



# DIOCESE OF RUPERT'S LAND

Clergy & Anglican Centre Staff  
Appointment/Employment Handbook

April 2023

## Rupert's Land Clergy EMPLOYMENT HANDBOOK

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*This Handbook has general application to incumbents, lay and ordained, as well as Anglican Centre Staff, and depending on the context, may also have application to stipendiary and non-stipendiary clergy and honorary assistants. (An incumbent, is defined as a person who holds a valid and subsisting license from the Bishop and who has been appointed by the Bishop to be in charge of and to perform ecclesiastical duties in a parish, mission, or special ministry; and such terms as “rector”, “vicar”, “curate” and “chaplain” denote specific kinds of incumbents. Interim Priests and Priests in term appointments may also be referred to as ‘incumbents’. Whether or not a provision in the Handbook applies to persons who are not incumbents will be determined by the Bishop.*

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## 1. Diocesan – Parish Relations

### Definitions

#### Parish

A gathering of Christians for worship in a particular place. A self-supporting church community led by a Rector or Incumbent and a Vestry comprised of elected members of the parish. A multi-point parish consists of one or more Congregations or points that share the liturgical ministry of a parish priest or parish ministry team. At the time of this publication there are over 65 parishes in the Diocese of Rupert's Land (DRL).

#### Deanery

A grouping of parishes within a diocese, headed by a Regional Dean, whose clergy meet on a regular basis to deal with common concerns and problems. Not all dioceses have deaneries. At the time of this publication there are 7 deaneries in the DRL.

#### Archdeaconery

A unit within a diocese, larger than a deanery, headed by an Archdeacon. A territorial Archdeacon may have some administrative responsibilities delegated to them by the bishop. Not all dioceses have archdeaconeries. At the time of this publication there are 4 archdeaconries in the DRL, 3 of which have 2 Deaneries each while the 4<sup>th</sup> has one deanery.

#### Diocese

A geographic area under the jurisdiction of a Diocesan Bishop as chief pastor. There are currently 30 dioceses\* in the Anglican Church of Canada. A diocese is governed by a diocesan synod composed of the bishop(s) and elected members of the clergy and laity chosen by the parishes. Bishops are elected by diocesan synods. The Diocese of Rupert's Land includes much of southeastern Manitoba and northwestern Ontario.

#### Ecclesiastical Province

A grouping of dioceses into a common area. There are currently four ecclesiastical provinces in Canada. They are (moving from east to west): Canada, Ontario, Rupert's Land and British Columbia and Yukon. Ecclesiastical provinces meet in provincial synods at regular intervals to transact business of common interest. The bishop in charge of an ecclesiastical province is called the Metropolitan Archbishop. The Metropolitan is elected by the provincial synod which is composed of bishops, clergy and lay delegates. The DRL is part of the Ecclesiastical Province of Rupert's Land.

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## General Synod

The national governing body of the Anglican Church of Canada. Founded in 1893 the General Synod now meets every three years and is composed of representatives of bishop, clergy and laity from every diocese. The Primate is the President of General Synod and the Vice-President is the Prolocutor. Between meetings of General Synod the business of synod is carried on by the Council of General Synod and its Standing Committees.

## Anglican Communion

The worldwide body of Anglicans currently numbering nearly 70 million members in 38 self-governing churches in 164 countries. The Archbishop of Canterbury, the head of the Church of All England is accorded a “primacy of honour” among Anglican bishops worldwide. Approximately every ten years meeting of the Lambeth Conference, which draws together all the bishops of the Anglican Communion, as well as the triennial meetings of the Anglican Consultative Council which gathers Anglican bishops, clergy and laity from around the Communion.

## 1-1 The Family

In the Diocese of Rupert's Land, all parishes are an integral part of the Diocesan family. Parishes do not act entirely independently, nor do the Diocesan Officers act entirely independently as each is part of the other.

Parishes elect delegates to the Diocesan Synod, and delegates are expected to participate both at Synod and between Synods by informing the Parish of discussions and decisions of Diocesan Council.

A number of Parish delegates will be elected from the Synod to Diocesan Council to carry out the work of the Synod between Synod meetings, and a number of Council members will be elected to the Council's Executive Committee to manage the affairs of the Diocese on a day to day basis.

In addition to the Executive Committee, there are currently the following committees formed as part of Diocesan Council operations:

- Archives
- Budget
- Compensation
- Finance
- Elders Circle

Each parish or mission will function as a corporate body, consisting of the incumbent and the two Churchwardens, depending upon the parish status, the wardens may be elected/appointed by the parish/incumbent, or may have their election/appointment confirmed by the Bishop.

The corporation acts as the trustees of the parish and act jointly in many matters. Specific human resource responsibilities may be divided between the three persons.

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Nevertheless the wardens and incumbent should always act in consultation with each other.

It is essential that the church be a place where the dignity and worth of each individual is affirmed and where the theological concepts of accountability, redemption, justice, compassion and the good stewardship of resources are lived out. Therefore, one must also accept the reality of stewardship of resources, and find ways of assisting those parishes that are not currently self-sufficient to deal with their realities and their future.

This means that:

- People are valued because they are children of God.
- Ministers, both lay and ordained, are accountable for their ministry and their personal life.
- Expectations are clear and boundaries are honoured.
- All statutes and legislation are complied with.
- The balance between pastoral concern for an employee/minister and the good stewardship of resources is constantly monitored.
- The balance between the needs and opportunities of individual parishes and the needs and opportunities of the Diocese, as a whole is constantly monitored.

## **1-2 Expectations and Requirements of Diocesan Clergy**

- Clergy are required to participate in specific education and training programs that the Diocese deems relevant and important. These include but are not limited to Indigenous Awareness Training, with particular attention to the legacy of residential schools, and Anti-Racism Training.
- Clergy are required to complete criminal record checks and abuse registry checks at a minimum once every 5 years or more frequently if requested by the Diocese. A failure to complete the requested checks, or receiving negative results on such checks, may result in the termination of the priest's/deacon's license and/or appointment.
- Clergy are expected to give strong leadership in the development of the relationship between their Parish and the wider diocesan community.
- The Bishop anticipates stipendiary Clergy will take part in Diocesan Synod, Annual Clergy and Lay Professionals Residential Conference, Bishop's gatherings with the clergy, and Deanery Meetings. Deacons and non-stipendiary clergy are encouraged to attend as able.
- In consultation with the Parish, the clergy are expected to be actively involved in Clergy Continuing Education, and to make use of the Diocesan Policy regarding Study Leave.
- As per Act of Synod, all licensed clergy and postulants are required to complete a course in Indigenous Awareness training, with particular attention to the legacy of residential schools.
- Clergy are expected to enter into a Sabbatical every 5-7 years. Further information is found in article 3-12
- Clergy are expected to maintain a strong spiritual life by taking part in an annual retreat and a programme of spiritual direction throughout the year.
- Clergy are expected to encourage parishioners to be actively involved in Diocesan and Deanery events, such as Synod, Conferences, worship, and a wide range of

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- social activities that nurture relationships.
- Clergy are expected to support baptismal ministry by encouraging parishioners to discern their gifts and use them in their Parish.
- Clergy must be able to work collegially with all clergy.
- Clergy are expected to display an awareness of, and appreciation for, the diversity of Anglicanism.
- All ordained persons holding a bishop's license of appointment as incumbent or other responsible (parish) position will work with the Wardens to develop a Ministry Covenant within the first six months of the appointment (and forward a copy to the Bishop), and the Incumbent will participate in a review as required by the diocese.
- Normally incumbents should not move before completing a period of at least 3 years in their present position.

### 1-3 Expectations of Parishes

Parishes are expected to encourage members to be knowledgeable about Diocesan issues and directions. Members are encouraged to volunteer to work on committees for the benefit of both the Parish and the Diocese.

Mission and Administered parishes are expected, where possible, to become self-supporting and move towards self-administration. Assisted Parishes are expected to return to self administration and full self support as quickly as possible.

Self-supporting parishes are encouraged to take on partnerships and to assist with mission work in other parts of the diocese or the global work of the church.

Parishes are also expected to support members discerning for ordained ministry.

Parish corporations are responsible for employment of their lay staff.

### 1-4 Expectations of the Bishop

The bishop is in a special covenantal relationship with the clergy of the Diocese. The following outlines important aspects of that relationship.

- ✧ In the ordination service, the bishop is called "to guard the faith, unity and discipline of the Church." The bishop will provide leadership and support to the clergy in fulfilling this ministry, and in ensuring the quality of theological formation for those involved in handing down the faith.
- ✧ In the ordination service, the bishop is called "to be in all things a faithful pastor and wholesome example for the entire flock of Christ." By the grace of God, and to the best of his/her ability, the bishop will carry out this ministry amongst the clergy and lay members of the diocese.
- ✧ In the ordination service, the bishop is called to "sustain your fellow presbyters and take counsel with them; and to guide and strengthen the deacons and all others who minister in the Church." By the grace of God, and to the best of his/her ability, the bishop will honour these relationships.
- ✧ The bishop is expected to give strong leadership in the development of the relationship between the local parish and the diocese as a whole.
- ✧ The bishop is expected to provide support to clergy in being actively involved, in appropriate ways, in Diocesan ministries and events.

