

# POLICY BOOK

## DIOCESE OF YUKON



**Updated to Sept 2025**

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**ADMINISTRATION OF HOLY COMMUNION**  
**BY A LAY PERSON OR DEACON FROM THE RESERVED SACRAMENT**  
**IN THE ABSENCE OF A PRIEST**

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1. Where there is no Priest available in a parish for an extended period of time, the Bishop may give a license for the Administration of Holy Communion from the Reserved Sacraments to a designated Lay Person or Deacon, who would have adequate training. Only those who hold this license may use Reserved Sacrament. Where there is a priest-in-charge/incumbent with a regular pattern of being present for celebration of the Holy Communion, it is not necessary to have a Lay Person or Deacon administer Holy Communion.
2. The Anglican Church of Canada document, ***Public Distribution of Holy Communion by Deacons and Lay People*** is the format to be used. If there is no copy available please contact the Synod office, the bishop, or the administrator.
3. Adequate explanation should be given to the congregation.
4. The Reserved Sacrament should be kept in a dignified way, in suitable vessels, in a locked cupboard, if possible.

(Policy of Synod October 1992)  
 (Amended Ex.Comm. March 1993)  
 (Amended Ex. Comm.October 2009)  
 (Amended Ex. Comm.October 2012)

## **ALLEGATIONS AGAINST CHURCH LEADERS**

### GUIDING PRINCIPLES

Engaging in abusive behaviour is always a violation of ethics and or professional conduct. This violates the authority of the pastoral relationship.

*Misconduct involving sexual abuse is defined for the purposes of the Policy as sexual activity or contact (not limited to sexual intercourse) in which the pastor, leader or counsellor, takes advantage of the vulnerability of the parishioner, client, or employee by causing or allowing the parishioner, client, or employee to engage in sexual behaviour with the pastor, leader or counsellor.*

Allegations of abuse will be taken seriously and dealt with promptly.

Children and young people are especially vulnerable and are therefore of particular concern in cases of abuse.

An alleged abuser will be presumed innocent until proven otherwise.

Church authority will be committed to seeking justice and providing support for both the stated victim and the alleged offender.

In cases of misconduct in which legal charges may arise church authorities will encourage investigation and the determination of responsibility.

### PROCEDURES

1. When a complaint of unethical behaviour by any church leader, either clergy or lay, becomes known to any member of the diocese, such complaint should be reported promptly to the Bishop. (If the complaint is against the Bishop, it should be reported directly to the Metropolitan.)
2. When an allegation of misconduct as defined above is brought to the Bishop, he will call, in the following order: the insurance company, the chancellor and then the police or social authority as required.
3. If the media is involved, a statement would be made by the Bishop with legal counsel, both the insurer's and our own.
4. In the event that a criminal charge or civil suit becomes public the Bishop shall deal with an employed person by placing that person on paid leave and they may not participate in pastoral activity until such time as the matter is concluded. In the

case of a non-stipendiary person, such person shall be prohibited from engaging in pastoral activity until such time as the matter is concluded.

5. The bishop may, according to circumstance, arrange to provide pastoral care to the alleged offender and family members as is deemed necessary. Such counselling or oversight should come from someone outside the diocese if possible.

This policy will be distributed to all incumbents, licensed clergy and all lay leaders in the diocese with a letter to be signed, dated and returned to the Diocesan Office stating that the policy has been read and understood.

All volunteers who are working with vulnerable persons will also sign, date and return this document to the Diocesan Office, at the earliest convenience, stating that the policy has been read and understood. Your record check will be good for 5 years without renewal on the condition that you report any name change with an explanation of the reason for the change, any charge or plea to or sentence to any charge of a criminal nature, any civil suit pertaining to assault, fraud, false pretense, impersonation or theft or any other matter that relates to harm to others. Failure to report any of these circumstances may result in instant dismissal from the responsibilities entrusted to you by the Diocese or non-renewal of your permission to act in the Diocese.

**(Note: licensed clergy includes those who are non-stipendiary and retired clergy living within the boundaries of the Diocese of Yukon. Volunteers include all Sunday School Teachers, Youth workers and those working with the vulnerable including the elderly.)**

Please sign the attached acknowledgment of your obligation to obtain a criminal record check and to keep the information up to date between the required five-year searches.

I have read the criminal record check policy and agree to abide by its terms. Further I agree to indemnify and save harmless the Anglican Diocese of Yukon, its Bishop, directors, officers and employees, and any person appointed to act as its agent or authorized in writing to act on its behalf from any action, whether civil or criminal, that may arise as a result of processing this application for a posting of responsibility within the Diocese as a result of the criminal record check produced by me and I make this solemn declaration conscientiously believing it to be true.

Declared at \_\_\_\_\_ in Yukon Territory, on the \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

Applicant Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, \_\_\_\_\_, have read and understood the above policy of the  
Diocese of Yukon. I am a member of \_\_\_\_\_ parish and have the  
position of \_\_\_\_\_.

I, \_\_\_\_\_, a volunteer in the parish of \_\_\_\_\_,  
have read and understood the above policy of the Diocese of Yukon.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## ARCHDEACONS

### DUTIES:

1. To stimulate greater interest in the general and missionary work of the church.
2. To be ready to help clergy, church wardens, and parish leaders in the fulfillment of their duties.
3. To inspect Vestry Book, the Parish Register, and Policy Book, Congregational lists, the Minutes of Vestry, Financial Records and Altar Vessels.
4. To inspect and report on the condition of all church properties and rectories.
5. During any vacancy, to meet with the Parochial Committee, if directed by the Bishop, and to assist the Bishop in arranging temporary coverage.
6. To represent the Bishop, as requested, and attend any meetings or social commitments that the Bishop is unable to attend.
7. To report to the Executive Committee on any building plans or requests for grants or loans.
8. To assist with the orientation and support of new workers.
9. To be a member of the Diocesan Executive Committee, and to serve as Vice-President in accordance with Canon 14: b
10. To assist the Bishop in the administration of the Diocese as requested. {Canon 22 (2)}
11. To be Chairman of the Committee for the Revision of the Canons as per Canon 50 (2)

### **ARCHIVES & RECORDS MANAGEMENT**

1. Ownership of the Archives of the Diocese of Yukon is retained by the Diocese. They are held and managed by the Archives of the Government of the Yukon Territory under joint agreement.
2. Parishes wishing to make contributions to the Diocesan Archives should carefully sort through their material in accordance with guidelines below, to be filed, indexed, and in filing boxes.
3. The Diocese makes contributions to the Diocesan Archives every five years, beginning in 1983. Parish registers and Vestry books are retained in the parishes until they are 25 years old.
4. Registers between 25 and 50 years old are retained by the Diocese.
5. Registers older than 50 years are photocopied and deposited in the Diocesan Archives.
6. Materials that should be kept for the Archives:
  - material that will be useful to a future historian;
  - information that will help to resolve disputes;
  - and
  - information that has legal value
7. Normally, all materials retained in the Diocesan Archives will be made available to the public. Access to Registers is restricted to family members and legitimate researchers.
8. Materials that will not normally be retained for the Archives are:
  - correspondence marked “Confidential.”
  - materials that contain unsubstantiated accusations against anyone living or dead;
  - materials which, if released, would cause serious embarrassment to the Diocese of Yukon, or harm to our ongoing work;
  - confidential personnel materials such as medical information, references, psychological test results, and other personal information of this nature;
  - material that would make any member of the Diocese, or the Diocese itself, the subject of legal action;
  - any record of church court proceedings;
  - nor
  - private information concerning any individual or situation which results from privileged pastoral relationships.
9. Parish financial records should be kept for seven (7) years and then discarded.

10. A list of materials of interest to the Archives is attached.
11. Clergy should be aware that correspondence sent to the Bishop or the Synod Office, that are not marked “Confidential”, may be retained for the Archives. Parishes should make any deposits to the Archives through the Diocese to avoid any confusion with the Territorial Government as to the ownership of Archives being deposited.
12. Those wishing to deposit objects of historical interest in the Old Log Church Museum should contact the Accessions Committee of the Yukon Church Heritage Society. All materials deposited in the Old Log Church remain the property of the Diocese, although managed by the Yukon Church Heritage Society.

**ARCHIVES**  
SUGGESTED HOLDINGS FOR DIOCESAN ARCHIVES

FROM THE PARISH LEVEL

1. Ministers' Records, both parish and personal, regarding the parish.
2. Parish Council/Church Committee minutes.
3. Parish Annual Meeting Minutes.
4. Information on organizations – minutes, etc. (not financial records).
5. Vestry books and registers of baptisms, marriages, burials, confirmations.
6. Photographs must have dates, places and, if possible, names of any people shown.
7. Architectural drawings.
8. Legal Documents.
9. Forms of services for special occasions – e.g. inductions, anniversaries. (Not regular Service leaflets or bulletins)
10. Paintings, drawings, etc.
11. Parish rolls.
12. Sunday School Registers.
13. Parish cemetery, or memorial garden records.
14. Parish histories.
15. Biographical material on parish clergy and prominent lay people.

**N.B.- Do Not Want**

- Marriage licenses and acknowledgements of district registrars.
- Monthly financial statements
- Accounting records, e.g. Ledgers
- Materials circulated from other levels of the church

FROM THE DIOCESAN LEVEL

1. Bishop's papers.
2. Register of Episcopal Acts, Ordinations, Confirmations, etc.
3. Register of Licenses.
4. Registers of the deeds or property registers of the Diocese.
5. Constitution and Canons.
6. Journals of Synod Meetings.
7. Minutes of Diocesan Executive.
8. Diocesan Newspaper.
9. Reports of major task forces of ad hoc committees.
10. Annual Reports and historical material of autonomous or semi-autonomous groups, e.g. Yukon Church Heritage Society, etc.
11. Biographical material on Bishops, Diocesan Staff, and Lay People prominent in Synod activities.
12. Photographs must have dates, places and, if possible, names of people shown.
13. Histories of the Diocese.

## **BIBLICAL TRANSLATIONS (English)**

### RECOMMENDATIONS

The Bishop recommends the following translations for public reading in the Diocese of Yukon, as approved by the House of Bishops

- New Revised Standard Version
- Revised English Bible
- Revised Standard Version 1952 (and its revision as Common Bible)
- New American Bible 1970
- Today's English Version (Good News) 1976
- New International Version 1978
- New Jerusalem 1985
- King James (Authorized Version) 1611

Translations by single persons, e.g. The Message, by Eugene Peterson, may be used for explanation purposes or clarity but not as a normal bible of the parish.

