	Street	City	Postal code
Province	Country	Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long have you been a member of this Church?		Previous Church Membership:	
Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports, etc.)? If so please explain:			
EDUCATION			
Highest Level of Education achieved:	<input type="checkbox"/> University <input type="checkbox"/> Some University <input type="checkbox"/> CEGEP <input type="checkbox"/> College or other Institute Certification <input type="checkbox"/> High School <input type="checkbox"/> Elementary School		
Do you have: <input type="checkbox"/> CPR Training <input type="checkbox"/> First Aid Training <input type="checkbox"/> Other			
Additional Degrees/Training:			

VOLUNTEER ACTIVITIES			
Please describe your current and past volunteer activities (include dates):			

CONVICTION OF A CRIMINAL OFFENSE			

Answering "yes" to the following question will not necessarily preclude your involvement in volunteer ministry. A meeting will be arranged with the Incumbent/priest in charge to discuss the circumstances.

Have you ever been convicted of a criminal offense for which a pardon has not been granted?
 Yes No

VOLUNTEER MINISTRIES IN WHICH YOU ARE INTERESTED

- | | |
|---|---|
| <input type="checkbox"/> Nursery/Children (birth through age 3) | <input type="checkbox"/> Sunday School (ages 3 through 5) |
| <input type="checkbox"/> Sunday School (grades 1 through 6) | <input type="checkbox"/> Sunday School (grades 7 and up) |
| <input type="checkbox"/> Youth Mentoring | <input type="checkbox"/> Youth Leadership |
| <input type="checkbox"/> Youth Retreats | <input type="checkbox"/> Administration/Office Help |
| <input type="checkbox"/> Youth Choir | <input type="checkbox"/> Adult Choir |
| <input type="checkbox"/> Music/Organ | <input type="checkbox"/> Marriage Preparation Courses |
| <input type="checkbox"/> Committee Work | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Drama/Other related | <input type="checkbox"/> Lay Reader |
| <input type="checkbox"/> Pastoral Visiting/Care | <input type="checkbox"/> Helping with the aged |
| <input type="checkbox"/> Other (please name) _____ | <input type="checkbox"/> Other (please name) _____ |

REFERENCES

Please provide the names of three individuals (not relatives) who can provide reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible please include at least one reference from someone at the Church. All people listed as references should be informed of that fact.

Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	
Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	
Name:		Relationship:	
Length of time known:	Telephone (day)	Telephone (evening)	

APPLICANT'S STATEMENT

I hereby acknowledge that the information contained in this VOLUNTEER APPLICATION FORM is correct to the best of my knowledge. I authorize any people listed as references to provide any information they may have regarding my character and fitness for ministry,

I will provide _____ Church with the results of a police records Check and Vulnerable Persons Screening Report, as requested.

Applicant Name: _____

Applicant Signature: _____ **Date**

INTERVIEW PROCESS

GUIDELINES FOR INTERVIEW QUESTIONS

PLEASE NOTE: the following interview questions are examples; these may be changed to fit the specifics of your individual parish.

The following guideline is meant to assist the interviewers and recruitment committee members to navigate the interview process and to assess a candidate's potential and ability to contribute to the Parish/Diocese.

The table below provides a specific guide to acceptable as well as unacceptable areas of general inquiry, and the reason why certain questions are unacceptable.

Area of Inquiry	Acceptable	Unacceptable
Name	Ask for correct pronunciation. After Hiring: Full name for employee's record.	To ask the ethnic origin of an applicant's name. To ask if a woman is a Miss, Mrs. or Ms. To request applicant to provide maiden name.
Address/Housing	Ask how s/he can be reached.	To request place and length of current and previous address.
Age (18+)	After Hiring: To require proof of age by driver's license/birth certificate. To indicate the minimum legal age for specific type of employment (bona fide reason).	Ask his/her age or age group. Before hiring: To request Driver's License/Birth Certificate or Baptismal Certificate.
Race/National Origin/Ethnicity	After hire: To indicate that the Diocese is an equal opportunity employer through statistical numbers based on diversity of employee base.	To use any indication of race, national origin or ethnicity as the basis for either hiring or disqualifying a candidate
Sex/Gender	After hire: To indicate that the Diocese is an equal opportunity employer through statistical numbers based	To use any indication of age/gender as the basis for either hiring or disqualifying a candidate

Area of Inquiry	Acceptable	Unacceptable
	on diversity of employee base.	
Religion/Creed	“Do you belong to any professional or trade organizations that you consider relevant to your ability to perform this job?”	Any direct questions relating to applicants’ religious denomination or affiliation, unless it is a bona fide occupational requirement, i.e. Priest
Sexual Orientation	Never Acceptable	Never Acceptable
Citizenship	<p>“Are you legally able/authorized to work in Canada?”</p> <p>“What languages are you able to speak, and/or write fluently?”</p> <p>(this question is only legal if the candidate’s ability to speak a foreign language is relative to the position - bona fide)</p>	<p>“Are you a Canadian citizen?”</p> <p>“Where were you, your parents or spouse born?”</p> <p>“What is your maiden name?”</p> <p>“Can you provide us with a copy of your birth certificate or baptismal records?”</p>
Marital Status/ Parental/ Family Status	<p>“Are you willing to travel as required by this job?” “This job occasionally requires employees to work overtime. Are you able and willing to work overtime as necessary?”</p> <p> “Are you willing to relocate?” “Is our rectory suitable to your needs?” (These questions must be asked of all candidates as a legal requirement).</p>	<p>“What is your marital status?” “Whom do you live with?” “How many children do you have, what are their ages?” “Do you have child care arrangements?”</p>
Education	To ask if the applicant has the academic, professional, or vocational training required for the job, and which institution provided it.	To ask questions surrounding the racial or religious affiliation of schools attended.
Criminal Record	“Are you bondable?”	To inquire about convictions

Area of Inquiry	Acceptable	Unacceptable
	Have candidate get criminal record/finger prints done if position requires it – bona fide.	or arrests.
References	To request general and work references to the candidate’s ability to perform the job.	To request reference specifically from clergy or any other persons who might reflect race, colour, religion, sex, national or ethnic origin, age disability, or marital status.
Work Schedule	<p>“This job occasionally requires employees to work overtime. Are you able and willing to work overtime as necessary?”</p> <p>To ask about the willingness to work the required work schedule of the job.</p> <p>If the Incumbent will not be living in the rectory, it is acceptable to ask them to live within 20 minutes of the parish boundaries, for responding to emergencies/on call.</p>	To ask about the willingness to work on particular religious days/holidays.
Disability	Interviewer can thoroughly describe the details/job description surrounding the job opening with the applicant. Ask applicant if they are capable of performing these essential functions of the job.	To initiate questions regarding specific accommodations needed. To exclude disabled applicants as a class on the basis of the type of disability
Other Qualifications	To inquire about any area that has direct relevance to the job.	To make any inquiry not related to a bona fide requirement of the job that may present information discrimination.

INTERVIEW QUESTIONS- CUSTODIAN/VERGER

[Please NOTE: These are only suggested questions to be asked concerning this position, feel free to choose among them, or add your own as you see fit.]

Name	Date
1. Can you please describe to me your duties and responsibilities of your previous position, which would apply to the job requirements of this position?	
2. How much supervision have you typically received in your previous job?	
3. Everyone has strengths and weaknesses as workers. What are your strong points for this job?	
4. What would you say are areas in need of improvement?	

5. How well do you adapt to new situations, can you please tell me about a time where you had to adapt to a new circumstance, and how you dealt with this.

6. Do you consider yourself a self-starter? If so, explain why (and give examples)

7. How would you describe yourself as a person?

8. Why should I hire you?

Interviewer Comments:

****Please Note: It is encouraged to ask the candidate to supply 2-3 references, with at least one from a previous employer.**

INTERVIEW QUESTIONS - PARISH ORGANIST

[Please NOTE: These are only suggested questions to be asked concerning this position, feel free to choose among them, or add your own as you see fit.]

Name	Date
1. In our congregation music is considered to be a very important part of our Parish. What special aspects of your education or training have prepared you for this position within our Parish?	
2. Everyone has strengths and weaknesses as workers. What are your strong points for this job?	
3. What would you say are areas in need of improvement?	
4. How well do you adapt to new situations; can you please tell me about a time where you had to adapt to a new circumstance, and how you dealt with it?	

5. In your work experience, what have you done that you consider truly creative?

--

6. Do you consider yourself a self-starter? If so, explain why (and give examples).

--

7. What would you most like to accomplish if you had this job?

--

8. Why should I hire you?

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Interviewer Comments:

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****Please Note: It is encouraged to ask the candidate to supply 2-3 references, with at least one from a previous employer.**

INTERVIEW QUESTIONS - PARISH SECRETARY/ OFFICE ADMINISTRATION

[Please NOTE: These are only suggested questions to be asked concerning this position, feel free to choose among them, or add your own as you see fit.]

Name	Date
1. Let's begin by discussing your administrative skills. Please briefly describe your administrative responsibilities at your last or previous job.	
2. Organizing projects is important for effective administrative support. Please tell me about the project or task that you organized most successfully.	
3. Sometimes meeting deadlines can be difficult. Please tell me about a time you had the greatest difficulty meeting a deadline.	
4. This role needs to be able to respond to the needs of different types of individuals. Please tell me about a time when you were most frustrated trying to discover what somebody needed or wanted from you.	

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5. At our parish, at times we often rely on the help of others. Please tell me about your best example of working cooperatively as a team member to accomplish an important goal.

--

6. Occasionally this type of role has spare time to fill. Please give me your best example of a time when you made the best use of spare time.