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- ✧ The bishop is expected, along with the clergy, to help provide support for the nurturing of the Baptismal ministries of members of the Diocese.
- ✧ Within the Diocese there are many varieties of opinion and position in theology, ecclesiology, and liturgy. The Bishop is expected to nurture and promote an appreciation for diversity in all parts of our Diocesan life.
- ✧ The bishop is expected to offer fair, honest and faithful judgment in all matters – particularly those involving the pastoral and employment relationships of the clergy.

### 1-5 Expectations of the Diocesan Office

The staff of the Diocesan Office are appointed or hired by the Bishop and work under their direction and authority. They are focused on supporting the Bishop's vision for the diocese as well as its role in the wider church.

The Diocesan Office is expected to provide for the central payment of wages and stipend for Diocesan Clergy and staff.

### 1-6 Episcopal Courtesy Guidelines with respect to changes in Deployment

The following guidelines are intended to clarify the expectations and processes whereby a priest or lay professional transfers from one jurisdiction to another for both long-term and short-term ministry. The underlying premise is that both sending and receiving bishops should be fully involved in initiating the process and managing it through to completion. They should be fully informed of all decisions, and never taken by surprise or embarrassment.

It is recognized that clergy and lay professionals are ordained or otherwise affirmed for ministry in the whole Church. They should not be made to feel guilty for considering moving to another diocese. No bishop should keep individual clergy on a protected or "untouchable" list. Nevertheless, bishops have the responsibility to share with one another whether the welfare of the church really is being promoted by the move of an individual priest at any time. The timing should feel reasonably right for all parties.

The steps listed are to be followed:

- ✧ Any bishop desiring to approach a priest or lay professional, or in responding to an application for a position from another diocese, should first consult with the bishop of that diocese.
- ✧ Parishes should be informed that before they can approach a person in another diocese, consultation must take place with their own bishop who in turn, would request permission of the bishop of the other diocese.
- ✧ Clergy who desire to leave their present diocese and who want to make inquiries before submitting their resignation or notice should *first inform their own bishop in writing*, and then with his/her consent proceed by approaching bishops of other dioceses, not individual parishes.
- ✧ It is increasingly common for a diocese to advertise vacant positions in The Anglican Journal, local diocesan papers or other publications and on diocesan and national Church websites. Such advertisements should always include a clause directing all potential applicants to first obtain the permission and blessing of their present bishop before making application.



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- ✧ In the transfer to another diocese, matters to be negotiated by both dioceses include:

*Any outstanding debts, or other obligations*

*Accrued vacation time*

*Date and method of announcement of appointment*

*Exchange of letters of transfer and Bene Decessit.*

- ✧ Short-term or guest ministry - Bishops bear responsibility for ministry within the diocese, they must be consulted before invitations are issued to others from outside the diocese to minister within the diocese.
- ✧ Before bishops accept invitations to other dioceses, they should ascertain that the local bishop has already been notified.
- ✧ Before a priest or lay leader is invited into a diocese for parish, diocesan, or other recognized ministry event, permission should be sought and obtained from both bishops.
- ✧ Basic information on the Discernment process can be found on The Diocese of Rupert's Land website at [www.rupertsland.ca](http://www.rupertsland.ca). For further information, the Bishop's office can be contacted.

### 1-7 Incumbent Transition Process in the Diocese of Rupert's Land

#### ***As an Incumbency Ends...***

- 1) An incumbent intending to resign or retire gives the bishop notice of at least three months. The Bishop and incumbent decide when an announcement is to be made in the parish of the incumbent's coming departure. This announcement should be made as soon as possible once a decision is made. (In case of retirement, as long as a full year is fine.) The announcement needs to offer clear, honest reasons for the incumbent's leaving.
- 2) Within two weeks of the churchwardens becoming aware of the impending vacancy, the bishop or bishop's designate meets with the churchwardens "concerning the immediate and future needs of the parish for ordained ministry." (Canon X) The designate might be an archdeacon or the diocesan ministry developer. The focus of this meeting is about eliciting from the churchwardens all the information necessary to make decisions about what the next steps will be.
  - Does the parish anticipate any changes to its model of ministry? Will it be able to support a full-time or a part-time incumbent going forward? Is it currently sharing an incumbent with another church, and will that arrangement continue? Is this parish a candidate for some version of local baptismal ministry?
  - Is the parish healthy financially? When was the building(s) last professionally inspected? The churchwardens will provide financial statements for the past three years (including the current year-to-date).
  - Is the parish otherwise healthy? Review annual reports, any congregational surveys that may have taken place.
  - If the departing incumbent is retiring or leaving full-time ministry, is that person staying in the community? How do the wardens anticipate that working out? (See the diocesan Clergy Employment Handbook.)

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3) Using the above information, the bishop, consulting with the archdeacon, ministry developer, and any others whom the bishop wants to include, will make a decision about which of four transition procedures will be used. Note that this decision is the bishop's. The four models are:

- *sequential appointment*; here, there is little to no time between the conclusion of one incumbency and the beginning of the next. This would be most common in a situation where an incumbent is retiring from a healthy parish and has given significant notice of their retirement date.
- *term appointment* of a priest; here, the priest is appointed (usually part-time) to serve in a caretaking role between incumbencies for a period of six to twelve months. This would be most common in a healthy parish with lay leaders well equipped for the tasks of overseeing ongoing parish ministry.
- *intentional interim*; here, a priest with specialized training (in interim ministry and/or conflict, trauma, systems theory and transition) is appointed for a period of two to three years. This would be most common in a parish setting where there has been conflict or trauma that would negatively impact the integration of a new incumbent if left unresolved. An intentional interim most often works full-time.
- *optioned appointment*. Here, the bishop appoints a priest as the next incumbent for a period of two to three years.<sup>1</sup> The appointment is formally reviewed four months before the term is due to be complete, with the help of diocesan resources, and then may be renewed (for a further term, or indefinitely) or brought to a close. (Note that an optioned appointment may also follow either a term or intentional interim appointment.) This would be most common in parishes with limited resources (people, money, skills, or energy) to undertake a full search process.

Where a term appointment, intentional interim, or optioned appointment is desired, the bishop's office will begin the work of recruiting an appropriate candidate and clarifying their terms of work. The bishop's office may further consult the churchwardens, or may not, and will communicate all decisions to the churchwardens as they are made. The churchwardens will be responsible for informing the parish of developments, as instructed by the bishop.

4) The incumbent will take care that worship in the last weeks leading up to their departure will minister to the congregation's sense of uncertainty and grief. This will include petitions in the prayers of the people offering thanks for the incumbent's ministry and asking God's guidance for the congregation. It will include addressing these themes in sermons. This is not intended to be a protracted 'funeral,' but rather guiding the relationship to a healthy sense of closure.

5) Together, the churchwardens and incumbent will decide what pieces of ministry will consume the major part of the incumbent's energy during the time that remains. They will

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<sup>1</sup> In an optioned appointment, the bishop may choose to have the parish prepare a profile, as outlined in the rest of this process, and may choose to consult the churchwardens and/or transition team, and may choose to call into being the canonical committee referenced later in this document, or the bishop may simply appoint a priest who brings the needed gifts and skills for the ministry of the parish without using any of these steps. See Canon X, section 2.

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make plans for how to handle any decisions for future ministry that might normally have been made by the incumbent. In addition to the regular work of ministry, the incumbent will want to devote time to:

- Saying goodbyes in person, over the phone, or writing letters
  - Saying thank-yous, in person, over the phone, or writing letters
  - Seeking to bring closure to any difficult relationships
  - Assisting lay leadership to take on leadership of ministry tasks as appropriate
  - Spending time on their spiritual health, either in a retreat or with a spiritual director
- Coaching by an experienced priest will be made available to the departing incumbent to assist them in crafting their farewells.

6) The churchwardens, with other members of the parish, will make arrangements for a good-bye celebration for the parish to mark the incumbent's leaving. This might take place over a formal dinner or lunch, or informally after a worship service. It would ideally include an opportunity for some members of the parish (or the wardens or some other leaders on their behalf) to thank the departing incumbent for their ministry, and an opportunity for the departing incumbent to say farewell publicly to the parish. Often this event is held at a time when members of the wider diocesan community (deanery and beyond) also might be able to attend; as soon as a date is set, the churchwardens inform the Bishop's office so that if possible the Bishop may attend.

7) A letter will be sent to all members of the parish from the bishop. This letter will be sent at least three weeks prior to the incumbent's final Sunday in the parish. It will outline the next steps that will be taken to ensure the needs of the parish for ordained ministry are met, in the immediate and longer terms. It will explain that the departing incumbent will not be available for pastoral needs (including weddings and funerals, except at the invitation of the new incumbent).

A separate, more detailed letter will be sent at this time to the churchwardens outlining in writing the arrangements for the next stage of ordained ministry, including stipend, hours of work, and responsibilities of the incoming priest.