In drawing up a list of biblical translations not recommended for public reading the following criteria was considered.

### CRITERIA FOR EXCLUSION OF A PARTICULAR TRANSLATION

1. Paraphrases, e.g. The Living Bible, by J. B. Phillips, Barclay, Cotton Patch.
2. Translations made for doctrinal purposes rather than rendering original text, e.g. The Living Bible, Jehovah's Witnesses.
3. Translations which are translations of translations, e.g. The Living Bible, Jerusalem Bible (1966)
4. Translations which replace words through "computer search" rather than by examination of each text, e.g. NCC Inclusive translation.
5. Translation from another culture, e.g. New English Bible, Cotton Patch.
6. Abridgements/Harmonies, e.g. Reader's Digest
7. Translations in colloquial rather than contemporary English, e.g. New English Bible

## **BISHOP'S CABIN**

In 2023, the Tagish property was subdivided into three properties. Two of these were sold. The diocesan property with the Bishop's cabin is the middle of the three properties. There is now a fence surrounding the property. This was done to protect the property owners, including the Diocese of Yukon, from liability issues as the bank is eroding. The cabin has no running water, electricity, or plumbing. There is a wood stove for heating and cooking.

Booking of the cabin must go through the Synod Office, the Bishop, or the Administrator.

1. The property is no longer to be used for group activities.
2. It is expected that anyone using the cabin will notify the Synod Office if there is any vandalism found.
3. All supplies needed for your stay will be your responsibility. (For example: Cleaning supplies, toilet paper, soap, matches etc.) There are some dishes and pots on site, but it is recommended that you take your own as vandalism and theft are a problem in this area.
4. It is understood that the cabin will be left cleaner than it is found which means cleaning the outhouse; cleaning the cabin; ensuring all garbage is disposed of properly (there is a dump on the road out).
5. Please do not let anyone 'jump' over the bank. This is a wonderful game for children but unfortunately it speeds up the erosion of the bank.
6. Please have respect for the property boundaries. There are many neighbors living nearby. Extreme care should be given when using the outside fire pit as the area is dry and fire could easily get out of hand.
7. As there have been many bear sightings in the area, please ensure proper storage of all food and garbage. Please be very "bear aware" while hiking in the area.

(Policy of Executive Committee, Oct. 2006)

## **BISHOP'S SCHOOL COORDINATOR**

### Accountability

- The Bishop's School Coordinator reports to Executive Committee.

### Role Description

The Bishop's School Coordinator:

- Serves as a resource to and collaborates with clergy in the implementation of adult education and training in their parishes.
- As needed, provides training for trainer's workshop(s), mentoring and resources for clergy to equip them for training role with their parishes.
- Along with clergy and those involved in the Bishop's School, develop individualized education plans.
- Monitor the progress of the persons using individualized education plans.
- Develop funding proposals for education and training within the Diocese.
- In conjunction with the Secretary-Treasurer, prepare and monitor the budget for Diocesan education and training.
- Review, revise and update Bishop's School curriculum, as needed, in conjunction with the Education Committee.
- Set and monitor training standards, in conjunction with the Education committee.
- Develop and monitor northern ACPO standards, in conjunction with the Education Committee.
- Develop training for those on ordination 'track', in conjunction with the Education Committee.
- Integrate new curriculum concepts, where appropriate, in conjunction with the Education committee.



### **BISHOP'S SCHOOL TRAVEL REIMBURSEMENT**

1. All those attending Bishop's School or other Diocesan Ministry Training are entitled to be reimbursed for travel costs incurred. These costs include airfare, gas, food, and accommodation.
2. Receipts must be provided for reimbursement.
3. Meals will be reimbursed to a maximum of \$15.00 for breakfast; \$20.00 for lunch and \$25.00 for dinner. It is understood that these costs cannot be accumulated or rolled over during the day. **The Diocese will not reimburse for alcohol.**
4. To help defray costs we ask that all attendees try to find accommodation with family or friends. If this is not possible the Diocese will find accommodation based on double occupancy. If you request a private room, you will be required to pay the difference. It is understood that if you are unable to attend training, you will either inform the Administrative Officer of any change of plans or cancel your hotel booking yourself. If you fail to do either of these, the Diocese will bill the appropriate parish for any costs incurred.
5. To help defray costs we ask that all attendees attempt to carpool where possible.

PLEASE ADD TO THE POLICY BOOK

### **BUDGET PROCESS (DIOCESAN)**

1. In January, the Secretary and Treasurer of Synod draft a Diocesan budget based on the year-end figures of the preceding year.
2. The Budget Forecast is reviewed by the Finance Committee and forwarded to the Executive Committee or Synod.
3. Revenues and Expenditures, in the Operating Budget, are of a non-discretionary nature. Small, budgeted expenses are authorized by the Bishop and the Secretary and/or Treasurer, on an “as needed basis”. Large unbudgeted expenditures (i.e. Clergy Conference) are approved by Diocesan Executive or Synod.
4. Discretionary expenditures are primarily made from reserves and trusts.
5. The Executive Committee has authorized the Bishop, with the consent of the Secretary and/or the Treasurer, to expend sums of up to \$5,000 from the Reserves and Trusts of the Diocese for purposes consistent with the establishment of those Reserves and Trusts. The exceptions are the Mission and Loan Fund, the Patterson Hall Program Fund and the Carcross Trust Fund which are expended by the Executive Committee following formal application.
6. The Bishop’s Discretionary Fund contains money given by donors to be used solely at the discretion of the Bishop.
7. If there is an excess in Revenue at year end, undesignated Gifts that come to the Diocese, are used by the Bishop and the Secretary and/or the Treasurer, in agreement, replenishing the Special Purpose Fund as needed. A list of allocations is made and is submitted and approved by the subsequent Executive Committee.
8. Audited Financial Statements, and Monthly Computer Records of all transactions, are available (at cost) to all members of the Diocese, the National Church, the public, and the press.

**CARCROSS TRUST FUND**

1. In keeping with the fact that these funds were derived from the operation of the Carcross Education Centre from June 1972 to June 1979 as sponsored by the Synod of the Diocese of Yukon, applications for assistance must reflect the ideals of the Carcross Community Education Centre and the context of Christian mission and service in which they were operative. Accordingly, projects or programs must be of an “educational, rehabilitative or community service” nature.

‘Christian’ is interpreted broadly to mean harmonious with Christian principles, beliefs, and practices. It does not mean that the project must be sponsored by Christian churches or organizations to be eligible for funding.

Maximum grants are \$5,000 for each application.

Applicants must be from within the ecclesiastical boundaries of the Diocese of Yukon and normally must be a registered, charitable, or non-profit organization or society.

2. **PRIORITIES:**

- a. Requests dedicated to the purposes of healing will receive priority. Healing is interpreted broadly, and preference will be given to projects that bring Indigenous and non-indigenous together in community healing processes.
  - b. Small projects for which there would be few or no alternative sources of funding will be given preference.
3. Grants should be used to support projects, not ongoing operations, and maintenance (overhead) expenses of a group or organization. Reasonable exceptions should be eligible for consideration (e.g. program materials needed to carry out the project).
  4. The existence of the fund and the application procedures should be communicated to locally based groups through the congregations of the diocese and the former members of the Carcross Community Education Centre (C.C.E.C.). many of whom are active in local affairs consistent with the principles of the original project.

5. **APPLICATION PROCESS:**

- a. Applications will be received in the Synod Office throughout the year.
- b. Applications will be reviewed by the Diocesan Finance Committee for recommendations to the Diocesan Executive Committee which meets twice yearly (spring and fall).

- c. The Diocesan Executive Committee will make the final decision regarding the approval or rejection of each application. Both the capital and the interest of the fund may be expended.
  - d. Approved applications will receive payment of the grant following the Diocesan Executive Committee meeting.
6. Successful applicants will be expected to submit a brief report on the outcome of the project. The report is due to the Synod Office within six months of the completion of the project.

## **CHRISTIAN INITIATION**

1. Baptism is a Community of Faith/Parish event. Normally, Baptism will be at the chief or main worship service of the parish. There may be occasions when this is not possible, such as Baptism in Extremis.
2. Where possible, Baptism and/or Confirmation should be administered in the context of the Holy Communion Service.
3. Baptism is a pastoral act; many new relationships can be established through baptism. Baptism should be done as soon as possible upon request.
4. Baptism should be preceded by preparation of parents and if appropriate children and their sponsors.
5. Children who have been baptized may make their Communion, subject to the decision of their parents and the parish priest. The Diocesan Bishop may issue their own directions in additions to the guidelines set out here.
6. Each child must be given appropriate instruction as to the meaning of Communion and how to receive the Sacrament.
7. The Bishop will be informed before a request for Baptism or Confirmation is refused.

**CLERGY HOLIDAY TRAVEL**

Starting with the 1995 Taxation Year, for each full-time employee, an annual Holiday Travel Allowance of \$2000, from within the existing salary, will be identified on the T4 Slip. (Pro-rated if not employed for a full calendar year.)

## COMMUNION

1. Communion will always be celebrated with Bread and Wine.
2. Communion will be given using the traditional Common Chalice unless permission is granted by the Bishop for another form of administration.
3. The Diocese of Yukon reaffirms the validity and appropriateness of receiving Communion in one kind, i.e. Bread only or Wine only. (Policy of Synod, 1992).
4. The Wine used must be grape wine with the highest possible alcohol content. (Juice is not permitted).
5. The Anglican Church of Canada discourages the receiving of wine by the intinction method. This method produces high cross contamination by fingers, higher susceptibility to germ spreading, and creates risks for those affected by allergies.
6. In institutions that have strict alcohol bans, such as the Whitehorse Correctional Centre, Communion could be given with Reserved Sacrament (Bread alone or Bread indicted prior to being administered.)
7. We should incorporate into our Confirmation and First Communion training the proper way to receive Communion and the options. This can be supplemented by brief announcements from time to time to the congregation.
8. The use of unleavened wafers is encouraged. For those who want the one loaf symbolism of Liturgical Renewal, large wafers are available. If you do substitute bread or bannock, they should be made of wheat flour, and they should not be greasy, crumbly or contain items like fruits, nuts, etc.
9. The cleanliness of the vessels and linens is paramount to helping people learn to value the Sacraments. Those assisting with administration must receive proper training.
10. The Eucharist is the Sacrament of unity. All are welcome at the Lord's table and the invitation ought to be given to participate in receiving or in a blessing.
11. All involved in the handling or distribution of the elements should wash hands using a hand sanitizer or other method. This should be done in a visible manner during the service.

