

5.0 PARISH OFFICERS

5.1 Clergy

A Priest appointed to and instituted in a particular parish by the Bishop becomes part of the Parochial Corporation (the Rector, Wardens, and Parish Council) and is a full participating member of the appropriate councils.

Although the Parish Wardens are the principal elected lay officers of the parish and in some cases duties are shared mutually with the Rector, it is acknowledged that the Rector of the parish is the chief liturgical officer of the parish and as such is solely responsible for all things pertaining to liturgy in the parish. All those who assist at the liturgy do so under the direction of the Rector (organists, choir directors, lay readers, visiting and assisting clergy etc.). While the clergy are part of the Parochial Corporation and are paid indirectly by the parish, the clergy are appointed by and responsible to the Bishop of the Diocese.

*cf: Canon 25 - Appointment of Clergy
Canon 30 - Discipline
Canon 41 - Parochial Difficulties and Section 5.9.1 of this manual.*

5.2 Wardens

Canon 35 outlines the duties and responsibilities of the Parish Wardens. The Canon describes Wardens as the principal elected lay officers of the parish or church. As such, Wardens are called upon to carry out the same responsibilities as all members of the Parish Council. Namely, to regularly evaluate the overall life of the parish or church, to recommend ideas for effective ministry and to give leadership towards the achievement of the purpose of the parish.

Specific duties outlined in Canon 35 for Wardens are as follows:

1. Are the principal elected lay officers of the parish/Church and shall:
 - a) share with the Rector mutual responsibility in fulfilling the total ministry to people in the community
 - b) share with the Rector the concern, needs and desires of the congregation
 - c) be responsible, with the Rector, for seeing that the decisions of the Parish or Church Council and Parish Meetings are carried out
 - d) be responsible for seeing that a full and complete report is made to the members of Parish/Church Council, at their Annual Meeting, of the actions taken during the year past, and audited statement of Parish/Church finances, listing all investments held, insurance in effect and accounts payable.
 - e) ensure the thorough and accurate keeping of all Parish/Council records and statistics.

2. In addition the Parish Wardens shall:
 - a) subject to the direction of the Bishop, and in compliance with appropriate Canons, oversee and provide leadership to the Parish following the resignation of the rector, or during his/her absence from duty.
 - b) when deemed necessary, discuss with the Rector and communicate with the Bishop their concerns regarding the Parish Clergy in relation to their ministry.
 - c) be responsible to see that all necessary reports and financial returns are made on time to the Diocesan Synod
 - d) share with the Rector the administration of Diocesan Canons as they relate to the Pastoral Unit.

To avoid a conflict of interest situation, a person elected as Warden should not hold another office, such as Treasurer, Secretary etc..

Term of Office: Two years, so that one Warden will be elected each year.

5.2.1 Position Description Of Parish Wardens

The following is a suggested description of duties as they pertain to a single and multi-point parish:

1. Wardens are the principal elected lay officers of the parish. They serve as leaders and are responsible, together with the Rector, for the smooth and effective operation of the parish.
2. Wardens through Parish Council are responsible for the financial state of the parish. They must ensure that the Treasurer is able to fulfill the financial obligations of the parish by effectively managing the financial affairs of the parish. They ensure that the congregations of the parish are effective in addressing financial stewardship and assist the Church Wardens, in a multi-point parish, finance committee, and council in the development of maximum income.
3. Wardens are responsible for insuring that proper and full records of Parish investments are maintained.
4. Wardens share with their rector and parishioners the responsibility of fulfilling the total ministry of the parish. They involve themselves or oversee parish activities and affairs. Wardens approach the clergy with any problems and assist the clergy in finding solutions.
5. Wardens make every effort to attend all meetings of the parish. In addition Wardens should be aware of the deliberation of other parish committees and are ex-officio where appropriate.