--

7. There may be occasions which require prioritization. Please describe for me how you determine what constitutes top priorities in the performance of your job.

--

8. Please recall a time when you suggested a change in a procedure or some other aspect of your job that achieved the best result.

--

9. Finally, we'd like to discuss your technical skills. What technical expertise do you have?

--

10. Please recall a time when you were required to learn a new technical skill in order to become more effective.

--

11. If you were offered this position, when would you be available to begin?

--

Interviewer Comments

--

****Please Note: It is encouraged to ask the candidate to supply 2-3 references, with at least one from a previous employer.**

VOLUNTEER INTERVIEW QUESTIONS

[Please NOTE: These are only suggested questions to be asked concerning this position, feel free to choose among them, or add your own as you see fit]

Applicant Name	Date
1. Tell us about your experience with volunteer ministry at Church (joys, sorrows, insights, etc.)	
2. Tell us about your experience with volunteering in other settings (joys, sorrows, insights, etc.) m	
3. Describe your interest in the volunteer ministry(ies) you have indicated. Why are you interested in the area(s) you have selected?	
4. Would you be willing to attend a training session associated with that ministry?	
5. When would you be available for this volunteer ministry (days and times)?	

6. What is the minimum length of your commitment?

7. Have you had any personal experience with abuse? If so, how was it handled?

8. If you have any reason to believe that a child, youth or elder were being abused, what would you do?

9. What do you consider to be an appropriate show of affection with a child? A youth?

10. Do you have any further questions?

Interviewer Comments:

MINISTRY DESCRIPTIONS

The Diocese and each Parish shall ensure that each description is developed according to and adheres to the [Ministry Description Outline](#).

A list of all generic Ministry Position descriptions within the Diocese and Parishes is available in the section [Ministry Descriptions](#). Should you need to develop an additional position within your parish that is not outlined in this manual, to establish a description for the new position, follow the description outline in the section “[Ministry Description Outline](#)” and the worksheet “[Developing Your Parish Ministry Description](#)” below.

DEVELOPING YOUR PARISH MINISTRY DESCRIPTIONS - WORKSHEET

1. Position Title

Print in the usual title for the Ministry being described.

2. Level of Risk

This must be assigned by you and agreed upon by the Corporation, using the following guidelines:

Low Risk: Minimal or no contact with children or other vulnerable people.

Medium Risk: Volunteers who work with vulnerable people but are never alone with them.

High Risk: Volunteers or staff who have the opportunity to be alone with children, and volunteers who are in a position to exert influence over vulnerable people; and/or volunteers who have the opportunity to misuse or otherwise misappropriate funds that belong to the Church or are intended for use by the Church.

Before recommending the risk level, ask yourself if there is a way by which the Ministry can reasonably be redesigned or eliminated in order to eliminate or greatly reduce the risk. Remember, if the Ministry exists, the risk exists, no matter how small.

3. Primary Function

Why does this Ministry exist? What is this Ministry expected to accomplish?

4. Roles, Responsibilities and Tasks

Mandatory What must the person do in the performance of this service?

Optional What additional task(s) might the person do or be asked to do?

5. Skills, Experience, and Qualities

- List only the skills, etc. necessary for fulfilling the Ministry. It is usually a short list. Do not list those that would be ideal, extra, or nice to have. i.e. It might be nice if a choir member had previous choir experience and could read music. But is it necessary in order to join our choir?
- **Personal Traits and Qualities needed for this Ministry**
Remember the key word is NEEDED, not ideal, or would like to have. We may prefer the person to be a reincarnation of Jesus, but is that what is needed? Further still, restrict your list to personal traits and qualities, (enjoys working with children, likes challenges, not bothered by unscheduled hours, etc.) not education, experience, etc.

6. **Boundaries and Limits (if any)**

These are the boundaries that cannot be exceeded. i.e. A youth group leader must not take youth group members away from the Church building without strictly following the guidelines that have been agreed upon. The Secretary/Treasurer can sign on behalf of the Church only for certain items and up to a certain dollar amount.

7. **Term of Office/Time Commitment**

Term What time frame do you expect (or hope) this person to adhere to?

Time commitment expected

How many hours (days, etc.) per month or week should the person expect to devote to this Ministry? Of necessity your figure is an estimate, but every effort should be put forth to make it a reasonably accurate estimate.

8. **Type of Remuneration**

Specify what type of remuneration is available for the position: paid-stipend, paid-salary, paid-hourly rate or unpaid.

9. **Reimbursement:** What financial costs are covered?

10. **Support**

- **Orientation and Training recommended**

What orientation and training are you recommending for the general person who accepts this Ministry? The actual training and orientation may be different from this list because of the differences among applicants. Keep in mind that you may well be the principal person delivering this recommended orientation or training.

- **Support, Supervision, and Evaluation Expected**

This means "expected" by the person accepting to undertake this Ministry. Don't promise more than can be reasonably delivered. On the other hand, saying "none" is dangerous and exposes the Church and the supervisor to risks that are best avoided. Quote it in time intervals (at end of first month, every six months, daily for first month, etc.) and type (Meeting with _____, written, oral, recorded, staff meetings, etc.)

11. **Benefits**

This is your challenge to be both creative and realistic alike. Remember not all benefits will accrue to all people, but is it reasonable to believe that the benefit may be felt by a person carrying out this Ministry?

12. **Screening Procedure**

What further steps must be taken as a result of the risk level?

Once the Safe Church Coordinator/Committee has assessed the level of risk, they are responsible for obtaining a current Police Records Check or

Vulnerable Persons Background check, depending on the nature of the job, and an updated record is required every three years after, should the same individual remain in a medium to high risk position.

MINISTRY DESCRIPTION OUTLINE

Should you need to develop an additional position within your parish that is not outlined in this manual; follow the position description outline below in order to establish a description for the new position:

POSITION TITLE: *What is this ministry to be called?*

LOCATION OF THE MINISTRY: *Where will the ministry be performed?*

LEVEL OF RISK:

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>

RESPONSIBLE TO: Insert name and title of the Supervisor.

RESPONSIBLE FOR: Specify Children, Youth, Vulnerable Adults and the typical number of each group.

PRIMARY FUNCTION:

- What is the purpose of this job?
- How does it contribute to the wider mission of the Church?

ROLES, RESPONSIBILITIES AND TASKS: What are the primary expectations for this position? **(List the expectations for this position)**

SKILLS, EXPERIENCE AND QUALITIES:

(List the expectations for this position)

- What skills are required or would be useful (general and specific knowledge, professional qualifications, language skills, computer usage skills, leadership skills, time management and organisational skills, project management skills, interpersonal skills, etc.)?
- What are the experience requirements?
- What interests might it appeal to?
- Are there personality traits that would be an asset in doing this job?

BOUNDARIES AND LIMITS: What cannot be exceeded?

TERM OF OFFICE/TIME COMMITMENT:

- What is the time frame?
- How often?
- How many hours per week/days a month?
- Is there a concentrated period of work?

TYPE OF REMUNERATION Specify what type of remuneration is available for the position: paid-stipend, paid-salary, paid-hourly rate or unpaid.

REIMBURSEMENT: What financial costs are covered?

SUPPORT:

- What training and orientation is provided?
- Who is responsible for this ministry?
- Who supports the person doing it?

BENEFITS:

- What satisfaction might a person get from this ministry?
- How might it be an avenue for discovery or development of gifts?
- How might this position assist to live as a baptized Christian?

SCREENING PROCEDURE: **(Only for position involving responsibility of Children, Youth, and Vulnerable Adults)**
In accordance with the policies regarding the safety and screening of all adults in programs with children and youth, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

MINISTRY POSITION DESCRIPTIONS

Please note that the following ministry descriptions are samples. Each ministry description may be changed to fit the specifics of your individual parish.

POSITION TITLE: CUSTODIAN/VERGER

Location of the Ministry: Church building

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
		Medium	

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function

- To clean and dust the Parish Hall and Church

Role, Responsibilities and tasks:

Weekly

- vacuum and dust the church, parish hall, washrooms and office
- Empty waste & put out garbage
- Clean snow from in front of the doors

As required

- Put out the blue box
- Change light bulbs
- Clean snow from the front doors
- supply towels and toilet paper (Advise contact when supplies needed)

Twice Yearly

- Clean windows

Skills, Experience and Qualities:

- Physically able to do the ministry;
- Honesty;
- Have a desire to keep the church clean so everyone will be proud of it.

Term of Office/Time Commitment:

Term of Office: Ministry to be continued as long as work is satisfactory. You are responsible to the Wardens and to the Incumbent.

Time Commitment: Time to be approximately ____ hours per week.

Type of Remuneration: Paid-hourly

Reimbursement:

As agreed annually by the budget set at Vestry. Payment to be made every 2 weeks.

Support:

The Wardens and the Incumbent of the Church.

