

Regulations

of the Diocese of Athabasca

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Regulation #1 Services Authorized for Use in the Diocese of Athabasca

The bishop is the chief liturgist of the diocese. All questions on this matter are to be addressed to the bishop, who has the final authority.

The **Book of Common Prayer** and the **Book of Alternative Services** are the official books for worship in the Anglican Church of Canada. For all liturgies approved for use within the Diocese of Athabasca, please refer to the *Bishop's Guideline on Liturgies*.

The incumbent, by virtue of his/her appointment by the bishop, has the responsibility for the service of the parish church and is accountable to the bishop for the services conducted.

January, A.D. 2025

Regulation #2 Clergy Interview and Moving Costs

At the diocesan synod of 2006 it was passed that parishes would assume the real costs associated with ministry within their communities. In keeping with this decision the following guidelines are to be considered by parishes in the search and relocation of incumbents.

- a) When there is no incumbent in a parish, the parish should budget as though there one is present, so as to be able to set aside funds to cover the real costs of clergy interviews and relocation.
- b) The real costs of interview and relocation should be estimated, as nearly as possible, realizing that clergy applicants may come from any location within Canada, and with rare exception from abroad (these latter instances will be handled in co-ordination with the Diocesan Synod Office).
- c) As the expenses associated with clergy searches may be considerable, it is essential that all proposed applicants have their names submitted to the synod office for initial vetting by the Bishop, in accordance with *Regulation #11*.
- d) Upon a thorough review of the applications received by the bishop, recommendations for the parish to consider will then be provided.
- e) Times of vacancy also offer an opportunity for parishes to ensure that rectories are in good condition. In a very real sense rectories are a part of the real costs of ministry and should be continuously budgeted for as such. Rectories give prospective clergy their first glimpse at what to expect in your parish, all effort should be made to ensure that this a good impression. Any renovations must be done in accordance with *Regulation #5*.
- f) While parishes are responsible for moving costs, it is recognized that this may be a challenge. The diocese has established a Clergy Moving Fund which may provide financial assistance for this. Parishes wishing to access this fund must consult with the Regional Dean and the Bishop, with the request submitted to the Management Committee for recommendation to the Diocesan Executive Council (DEC). The DEC must approve assistance from this fund before moving

costs occur. The diocese will contribute \$10,000 per year to the Clergy Moving Fund. This fund shall not exceed a balance of \$100,000.

January, A.D. 2025

Regulation #3 Resolutions and Reports

a) Resolutions with Financial Implications

Any resolution from synod or Executive Council which carried any financial implication will be referred to and reviewed by the Management Committee of the diocese for its financial viability before implementation.

b) Report to Synod

Reports to synod must be submitted to the synod office at least one month before synod.

c) Report to Diocesan Executive Council

Reports for DEC must be received by the Synod Office at least ten (10) working days before the meeting of DEC.

January, A.D. 2025

Regulation #4 Parish Finances and Stewardship

a) Stewardship

Every parish in the diocese is encouraged to engage in ongoing stewardship education.

b) Christmas Offering

Congregations may provide special envelopes to their members at Christmas time in order that they may make a Christmas gift to the Rector. Such a practice may be organized according to local custom. No income tax receipts are issued for these special offerings. Regular parish envelopes and open offerings at the Christmas services are not included as part of any gift to the clergy.

c) Loans to Parishes

Any request by a parish for a loan from the diocese will be given consideration on the individual merit of the request. After consultation with the Regional Dean, the Bishop and reviewed by the Management Committee, a recommendation may be made to the Diocesan Executive Council for approval.

If the request is approved, the loan will be granted at zero per cent interest rate. That rate once established shall be in effect for the entire term of the loan.

d) Indirect Methods of Raising Money for Church Purposes

On the basis of the reports from vestries, we as the Diocese of Athabasca recommend to the parishes that they not raise funds for the support of the church by lotteries, bingo, and other

forms of gambling, and that we emphasize that stewardship programs be sponsored in each parish, and that the church be supported by the free-will offerings of the people.