8) A liturgy of farewell will take place during the incumbent's final Sunday in the parish (which may not be their final Sunday as incumbent, if they are taking vacation time). The incumbent may craft this him/herself, or may use a form available from the diocesan ministry developer.<sup>2</sup>

9) Six weeks before the incumbent's final Sunday, the District Dean will contact the churchwardens and departing incumbent to ensure this process is being followed. (Where the departing incumbent is the district dean, the territorial archdeacon will ensure this is done.)

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<sup>2</sup> It is appropriate for this liturgy to incorporate a symbolic returning of the keys of the parish to the churchwardens, as in the Celebration of New Ministry when the incumbent arrived, they received these keys from the wardens.

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- 10) The departing incumbent will contact the Bishop's office to arrange an exit interview with the Bishop for a time prior to their leaving the parish. It will include:
- a. The incumbent's sense of personal and professional growth and disappointments over the course of their appointment in this parish
  - b. The incumbent's sense of this parish's growth and challenges over the course of their incumbency, and any wisdom or insights they wish to share about the parish's life going forward, ministry opportunities they see, etc.
  - c. The incumbent's feedback on how the ministry of the diocese supported the ministry of incumbent and parish well over the course of their incumbency, and what would have made that support stronger.

### ***The Interim Period...***

- 11) The term or interim priest works with the churchwardens and vestry to ensure core ministries of the parish are being supported. Where the priest is not full-time, this will take particular care.
- 12) The term or interim priest consults with the churchwardens (and possibly the departing incumbent, if appropriate) to appoint a transition team. (In an intentional interim, this step would not take place until the last six to eight months of the interim period. In a sequential appointment process, the outgoing incumbent would appoint this team six to eight months prior to her/his intended departure.) The transition team's primary responsibility at this time is to develop the parish profile, although they also have the responsibility of working alongside the term or interim priest on the broader work of parish transition. The transition team should include one churchwarden and one lay member of synod, and up to four others, who are mature in their faith and in their understanding of the parish (but who may be of any age and who may be relatively new to the parish).
- 13) The diocese provides one or two volunteer coaches to work with the transition team through the process of creating the parish profile. This process may include congregational meeting(s), conversations with parishioners, survey instruments, demographic research in the community, etc. The transition team generally meets weekly or bi-weekly for a period of two to three months, at which time the profile is complete. The profile is reviewed by vestry for any needed revisions.
- 14) The profile is reviewed by the archdeacon and bishop, and further revisions may be requested.
- 15) The final profile, including an executive summary or synopsis, is submitted to the bishop's office. The vacancy notice (the executive summary) is posted by the bishop's office. The vacancy is usually posted for one month to six weeks. The vacancy is posted on the diocesan website, the national church's job website, and circulated to the national House of Bishops. The parish may post the synopsis and full profile on the parish website. It will also be shared with the MNO Synod of the ELCIC. While parishioners and others might share the job posting with others, including via social media, all applications and inquiries for the parish profile, including the process for making an application, must go through the bishop's office.

### ***Appointing the next Incumbent...***

16) The bishop calls into being the canonical committee, comprised of the two churchwardens and all lay delegates to synod.<sup>3</sup> (Note that there is no provision in the canon for any of these individuals to be replaced by an alternate.) This body elects a chair and thoroughly familiarizes itself with the profile and with their canonical responsibilities. The canonical committee formulates interview questions. Volunteer lay coaches are available through the diocese to assist in this task (and to be sure the committee is aware of what questions they legally may not ask!).

17) Once the posting is closed, an Advisory Committee reviews all applications received and develops a short list of candidates. This list and the applications of those who have been short-listed are passed to the chair of the canonical committee. (The Advisory Committee is constituted by the bishop, and is comprised of the bishop, archdeacon, two lay members of synod from neighbouring parishes, and the churchwardens.) Confidentiality is maintained.

18) The canonical committee interviews all short-listed candidates. (If any candidates are a distance away, they may travel for the interview or be interviewed via video conference. Travel costs are borne by the parish.) The committee chooses which candidate they will ask the bishop to appoint. Assistance can be available from the diocese in the decision-making process if requested. Churchwardens check the desired candidate's references. Confidentiality is maintained.

19) The bishop contacts the successful candidate. If that person chooses to accept the appointment, the candidate engages in conversation with the bishop about stipend to be offered, moving costs, and start date. (The bishop will have consulted with the churchwardens on these questions.) Upon successful completion of these negotiations, the bishop formally makes the appointment. The date of the announcement in the parish is negotiated with the candidate, bishop and churchwardens so that the announcement is made at the same time in the candidate's current place of ministry and the parish. Confidentiality is maintained until the formal announcement is made.

### ***From Interim to the new Incumbent...***

20) As the interim period comes to an end, the transition team is responsible at this stage for a celebration of the ministry of the term or interim priest: a dinner or other celebration, and a liturgical farewell on their final Sunday.

21) The transition team is responsible for welcoming the new incumbent and helping them to settle into their new home and parish. This will include organizing a welcome celebration in the parish, working with the bishop's office on the formal Celebration of

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<sup>3</sup> Note Canon X, section 3: "If at the time the Bishop calls the committee into being a church warden is also a lay delegate to Synod, the vestry shall elect a lay member of vestry to serve on the committee." This will ensure that there are always at least four members of the canonical committee.

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New Ministry, and less formal tasks including ensuring that the new incumbent has ways to meet parishioners, gets to know their new neighbourhood, etc.

21) Within six months of the new incumbent beginning in the parish, she/he works with the churchwardens to create a Ministry Covenant. This document serves to clarify roles and expectations of both incumbent and parish as they minister together. Assistance, including a template for a ministry covenant, is available from the diocesan ministry developer.

## 2. Administration

T1213 – Request to Reduce Tax Deductions at Source

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1213.html>

T1223 – Clergy Residence Deduction

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1223.html>

### 2-1 Stipend Oversight

It is the responsibility of the Bishop to oversee clergy remuneration to ensure compliance with diocesan policy and diocesan minimum stipends levels. It is the responsibility of the Parish, through the wardens, to ensure adequate funding and to negotiate specific remuneration at or above the diocesan minimum.

The Diocesan Office offers central payroll to parishes on a voluntary basis at a nominal administration cost. Diocesan central payroll administers the remuneration package and bills the parish for the following:

Stipend, where applicable,

The employers share of:

Professional development

Pension

Long-term disability

Group insurance

Medical plan, extended

Employee Assistance Plan

Canada Pension Plan

Employment Insurance

Travel and work-related expenses are reimbursed directly by the parish.

Note: There may be some parishes that do not use the central payroll system and those parishes should review their policy accordingly to ensure maximum benefit to the parish and its clergy.

Honorary Assistants may receive an honorarium from the parish.

### 2-2 Stipend Scale



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A clergy stipend scale from year one of ordination as a Deacon to year 26+ of service is reviewed on a regular basis by the Diocesan Compensation Committee. The process is based on the following steps:

- ✧ Review of the cost of living index, July CPI of current year is the basis for stipend scale increase for the following year.
- ✧ Recommend draft policy changes to Diocesan Executive,
- ✧ Final recommendation to Diocesan Council for approval.
- ✧ Instruction to Diocesan staff to circulate new information, effective the January 1 following approval, unless different specific dates apply.

### **2-3 Stipend & Benefits (variable)**

Each year the Director of Finance forwards an approved Stipend & Benefit Information sheet to each parish for Pension, Long Term Disability and Continuing Educations costs for the following year.

### **2-4 Stipendiary Scale when entering ministry from a different occupation.**

Until recently, there has been no formal practice of providing a person, who enters stipendiary ministry later in their working life, an advanced stipend level in recognition of equivalent experience, nor does there appear to be an equitable formula by which such decisions are made. Some parishes have provided a stipend which acknowledges that previous experience in a former occupation brings worth that should be reflected in stipend by matching year for year or a fraction of the years of service in the former occupation. This decision is governed by the parish's ability to offer a higher stipend, its disposition towards generosity, the relatedness of the previous occupation to parish ministry and/or the income received from pensions from previous employment.

Given the number of variables that impact this decision, a precise formula or scale is neither practicable nor appropriate; rather, a process of negotiation is proposed.

Once it is decided that such a person is to be appointed as the incumbent, the Bishop or one of the Archdeacons will undertake a negotiation with the wardens and the proposed incumbent to determine the appropriate level of compensation for previous experience on the years of service scale. Once this is determined, ratified and documented in the incumbent's file by the Bishop, the cleric advances on the scale annually from that year. This decision would be considered "portable", that is when the cleric moves to his or her next appointment within the Diocese, he or she, could expect to be paid at least according to the basis of advanced years of ordination identified in the previous parish. However, vacation entitlement is based on actual number of years of ordination, not on one's standing in the stipend scale.

### **2-5 Priest (Term appointment)**

When an incumbent resigns, retires or is unable to continue the incumbency it will be necessary to appoint a priest to provide sacramental ministry and pastoral care. The type of appointment will be decided in consultation between the Bishop and Parish, considering the history of the Parish, the number of years the previous incumbent was there and the ability of the parish to pay a full stipend.