Benefits:

The satisfaction of seeing a ministry well done and to be proud of the church and parish.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: ORGANIST/ CHOIR DIRECTOR

Location of the Ministry: Church Hall

	LOW	MEDIUM	HIGH
<i>Level of Risk:</i>	Low (if adult choir)		High (if choir includes children, youth and/or vulnerable adults)

Responsible to: Insert name and title of the Supervisor

Responsible for: ___# of children ages ___ to ___
 ___# of youth ages ___ to ___
 ___# of vulnerable adults

Primary Function:

- Meaningful worship through music
- Selection of music through suggested hymns which reflect lectionary
- Lead and teach and conduct choir

Role, Responsibilities and Tasks:

- To play all assigned Sunday services.
- To play at any special services as requested by Incumbent
- The first right to play at weddings and funerals
- To inform Wardens of tuning or maintenance needs
- Selection and purchasing of music
- Conduct practices for choir as needed
- Inform secretary of weekly hymns
- Update hymn board weekly
- Report to wardens of choir gowns, hymn books with music required

Skills, Experience and Qualities:

- Be familiar with the Book of Common Prayer and the Book of Alternative services styles of music.
- Be familiar with Anglican Liturgy
- Ability to work well with Incumbent and others
- Be aware of varying musical backgrounds of volunteers
- Competent in playing the organ

Term of Office/ Time Commitment

Term of Office Renewable annually

Time Commitment ___ hours weekly

Concentrated period: high seasons e.g. Bishop's visit, Christmas, Easter

Type of Remuneration: Paid-hourly

Reimbursement:

- Salary as determined by Board of Management
- Reimbursement of expenses e.g. purchase of music, tuning and maintenance
- Substitute organist for up to four Sundays
- Choir: membership in Royal School of Church Music
- Participation in workshops

Support:

- Mentor in Diocese
- Workshops
- Responsible to and hired by Wardens
- Supported by people, Incumbent & Wardens

Benefits:

- Satisfaction in knowing that music leadership is helping people with their journey.
- Opportunity to upgrade skills

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: PARISH SECRETARY

Location of the Ministry: Church Building

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
		Medium	

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

Maintain the church office and general secretarial duties.

Role, Responsibilities and Tasks:

- Produce a bulletin for all church services as required by the Incumbent
- Maintain an up-to-date parish mailing list
- Keep the office stocked with all necessary supplies
- Maintain office equipment
- Administer a petty cash fund
- Support the Incumbent in any secretarial need s/he has
- Meet with the Incumbent once a week to prepare bulletin etc.
- Keep the church notice boards and calendar up-to-date
- Keep in touch with Church officers, committee chairs, etc. to gather information about upcoming events
- Check answering machine and relay messages to appropriate person.
- Type and circulate Board Minutes when asked
- Produce Annual Vestry Report

To Church:

- Has keys to the building and access to all areas of the church without supervision.
- Sometimes has access to confidential information
- Handles petty cash fund

To Self:

- Is often alone in building

Ways of Reducing Risks:

- Police Check
- Can lock church doors when alone in the building
- Reports use of petty cash to Treasurer
- Training in use of equipment

Skills, Experience and Qualities:

- Computer skills
- Ability to keep confidentiality
- Organizational skills

- Ability to work without supervision
- Good communication skills in working with others

Term of Office/ Time Commitment:

Term of Office: Renewable annually

Time Commitment: ____ hours per week (occasional extra hours needed for extra work e.g. Vestry Report).

Type of Remuneration: Paid-hourly

Reimbursement:

- Salary as determined by Board of Management
- Out of pocket expenses

Support:

- Hired by and responsible to Wardens
- Supported by Incumbent and Wardens

Benefits:

- An opportunity to contribute to the smooth administration of the Church.
- An opportunity to use skills in one's own time.
- An opportunity to keep communication open in the Church community
- An opportunity to use gifts in the service of the Church

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: PRIMARY SCHOOL AGE (AGES 6-12) CHURCH SCHOOL/GROUP LEADER

Location of the Ministry: Church Hall

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: ___# of children ages ___ to ___

Primary Function:

The Church School Leader will oversee and facilitate the teaching of the curriculum in such a way that lives are changed and growth is seen in the children. This will include preparation of classroom activities and ensuring all necessary supplies are available for classroom time. The leader will be responsible for record keeping, care of the children and encouraging children in their education.

Roles, Responsibilities and Tasks:

Primary Roles:

- 1) To plan, prepare and teach the Church School Curriculum to children;

Primary Responsibilities:

- 1) Maintain a vital spiritual life;
- 2) Know and follow the standards set out for a safe and spiritual learning environment as given in the Safe Church Regulation;
- 3) Immediately report any violation of the Safe Church Regulation to the Church School Director / Superintendent, Rector or Warden;
- 4) Maintain confidentiality unless a Child, Youth and/or Vulnerable adult is in danger;
- 5) Follow directions of the Church School Director / Superintendent
- 6) Follow the approved church school curriculum;
- 7) Participate in events and activities that develop leadership skills;
- 8) Attend teachers' meetings as scheduled from time to time by the Church School Director / Superintendent;
- 9) Maintain a strong commitment to this ministry; Advise the Church School Director / Superintendent of any required absence from the classroom (planned or unplanned) and find a suitable replacement;
- 10) Obtain prior permission for any extra-curricular and/or off-site event or activity with the Church School Director / Superintendent.

Primary Tasks:

- 1) Plan and teach a weekly lesson from the approved church school curriculum;
- 2) Maintain accurate records of attendance;
- 3) Demonstrate a love for both God and your 'neighbour' through both your teaching and daily activities;

Skills, Experience and Qualities:

- Gift of teaching, time management and organizational skills
- Compassion for children and experience working with them
- Patience and sensitivity to the needs of children
- Creativity in sharing stories and personal experiences.

Term of Office/Time Commitment:

Depending on the nature of the program.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

- Mentor in Diocese
- Workshops
- Supported by people, Incumbent & Wardens

Benefits: Satisfaction drawn from the teaching and learning experience with the children, and spiritual growth as a result of working alongside them.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with Children, Youth and Vulnerable Adults, this procedure includes completing an application form. In the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: YOUTH LEADER (AGES 12-18)

Location of the Ministry: Church Hall

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: ___# of youth ages ___ to ___

Primary Function:

The Youth Leader will oversee and facilitate the teaching of the curriculum in such a way that lives are changed and growth is seen in the youth. This will include preparation of classroom and social activities and ensuring all necessary supplies and arrangements are made for learning, social and service opportunities. The leader will be responsible for record keeping of attendance, care of the youth and encouraging them in their religious education.

Roles, Responsibilities and Tasks:

Primary Role: To plan, prepare and teach the Church School Curriculum to Youth;

Primary Responsibilities:

- 1) Maintain a vital spiritual life;
- 2) Know and follow the standards set out for a safe and spiritual learning environment as given in the Safe Church Regulation;
- 3) Immediately report any violation of the Safe Church Regulation to the Church School Director / Superintendent, Rector or Warden;
- 4) Maintain confidentiality unless a Child, Youth and/or Vulnerable Adult is in danger;
- 5) Follow directions of the Church School Director / Superintendent
- 6) Follow the approved church school curriculum;
- 7) Participate in events and activities that develop leadership skills;
- 8) Attend teachers' meetings as scheduled from time to time by the Church School Director / Superintendent;
- 9) Maintain a strong commitment to this ministry; advise the Church School Director / Superintendent of any required absence from the classroom (planned or unplanned) and find a suitable replacement;
- 10) Obtain prior permission for any extra-curricular and/or off-site event or activity with the Church School Director / Superintendent.

Primary Tasks:

- 1) Plan and teach a weekly lesson from the approved church school curriculum;
- 2) Maintain accurate records of attendance;

- 3) Demonstrate a love for both God and your 'neighbour' through both your teaching and daily activities;

Skills, Experience and Qualities: (list the expectations for this position)

- Gift of teaching, time management and organizational skills
- Compassion for youth and experience working with them
- Patience and sensitivity to the needs of youth
- Creativity in sharing stories and personal experiences.

Term of office/time commitment:

Depending on the program.

Type of remuneration:

Unpaid

Reimbursement: N/A

Support:

- Diocesan Mentor
- Workshops
- Supported by people, Incumbent & Wardens

Benefits: Satisfaction drawn from the teaching and learning experience with the children, and to spiritually grow with them.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with Children, Youth and Vulnerable Adults, this procedure includes completing an application form. In the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: COORDINATOR OF LAY EUCHARISTIC MINISTERS

Location of the Ministry: Church Hall / Individual’s home

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Reports to: The Incumbent and is responsible to the parish community

Responsible for: N/A

Primary Function:

The Coordinator of Lay Eucharistic Ministers will coordinate the ministry of Eucharistic Ministers who administer the Eucharist from the reserved Sacrament in home or institutional settings. The Coordinator of Lay Eucharistic Ministers plays an important role in the parish community by ensuring the training and orientation of Lay Eucharistic Ministers, scheduling of visits, ensuring that records are kept, apprising the Incumbent of any pastoral concerns that should be addressed.

Roles, Responsibilities and Tasks:

Under the supervision of the Incumbent the Coordinator of Lay Eucharistic Ministers is responsible for the following:

1. To ensure that the list of Shut-ins is kept up to date by being in touch with the Rector and Church Secretary.
2. Assign Lay Eucharistic Ministers to Shut-ins and ensure that all shut-ins receive Eucharist at least once every two months (depending on health and willingness of the shut-in).
3. Ensure that Records are maintained of those who have received visits.
4. Advise the Rector or Honorary Assistant of any Shut-ins who are in need of Priestly Sacraments.
5. Ensure that the Home Communion Sets are kept in good condition and are complete.
6. Ensure that the Home Communion Sets are logged in and out of the office to be sure that their whereabouts is known.
7. To provide training and orientation to and evaluation of the Lay Eucharistic Ministers.
8. Schedule meetings with the Lay Eucharistic Ministers Group and schedule individual meetings with the Lay Eucharistic Ministers and the Honorary Associate.
9. In the event that a nursing home or institution service is required, assists the Lay Eucharistic Minister to make the appropriate arrangements.

10. To ensure documentation of all visits is up to date.
11. To meet with the Honorary Assistant Clergy and the Eucharistic Ministers every three months for support and supervision.
12. To meet with the Incumbent individually at least quarterly or more frequently as required for debriefing and support.
13. To ensure that the Incumbent is aware of those who will receive communion so that the names may be read aloud during the Sunday service.

