

## GOVERNANCE

### **Introduction**

At the 2011 annual Vestry meeting the following motion was passed:

Moved by: Ken Fisher, Seconded by: Wendy McCutcheon: That Corporation strike a small task force to discuss communications and governance structures and report to the congregation within 3 months.

Since then Parish Council has spent considerable time examining and implementing a number of actions to improve communications and clarify various roles in respect of governance. An initial report was given on communications in June followed by a more comprehensive report in November. At its January, 2012 regular meeting, Parish Council finalized this document outlining their understanding of governance at St John's based on the Canons, Bylaws and Regulations (CBRs) of the Diocese as well as the current modus operandi of Vestry, Corporation, Parish Council and Standing Committees. Relevant excerpts of the CBRs are at Annex A. Parish Council considers this to be a living document as circumstances from time to time may dictate.

### **Vestry**

- (1) Meets annually with vote given to parishioners who actively support the congregation and are at least sixteen years of age.
- (2) Approves year-end financial statements and next year's budget, receives reports of Parish groups, and elects Parish Council members other than the Rector's Warden and any other appointees.
- (3) Appoints the Auditor.
- (4) Approves a level of line of credit at the bank.
- (5) Gives direction to Corporation and Parish Council within the limits of the CBRs.
- (6) Special Vestries are called to authorize major decisions between annual meetings.

### **Incumbent**

- (1) Exercises responsibility for all aspects of liturgy, music, pastoral care, and religious education.
- (2) Supervises Curate, associate clergy, Director of Music, Parish Administrator, Education Coordinator, and those in charge of the Servers and Altar Guild.
- (3) Ensures that all required records are maintained.

## **Corporation (Incumbent and Churchwardens)**

- (1) Sets overall strategic direction for the Parish and Terms of Reference and Objectives for committees and ministries.
- (2) Oversees authorized and proper use of Parish finances, assets and staff.
- (3) Acts in accordance with direction that has been given by Vestry.
- (4) Meets as required, generally weekly.

## **Parish Council**

- (1) Makes recommendations in respect of, and accepts strategic direction as set by Corporation.
- (2) Makes recommendations in respect of, and accepts the Terms of Reference and Objectives for committees and ministries as set by Corporation.
- (3) Maintains liaison with the Standing Committees.
- (4) Makes recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the parish.
- (5) Approves the annual budget for adoption by Vestry.
- (6) Acts in accordance with direction that has been given by Vestry.
- (7) Acts on behalf of Vestry between annual Vestry meetings.
- (8) Holds at least one retreat soon after its composition is determined by the annual Vestry meeting.
- (9) Meets regularly as needed, usually monthly except for July and August.

## **Standing Committees**

- (1) The following standing committees (as distinct from ministry groups) are formed at St John's:
  - (a) **Finance Committee** – advises Corporation on Church finances and drafts the annual budget.
  - (b) **Stewardship Committee** – advises Corporation on stewardship matters and runs the annual stewardship program.
  - (c) **Doctrine and Worship Committee** – advises the Incumbent on matters to do with Church services.
  - (d) **Building Committee** – advises Corporation on the maintenance and improvement of the Church building and parking area, negotiates and inspects associated work by parishioners and contractors.
  - (e) **Education Committee** – advises the Incumbent on matters related to Christian Education and helps organize agreed programs.

- (f) **Long Range Planning Committee** - in the fall of the year updates the future building needs of the Church for the advice of the Building Committee and Corporation.
- (g) **Nominating Committee** - each year develops the proposed slate.
- (h) **Staff** - meet regularly under the direction of the Incumbent.

**Staff**

- (1) Curate - duties as assigned by the Incumbent.
- (2) Music Director - duties as assigned by the Incumbent.
- (3) Youth Christian Education Coordinator - duties as assigned by the Incumbent.
- (4) Parish Administrator - duties as assigned by the Incumbent.
- (5) Sexton (Caretaker) - duties as assigned by the Parish Administrator.

**EXCERPTS FROM THE CANONS, BYLAWS & REGULATIONS (CBRs)  
OF THE ANGLICAN DIOCESE OF OTTAWA**

**Vestry**

- (1) Vestry may make rules for the regulation of their proceedings and the management of the temporalities of the Church provided that the same shall not be repugnant to any law or Statute in force in the Province of Ontario or contrary to any Canon or to the Diocesan By-laws or Regulations. (B.5.02.3)
- (2) The Vestry shall have control of all organizations in a congregation. Each such organization shall present an annual report to the Vestry with a statement of its receipts and disbursements for the previous year in such form as may be specified by Regulation. (B.5.02.10)

