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Committee: Diocesan Council
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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.

Policy 2.1.26 – CHECKLIST OF TASKS AND RESPONSIBILITIES FOR PARISH MINISTRY AND MISSION

Diocese of Nova Scotia and Prince Edward Island. Approved for use by Diocesan Council June 5, 2021

Name _____ CLERGY _____ or LAITY _____ Date Completed _____

Name and location of Parish or Congregation _____

There are BLANK rows at the end of page 7 for any additional Tasks/Responsibilities you think should be included.

DIRECTIONS – Have the Clergy and Lay Leaders complete separate copies.

- Where Clergy are the primary person responsible, CHECK the “Clergy Primary” box.
- Where Laity are primary responsible, CHECK the “Lay Primary” box.
- Where both are equally responsible, CHECK the “Both” box.
- Not every task/responsibility listed here may be done in your parish or congregation, if so, then CROSSOUT the Task/Responsibility
- Give an estimate of number of hours per month for each Task, USE the “Hours/Month” box.
- Name the person responsible for completing the Task, USE the “Person Responsible” box.

This is a generic check list. If a Covenant of Contract is being made, then more details will have to be added to reflect the Tasks and Clergy/Lay responsibilities. See EXAMPLE below.

As you are using this Checklist, some tasks may have to be subdivided as different people may be responsible.

In the example below, the Altar Guild President develops the Altar Guild Roster, the Priest develops the roster for Eucharistic Ministers and Acolytes, the Parish Secretary the roster for Sidespersons and Readers.

WORSHIP AND MINISTRY	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Ensures rosters are developed for Sidespersons, Readers, Eucharistic Ministers, Acolytes and Altar Guild			X	6	
Eucharistic Ministers, Acolytes	X			2	Clergy
Sidespersons, Readers		X		3	Secretary
Altar Guild		X		1	Altar Guild President

WORSHIP AND MINISTRY	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Serves the spiritual needs of a Parish on behalf of the Bishop					
Serves as Liturgical Officer of the Parish on behalf of the Bishop					
Leads Worship on Sundays, Christmas, Holy Week and other times					
Supports laity in greeting and assisting worshippers at Sunday worship					
Ensures rosters are developed for Sidespersons, Readers, Eucharistic Ministers, Acolytes and Altar Guild					
Offers weekday or Festival Services					
Preaches at Worship					
Works closely with organists and musicians for selecting music for worship and seasonal events					
Offers Sacraments – Baptism, Eucharist, Reconciliation, Marriage, Anointing of the Sick and Funerals					
Offers services for Wedding Anniversaries and Home Blessings					
Reviews all PowerPoint and on-line worship services					
Offers worship in hospitals or nursing homes					
Offers worship to homes, outdoor sites, other locations					
Participates in ecumenical or inter-faith services					
Instructs on use of Prayer Cycles – National, Diocesan, Province, Anglican Communion, World Council of Churches					
Provides for replacement of clergy when on study or vacation					
Ensure clergy from outside of Diocese are cleared with the Bishop's Office if they are doing services or are guest preaching					

PASTORAL CARE	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Makes routine home or telephone visits					
Makes home visits in times of crises					
Visits hospitals and nursing homes					
Trains Pastoral Care Visitors within the parish					
Writes seasonal letters to parishioners					
Offers ongoing care around death					
Visits prisoners, refugees, street workers, street involved youth					

	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
PASTORAL CARE					
Offers pastoral counselling					
Connects people with other social services					
Reads and distributes Pastoral letters from the Bishop					
Reports serious concerns or issues of suspected negligence, abuse, fraud or embezzlement					
Promotes spiritual maturity and health in the faith community through teaching, conflict management and personal wholeness					

	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
EDUCATION					
Prepares individuals and families for the sacraments of Baptism, Confirmation and Marriage					
Engages in professional development and participates in continuing education events					
Offers Bible studies, teaching of the Christian faith, and other programs such as prayer life					
Ensures training of Licensed Lay Ministers					
Ensures training of Eucharistic Ministers and Acolytes					
Supervises a theological student, postulant, a newly ordained person, Associate and Assisting Priests or Deacons in the parish					
Developing Team Ministry of the lay and ordained in the parish					
Oversees youth groups and Sunday Schools					
Leads congregation in nurturing discipleship and evangelism					
Educates on the observance of feasts, fasts, memorials and commemorations					
Guides staff, lay leaders and the congregation in establishing achievable goals so that its viability is assured and mission strengthened					

	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
ADMINISTRATION					
Prepares lay people for their canonical roles in parish administration					
Plans, attends and may chair Parish Council meetings					
Attends and may chair other parish group meetings					
Plans Annual Meetings					