**DEAN OF YUKON****DUTIES**

1. To serve as Vice-President of the Diocesan Executive Committee in accordance with Canon, 14 (1) (b).
2. To serve as Rector or Priest-in-charge of their appointed parish and to stimulate the interest of all parishes in the missionary work of the Church throughout the Diocese.
3. To encourage the clergy and lay leaders in their leadership by example, in matters of preaching, liturgy, teaching and pastoral care.
4. To represent the Bishop, as requested, and attend any meetings or social commitments that the Bishop is unable to attend.
5. To be ready to help and advise the Bishop as requested.
6. To be ready to help the local clergy in the fulfilment of their duties.
7. To encourage the provision of hospitality for Episcopal and Diocesan gatherings, workshops, and meetings.
8. To foster ministry of the parishes to the institutions, agencies, and organizations active the Territory.
9. To encourage the Cathedral to be a place of welcome for visitors around the Diocese and around the globe.
10. To be a member of the Committee for the Revisions of Canons as per Canon 50 (2).



### EDUCATION ASSISTANCE FOR CLERGY CHILDREN

1. The Education Assistance Fund will be held with Diocesan Reserves and earn interest. The interest only will be expended.
2. The children of workers who are on the full-time staff of the Diocese will be eligible to apply for assistance while attending post-secondary educational institutions within four years of their high school graduation.
3. A maximum of \$750.00 per annum will be available to each student each year, for a maximum of three years.
4. Application must be made to the Bishop and Secretary-Treasurer prior to the commencement of the course of study each year.
5. Each applicant will be required to provide a listing of assets and expenses as follows:

#### ESTIMATE OF EXPENSES

Tuition and Books .... \$

Accommodation and food...\$

Travel – one excursion fare  
visit home, plus  
moving to and from  
the institution.... \$

Other – specify.... \$

**TOTAL \$**

#### ASSETS

Saving from summer employment ...\$

Monthly income from part-time  
employment, if any.... \$

Scholarships, bursaries, or  
government assistance...\$

Other sources – specify.... \$

**ESTIMATE OF TOTAL INCOME.\$**

**EDUCATION COMMITTEE**

1. The Education committee is a Sub-committee of the Executive Committee, established by the Diocesan Executive in 2005.
2. The membership of the Education Committee is The Bishop, the Secretary and/or the Treasurer, and the Bishop's School Coordinator, with power to co-opt.
3. It is the purpose of this Committee to:
  - a. Review funding proposals for any educational or training activity in the Diocese.
  - b. Advise the Executive Committee about Diocesan educational or training strategy.
  - c. Make recommendations to the Executive Committee about funding and use of monies for education and training.
  - d. Act as a resource for the Executive Committee regarding any questions about education or training.
4. The Committee is normally chaired by the Bishop's School Coordinator. Co-opted members are chosen for their expertise in adult education and training and their knowledge of, and involvement in, parish and Diocesan affairs.

## **ELECTION OF THE BISHOP OF YUKON**

1. The Election shall be held in accordance with the provisions of Diocesan Canon 54.
2. A Nominating Committee shall be established by the Synod or the Executive Committee. The Nominating Committee shall be responsible for all preparations leading up to the Electoral Synod, including but not limited to the following:
  - a. preparation of and distribution of a diocesan profile stressing the uniqueness of the diocese,
  - b. advertising for and seeking out suitable candidates, and the preparation of and distribution of nomination forms,
  - c. preparation of and distribution of all candidate information in accordance with Section 4 of this policy,
  - d. determining the process for the small group and personal interviews, if any, with candidates by delegates,
  - e. arranging for a suitable facility for the election and the events preceding it,
  - f. arranging for the printing of and system of ballots in accordance with the procedure of this policy,
  - g. the verification of eligibility, canonical status, educational achievements, stated experience, and other facts of the candidates, and the checking of their references,
  - h. such other duties as may be directed by the Synod.

The Nominating Committees shall be assigned a budget by the Executive Committee to be administered by the Synod Office to cover the cost of carrying out their assigned duties and responsibilities.

3. The Nominating Committee shall be entrusted to receive the names of proposed Nominees from delegates to Diocesan Synod.
4. The committee shall provide information about the proposed Nominees to all Delegates, and Members of Synod. This information shall include biographical information:
  - Name
  - Date of Birth
  - Family Information, including marital status
  - Educational Institutions attended:
    - University
    - Theological College
    - Post Graduate Work
  - Ministry Experience such as:
    - Parish

- Mission
- Northern Parish
- First Nation
- pastoral
- mutual ministry/circle/baptismal ministry
- human resource
- adult education
- Youth
- Congregational Development

- Knowledge of Council of the North dioceses and funding options
- Community Involvement
- Deanery, Diocesan, Provincial & National Church Experience
- Ecumenical Experience
- A brief statement of why you are willing to allow your name to stand (250 words).
- References, limited to four as follows: the Candidates Diocesan Bishop, another member of the clergy and two lay references. These references are to be within the last five years. These will be kept on file for Members of Synod, but not circulated.

5. Members of Synod are encouraged to read the references of nominees which are kept on file in the Synod Office prior to the interviews.
6. Biographies will be mailed together immediately after the closing of the nominating process and will also be available at the Electoral Synod.
7. When a person is nominated at Synod, a biography is to be given to the Chair, and will be read by him/her with the other biographies when nominations close.
8. The Nominating Committee shall be chaired by a person elected by the Synod or the Executive Committee. There will be one person chosen by Synod or Executive from each of the three Regions of the Diocese. The Bishop has the option to appoint an additional person of First Nation descent to ensure First Nation involvement on the committee.
9. The Executive Committee may choose to invite the nominees to attend interviews in person prior to the Electoral Synod at the cost of the Synod. Such a choice shall be made in accordance with criteria which it may determine on advice from the Nominating Committee and subject to financial capabilities to pay the expenses incurred. The Nominating Committee may arrange group interviews in which all Synod delegates may participate, and they shall take place on the day or days immediately prior to the Electoral Synod.
10. The Chair of the Electoral Synod shall be the Metropolitan, the Senior Bishop of the Province, a Member of the Provincial House of Bishops serving as a Commissary of the Metropolitan, or the Chancellor of the diocese of Yukon, selected in that order except that, in no case shall the Chair also be a Nominee.

## PROCEDURES

1. The Administrator of the Diocese shall send notice to the Members and the Delegates to Synod of the Diocese of Yukon, of a special meeting of Synod for the purpose of electing a new Bishop. Such notice shall be sent thirty (30) days before the date established by the Provincial House of Bishops for the election.
2. The Secretaries of the Synod shall be the Lay and Clerical Secretaries of the Diocesan Synod, or, in their absence, alternates selected at the Synod.
3. The Synod shall elect two (2) Clerical and two (2) Lay Delegates to act as Scrutineers for the Election.
4. The credentials of all Delegates to Synod must be scrutinized and approved by the Secretary of each Order.
5. The Synod shall be called to order, and the Chair shall call for nominations. When all nominations have been received the Chair shall declare the List of Nominations to be closed. He/She shall then read, to the Synod, the full list of Nominees, together with the brief biography of each which was submitted at the time of nomination.
6. A Service of Holy Communion shall then be held with the Chair as the Celebrant if applicable.
7. The Service of Holy Communion being concluded, the Chair shall call upon the Delegates to vote. The Clerical Secretary shall then call the roll of the Clerical Delegates. As his/her name is called, each Clerical Delegate shall deposit his/her ballot in the special box provided for the Clergy. The balloting of the Clerical Delegates being completed, the Lay Secretary shall call the roll of the Lay Delegates. As the Delegates names are called, the Lay Delegates shall deposit his/her ballot in the special box provided for the Laity.
8. Each ballot so deposited shall be marked by the depositor with the name of not more than one (1) name selected from the list of Nominees.
9. The Scrutineers shall then count the votes as cast and report the numbers of votes for each Nominee to the Synod.
10. Should no Nominee receive the required number of votes to constitute an election pursuant to Canon 54 (5), then the names of the Nominee who:
11.
  - (i) receives the smallest number of total votes.  
(except as specified in Section 12, subsection (i), below)

- (ii) Receives an equal number of votes, which number is the least number of votes cast for any Nominee.  
(except as specified in Section 12, subsection (i), below)

or

- (iii) received no votes, shall be deleted from the list of Nominees, and another vote called upon the list of Nominees so reduced.

12. Successive ballots shall be held until an election, satisfying the provisions of Canon 54 (5) is declared.

12. In the following special cases, however, the name of one person receiving the lowest number of votes shall not be removed from the list of Nominees before the next ballot:

- (i) except in the case where a Nominee is actually declared elected under the provisions of Canon 54 (5), the name of any nominee receiving 40% or more of the votes cast by either Order, shall not be removed unless such names receive the lowest number of votes in two successive ballots.
- (ii) if the number of Nominees is reduced to two (2) and, if upon the ballots being counted, neither Nominee receives the votes to constitute an election, the Chair shall call for additional nominations (which may include persons that have already been nominated and removed from the list), to be made in order that balloting shall continue, in the manner above provided, upon the list of nominees so enlarged. Any new nominee must provide the same information as outlined in Section (4)
- (iii) Members of the Nominating Committee shall not be eligible to be nominated in the election under any circumstance.
- (iv) If Nominees are members of Synod, they lose their right to vote during the Electoral Synod.
- (v) Should the number of Nominees thereafter be reduced to two, and neither Nominee received the votes of two-thirds of the persons present and eligible to vote, Synod shall decide the election, by a simple majority vote.

13. The Clerical Secretary of Synod shall inform the Nominee elected of his/her election, and the Nominee shall either:

- a. indicate his/her consent, in which case the Clerical Secretary shall send to the Metropolitan, a Certificate in the following form, signed by himself/herself and the Lay Secretary:

“We hereby certify that, at a duly called meeting of the Synod of the Diocese of Yukon for the election of a Bishop\_\_\_\_\_ was elected, and on behalf of the Synod we ask for your confirmation.”

