

TABLE OF CONTENTS

Section 1	Administration	Date
1.0	Constitution – Territory of the People	Oct 2010
1.0	Constitution and Bylaws – Territory of the People Anglican Church	27 May 2017
1.1	Name and Composition of Assembly	Rev May 2021
1.2	Coordinating Council	Rev May 2013
1.3	Mandate Administration Committee	Rev May 2021
1.4	Standing Committees	May 2013
1.4.1	Investment Committee	
1.4.2	Policy Committee	
1.4.3	Ministry Fund Grant Committee (Rescinded 15 May 2021)	
1.4.4	Ministry Committee	
1.5	Agreements	
1.5.1a)	Fraser Basin Property Society Constitution and Bylaws (Reincorporated 23 October 2018)	Rev May 2021
1.5.1b)	Agreement: FBPS/Territory/Parish	Rev May 2021
1.5.2	Council of the North	Rev Apr 2017
1.6	Meeting Attendance Policy	Nov 2012
1.7	Electronic Meetings	Nov 2012
1.8	Election of Delegates at Parish Annual Vestry (General) Meeting	Rev May 2021
1.9	Annual Vestry (General) Meeting Reporting to Territory	Rev May 2019
1.10	Parochial Organization	Apr 2016
1.11	Nominating and Electoral Procedure for the Election of a Bishop for the Territory of the People Anglican Church	31 May 2019 Rev:3 July 2019
1.12	Mandate of the Resource Centre	
Section 2 Finance		
2.1	Christian Sharing Apportionment	Rev May 2019
2.2	Catering Territory Events and Meetings	Rev Dec 2011
2.3	Parish Mileage and Territory Meeting Travel Expense	Rev May 2021
2.4	Gambling and Raffles	Oct 2009
2.5	Honorarium and Travel for Relief Ministers	Dec 2011
2.6	Investments	Rev Nov 2017
2.7	Parish Support Grant	Nov 2012
2.8	Assembly Expenses	Nov 2012
2.9	Ministry Fund	Rev May 2019

Section 3 Personnel

3.1	Clergy Stipend and Benefits	Rev Nov 2016
3.2	Clergy Housing and Utility Allowance	Rev Nov 2014
3.3	Clergy Moving	Dec 2011
3.4	Lay Ministers of Word and Sacrament	Nov 2014
3.5	Episcopal Remuneration	Mar 2015
3.6	Duties of Wardens	Rev May 2021
3.7	Duties of Incumbent/Ministry Developer	Rev May 2021
3.8	Duties of Church Committee/Parish Council	Rev May 2021
3.9	Jury Duty	Nov 2017
3.10	Employee Leaves	New Nov 2019
3.11		

Section 4 General

4.1	Privacy Policy includes Website Privacy	Rev Nov 2020
4.2	Criminal Records Check	Rev Nov 2020
4.3	Safe Church	Rev Apr 2020
4.4	Workplace Harassment, Bullying and Discrimination	New Apr 2020
4.5	Social Media	New Nov 2019
4.6	Computer, Email and Internet Usage/Pornography	New Nov 2019
4.7	Parish Register and Property Records	New Nov 2019
4.8	Archives	New Nov 2019
4.9		

Section 5 Forms

5.1	Parish Mileage Claim	Rev Nov 2016
5.2	Territory Expense Claim	Rev Sep 2019
5.3	Christian Sharing Apportionment	Rev April 2020
5.4	Residential Tenancy	
5.5	Parish Support Grant Application	Rev Nov 2020
	Letter to Parishes re Support Grant	Rev Nov 2020
5.6	Incident Report Form	
5.7	Rental Agreement and Fee Schedule:	Rev Apr 2017
	5.7.1 Facilities Usage Agreement	Rev Apr 2017
	5.7.1 Rules and Regulations	Rev Apr 2017
	5.7.2 Waiver – Release of Liability	Rev Apr 2017

Territory of the People Anglican Church - Policy and Guidelines Manual

5.8	Capital Fund Loan Agreement	Rev May 2021
5.8.1	Capital Fund Grant Application Request	Rev May 2019
5.9	Lay Ministers of Word and Sacrament Application	
5.9.1	Continuing LMWS	Rev April 2020
5.9.2	New LMWS	Rev April 2020
5.10	Assembly Certificate of Election	Rev April 2020
5.11	Sample Notice for Special Vestry Meeting – Sale of Church Property	Rev May 2019
5.12	Annual Vestry Meeting Attendance	Rev April 2020
5.13	Parish Guide for Annual Reports	Rev Apr 2016
5.14		
5.15	Ministry Fund Grant Application	Rev May 2019
5.16	Territory Charitable Donation / Gift of Securities	Apr 2017
5.17	Clergy Utilities – Annual Reporting	Rev Nov 2019
5.18	Media Consent Form	New Nov 2019

Section 6 Properties

6.1	Properties Officer	Apr 2013
6.2	Collective Insurance Plan	Nov 2012
6.3	Rectory Standards	Dec 2011
6.4	Parish Loans and Mortgages	Rev May 2021
6.5	Requests for Grants for Capital Expenses >\$1,000	Rev May 2019
6.6	Capital Expenditures	Rev May 2019
6.6.1	Maintenance and Repairs >\$3,000	
6.6.2	Volunteer/Contractor Liability Insurance	
6.7	Requests for Change of Title (Sale) of Property	Nov 2013
6.8	Quinquennial Inspection of Church Property	Nov 2014
6.9	Rental Agreements	Apr 2017
6.10		

Introduction to the Territory Policy and Guidelines Manual

In conjunction with the Canons of the Anglican Church of Canada, this Policy and Guidelines Manual is intended to help guide us as we do God's work within the Territory of the People.

Policies are like the rules for playing a game - they set the standard of conduct, are meant to guide not punish, yet still allow for individual achievement and flexibility and a certain amount of creativity.

A few suggestions and directions for using and understanding this manual:

- Our policies and guidelines are meant to:
 1. guide us, i.e. statement on gambling;
 2. to set standards for helping us to work together, i.e. travel and catering of events policies;
 3. to help us to meet the requirements of government legislation, i.e. privacy, police records checks and sexual misconduct policies;
 4. to set standards for compensation, i.e. stipend and benefits, housing and utilities policies;
- Some of the proposed policies are specific, i.e. the travel policy.
- Some areas are left open to interpretation, i.e. who from the parish assists the Bishop in setting the initial housing allowance. (During a period when there is no incumbent in the parish, and not all parishes have the same protocols for making decisions such as wardens, treasurer etc.), thus leaving the parish and the Bishop some flexibility to work with.
- Interpretation also allows the parish options regarding business practices, i.e. the way utility bills are paid.
- Policy can and should evolve to meet the changing needs of the day.
- Recommendations for policy improvements please contact the Bishop or the Territory of the People* office.

** Hereafter the Territory of the People will be referred to as the Territory*