6. Wardens are responsible together with the Rector and Executive Committee, if there is one, for ensuring that the decisions of parish council are carried out. Wardens should make a report to each meeting of Parish Council about current business. They should make a report of the activities of the parish as well as a forecast for the following year at the annual meeting of the parish.
7. Wardens must familiarize themselves with the Diocesan Canons, Diocesan Guidelines, and Parish By-laws and share with the Rector the responsibility of administration in the Parish.
8. Subject to the direction of the Diocesan Bishop, Wardens take charge of the parish in the absence of the Rector through illness or resignation and with the help of the appointed Priest-in-Charge arrange for visiting clergy or Layreaders to take services.
9. The Wardens are the main line of communication between the individual parishioners or congregations and the parish or the rector and must be prepared to mediate concerns or disputes between various levels of parish government.
10. It is the responsibility of the Wardens to ensure that all required reports, financial returns, and other parish documents are forwarded to the Diocesan Office in good time. The Wardens assist the Rector in ensuring that the parish is adequately represented at Synods, regional meetings, and other such gatherings and that the parish is fully informed about matters of concern, discussions, and decisions taken at such meetings.
11. The Wardens are the main line of communication between the congregation and the Bishop in all matters that concern parish clergy in relation to their ministry.
12. The Wardens are to be bank signing officers for their parish. In many parishes the Wardens responsibilities are divided so that the one Warden looks after administration and property the other Warden the spiritual development and pastoral care.

5.2.2 Position Description Of Church Wardens

The following are for Wardens of congregations in multi-point parishes. Where there is only one congregation, or more than one congregation that worship in the same location at different times, in a parish, there would only be parish Wardens and they would fulfil the responsibilities of the church wardens.

The following is a suggested detailed description of duties as they pertain to Church

Wardens:

1. The Church Wardens share the responsibility with the Rector of fulfilling the total ministry of the people in the community.
2. Church Wardens have the same responsibilities toward their Rector and congregations as the Parish Wardens within the parish: providing leadership in all matters, assessing the financial situation of the church to ensure that the Treasurer can meet all obligations, and ensuring that the parochial and spiritual life of the congregation is being effectively served.
3. Church Wardens are responsible for ensuring that proper and full records of all church investments are maintained.
4. Church Wardens are responsible for organizing sides-people for receiving collections at all services and for ensuring that at least two (2) members of the congregation other than the Treasurer count and record each offering.
5. Church Wardens are responsible for informing parishioners of events in, or relative to, the church including schedule of services, the ringing of the church bell, etc.
6. The Church Wardens will report to the congregation at its annual meeting the activities and status of the congregation and provide a forecast for the following year.
7. Church Wardens are the communication link between congregations and the parish organizations, giving reports and information to congregations and carrying requests, problems or suggestions to the coordinating committee or Executive Committee.
8. Church Wardens are responsible for maintaining the fabric of the church. They must ensure that it continues to be in fit and safe condition for use in every respect and at all times.
9. Church Wardens are also responsible for ensuring that the church is in appropriate condition for services: snow shovelled, furnace operating, lawn mowed, the building clean and the church in fit condition. The Church Wardens are responsible for organizing the work of the Altar Guilds.
10. Church Wardens are responsible for the condition of the graveyard and for ensuring that proper record of graves is kept.
11. Church Wardens are to be bank-signing officers for their church.

5.2.3 Wardens' Monthly Checklist

The following is a monthly guide to some of the typical duties and events for which Wardens are responsible. Such a list will vary considerably between parishes.

January	Preparation for annual meeting: -nominations, reports, assembling of reports of all parish groups. Begin parochial return form completion.
February	Easter Planning as directed by the Rector: - extra services, additional sides people and counters. Diocesan Grant application completion (if needed) - due March 01. Ensure Revenue Canada Charity return is completed Ensure donation receipts are mailed by February 20.
March	Deadline for parochial return forms: - March 30 (March 01 if applying for a grant). Review bank signing authority to ensure names are up to date.
April	Schedule inspection of all church properties, arrange for needed repairs. Ensure Sunday School is planning for autumn session start-up. Plan for autumn activities - i.e.: Stewardship programmes. Ensure Synod delegates are preparing for Synod.
May	Ensure summer service coverage during Rector's vacation. Arrange for lawn mowing. Arrange for cemetery and churchyard clean up.
June, July & August	If away, ensure other warden or parish officer is available in case of emergencies.
September	Parish Council meetings resume if suspended over the summer. Ensure heating fuel contract is in place and furnaces in good order. Arrange for snow removal.
October	Ensure arrangements are in place for Thanksgiving services. Begin budget preparation for next year.
November	Christmas scheduling, extra sides people and counters. Ensure Council discusses any changes to Rector's stipend level and Christmas gift if appropriate. Receive Allotment assessment from Synod Office for next year.