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## 2-6 Priest - Term

The parameters of an appointment of a priest in a term appointment will be determined at the time of appointment and may range from a full time position to a percentage of full time, or limited to Sunday services only. Appropriate deductions may be required based on diocesan and National Church policies.

## 2-7 Interim Priest (Intentional)

A person to be appointed as an Intentional Interim Priest (or Interim Minister) must have completed part 1 of the Interim Ministry Training, or other appropriate training. This person, on appointment, will lead the parish through the 5 tasks of Interim Ministry, which are:

- ✧ Helping the congregation to understand its history and previous relationships with incumbents and other clergy;
- ✧ Discovering the congregation's special identity and dreams, following the departure of the previous incumbent;
- ✧ Dealing with the inevitable shifts in leadership that take place during transition;
- ✧ Reflecting on the congregation's relationship with the Diocese and the wider church;
- ✧ Developing a commitment to the anticipated new leadership of the incumbent with the possibilities that the future will bring.

*(Taken from the Interim Ministry Network data)*

*See Other Information: 6-3 Interim Ministry in the Parish.*

## 2-8 Less than Full Time Appointments

Clergy whose appointments are less than full time are paid a pro-rated stipend based on their years from ordination. E.g. If they are to be employed in a half-time position, the minimum stipend and housing would be calculated as  $\frac{1}{2}$  of the stipend for the number of years they are from ordination and  $\frac{1}{2}$  the housing allowance that has been approved by Diocesan Council for that year (unless they are living in a rectory).

Reasonable reimbursement of travel expenses should be provided if the appointments include travelling and visiting. Travel does not normally include commuting between church and home, but may be adjusted by agreement, if required.

## 2-9 Sunday Supply

Level of payment for Sunday Supply is part of the Compensation Committee's annual recommendation to Diocesan Council.

Parish and Missions normally pay fees and mileage directly to the Priest providing the service. Other arrangements must be negotiated with the Diocesan office.

## 2-10 Moving Expenses (Canon 10)

It is the responsibility of the parish to pay for the move of the newly appointed clergy, and approve or make the necessary moving arrangements for the newly appointed clergy. The diocese may assist with the moving expenses, in special circumstances,



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such as an administered or grant aided parish. The individual who is moving, and the wardens of the parish to which he or she is moving, should negotiate a general agreement about moving expenses.

### **2-11 Return of former Incumbents during transition**

Once a new Incumbent (or Interim Priest) takes up his or her position, former clergy may be invited back only by the Incumbent (or Interim Priest). The Incumbent, (or Interim Priest) by his /her Episcopal appointment has the responsibility and the right to be in charge over all church's ministrations within the parish. It is inappropriate for parishioners to request the ministry of a former incumbent in place of the present one.

### **2-12 Statutory Holidays**

New Year's Day	Louis Riel Day(MB) Family Day (ON)
Good Friday	Victoria Day
Canada Day	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day (ON)	

If a holiday falls on a Saturday or Sunday, a compensating day is given with the exception of November 11<sup>th</sup>. Boxing Day and Easter Monday are not considered statutory holidays in Manitoba, but are given at the discretion of the employer.

### **2-13 Fees and Gifts for Services (Canon 25)**

"All fees and gifts for services shall be paid to the parish and, together with all Christmas offerings, shall be recorded as income in the accounts of the Parish, and Vestry shall decide on the disposition of these fees, gifts and offerings. Services are all services rendered on behalf of or in the name of the parish by the incumbent, an employee, parish group, or a member of the parish. Services include but are not limited to baptisms, confirmations, weddings, anniversary celebrations, funerals, memorial services, house blessings, house calls, healing and counseling." (Canon 25, paragraph 4)

Services, for which many fees or gifts are usually received, are responsibilities which normally fall within the job descriptions of most clergy, responsibilities for which they are already being paid. There are, of course, circumstances which require clergy to be paid for rendering specific services. An example may be an ordained person asked to officiate at a wedding or funeral removed from his or her own charge, especially where travelling expenses will be incurred. Another example would be retired and "secular employed" clergy who, when asked by the community to perform certain pastoral services, are not otherwise compensated for such work. Other examples exist, but the principle remains that the church should support them in their calling. Neither the clergy nor the church is to reduce their ministry to a service available for hire and create an environment of "fees for services rendered".

The following are ensured by this Canon:

- ✧ All parish income is properly recorded
- ✧ A more complete profile of the true income of clergy, parish employees and parish groups, is declared.

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- ✧ All contributors receive a formal receipt for income tax purposes (where applicable)

The following guidelines are to be observed:

- ✧ Fees and Gifts – Any fees and gifts received for the use of space or for services rendered should be paid to the Parish Treasury and not to individuals. Distribution of these fees to various groups or individuals would be a policy decision of Vestry, taking into account any existing contracts or agreements. Appropriate deductions should be made with the amounts being reflected on T4 slips where appropriate.
- ✧ Special Christmas Offerings – It is recommended that all Christmas offerings be received and recorded in accounts of the Parish. If the parish decided to pay out a bonus to the incumbent or other members of the personnel team, that would be a policy decision of Vestry. Appropriate deductions should be made with the amounts reflected on T4 slips. This should ensure that the total income figures of the parish as well as its clergy costs are properly reflected.
- ✧ Deductions – It is recommended that appropriate deductions be negotiated between staff and parish for gifts and fees that are paid to them.

## 3. BENEFITS

### 3-1 Housing

Diocesan Canon 10 states “the duty of providing and maintaining a suitable residence for the incumbent ... or an appropriate allowance in lieu thereof, rests upon the parishioners to whom the incumbent ministers”. Clergy housing allowance rates are based on the recommendations of the Diocesan Compensation Committee as approved by Diocesan Council. Current rates can be obtained from The Diocese of Rupert's Land.

Canada Revenue Agency, as at January 1, 2010, Regulation:

All clergy members who live in their own house or rent a property and claim a clergy residence deduction based on the fair market value of the house or rent paid, respectively, are required to file a T1213 (Request to Reduce Tax Deductions at Source for Years) – Clergy can make the request for up to two years with their local tax office. Until the approval form has been received, income tax and Canada Pension will be required to be deducted from the housing allowance.

Canada Revenue Agency often will request additional information to be provided, such as:

- Detailed job description
- T1223 (Clergy Residence Deduction) estimated for that year
- Proof of appointment (e.g. license)

### 3-2 Canada Pension

All clergy and lay employees, full and part time, are required to pay into the Canada Pension Plan when under the age of 65 even though the employee may be receiving a CPP retirement pension (as at 1/1/12). Employees that are at least 65 but under 70 can elect to stop contributing to CPP if the employee is receiving the CPP retirement pension by completing a CPT30- Election to Stop Contributing to the CPP and forward one copy

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to the employer and send the original to CRA. This will come into effect the month following the date a copy has been given to the employer.

Premiums are matched by the employer and established by income level. CPP premiums are NOT deducted from clergy housing allowance if approval has been received from Canada Revenue Agency that tax will not be withheld at source.

### **3-3 Employment Insurance**

All employees are covered under the Employment Insurance legislation of the Federal Government. Employee deduction is based on monthly stipend, plus monthly housing allowance if paid in cash, plus the taxable portion of the Anglican Church of Canada Benefit Package. The Employer's contribution is 1.4 times the employee's contribution.

### **3-4 General Synod Pension Plan**

Stipendiary clergy and Anglican Centre Staff are enrolled in the General Synod Pension Plan of the Anglican Church of Canada, as governed by General Synod Canon VIII and those Regulations.

The General Synod Pension Plan is a career-average, defined benefit plan and is locked in after two years of membership.

### **3-5 The Anglican Church of Canada Benefit Package (Extended Medical Plan)**

Stipendiary clergy and Anglican Centre Staff are members of the National Church Benefit Package, covering extended health, dental, vision and RX plus for prescription drugs. This Plan is mandatory for all employees, unless covered under insurance provided by a partner. This Plan is in addition to the provincial mandatory Manitoba Health Services. The monthly premium is shared 60% by the employer (parish or diocese) and 40% employee deduction.

Superannuated clergy and Anglican Centre Staff, who retire from active service and are in receipt of a General Synod pension, can continue to receive the above coverage. The premium will be deducted from their pension by the Anglican Church of Canada.

Upon the death of the member, coverage continues for the surviving spouse.

### **3-6 Group Life Accident Insurance**

Stipendiary clergy and Anglican Centre Staff who work at least 20 hours a week are eligible for this coverage. The basic life insurance is \$100,000 and in case of accidental death an additional \$100,000 is paid out.

### **3-7 Short-term Disability (Sick Leave)**

It is the recommendation that a Multiple Employer Plan (MEP) be instituted by the Diocese of Rupert's Land. This has been passed by Diocesan Council September, 2017. As noted below, this plan will be in force for 5 years. A new agreement must be approved through EI at that time.

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The Diocese of Rupert's Land arranged with Employment Insurance for a plan which covers income for all clergy and employees enrolled in the Extended Health Care Plan of the Anglican Church of Canada for short-term disability.