January, A.D. 2025

Regulation #5 Church Property

a) Proceeds from Sales

All proceeds from sales of all church property are to be remitted to the Synod Office. Where legitimate local needs for assistance with repairs or renovations of remaining property exist or where the demands of new constructions require additional support, the parish may petition the Diocesan Executive Council to redirect some of the sales proceeds to the local congregation.

b) Proceeds from Rentals

The following framework will guide the remittance of rental proceeds to the Synod Office:

Total monthly rent minus any applicable housing allowance, minus exact amounts for (property taxes plus insurance premiums plus property management, if any) minus 15% of rent for maintenance reserve equals total amount remitted to the diocese. Note that a negative balance does not indicate that funds will be received by the parish from the diocese. The parish should provide this information whether assistance from the Diocese is requested or not.

Example

Monthly Rent		\$1,500.00
Housing Allowance (if applicable)	0.00	
Property Taxes	\$219.63	
Insurance Premium	\$83.79	
Property Management (10%)	\$150.00	
Maintenance Reserve (15%)	\$225.00	
Parish Retains per Month (subtotal)		<u>- \$678.42</u>
Monthly Amount Remitted to Diocese		\$821.58

The maintenance fund will be capped at **\$50,000.00**. The maintenance fund can only be used for maintenance on the rental property, not on the parish church or any other property. After the cap is reached, further maintenance reserve deposits would be remitted to the diocese unless the fund is drawn below the cap ceiling. Should any maintenance projects be paid for out of the fund, the 15% deduction into the fund is reinstated until cap is reached again.

Should a parish engage a 3rd-party property management company, that company must be duly accredited and may charge the commercial rate (typically 10% +GST) of the monthly rent for their services. If the parish does not engage a 3rd-party property management company, these funds become part of the diocesan remittance: the parish cannot regard itself as the property manager nor retain the management fee for its own purposes.

The parish will report their rental income and rental property disbursements in the Annual

Parochial Return.

c) Inspection

There will be an ongoing inspection of parish and diocesan buildings, review of insurance, and recommendations regarding maintenance and repairs requiring immediate attention.

d) Renovations & Repairs

If the parish undertakes a renovation greater than \$2,000 or have an insurance deductible of \$2,000 or more, they notify the Regional Dean, who brings this information forward to the bishop for consultation with Management Committee and the DEC. The Management Committee will make a recommendation to the DEC for a decision if funding from the Diocese is needed or requested.

e.) Inventory

There will be an ongoing inventory of diocesan and parish property and furnishings with copies being supplied to the synod office, the incumbent (or renter) and the wardens.

May, A.D. 2025

[Regulation #6 Parish Organization](#)

a) Notice of Meetings

The following form shall be used to give notice of congregational meetings (including the annual meeting):

NOTICE IS HEREBY GIVEN that a meeting of the Parishioners of the Anglican Parish of, Alberta, will be held on the day of, 20.... ato'clock (am/pm) in [place] for the purpose of at which time and place all members whose names appear on the parish roll, being of the full age of sixteen (16) years are entitled to attend and to vote.

**Dated this day of..... 20.... A.D.
..... (Name of convenor).....**

This notice must be posted at least seven (7) days prior to the stated date of the meeting.

November, 1994

[Regulation #7 Use of Alcohol at Church Functions](#)

a) No alcohol shall be used in parish hall activities except in strict conformity with government regulations.

b) While it is not recommended that the use of alcohol become a frequent feature of activities held in the parish hall, liquor, wine or beer may be served on an occasional basis. On such occasions the moderate use by all present must be safeguarded. Alternative beverages should always be available without embarrassment for those who cannot or do not wish to consume alcoholic beverages.

c) It is recommended that the use of alcohol by outside organizations using the parish hall not be permitted. However, under exceptional circumstances the discretion of the bishop should be sought.

d) It is recommended that vestry or parish council require all organizations to comply with these guidelines.

November, 1994

Regulation #8 Weddings

a) Canon XXI General Synod

General Synod Canon XXI ON MARRIAGE IN THE CHURCH attached.

http://images.anglican.ca/pdf/handbook/221_canon_XXI.pdf

b) Civil Requirements re: Church Marriage

All clergy are responsible for ensuring that they obtain and follow a current copy of the provincial **Registration of Marriage Act**.