SIGNED \_\_\_\_\_ Clerical  
Secretary

SIGNED \_\_\_\_\_ Lay  
Secretary

or

- b. refuse to consent, in which case balloting shall immediately recommence upon the original list of Nominees, with the name of that Nominee only being deleted, in the manner previously provided.
14. If the Metropolitan of the Province shall signify that the election is not consented to by the Provincial House of Bishops, balloting shall recommence as in 12 (ii) with the omission of the name of the person not accepted by the Provincial Bishops.

### **EMPLOYMENT POLICY**

1. The Bishop will consult with parish leaders wherever possible before an appointment is made.
2. No one will be considered for a position unless they apply for that position.
3. Normally, no one will be approached about another position until they have served three years (thirty-six) months in their present position.
4. No one should apply for, or communicate interest in, a position to another Bishop, the National Staff, or a representative of a parish committee, until they have the permission of their own Bishop. Interest should not be communicated, even with their own Bishop's permission, to a parish committee that is not acting under the authorization of its own Bishop.
5. Clergy can generally expect to receive all vacancy notices circulated by the National and Provincial Church.
6. Three months notice is required to be given to the Bishop upon resignation.
7. Resigning clergy should ensure that statistical and financial returns and the parish list are up to date, a full report on the parish is provided to the Bishop, and that the rectory is left clean and in good order.
8. Vacation or holiday time presently includes 4 (four) weeks of paid vacation annually. Paid vacation must be used within the year following each anniversary date of the appointment or it is otherwise forfeited and cannot be carried forward without consultation with the Bishop. Notice of vacation absence from the parish must be sent in writing to the Bishop and to the synod office administrative assistant. Please include name of parish person covering the parish during incumbent's absence.
9. It is unethical to accept funds from two places for services. Stipendiary clergy are paid, and that pay covers the expectation that you will provide ministry such as funerals. If the Diocese or the Parish covers the cost of travel for funerals or other services, then remuneration received for those services is to be given to the Diocese of parish. *(For example, you travel to another community to do a funeral. The community is 300 km away. Deduct, and keep, the cost of travel (300 X .45/km) from the remuneration given by the family. Any remaining amount should be given to your parish because you are already paid a stipend. If no remuneration is given, then submit your travel costs to the Diocese.)* Non-stipendiary clergy or licensed lay ministers should only submit for travel if no remuneration is received from the family. Please be aware of the cultural sensitivities of the people we serve.

PLEASE ADD TO THE POLICY BOOK



## **EVALUATION**

An evaluation will be done after the first year of a minister or ministry team entering a parish and every two years after the first evaluation. The Bishop or their appointee will oversee the process. The following or other bishop approved evaluation form will be used.

The purpose of an evaluation is to discover the strengths and weaknesses in a parish and to build on the strengths and assist in the weaknesses and it is to help the minister/ministry team in their ministry.

The evaluation process will involve the Bishop or their appointee, the minister or ministry team and the vestry or members of the vestry approved by the Bishop.

The evaluation will be filled out by the minister and vestry privately and sent to the Bishop at least two weeks in advance of the evaluation meeting.

Normally the meetings will be as follows:

- The Bishop will meet with the vestry without the minister/ministry team to discuss evaluation forms and a way forward
- The Bishop will meet with the minister/ministry team without the vestry to discuss evaluation forms and the results of the first meeting
- All parties will meet in a third meeting to discuss a way forward

Two possible evaluation forms follow.

### **Evaluation Form 1**

1. Before the consultation, the Clergy/Leader prepares a written response to these questions to share during the consultation.
  - a. What am I doing well in my ministry?
  - b. What areas do I need to improve?
  - c. As a Clergy/Leader, my three or four main concerns about this parish are:

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- d. Three specific ministry objectives for me for this coming year are:

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2. After the Parish Consultation, the Clergy/Leader writes a one-page action plan which is submitted with the questionnaire presented by the congregation members to the Bishop.
3. If desired, the Bishop then reviews the Evaluation and the action plan with the Clergy/Leader.

Name of clergy /lay leader \_\_\_\_\_

Evaluator(s) \_\_\_\_\_

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Notes to Evaluators. The clergy/lay leader is asking for a review of their professional skills. Please be honest, as this review is intended to help the clergy/lay leader in their professional development. Your feedback helps them to determine their present level of competence and identify areas for future growth.

Rating: Please use the following scale.

NA - Not able to evaluate.

1 - Not presently competent in this area.

2 - Competent, but room to improve.

3 - Adequately competent.

4 - Highly competent.

### **Self- Concept**

1. Able to openly show warmth and acceptance towards others. \_\_\_\_\_

2. Able to show others his / her feelings about their behaviour in appropriate ways. \_\_\_\_\_

3. Is in touch with their own feelings. \_\_\_\_\_

4. Aware of their anger. \_\_\_\_\_

5. Uses their anger appropriately. \_\_\_\_\_

6. Recognizes when they are defensive. \_\_\_\_\_

7. Understands their behaviour and needs as they affect their work as clergy/lay leader. \_\_\_\_\_

8. Able to be flexible to fit the situation \_\_\_\_\_

### **Personal Needs**

9. Builds regular time into their schedule for family. \_\_\_\_\_

10. Builds regular time into their schedule for recreation. \_\_\_\_\_

11. Continues their own education and development \_\_\_\_\_

### **Liturgy**

12. Is familiar with traditional, contemporary and emerging forms of worship. \_\_\_\_\_

13. Able to interpret liturgical patterns of the past, present and future and show their relevance. \_\_\_\_\_

14. Leads worship with dignity. \_\_\_\_\_

15. Able to introduce changes in constructive ways. \_\_\_\_\_
16. Uses opinions of the congregation in planning worship. \_\_\_\_\_
17. Able to make liturgy relevant, lively and interesting. \_\_\_\_\_
18. Utilizes special services effectively.  
\_\_\_\_\_
19. Able to choose music which enriches and increase worship. \_\_\_\_\_
20. Sermons are clear. \_\_\_\_\_
21. Sermons are scriptural. \_\_\_\_\_
22. Sermons are relevant. \_\_\_\_\_

### **Administration**

23. Works well with elected officers, any employees and volunteers. \_\_\_\_\_
24. Delegates authority appropriately in:
  - fund raising campaigns \_\_\_\_\_
  - operating with available funds \_\_\_\_\_
  - use and care of facilities \_\_\_\_\_
25. Plans effectively for ongoing life of the parish, using current data collected in the parish. \_\_\_\_\_
26. Deals creatively with conflict. \_\_\_\_\_
27. Willing to call in outside resources with it is appropriate. \_\_\_\_\_
28. Puts new ideas into practice. \_\_\_\_\_
29. Sees that programs are carried through. \_\_\_\_\_
30. Willing to learn from church members. \_\_\_\_\_

### **Education**

31. Administers an effective Christian Education program for:
  - children \_\_\_\_\_

youth \_\_\_\_\_

adults \_\_\_\_\_

32. Regularly administers a confirmation instruction program. \_\_\_\_\_
33. Administers an ongoing program of training for:
  - lay ministers \_\_\_\_\_
  - deacons \_\_\_\_\_
  - stewardship \_\_\_\_\_
  - teachers and group \_\_\_\_\_
  - leaders \_\_\_\_\_

### **Pastoral Counselling and Care**

34. Listens effectively to the needs of an individual.  
\_\_\_\_\_
35. Respects confidentiality. \_\_\_\_\_
36. Knows their own strengths and limitations in counselling \_\_\_\_\_
37. Knows when to refer. \_\_\_\_\_
38. Helps people to explore the religious aspects of their problems. \_\_\_\_\_
39. Enables persons to consider their options., \_\_\_\_\_
40. Encourages the person to take responsibility for their behaviour. \_\_\_\_\_
41. Maintains an ongoing concern for individuals. \_\_\_\_\_
42. Is acquainted with parish families and aware of their needs. \_\_\_\_\_
43. Regular and effective calling on hospitalized persons or shut-ins. \_\_\_\_\_

### **Building the Parish as a Community**

44. Seeks ways to create an atmosphere of openness and trust among church members. \_\_\_\_\_

45. Seeks way to create an atmosphere of openness and trust between them and the church members.  
\_\_\_\_\_

46. Listens to parish needs. \_\_\_\_\_

47. Recruits a wide spectrum of people in the life of the church. \_\_\_\_\_

48. Enables an active program of visiting by parishioners. \_\_\_\_\_

49. Seeks ways to keep church members informed about what is going on in the parish. \_\_\_\_\_

50. Sustains a sense of the parish being a part of the larger Anglican Communion. \_\_\_\_\_

61. Active in ministry conferences and clergy associations. \_\_\_\_\_

62. Seeks ways to share the learning from work done beyond the parish. \_\_\_\_\_

### **Additional Comments and Suggestions**

### **Parish Planning**

51. Enable the parish to identify its goals in mission. \_\_\_\_\_

52. Pushes to develop programs which carry out the mission. \_\_\_\_\_

53. Seeks ways to build in feedback and evaluation of programs. \_\_\_\_\_

54. Enables members to feel ownership in and support of goals. \_\_\_\_\_

55. Is supportive in carrying out agreed upon goals. \_\_\_\_\_

56. Seeks ways to keep communication open between them and the Vestry and member of the church. \_\_\_\_\_

### **Clergy/Lay Leader's Involvement beyond the Parish**

57. Active in ecumenical ventures. \_\_\_\_\_

58. Involved in or supportive of social action.  
\_\_\_\_\_

59. Active in community organizations and needs. \_\_\_\_\_

60. Contributes time and skills to diocese committees \_\_\_\_\_

## Evaluation Form 2

### **The Parish:**

1. List four things that you like about the parish
2. List the things that you think could be improved in the parish
3. List up to four things that need to happen to help serve the people
4. Any other Comments

### **The Minister/Ministry Team**

1. List four things you like about the minister/ministry team
2. List the things that you think the incumbent needs to improve.
3. List up to four things that they need to do to improve their ministry in the parish
4. Any other comments.

