

# CHECKLIST





## Diocese of Montreal – Anglican Church of Canada CHECKLIST INTRODUCTION

The following is a list of several directives or suggestions that have been made over the years to foster good health and practice within our congregations. Many are one off suggestions or directives and some pertain to ongoing parish management.

Several sources of information were used to compile this list: the Church Temporalities Act, the Canons of General Synod, the Provincial Canons, the Diocesan Canons, the Wardens Handbook, the Bishop's Letters (Purple Prose) from 2003-2007, the Bishop's Charge to Synod for his first three years, the Bishop's column in the Montreal Anglican since his election, Diocesan Council minutes from 2002-2006, Episcopal Council minutes from 2000-2007, and the initial findings of the three Strategic Planning Taskforces. The directives and suggestions found in Sections I and II of the promulgated Clergy Handbook of November 2009 are not referenced. Many, but not all, of these directives and suggestions are found in Sections I and II of the Clergy Handbook.

Each item is grouped according to: name, category, policy, frequency, source, source reference, and force.





## Diocese of Montreal – Anglican Church of Canada

### CANON LAW OR OATH

#### **AIDED PARISHES**

*Oath or Canon*

*General Parish Organization*

Parishes which require a subsidy must submit a proposal, in accordance with Canon 14, to the Treasurer by January 15th for the year in question.

*Canon*

*Canon 14.3*

#### **ANNUAL ARCHIDEACONAL VISITATION**

*Oath or Canon*

*General Parish Organization*

The Archdeacon shall conduct an annual visitation, including a review of ministry, of every parish in the Archdeaconry.

*Canon Warden's Handbook*

*Canon 3. 5, Warden's Handbook p.36*

#### **ANNUAL INSPECTION**

*Oath or Canon*

*General Parish Organization Property & Maintenance*

The Archdeacon shall carry out an annual inspection of all residences and grounds owned or leased by the church for parochial purposes.

*Canon Warden's Handbook*

*Canon 3.5, Warden's Handbook p.15*

#### **ANNUAL VESTRY MEETING AND AGENDA**

*Oath or Canon*

*General Parish Organization Governance*

Every parish must have an annual Vestry meeting. Corporations should know what the annual Vestry meeting should cover. It would be good for parishes to have an example of a good agenda to keep on file.

*Canon Established Practice Warden's Handbook  
Warden's Handbook p.8 #2*

*Church Temporalities Act X, Canon 26,*

#### **AUDITS**

*Oath or Canon*

*General Parish Organization*

Parishes must have their annual financial statements audited.

*Warden's Handbook*

*Canon 29, Warden's Handbook p.16 & 29*

#### **CEMETERIES**

*Oath or Canon*

*Property & Maintenance*

All parishes cemeteries are to be properly maintained. Encourage the parish to adopt cemetery bye-laws at an annual meeting. The bye-laws should cover sale policy as well as maintenance.

*Canon Established Practice Warden's Handbook*

*Canon 3.5, Warden's Handbook p.13*

## **CHURCH FURNISHINGS**

*Oath or Canon*

### *Property & Maintenance*

All church furnishings should be in suitable condition. Parishes are to maintain prayer books, hymnals, communion elements, silver, linens, altar cloth, and hangings. Communion elements are to be suitable for Communion.

*Canon Established Practice Warden's Handbook*      *Canon 3.4, Warden's Handbook p.20 #3 #4 #5*

## **CLEANLINESS**

*Oath or Canon*

### *Property & Maintenance*

All church properties are to be cleaned on a regular basis and in presentable condition. The church should not be used for anything other than a place of worship, such as a storage area.

*Canon Established Practice Warden's Handbook*      *Canon 3.4, Warden's Handbook p.20 i.1*

## **HOUSING CANON**

*Oath or Canon*

### *Human Resources Property & Maintenance*

The housing canon is to be adequately met. The parish and Incumbent should negotiate any provisions with the Archdeacon, according to the Canon.

*Canon Warden's Handbook*      *Canon 23, Warden's Handbook p.13*

## **INVENTORY**

*Oath or Canon*

### *Property & Maintenance*

The inventory of all church belongings is to be updated annually.

*Canon Established Practice Warden's Handbook*      *Church Temporalities Act, Warden's Handbook p.12 f.1, 19, 26*

## **LICENCES**

*Oath or Canon*

### *General Parish Organization Governance*

New clergy must receive a proper Bishop's Licence, marriage licence, and letter of appointment and have signed the letter of appointment and oaths of fidelity.

*Canon Bishop Established Practice Warden's Handbook*      *Church Temporalities Act, Canon xiv*

## **MAINTENANCE SCHEDULE**

*Oath or Canon*

### *General Parish Organization Property & Maintenance*

Every parish must have a yearly maintenance schedule.

*Canon Established Practice*      *Canon 3.5, Canon 9.2*

## **PARISH LISTS**

*Oath or Canon*

### *General Parish Organization*

Parish lists must be kept up to date and reflect the actual membership of the parish. It might be helpful to break the list into three separate lists such as 'A', 'B', and 'C'. 'A' can be the actual list of those who attend church regularly and contribute to the running of the parish and conform to the

canons. 'B' could be the adherent list that includes occasional worshippers or those who attend functions but not services. The 'C' list could be a 'freinds' list of those who have moved to other parts of the world but still visit and make contributions. The entire list should be the mailing list. Only the 'A' list should be used for statistics.