November, 1994

Regulation #9 Reimbursement for Travel

a) Job-Related Activities

Diocesan clergy travelling for job-related activities within and/or on behalf of the diocese shall be reimbursed at 48 cents per kilometre. Appropriate claims must be submitted.

b) Lay Travel for Committee Work

Lay people travelling for committee work or at the request of the bishop shall be reimbursed at 48 cents per kilometre. Reasonable attempts to carpool shall be made. Appropriate claims must be submitted.

c) Choice of Travel Reimbursement Rate

In the case of clergy, this policy shall apply to all who were appointed on or after January 1, 1998. Clergy appointed prior to that date may opt to retain their travel allowance as determined by the travel policy in effect on December 31, 1997 for the duration of their current appointment.

d) Reimbursement Under Option (c)

Clergy who take the prior policy option as defined in (c) above, when travelling for committee

work or at the request of the bishop for diocesan work shall be reimbursed at the rate of 20 cents per kilometre.

September, 2022

Regulation #10 Sexual Assault and Harassment Policy

Sexual Assault and Harassment Policy for Church Employees and Volunteers

We affirm the belief that every human person is made in the image of the Creator God, is a sexual being and, regardless of age or gender, is entitled to equal dignity, respect and bodily integrity.

We further affirm that children and adolescents and the infirm elderly who are most vulnerable must be afforded the greatest protection.

There is universal agreement that respect, reverence, and mutuality are necessary in all human relationships. This agreement about the fundamentals of human relations, including sexual relations, leads to a firm judgement and condemnation of sexual abuse and exploitation. Sexual abuse is self-gratification by exploitation. It makes an impersonal object of the other person, abusing both the person and sexuality itself. Abuse occurs in a wide range of sexual activities: always in rape and child molestation, usually in adultery and prostitution, and sometimes even in marriage. Sexual abuse also occurs in the socially subtle aspects of sexism and sexual harassment of employees in the workplace. The Church must be clear about these violations of sexual intimacy. It must be explicit in its teaching about these particular aberrations or sexual relations, aggressively proactive about its social policy and action touching on these areas, and forthright in dealing with violations in its own community. - Lambeth Conference 1988

The Diocese of Athabasca undertakes to ensure that all activities, work and pronouncements with which it is engaged uphold the values of love, truth and justice and are demonstrably free from violence, coercion and discrimination.

It is our policy that sexual assault, sexual harassment, or sexual abuse of any kind, whether to adult, adolescent or child, male or female, by or to any staff person, contract employee or volunteer will not be tolerated.

We will actively try to prevent such occurrences and deal with any accusation promptly, seriously and systematically, and where appropriate, in co-operation with the proper authorities. Particularly in relationships of trust where power, authority and confidentiality are a dynamic, the greatest of care will be expected to be exercised to avoid taking advantage of trust, or abusing power and the responsibility of authority.

At all times, an ethic of mutual respect, responsibility and caring, as well as modelling wholeness and healthy sexuality in relationships, will be the goal. We will practice, advocate and educate to that end.

As part of our commitment to safe practices and safe environments in the Church, each candidate for licensed ministry, both clerical and lay, shall submit a “Vulnerable Sector Check” that is no

older than ninety days. Licensed ministers, both clerical and lay, shall submit a new “Vulnerable Sector Check” every five years.

Definitions

This regulation governs our understanding and processes with respect to sexual misconduct. Generally speaking sexual misconduct includes sexual assault, sexual exploitation and sexual harassment. This is not an exhaustive list and sexual misconduct will include any form of harmful and inappropriate sexualized behavior.

“Assault” is, by law, a crime of violence. The Criminal Code of Canada defines “assault” as:

265. (1) A person commits an assault when

- (a) without the consent of another person, he applies force intentionally to that other person, directly or indirectly;
- (b) he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe upon reasonable grounds that he has, present ability to effect his purpose; or
- (c) while openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

“Sexual Assault” is an assault, within any one of the above definitions, which is committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated. When determining whether a sexual assault has occurred, there are a number of relevant factors to consider objectively:

- The part of the body touched
- The nature of the contact
- The situation in which the contact occurred
- The words and gestures accompanying the act
- All other circumstances surrounding the act
- Any threats that may or may not be accompanied by force.