## **EXCURSIONS FOR CHILDREN**

1. All adults involved in excursions with children must have a current (within the past three years) criminal record check with vulnerable sector screening. A copy is to be sent to the Synod Office. (NOTE: A person must have been a resident of the diocese within those three years.)
2. No Clergy or Lay Leader should be accompanied on any trip by a minor without the full knowledge and written consent of the parents.
3. Where an excursion is planned without parents or legal guardians in attendance, the permission of the Bishop must be sought in writing. This applies to church excursions, excursions of groups affiliated with any parish, and excursions for community groups being led and organized by persons in full-time ministry in this Diocese.
4. In applying for permission, the applicant should outline the nature of the excursion, how many are going, departure, return means of conveyance, supervision plans, and chaperones.
5. Special note should be made of the means of conveyance, the qualifications and liability coverage of the vehicle operators and safety precautions.
6. After permission for the excursion is received, parents must be given, in writing, full details of the excursion as outlined above, and their written permission must be received and returned to the Clergy/Lay Leader.
7. Outings and excursions for minors not complying with these guidelines are not permitted.
8. Excursions should be supervised by a minimum of two adults. If both male and female participants are included, the two there should be at least one supervisor of each.

## **EXPECTATIONS FOR STIPENDIARY INCUMBENCY**

### **LEADERSHIP:**

1. Recruits and supports leaders for key parish roles.
2. Works to enhance Christian unity within the community and
3. Maintains and fosters good relationships with the community.

### **PREACHING AND WORSHIP:**

1. Plans and initiates uplifting worship experience based on a sound understanding of scripture, theology, and liturgy.

### **VISITING:**

1. Maintains up-to-date parish list and map.
2. Conducts a regular pattern of visiting to all parish families.
3. Visits and follows up with people during crisis.
4. Provides pastoral counselling as needed.

### **ADMINISTRATIVE LEADERSHIP:**

1. Manages the affairs of the parish, and recruits lay people to share the responsibility.
2. Has a working knowledge of Canon Law and Diocesan policies.
3. Takes responsibility for the care and upgrading of the rectory and its furnishings.
4. Maintains records and makes prompt returns to the Diocese.
5. Recruits and works with lay leaders in undertaking appropriate initiatives.

### **EVANGELISM:**

1. Relates the Christian faith to all people through activities such as door-to-door visiting, household mailings, media work, mission programs, or vacation bible school.

### **EDUCATION:**

1. Provides for adult Christian education activities.
2. Provides for Christian educational opportunities for children and youth.
3. Provides for Baptismal preparation, First Communion preparation, Confirmation preparation, and Marriage preparation.
4. Supports the Social Outreach of the Church.
5. Recruits and trains lay leadership.

### **ATTITUDE:**

1. Shows motivation and initiative.
2. Can set goals and work independently.
3. Cooperates under supervision and looks for constructive criticism.
4. Is sensitive and tactful.
5. Demonstrates sound judgement and keeps the respect necessary for moral and spiritual leadership.

6. Reliable in carrying out duties without oversight.
7. Organizes time and sets priorities well, setting aside free time and periods of study
8. Shows creativity and resourcefulness in solving problems.
9. Maintains confidentiality.
10. Promotes conflict resolution as needed.



**EXTENDED STUDY LEAVE or SABBATICAL**

1. Clergy and lay workers who are members of the Continuing Education Plan are eligible for a three-month professional development study leave after five years of full-time service.
2. Six months notice should be given to the Bishop and the Diocesan Administrative Officer.
3. Grants for extended study are available through a number of sources which can be reviewed at the Synod office.
4. The Continuing Education Fund also provides special grants for sabbaticals.
5. Where feasible, retired clergy may be sought by the Bishop to fill vacancies during extended study leave.
6. Extended study leave, approved by the Bishop, will be with full pay.

**FINANCE COMMITTEE**

*In this policy references to the Secretary and the Treasurer may mean Secretary-Treasurer.*

1. The Finance Committee is an advisory Sub Committee of the Executive Committee, established by the Diocesan Executive in 1984.
2. The membership of the Finance Committee includes the Bishop; the Secretary, the Treasurer, and the Honorary Treasurer (if any). They have the power to co-opt other members as deemed appropriate.
3. It is the purpose of this Committee to:
  - a. Investigate property holdings;
  - b. Review monthly financial statements from the Treasurer;
  - c. Investigate the matter of how to deal with deficits, if any;
  - d. To propose formulas to the Executive Committee for Parish Shared Offering, as needed;
  - e. To advise the Secretary-Treasurer on investments; and
  - f. To advise the Executive Committee on changes to staff remuneration and benefits as set out by The Council of the North.
4. The committee is normally chaired by the Secretary or the Treasurer. Co-opted members are chosen for their financial expertise and their knowledge of, and involvement in, parish and Diocesan affairs.

## **FUNDING SOURCES**

The Anglican Foundation of Canada assists with grants and loans to urgently needed building projects, and new and imaginative projects. Applications are available from the Foundation, or the Synod Office. Twelve (12) copies are required. Prior approval of the Executive Committee is required.

The Vancouver Foundation supports projects and equipment purchases for Northern and Native congregations, usually through its Madge Hogarth Fund. Application is sent directly to the Foundation by letter: The Vancouver Foundation,  
#900, 100 West Pender Street  
Vancouver, BC V6E 2R1

The National Administration and Finance Committee  
Anglican Church of Canada  
80 Hayden Street  
Toronto, ON M4Y 3G2

- Sir Edmund Osler Fund      -Special needs and exceptional medical costs of clergy
- Lady Eaton Drayton Fund      -For needy clergy
- MSCC Trust Fund      -To benefit Indian and Eskimo men training for the Priesthood
- The Isabel Johnston Bequest -Seed money for new and/or innovative work. September deadline for subsequent year's expenditures
- Dorothy Moore Bequest      -Education of native person for ordained or lay ministry in the (Administered through the      church.  
Bursary unit.)
- Council of the North      -Development of ministry grants – Anglicans in Mission Funds available for the development of ministry through programs or building projects.
- Patterson Hall Program Fund -Approximately \$14,000 per year available for projects in evangelism, lay training, native ministry, youth work (apply through Diocesan Executive Committee).
- Mission and Loan Fund      -Grants are available for capital projects in mission parishes, or loans are available at the "savings rate".

Funding Sources (Cont'd)

-Diocesan Trust Funds

- Carcross Trust Fund- deadlines October 15, and February 15; up to \$5000 for Christian or community work in line with the purposes of the Carcross Community School. Applications are available through the Administrator.

-Davis Trust – assists with the cost of Theological Education for Indian students.

-Walters Trust – to benefit the Indian people of Dawson and St. Paul's parish.

-Reserve Funds

-Are available for the following purposes:

- Clergy Aid
- Sunday School by mail
- Rectorry Furnishings
- Youth Work
- Broadcasting and tape costs
- Clergy Moving

-Small amounts can be applied for and granted, at the Bishop's discretion. Larger requests require application to the Executive Committee. Clergy moving costs and Rectorry furnishing costs are the responsibility of the parishes, and the Diocesan Funds only assist in cases of extreme need.

## **GAMBLING**

1. Raising money by such indirect methods is often easy money for the Church, and a temptation. However, such methods are an indignity to the work of Christ, help to foster the gambling mentality of our nation, and undermine our stewardship teaching that the work of Christ is carried on by each member contributing a large portion of their household income.
2. The raising and receipt of money for the Mission of Christ work by any form of gambling is not permissible.
3. If there are any questions regarding what constitutes a gambling activity, please consult with the Bishop or the Administrator or the Commissary.

### **LICENSED LAY ADMINISTRATORS OF HOLY COMMUNION**

The Bishop will respond to requests for members of the congregation to be licensed to assist with the administration of Holy Communion:

1. Where there is a regular need for this;
2. Where a person has been nominated for this ministry by their Incumbent, and this is supported by a Resolution of the Vestry or congregation and renewed every three years;
3. Where the Incumbent has provided thorough training in the administration of the sacraments.
4. Where this ministry is kept separate and distinct from the ministry of Licensed Lay Ministers, ie. Robes are not necessary, and different persons should be chosen and trained.

## **LICENSED LAY MINISTERS**

1. A Licensed Lay Minister is a person who, at the invitation of the Bishop and their Incumbent, is licensed to conduct Anglican worship and minister on behalf of the Bishop.
2. The purpose of this Ministry is to exemplify and uphold in a visible way the baptismal ministry of all Christian people.
3. Licensed Lay Ministers should be robed participants when leading or assisting in Sunday worship.
4. They should give leadership in a specific area of ministry needed by the congregation in addition to their duties leading worship, e.g. Bible Study, Church School, Evangelism, Social Justice, Marriage Preparation, and Administration.
5. They should provide moral support and practical help to their Incumbent.
6. Their teaching and life must be in harmony with the doctrine and beliefs of the Anglican Church of Canada.
7. Licenses will normally be subject to renewal every three (3) years with the mutual consent of the Bishop, the Incumbent, the congregation and the Licensed Lay Minister. A program of training in Liturgy, Scripture, and Ministry will be provided prior to Licensing.
8. A person may be licensed for only their Parish or for the Diocese.
9. The Licensed Lay Minister must be willing to work under the authority of the Incumbent who has pastoral responsibility in accordance with the Diocesan Canon.
10. When conducting worship, the Licensed Lay Minister should be vested with Cassock and Surplice, or Alb (garments of Baptismal Ministry) with the Lay Workers Medallion of the Diocese of Yukon signifying license from the Bishop.
11. Licensed Lay Ministers must have a current (every three years) Criminal Record Check with Vulnerable Sector screening. They must complete the Safe Church (Safeguarding) policy of the Diocese.

## **MARRIAGE**

### The Blessing of a Civil Marriage

The matrimonial commission has not been active in the Diocese of Yukon for several years. However, clergy have a responsibility to talk with couples about the breakdown of previous relationships and how those breakdowns, or relationships, may impact the current relationship.

#### A. In Anglican Churches Involving Non-Anglican Minister of Religion

1. The Incumbent of the parish is in charge of all weddings in the Anglican church in that parish and is required to assure that marriage preparation is done, and that the Canonical disciplines of the Church are upheld.
2. Non-Anglican ministers are not permitted to officiate at services in Anglican churches unless permission from the Bishop is sought.
3. As an expression of ecumenical cooperation, non-Anglican ministers may be invited to participate extensively in the service.
4. This policy is designed on the one hand to be ecumenically cooperative with other pastors, while on the other hand to ensure that the standards and disciplines of our church are maintained.