*Canon Warden's Handbook*

*Canon 10, Canon 26, Warden's Handbook p.27*

## **PARISH OFFICE**

*Oath or Canon*

*General Parish Organization*

The parish office must be adequate to meet the needs of the administration of a parish and conform to the housing canon.

*Canon*

*Canon 23*

## **PARISH REGISTERS**

*Oath or Canon*

*General Parish Organization Governance*

All Parish Registers must be properly filled out and maintained. Loose leaf records should be bound in a volume after a suitable period of time. The use of already bound register books is to be encouraged. The Regional Dean must inspect the registers annually. The Regional Deans should know how to date and sign the registers to show that it has been done as well as how to record inaccuracies.

*Canon Established Practice Warden's Handbook Canon 10, Warden's Handbook p.21 #2, 76 #16, 76 Appendix 16*

## **PAYMENT OF CHURCH MAINTENANCE**

*Oath or Canon*

*General Parish Organization Property & Maintenance*

Each parish must pay for its own maintenance and repair of its church building and property.

*Canon*

*Canon 7.5*

## **SOLICITATION OF FUNDS**

*Oath or Canon*

*General Parish Organization*

Parishes should be mindful of Canon 15.

*Canon*

*Canon 15*

## **SUNDAY SCHOOL**

*Oath or Canon*

*General Parish Organization Strategic Planning*

Every parish is expected to have a Sunday School for children. Corporations should be cognisant about the work of Kidstuff.

*Canon Bishop Established Practice*

*Canon 11*

## **VESTRY BOOKS**

*Oath or Canon*

*General Parish Organization Governance*

Vestry Books must be properly kept and maintained. The Regional Dean should check them annually.

*Canon Warden's Handbook*

*Canon 10, Warden's Handbook p.21 J4*

## VESTRY MINUTES

*Oath or Canon*

*General Parish Organization*

The annual Vestry Minutes must be properly recorded and kept.

*Canon Warden's Handbook Church Temporalities Act of Quebec Canon 16, Church Temporalities Act, W.H. p.65*





## Diocese of Montreal – Anglican Church of Canada MANDATORY

### **MANDATORY INSURANCE REVIEW**

*Mandatory*

*General Parish Organization Governance*

An annual review of parish insurance must take place. Every parish should have adequate and realistic insurance coverage.

*Established Practice Warden's Handbook*

*Warden's Handbook p.9*

### **MANDATORY VESTRY PAPERS AND STATISTICS**

*Mandatory*

*General Parish Organization Governance*

Annual Vestry papers and Statistics must be returned on time and properly filled out.

*Bishop Established Practice Warden's Handbook*

*Wardens handbook p.21 j.1*

### **BUDGET**

*Mandatory*

*General Parish Organization*

Annual parish budgets should be realistic and not allow for deficits.

*Warden's Handbook Comptroller*

*Warden's Handbook p.15*

### **CONSUMPTION OF CONSECRATED ELEMENTS**

*Mandatory*

*General Parish Organization Liturgy*

Corporations must be aware of the requirements regarding the reverent disposal of remaining Consecrated bread and Wine after Communion.

*Synod Canon Bishop Established Practice*

*BCP p.86, BAS p.184*

### **CORPORATION MINUTES**

*Mandatory*

*General Parish Organization Governance*

Corporation minutes are to be properly recorded and maintained.

*Canon*

*Canon 10*

### **FIRE AND SMOKE DETECTORS**

*Mandatory*

*Property & Maintenance*

Annual checks on all fire and smoke detectors in parish properties are to take place.

*Bishop*

*Purple Prose #2 2207*

## **GIFTS**

*Mandatory*

*General Parish Organization Property & Maintenance*

All gifts received by the parish must follow the Diocesan Gift Acceptance Policy.

*Warden's Handbook*

*Gift Acceptance Policy, Warden's Handbook p.14 #7, Appendix 4*

## **HOLIDAY COVERAGE**

*Mandatory*

*General Parish Organization*

Parishes must inform the Regional Dean of how coverage has been arranged during an Incumbents holidays.

*Warden's Handbook*

*Warden's Handbook p.23*

## **MARRIAGE**

*Mandatory*

*General Parish Organization Governance*

Clergy must understand the rules and regulations regarding the solemnisation of marriages.

*Synod Canon*

*General Synod Canons*

## **MOVING EXPENCES**

*Mandatory*

*General Parish Organization Human Resources*

The diocesan moving policy is to be followed.

*Warden's Handbook*

*Warden's Handbook p.18 #17, 42 Appendix K*

## **NEW PROPERTY PROJECTS**

*Mandatory*

*Property & Maintenance*

Review plans for new building or property projects with the Archdeacon. Consult with the Chancellor, the Diocesan Building Inspector, or the Diocesan Notary as necessary. Get approval of the plan from the Archdeacon before it begins.

*Established Practice Warden's Handbook*

*Warden's Handbook p.14*

## **PAYROLL**

*Mandatory*

*Human Resources*

Corporations must review stipend with the Archdeacon at a new Incumbency and communicate stipend scale to the Diocesan Accounting departemnt. Make sure previous years of service are taken into account according to Diocesan Policy. It is encouraging for parishes, if possible, to pay more than just the miniumn stipend.