- ✧ The MEP covers unemployment caused by illness and only comes into effect after the employee has exhausted all sick time available to them. Owed vacation time is not affected by the plan.
- ✧ Generally, there is a one week waiting period for EI benefits, but this is decided on an individual basis at EI. If the one-week period is required, the Diocese of Rupert's Land SUB Plan allows for 95% of the employee's weekly earnings during that one week.
- ✧ To start on the SUB Plan, the employee must receive a Record of Earnings and apply for EI benefits. Once approved, the weekly income (including EI and SUB income) will be 95% of the employee's weekly earnings.
- ✧ The employee must provide EI cheque stubs to the Director of Finance at The Diocese of Rupert's Land so that verification of the SUB payment can be completed accurately.
- ✧ All payments to the employee while on the SUB plan will be facilitated through the Diocese of Rupert's Land centralized payroll and the appropriate parish will be required to be on the electronic funds transfer for payroll for this individual. The Diocese will keep a record of all SUB payments. There is a parish cost for this service.
- ✧ The maximum allowable on the SUB plan is 17 weeks. Sub payments will continue for the 17<sup>th</sup> week, although EI is exhausted.
- ✧ The SUB plan once approved by EI will be in force for 5 years. A new agreement must be approved at that time through EI.
- ✧ A written notice of any change will be given to Service Canada within 30 days of the effective date of the change.
- ✧ Addendum: Payments in respect of guaranteed annual remuneration, deferred remuneration or severance pay must not be reduced or increased by SUB received under the plan. These amounts include any benefits to which the employee is entitled i.e. sick leave, vacation leave, commissions, bonus, etc.

### 3-8 Long-term Disability

Clergy and Anglican Centre Staff enrolled in the national long-term disability plan of the Anglican Church of Canada will pay, along with their employer, premiums based on 150% of stipend.

All stipendiary clergy and Anglican Centre Staff, who work at least 20 hours a week, are covered by LTD.

Benefits are payable following a waiting period of 119 days. The monthly LTD benefit payment is taxable, and is calculated at 60% of salary to a maximum of \$ 10,000.00

The LTD benefit paid will be reduced by income from the Canada Pension Plan, and 60% of the value of housing or housing allowance provided during disability. Information on the process for LTD and application forms are available at the Diocese of Rupert's Land.

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### 3-9 Departure from Staff (Anglican Centre- Lay Staff)

1. Employee Initiative: Staff will give written notice of intention to terminate employment to the Bishop. For those persons with three weeks or less of vacation entitlement, the notice period is a minimum of two weeks. For those entitled to four weeks or more of vacation, the notice period is a minimum of one month.
2. Employer's Initiative:  
Dismissal for Cause: In the case of significant incompetence or misconduct, an individual may be terminated without notice.

Dismissal for unsatisfactory performance; in any case where an employee's work is considered unsatisfactory, the Bishop will take initiative to discuss performance expectations and set up an appropriate probationary period for improved performance. A written summary of the meeting will be done with a copy for the employee. Where appropriate, remedial training or counselling may be indicated as part of the probationary period.

An evaluation of the employee's work performance will be initiated at the end of the probationary period. A written summary of the evaluation will be prepared immediately following the meeting with a copy for the employee. If the work performance is satisfactory at the time of the evaluation, the period of probation will be considered terminated. If the work performance is not satisfactory at the time of the evaluation, the Bishop may either extend the probationary period for a term not to exceed three months, or terminate the employment of the individual. The Bishop will advise the employee, in writing, of the effective date of the dismissal, and will be responsible for obtaining office property (keys, etc.) from the employee. The Diocesan Accountant will be advised by the Bishop of the effective date of the employment termination.

The Employment Standard Act will serve as the guideline regarding notice of termination in cases where notice is appropriate.

### 3-10 Employee Assistance Plan

A confidential counseling and health promotion package with Blue Cross is available for all stipendiary clergy and full time lay workers in the Diocese. The monthly premium is shared on a 60% employer and 40% employee basis.

### 3-11 Hiring Authority

In the case of lay staff, the appropriate authority is:

Anglican Centre: The Bishop

Parish; The Corporation in consultation with the vestry.

### 3-12 Housing Allowance (clergy)

Diocesan Canon #10 states "the duty of providing and maintaining a suitable residence for the incumbent...or an appropriate allowance in lieu thereof, rests upon the parishioners to whom the incumbents ministers". This allowance changes yearly.

### 3-13 Lay Retirement Plan

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The Lay Retirement Plan is a money purchase type of pension programme. Each employee contributes 5% of salary and 5% is paid by the employer.

The plan is available to full time and part time (over 20hours) parish employees, including administrative personnel, caretakers, music directors, etc. Must be offered to all full time employees.

### **3-14 Maternity/Parental Leave**

Effective January 1, 2009, when a clergy member takes maternity/parental leave, while the employee is on E.I., that the parish pay the employee 20% of their salary for E.I. purposes, so that the employee is at 80% of their normal salary, as opposed to 55%. Effective immediately, when a clergy member takes maternity/parental leave, while the employee is on E.I., the parish continues to pay the parish portion of the pension and benefits, at the normal rate, and the employee continues to pay their share so that benefits and pension can continue while the employee is on Maternal/Parental leave (as outlined in the Canada Labour Code, Part III, Division VII, sec 209.2 (1)-109(2.1))

### **3-15 Travel**

Annually the Diocesan Compensation Committee recommends to Diocesan Council, for its approval, changes to the rates for reimbursement for kilometers (for clergy) driven for employment purposes.

As well, casual travel for Diocesan purposes recognizes that the fixed cost portion of mileage is included in the parish compensation, whereas Diocesan Travel is based on variable costs only.

### **3-16 Vacation and Leave**

For full and part time clergy and priests in charge, 1 calendar month for the first 10 years of ordination, and 1 calendar month plus 1 week between 10 and 15 years, and 1 calendar month and 2 weeks thereafter. When transferring to another parish or diocesan position, vacation pay is paid by the former employer upon departure. The expense of providing services during such vacation shall be borne by the parish.

Anglican Centre Staff: 3 weeks after 1 year on staff, 4 weeks after 5 complete years on staff, 5 weeks after 10 complete years on staff, and 6 weeks after 20 complete years on staff. Employees with less than 1 years service receive 1 working day for each month worked, up to a maximum of 10 working days.

For purposes of reporting, the vacation or leave year corresponds with the financial and calendar year. All those who qualify for vacation or leave are required to keep a record of the time used and to submit an annual report to their Parish (if applicable) and to the Diocesan office, no later than January 15<sup>th</sup> of the following year. Because employment is considered continuous during a legislated or approved leave, such leave will have no effect on the calculation of years of service or eligibility for leave.

Vacation

All clergy are encouraged to take at least two consecutive weeks of vacation per year.

The expense of providing for services during such vacation shall be borne by the parish.

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Accumulated Overtime (primarily for those in part-time positions)

Clergy may accumulate no more than 1 month of banked time at any one time, unless previously mutually agreed upon by the Parish and Clergy.

### **3-17 Sabbatical**

Members in the Anglican Church of Canada Plan for at least five years may apply for full-time study leave. Resources permitting, members may be granted up to \$3,000 (after exhausting the funds in their Continuing Education account) in order to complete eight or more weeks of study.

Applications for sabbatical grants are available from the Diocesan office. Members will be asked to provide the following information:

- ✧ study goals
- ✧ how work will be supervised
- ✧ how work will be evaluated
- ✧ pertinence to future employment in the Church
- ✧ budget

### **3-18 Continuing Education plan**

#### **Plan Membership**

All stipendiary clergy and Anglican Centre Staff automatically join the Continuing Education Plan on their first day of employment. Lay employees of the Church or other participating organizations may join the Plan with their employers' approval. The monthly contribution of an individual's salary source (changes yearly) is sent to the Continuing Education Plan. Reimbursement to the applicant will be paid to the extent of 75% from the Fund, in respect of the applicant's account and 5% from the General Assets of the Fund. The applicant shall pay the remaining 20% of the cost.

#### **Use of Benefits**

Members may use the Plan to cover the cost of:

- ✧ any continuing education program or course of study
- ✧ books or other materials
- ✧ computer hardware or software (the plan will cover up to \$1000 every 3 years for computer hardware or software)

Applications for benefits are available from the Diocesan office or can be accessed at [www.anglicanpension.ca](http://www.anglicanpension.ca)

#### **Sabbatical Grants**

Members in the Plan for at least 5 years, may apply for full-time study leave. Resources permitting, members may be granted up to \$3000 in order to complete eight or more weeks of study.



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Applications for sabbatical grants are available from the Diocesan Office. Members will be asked to provide the following information:

- Study goals
- How work will be supervised
- How work will be evaluated
- Pertinence to future employment in the Church
- Budget

### **Retraining**

CEP members who wish to leave the employ of the Church may ask the Bishop to apply for a retraining grant on their behalf. These grants are limited to \$2000 and are available only to those with at least five years of membership in the CEP.