December Ensure arrangements are in place for decorating, pageants, and extra services as directed by the Rector.

5.3 Treasurers

Duties: Canon 35 outlines the duties of Treasurers as follows:

1. With the assistance of an envelope secretary keep account of all monies contributed by each parishioner during the year, monies contributed from other sources and of the expenditures of all such monies.
2. Perform such other duties as may be required by the council.

Term of Office: Canon 35 does not stipulate a term of office for the Treasurer but it is strongly recommended that the parish establish a term of office such as a term of three years.

It must be noted here that Treasurers are not responsible for making decisions concerning the expenditure of parish or church funds but are to keep records of such actions. Such decisions are the responsibility of the appropriate Council. To highlight this, suggested duties of the Finance Committee are outlined below:

Typically the Council will appoint a finance committee that will supervise all matters relating to the finances of the parish or church, and fulfill the obligations of the appropriate Diocesan Canons. While the Treasurer may carry out many of these duties, the finance committee should be responsible for:

- a) the supervision of the finances of the Parish and Church
- b) the promotion of systematic giving and the use of weekly offering envelopes by all persons in receipt of income
- c) the counting, recording, and custody of all monies received
- d) all necessary banking arrangements
- e) the allocation of all monies received to designated categories
- f) the payment of all salaries and accounts as approved by the Council
- g) the remittance of Diocesan allotment to the Diocese, monthly.
- h) the management of all investments
- i) the review and recommending of adequate insurance on all church properties to the Parish or Church Council for approval.
- j) the preparation of annual statements of receipts and expenditures, a statement of property, assets and liabilities, and a listing of insurance policies on property and buildings.
- k) the preparation of a budget of estimated receipts and expenditures for Parish/Church Council meetings.
- l) the preparation of a budget of estimated receipts and expenditures for the ensuing year, for approval of the Parish/Church Council and presentation to the Annual Meeting.

- m) the preparation of the Annual Returns to the Diocese.
- n) the promotion and supervision of bequests
- o) the counting and duly recording of all offerings by two (2) persons appointed by the Council.
- p) the disbursement of funds by cheque only
- q) ensuring the completion of the Revenue Canada Charity Return.

Given the above it is clear that the finance committee would be ultimately responsible to the Parish or Church Council for the financial management of the parish or church. In this way a single individual such as a treasurer is not exposed to undue criticism or risk. It is recommended that the Finance Committee meet at least 4 times per year. Note that the treasurer should not act as the chairperson of the committee.

Treasurer's Guide

To be a Treasurer of any parish or church requires a great deal of time and effort on your behalf. Three fundamental aspects immediately arise which are: RESPONSIBILITY, TRUST and HONESTY. If these aspects are not part of your makeup, forget the job and move on to something else. You are the person who will be held accountable, through the Council, for guiding the financial direction of the Church during your term in office. You will have help and support from the Parish Council and Rector but you are the main financial focal point in the organization. Be trustworthy, honest and willing to work and have fun because it can be a fun job.

Getting Started

There are a number of issues you will have to address before you start your job as Treasurer. The first one is whether or not your church has a present accounting system in place. If so, you can just maintain it and perhaps make some improvements. If not, perhaps you may need some help in getting started.

In considering an accounting system for your Parish or Church you will need to look at what is needed to maintain it, as well as the information you have to feed it. You will need the following:

1. Bank Account(s) - Deposit and Cheque Books
2. Daily transaction Journal
3. General Ledger
4. Chart of Accounts
5. Forms