*Warden's Handbook*

*Warden's Handbook p.18*

## **PENSION**

*Mandatory*

*Human Resources*

The Archdeacon informs new clerics about pension benefits and ensures parish understanding and contributions to the pension plan. Contributions to the Diocesan RRSP group plan is encouraged.

*Canon*

*Canon 24*

## **PROPERTY SURVEILLANCE**

*Mandatory*

### *Property & Maintenance*

Unused properties are to be regularly inspected as our insurance policy requires.

*Established Practice Warden's Handbook*

*Warden's Handbook p.20 #6*

## **RECTORY INSPECTION**

*Mandatory*

### *Property & Maintenance*

An inspection must be carried out by the Archdeacon of the Rectory before a new Incumbent arrives and periodically thereafter.

*Canon Warden's Handbook*

*Canon 3, Warden's Handbook p.13 #3*

## **RENTALS**

*Mandatory*

### *Property & Maintenance*

Rentals of church properties are to be in accordance with the diocesan insurance policy. Contracts are to be in good order.

*Warden's Handbook*

*Warden's Handbook p.19 #3*

## **SALE OR PURCHASE OF PROPERTY**

*Mandatory*

### *Governance Property & Maintenance*

All plans to purchase or sell property are to be monitored by the Archdeacon. The Chancellor and the Diocesan Notary need to be consulted. The Bishop's permission must be granted and all paperwork is legal before any sale or purchase may be finalised.

*Bishop Established Practice Warden's Handbook*

*Warden's Handbook p.14, 44 Appendix 3*

## **SEAL OF THE CONFESSIONAL**

*Mandatory*

### *General Parish Organization Governance*

Priests must understand the conflict between the law of the church and the secular law regarding the absolute Seal of the Confessional. The established procedure of advice and guidance should be followed if such an ethical or legal conflict arises.

*Synod Canon Established Practice*

*BAS p.166, Canons of General Synod Appendix M.5*

## **SYNOD ASSESMENT PAYMENTS**

*Mandatory*

### *General Parish Organization*

There must be regularity of parish payments of their synod assesment. Extreme tardiness will be investigated by the Archdeacon to insure that there is not a financial problem.

*Warden's Handbook*





## Diocese of Montreal – Anglican Church of Canada BEST-PRACTICE

### **ACCIDENT AND THEFT**

*Best-Practice*

*General Parish Organization*

All accidents and thefts are to be communicated to the Archdeacon and Synod office.

*Warden's Handbook*

*Wardens Handbook p. 78 Appendix 18*

### **ADULT EDUCATION**

*Best-Practice*

*General Parish Organization Strategic Planning*

There should be at least one adult education course in every parish.

*Bishop Established Practice*

*Cawley Report Appendix 2 Recommendation 4*

### **ANGLICAN JOURNAL**

*Best-Practice*

*General Parish Organization*

The annual subscriptions to the Anglican Journal should be filled out and returned promptly and reflect the reality of the parish list.

*Established Practice Warden's Handbook*

*Wardens Handbook p.26*

### **BEST-PRACTICE FINANCIAL STATEMENTS**

*Best-Practice*

*General Parish Organization*

All proper financial documents requested by the Comptrollers office should be sent to the Diocese in a timely fashion.

*Established Practice Warden's Handbook*

*Warden's Handbook p. 15, 21 j.1, 28*

### **ARCHIVES**

*Best-Practice*

*General Parish Organization*

Educate and encourage the use of Diocesan Archives. All parish minute books, vestry books, registers, vestry minute books, annual vestry statements, parish magazines, and bulletins of special events are to be sent to archives.

*Bishop Established Practice Warden's Handbook  
p.21 j.3*

*Purple Prose # 1 2003, Warden's Handbook*

### **AUTHORISED LITURGIES**

*Best-Practice*

*General Parish Organization Liturgy*

Parishes are only to use Liturgies authorised by the Bishop.

*Bishop*

*Purple Prose January 2006*

**BENEFITS***Best-Practice**Human Resources*

All new clergy should have an up to date benefits book.

*Bishop Warden's Handbook**Letter of Appointment, Warden's Handbook p.12***BIBLE STUDY***Best-Practice**General Parish Organization Strategic Planning*

Every parish is to have an annual Bible Study group.

*Bishop Established Practice**Purple Prose A. H.***BISHOP'S AWARDS***Best-Practice**General Parish Organization*

Parishes are to send annual nomination for the Bishop's Award to the Archdeacon in August.

*Bishop Established Practice**Purple Prose #2 2004***BOUNDARIES WORKSHOP***Best-Practice**Human Resources*

All new clergy must attend the annual Boundaries workshop.

*Bishop**Episcopal Council April 2001***BUILDING INSPECTOR***Best-Practice**Property & Maintenance*

The Corporation should know when to use the Diocesan Building Inspector.

*Established Practice Warden's Handbook**Warden's Handbook p.15, 61***BURIALS***Best-Practice**General Parish Organization*

The Corporation should be aware of all proper legal documentation needed before allowing a burial.

*Established Practice***CELL PHONE NUMBERS***Best-Practice**General Parish Organization*

All clergy are to give their cell phone numbers to the Bishop's Office.

*Bishop**Purple Prose #1 2006***CHURCH SIGNS***Best-Practice**General Parish Organization Property & Maintenance*

All Church Signs and Notice Boards are to be kept in good condition and up to date.

*Bishop**Purple Prose #1 2007*

**COLLECTION COUNTING***Best-Practice**General Parish Organization*

Ensure good practice in regards to how the Sunday collection is counted, by whom, and where.