### **Administration**

The Pension Office is responsible for the day-to-day administration of the Plan. Policy decisions and the authorization of sabbatical and special grants are the responsibility of the Continuing Education Administrative Unit. The Administrative Unit includes five plan members appointed by the National Executive Council.

For information, please call the Pension Office at (416) 960-2484 or toll free 1-800-265-1070 or write to The Pension Office

Anglican Church of Canada, 625 Church St, Suite 401,  
Toronto, ON M4Y 2G1

### **3-19 Study Leave**

Each salary source provides up to three weeks annually for continuing education (study leave). This can be accumulated to a maximum of 14 weeks at the rate of two weeks per year.

Persons qualifying for study leave are required to keep a record of leave used, including in-service days, live-in days, and other workshops. An annual report is to be provided to the Diocesan Office. The accumulated study leave would not be considered portable to subsequent appointments unless it was specifically negotiated at the time of a new appointment. Accumulated study leave cannot be added to compensation at termination of employment unless, at the discretion of the Bishop, such addition would be seen conducive to finding employment in another field of endeavor. During study leave, full stipend/salary and benefits will be maintained by the salary source.

Cost of interim replacement is the responsibility of the salary source, which can request assistance in addressing these additional costs.

The principle guiding the benefit of study leave is that sustaining the vocational, spiritual and emotional vitality, competence and growth of clergy would be of equal benefit to the church and its personnel.

Although the General Synod Canon governing continuing education stipulates that time is to be made available by the salary source for continuing education, it does not specify responsibility for replacements during study leave. It is the Corporation's responsibility to cover supply during a sabbatical.

### **3-20 Leave of Absence**



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It is the policy of the Diocese to permit clergy and lay staff to take a justifiable leave of absence from their area of responsibility, provided suitable alternative arrangements can be made to continue the activities of the parish or Diocesan Office. No leave of absence shall be granted for longer than two (2) years duration except for those elected to provincial or federal governments. Leave of absence may be renewed by the Bishop upon receipt of a letter of application. Clergy and lay staff are eligible after one-year full-time service. Parish clergy require concurrence of wardens and approval of the Bishop. Diocesan Centre clergy require approval of the Bishop.

There may be an effect upon salary/stipend and benefits which must be reviewed with the individual requesting leave of absence. The leave of absence may be paid leave or unpaid leave.

Reasons for granting include, but are not limited to:

- ✧ Illness (including sick leave, short and long-term disability)
- ✧ Emergency leave to a maximum of two weeks
- ✧ Extending other program leave such as sabbatical, study leave, professional development
- ✧ Jury duty/Court witness
- ✧ Extended vacation
- ✧ Participation in political process
- ✧ Employment Standards approved unpaid leaves (employee must have been employed by same employer for 30 days:
  - (1) Compassionate care leave – employee to care for a very ill family member (8 weeks)
  - (2) Family leave – employee to deal with family responsibilities or personal illness (3 days).
  - (3) Bereavement leave – employee to deal with the death of a family member (3 days).

NOTE: Family member – children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews as well as those not related but considered a family member.

### 3-21 Retirement

Details are found in General Synod Canon VIII. Normal retirement date means the first day of the month next following or coincident with the member's sixty-fifth birthday or following completion of forty Years of Contributory Membership, whichever is earlier. For purposes of General Synod Canon VIII, a member's retirement date must be no later than the December 31<sup>st</sup> coincident with or next following the member's attainment of the age of seventy-one years.

Before 65, where early retirement is appropriate, each case will be dealt with on an individual basis according to General Synod Canon VIII and Canon IX, and the policy of the General Synod Pension Committee.

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## **Diocesan Guide to Facilitate Transition into Retirement**

*This time line has been prepared by the Bishop's Office in the hope it will help you and us plan for a smooth transition from stipendiary ordained ministry into retirement.*

### **One year (or more) prior to proposed retirement:**

#### **Gather information -**

Contact the Pension Office @ 1-800-265-1070. The General Synod Pension Office staff will happily answer all your questions.

*Suggested questions to help determine if this is financially the right time to retire:*

“What is your ‘normal’ retirement date?”

“What is your ‘early retirement’ date, with no reduction in pension?”

“What date would you be eligible for pension?”

“What are the penalties for taking early retirement?”

“What benefit will you receive if you postpone retirement beyond ‘normal’ retirement date?”

Other factors affecting retirement besides age and finances are health (either physical or mental health/state of mind) and spouse's plans, or extended family care responsibilities. Taking these other factors into account can help focus on when retirement would be appropriate.

You may wish to contact the Bishop at any time during this process to discuss and reflect on various issues.

### **6 – 9 months prior to retirement**

#### **Notify the Bishop -**

If you have not already been in contact with the Bishop, once a decision has been made about retirement, arrange an appointment to see the Bishop. It is important for the Bishop to know about your retirement plans at least six months, but preferably nine months to a year, prior to your actual retirement date.

During the Appointment with the Bishop:

- a. confirm/establish your exact retirement date, including the last Sunday in the parish. Often this date can be earlier than the actual retirement to accommodate unused holidays.
- b. confirm the date on which the announcement will be made in the parish.
- c. discuss any hopes/desires/wishes for active ministry following your official retirement. (See “Options” below)

After having met with the Bishop:

- ☆ If you have not already done so, send to the Bishop your formal signed letter of resignation as incumbent of the parish noting the effective date of retirement and of the last Sunday in Parish.

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The Bishop will:

- ✧ write a formal letter accepting your resignation due to retirement,
- ✧ write to the Wardens and people of the Parish announcing that he has received your notice of intention to retire, and will give the effective date, and any other pertinent information. The Bishop and/or Archdeacon will meet with the Wardens of the Parish to plan for the ongoing pastoral and sacramental ordained leadership of the parish following the retirement of the incumbent.
- ✧ Once the parish has been formally advised, the information is public knowledge and the Bishop will announce your retirement to the diocesan clergy community through his monthly letter.

### **3 – 6 months prior to retirement date:**

Contact the Director of Finance:

- ✧ Obtain the appropriate application for Pension forms. The Director of Finance can assist you with the completion of the forms, if necessary.
- ✧ The Pension Office requires that completed applications for pension be submitted two months prior to the intended date of retirement. Please give the Pension Office ample time to process your application.

### **1 – 2 months prior to retirement**

Contact the Bishop's Office to arrange for an Exit Interview. This can involve both you and your spouse, if you wish. The interview can take place either before or after your last Sunday in the Parish.

### **Other decisions to be made prior to and after retirement:**

✧ Health Care Plan:

As a clergy/Anglican Centre Staff retired from active ministry in Rupert's Land, you are eligible to continue your health and dental care coverage with Manulife, but there are a few important changes as a retiree:

- You will be responsible for the entire cost of the premium.
- Premiums for the Retired Clergy plan are based on 'experience' therefore the premiums are significantly higher than those on the active members' plan.
- The Diocese is fortunate to have some funds held in trust for the benefit of retired clergy and/or clergy widows/widowers. Effective January 1, 2009, the diocese will issue retirees a cheque twice a year (in June and December) from the income derived from these trust funds.
- Some benefits previously covered will be terminated upon retirement.

Or,

- You may wish to obtain health and dental coverage through Blue Cross, or another carrier, and not continue in the retiree plan. Obtain information and make the choice that is right for you.

✧ Where will you worship?

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It is expected that you will find a new parish community in which to worship. Give some thought as to where you want to be on Sunday mornings.

### **Exercising Priestly Ministry after Retirement:**

Those in secular work upon retirement, often cease to work at their profession. Because Priests exercise a vocation, many find they don't wish to simply cease their involvement in ministry. The Church offers a unique opportunity for work beyond retirement. Discuss your wishes / hopes with the Bishop. Seek out training opportunities to equip you for specialized ministry.

Sometimes it is wise to take a period of time (six months to a year) before committing to involvement in stipendiary ministry.

*Options for continuing to exercise your priestly ministry beyond formal retirement.*

✧ Permission to officiate:

Your license to function as an ordained minister will terminate on your retirement date, but the Bishop is prepared to issue a letter of "permission to officiate". This is a letter of permission granted by the Bishop which authorizes you to function in the diocese at the request of the Bishop or a parish Incumbent, but does not obligate you to do so. This letter is not a "license" per se, and therefore does not give membership in Synod.

✧ Honorary Assistant:

If you find a parish, settle in and wish to become an Honorary Assistant, this is done by request of the parish vestry to the Bishop. A license may be granted as an Honorary Assistant usually some 3-6 months after you have been worshipping in that parish.

✧ Interim Ministry:

If Interim Ministry is of interest, training is required. Please discuss this with the Bishop.

✧ Term Appointment / Part time appointment:

If a part-time or term appointment is of interest, make your wish known to the Bishop. These positions arise from time to time.

✧ Temporary Duty:

Regularly, there is need for a Priest to fill in on a Sunday to preside at the Eucharist. A fee for service and travel is paid to those taking temporary Sunday duty. Contact the Executive Assistant to the Bishop if this interests you.