Bank Accounts

The first item of business is to determine the number of Bank Accounts required especially with today's cost of banking service charges. Many items dealing with Revenue can be handled in only one account. Be sure you have a current account for your main account, especially one that returns your canceled cheques to you at the end of each month. Mortgage and Building Funds used to repay mortgages can be separate and with or without the return of cancelled cheques. Bank accounts for Memorial Funds should not be setup UNLESS they are required for memorial donations are made for a specific purpose or with, so-called, "strings attached." If memorial donations are made without a specified use indicated they should be handled as any other donation and as part of General Revenue to be used in the ministry and operation of the parish or church. It has been common experience that when memorial contributions are put into a separate account, years down the road, there will be few parishioners who remember the intended purpose of the funds. It is good to make your money work for you by invest any excess funds or sizeable donations into something that will pay interest back to the church such as the Diocesan Consolidated Investment Fund. The exception to this is when the donor directs a memorial donation to a specific purpose. In such cases the donation will need to be accounted for separately. Remember, that if you have Memorial Funds or will be receiving Memorial Funds for a specific purpose, of course have a separate ledger or even a separate bank account for them. If you are to purchase something with these funds, get permission from the Diocesan Office for an allotment exemption to report on your Parochial Return. *See Canon 16-4*

Signing Officers

There should be at least four (4) signing officers for your church accounts, of which at least two must sign all instruments of transaction. Canon 35 states that signing officers are the Treasurer, Secretary, and Wardens. In this way you have a choice of three beside yourself. Do not under any circumstances sign a blank cheque.

Offering Counters

Making monetary deposits means ensuring that Council appoints Offering Counters, which is a very important phase of all Treasurers' work. The rule is simple: DO NOT COUNT ANY MONEY AND DO NOT MAKE ANY DEPOSITS UNLESS THE MONEY HAS BEEN COUNTED AND RECORDED BY AT LEAST TWO OTHER PEOPLE! This eliminates you from any infraction or conflict that may arise, when and if there is a dispute. With the assistance of the parish or church council, arrange to have two or more parishioners do the weekly monetary offering counting and deposits. There should be at least 2 persons making the count and they should not be you, the rector, or persons domicile with each other. I know that in some small parishes this can be difficult, but it is imperative that

the Treasurer step away from the counting and the handling of funds. All offerings and funds counted should be entered in the appropriate columns on the vestry book or another permanent record book.

Deposits

As stated this job should be performed by Offering Counters, another appointed person, or the Treasurer ONLY AFTER the Counters determine the amount to be deposited, record the amount in the appropriate permanent record book, and affix their initials to all such records and deposit slips.

It is preferable to have all funds deposited immediately in a night depository, if available, following the preparation of the deposit. If there is no night depository available in your area the deposit should be held in a secure safe and deposited on the next convenient business day at the financial institution. The use of today's plastic deposit bags, where available, are great as it allows you to make as many deposits as you wish without waiting for the return of the Deposit Book. No collections should be left in a church building unless a secure safe is available. Avoid taking monetary offerings home if at all possible as this can attract home break-ins and subsequent difficulty for the parishioner in whose care the deposit was. Churches in rural areas will need to carefully assess procedures to ensure the safety of those involved and the security of the offerings.

To organize your offerings for further processing by the Treasurer it is useful to have an offering sheet designed to meet your church's requirements. More about forms later.

Envelope Secretary

It is important that this person be someone other than the Treasurer or an Offering Counter. The Envelope Secretary is to be only interested in offerings made to the Parish for which Receipts for Income tax purposes are to be issued. Usually most parishioners use the weekly collection envelopes for that purpose. There are occasions when other collections may qualify as revenue for Receipts for Income Tax purposes, such as special bequests memorials, donations, etc. Here again the Envelope Secretary is only interested in those offerings that qualify for such Receipts for Income tax purposes and not items such as rent, operating costs, and services. For "Gifts in kind", when a parishioner wishes to purchase an item or to perform a service for credit, have the parishioner put a fair value on the item or service or have the item appraised and then have the Treasurer write a cheque for payment of this amount. This can only be accomplished providing the item or service falls within the category of a donation. The person receiving the cheque would return a cheque in the same amount to the church through their weekly collection envelope or in an envelope marked "donation". This procedure keeps your records straight, benefits the

parishioner and satisfies the rules of Revenue Canada. If the value of the item “donated” is over \$1,000 you must have the item assessed by an independent appraiser who is qualified for such appraisals. Used furniture does not qualify for a receipt for Income Tax purposes.