*Warden's Handbook**Warden's Handbook p.17 #12, 43 #2.3***COMMUNICATION WITH DIOCESAN PAPER***Best-Practice**General Parish Organization*

Parishes are encouraged to send stories and photographs of events to the Diocesan Paper.

Parishes are encouraged to send parish magazines to the Diocesan paper.

*Synod**Communications Task Force***COMMUNICATION WITH THE BISHOP***Best-Practice**General Parish Organization*

Parishes are encouraged to send stories of successes and failures directly to the Bishop.

*Bishop**Episcopal Council March 2002***CONFIRMATION***Best-Practice**General Parish Organization Liturgy*

Confirmation courses are to follow the guidelines of the Diocesan Confirmation policy.

*Bishop**Purple Prose # 5 2003 and # 1 2006***CONTACT UPDATE***Best-Practice**General Parish Organization*

Changes to parish contact information are to be communicated to the Synod Office, the Regional Dean and the Archdeacon.

*Bishop Established Practice**Purple Prose # 2 2004 & March 2006***CONTINUING EDUCATION***Best-Practice**Human Resources*

Incumbents are encouraged to be diligent in their annual planning for continuing education, their use of their continuing education fund, and priority areas for study. They are encouraged to be regular participants in continuing education activities.

*Bishop Warden's Handbook Human Resources Task Force Recommendations  
Episcopal Council, February 2003, Warden's Handbook p.23 #8*

*Canon 20,***CORPORATION MEETINGS***Best-Practice**General Parish Organization Governance*

Corporation should meet regularly. It is good practice to meet monthly. Deputy wardens and treasurers are not legally members of the Corporation but act in an advisory capacity. Corporations are to appoint a treasurer as this is not an elected post.

*Established Practice Warden's Handbook**Warden's Handbook p.11 d*

**DEACON'S MASS***Best-Practice**General Parish Organization Liturgy*

It is not diocesan practice to have 'Deacon's Masses'.

*Bishop**Purple Prose # 1 2007***DEANERY LITURGY WORKSHOPS***Best-Practice**Governance Liturgy*

Deanery workshops to learn about and practice liturgical and sermons skills are encouraged.

*Bishop**Episcopal Council May 2002***DIOCESAN NOTARY***Best-Practice**General Parish Organization*

Corporations should understand when to contact the Diocesan Notary.

*Bishop Established Practice**Purple Prose #1 2007***DIOCESAN PARTICIPATION***Best-Practice**Human Resources*

Attendance at mandatory diocesan meetings and gatherings is expected: Synod, Clergy Conference, and Clericus meetings. If there is little participation in wider Diocesan events, the Archdeacon will investigate why.

*Bishop Warden's Handbook Letter of Appointment**Warden's Handbook p.27***DISCRETIONARY FUND***Best-Practice**Human Resources*

Incumbent are encouraged to have a discretionary fund.

*Warden's Handbook**Warden's Handbook p. 16 #6***EAP***Best-Practice**Human Resources*

New Incumbents should be aware of the EAP program.

*Bishop Warden's Handbook**Warden's Handbook p.33***ECUMENICAL RELATIONS***Best-Practice**General Parish Organization*

Regular meetings within a parish with other denominations and religious faiths is encouraged. The clergy should introduce themselves to other religious leaders soon after their arrival in a parish and to welcome other leaders when they arrive in the parish thereafter. Participation in or the setting up of a service for the Week of Prayer for Christian Unity and other ecumenical services or gatherings is encouraged. Clergy and Layreaders should be aware that the third collect for Good Friday in the Book of Common Prayer is not authorised for public use.

*Synod Canon Bishop Letter of Appointment, General Synod Canon XXI.E, BOS Appendix 1 & 2*



## **EMERGENCIES**

*Best-Practice*

### *General Parish Organization*

The first contact in the case of an emergency is the Territorial Archdeacon.

*Established Practice Warden's Handbook*

*Wardens Handbook p.4 #3*

## **EMPLOYEES**

*Best-Practice*

### *General Parish Organization Human Resources*

All parish employees must be legally employed. T4 slips are to be issued. Diocesan Lay Employee policies are to be followed. Paid Vergers, Sextons, Secreteries and Organists should be made aware of Diocesan lay employee benefits and policy.

*Warden's Handbook*

*Warden's Handbook p. 11 d 1-5, 26, 80, Appendix 9 & 20*

## **FEASTS AND FASTS**

*Best-Practice*

### *Liturgy*

The Major Feasts, except Christmas, may be transferred to a Sunday if there is not a custom of weekday observance in the parish. Epiphany may be Anticipated the Sunday before and Ascension and All Saints transferred to the Sunday after. Encourage feasts to be anticipated or transferred to the nearest weekday eucharist if there are not daily services. It is encouraged that Incumbents educate the parish about the observance of feasts, fasts, memorials and commemorations.

*Synod Canon Bishop*

*BCP p.66, BAS p.15-18, For all the Saints p.11 and p.20.*

## **FINANCIAL PLANNING**

*Best-Practice*

### *Human Resources*

The EAP program offers financial planning help and advice.

*Canon Bishop*

*Episcopal Council, June 2001*

## **FIRE DEPARTMENT**

*Best-Practice*

### *Property & Maintenance*

Parishes should contact local fire departments to insure that they have the correct address and contact numbers for the church.