“Sexual Exploitation” is also a criminal offence and relates to the exploitation of children. It is defined in the Criminal Code of Canada as:

153 (1) Every person commits an offence who is in a position of trust or authority towards a young person, who is a person with whom the young person is in a relationship of dependency or who is in a relationship with a young person that is exploitative of the young person, and who

- (a) for a sexual purpose, touches, directly or indirectly, with a part of the body or with an object, any part of the body of the young person; or
- (b) for a sexual purpose, invites, counsels or incites a young person to touch, directly or indirectly, with a part of the body or with an object, the body of any person,

including the body of the person who so invites, counsels or incites and the body of the young person.

Sexual misconduct also comprises other criminal behavior such as voyeurism, publication of an intimate image without consent, sexual exploitation of a person with a disability, the commission of indecent acts and any other offence contained in the Criminal Code of Canada though not specifically set out in this Regulation.

“Sexual Harassment” is any sexual or sexualized conduct directed by one individual to another that the actor knows or ought reasonably to know to be offensive to or unwelcome by the recipient. It comprises objectionable act(s), comment(s), inappropriate joke(s), gestures, innuendo or display of suggestive or explicit materials any of which demeans, belittles, intimidates, humiliates or embarrasses the recipient. This also is not an exhaustive list. Without limiting the generality of this definition such conduct may include such things as the use of unacceptable language or the making of jokes of a sexual nature. It may comprise accessing, distributing or publishing material of a sexual nature, sexualized remarks, exploitation of power or authority for the purpose of sexual activity, unwelcome requests of a sexual nature or verbal abuse of a sexual nature.

Sexual harassment is a sexual course of action or comment that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment is anything of a sexual nature that intimidates, humiliates or demeans another person. This would include inappropriate jokes, innuendo, gestures, physical contact and the display of suggestive or explicit materials. The intent of the person initiating the course of action or comment is irrelevant to the determination of sexual harassment. All that matters to the determination is the effect on the potential victim of harassment.

Sexual exploitation is sexual contact or invitation to such contact by one person in a position of power or authority over the other person. In this, the consent or desire of the subordinate person is irrelevant. What matters in the determination is the imbalance in power and relationship between the persons.

Sexual assault is a criminal offence in which one party cannot consent to or resist the sexual course of action perpetrated by another, whether because of threat, fear or coercion.

Process

1. The Archdeacon, the Dean, the appropriate Regional Dean, and the Chancellor shall serve as a diocesan response group whose duty will be to advise the Bishop concerning allegations of inappropriate sexual behaviour. Should any members of the response group be implicated in the allegations, those members shall be replaced by others appointed by the Bishop. If the Bishop should be implicated in the allegations, the complaint shall be reported to the Metropolitan by the diocesan response group and the Metropolitan will work with the group in resolving the matter. This group may make recommendations about dealing with all aspects surrounding such allegations, including but not limited to recommendations concerning the complainant, family and friends of the complainant, the accused and the family of the accused, the congregation immediately involved, and the clergy of the diocese.

All meetings will be recorded or scribed, with a copy kept in secure diocesan files but available to persons entitled to receive a copy upon request.

Upon receiving an allegation of inappropriate sexual behaviour, the bishop shall immediately offer to the complainant competent pastoral care. This may include professional counselling support provided by or through the Diocese of Athabasca. The diocese is committed to helping the complainant obtain appropriate therapeutic services and pastoral care.

2. If ongoing or immediate harm is suspected, 911 shall be called for the relevant police authorities to intervene immediately.
3. When any complaint is made to an official of the church where there is reason to believe there has been abuse of a child, this must be reported immediately to the Dean and the supervisor of the local Alberta Children's Services office.
4. When a complaint of sexual abuse or sexual harassment by a church employee or volunteer becomes known to any member of the diocese, such complaint should be reported promptly to the Dean. The Dean shall alert the Bishop, who shall initiate the response group. The Dean, the Bishop and the response group shall be guided by the Chancellor in all further actions. Guided by the Chancellor, the Bishop shall inform the accused of the complaint.
5. The Bishop will consult in a timely fashion with the diocesan response group to determine whether more information is needed and what action needs to be taken. If the accused is the Bishop, the Metropolitan shall be notified by the Dean or delegated Diocesan Resource. The Metropolitan shall engage the relevant Provincial Canons and Regulations as appropriate.
6. Diocesan authorities will assist the police and all secular authorities (ex: Children's Services) in all appropriate ways in their investigation.
7. Guided by the Chancellor, the bishop will request a written complaint or statement of the situation and the diocesan response group or its delegate will meet with the complainant (or their guardian) to hear their story. The complainant may have an advocate present at the meeting. The complainant will be assured that it is not necessary to meet the accused face to face.
8. Guided by the Chancellor, the diocesan response group will meet with the accused to review the written complaint or statement and to hear the accused's response. The accused may have an advocate present at the meeting.