Forms

It must be expressed emphatically the use of appropriate forms to handle the many aspects of the Treasurers’ tasks. The more forms one has at your disposal the better your records will be. It is better that you design your own forms because you are the one who will use them and you know what information you need from them. In all cases, the use of forms simplifies and eases the workload and they help organize the tasks. Forms of all shapes and sizes can keep the work in order, speed up the preparation time for posting, and offer authority for the many approvals needed. Do design forms with care, as only you know what is needed, and the auditor must understand them as well as others who may be require taking on the tasks of Treasurer in the future.

Examples of some forms used in past years by Parish Treasurers:

- A. Weekly cash summary report
- B. Payment Voucher (used when no invoices are present)
- C. Monthly Financial Report (showing monthly transactions only)
- D. Year to Date Financial Report (Also showing year to date previous year)
- E. Projection, Financial Report - (Next months, anticipated revenues and expenses)
- F. Envelope Secretary monthly summary
- G. Budget

Using a simple but good computer accounting or bookkeeping program can perform many of the required tasks of a Treasurer. Please do research prior to purchasing a program to insure that it will perform and handle all the transactions and reports required.

Cheque Book Register

Your cheque book needs to be large enough with a good size cheque stub so you can record information on the payment you are making. The cheques need to be pre-numbered and have space for two (2) signatures. Your cheque book can be of multi-purpose use. It can keep track of your payments and provide your cash balance on a continuing basis. It is also a source of your monthly bank reconciliation. Always insure that you have your cancelled cheques returned to you by your financial institution.

In a number of cases you will be making payments for goods and services for which you may not have an invoice to support the payment. Make your own payment voucher showing such information as date, amount, cheque #, address, vendor name and approval. This form eliminates a lot of loose paper and keeps your records in order.

Daily Transaction Journal

It does not matter how sophisticated or how simple you want your records to be they must all do one thing and that is to properly record all the revenues and expenses in an orderly fashion and in a time period of one year which is usually broken down into 12 months. To accomplish this ESTABLISH A DAILY TRANSACTION JOURNAL.

This Journal is used to record both deposits and payments and simply put is a Journal that lists the various transactions as they occur. Whenever you make a deposit or write a cheque enter the data in the Journal. At month end, add the credits and debits and you have your first report on the month's activity. The Daily Transaction Journal can take two forms:

Form A: A line listing by day of all the deposits and cheques written. The Daily Journal can be a book containing a number of columns for the date, description, cheque number, account number, and distribution. Enter debits and credits as each transaction occurs by simply entering the correct figure into the appropriate column provided.

Form B: A line listing with multiple distributions. This Journal requires the same information as above except the distributions to the various accounts are spread over a number of columns. This works well for repetitive charges and items deposited or paid for more than once a month. Example: revenues - regular collections, office supplies, etc. At month end you simply add up each individual column to find out the amount to be posted to each account in your General Ledger. The total of the deposits (credits) less the debits (cheques written) plus the last month's cash balance should equal what is recorded in your chequebook at month end. Match this balance to your bank statement after allowing for late deposits and outstanding cheques and you have your bank reconciliation.

1 General Ledger

A General Ledger is simply a record of all revenues and expenses accumulated for a given period of time. The usual procedure is to update these records by posting the information contained from the Daily Transaction Journal on a monthly basis. The General Ledger always records accumulated totals to date.

A simple General Ledger is a number of Ledger Pages showing account number, date, description, debit and balance. A separate ledger page is required for each

revenue and expense account. The total of all the revenues less the expenses plus the opening cash balance at previous years end equals the present cash balance. This is just another method to verify the cash balance.

Month end reporting is simply listing the totals in the General Ledger starting with the revenues followed by the expenses and cash balance.

2 Chart or Accounts

Once the revenue and expense accounts have been determined as to what will be needed to operate the parish or church books account numbers must be assigned. Revenues should be of a different number sequence than expenses. Example: Have all Revenues use the 100 numerical sequence and all expenses use the 200 numerical sequence. This will of course depend on the number of accounts required. It is beneficial to use the same revenue and expense accounts presently used in most Anglican churches or in the Diocesan Parochial Return Forms.