*Bishop*

*Purple Prose #2 2007*

## **FUNERAL WISHES**

*Best-Practice*

### *Human Resources*

The clergy are to make their funeral wishes known to the Bishop's Office.

*Bishop*

## **FUNERALS**

*Best-Practice*

### *Liturgy*

The observance of funeral rubrics is expected.

*Synod Canon Bishop*

*BCP p.591, BAS p.565*

## **HEATING**

*Best-Practice*

*General Parish Organization Property & Maintenance*

The heating needs of a church are to be properly met. Long range planning may be necessary for meeting winter fuel bills.

*Established Practice Warden's Handbook*

*Warden's Handbook p.20*

## **HOLIDAY PLANS CONVEYED TO REGIONAL DEANS**

*Best-Practice*

*General Parish Organization*

Incumbents should notify the Regional Dean when they will be out of the parish for holidays or continuing education leave. Corporation should be made aware that the Regional Dean is to be contacted in an emergency if they are unavailable to contact the Archdeacon.

*Bishop*

*Purple Prose #3 2003*

## **HONORARY ASSISTANTS**

*Best-Practice*

*General Parish Organization*

Incumbents are reminded that honorary assistants must have their licences renewed every year by the Bishop on their recommendation. An annual conversation with the honorary assistant about their ministry and future plans with the parish is encouraged.

*Warden's Handbook*

*Warden's Handbook p.22 #3 & #5*

## **INTENTION**

*Best-Practice*

*General Parish Organization Liturgy*

Corporations should be aware of the issues surrounding intinction. Discourage it as a general practice.

*Bishop*

*Purple Prose # 2 2003*

## **KEYS**

*Best-Practice*

*Property & Maintenance*

Parishes should keep an up to date list of all key holders to church buildings.

*Established Practice*

## **LAY COMMUNION ADMINISTRATORS**

*Best-Practice*

*General Parish Organization Liturgy*

Parishes are to send a list of elected parish Lay Communion Administrators to the Bishop immediately after the Best-Practice Vestry Meeting.

*Bishop*

*Purple Prose #2 2007*

## **LAY READERS**

*Best-Practice*

*General Parish Organization*

Corporations should be aware of Diocesan Lay Readers guidelines. Deanery Layreaders gatherings and training sessions are encouraged.

*Bishop*

*Purple Prose January 2006*

**LAY READERS REMUNERATION***Best-Practice**General Parish Organization*

Parishes are expected to pay for travel and expences related to the annual training of Lay Readers.

*Synod**Diocesan Council Febraury 2007***LEAVE TAKING***Best-Practice**General Parish Organization Governance*

The departing cleric is to complete all leave taking tasks. Their transfer to another parish is dependant on these tasks being complete.

*Bishop Warden's Handbook**Warden's Handbook Appendix 5, Episcopal Council May 2002***LENTEN PROGRAM***Best-Practice**General Parish Organization*

Parishes are encouraged to have an educational or devotional program during the season of Lent.

*Established Practice Warden's Handbook**Wardens Handbook p.26***LOCAL MISSION***Best-Practice**Strategic Planning*

Each parish is encouraged to have at least one local mission.

*Bishop**Diocesan Council March 2002***LOCALLY RAISED DEACONS***Best-Practice**General Parish Organization*

Parishes should be aware of the guidelines about Locally Raised Deacons.

*Bishop**Episcopal Council August 2002***MARRIAGE EDUCATION***Best-Practice**General Parish Organization*

Proper Marriage preparation is expected.

*Bishop**Purple Prose #1 2006***MAUNDY THURSDAY***Best-Practice**General Parish Organization Liturgy*

Parishes are encouraged to send a representative to the Maundy Thursday Chrism Mass to collect the Holy Oils to be presented at the parish's evening service. Clergy attending are encouraged to vest.

*Bishop Established Practice**Purple Prose #1 2004***MUNICIPAL FIRE CODES***Best-Practice**General Parish Organization Property & Maintenance*

Parishes are encouraged to check that their buildings conform to the Municipal Fire Codes.

*Bishop**Purple Prose # 2 2007*

**PARISH ATTENDANCE***Best-Practice**General Parish Organization*

Encourage attendance, and monitor parish involvement with wider Diocesan and Deanery events: Clericus, Chapter, Corporations Day, Archdeaconry Day, Synod, Clergy Conference, Clergy Retreat, Diocesan Ordinations, Diocesan funerals, Deanery Inductions, and specially called gatherings.

*Warden's Handbook Letter of Appointment Episcopal Council October 2000, Warden's Handbook p.27*

**PARISH COMMUNICATOR***Best-Practice**General Parish Organization*

Each parish is encouraged to have a Parish Communicator.

*Synod**Diocesan Strategic Plan, Communications Task Force***PARISH INTERCESSORY PRAYER***Best-Practice**General Parish Organization Liturgy*

Clergy and layreaders should be knowledgeable about where to find the appropriate intercessions: Anglican Cycle of Prayer, National Prayer Cycle, Provincial Prayer Care, Diocesan Cycle of Prayer, and Diocesan Prayer Care. Incumbent are reminded that special intentions sent by the Diocese are to be passed on to the leader of the Prayer of the People for the following Sunday. Encourage prayers for the Bishop, the Metropolitan, the Primate and the Archbishop of Canterbury on Sundays and the Regional Dean and the Archdeacon periodically.