The Dean or a designate of the diocesan response group will inform the alleged offender that:

- a. the alleged offender's innocence will be presumed until proven otherwise
- b. at the Bishop's discretion, the alleged offender may be suspended from ecclesiastical work temporarily (with pay and without prejudice) until the group's investigation is

completed and a decision is made. The relevant parish or faith community will be informed of this action.

9. The Bishop shall, with the guidance of the Chancellor, write pastoral letters both at the initiation and completion of the investigative process:
 - a. to the complainant,
 - b. to the accused.
10. The Bishop may, at their discretion and with the guidance of the Chancellor, write pastoral letters:
 - a. to the relevant parish,
 - b. to the diocese.
11. The diocesan response group will make recommendation to the Bishop to:
 - a. dismiss the case,
 - b. leave disciplinary action to secular authorities,
 - c. initiate ecclesiastical disciplinary action.
12. The Bishop shall adjudicate if ecclesiastical discipline is warranted, and what type of discipline that may be. If the Bishop is the accused, the Metropolitan or the Provincial Ecclesiastical Court shall adjudicate.
13. During and after the investigation, subject to secular authorities and the guidance of the Chancellor, the Bishop will make available appropriate pastoral care to all parties involved – the complainant, the accused, and within the diocese as applicable.
14. The Diocese of Athabasca will maintain clear records and documentation of all facts, its proceedings, and its actions. Such shall include the substance of any allegation or charge and the subsequent steps in the investigation. The records shall also include the findings of the diocesan response group and any actions arising from its investigation and findings.

Education and Training

1. The Diocese of Athabasca shall provide for education and training with regards to this regulation, **Sexual Assault and Harassment Policy for Church Employees and Volunteers**.
2. Successful completion of the education and training program will be required of all licensed clergy and employees as well as of those volunteers and parishioners who work with any vulnerable sector persons. Licensed clergy and employees will be required to repeat the training every five years.

Certificate of Acknowledgement

This is to certify that I (print full name),

_____ ,

have read the document entitled **Regulation #10 Sexual Assault and Harassment Policy for Church Employees and Volunteers**, and completed associated training, and agree to abide by its conditions while I am associated in any way with the Diocese of Athabasca.

Signature

Date

Witness

Received by the Diocese of Athabasca

Signature

Date

Diocesan Administrative Assistant

November, 2022

[Regulation #11 Appointments Process](#)

1. The Bishop meets with the vestry of the Parish to accomplish the following:
 - a) form a representative group for consultation;
 - b) have a parish profile developed;
 - c) ensure that proper good-byes are in place;
 - d) inform parish that all candidates are screened by the bishop and only those who are compatible with both the parish and the diocese will be sent to the parish for interview. The bishop will only send those for interviews whom he is willing to appoint;
 - e) inform parish of the current interview and moving costs policy.
2. The Bishop advertises the parish as appropriate.

3. All candidates will send their personal curriculum vitae to the Bishop with at least two references. Parish profiles are sent only to those who have been reviewed by the Bishop.
4. All candidates who have responded to the parish profile and whom the Bishop deems suitable to appointing will be granted an interview by the team who will make their recommendation to the Bishop as to their preference. Note -- from our experience this means one to three interviews.
5. Prior to any parish interview, the Bishop shall interview the prospective candidates with regards to his/her awareness of providing ministry free from sexual exploitation, harassment, and assault. The interview shall include questions and responses about past practices and inquiries into the professional conduct of the prospective candidate.
6. All candidates who are granted an interview must submit a "Vulnerable Sector Check" or equivalent that is no older than ninety days from the date of the interview. The "Vulnerable Sector Check" must be received before any announcement or appointment is made. Successful candidates who are appointed to ministries will resubmit a "Vulnerable Sector Check" every five years from the date of the appointment.
7. The Bishop announces the appointment as soon as agreements are reached and arrangements are made with the Regional Dean for service of induction.

