

SECTION 3 - Personnel

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

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Date: 15 May 2021

3.8 Duties of Church Committee/Parish Council

3.8.1 To act on behalf of the congregation between annual meetings.

The role of the church committee/parish council is “to serve the congregation”. The annual Vestry meeting approves the budget which defines the congregation’s priorities for the coming year. It is the work of the church committee/parish council in part to carry out the goals and objectives approved by the congregation.

As circumstances change, the church committee/parish council makes decisions on behalf of the congregation as it seeks to carry out its goals and objectives. The church committee/parish council together with the wardens and Incumbent/Ministry Developer also needs to ensure the congregation has the opportunity to talk about and discuss the direction, purpose, statement, goals and objectives of the parish as it seeks to carry out its mission to the world.

3.8.2 At all times to support and assist the Incumbent/Ministry Developer and wardens in the execution of their duties.

The committee works together with the Incumbent/Ministry Developer and wardens as a team responsible for the mission of the parish. The wardens, in consultation with the Incumbent/Ministry Developer, are to teach and encourage this working relationship.

3.8.3 To clarify the long and short term goals and objectives of the congregation and to develop a program to achieve them.

This is the crucial work. The church committee/parish council is to develop programs to enable the parish to move forward in the direction decided, and achieve the goals and objectives agreed upon.

3.8.4 To communicate and interpret the goals, objectives and program of the congregation to its people and to encourage them to support the same. To participate in the life of the congregation as an example to ensure everyone knows what is happening, why and how they can be part of it.

3.8.5 With the wardens to ensure all the necessary furnishings and equipment are available and in good condition for the proper provision of worship and congregational functions.

Here the church committee/parish council, in conjunction with the wardens, has the task of ensuring the facilities and tools are available for congregational programs.

3.8.6 To appoint and set the terms of employment of all lay persons employed by the congregation whether full-time, part-time, honorary or paid.

The wardens or an appointed committee of the church committee/parish council, takes responsibility for the human resources to carry out parish programs, by creating position descriptions, work parameters, and pay scales. It is the responsibility of the wardens to deal with personnel issues in a confidential manner and report to church committee/parish council the results of these dealings.

3.8.7 To maintain an inventory of all property of the congregation.

The committee must maintain a written inventory of the facilities and tools required for the congregation to carry out its mission.

3.8.8 To establish such sub committees as the church committee/parish council may decide.

Reality says that not everyone can be involved in every goal or objective of parish program. Work may need to be divided up to be better accomplished. The work of the wardens, along with the Incumbent/Ministry Developer, is to ensure the church committee/parish council does its work for the benefit of all.

3.8.9 When church property is used by an outside body for a one time event and alcohol is being consumed, it is necessary the appropriate permits and licenses be obtained as follows:

- a) for the person that is serving the alcohol, a copy of their serve right license.
- b) a copy of the temporary license to serve and sell alcohol which must be displayed at the bar area.
- c) Liability Insurance must be obtained by the Renter and provided to the church