*Bishop**Purple Prose #4 2003 and #1 2006***PARISH MAP***Best-Practice**General Parish Organization*

All parishes should have a map on the Diocesan Website.

**PARISH PUBLICATIONS TO BISHOP'S OFFICE***Best-Practice**General Parish Organization*

Parish publications such as Rector's Letters, Parish Magazines, and histories should be sent to the Bishop's Office. It would also be good to send these to the Editor of the Diocesan Paper, the Regional Dean and the Archdeacon.

*Bishop Established Practice***PARISH VISITATIONS***Best-Practice**General Parish Organization Strategic Planning*

Reflection about parish visitations is encouraged.

*Warden's Handbook**Warden's Handbook p.12 e, 23*

**PARISH WELCOMERS***Best-Practice**General Parish Organization Strategic Planning*

Encourage the use of parish Welcomers at the main services.

*Synod**Communications Task Force***Pastoral Care Committees***Best-Practice**General Parish Organization Human Resources Strategic Planning*

The formation of parish Pastoral Care Committees is encouraged. Encourage members to be trained as Diocesan Lay Pastoral Visitors. Encourage significant communication between the members and those responsible for intercessory prayer in the parish.

*Bishop Established Practice Warden's Handbook**Warden's Handbook p.12 e***Pastoral Emergency Contact Number***Best-Practice**General Parish Organization*

All parish answering machines are to include a pastoral emergency contact number. If they so wish they may use the Diocesan emergency contact number which will go straight to the Dean or the Bishop.

*Bishop Established Practice**Episcopal Council***Pastoral Letters from the Bishop***Best-Practice**General Parish Organization*

Pastoral letters from the Bishop are to be read in all of the churches. It would help if they were also posted on the notice board or included in another parish communication.

*Canon Warden's Handbook**Canon 12, Warden's Handbook p.25 g***Planned Giving***Best-Practice**General Parish Organization Strategic Planning*

The formation of a Planned Giving Committee in each parish is encouraged. Corporations should be aware of Diocesan Planned Giving resources. It may be practical to combine this committee with Stewardship.

*Warden's Handbook**Warden's Handbook p.15 #3***Planned Giving Sunday***Best-Practice**General Parish Organization Liturgy*

The observance of the Diocesan Planned Giving Sunday is encouraged.

*Bishop**Purple Prose # 2 2003***QUEBEC RELIGIOUS HERITAGE FOUNDATION***Best-Practice**Property & Maintenance Strategic Planning*

Parishes should investigate if they are eligible to receive QRHF grants. If they are, they should have plans on file with their local QRHF authority.

*Warden's Handbook**Warden's Handbook p.14 #10*

**RAFFLES***Best-Practice**General Parish Organization*

Parishes are reminded about the ban on raising money by raffles.

*Warden's Handbook**Warden's Handbook p.17 #11***RECORD RETENTION POLICY***Best-Practice**General Parish Organization*

Understanding of the Diocesan Record Retention Policy is expected.

*Established Practice Warden's Handbook**Wardens Handbook Appendix 13 p.64***RESPONSE TIME TO DIOCESAN COMMUNICATION***Best-Practice**General Parish Organization*

Prompt response to Diocesan communications, especially deadlines such as registrations for mandatory events, is expected. Clergy are reminded that they should not complain when reprimanded by Diocesan staff for failing in this area of responsibility.

*Bishop**Episcopal Council February 2001***SABBATICAL LEAVE***Best-Practice**Human Resources*

It is encouraged that Sabbatical leave be taken and that plans for the next Sabbatical are being considered.

*Warden's Handbook**Warden's Handbook p.23***SCRIPTURE AND LECTIONARY***Best-Practice**Liturgy*

Only authorised versions of the Bible are to be used in public worship. The Revised Common Lectionary should be used in public worship.

*Bishop Established Practice***SECULAR LEADERS***Best-Practice**General Parish Organization*

New clergy are encouraged to introduce themselves to local community and government leaders upon their arrival in a parish. Encourage clerics to welcome new leaders to the community shortly after their arrival. Parish communication and involvement with local social issues, governance, and community events is encouraged.

*Bishop**Letter of Appointment***SEXUAL ABUSE POLICY***Best-Practice**Governance*

Comprehension of the Diocesan Sexual Abuse Policy is expected.

*Warden's Handbook**Warden's Handbook p.56, Appendix 9.b*

## **SPIRITUAL DIRECTION**

*Best-Practice*

### *Human Resources*

The clergy are encouraged to have a Spiritual Director. The Spirritual Direction Committee cam assist in finding a suitable one.

*Bishop*

*Purple Prose, March 2006*

## **SPRING WORK INVENTORY**

*Best-Practice*

### *Property & Maintenance*

Parishes should have a list prepared each spring of what needs to be done in terms of property management during the summer months.

*Warden's Handbook*

*Warden's Handbook p.27*

## **STEWARDSHIP**

*Best-Practice*

### *General Parish Organization Strategic Planning*

The formation of a Stewardship Committee in each parish is encouraged. The Corporation should be knowledgeable about Diocesan Stewardship Resources.

*Established Practice Warden's Handbook*

*Warden's Handbook p.15 #3, 22*

## **TABERNACLES**

*Best-Practice*

### *General Parish Organization*

All Tabernacles or Aumbries are to be properly maintained and locked with the key secured.

