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

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

Name _____ *CLERGY____ or LAITY ____ Date Completed _____*

Name and location of Parish or Congregation_____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DISCLAIMER NOTICE

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