#### B. In Locations Other Than An Anglican Church

1. No person licensed to perform a marriage shall conduct a wedding in a location other than an Anglican church without the consent of the Bishop.
2. It should be explained to those making such a request that the purpose of this policy is to heighten the Christian and Sacramental nature of Christian marriage.
3. Exceptions will normally only be made due to serious illness or hospitalization, having a normal place of residence more than 100 km from an Anglican Church, or in communities where the church building size is insufficient. Care should be taken to ensure the location allows the couple and the congregation to focus on the spiritual nature of the service.

#### C. No fees shall be retained by the officiant as per Canon 30 (2).

#### D. At Synod 2020 a motion was made and carried asking the Bishop to consider allowing the marriage of same sex couples and developing a rite for the same. The Bishop of the time fully supports the motion but no specific rite has been developed. (Sept 2025)



## **THE MISSION AND LOAN FUND**

1. General

The long-term purpose of The Mission and Loan fund is the support of missions in small villages in the diocese of Yukon.

2. Deployment of Capital

The capital of the Fund is to remain intact, except that 50% of the Fund can be loaned to approved parish and diocesan projects at the current savings interest rate.

3. Deployment of Interest

- a. One-half of the interest from the Mission and Loan fund is to be added to the capital each year to protect the fund against inflation.
- b. Up to 50% of the interest from the Mission and Loan Fund is to be made available for grants for approved capital projects in small parishes, or to forgive interest on loans made to small parishes.
- c. Except in extenuating circumstances, the maximum loan is to be 50% of the capital cost of any project.

4. Increment of Capital

Whenever possible, the Executive Committee will delegate undesignated bequests made to the diocese to the Mission and Loan Fund.

5. Publication

The policy regarding the Mission and Loan fund is to be made public, so that when the diocese of Yukon applies for capital funding from foundations and the national Church, they can be aware of the purposes for which Diocesan Reserves are being maintained.

## **MOVING and HOUSING POLICY**

1. It is the responsibility of the parish to provide housing for the incumbent. This is also in keeping with the guidelines of the Council of the North with which the Diocese of Yukon signs agreement. This can be provided by
  - a. Rectory.
  - b. Rental propertyOr c. If the incumbent purchases their own home, the parish will provide a housing and utility allowance based on the fair rental value or the CRA's base housing/utility allowance. Discussion with the Diocesan office will help determine the amount. This cost could be offset by renting the rectory.

If a parish has no resident incumbent, the rectory can be rented, but the contents of the house need to be put in storage or if sold, the money is to be put aside to replace the items at a future date. These funds can be put aside by the parish or given to the diocesan office for safe keeping.

2. Incoming moving costs for stipendiary clergy are the responsibility of the parish, except where other arrangements have been approved by the Bishop. Moving costs of contract people will be paid by the diocese to and from by the cheapest possible method.
3. Stipendiary clergy moving outside the diocese for employment, the moving expense is the responsibility of the individual or the new employer.
4. To keep costs low, the most economical means of moving needs to be used unless other arrangements have been prearranged with the Bishop.
5. It is the responsibility of the incumbent and the parishes to maintain the rectory both inside and out. With notice, a walk-through of the house can be done by one or two vestry members to assess ongoing maintenance of the home. The resident is responsible for the vestry to report any repairs needed as they arise ie. Plumbing leaks etc.
6. Maintenance of rental property or a home owned by an incumbent is the responsibility of the building owner.
7. Furnishings which should be provided by the parish are outlined in the attached Appendix A. All parishes will provide the following office equipment outlined in Appendix A whether the office is in the church or the rectory.
8. Each parish, in its annual budget, should set aside funds for the maintenance and furnishing of the rectory.

Stipendiary Clergy

Appropriate Window Coverings for all rooms

Vacuum Cleaner

Kitchen:

- Table and chairs
- Stove
- Fridge
- Microwave
- Freezer
- Washer/Dryer

Master Bedroom:

- Double/Queen Bed and Mattress
- 2 Dressers
- 2 bedside tables
- 2 bedside lamps

Bedrooms 2 and 3 (each):

- Single bed and mattress
- 1 dresser
- 1 bedside table
- 1 bedside lamp

Living Room:

- Couch and Armchair (or equivalent)
- Coffee table
- Bookshelf
- Lamps (2 or 3)

Office/Study:

- Desk
- File Cabinet
- Bookshelf
- 3 chairs
- Phone
- Answering machine
- Printer/photocopier/fax (3 in one)
- Electronics will be negotiable.

Contract Employees (Ministry of Presence):

A pool of kitchen equipment and linens will be provided by the parish. If the parish cannot provide these items, they can request help from the diocese.

## **NORTHERN LIGHTS**

### **PUBLISHER**

The Publisher is the Bishop of Yukon.

### **EDITOR**

The Editor is appointed by the Bishop, and is responsible to the Bishop, the Synod, and the Executive Committee.

### **PURPOSE**

To advance the Christian mission of the Diocese of Yukon.

### **THE OBJECTIVES**

To inform people across Canada on the life, work, and mission of the Anglican Church in the Diocese of Yukon.

To inform the churches of Yukon about one another, and to strengthen bonds of mutual appreciation and affection.

*It is understood that the magazine is intended for parish and diocesan updates within our borders first and foremost and that we do not accept advertising without the Bishop's approval.*

### **FORMAT**

A booklet format published two or three times yearly, approximately twelve to sixteen pages in length, concentrating on photography and keeping written articles brief.

Prayers, poetry, and quotations which reflect the nature of Christian life in the Yukon are most suitable. Articles should try to reflect the wide diversity of communities and peoples in Yukon.

### **THE TONE**

The publication should inspire, encourage, and strengthen people in their walk with Christ and build up bonds of Christian friendship and love.

### **THE DISTRIBUTION**

The Administrative Officer will keep a current list of subscribers in the Synod Office.

(Policy of Executive Committee, Feb./87)  
(Revised November/89)  
(Revised September/99)  
(Revised May 2010)

### **OLD LOG CHURCH POLICY**

1. The operation and maintenance of the Old Log Church Museum must be self-funded.
2. The exteriors of the Old Log Church and Rectory, with their grounds and Stringer Park, should be harmonized and treated as a unit. The responsibility for ground maintenance will be with Christ Church Cathedral. The Yukon Church Heritage Society will make a yearly monetary contribution towards the cost of maintenance to a maximum of \$800 per year. In addition, the Yukon Church Heritage Society will pay for one half of the total fertilizer costs for the grounds.
3. The owner of the property is “The Bishop of Yukon”, as a Corporate Sole, acting on behalf of, and with the Synod and Executive Committee of the Diocese of Yukon.
4. Any conflicts about the use of the property will be resolved by the Bishop and the Diocesan Executive Committee.
5. This building is a joint-use facility. At present the Diocese of Yukon and the Yukon Church Heritage Society share in the use of the upstairs portion of the building as per the lease agreement.
6. The Museum has use of the Old Log Church in the summer season. (April 15<sup>th</sup> to Sept. 15<sup>th</sup>)
7. With the consent of the Bishop and the Diocesan Executive Committee the Yukon Church Heritage Society manages the resources of the Old Log Church Museum. As laid out in the constitution of the Yukon Church Heritage Society.
8. The cabinets on the west side of the building are permanent and can remain. The cabinets on the east side of the building are for temporary exhibits and can be removed at the request of the Bishop.
9. The owner of all artifacts is “The Diocese of Yukon” and kept in trust by the Yukon Church Heritage Society.
10. When used by other groups the buildings should be left clean and as found.
11. Weddings and funerals are not permitted because of a lack of space, interference with Museum activities, caretaking, security and, in the cold season (heating difficulties), expense and lack of washrooms.
12. A parking spot will be provided for the Yukon Church Heritage Societies’ use behind the Log Church.

## COST SHARING

The operation and maintenance of the Old Log Church Museum must be self-funded the Diocese cannot in any way “subsidize” the site and its operation which is set aside for the use and benefit of the whole city as a Museum.

Administrative costs of collecting and submitting taxes and utilities from the various parties are borne by the Diocese of Yukon.

Taxes are reduced on the site in two ways: 1. The Church is used for church services and is therefore subject to a religious exemption. 2. Because Yukon Church Heritage Society uses it for museum purposes.

## FUNDING ARRANGEMENTS FOR THE OLD LOG CHURCH AND RECTORY SITE, AND STRINGER PARK

	April 15 <sup>th</sup> - <u>Sept 15<sup>th</sup></u>	Sept 16 <sup>th</sup> <u>April 14<sup>th</sup></u>	All <u>Year</u>
WATER: (Museum & Rectory)	YCHS $\frac{3}{4}$ DY $\frac{1}{4}$	DY-all	
ELECTRICITY: (Museum & Rectory)	YCHS $\frac{1}{2}$ $\frac{3}{4}$ DY $\frac{1}{4}$	DY $\frac{3}{4}$ YCHS $\frac{1}{4}$	
PROPANE: (Museum)			YCHS
When used for purposes other than the museum, actual fuel consumption will be determined by metered use and charged back.			
OIL: (Rectory)			DY all
INSURANCE: (Museum)			DY $\frac{1}{4}$ YCHS $\frac{3}{4}$
Liability Insurance			YCHS
INSURANCE: (Rectory)			DY all
TAXES: (Museum)	Exempt/or $\frac{1}{4}$ DY $-\frac{3}{4}$ YCHS		
(Rectory)			DY all
(Stringer Pk., Lt.10)	DY		
(Stringer Pk., Lt.9)	CCC		
EXTERIOR BUILDING MAINTENANCE AND REPAIR of the Museum (OLC), including outside lighting, signs, monument, excluding the Rectory			YCHS
THE RECTORY BUILDING, exterior			

maintenance and repair			DY
THE OLD LOG CHURCH, interior repairs			YCHS
THE OLD LOG RECTORY, interior repairs			DY
	April 15 <sup>th</sup> - <u>Sept. 15<sup>th</sup></u>	Sept 16 <sup>th</sup> - <u>April 14<sup>th</sup></u>	All <u>Year</u>
ADMINISTRATIVE COSTS, Paying and collecting insurance, utilities and taxes			DY
GARDENING: (Entire site Lots 10,11, & 12 or as mutually agreed with CCC as per policy)			CCC
fertilizing	YCHS ½		CCC ½
SNOW CLEARING: (Lots 10,11 & 12)		DY	
FIRE, SMOKE, AND Intrusion, Security Systems			YCHS
Fire Extinguishers			DY ½ YCHS ½

KEY:

YCHS - Yukon Church Heritage Society

DY - Diocese of Yukon

CCC - Christ Church Cathedral

## **OLD LOG CHURCH RECTORY POLICY**

WELCOME TO THE APARTMENT  
IN THE OLD LOG CHURCH RECTORY  
Synod Office 867-667-7746

The Bishop generously makes available the apartment for the clergy and visitors to Whitehorse. It is not a **HOTEL**. Your responsibilities are:

- Keep the Apartment clean.
- Provide your own linens or launder the used linens before departing.
- Notify the Synod office if cleaning supplies are required or purchase them yourself.
- Expenses will be reimbursed on presentation of receipts.