Skills, Experience and Qualities:

- Aptitude for people management and leadership;
- Leading worship and communication;
- Love for and understanding of the sacraments.

Term of Office/Time Commitment:

The term of the position is two years and is renewable

Time commitment:

- Regular attendance at Parish worship
- One to two hours per week
- Two hours every 3 months to meet with the Incumbent or Designate and the other Eucharistic Ministers
- One hour every 3 months to meet with the Incumbent on an individual basis
- Attends the Installation Service annually

Reimbursement:

Specific requests for which there is no budget may be made to the Incumbent.

Support:

The Coordinator of Lay Eucharistic Ministers will be trained by the Incumbent and will meet with the Incumbent on a quarterly basis or more frequently as necessary to discuss their ministry and any concerns and to receive feedback.

Benefits:

Opportunity to let God use you to coordinate the sacramental connection with the parish community and those who are sick or shut-in. This position impacts the quality of worship life and interpersonal relationships of those who are shut-in and the community. There is an opportunity to be part of an exciting, dynamic and important ministry.

Screening Procedure:

Due to the nature of working with vulnerable people and the potential for being in individuals' homes, the position is considered 'high risk' position for purposes of screening in faith. The Coordinator of Lay Eucharistic Ministers must have a criminal reference check if they are going to do home visits. The Coordinator of Lay Eucharistic Ministers attends worship services on a regular basis and is a regular communicant of the Anglican Church.

POSITION TITLE: LAY EUCHARISTIC MINISTER

Location of the Ministry: Church Hall / Individual's home

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Reports to: The Lay Eucharistic Ministry Coordinator and to the Incumbent, and is responsible to the Parish Community.

Responsible for: N/A

Primary Function:

The Lay Eucharistic Minister will visit each assigned Parishioner (Shut-ins or in Hospital/Nursing Home) every two months or as agreed to with the parishioner and will administer the Eucharist from the reserved Sacrament. The Lay Eucharistic Minister plays an important role in the parish community by ensuring that parishioners who are not able to attend worship due to health constraints continue to receive Eucharist on a regular basis, are made aware that they are upheld during the worship of the congregation and that the parish Incumbent are apprised of any pastoral concerns that should be addressed.

Roles, Responsibilities and Tasks:

Under the supervision of the Incumbent and the Coordinator of Lay Eucharist Ministers, the Lay Eucharistic Minister is responsible for the following:

- 1) To ensure that the list of Shut-ins for which they are responsible receive the Eucharist using the assigned liturgy and ensuring that the Shut-ins receive Eucharist at least once every two months (depending on health and willingness of the Shut-in).
- 2) Documents and reports all visits using the appropriate reporting form.
- 3) Advise the Rector or Honorary Assistant of any Shut-ins who are in need of Priestly Sacraments.
- 4) Report any problems regarding the Home communion sets to the Coordinator.
- 5) Log the Home Communion Sets in and out of the office to be sure that their whereabouts are known.
- 6) Attend training and orientation to and evaluation of the Lay Eucharistic Ministers and attend annual L.E.M. retreat.
- 7) Attend any scheduled meetings regarding this ministry
- 8) To meet with the Incumbent individually at least quarterly or more frequently as required for debriefing and support.

- 9) To ensure that the Incumbent is aware of those who will receive communion so that the names may be read aloud during the Sunday service.
- 10) Lay Eucharistic Ministers will visit parishioners in pairs unless arrangements are made for the Shut-in's family member or friend to be present (they may also participate) or another suitably screened parishioner may accompany the L.E.M. on the visit.

Skills, Experience and Qualities:

Lay Eucharistic Minister will demonstrate skills in leading Worship and Communication, and a love for and understanding of the Sacraments.

Term of Office/Time Commitment:

The term of the position is two years and is renewable

Time commitment:

- Regular attendance at Parish worship
- One to two hours per week
- Two hours every 3 months to meet with the Incumbent or designate and the other Eucharistic Ministers
- Attends the installation service annually

Type of Remuneration: Unpaid

Reimbursement:

Specific requests for which there is no budget may be made to the Incumbent.

Support:

The Coordinator of Lay Eucharistic Ministers will be to train Lay Eucharistic Ministers and meet with them frequently as necessary to discuss their ministry and any concerns.

Benefits:

Opportunity to let God use you to maintain the sacramental connection with the Parish Community and those who are sick or Shut-in. This position impacts the quality of worship life and interpersonal relationships of those who are Shut-in and the Community. There is in this position an opportunity to be part of an exciting, dynamic and important ministry.

Screening Procedure:

Due to the nature of working with vulnerable people and the potential for being in individuals' homes, the position is considered 'high risk' position for purposes of screening in faith. The Lay Eucharistic Minister must have a criminal reference check if they are going to do home visits. The Lay Eucharistic Minister attends Corporate Worship Services on a regular basis and is a regular communicant of the Anglican Church.

POSITION TITLE: ALTAR GUILD MEMBER

Location of the Ministry: Church Hall

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To prepare the Altar, Chancel, and other parts of the church in preparation for a Service.

Roles, Responsibilities and Tasks:

Mandatory (must do):

On schedule, set up before services; clean up after services; ensure that all worship supplies are on hand, or notify the responsible person.

Possibly (may do):

Attend Altar Guild meetings; assist with decorating the church for festivals such as Thanksgiving, Easter, Christmas.

Skills, Experience and Qualities:

Interest and a desire to serve; a careful, prayerful desire to prepare Church for Worship.

Term of Office/Time Commitment:

Term (period for which person should feel committed to this Ministry):

At least 2 years.

Time commitment expected: (hours per week or month):

On average, 3 to 4 hours per month.

Type of Remuneration: unpaid

Reimbursement: N/A

Support:

Appropriate training as directed by the Altar Guild Coordinator and the Incumbent. Be teamed with an experienced partner. Bi-monthly training meetings and memos.

Benefits:

A sense that personal efforts make a difference to worship in the community. Learn about the use and meaning of various sacred items while using gifts and talents in the Lord's service.

Screening Procedure: N/A

POSITION TITLE: MEMBER OF ANGLICAN CHURCH WOMEN (ACW)

Location of the Ministry: Church Hall

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and Title of the Supervisor

Responsible for: N/A

Primary Function:

To unite all Anglican women in fellowship, worship, and Christian service.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Chair ensures that meetings and projects are organized. Treasurer keeps financial records and provides a yearly accounting.

Possibly (may do):

Members may attend monthly meetings and assist with projects from time to time.

Skills, Experience and Qualities:

A desire to join with other women in Service and Fellowship.

Term of Office/Time Commitment:

Term (period for which person should feel committed to this Ministry):

All women members of an Anglican Church are automatically members of the ACW.

At least one year of attendance. Unlimited length of time.

Time commitment expected: (hours per week or month):

Irregular. Could range from 2 to 10 hours per month.

Type of Remuneration: unpaid

Reimbursement: N/A

Boundaries & Limits (if any):

Projects must be suitable for a church setting and for a church sponsored group.

Support:

There is support from the Deanery and from the Diocese. An individual member can expect support from the other members.

Benefits:

The good feeling that comes from knowing that you are using your gifts in Christ's service while helping your church and other people.

Screening Procedure: N/A

POSITION TITLE: MEMBER OF THE CORPORATION

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

Represents the Vestry in the management of the daily business of the Church, from a variety of organizations, interests, and sectors, along with the wardens and the Incumbent.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Attend Corporation meetings regularly and express views as well as comment on other views expressed. Vote on motions put forth. Encourage and welcome new parishioners. Provide leadership within the church community.

Possibly (may do):

Be regularly observant for ways in which the Church's business can be more effectively managed.

Skills, Experience and Qualities:

- Some knowledge of the Church and its constituents.
- Be a member of the Church and preferably some experience with one of the groups in the Church.
- A dedication to the purpose of the ministry and a willingness to participate in an honest, committed, and unbiased fashion.
- Must conduct himself or herself in a manner of Christian business-like leadership. Must refrain from voting on any matter that may appear to be a conflict of interest for whatever reason.

Term of Office/Time Commitment:

- Term (period for which person should feel committed to this Ministry): Minimum of one year.
- Time commitment expected: (hours per week or month) Three to five hours per month.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

From the other members of the Corporation, the Incumbent, and the Congregation on an ongoing basis

Benefits:

Personal satisfaction from knowing you are part of the reason that the business of the Church runs well.

Screening Procedure: N/A

POSITION TITLE: CHOIR MEMBER

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To use music to communicate the central message of the Gospel of Jesus Christ, reflect styles and musical tastes of present day society, and show emotion through musical variety.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Put energies into the Hymns, Psalms, and Anthems to deliver the mood and theme for the day.

Possibly (may do):

Offer instrumental music to enhance the community's worship.

Skills, Experience and Qualities:

- Ability to sing and be committed to practices and Sunday Services.
- Love of the liturgy and music to express our love of God.

Term of Office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least 2 years and as long as the voice is clear and in tune. Also as long as the person is able to commit to practices and services.
- Time commitment expected: (hours per week or month)
Four hours per week. Practice twice weekly (on average).

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

Support and supervision by Choir Director and Incumbent, as well as wardens.

Benefits:

A good feeling from using music to unite people of faith, to communicate good news, and to lift up our hearts to God.

Screening Procedure: N/A

POSITION TITLE: COFFEE HOUR CONVENERS

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert Name and Title of the Supervisor

Responsible for: N/A

Primary Function:

To provide refreshments during a time for fellowship after the service. To welcome newcomers and visitors.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Convener must provide coffee, tea, juice, and snacks on scheduled Sunday - or arrange for a replacement. Clean up afterward. Coffee Hour Chair must prepare a yearly schedule, purchase supplies, and maintain a yearly accounting of donations and expenses.