ADMINISTRATION		Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Responds to Diocesan requests and correspondence						
Responds to calls, emails, texts and correspondence						
Ensures communication is consistent throughout the parish through bulletins, newsletters, emails, websites and social media						
Ensures required reports are submitted [e.g., Parochial Returns, CRA Charity Returns and HST Refund Returns]						
Ensures Canons are followed and internal communications maintained						
Ensures Parish keeps proper records, files and registers						
Provides oversight of the affairs and vision of the Parish						
Supervises Parish employees						
Has legal status as part of the Parish Corporation - Rector/Priest-in-Charge, Wardens, Secretary						
Has legal oversight for all temporal matters involving the parish						
Keeps records of Police checks and Vulnerable Sector checks						
Reviews Ministry of Parish Officers according to the Canons						
Coordinates annual visits of Archdeacons and Regional Deans						
Coordinates Episcopal visits						
Ensures Vestry Books and Registers are in up to date for annual review by the Regional Dean						
Ensures hard and digital copies of parish files are up to date and properly secured with at least one copy offsite from the church or parish office						
Ensures Record Retention Policies are up to date						
Applies for Diocesan, National or Community Grants						

STEWARDSHIP		Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Leads in discernment of parish vision, mission, strategy and transformation						
Ensures an awareness of the parish mission and ministry of the Parish/ Church and the resources needed to fulfill it						
Ensures that continual teaching focuses on the ministry of the whole people of God						

STEWARDSHIP		Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Shares with congregation the financial resources needed for the work of the Parish/Congregation						
Leads in developing new forms of church e.g., Pandemic responses						
Leads in implementation of SafeRChurch Polices						
Supports education and action on environmental issues						

FINANCES		Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Ensures all parish business is conducted and consistent with sound financial management practice						
Ensures responsibilities for the handling and distribution of funds according to Diocesan Guidelines. e.g., recording of donations and envelopes						
Monitors financial viability of parish						
Shares in preparation of annual budget						
Decides on the acceptance of Gifts-in-kind for the parish						
Decides on the waiving of parish fees for rental of the church or hall by community members						

PROPERTY AND CEMETERY		Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
Encourages annual inspection and inventory of church property for insurance purposes						
Ensures janitorial and maintenance needs of church property are undertaken						
Promotes the conservation of energy in church buildings						

OUTREACH		Clergy Primary	Lay Primary	Both	HRS/ Month	Person Responsible
Available to non-members in the community in times of trauma or offering the hope of the Gospel						

	Clergy Primary	Lay Primary	Both	HRS/ Month	Person Responsible
OUTREACH					
Challenges the congregation to recognize the needs of others, so that they may respond with their time, talents and money within and beyond the Parish.					
Helps those in poverty, homelessness, hunger, loneliness or other community needs					
Assists refugees and captives					
Works to address root causes of the above					
Supports PWRDF work both home and abroad					
Represents Parish to wider community and may serve on boards, ecumenical and interfaith associations					

	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
COMMUNITY BUILDING					
Engages with local Ministerial groups					
Helps parish to be a caring and valued part of the community					
Seeks to understand community needs					
Builds partnerships within and outside congregation					
Participates in a Team Ministry with other denominations					

	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible
DIOCESAN WORK [up to 20% of time for clergy]					
Participates in Clericus, Regional Council and Synods					
Identifies and encourages people with possible Vocations to Ordained ministry					
Participates in quiet days and retreats					
Carries out specific tasks as directed by the Bishop					
May be a member of Diocesan, Provincial or National Church Committees as required					

ADDITIONAL SUGGESTED TASKS/RESPONSIBILITIES	Clergy Primary	Lay Primary	Both	Hours/ Month	Person Responsible

**PLEASE KEEP COPIES FOR THE USE OF THE PARISH LEADERSHIP
AND SEND COPIES TO:**

Rev. John K. Morrell
Human Resources Chair
12 Generation Lane,
River John, NS B0K 1N0

OR scan and EMAIL TO:
jkmorrell@hotmail.com

Information will be kept confidential and will be used by the HRVSST to revise Policies,
particularly regarding Part-time Ministries and Priest-in-charge.

DISCLAIMER NOTICE

Clergy, Lay and Staff Members of the Diocese of Nova Scotia and Prince Edward Island compiled this Checklist to help standardize our practices. Please feel free to use whatever part of them you find useful. We would ask two things: give credit to the Diocese of NSPEI if you reproduce or quote them and do not take them as 'gospel'. They are guidelines, suggestions and best practices that may need to be modified for your situation.