November, 2022

Regulation #12 Parish Reviews

(To be developed)

November, 1994

Regulation #13 Fair Share Giving to Diocesan Ministry

The Diocese of Athabasca is dedicated to supporting and strengthening our common ministry. To enable this ministry, all members of this Diocese are called to support our common work through a Fair Share Budget Allocation (FSBA).

As determined by the Diocesan Executive Council in the Fall of 2021, this fair share is determined as applying the % of the diocese's receipts from identifiable givers which a parish can contribute (according to the most recent Annual Parochial Report), against the diocesan budget. This ratio is applied against the upcoming Budget to derive a Fair Share Budget

Allocation (FSBA) after all other sources of anticipated revenue for a particular parish are removed.

The steps to arrive at the parish Fair Share Budget Allocation (FSBA) are:

A.) Calculate the % of parish identifiable givers¹: $\frac{\# \text{ identifiable givers in parish}}{\# \text{ identifiable givers in diocese}} * 100 = \# \%$

B.) Calculate % of parish receipts: $\frac{\$ \text{ from identifiable givers in parish}}{\$ \text{ from identifiable givers for entire diocese}} * 100 = \$ \%$

C.) Average the results: $\frac{\# \% + \$ \%}{2} = \text{Parish FSBA } \%$

D.) Multiply the Parish FSBA % against the Diocesan Budget.

For example: Parish 1 has 12 identifiable givers, who gave the parish \$30,000. Parish 2 has 38 identifiable givers, who gave the parish \$70,000. The diocese as a whole has 50 identifiable givers and all of them together gave \$100,000. The diocese has a budget need of \$35,000 after all other diocesan sources of income are taken into account.

Parish 1:

A.) $\frac{12}{50} * 100 = 24\%$

B.) $\frac{\$30,000}{\$100,000} * 100 = 30\%$

C.) $\frac{24\% + 30\%}{2} = 27\%$

D.) $27\% * (\text{the amount the diocese needs from the parishes}) \$35,000 = \$9,450$

Parish 2:

A.) $\frac{38}{50} * 100 = 76\%$

B.) $\frac{\$70,000}{\$100,000} * 100 = 70\%$

C.) $\frac{76\% + 70\%}{2} = 73\%$

D.) $73\% * (\text{the amount the diocese needs from the parishes}) \$35,000 = \$25,550$

In order for Athabasca Diocese to function in ministry together, and to meet the physical and financial demands of our ministry, which includes our ongoing commitments to the Provincial and General Synods to which we belong, the calculations of the FSBA will be given both as a total number for the year and will be divided into 12 equal amounts to allow for monthly payments. Undertaking to participate in ministry in this Diocese means we also take on the

responsibility of contributing to the total ministry of the Body of Christ. Working together in this manner makes all of us partners with Christ in the Gospel.

Note: an “Identifiable Giver” is a person or organization which has received a charitable donation receipt.

September 2021

Regulation #14 Alterations to Existing Buildings or Construction of New Buildings

The following procedure shall normally be followed when altering a current building or erecting a new one.

Step #1 Vestry officials meet to discuss proposal with the regional dean who will consult with the executive archdeacon.

Step #2 A congregational meeting is held to obtain approval in principle for the project.

Step #3 A building committee (may be vestry) is established to do research, develop plans and funding strategies. This committee should be in ongoing contract with the archdeacon.

Step #4 A congregational meeting is held to present proposal and receive permission to proceed.

Step #5 Parish council (if there is one) approves project.

Step #6 Regional dean approves project.

Step #7 Project is submitted to the archdeacon for presentation to the management committee for consideration and recommendation to executive council.

November, 1994

Regulation #15 Duties of Wardens

1. Wardens must be active members of the congregation, attending public worship, receiving communion on a regular basis, and living a lifestyle consistent with that expected of a practicing Christian.