Possibly (may do):

Convener may vary the snacks to suit personal taste.
Provide a warm welcoming presence for all during Coffee Hour.

Skills, Experience and Qualities:

- Familiarity with kitchen, stove, and coffee makers.
- Friendliness, enthusiasm, and enjoyment of people. A need to work safely in the kitchen.

Boundaries & Limits (if any):

Snacks must be appropriate for the occasion.

Term of Office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
Unlimited term. At least one year, according to personal agenda.
- Time commitment expected (hours per week or month):
One Sunday every 3 months for two hours each time.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

- Work with an experienced provider once or twice.

- Other convener should be ready to assist.

Benefits:

Appreciation by the congregation for providing a warm atmosphere after the service.

Screening Procedure: N/A

POSITION TITLE: FLOWER DELIVERY

Location of the Ministry: Church and Individual's Home

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To deliver Altar flowers to those on the church list who are unable to attend services, and to help those people know that they are remembered.

Roles, Responsibilities and Tasks:

Mandatory (must do):

1. Ensure that flowers are delivered evenly.
2. Notify the convener and the Incumbent if you meet with an uncomfortable situation or one that is suspicious in any way.
3. Contact convener if not able to carry out duties.

Possibly (may do):

1. Have someone assist you with delivery.
2. Visit with Resident for several minutes.

Skills, Experience and Qualities:

- A valid driver's license and access to a vehicle
- Friendly sincerity when visiting the residents. Personal commitment to ensure that the flowers are delivered, when you are scheduled.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least one year.
- Time commitment expected: (hours per week or month)
About 30 minutes following 10:30 service every seventh week.

Type of Remuneration: Unpaid

Reimbursement: N/A

Boundaries & Limits (if any): Remember that you are not there to counsel in any way. Respect the wishes of the resident if he or she does not want to receive you or the flowers. Those delivering flowers must keep in mind that if they choose to visit beyond delivering flowers they will have become "visitors" and thus their risk will greatly increase.

Support: Preparation by the convener or the Incumbent about recognizing some of the "uncomfortable and suspicious situations" that could arise. Assistance of Convener when requested.

Benefits:

Satisfaction and self esteem/respect from knowing that you helped make a person's life just a little bit better.

Screening Procedure:

Due to the nature of working with vulnerable people and the potential for being in individuals' homes, the position is considered 'high risk' ~~position~~ for purposes of screening in faith. The Person doing Flower Delivery must have a criminal reference check if they are going to do home visits. The Lay Eucharistic Minister attends corporate worship services on a regular basis and is a regular Communicant of the Anglican Church.

POSITION TITLE: FUNDRAISING COMMITTEE CHAIRPERSON

Location of the Ministry: Church and Individual's Home

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To lead the effort to raise funds for the general account by way of Special Projects.

Roles, Responsibilities and Tasks:

Mandatory (must do): Lead the Committee. Assist the committee members and others with the organizing and presentation of events. Collect the money raised and provide the Corporation with an Accounting Report after each event.

Possibly (may do): Provide ideas for fundraising events.

Skills, Experience and Qualities:

- Good planning abilities. Ability to handle money, create enthusiasm, lead volunteers, and create reports.
- Dedication. Willing to work hard when the event is at hand. Ability to create a vision of the event that is being planned, so that all steps are included. Able to work with others.

Term of office/Time Commitment:

- **Term:**
At least one year. Open ended.
- **Time commitment expected (hours per week or month):**
Six to eight weeks per year.

Type of Remuneration: Unpaid

Reimbursement: N/A

Boundaries & Limits (if any): Ensure that all events are suitable for church sponsored events. Don't interfere with fund raising or other efforts by other people within the church.

Support:

- Be given a good picture of what needs to be done and what has been accomplished in the past.
- Expect that people who are asked to assist will do that and do it well. You will be evaluated on an ongoing basis by the results produced.

Benefits: Personal satisfaction from ably carrying out a Ministry ~~a ministry well~~. Getting to know some of the parishioners in a different setting.

Screening Procedure:

Due to the nature of working with vulnerable people and the potential for being in individuals' homes, the position is considered 'high risk' ~~position~~ for purposes of screening in faith. The Fundraising Committee Chairperson must have a criminal reference check if they are going to do home visits. The Lay Eucharistic Minister attends Corporate Worship Services on a regular basis and is a regular Communicant of the Anglican Church.

POSITION TITLE: GREETER

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To welcome parishioners and visitors as they enter the Church.

Roles, Responsibilities and Tasks:

1. Direct persons to Sunday School or Sanctuary entrance.
2. Obtain name and address of first time attendees and give to chair of Caring Fellowship Committee.
3. Ensure that a name tag is produced for new members after appropriate number of visits to church.
4. Make people feel welcomed to our church.

Skills, Experience and Qualities:

Enjoy welcoming people to the church.

Pleasant personality. Greet adults and children in a manner that says that we are glad that they came to our church.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least two years.
- Time commitment expected: (hours per week or month)
One half hour on scheduled Sundays.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support: Attend greeters' workshop. Work with an experienced greeter for first once or twice.

Benefits: Knowing that you are helping people, as well as feeling satisfied.

Screening Procedure: N/A

POSITION TITLE: INTERCESSOR

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To intercede with prayer for another, thus helping bring that person into the presence of God.

Roles, Responsibilities and Tasks:

Attend regular meetings. Be available when scheduled or find a substitute.

Skills, Experience and Qualities:

- Be a good reader and speaker.
- Be willing to serve and committed to prayer.
- Have a voice that can be heard clearly.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least 2 years.
- Time commitment expected (hours per week or month):
Two and a half (2½) hours per month.

Type of Remuneration: Unpaid

Reimbursement: N/A

Boundaries & Limits (if any):

Must be prepared for each occasion.

Support:

Attend scheduled workshops and meetings.

Benefits: A deepening of Faith and a feeling of caring for others.

Screening Procedure: N/A

POSITION TITLE: INVESTMENT TRUSTEE

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To create gain on the investments in order to use the gain for general expenses or specified requests.

Roles, Responsibilities and Tasks:

Mandatory (must do):

1. Check interest rates available and "floating rate" investments.
2. Be aware of due dates of investments.
3. Visit Brokers and Banks regularly to keep abreast of possibilities.
4. Cause money to be invested when appropriate.
5. Keep Corporation aware of progress of investments in writing.
6. Make investment recommendations to Corporation.
7. Follow Church's Investment Policies and Guidelines.

Possibly (may do):

1. Use another person to check rates.

Skills, Experience and Qualities:

- Must have reasonable knowledge and understanding of types of investments available.
- Able to build good quality relationships with bankers and brokers. Must be honest and reliable.

Boundaries & Limits (if any): Must invest only in investment types approved by the Finance Committee and the Wardens.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least 3 years but open ended at the pleasure of the Corporation.
- Time commitment expected: (hours per week or month)
Varies as needs are presented. About 5 hours per month.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

- Must be made aware of the present investments, their purpose, and the key investment advisors.
- To be supported by the Finance Committee and evaluated annually by the Wardens and the Corporation. Monthly report to the Finance Committee and the Corporation will be an ongoing evaluation.

Benefits:

- 1) Meeting a variety of people.
- 2) Enjoyment and satisfaction knowing that you are doing a very important Ministry within the Church.
- 3) Opportunity to learn more about investing.

Screening Procedure:

Due to the nature of working with vulnerable people and the potential for being in individuals' homes, the position is considered 'high risk' ~~position~~ for purposes of screening in faith. The Investment Trustee must have a criminal reference check if they are going to do home visits. The Lay Eucharistic Minister attends corporate worship services on a regular basis and is a regular Communicant of the Anglican Church.

POSITION TITLE: LAY ADMINISTRATOR

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function

To assist the celebrant with the administration of the Holy Eucharist.

Roles, Responsibilities and Tasks:

Be available when scheduled or find a replacement.

Skills, Experience and Qualities:

Baptized and a member in good standing.

Willingness to serve and a reverence for the Sacrament and the sacred moment.

Physically able to perform this ministry.

Boundaries & Limits (if any):

Dress with respect to the Ministry and the place.

Be recommended by the Incumbent and approved by the Corporation.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least 2 years.
- Time commitment expected (hours per week or month):
Fifteen minutes per scheduled week.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

Training provided by the Incumbent and paired with an experienced person.

Benefits:

A deepening of Faith by experiencing the Lord's Supper more fully.

Screening Procedure: N/A

POSITION TITLE: NURSERY CARE GIVER

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: ___# of children ages ___ to ___

Primary Function

To provide nursery care for children under 3 years of age while parents are attending services.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Ensure that the room is safe and a good environment for toddlers. Keep toys organized, clean, and in good condition. Entertain and play with children.

Possibly (may do):

With parents' permission, provide snacks and change diapers.

Skills, Experience and Qualities:

- Basic parenting skills.
- Love children and appreciate the nature of the average child. Ability to put a smile on your face when circumstances seemingly dictate otherwise.

Boundaries & Limits (if any):

Don't leave children alone at any time. Always have an adult or teen helper. Do not feed children without obtaining permission of parents and information about any allergies. Do not change diapers without parents' permission.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
At least one year.
- Time commitment expected (hours per week or month):
One and a half (1½) hours per week.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

- Any training about the care and development of infants.

- Care of room, replacement of toys and volunteer staff to assist from time to time. Occasional support and evaluation by Youth Minister ~~from time to time~~.