*Note: Once you begin drawing your church pension, you will not be able to make pension contributions to your plan, regardless of whether or not you continue in paid employment within the church.*

### **3-22 Clergy Loan Fund**

The fund was created to provide low interest loans to clergy primarily to assist them with the financing of a car. It is assumed that a parish priest must generally have a car in order to carry out his or her ministry effectively and efficiently. The fund would seem to have been intended to provide assistance in cases of need rather than to be an additional fringe benefit to all.

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## Policy and Guidelines

- ✧ The maximum loan amount is \$4,000.00
- ✧ Diocesan policy on clergy loans is that interest rate is at prime + 1%, with interest calculated monthly on all loans.
- ✧ The minimum payment is \$125.00 monthly on all loans.
- ✧ A deacon or priest who submits an application to the Diocese is placed on a waiting list.
- ✧ A further loan is not available to anyone within four years from the date on which a previous loan commenced.
- ✧ When funds become available for a new loan, the list is reviewed by the Director of Finance and the Bishop who will decide together which applicant will receive the new loan. (Newly ordained clergy are often given priority.)
- ✧ In the event that a recipient of a loan from the fund ceases to be a stipendiary cleric within the Diocese of Rupert's Land, the balance of the loan is due and payable at the date of such an event.

## 4. Performance Matters

### 4-1 Covenant

Within six months of the commencement of an appointment of clergy to a parish, a covenant between the parish and the clergy shall be created. The purpose of this section is to ensure that a comprehensive conversation is had in the development of the covenant. The covenant shall be developed by the Wardens and clergy and presented to the Vestry for input and information. This covenant needs to identify the expectations of the clergy as well as the expectations of the parish.

Subjects that may be included in the covenant are:

- Responsibility in leadership roles, e.g. preacher, worship leadership, pastor administrator, teacher, counselor, organizer,
- The priority of the roles, i.e. when insufficient time/resources are available to accomplish all tasks, which have priority
- Hours of work, including office hours, timing of vacation periods and designated days off, Study Leave / Sabbatical (as per Study Leave Policy and the Continuing Education / Sabbatical policy) and sermon preparation time. (Note: Relevant legislation around working hours in Canada and specifically in Manitoba can be obtained from Government of Canada and Province of Manitoba websites.)
- How the corporation, vestry and parish will support the ministry of the clergy.

A template for creating a Ministry Covenant is available to assist in this work.

### 4 – 2 Review

A review of the incumbent will take place at regular intervals based on the expectations of the priest and parish as set out in the letter of appointment and the Bishop's Expectations of Clergy.

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The incumbent will meet annually with the appropriate authority (Wardens or Bishop) to identify, discuss and record any deviations from the expectations and any need to amend them in light of changing circumstances.

It is recommended that every three years a more comprehensive review be undertaken under the guidance of a committee consisting of the wardens and two members appointed by the Vestry (Parish Council). The committee will seek input and responses from the incumbent and all recipients of his/her ministrations before submitting its review to the incumbent and/or Bishop for consideration.

### **4-3 Policy on Building Healthy Communities**

Available on the Diocesan website [www.rupertsland.ca](http://www.rupertsland.ca)

### **4-4 Policy on Sexual Misconduct**

It is the policy of the Diocese of Rupert's Land that sexual harassment of any kind is wrong, and will not be tolerated whether it is perpetrated by clergy, paid employees, volunteers, or participants in any activity in the life of a parish or diocese. Sexual abuse of children is addressed in a separate diocesan policy.

### **4-5 Dismissal with or without cause**

Clergy may have their license revoked, or other appropriate action taken by the Bishop. See Canon 12 and 13. Parish staff may be terminated by the Corporation.

## **5 Relevant Canons**

- CANON 8 – Licensing of clergy
- CANON 10 – Appointment and Maintenance of Incumbents
- CANON 12 – Removal of Incumbents  
(Information on removal of incumbents is also contained in the appointment letter)
- CANON 13 – Discipline
- CANON 27 – Memorials and Other Gifts

## **CANON 8**

### **LICENSING OF CLERGY**

1. Every candidate before ordination and every member of the clergy before being licensed by the Bishop or appointed or instituted to any incumbency, office or dignity in the Diocese, shall in the presence of the Bishop, or a Commissary acting for the Bishop, make or take and subscribe the declarations or oaths required to be taken and subscribed by the Canons of the Ecclesiastical Province of Rupert's Land.
2. The Bishop may issue to a person in Holy Orders a written licence to exercise within the Diocese the functions of the Order of that person.

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3. The licence referred to in section 1 shall contain such terms, conditions and limitations as the Bishop may determine.
4. A person shall not exercise within the Diocese a function of Holy Orders unless that person holds a licence in writing from the Bishop to do so.
5. The Bishop shall promptly notify the Registrar of the Diocese in writing of all licences issued, together with particulars thereof.
6. A person in Holy Orders who holds or has held a licence from the Bishop shall be subject to episcopal jurisdiction of the Bishop until transferred to the jurisdiction of and accepted by another bishop.
7. A person in Holy Orders who does not hold a licence from the Bishop is eligible for election or appointment to any office in the Diocese to which a lay person may be elected or appointed.

### **CANON 10**

#### **APPOINTMENT AND MAINTENANCE OF INCUMBENTS**

1. If the office of incumbent of a parish is vacant then for the purposes of The Anglican Church of Canada Temporality Act, the Bishop, or in the case of a vacancy in the office of bishop, the Administrator of the Diocese, shall be deemed to be the incumbent of the parish.
2. When a vacancy occurs or when the Bishop has accepted the resignation of an incumbent, the Bishop or a person appointed by the Bishop shall confer with a committee consisting of the churchwardens of the parish and the lay delegates to Synod who represent it, who shall have the privilege of presenting names to the Bishop for consideration. The meeting shall be called by the Bishop as soon as convenient after the vacancy occurs or the resignation is accepted, as the case may be.
3. Notwithstanding section 2, the churchwardens may request the Bishop to make an appointment without conferring with a committee.
4. If within three months after the vacancy occurs the committee and the Bishop have not agreed upon a member of the clergy to be appointed, the Bishop may proceed to make the appointment.
5. The member of the clergy selected shall be approached by the Bishop only.
6. A member of the clergy may be appointed incumbent of two or more parishes, but if at any time the Bishop or the Diocesan Council shall consider that the welfare of the Church requires that one or more of such parishes be placed under a separate incumbent, the Bishop may, with the consent of the Diocesan Council, make a division of the parishes as provided in Canon 19. The incumbent may, with the consent of the Bishop, have the privilege of choosing which portion to retain and which to resign, and failing any choice and resignation within thirty days of notice to do so, the Bishop may declare one or more positions of incumbency vacant.
7. When the incumbent of any parish desires to resign the incumbency, that person shall first signify the same in writing to the Bishop at least three months before the resignation



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is to take effect, unless the Bishop for special reason accepts a shorter period. Upon acceptance of the resignation, the Bishop shall give official notice to the churchwardens of the parish.

8. The cost of moving the new incumbent and the incumbent's family shall be paid by the parish if self-supporting. The cost of moving a new incumbent to a parish which is not self-supporting shall be paid by the Diocese.
9. Every incumbent shall receive not less than the minimum stipend of the Diocese.
10. The duty of providing and maintaining a suitable residence for the Incumbent, equipped with stove and refrigerator and including fuel, light, heat, water and telephone, or an appropriate allowance in lieu thereof, rests upon the parishioners to whom the incumbent ministers.
11. It shall be the duty of the churchwardens of every parish to insure and keep insured against loss or damage by fire, for their full insurable value, the residence and out-buildings occupied or held for the use of the incumbent, and any stove and refrigerator in the residence.
12. The placing, maintaining and paying for insurance on the incumbent's own personal effects, furniture and furnishings is the incumbent's responsibility.
13. Where there is more than one congregation in a parish or when two or more parishes are grouped together, it shall be the duty of each congregation to bear its proper share of the expense of erecting, maintaining, repairing, improving and insuring the residence of the incumbent.
14. The duty of providing for the incumbent the car allowance as may be set by Synod rests with the parishioners to whom the incumbent ministers.
15. Every incumbent shall be entitled to a vacation of not less than one month in every year, with pay, and the expense of providing for services during such vacation shall be borne by the parish.

### **CANON 12**

#### **REMOVAL OF INCUMBENTS**

1. The churchwardens of a parish may, in writing, or the vestry of a parish may, by resolution, request the Bishop to remove an incumbent from office.
2. Upon receipt of the request or a copy of the resolution, the Bishop shall conduct, or cause to be conducted, an investigation into the circumstances surrounding the request.
3. The Bishop may appoint an Advisory Committee, consisting of clerical and lay members, none of whom are members of the parish, to assist with the investigation and to provide advice to the Bishop.
4. Where, in the opinion of the Bishop, a situation has arisen in a parish that cannot be resolved within the parish, and there has been no request by the churchwardens and no resolution of the vestry, and the situation is such that it has affected adversely, or is likely



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to affect adversely, the effective ministry and mission of the parish, the Bishop shall investigate the matter and shall appoint an Advisory Committee as set out in section 3.