2. Wardens, along with the clergy, are responsible for taking a leading role in ensuring that, to the greatest degree possible, the local parish

- is effectively managed
- provides a high level of spiritual and pastoral care
- pursues the mission of the church.

3. Wardens have diocesan responsibilities including ensuring that the constitution, canons, regulations of the diocese and the bylaws of the parish are adhered to within the parish. The peoples' warden is an ex-officio member of synod and therefore is the communications officer for the parish. The parish rector's warden receives clergy mailings when the parish is without licensed clergy.

4. Wardens serve as advisors and confidants to the rector on a regular basis. They may also on occasion be required to fulfill the same role with the bishop in relationship to the parish.

5. The wardens along with the treasurer are the signing officers for the parish.

6. Parishes may expand upon the responsibilities of wardens in Parish Bylaws.

May, 1995

Regulation #16 Diocesan Finances

1. There shall be an annual budget approved by the diocesan executive council.

2. The management committee shall be responsible for developing a draft budget for the consideration of the diocesan executive council.

3. Special Purpose Funds shall be maintained for designated purposes. Expenditure from such funds shall be only for the designated purpose.

4. Non-budgeted expenditures or expenditures which exceed the budgeted amount require the approval of the treasurer. Any such expenditures in excess of \$1,000.00 require the approval of the management committee. Any in excess of \$3,000.00 require the approval of the D.E.C. All such approvals must be obtained prior to the commitment of funds.

November, 1994

Regulation #17 Honorariums

1.) Honorariums are a thank you gift given in gratitude to honour the person performing the service.

2.) If a celebrant is paid a stipend (even a part-time one) to cover the services in question, no honorarium is paid for where they have been licensed by the bishop. A stipendiary parish priest does not receive an honorarium for any congregations within his or her parish.

3.) If a celebrant is not paid a stipend, an honorarium is to be paid by the congregation they are helping even if they are a member of that parish — for example, Honorary Assistants or retired clergy.

4.) If a stipendiary clergy is leading a service for a congregation not in the parish they are licensed for, then an honorarium is expected from the congregation they are helping.

Example: Priest 'X' oversees a Parish with two congregational points. 'X' receives no honorarium for celebrating in either point, as this is an assumption of the stipend based on where the bishop has placed 'X'. Anywhere else, there is an expectation for a congregation to pay 'X' an honorarium for helping them. If a nominal celebrant is not preaching or leading the celebration (rather they are attending as a member of the congregation), no honorarium is given.

On a related note, if the celebrant is coming due to the call of the diocese, then the diocese pays travel reimbursement. If they are coming at the request of the congregation, then the congregation pays travel reimbursement.

The exception to the above is the bishop, who does not receive an honorarium as he or she is an ex officio member of all congregations in the diocese.

As of March 2023, honorariums are set at \$100 for the first service, \$50 for additional services held on that day. Exceptions are negotiated between the parish wardens, the person receiving the honorarium, and the Episcopal Office.

March 2023

[Regulation #18 Parish Financial Assistance Fund](#)

Terms of Reference

It is recognized that parishes may struggle financially from time to time. The Parish Financial Assistance Fund is established so that people, parishes, or other entities may contribute specifically to assist parishes which are having financial struggles.

Though contributions may be anonymous, all contributions to and disbursements from the Parish Financial Assistance Fund are to be transparently disclosed to diocesan members.

Disbursements from the Parish Financial Assistance Fund may be given to any parish within the diocese at the discretion of the Diocesan Executive Council (DEC) as recommended by the Management Committee. If a person, parish, or other entity wishes to donate to a *specific* parish, they should do so directly rather than through the diocese.

DEC shall approve a financial cap to be applied to the Parish Assistance Fund to facilitate that funds are not collected without being disbursed at some point.

The criteria within this regulation may be adjusted as the Management Committee feels necessary, subject to DEC approval.

Process Overview

- 1) Donations targeted for parish assistance shall be placed into the Parish Financial Assistance Fund.
- 2) At each DEC meeting, proposals will be received from the Management Committee as to which parishes, if any, should receive emergency assistance from this fund.
- 3) The Diocesan Synod Office will disburse money from this fund as directed by DEC.
- 4) The amounts in and out of the Parish Financial Assistance Fund will be published in the Weekly Diocesan Email or similar communication.