**Incumbent**

- (1) The incumbent of a parish shall have charge of and be responsible for the ordering of the services, including the musical part thereof, and the use of the organ, and the fixing of the hour of service, the ringing of the bell, and such like matters. (C.4.07.1.1)
- (2) The incumbent of a parish shall be responsible for the work of Religious Education in his parish, for its initiation, character, organization, and control; and the superintendent of the Sunday School, and all other similar officers shall act under his direction. He shall have supervision of all organizations having as their purpose the care or adornment of the Sanctuary, the Chancel or other similar portions of the Church building and of organizations for devotional, social or athletic purposes, carried on in the name of the Church or upon its property. (C.4.07.2)
- (3) The Incumbent of a parish shall be responsible for the keeping of such records and the making of such reports as may be prescribed by By-law and/or Regulation. (C.4.07.4)

**Incumbent & Churchwardens**

- (1) The possession of all Church land and buildings, the Churchyard and any burial ground attached or belonging thereto, is vested in the Incumbent and Churchwardens for the time being, and the care of the property is therefore their joint responsibility. The Incumbent and the Churchwardens shall act jointly in matters concerning the use of Church buildings and grounds and neither shall act without the approval of the other. In the case of difference of opinion between the Incumbent and the Churchwardens regarding their respective powers and duties, and the exercise thereof, the matter under dispute shall be referred to the Bishop for adjustment. Except where the difference is also one between the Incumbent and his parishioners, the decision of the Bishop in such matters shall be final. All expenses and liabilities connected with such properties (except as provided in the following paragraph) shall be borne by the Vestry. (B.5.03.1)

(2) Where income is being derived from Church land and buildings for the benefit of the clergy of the parish, the same shall be remitted to the Synod Office in accordance with the provisions of By-law 4.05 and the Regulations, but any taxes assessed against such lands and buildings shall first be deducted from the income thereof. (B.5.03.2)

### **Churchwardens**

- (1) A Churchwarden shall be not less than eighteen years of age, shall be a member in full communion of the Vestry of the congregation in which he regularly worships and which he is appointed to serve. (B..5.05.1)
- (2) For the purposes of the applicable Statutes of Ontario, the Incumbent of the Church for the time being and the Churchwardens thereof are deemed to be the trustees. (B.5.05.2)
- (3) In all matters not lying solely in the right and power of the Churchwardens by virtue of applicable Statutes of Ontario, it is their duty to carry out all legitimate directions of the Synod, and of the Vestry of the congregation whom they represent. (B.5.05.3)
- (4) The two Churchwardens cannot exercise their powers separately and neither can act without the consent of the other. (B.5.05.4)
- (5) The Churchwardens with the approval of the Incumbent are empowered to appoint the Sexton, the Organist, the vestry Clerk, and any other lay officers of the Church. (B.5.05.5)
- (6) The Churchwardens shall present a financial report for the previous fiscal year to the Vestry at its Annual Meeting in such form as may be specified by Regulation together with a report thereon, of the auditors appointed by the Vestry. (B.5.05.6)

### **Parish Council**

- (1) At each annual meeting of the Vestry of each congregation, there shall be established a committee of the Vestry to be known, where there is one congregation in the parish, as the Parish Council. (R.5.02.1)
- (2) Except as provided in sub-section (7) below, each such council shall consist of:
  - a. the Incumbent
  - b. the Churchwardens
  - c. the Parish Treasurer
  - d. the Lay Members of Synod
  - e. additional members as may be determined by the annual meeting of the Vestry. (R.5.02.2)
- (3) Vacancies in the Council occurring between Vestry meetings may be filled by appointment by the Incumbent. (R.5.02.3)
- (4) The Chairperson of the Council shall be elected annually at the first meeting of the Council and he shall act as Chairperson at the meetings of the Council, and in his or her absence, one of the Churchwardens shall act; and the Council shall elect a secretary; and the proceedings of each meeting shall be entered by the secretary in a book to be kept for that purpose. (R.5.02.4)
- (5) The Council shall hold regular meetings monthly if possible. (R.5.02.5)

- (6) The rights, powers and duties of the Council shall be:
- a. to take appropriate action in connection with matters referred to it by the Vestry and in accordance with directions received relating thereto;
  - b. to assist Incumbents in the development of policy for the support of the work of Christian education in the congregation;
  - c. to receive from the Churchwardens at least quarterly a written financial statement and the recommendations thereon;
  - d. to receive the budget to be submitted at the annual meeting of the Vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon;
  - e. to make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the Parish;
  - f. to assist the Sidespersons in securing the regular attendance of Church members at the services of the Church;
  - g. between meetings of the Vestry and subject to any applicable Statutes of Ontario and to the provisions of the Canons, By-laws and Regulations, the Council shall have all the rights, powers and duties of the Vestry; (R.5.02.6)
- (7) The Vestry shall have the right by resolution to change the structure and duties of the Council as specified in sub-sections (2) to (6) provided a true copy of such resolution is filed with the Director of Administration. (of the Diocese) (R.5.02.7)