Benefits:

Parents show their thanks for their 1½ hours of peaceful worship.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with Children, Youth and Vulnerable adults, this procedure includes completing an application form. In the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: PASTORAL CARE GIVER

Location of the Ministry: Church or Individual's Home

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function

To provide consistent spiritual care to all hospitalized parishioners.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Visit parishioners in the local hospital at least weekly, as well as when called to attend.

Possibly (may do):

Visit for an extended period (if appropriate) or more often. Ask patients if they would like to be on our prayer list.

Skills, Experience and Qualities:

- Be able to listen and to pray with people.
- Able to keep a confidence and show compassion. Feel comfortable in a hospital setting.

Boundaries & Limits (if any):

As agreed upon from time to time with the Incumbent. Know when to recognize that the patient should be visited by the Incumbent. You are not there to counsel but to visit.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
Two years.
- Time commitment expected (hours per week or month):
About one hour per week.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

Provided by the Incumbent in the following, and other, areas ~~and others~~: Structure of a prayer, how to listen, value of visits to patients, recognition of when to leave.

Benefits:

Personal skills are developed and enhanced. Faith is deepened.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: PRESENTER

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
	Low		

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

On behalf of the Congregation, present the Communion Bread and Wine at the Altar.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Be available when name comes up or find a substitute, and execute the task as outlined in the Purpose (above).

Boundaries & Limits (if any):

Exercise decorum in keeping with the Holy Eucharist service.

Skills, Experience and Qualities:

- Should have a clear understanding of the Holy Eucharist. Helpful if the person has been confirmed in the Anglican Church.

-

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
One year. Person can remove name from the list at any time.
- Time commitment expected (hours per week or month):
Five (5) minutes every few months.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support: Procedure is explained to new Presenters.

Benefits: A feeling of valued contribution when playing a role in the service of Communion.

Screening Procedure: N/A

POSITION TITLE: PROGRAMME LEADER

Location of the Ministry: Church

	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
<i>Level of Risk:</i>	Low (if adult choir)		High (if programme includes children, youth and/or vulnerable adults)

Responsible to: Insert name and title of the Supervisor

Responsible for: ___ # of children ages ___ to ___
___ # of youth ages ___ to ___
___ # of vulnerable adults

Primary Function:

To help people deepen their understanding of God's word.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Provide and prepare appropriate topics and material.

Skills, Experience and Qualities:

- Ability to lead small groups. Basic understanding of material.
- Reliability, organizational skills, commitment.

Boundaries & Limits (if any):

Ensure that material is appropriate by checking with Incumbent.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
Two years.
- Time commitment expected: (hours per week or month):
One and a half (1½) hours per week.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

Provided by members of the group and the Incumbent.
Participation in previous group studies.

Benefits:

Develop self-confidence. An opportunity to learn as much as the group or possibly more. Learn more about people. A chance to assist people by sharing.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

POSITION TITLE: WARDEN

Location of the Ministry: Church

<i>Level of Risk:</i>	<i>LOW</i>	<i>MEDIUM</i>	<i>HIGH</i>
			High

Responsible to: Insert name and title of the Supervisor

Responsible for: N/A

Primary Function:

To oversee the organization and execute the affairs of the parish in order that the mission of the parish can be carried out.

Roles, Responsibilities and Tasks:

Mandatory (must do):

Act as Executive Officers of the Corporation. Attend to all financial affairs of the church. Care for the church building and its contents, the church property, as well as the safety and comfort of all persons using the church building and the property.

Possibly (may do):

Attend to the spiritual and temporal welfare of the parish in the absence of the Incumbent. Count the weekly offering.

Skills, Experience and Qualities:

- Must have reached the age of majority. Must be a regular communicant and involved in church affairs.
- Must be of sound character - honest, discrete, etc. and willing and able to accept the responsibility involved and to work with a broad variety of people, especially the Incumbent and the Corporation. Must be willing and able to devote the time necessary to perform this ministry.

Boundaries & Limits (if any):

Must make decisions and act as in a position of leadership within a Christian church.

Term of office/Time Commitment:

- Term (period for which person should feel committed to this Ministry):
Two years, minimum.
- Time commitment expected: (hours per week or month)
Twenty five to thirty (25-30) hours per month.

Type of Remuneration: Unpaid

Reimbursement: N/A

Support:

From the Corporation, the Incumbent, and the congregation on an ongoing basis. A new Warden (called deputy warden) is trained for a year by a warden. A new warden should become familiar with the contents of the Information Package that is available and attend all meetings with the Incumbent and other Wardens.

Benefits:

A sense of meaningful serving and a better understanding of the requirements of the church's operation.

Screening Procedure:

In accordance with the policies regarding the safety and screening of all adults dealing with children, youth and vulnerable adults, this procedure includes completing an application form, and in the case of prospective teachers/leaders, an interview by two people, reference checks and a Vulnerable Persons Report is required.

SELECTION PROCEDURE

AUTHORIZATION TO RELEASE INFORMATION

I understand that the Church's Policy is to ask my references for any information appropriate to the position I am applying for, specifically my academic background, employment history, and a verification of the personal references I have submitted.

I understand that the information obtained will be confidential but may be shared with the relevant organizations in order to obtain an appropriate volunteer position.

I hereby authorize each and every one of my references to inform the Church of any knowledge that they may have about possible sexual or other misconduct by me or reason to believe that I have engaged in sexual misconduct, or of any crimes of which I would have been convicted.

I hereby release and hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Diocese of Montreal, their offices, employers, agents and volunteers from any and all liabilities as it relates to any investigation taken by them regarding the information contained in this application, or any action by them as a result of such investigation. I authorize my schools, employers, congregations and bishops to treat a photocopy of this release as though it were the original executed copy.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

REFERENCE CHECK FORM

APPLICANT / POSTION INFORMATION:

Position applied for	
Name of applicant	
Date of reference check	

REFEREE INFORMATION:

Individual providing reference	
Phone number/e-mail address	
Referee's job title	
Name of company	

REFERENCE QUESTIONNAIRE:

Applicant's job title	
Dates/length of time employed	
Reason for leaving	
Summary of work performed	

HOW DO YOU RATE THE APPLICANT IN REGARD TO (Please provide examples/details):

Quality of work performed	
Ability to work in a team environment	
Interaction with supervisors	
Interpersonal skills	
Absenteeism (abuse of sick leave)	

Public contact/customer service	
Strong attributes	
Developmental areas	
Ability to follow directions	
Ability to meet deadlines	
Attitude toward job	
Ability to learn new concepts	
Accepted responsibility	
Communication skills (oral and written)	
Organizational skills - time management	
Computer skills (programs used and level of expertise)	
Overall performance rating	
Would you rehire this person?	
For the same job?	
Do you recommend we consider this applicant? If not, why?	
Any additional comments not addressed here that you wish the committee to consider?	

Thank you!

[INSERT CHURCH LOGO OR NAME]

EMPLOYMENT CONTRACT

Employee Name:		Date of Contract: / /	
Employer:		Employee Title:	
Employer Address:		Postal code	
Street number	Street	City	
Province	Country	Employee Telephone::	Employer Telephone:

EMPLOYEE DUTIES AND RESPONSIBILITIES

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NOTE: The employer has the right to change or add to the duties or reporting relationships after giving the employee timely notice of any changes to the employee.

TERM

This contract is from the start date of _____ OR the period from _____ until _____. This term may be extended upon mutual agreement of the parties involved. The term may be ended by either party in accordance with the notice periods set out by the *Commission des normes du travail*.

PROBATIONARY PERIOD*

During the first three months of employment, employee status will be that of a probationary employee. During this period of time, the employee's suitability as an employee is evaluated, as well as skill and ability in meeting the requirements of the job. A probationary assessment shall be completed after the first 6 weeks. This assessment will consist of a meeting between the employee and the employer, to cover the work performance to date; review progress and expectations; and set clear targets for the next 6 weeks of the probationary period. At this time the employee is encouraged to contribute views and ideas. The employer is to make record of this meeting, including any action agreed to resolve concerns and will provide a copy of this review to the employee. A final evaluation after the full 3 months will be completed in a similar manner, making a final evaluation with regard to suitability of the employee.

It is understood and agreed that the employer will be the sole judge of suitability, skills and ability, and it is agreed that at any time during the three-month probationary period, the employer may terminate this agreement by providing one week's termination pay and benefits (if any).

(* Please note that this does not apply for a short-term contract position, with a determined start and end date.)

COMPENSATION AND BENEFITS

Rate of Pay: \$ _____/hourly
 \$ _____/annually
 This amount shall be paid, less deductions as required by law

This amount shall be paid:
 Weekly Monthly Other

BENEFITS

The following benefits will be provided: None Health Dental Other _____

Hours of Work

Full-time _____ hrs/wk Part-time _____ hrs/wk Casual
 Between the hours of: _____ am/pm and _____ am/pm

VACATION

Vacation pay equal to 4% of gross annual pay, (or otherwise negotiated)
 4% Other _____

CONFIDENTIALITY

The attached *Confidentiality and Privacy Standards Policy*, put forth by the Anglican Church of Canada must be read and acknowledged by signing the following *Privacy and Confidentiality Information Statement*.

The terms outlined in this document constitute entire agreement, and shall be governed and interpreted by the laws in force in the Province of Quebec. No further commitments have been made other than those stated. Should there be any amendments needed to this document, they must be completed in writing and signed by, and given to all involved parties.

By signing this document you acknowledge the receipt of this agreement, and that you understand the context of this contract.