*Bishop Established Practice  
Council December 2000.*

*Bishop's Theological Commission December 5th 2000, Episcopal*

## **TAX RECEIPTS**

*Best-Practice*

### *General Parish Organization Governance*

Tax receipts are to be sent out in January every year.

*Warden's Handbook*

*Warden's Handbook p.17*

## **TRAVEL ALLOWANCE**

*Best-Practice*

### *General Parish Organization Human Resources*

Corporations should have an understanding of parish travel allowance, the way to keep track of milage, and the method the parish is to pay it. Diocesan travel allowance is used for Diocesan ministry.

*Bishop Warden's Handbook Episcopal Council, February 2002, Warden's Handbook p.18 #16, 40*

## **UNCONSECRATED HOSTS TO CHILDREN**

*Best-Practice*

### *General Parish Organization Liturgy*

It is not Diocesan practice to give unconsecrated hosts to children at Communion.

*Bishop*

*Purple Prose # 1 2007*

## **USE OF TECHNOLOGY**

*Best-Practice*

### *General Parish Organization*

The use of modern communication resources such as e-mail, webpages, and desktop publishing is encouraged.

*Synod*

*Communication Task Force Recommendations*

## **VISITING CLERGY**

*Best-Practice*

### *Governance*

Corporations should be well informed about the protocol and canons covering the invitation of clergy from outside the Diocese to come to do services or be guest preachers. Breached will be followed up by the Archdeacon. Corporations should be aware of the basic hospitality that should be shown to visiting clergy. The appropriate fee and travel is to be offered.

*Bishop Warden's Handbook*

*Purple Prose #2 2007, WH p.22*

## **WELLNESS COMMITTEE**

*Best-Practice*

### *Human Resources*

Clergy should be aware of the recommendations of the Wellness Committee.

*Bishop*

*Purple Prose, March 2006*

## **WORKLOAD**

*Best-Practice*

### *Human Resources*

It is good to examine whether the workload of a particular Incumbent is too much or too little. A day off should be taken weekly. Clergy should be on the lookout for signs of burnout in themselves and other parish leaders.

*Warden's Handbook Clergy Wellness Guidelines, Canon Tim Eliot 2006*

*Warden's Handbook p.23*

*Warden's Handbook p.18 #13, 26*





## Diocese of Montreal – Anglican Church of Canada

### OPTIONAL

#### **BAPTISM DAYS**

*Optional*

*General Parish Organization Liturgy*

Encourage parishes to have baptisms during the main Sunday service. Encourage Baptisms on the recommended Baptism days: The Baptism of the Lord, Easter, Pentecost and All Saints Day. Encourage the renewal of Baptismal vows on these Sundays even if there is no Baptism scheduled.

*Synod Established Practice*

*BCP p.522, BAS p. 146 and p.147*

#### **BOOK OF REMEMBRANCE**

*Optional*

*General Parish Organization Liturgy*

Encourage parishes to have a Book of Remembrance which contains all the names of the deceased members of the parish. Encourage the use of the names of the dead at the Sunday Eucharist the week during which their years mind occurs.

*Established Practice*

#### **CHURCH ROOF FUND**

*Optional*

*Property & Maintenance*

Encourage the setting up of a church roof fund to cover the future cost of a replacement roof. This should be added to regularity from the time the new roof is put on.

*Established Practice*

#### **CHURCH TEMPORALITIES ACT**

*Optional*

*Governance*

Encourage all members of Corporation to be familiar with the Church Temporalities Act found at the back of both the Clergy Handbook and the Warden's Handbook.

*Warden's Handbook*

*Warden's Handbook Appendix 14 ps. 65-75*

#### **CONFESSION**

*Optional*

*General Parish Organization Liturgy*

Priests should understand the policy on Confession and the tradition that they can not refuse to hear a confession unless they facilitate access to another priest.

*Synod Established Practice*

*BCP p.581, BAS p. 166*

## **DAILY OFFICES**

*Optional*

### *Liturgy*

Clerics are reminded of their obligation to pray the Divine Office as part of their role in the Corporate prayer of the Church Universal. It is encouraged that this be done in church when practicable.

*Synod Canon Bishop Established Practice*

*BCP VI, BAS p.38*

## **DIOCESAN COMMITTEE MEMBERS**

*Optional*

### *Human Resources*

Encourage and reinforce the work of parish members who serve on Diocesan committees.

*Established Practice*

## **DIOCESAN COUNCIL**

*Optional*

### *General Parish Organization*

Encourage leadership on the part of Corporations to educate themselves by regularly reading the Minutes of Diocesan Council posted on the Diocesan website.

*Established Practice*

## **EASTER COMMUNIONS**

*Optional*

### *Liturgy*

Reinforce the tradition of making sure that the housebound and the infirm are given the opportunity to receive their Easter Communion during Easter Week.

*Established Practice*

## **ENDOWMENTS**

*Optional*

### *General Parish Organization Property & Maintenance*

All parishes are encouraged to have an endowment fund. Encourage long term investment. It is bad practice for parishes to use the capital of their endowments.

*Canon Established Practice*

*canon 27, Warden's Handbook p.16, 34*

## **ENVIRONMENT**

*Optional*

### *General Parish Organization Strategic Planning*

Encourage parishes to be aware of the work of the National and Diocesan Environmental Committees. Encourage parishes to be environmentally sensitive and pro-active in the way they are run.