Process Detail

- 1) To discern if a Parish has need of financial assistance:
 - a. Each month, the Management Committee will review the Overview tab in the “Parish Monthly Financial Updates” spreadsheet to identify those parishes where: “Current Operational Account Amount” + “Other Non-restricted Accounts” < \$10,000 AND the YTD “Monthly Overall Income” is in the negative. *Note: parishes must send in their monthly information to the diocese for this to be considered.*
 - b. A parish (through their incumbent and/or wardens) after consultation with their Regional Dean or the Diocesan Dean, and the bishop may request a donation to the parish. This request would be for unusual situations outside of normal parish operations and may include insurance deductibles, security improvements, damage mitigation/prevention.
 - c. A parish (through their incumbent and/or wardens) after consultation with their Regional Dean or the Diocesan Dean, and the bishop, may request a short-term loan of the amount of 50% of the GST on insurance claims. This loan is to be repaid no later than when the GST Rebate is received.
- 2) The Management Committee may propose to DEC that a parish meeting the above criteria receive a donation from the Parish Financial Assistance Fund.
- 3) DEC will vote on each request for disbursement of funds. For example: “*Donate \$2000 to St. Mary’s in the Muskeg from the Parish Financial Assistance Fund*” would be a separate motion from “*Donate \$1500 to St. Peter’s in the Pines from the Parish Financial Assistance Fund.*”
- 4) Financial Cap

At least once a year the Management Committee will review the balance of this fund to determine if it exceeds anticipated needs for donations to parishes.

 - a. Factors to consider include: insurance deductibles (for 2024 the deductible per claim are \$5,000, \$10,000, \$50,000 or more depending on the cause); requests and disbursements from the fund; projected and target investment income; and anticipated donations received.
 - b. The Management Committee will report to the DEC with recommendations, including their rationale, to disburse funds or allow the fund balance to increase.
 - c. The DEC decision about the fund Financial Cap will be reported to the Diocese in a manner consistent with what is outlined in the Reporting section of this document.
- 5) Disbursement

The Diocesan Synod Office will disburse the funds as per the minutes of the DEC meeting.
- 6) Reporting

Once per month, the Synod Office will publish the fund information in the Weekly Email or equivalent to encourage transparency across the diocese. For example:

“Helping each other through the Parish Financial Assistance Fund. Funds are disbursed according to the criteria of “Current Operational Account” + “Other Non-restricted Accounts” is less than \$10,000 AND the YTD "Monthly Overall Income" is less than \$1,000, as understood from the monthly parish financial update sent to the diocese. ***Note: parishes must send in their monthly financial update to the diocese for this to be considered.***

Donations this month:	\$9999
Disbursements this month:	\$9999
Current amount in fund:	\$9999
Fund currently capped to not exceed:	\$9999

Thank you for this great example of how we are pursuing what is healthiest for each other, thus sharing the love of Christ.”

April, A.D. 2025

Regulation #19 Cash Management and Investments

The Synod of the Diocese of Athabasca, through the Diocesan Bishop and the Diocesan Executive Council (DEC), is striving to use the donations given by parishioners and other financial resources received in the most effective and Godly way possible.

Money received or allocated for special purposes should not be co-mingled with general/operating funds.

To meet these objectives, it is helpful to manage these resources in different categories.

Tier 1:

- a.) Liquid Investments - Funds in this account will probably be spent in the next 30 days and should be kept in a chequing account.
- b.) Short Term Investments – These funds will probably be spent within the next year, 30 -365 days. The focus of these funds should be on security and not financial growth, examples are GIC’s and interest-bearing savings accounts.

Tier 2:

Long-Term Investments Policy is under development.

Implementation

The range of funds in each category may be adjusted as needed.

Monthly, the Diocesan Treasurer reviews the category levels and reports to the Management Committee and DEC. The DEC must approve any adjustments to the category ranges. The Diocesan

Treasurer or the Bishop can authorize funds to be moved between categories as needed within the approved ranges.

The ranges are:

Chequing Account:	\$95,000 - \$350,000
Short/Medium Term:	\$150,000 - \$400,000
Long Term Investments:	\$1.2 Million – \$1.3 million

June, A.D. 2025