___/___/___

(Employee's Signature)

(Employer's Signature*)

(Date dd/mm/yy)

PROBATIONARY PERIOD

During the first three months of employment, employee status will be that of a probationary employee. During this period of time, the employee's suitability as an employee is evaluated, as well as skill and ability in meeting the requirements of the job.

A Probationary Assessment shall be completed after the first 6 weeks. This assessment will consist of a meeting between the employee and the employer, to cover the work performance to date; review progress and expectations; and set clear targets for the next 6 weeks of the probationary period. At this time the employee is encouraged to contribute views and ideas. The employer is to make record of this meeting; including any action agreed to resolve concerns and will provide a copy of this review to the employee. Use the [Interim Probationary Employee Evaluation](#) to document the meeting.

A final evaluation after the full 3 months will be completed in a similar manner, making a final evaluation with regard to suitability of the employee. Use the [Final Probationary Employee Evaluation](#) to document the meeting.

It is understood and agreed that the employer will be the sole judge of suitability, skills and ability, and it is agreed that at any time during the three-month probationary period, the employer may terminate this agreement by providing one week's termination pay and benefits (if any).

* Please note that this does not apply for a short-term contract position, with a determined start and end date.

INTERIM PROBATIONARY EMPLOYEE EVALUATION

Name of Employee: _____

Date: _____

Evaluator(s): _____

Rate the employee in each of the following categories (1=poor; 5=outstanding):

	Poor	Satisfactory	Satisfactory	Satisfactory	Outstanding
Job knowledge	1	2	3	4	5
Quality of work	1	2	3	4	5
Quantity of work/productivity	1	2	3	4	5
Development/progress	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Co-operation/flexibility	1	2	3	4	5
Conduct	1	2	3	4	5
Team member	1	2	3	4	5
Interpersonal skills	1	2	3	4	5
Attitude toward job	1	2	3	4	5
Safety consciousness	1	2	3	4	5
Punctuality	1	2	3	4	5
Attendance	1	2	3	4	5
Overall Rating	1	2	3	4	5

Comments:

~~It is~~ Is it recommended for this employee to be elevated to permanent status?

Yes ___ No ___ NA ___

Employee's Signature

Supervisor's Signature

Date

Position

FINAL PROBATIONARY EMPLOYEE EVALUATION

Name of Employee: _____

Date: _____

Evaluator(s): _____

Rate the employee in each of the following categories (1=poor; 5=outstanding):

	Poor	Satisfactory	Satisfactory	Satisfactory	Outstanding
Job knowledge	1	2	3	4	5
Quality of work	1	2	3	4	5
Quantity of work/productivity	1	2	3	4	5
Development/progress	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Co-operation/flexibility	1	2	3	4	5
Conduct	1	2	3	4	5
Team member	1	2	3	4	5
Interpersonal skills	1	2	3	4	5
Attitude toward job	1	2	3	4	5
Safety consciousness	1	2	3	4	5
Punctuality	1	2	3	4	5
Attendance	1	2	3	4	5
Overall Rating	1	2	3	4	5

Comments:

It is recommended that this employee be elevated to permanent status?

Yes ___ No ___ NA ___

Employee's Signature

Supervisor's Signature

Date

Position

TERMINATION OF EMPLOYEE OR SIGNIFICANT CHANGE IN EMPLOYMENT CONTRACT

In the event that an employee is to be terminated for cause/ not for cause or laid off, or in the event that there will be a significant change made to the employment criteria, the Wardens/Incumbent are requested to speak with either the Manager of Human Resources of the Diocese or seek counsel from an employment lawyer prior to taking any action.

(The Director of Human Resources will assist in drafting the termination letter).

CENTRAL PAYROLL AGENCY AGREEMENT

The Synod of the Diocese of Montreal (“the Diocese”) offers full payroll services to rectorial parishes and certain affiliated diocesan organizations (“clients”) under the following terms and conditions:

- 1) The Diocese will act as payroll agent for the client, performing the following:
 - a) make statutory and benefit deductions from employee pays
 - b) pay net amount to each employee (usually by direct deposit)
 - c) issue government filings and pay assessments
 - d) issue T-4’s, Relevé I’s and related summaries
 - e) issue Records of Employment (U.I.C.) for terminating employees
- 2) While the Diocese acts as agent, client nevertheless retains all the responsibilities of the employer. Client will be responsible for notifying the Diocese of any changes involving its staff which might impact the payroll, income tax exemptions or assessments, including:
 - a) Address
 - b) bank account
 - c) marital status, number of dependents
 - d) attaining age 65
- 3) Any payroll changes (new hires, terminations, leaves, salary changes) must be confirmed to Synod Accounting Department, in writing, prior to the effective date of the change. Such confirmations must be signed by a member of the Corporation.
- 4) Each month’s total salaries and assessments are due and payable on the 25th day of such month.
- 5) Stipend invoices showing total salaries and employer assessments are issued to each client every month. Such accounts are then payable monthly, on the 25th of each month, without further notice.
- 6) Client acknowledges that, in the event that any stipend account balance remains unpaid after the due date, without prior written approval of the Bishop, or his Designate, then the Diocesan Treasurer and/or the Comptroller may elect to cancel payroll service for such client in writing on thirty day’s notice ~~in writing~~. In such an event, all affected employees will be advised accordingly.

The parties hereto have signed below agreeing to the above terms and conditions.

The Synod of the Diocese of Montreal

(name of client)

Authorized signature

Authorized signature

Authorized signature

Date

Date

CONFIDENTIALITY AND PRIVACY STANDARDS POLICY

The Diocese of Montreal is committed to providing ministry to all persons. In order to provide a secure and confidential environment in which we can proclaim the Gospel of Christ with integrity and respect, it is necessary to take measures that will provide a level of confidentiality and privacy to all those who seek our ministry and for those who do ministry.

PRIVACY STANDARDS POLICY

Purpose:

The Diocese of Montreal has a Privacy Standards Policy, applicable to all individuals, lay or ordained, paid or unpaid, who serve in the Diocese of Montreal under the jurisdiction of the Bishop of Montreal, to ensure the proper collection, retention and distribution of personal information.

PARISH RESPONSIBILITIES

Parishes should review the above policy in relation to information which they are collecting or may wish to collect and use in the parishes. The following should be considered in regards to all information they are collecting or currently have in their possession.

1. What information are they collecting and for what purpose?
2. Who will have access to the information?
3. Who are they releasing that information to? Congregations should consider such information such as parish registers, parish lists, donation records, etc.
4. Ensure that they have signed consent from those who are having their photographs taken for the photo directory and that those people are allowing their names, addresses, and phone numbers to be printed in the directory. Parishes should consider to whom the directory is being distributed. If advertising is sold in the directory, the parish should consider signed consent before distributing the directory to non-members of the church.
5. Ensure they use the information and lists only for the express purpose received by consent from the member of the congregation providing that information. All police record checks which are requested for the purposes of Screening In Faith should be seen by the Screening In Faith Officer or the Incumbent of the parish; furthermore, and it should be noted in the file that the person's Police Records Check has been reviewed and must be returned to the person to whom it belongs. Parishioners who need to have documents such as parish lists in their personal possession should be required to sign confidentiality statements. The signing of confidentiality statements are recommended for all who are in ministry roles having access to confidential or personal information (positions such as Pastoral Care Visitors, Lay Eucharist Minister, etc.).

6. Parishes should ensure that the release of information, such as copies of vital records, i.e. baptismal, marriage, confirmation and burial information is done so to people entitled to receive such information.
7. Parishes should add a privacy disclaimer to their Parish Website.
8. Parishes should add a Privacy Signatory at the end of emails and faxes. Sample phrases include: PRIVACY POLICY: This email message is confidential, for the exclusive use of the addressee. If you are not the intended recipient of this message, please delete this information.
9. In regards to personal information being requested from the parish over the telephone such as telephone numbers of members of the congregation, the person inquiring should give their number and that should be passed on to the person about whom the call was made. In that way, the parishioner can make their own determinations about whether to be in touch with the telephone enquirer.
10. Electronically stored Parish Files that include, but are not limited to, parish lists with unlisted telephone numbers should be PASSWORD PROTECTED.
11. The principles recommended to a parish in determining whether or not to provide access to personal information are:
 - A person or family should be given access to entries containing their ~~own~~ personal or ancestry information.
 - Others should not be given this information without the specific, written permission of the person or family to whom it relates.
 - While one may wish to encourage legitimate historical research and such researchers may be given access to parish records, it is for the Officers of the parish to decide what constitutes legitimate research and which specific requests to grant.
 - All employers are required to keep written records about each person they hire. These records must be kept by the employer, or by someone else on behalf of the employer, for a certain period of time. The employer must also ensure that the records are readily available for inspection.

Recordkeeping in Quebec:

Although the *Civil Code* contains a general limitation period of three years, applicable to all personal actions, which is outlined in section 2925, various other laws and regulations govern record keeping in the Quebec workplace, as follows:

Payroll book and related documents: Three years. Regulation on keeping a system for registration or a register enacted under *An Act respecting labour standards, R.S.Q. c. N-1.1, section 2.*

Documents dealing with claims under *An Act respecting industrial accidents and occupational diseases*, registers and documents concerning assessments: No specific period. *An Act respecting industrial accidents and occupational diseases, R.S.Q. c. A-3.001.*

Documents dealing with claims under *An Act respecting occupational health and safety*, register, notices and other documents pertaining to offences, corrective measures, inspections, inquiries, complaints, prevention programs: No specific period. *An Act respecting occupational health and safety, R.S.Q. c.S-2.1, section 52.*

Pension plan documents: No specific period. *Supplemental Pension Plans Act, R.S.Q. c. R-15.1, sections 2, 114, 246, 258.*

Documents relating to contributions/deductions and claims, if any, and copies of records of employment: Six years. *Employment Insurance Act, S.C. 1996, c. 23, section 87(3)* (the "EIA").