BOOKING: Please phone ahead to the Synod Office to book the Apartment.

COST: \$20.00 per night per family or individual.

PETS: No pets unless they are hypoallergenic and non-shedding. Clean up after.

LAUNDRY: Facilities are in the basement of the rectory.

PARKING: There is space available beside the rectory.

PERISHABLES: Please do not leave perishables in the fridge when leaving.

GARBAGE: Please dispose of garbage before leaving in the dumpster by Christ Church.

PHONE: There is no phone available. Use your own cell phone.

BEFORE LEAVING: Leave the apartment clean for the next user. Turn the heat down (leave at 15 degrees), turn lights off and ensure the doors are locked.



## **ORDINATION PROCESS**

### **Seeking God's Will for Ordination**

This process is for those persons who believe God may be calling them to serve as ordained clergy in the Diocese of Yukon. The decisions made in this process are incredibly important for the person, the community, and the diocese. Consequently, the process is not to be taken lightly.

Ordination does not necessarily lead to a stipendiary position within the church. Any decision about stipendiary ministry is the decision of the Bishop and will be made according to the needs of the Diocese. The ordination of Deacons and Priests is the responsibility entrusted to the Bishop of Yukon.

As Anglicans, we believe the Bishop is the successor to the Apostles. In the Anglican tradition, ordained clergy are raised up by the church, for the Church. They are ordained by the Diocesan Bishop, who represents the Universal Church, after prayer, consultation, training, and discernment.

#### **Step 1: A person thinks they may be called by God to become ordained.**

If a person believes God may be calling them to serve as ordained clergy, they should make an appointment to discuss this with the Bishop, so that they may both pray about it and seek the guidance of the Holy Spirit. If a visit is not possible, a telephone interview with the Bishop should be arranged. The Bishop will have a few questions and several conversations may be needed.

#### **Step 2: Consultation with the Person's Home Parish**

Should the Bishop wish to move forward with the process, the Bishop or designate will visit the person's home parish to interview the elders and/or vestry, as to whether they think the person is called by God to become an ordained clergy. If there is a priest associated with the parish, they will also be contacted. At the Bishop's discretion, other people having any dealings with the person may also be contacted.

If a visit is not possible, the Bishop will write to the vestry and ask for their thoughts about the matter. A phone call to elders may also be arranged. These discernment groups will report to the Bishop and the Bishop will contact the person as to whether the process will continue.

#### **Step 3: Required documents.**

The person will submit a criminal record check from the local police station. Payment for the criminal record check is the responsibility of the person. This record will be sent to the Bishop. The person will submit a resume to the Bishop, outlining past work experience, education and any related training. Also, the person will write about their personal faith journey. Some assistance in completing this document can be given from Synod Office, if needed. After all documentation is received, the Bishop will inform the person whether the process will continue.

**Step 4: Interview with Lay People, Clergy, and the Bishop's Aboriginal Advisory Council**

The person and their spouse and children (if any) will meet for a day with a group of lay people and clergy for prayer and a series of interviews. Representatives of the Bishop's Aboriginal Advisory Council may participate in the prayers and interviews. If this is not possible, other First Nation representatives can be included in the discernment group. Clergy and lay people from the person's home parish will not be involved in this step. This discernment group will report to the Bishop. The Bishop will inform the person whether the process will continue.

**Step 5: Bishop's School of Yukon Ministry program**

If the person is not already enrolled in the Bishop's School of Yukon Ministry program or some other theological college approved by the Bishop, they will do so and complete the program. As the Bishop's School program is new, the Bishop may require only a commitment from the person to complete the program after ordination. In a few years time, however, all persons wishing to become ordained will have to complete the program or other theological program prior to ordination.

**Step 6: Ordination to the Diaconate**

The person may be ordained deacon and be appointed to serve a parish under the supervision of a priest, for a period of one year or longer, at the Bishop's discretion. Also at the Bishop's discretion, a priest other than the deacon's parish priest may mentor the deacon.

Many people called to serve as ordained ministers remain as deacons. The Diaconate is a Holy Order with rich biblical traditions. They represent a vital link between the church and the secular community through their involvement in both. It is expected that all deacons will continue their education, in consultation with the Bishop and the Bishop's School.

**Step 7: Final Discernment by Bishop**

After prayer and consultation with the deacon's supervisor and members of the parish in which they have been serving, the Bishop will consider whether the deacon is prepared for ordination to the priesthood. If the Bishop thinks the deacon is ready and there is a suitable position available, the deacon will be ordained priest and appointed to that position. The person will serve in that position at the discretion of the Bishop.

(This process is adapted from the Anglican Diocese of Saskatchewan.)

### **PARISH LISTS**

1. Each incumbent is responsible to see that there is a list of all parishioners.
2. It is important for consistency that we have a common way of maintaining our records.
3. The list should contain the names of all parishioners, i.e. those who attend regularly, members who attend occasionally, and adherents of our church who do not attend. The list should be coded:  
  
R – for Regular Attender  
M – for Member who attends occasionally  
A – for Adherent who does not attend
4. Each list should include the following. Be conscientious of privacy laws. This list is not to be shared and the information is only to be recorded with the permission of the member.  
The family name,  
The first names of the heads of the household,  
The first names of children residing at home, and  
The physical and mailing address (for visiting and receiving mail)  
The E-mail address,  
The telephone number,  
And the code for their participation.
5. All Regular Attenders and members who attend occasionally will automatically be placed on the Northern Lights mailing list.
6. Each list as it is sent into the Synod Office should be dated.
7. The list should be updated as changes happen and/or at least yearly.
8. Parish lists are privileged information and should not be given to any other organization. Certain information may be shared with the permission of the member such as the E-mail address for news communication, and the phone number for parish communication. They are not to be copied by anyone.

## **PASTORAL CARE STANDARDS FOR MISSION AREAS**

The mission team in each region will seek to provide:

1. Bi-weekly or monthly services.
2. Regular contact with each parish family.
3. Annual door-to-door visit to all homes, where possible.
4. Presence at community events, when possible.
5. Regular updates to all members.
6. Christian education to Children and Youth.
7. Regular maintenance of a parish list.
8. Individual teaching sessions for confirmation, Baptism, First Communion, marriage preparation, etc.
9. Training programs for new leadership and ongoing training for current leaders.

**PASTORAL DIRECTIVE - Cannabis**  
Concerning the Use of Cannabis in  
the Church and on Church Property.

As we are all aware, the use of recreational Cannabis is now legal. Currently this Diocese, or any parish within, does not have a policy concerning the use of Cannabis at church functions and on Church property.

I believe, and I believe some of the most recent studies show, that at the very least cannabis can be intoxicating causing impaired judgement. I also believe it to be addictive and can, and often does, lead to the use of other substances. I have seen, all too often, the damage it can do to personal health and relationships, not mentioning the loss of employment that it has caused to many.

Until the Diocese has a policy in place, I will require the following:

1. As with alcohol, there will not be cannabis consumed at any function of the Church on or off Diocesan Property.
2. No cannabis will be permitted to be used on diocesan property without the permission of the Diocesan Bishop.
3. Volunteers, and licenced persons of the Diocese are seen to represent the Diocese and therefore the Christ we serve. It is our responsibility to conduct ourselves in such a way as give honour to Christ and not disgrace Him through our actions. Any volunteer or licenced person of the Diocese whose actions is deemed to be a detriment to his or her person or a detriment to the Church or people they serve will stand to come under the discipline of the Bishop which may include the remove of responsibility and or licence.

**PRIVATE ACCOMMODATION**  
AT DIOCESAN MEETINGS  
OR BISHOP'S SCHOOL

Anyone travelling for Diocesan meetings or Bishop's School may use private accommodation instead of commercial accommodation. Should a person using private accommodation wish to charge the diocese for this, an allowance of \$30 per night is allowed.

**PRIVETT ROOM USAGE**

1. The Privett room does not belong to an individual or a particular parish. The Bishop makes it available for diocesan or Parish small group meetings, (up to 8-10 people). Each group must have permission to use the space.
2. The room is not suitable for advertising public meetings. (Please arrange for the use of Hellaby Hall).
3. For reservations and keys to the Privett room, see the Administrative Officer.
4. Please do not use tape, pins, etc. on the walls of the entrance way, washrooms or Privett Room.
5. Please vacuum up after use and clean up the kitchen and washrooms.
6. Please conclude meetings by 10:00 pm as a courtesy to the residents upstairs.
7. Please take your supplies with you as no storage space is available.

## RECOVERY OF MINISTRY COSTS

Whether there is a resident minister or not, there are still costs incurred for ministry for which the parish should pay or contribute to (ie: travel; accommodation; meals; honoraria). Should a parish have difficulty paying the recognized ministry costs they should meet with the Bishop and the Diocesan Administrator to discuss options.

Canon 35 (1) (b) states that “ *The payment of the stipend and travel expenses, or with the approval of Executive Committee, contributing a specified annual sum or proportion of its revenues to the diocesan provision of, the stipend and living expenses of the clergy serving the Parish, whether or not resident therein.* ”

Parishes are therefore responsible for travel costs incurred within their parish boundaries. The current diocesan policy is reimbursement of .45/km. Incumbents need to keep detailed travel logs for submission for payment. Incumbents may or may not choose to submit travel logs for payment.



**R**

(Policy of the Bishop)

May 2012

Sept 2025

## **RESERVE SACRAMENT POLICY**

Please see the policy under 'A' – Administration of Holy Communion . . . at the beginning of the policy book

**S**

(Policy of the Diocesan Executive Committee, Nov. 1987)

(Revised: March 1990)

(Revised May 2012)

**SABBATICAL LEAVE**

Please see the 'E' – Extended Study Leave policy.