Examples are:

<u>REVENUES</u>	<u>GL</u>	<u>EXPENSES</u>	<u>GL</u>
Offerings- Regular	110	Salaries	201
Lenten	111	Travel Allowance	202
Thanksgiving	112	Choir	203
Christmas	113	Organist	204
Special Projects	114	Allotment	205
Rentals	115	Taxes	206
Donations	116	Fuel	207
Miscellaneous	117	Church	208

As the amounts are posted from the Daily Transaction Journal to the General Ledger Account, the account numbers can be used as a reference and also as proof that they have been posted.

In a multi-church parish it is extremely important that each church use the same account numbers to mean the same thing. Apples can not be compared to peaches; apples can only be compared to apples. Having the same account structure speeds up reporting and allows comparison of the same items for budgets, parochial returns, in house reports and government reports.

2.1 Computer Programs

There are a multitude of computer accounting programs readily available on the market that would suffice for handling the accounts of a parish or church. If a parish or church is looking to implement its accounting on a computer program and they do not know where to begin, there are a number of people in the diocese

who would be willing to offer advice and assistance. To begin, please feel free to contact the Diocesan Controller at the Synod office.

General

As a treasurer, one is expected to report to the parish or church council on a monthly basis. Council looks to the treasurer for information other than the current bank balances. If there are financial issues that need to be addressed whether good or bad, these can be reported when the financial report is made to the appropriate council. It is better that all issues be known to all concerned than for the treasurer to carry the responsibility alone. Remember it is highly recommended that a parish establish a Finance Committee. A treasurer is not required to make decisions but only to report. The decisions are made at the committee and council level.

Check all expenses received for payment and try to arrange for payment when the cash on hand is sufficient. It is important to maintain a good credit rating both within the parish and with the local banking institution.

Update records on a regular basis because it is not always possible to do everything at month end. Be prepared to give information to the parish when requested and the only way to be prepared is to update the records regularly.

2.2 Summary

Treasurers must stay at arms length from the actual counting and handling of money. Wearing two hats sometimes leaves a treasurer in an unfortunate position when things do not go as planned. A treasurer can be more objective when not defending oneself. Remember the ultimate decision making authority in a parish rests with parish council. In financial matters the treasurer is the advisor.

Position Description For Parish Treasurers

Canon 35 outlines the specific duties for a Parish Treasurer. The following is a suggested detailed description of duties as they pertain to Parish Treasurers:

1. The Parish Treasurer shall keep a full record, using accepted accounting procedures, of all the financial affairs and transactions of the Parish. This will include collecting and transmitting of all funds for diocesan and parish allotment on time and in full, paying all bills, and handling the financial affairs of the Parish subject to direction by Parish Council.
2. The Parish Treasurer will normally be a member of the Parish Finance Committee.
3. It is a primary responsibility of the Parish Treasurer to inform the Parish Wardens if any irregularity or short fall occurs in payments from individual congregations in a multi-point parish, or if any unforeseen financial problems arise within the parish or churches for any reason.
4. It is the duty of a Parish Treasurer to present a current financial position of the Parish to the council at least quarterly, and preferable monthly, together with observations about the relationship between actual income and expenditures to date and the Parish budget.
5. The Parish Treasurer will prepare a financial statement for the use of Parish council or executive committee when the budget is being struck and will present such statement, duly audited, at the annual meeting.
6. The Treasurer shall assist with the preparation of the annual Diocesan Parochial Return Forms as required.
7. The Treasurer, together with the Parish Wardens and Parish Secretary, will be a bank signing officer for the Parish.

Position Description For A Church Treasurer

The following is a suggested detailed description of duties as they pertain to a Church Treasurer in a multi-point parish:

1. The Church Treasurer is responsible for handling all finances, setting up and maintaining bank accounts for all congregation funds, paying bills, and transferring all Diocesan and Parish Allotments funds to the Parish Treasurer at the correct time.
2. The Church Treasurer must keep accurate records of the congregation finances and keep an accurate record of giving by parishioners in the absence of an Envelope Secretary.
3. The Church Treasurer will present an audited financial statement and a budget for the following year to the annual meeting of the congregation.
4. Yearly financial statements for the congregation, any investment or other accounts, cemetery account, etc., and for all church organizations and guilds must be forwarded annually by the Church Treasurer to the Parish Treasurer as required.
5. The Church Treasurer, together with the Church Wardens and Church, will be a bank-signing officer for the congregation. Parish Officers should also be bank-signing officers for the congregation.