5. Any investigation undertaken shall include consultation with the incumbent, the parish leadership and any other persons whom the Bishop or the Advisory Committee deems appropriate.
6. Upon completion of the investigation and, when applicable, after receiving advice from the Advisory Committee, the Bishop, if satisfied that the situation is such that the only practicable resolution is to remove the incumbent from office, may remove an incumbent from office.
7. Before making the decision to remove an incumbent, the Bishop shall make every reasonable effort to find a resolution to the situation leading to reconciliation, without removing the incumbent from office.
8. Before removing an incumbent from office under this Canon, the Bishop shall meet with the incumbent
  - (a) to review the reasons for the proposed removal, and
  - (b) (i) to consider possible alternatives to removal, or
  - (ii) to discuss how the Bishop may assist the incumbent to obtain another appointment or other employment.
9. If the Bishop decides to remove an incumbent from office and there has been no wrongful conduct on the part of the incumbent that warrants removal from office without notice, the incumbent shall be given such notice as required by Diocesan policies or as agreed to by the incumbent in the letter of appointment setting out the terms of the license, whichever is the more favourable to the incumbent, or in lieu of notice, the incumbent shall receive equivalent monetary compensation.
10. Removal of an incumbent from office shall be accomplished by the Bishop, in writing, revoking the license of the incumbent to act as incumbent.
11. This Canon does not apply where the circumstances set out in Canon 13 apply.

### **CANON 13**

### **DISCIPLINE**

1. This Canon is enacted in pursuance of, and is supplemental to, Canon XVIII of the General Synod of The Anglican Church of Canada, ("General Synod") dealing with Discipline in respect of priests, deacons, bishops and lay members of The Anglican Church of Canada ("the Church") within the Diocese or otherwise under the jurisdiction of the Bishop.
2. Where it is alleged that a bishop, priest, deacon or lay member of the Church under the jurisdiction of the Bishop, has committed an ecclesiastical offence under Canon XVIII of General Synod, the Bishop, pursuant to Canon XVIII, has initial jurisdiction with respect to whether an ecclesiastical offence has been committed and the penalty for the commission of that offence. The Bishop may refer the determination of whether an ecclesiastical offence has been committed or the determination of a penalty, or both, to the Diocesan Court established by Synod pursuant to section 4 of Canon XVIII, for its consideration, without exercising the initial jurisdiction.

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3. Before exercising the initial jurisdiction or making a determination to refer to the Diocesan Court, the Bishop may, by means of personal enquiry, counseling and consultation, attempt to resolve the matter informally by consent; and, if successful, the procedures in this Canon do not apply.
4. (a) If the Bishop decides to exercise the initial jurisdiction and not refer the matter to the Diocesan Court, the Bishop shall appoint a group of not more than five persons, including both clerical and elected lay members of Synod, called "the Discipline Advisory Board", to assist with the investigation and to advise the Bishop as to the determination of whether an ecclesiastical offence has been committed and the penalty therefore.  
  
(b) In exercising the initial jurisdiction, the Bishop and the Discipline Advisory Board shall ensure that the process to be followed is in accordance with the principles of procedural fairness and natural justice. The process shall include the delivery to the person alleged to have committed an ecclesiastical offence (the "respondent") of a written charge that sets out the ecclesiastical offence alleged to have been committed together with sufficient particulars so as to permit the respondent to identify the basis of the charge.  
  
(c) The Bishop shall render the verdict, containing reasons, in writing, and provide a copy to the respondent.
5. (a) The Diocesan Court (the "Court") shall consist of:
  - (i) the Chancellor, or in the absence of the Chancellor, the Vice-Chancellor;
  - (ii) three lay delegates to Synod elected by the Laity;
  - (iii) three clerical members of Synod elected by the Clergy.  
(b) The Committee on Nominations shall, at each session of Synod at which elections are to be held, submit a list of persons who have indicated a willingness to serve on the Court.  
  
(c) The Chancellor, or in the absence of the Chancellor, the Vice-Chancellor, shall preside over the Court.  
  
(d) A quorum shall consist of the Chancellor or Vice-Chancellor, plus four other members, at least two of whom shall have been elected by the Laity and at least two of whom shall have been elected by the Clergy.  
  
(e) The Court shall, subject to the provisions of Canon XVIII, establish the procedures respecting matters to be heard by it.  
  
(f) If any member of the Court is disqualified from acting on a particular matter because of a conflict of interest, or any other reason, the other members shall appoint a qualified person to act in place of the disqualified member. Any other vacancy, howsoever caused, shall be filled by the appointment of another qualified person by the Diocesan Executive Committee.
6. (a) A respondent who has been found guilty by the Bishop of an ecclesiastical offence may, within thirty days of receiving written notice thereof, appeal the finding of guilt or the penalty, or both, to the Court. The notice of appeal must be in writing and delivered to the Secretary of Synod or to the Bishop and must set out whether the

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appeal is from the finding of guilt or the penalty, or both. The notice of appeal shall also contain a concise statement of the reasons for the appeal.

- (b) The Diocesan Executive Committee, on its own motion, or on the petition of the respondent, may require the finding of guilt or the penalty, or both, of the Bishop, to be reconsidered by the Court; and in such case, the reconsideration by the Court shall be governed by the same procedures in Sections 6, 7 and 8 as are applicable to an appeal.
7. (a) Within fourteen days from the receipt of the notice of appeal (or reconsideration), the president of the Court shall provide the respondent with a copy of the procedures to be followed with respect to the appeal.
- (b) The hearing shall take the form of a new hearing at which the parties may submit documentary and oral evidence.
  - (c) The Court shall provide to the Bishop a copy of the notice of appeal and the Bishop shall, within fourteen days of receipt, respond in writing to it. The response of the Bishop shall be forthwith provided by the Court to the respondent.
  - (d) The Bishop shall be deemed a party to the hearing and shall appoint another person to be the Bishop's representative at the hearing.
  - (e) The Court shall render its verdict, containing reasons, in writing, and provide a copy to both the respondent and the Bishop.
8. (a) Within one month of the date of the decision of the Bishop or the Court, as the case may be, the Secretary of Synod shall transmit to the Registrar of the Diocese for safekeeping, a true copy of the charge, the response of the respondent, the evidence, and the decision of the Bishop or Court, and of all correspondence and other documents relating to the process.
- (b) If the decision is appealed under section 8, the Registrar shall obtain and file for safekeeping, a copy of the decision on appeal.
9. If the respondent or the Bishop is dissatisfied with the verdict of the Court, an appeal may be taken as provided in part VI of Canon XVIII.

### **CANON 27**

## **MEMORIALS AND OTHER GIFTS**

1. Any person desiring to place or erect a memorial or other gift in or about any church shall first submit the proposal to the incumbent with any particulars as may be necessary.
2. The incumbent shall submit particulars of the proposed memorial or gift to the churchwardens and Vestry for approval. The approval shall not be given unless and until the Vestry is satisfied as to the suitability of the memorial or gift and that it conforms in every respect to the requirements of the Book of Common Prayer and the usage of the Church in such matters. The place where the memorial or other gift shall be located in, or about, the Church shall be determined by the incumbent, the churchwardens and Vestry.

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3. The proposal, having received the approval of the incumbent, the churchwardens and the Vestry, must be submitted to the Bishop for concurrence.

### 6. Other Information

#### 6.1 Diocesan Office

Anglican Centre	Bishop's Office	(204) 992-4212
935 Nesbitt Bay	General Office	(204) 992-4200
Winnipeg, MB	Finance Office	(204) 992-4201
R3T 1W6	Archives Office	(204) 992-4203
	Rupert's Land News	(204) 992-4205
	Fax Line	(204) 992-4219
	Toll free number (in Manitoba only)	1-866-693-4418

#### Email addresses:

Bishop	<a href="mailto:bishop@rupertsland.ca">bishop@rupertsland.ca</a>
Archivist	<a href="mailto:archives@rupertsland.ca">archives@rupertsland.ca</a>
Director of Finance	<a href="mailto:finance@rupertsland.ca">finance@rupertsland.ca</a>
Executive Archdeacon	<a href="mailto:exec.arch@rupertsland.ca">exec.arch@rupertsland.ca</a>
General Office	<a href="mailto:general@rupertsland.ca">general@rupertsland.ca</a>
Finance Office Assistant	<a href="mailto:office.asst@rupertsland.ca">office.asst@rupertsland.ca</a>
Editor, Rupert's Land News	<a href="mailto:rlnews@rupertsland.ca">rlnews@rupertsland.ca</a>

Website: [www.rupertsland.ca](http://www.rupertsland.ca)

Anglican Centre is a smoke free building.

Anglican Centre houses the offices for the following:

Episcopal Oversight and Pastoral Care	Accounting
Parish Records and Statistics	Administration
Archives	Urban Indigenous Ministry

Chapel of St. John the Baptist (lower level)

A service of Holy Eucharist may be held in the Chapel. Please call the office to confirm day and time. All are welcome to attend. During this service the general office is closed.