Annual returns and related documents: Six years. *An Act respecting the ministère du revenu, R.S.Q. c. M-31, section 35.1.*

Annual returns and related documents: Six years. *Income Tax Act, S.C. 1970-71-72, c. 63, section 230.*

Personnel files of employees whose dismissal, transfer, or bumping has given rise or may give rise to litigation: Regulations to come. *An Act respecting the protection of personal information in the private sector, R.S.Q., c. P-39.1, section 90(3).*

Documents required by a request for access or for rectification purposes: In the event a request for access is denied, the person having the information in its possession shall retain the information in order for the claimant to be able to exercise the rights granted under the Act. *An Act respecting the protection of personal information in the private sector, R.S.Q. c. P-39.1, section 36.*

Training program, training agreements, bills, and contracts relating to training: Six years after the last year to which the information pertains. *Regulation respecting eligible training expenditures, R.Q.D-7.1, r.1 section 8 (An Act to foster the development of manpower training, 1995, c. 43).*

Contents of employee records

Each employee's written record must contain several pieces of information.

The employee's Name, Address and Starting Date of Employment. This must be kept for three years after the employee ceased working for the employer.

The employee's date of birth if the Employee is a Student under 18. This must be kept either three years after employee's 18th birthday or three years after the employee ceased working for the employer, whichever happens first.

The Hours Worked by the Employee Each Day and Week. This must be kept for three years after the day or week of work.

If an employee receives a fixed salary for each pay period and the salary doesn't change (except if the employee works overtime) the employer is ~~only~~ required to record only:

- The employee's hours in excess of those hours in the employee's regular work week; AND
- The number of hours in excess of eight per day (or in excess of the hours in the employee's regular work day, if it exceeds eight hours).

Employers aren't required to record the hours of work for employees who are exempt from overtime pay and the provisions for maximum hours of work.

Total Vacation Time Taken by the Employee - this must be kept for three years after the vacation time was taken

The Information Contained in an Employee's Wage and Vacation Pay Statements: must be kept for three years after the information was given to the employee.

All ~~the~~ Documents Relating to an Employee's Pregnancy, Parental or Emergency Leave - these must be kept for three years after the expiration date of the leave period

PARISH PRAYER LISTS:

Public hospitals, nursing homes etc. are covered under the Quebec Public Privacy Legislation with regards to Health Information. The Diocese has chosen to develop policies (with help from work from the Diocese of Toronto) in consideration of the Federal Privacy Act. Although it has not been tested in the courts as to whether Religious organizations who have 'members' who choose to be members and by so choosing are making their information available to other members of the 'organization' are actually covered in the Federal legislation, we as a Diocese have chosen to develop these policies in order to be good Christians in ensuring the confidentiality of our Parishioners and Employees. As it states in the introduction to this Privacy Policy, *the Diocese of Montreal is committed to providing ministry to all persons. In order to provide a secure and confidential environment in which we can proclaim the Gospel of Christ with integrity and respect, it is necessary to take measures that will provide a level of confidentiality and privacy to all those who seek our ministry and for those who practice ministry.*

So how does this affect our prayer lists?

It has *always* been appropriate for the person who is being prayed for to be asked if s/he would like her/his name (ask about first or first and last) placed in the bulletin and/or on the Parish Prayer List and to ask about how much information can be shared. This is not new. You are asked to use due diligence to ensure that the person gives permission. You do not need to have them sign a document. If a member of a congregation would like a family member or friend prayed for by the parish community, that member needs to be asked if they have the permission of the family member/friend to put their name forward. This also affects praying aloud the names of those for whom we are concerned – perhaps utilizing first names only can assist with this issue.

It has always been appropriate to ask a person's permission before sharing any of their personal information i.e. health and other person concerns before sharing that information with others. This continues to apply no matter where you have learned the information – either from that individual, from other congregants, from the hospital, etc.

It continues to be true that when a clergy visits a hospital, they may gain information regarding a parishioner that they didn't have before they went to the hospital. Even the fact that the person is a patient in the hospital is confidential information unless you have their permission to share that information.

When visiting the hospital, you may discover that other parishioners are also patients. You have gained this information from the hospital and because of the Privacy Act that governs hospitals, you need that patient's permission to share the information or **you may have your privileges suspended at the hospital.**

Diocesan Privacy Officer:

The Interim Privacy Officer for the Diocese of Montreal is the Vicar General Executive Archdeacon. That person may be reached at (514) 843-6577 or by email at vicar.general@montreal.anglican.ca.

The Diocese of Montreal recognizes and thanks the Diocese of Toronto for their work on this document and thanks them for permission to use their work in development of our policy.

PARISH ORIENTATION

The following document is a draft that can be adapted to each parish to reflect the culture, geography, parish organizational structure, etc. The orientation for all new staff/volunteers is intended to provide fundamental information to assist new employees to carry out their jobs/ministry in an appropriate manner. It is intended to provide hospitality and to resolve role confusion.

The following is a list of basic items for inclusion in your parish's orientation for new staff (i.e. clergy, clerical support, organists, cleaning staff, other ordained or lay workers who are stipendiary or non-stipendiary. Where items are not applicable, n/a can be noted beside the item.

Again, this document is intended as a guide to assist congregants in their initial stages of employment with new Staff. If you have any questions or would like to provide feedback, please do not hesitate to contact the Diocesan Human Resources Department.

PARISH ORIENTATION CHECKLIST

Name of Parish:

Employee's Name:

Date(s) of Orientation:

PHASE I - General Orientation

ROUTINE:

Review individual's job description	
Conflict of interest policies (working for other employers, gifts from congregants)	
Review Parish's mission statement, history, ministry goals	
Hours of Work/Breaks/Lunch	
Policies on attendance, stat holidays, performance appraisals	
Dress Code	
Washrooms	
Mailing schedules (day/month)	
Personal use of facilities (Xerox/mail/email/telephone)	
How to order supplies	

MEET THE STAFF AND OTHERS PERTINENT TO THIS PERSON'S POSITION: (involve family as appropriate)

Introductions	
Tour of the building(s), property, area of parish (if appropriate)	

PRIVACY AND CONFIDENTIALITY POLICY:

Read Diocesan and Parish Policies	
Policy on confidentiality of electronic documents	
Signed confidentiality statement	

SAFETY

Review Diocesan and Parish Health and Safety Policy and Safety & First Aid Booklet	
First Aid Kit location	
Fire/Location of Fire Extinguisher	
Evacuation	
Fire Exits	
Security/staffing/money handling (as applicable)	
Key	
Review of safe practices for the individual's particular ministry description	

INTRODUCTIONS: (as appropriate to particular position)

to those with whom the person may be working with and/or reporting to	
Meet with Incumbent/Wardens/Parish Council/Other parish leaders/congregants as appropriate	

REVIEW DIOCESAN AND PARISH POLICIES ON SAFE CHURCH AND SCREENING IN FAITH:

Receive orientation to policies and/or read policies applicable.	
Sign acknowledgement form	
If position is considered high risk, has vulnerable persons report been and verified?	

MEETING SCHEDULE:

Staff Meeting Schedule (if applicable)	
Other meetings that are required	
Worship Schedule (if applicable)	

DATABASE:

Database Tour (if applicable)	
Church House Org Chart (located in Orientation Package)	
Canons	
Handbook(s)/Manual(s); if applicable	
Synod Journal	

VACATION/ATTENDANCE:

Vacation/vacation planner	
Attendance/Sick Benefits/calling in sick	

TELEPHONES:

Received telephone directory	
Received interoffice directories	
Received basic training	

COMPUTERS:

Email	
Policy	
Passwords	
Training	
Electronic Data security Policy (see Privacy and Confidentiality Policy)	

PAYROLL:

Pay Day	
Automatic Deposit	
Void Cheque	
Necessary Forms	

BENEFITS: (if applicable) (Clergy are documented at the Synod Office for benefits)

Membership Enrollment	
Benefits Booklet	
Bronze/Silver/Gold Plan Options	
Claim Form	
Drug Cards	

Benefit Cards	
Travel Cards	
Coordination of Benefits	

FOLLOW UP:

Probationary Appraisal	
Annual Performance Appraisal	
Salary, Salary increases	
Ministry Description review	

GREET-MEET-INTERVIEWS: (Self Directed)

Reviewed Own Job Description	
Reviewed Job description with Wardens/Incumbent as applicable	
Discussed further training (if necessary)	
Scheduled appointments with each member of staff/volunteers as outlined by Wardens within 2 weeks of hire date. Duration 13-30 minutes.	
Met with Incumbent	
Met with Wardens/Parish Council, other parish leaders, congregants (as appropriate)	
Met with Team Members	

Questions to consider as a result of above Greet/meet/interviews:

What Responsibilities do others have with regards to ministry in this congregation?	
How does it affect me?	
How does my position impact on positions outside of my area, and vice versa?	

I have been oriented to all of the above:

Employee Signature

Date

Safe Church Training / Background checks

All clergy, employees, and volunteers working with the children, youth or vulnerable adults must complete the online training on Safe Church (available on the diocesan website under the section "Resources" / Safe Church) at the commencement of any church work and at least every three (3) years. It is the responsibility of each parish to follow up on its completion.

The Diocese and each Parish must require each cleric, employee, leader and volunteer to complete a background check for people working with vulnerable clients in the form of a policing authority. The background check must be less than three (3) years old. Please contact the Diocese for more information on how to obtain a background check.