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## **CHECKLIST OF TASKS AND RESPONSIBILITIES FOR PARISH MINISTRY and MISSION**

Diocese of Nova Scotia and Prince Edward Island

Pertains to

**CLERGY**

**PARISH/CONGREGATION LAY LEADERS**

Clergy and Lay Leaders of Parishes and congregations have a special relationship regarding the carrying out of ministry within a Parish or Congregation. Clergy are bound by Ordination Vows, a License by the Bishop and the Constitution, Canons and Policies of the Diocese. Lay Leaders are also bound by the Constitution, Canons and Policies of the Diocese, particularly Canon 35 on PARISH GOVERNMENT.

Rectors are usually bound by a COVENANT between themselves and the Parish overseen by an Archdeacon. There are requirements to review the COVENANT at least bi-annually.

Other Clergy are usually bound by a CONTRACT between themselves and the Parish which is overseen by an Archdeacon. All COVENANTS and CONTRACTS are ultimately approved by the Diocesan Bishop via a letter of Appointment.

Parish ministry involves such categories of tasks as WORSHIP AND MINISTRY, PASTORAL CARE, EDUCATION, ADMINISTRATION, STEWARDSHIP, FINANCES, PROPERTY and CEMETERIES, OUTREACH, COMMUNITY BUILDING and DIOCESAN WORK.

### The **CHECKLIST OF TASKS AND RESPONSIBILITIES FOR PARISH MINISTRY AND MISSION**

is to help Clergy, Lay Leaders, and Archdeacons develop detailed COVENANTS and CONTRACTS for Clergy and Lay Leaders in a number of situations:

- a. Assignment of a new Rector, Incumbent or Priest-in-charge.
- b. To aid in developing a Parish Profile when there has been a resignation.
- c. To assist in assigning tasks when a Clergy person is on leave from the parish. This includes medical leave, compassionate leave, maternity leave, paternity leave or sabbatical leave.
- d. To assist a church, or group of churches looking at combining resources.