*Synod Established Practice*

## **EPISCOPAL VISITS**

*Optional*

### *General Parish Organization*

Encourage parishes to invite the Bishop to special services. Encourage every parish to invite the Bishop to a main Sunday service every three years. Corporations are encouraged to be educated

as to how to make a request for an Episcopal Visitation. Encourage long term planning, and multiple possible dates for the visit.

*Bishop*

## **ETHICAL INVESTMENTS**

*Optional*

*General Parish Organization*

Encourage parishes who invest money in other ways than Anglican Funds to investigate what is being invested in. Encourage them to only have ethical investments.

*Synod*

*Diocesan Council November 2001 Appendix 2*

## **FILING**

*Optional*

*General Parish Organization*

Encourage good office organisation especially up to date filing systems both on the parish computer and for hard copies. Parish filing systems should be lockable.

*Established Practice*

## **FRENCH**

*Optional*

*Human Resources Liturgy*

Encourage individual church leaders to learn French.

*Bishop*

## **FRENCH MINISTRY**

*Optional*

*Strategic Planning*

Encourage French ministry in every parish.

*Synod*

*Diocesan Strategic Plan*

## **GODPARENTS**

*Optional*

*Liturgy*

Encourage creative thinking regarding the custom of Godparents while keeping the church's rules.

*Canon*

*BCP p.522*

## **HEALING SERVICES**

*Optional*

*Liturgy*

Encourage the restoration of the Sacrament of Healing within parishes. Encourage services with the laying of hands and anointing.

*Synod Canon Bishop*

*BCP p.584, BAS p.551*

## **HOLIDAYS**

*Optional*

*Human Resources*

Clerics are encouraged to take their full holidays every year.

*Bishop*

**HOSPITAL VISITING***Optional**General Parish Organization*

Encourage clergy, lay readers and lay pastoral visitors to investigate the regulations of local hospitals and consider getting hospital passes.

*Bishop**Episcopal Council Pandemic Recommendations May 2007***LAY PASTORAL VISITORS***Optional**Human Resources Liturgy*

Encourage the training of and use of Lay Pastoral Visitors.

*Bishop***LUTHERANS***Optional**General Parish Organization*

Encourage local parish involvement with local Lutheran parishes and communities. Offer pastoral oversights to individual Lutherans known to the parish who are unable to receive it from a Lutheran pastor. Involve local Lutheran Clergy in parish events and liturgies

*Established Practice***MUSIC***Optional**General Parish Organization*

Encourage the use of authorised hymnals. If music is used that requires a yearly contract and payment ensure that this is being done.

*Established Practice***OFFICIAL BOOKS OF THE ACC***Optional**General Parish Organization*

Encourage every parish to possess a copy of the official books of the Anglican Church of Canada: The Book of Common Prayer, The Book of Alternative Services, The Book of Occasional Services, For All the Saints, the Presiders Edition of the BCP and the BAS, The Hymn Book, and Common Praise. Encourage the use of McCausland's Order of Divine Service and the Canadian Church Desk and Pocket Diary.

*Established Practice***OIL TANKS***Optional**Property & Maintenance*

Ensure annual inspections of all oil tanks on parish property.

*Established Practice***PRAYER LIFE***Optional**Human Resources Liturgy*

Clerics are strongly encouraged to prioritise time for prayer and meditation.

*Established Practice*

**PWRDF***Optional**General Parish Organization Strategic Planning*

Encourage every parish to have a PWRDF representative. Encourage participation in Diocesan PWRDF programs. Encourage invitations to Diocesan PWRDF members to visit the parish to talk about the fund.

*Synod Bishop Established Practice***RECREATION***Optional**Human Resources*

The clergy are encouraged to engage in regular recreation. Healthy hobbies are encouraged.

*Bishop Established Practice**Wellness Committee Recommendations***SOCIAL GATHERINGS***Optional**General Parish Organization*

Encourage parish social gatherings for fellowship. Encourage at least an occasional coffee morning or parish breakfast or brunch.

*Established Practice***STRATEGIC PLANNING***Optional**Strategic Planning*

Encourage Corporations and other governance groups in each parish to study and reflect upon the findings of the Diocesan Strategic Plan. Encourage parishes to be creative in how these findings could be used in local ministry.

*Synod Bishop Established Practice***SYNOD REPRESENTATIVES***Optional**General Parish Organization*

Ensure that Parish Representatives have access to the information and documents needed to attend Synod. Make it known that you are available to Synod Representatives for questions.

*Established Practice***THANKSGIVING FOR THE GIFT OF A CHILD***Optional**Liturgy*

Encourage the service for the Thanksgiving for the Birth of a Child either at a hospital visit after the birth or before or after the Sunday service following the birth.

*Synod Canon Bishop**BAS p.606***VOCATIONS***Optional**General Parish Organization Strategic Planning*

Encourage parishes to keep the Anglican Communion Vocation Sunday (Easter IV). Encourage parish leadership to be vigilant in discerning possible vocations from within the parish.

*Established Practice*

## **YOUTH MINISTRY**

*Optional*

*General Parish Organization Strategic Planning*

Encourage and foster youth ministry in every parish. Encourage participation in Diocesan youth events.

*Synod Bishop Established Practice*

## **YOUTH SYNOD**

*Optional*

*General Parish Organization*

Encourage parishes to send youth delegates to Youth Synod and Deanery Chapters.

*Bishop Established Practice*