### **SHARED COST OF MINISTRY**

1. The Administrative Officer will create a cost of ministry breakdown each year for each parish. This breakdown will accompany their current requirements to the Diocese.
2. The Incumbent will present the breakdown and the requirements to the parish vestry for discussion and consideration toward stipend returns.
3. Each parish will strive to increase or meet all their ministry costs.
4. Parishes must continue paying their Shared cost of ministry returns whether they have a resident incumbent or not.
5. If a parish cannot meet its shared cost of ministry allotment (along with other requirements) over a reasonable period, alternative forms of ministry will need to be explored.

**SHARED OFFERING**

(Replaces previous Diocesan apportionment policy)

**Goals:**

- To be simple, clear, and easily applied
- To consider the varied sizes of our communities
- To 'smooth out' year to year changes in the shared offering of each parish

**Recommendations:**

Base shared offering on:

- Receipted and open offering (excluding bequests & PWRDF)
- The size of the community (Larger:20% Smaller:10%)
- A three-year average of receipted and open offering

Sample calculation for the year 2000

<u>RECEIPTED AND OPEN OFFERING</u>			<u>3 YEAR SHARED OFFERING</u>
<u>AVERAGE</u>			
1996	1997	1998	
LARGER CENTRES (POPULATION GREATER THAN 1,000)			

CATHEDRAL	84,632	75,822	76,590	$\$79,015 \times 20\% = \$15,803$
DAWSON CITY	22,647	21,809	23,357	$23,271 \times 20\% = 4,654$
FORT NELSON	70,674	70,427	76,309	$72,470 \times 20\% = 14,494$
PORTER CREEK	41,271	34,760	35,962	$37,331 \times 20\% = 7,466$
ST. SIMON'S	1,117	905	1,829	$1,284 \times 20\% = 257$
WATSON LAKE	15,133	11,820	7,628	$11,527 \times 20\% = 2,305$

## SMALLER CENTERS (POPULATION LESS THAN 1,000)

ATLIN	4,907	4,785	5,367	$5,020 \times 10\% = 502$
HAINES JCT	16,725	20,734	17,239	$18,233 \times 10\% = 1,823$
MAYO	8,723	7,992	5,787	$7,501 \times 10\% = 750$
OLD CROW	11,405	11,405	6,563	$9,791 \times 10\% = 979$
PELLE CROSSING	2,396	3,620	4,735	$3,584 \times 10\% = 358$
TELEGRAPH CK	5,019	6,463	2,869	$4,784 \times 10\% = 478$
TESLIN	3,490	4,552	3,391	$3,811 \times 10\% = 381$
TOTAL RECEIPTED & OPEN OFFERINGS: <u>\$288,139</u> <u>\$275,094</u> <u>\$269,626</u> <u>\$277,620</u>				

TOTAL SHARED OFFERING:

50252

## STATISTICAL GUIDELINES

In the interest of consistency from place to place, and from one year to the next, the following guidelines are to be followed when measuring average Sunday attendance.

1. Where a Sunday School or Church School is held in conjunction with a service, children and teachers should be calculated in the average Sunday attendance.
2. Children in the nursery should be calculated in the average Sunday attendance, as well as nursery workers.
3. Children attending Sunday School, and a portion of the church service, should only be counted once.
4. Clergy and others participating in the service should be included in the attendance.
5. Where parishes do not have weekly services, the attendance should be averaged by the number of services held in that year.

## **STUDY ASSISTANCE**

There are a number of grants available through the National Church. These can be explored in the Synod Office or National Office.

### **SYNOD OFFICE COMPLEX AND HELLABY HALL**

1. The title of the Synod Office complex and Hellaby Hall are in the name of the Synod of the Diocese of Yukon.
2. The Synod Office Complex is owned in the name of the Synod for the benefit and use of the Diocese of Yukon.
3. Hellaby hall and the Cathedral Rector's office are held in the name of the Synod of Yukon, for the benefit and use of Christ Church Cathedral.
4. (a) The washrooms are jointly used and shared.  
(b) The rear Reception room (which was reduced by half during the 1992 renovations) is now exclusively Synod Office space with free access through it from the Cathedral to their meeting rooms.
5. The Synod Office complex was funded totally from the resources of the Diocese of Yukon.
6. Hellaby Hall, and the Rector's Office, were funded jointly by the diocese and the Cathedral.
7. The Diocese has the use of Hellaby Hall facility when it is not in use for Cathedral activities.
8. The Diocese pays, on a square foot basis 11.7% for:
  - Shared utilities (sewer, water, garbage collection, electricity, fuel oil);
  - Maintenance costs – electoral repairs, plumbing repairs, furnace servicing and repairs.
  - Snow shoveling, landscaping.
  - Taxes and insurance.
9. Other repairs and improvements are looked after separately or mutually agreed to in advance:
  - Caretaking costs
  - Exterior painting
  - Interior painting and decorating
  - Carpeting
  - Major capital improvements
  - Furnishings
  - Telephone charges and maintenance.

10. Of the four parking spaces at the rear of the building, two are reserved for the Diocese and two for the Cathedral.

(Documents pertaining to the joint building project are on file in the Christ Church Cathedral property file of the Diocese)



### **TRAVEL COSTS**

1. Diocesan travel costs must be approved by the Bishop before they are incurred. Please consider the most economical, but also safest means of travel. (distance, temperature, carpooling, etc).
2. The costs of clergy/lay travel and visiting clergy/lay travel will be covered by the inviting parish where possible.
3. All clergy making flight arrangements for approved Diocesan travel will attempt to do so as soon as possible to obtain excursion rates.

**TRAVEL COSTS (LAY)**  
**AND LICENSED LAY LEADERS**  
**PROVIDING CHURCH SERVICES AWAY FROM THEIR HOME COMMUNITY**

1. All travel will be approved by the Bishop prior to departure.
2. The Diocese will pay the same travel rate paid to stipendiary clergy. (2025 rate is .45/km) A record of the kilometers traveled will be kept and provided to the Administrative Officer.
3. Meal and accommodation costs incurred while traveling will be covered by the Diocese, if travel is approved travel, upon presentation of receipts to the Administrative Officer. The maximum amount for each meal will be the current rate of the (2012: breakfast \$15; lunch \$20; dinner \$25) **It is understood that the Diocese will not reimburse for alcohol.**
4. A \$75.00 honorarium will be paid to the person conducting the service. In most cases, the parish receiving the ministry will cover this cost.
5. If a lay person or non-stipendiary clergy conducts a service where they are given a gift of money for their services (such as at a potlatch), the money will be given to the Synod Office and reimbursement of costs will be given from there.
6. Individuals and families should be advised before travelling that there are costs associated with the event (travel, food, accommodation, honorarium). In all cases, an estimate of the cost should be given. This is not meant to be a bill but rather this will allow the individuals or families to make an informed decision around a voluntary donation to the Diocese to cover the costs.
7. All Churches will be informed of any costs incurred in their parish.

### **TRAVEL SAFETY POLICY**

1. Driving trips should be cancelled if conditions are colder than minus -35°C or there is an equivalent wind chill.
2. Each worker should carry in their cars on highway trips a first aid kit, flares, or warning markers, and in the cold weather sleeping bag, axe, matches or lighter, flashlight, candles, kindling, extra clothing and other survival items.
3. In extreme weather it is important not to leave your vehicle unless necessary, and to have a heat source such as candles.
4. Beware of using heat sources such as camp stoves, etc. which can exhaust your oxygen supply inside a vehicle and beware of the affects of carbon monoxide if you are stranded and forced to run your vehicle to keep warm.
5. When travelling in extreme weather, let people know your whereabouts and have someone who will act should you fail to arrive.
6. For those who spend extended periods on isolated roads a satellite phone may be a valuable piece of equipment for summoning help in an emergency.
7. Try to travel in daylight hours when there will be other traffic and be aware of the operating hours of cafes and stopping places where you might summon help if in difficulty.

**USE OF CHURCH BUILDINGS**  
**IN THE DIOCESE OF YUKON**

Diocese of Yukon Church buildings are not to be used for the purpose of worship, meditation, or teaching of beliefs by non-Christian religious organizations. Our buildings are dedicated to the purpose of the Christian Faith and to the honour and glory of God, Father, Son, and Holy Spirit.

Non-profit organizations which promote healthy living activities are acceptable users of our buildings.

Any individual or group renting space in any Diocese of Yukon building **MUST** have their own liability insurance and must be able to produce proof of that insurance if asked. When space is used by parish members, the parish insurance is acceptable.

## **WORSHIP NOTES**

1. Acceptable liturgies are those which have the approval of the Anglican Church of Canada. Ordained clergy in the Diocese of Yukon have the Bishop's permission to use the material on the Anglican Church of Canada's liturgy resource page. Licensed lay ministers should consult with their incumbent or the Bishop before using resources for trial use. Other liturgies require special permission and should be sent to the bishop, allowing sufficient time for review (in case the original liturgy is rejected by the bishop).
2. Music beyond that provided in the approved hymnaries is acceptable if it contains sound Christian teaching, if it expresses Biblical imagery and if it doesn't trivialize the gospel message. Music which fosters a sense of praise and adoration and participation is encouraged. Parishes must abide by copyright license requirements.
3. Invite congregants to participate in a way that is welcoming and encourages involvement. *"I invite you to stand in body or spirit"*, respects the dignity of those who may have trouble standing.
4. Prayers for the King, the royal Family, and the State are encouraged for inclusion in the new liturgies.
5. The Eucharist ought only to be celebrated where the priest or some other trained person is willing to accept responsibility for the provision of clean linen, clean silver, sanitary procedures, and a clean altar area.

## **AIDS STATEMENT**

(Parish and Diocesan Concerns Committee-  
The Ecclesiastical Province of British Columbia and Yukon)

As Christians we are called to mirror the Lord Jesus. To do this we must intentionally reach and demonstrate God's love to all including people with HIV+ and AIDS.

- a) By applying the highest standards of pastoral care in a non-judgemental manner with special attention to confidentiality.
- b) By accepting the role of advocacy in seeking normalcy in all aspects of their lives. In considering the fact that clergy will test positive HIV+ and may develop AIDS, the Committee felt that assurance must be given that they will be taken care of in terms of their financial obligations and commitments, and needs.
- c) By ensuring that Diocesan authority will actively encourage congregations to develop opportunities for education about HIV+ and AIDS.