Synod Delegates

The Synod Delegates of a parish, when elected, become full members of the Parish Council and are to attend any scheduled Diocesan Synods and then make a full report to the Parish Council of the decisions and actions of the Synod.

Synod is a meeting of Anglicans from a diversity of backgrounds and communities who bear the responsibility of representing the whole Church in our Diocese. This means in essence that the common good of the whole Church takes precedence over personal or any other consideration.

Delegates to Synod are members of Synod when Synod is in session and must appreciate the wider Church to which we belong. Synod is not comprised of separate and competing interests and groups. It is essential that we see ourselves as individual parts that are united into one body. An understanding and appreciation of this on the part of all who are members of Synod leads to a stronger and more effective Church

Delegates to Synod should make an effort to understand the nature and function of Synod. While there are a number of responsibilities related to attending Synod itself, there are other aspects to being a member of Synod. Delegates should be committed to the Church at the local level and be prepared to be active at the regional level. In addition, Delegates should be aware of and accept the commitment of time and effort required prior to, during, and after Synod. Delegates should be prepared, if called upon, to allow their gifts and talents to be used at the Diocesan level.

The decisions of Synod are collective and must be shared in their entirety by Delegates when they return to their Parishes and Regions. These decisions are based on discussion and debate at Synod and, once made, they are the decisions of the whole Church in the Diocese. Each Synod Delegate is an important part of that decision making process and, of equal importance, is a vital link in the chain of carrying the decisions forward to Parishes and Regions

Synod is a process of sharing - sharing thoughts and ideas - sharing feelings and approaches to issues - sharing responsibility for decisions flowing from this factors - and then sharing these decisions with our Anglican friends in our home Parishes and Regions.

Being a Synod Delegate is a challenging position that provides one with enormous opportunities to exercise our faith in Christ and His teachings of hope, grace, wisdom, peace, humanity and love.

Secretary

The Parish or Church Council Secretary is responsible for:

1. ensuring the keeping of minutes of the proceedings of all meetings of the council;
2. ensuring the notification of all members of scheduled council meetings;
3. performing such other duties as may be required by the council;

as with other parish officers the Secretary is responsible to the appropriate Council.

3 Term Of Office

Canon 35 does not stipulate a term of office for Council Secretary. The Council Secretary, therefore, should be elected at each annual meeting. This position is the official and legal secretary required under Canon 35. The Council may appoint a Recording Secretary for the purposes of taking minutes and such a person would not be a member of the Council or have voting privileges but is expected to be in attendance at all Council meetings.

5.5.2 Position Description Of Council Secretary

The following is a suggested detailed description of duties as they pertain to a Parish or Church Council Secretary:

1. Except in the case of the Council appointing a Recording Secretary, the Parish Secretary attends all meetings of the parish council and records the minutes of each meeting. In the case of there is a Recording Secretary, the Council Secretary is responsible to ensure that the minutes are taken. The Council Secretary may also be required to attend all meetings of major committees of the parish.
2. The Council Secretary assists the Rector and Wardens in all matters pertaining to the administration of the affairs of the parish including the planning and preparing of agendas for parish meetings.
3. The Council Secretary positions is to be a key link in the communication among the various units and levels of organization within the parish.
4. The Council Secretary may be responsible for organizing and scheduling the meetings of the major committees of the parish and or pastoral unit. The

Council Secretary may be responsible for ensuring, with assistance from the Parish and Church Wardens, the upkeep of an accurate record of the membership of the parish congregations.

Council Members

Canon 35 outlines the structure of the parish or church using the term "ministry." This means that no one individual alone bears the responsibility for the activities of the parish or church. Council members have a responsibility to be alert to the state of the overall life of the parish or church and be active in recommending ideas for effective ministry and give leadership within the parish.

Term of Office: Term of office for people elected as members at large of Council is three (3) years elected so that one third (1/3) retire each year. For the purpose of Canon 35, the term "year" is the period ending on the date of the annual meeting of the parish or church.