

## **GUIDELINES FOR CHAPEL OF EASE, CEMETERY CHAPEL, SUMMER CHURCH**

### **Guidelines for Chapel of Ease**

A & F Approved May 22, 2003

#### **Definition**

A Chapel of Ease is a church which has ceased to function for a congregation, but is still used for occasional services up to a maximum of six (6) per calendar year and has the resources, human and financial, to maintain itself.

Designation of a church as a Chapel of Ease shall be at the discretion of the Diocesan Council upon receiving a request of Vestry prior to said church ceasing to function for a congregation and on the recommendation of the Territorial Archdeacon and the Bishop.

Such a designation may only be made if there are six or less services in a calendar year. If more than six services are offered annually, the church will be considered active and will not fall under the guidelines of a Chapel of Ease.

A Chapel of Ease shall be listed as part of a parish and shall be so indicated on the licence of the Bishop issued to the Incumbent/Rector. The Incumbent/Rector is responsible for leadership of any services which are held and should be remunerated for such according to the scale of fees for occasional services.

#### **Insurance**

The church building(s) must be insured under the Diocesan insurance plan to full replacement value.

#### **Management of a Chapel of Ease**

Prior to a church ceasing to function for a congregation and being designated a Chapel of Ease, the then Parish Council/Congregational Council, Incumbent/Rector and Territorial Archdeacon shall appoint no less than two (2) trustees to oversee the day to day operations and financial matters relating to the Chapel of Ease. The appointment of Trustees shall be reviewed annually. Upon the retirement of, death of, or for any reason that a Trustee may not continue in the role of Trustee, the Incumbent/Rector under whose licence the Chapel of Ease is assigned, together with the Territorial Archdeacon shall appoint a replacement.

The responsibilities of the Trustees include, but are not limited to, the oversight of day to day operations of the Chapel of Ease, including ensuring that the property and building(s) are maintained in accordance with the Canons and Guidelines of the Diocese of Huron; maintaining records for the Chapel of Ease, which records shall include records of services held, including baptisms, weddings, and funerals; providing financial reports annually to the Director, Administrative Services, attaching a copy of the completed Revenue Canada charitable return.

In fulfilling their responsibilities as Trustees, said Trustees must report to the Incumbent/Rector and Territorial Archdeacon on a regular basis, at minimum annually in the calendar year. It shall be the responsibility of the Incumbent/Rector and Archdeacon to ensure that these regular reports are provided.

The Trustees shall be empowered on behalf of the Diocese to enter into contracts for routine maintenance, including lawn care, snow removal, tree trimming, cleaning, of the property and buildings. The powers to contract shall be limited to routine maintenance and the Trustees shall consult with the Incumbent/Rector prior to entering into any long-term contract or contract for anything other than routine maintenance.

The Trustees shall not enter into any contract for major repairs or renovations. Major repairs or renovations include but are not limited to the replacement of a roof, the re-leading of stained glass windows, structural alterations to any buildings, demolition of any part of an existing building. All major repairs to the building must be approved by the Diocesan Council, upon recommendation of the Bishop following consultation with the Incumbent/Rector and Territorial Archdeacon.

All trust funds held by the church at the time it ceases to function for a congregation shall be invested with the Diocese of Huron. Only those funds required for the day to day operations and regular maintenance of the Chapel of Ease and property shall be kept by the Trustees. The Trustees shall keep records of revenues and expenses in accordance with acceptable accounting practices.

### **Closing of a Chapel of Ease**

If a Chapel of Ease ceases to function as such and is not an active parish, the Trustees, Incumbent/Rector and Territorial Archdeacon shall immediately inform the Bishop. Through consultation between the Bishop and the Land and Property Subcommittee for the Diocese of Huron, a recommendation on the future of the church shall be provided to the Diocesan Council. The Diocesan Council shall have authority to designate such a church a “Cemetery Chapel”, or to close the church with a direction for sale or demolition.

### **A CEMETERY CHAPEL:**

is a church which has ceased to function for a congregation, and is kept open as a funeral chapel only. Communication should be maintained with all local churches as to the timing of any memorial service. No other services are held and insurance and maintenance of the building are the responsibility of the Cemetery Board. The building and land are owned by the Diocese. Two members of the Cemetery Board should be appointed as trustees of the property to represent the interests of the Diocese and to report to the area Archdeacon. The cemetery must be operated according to the Ontario Cemeteries Act. If the Cemetery Board ceases to function, the church should be closed, the building could be demolished, or if the land can be separated from the cemetery it could be sold based on Diocesan Council direction. The Cemetery Chapel must submit an annual financial report to the Director, Administrative Services and attach a copy of the Revenue Canada charitable return.

***Diocesan Council can designate a Cemetery Chapel*** at the request of the Archdeacon and the Bishop.

### **A SUMMER CHURCH:**

is a church which is used only during the summer months and is in a resort/park area. A student or Lay person is appointed, usually under the supervision of the Incumbent of the parish where the summer church is. Funding is raised by the summer congregation and the insurance premium is assigned with the same formula used for other churches. The Summer Church must submit an annual financial report to the Director, Administrative Services and attach a copy of the Revenue Canada charitable return. The Summer Church may remit funds toward diocesan apportionment.

Church wardens and four board members are to be appointed at a Vestry meeting to be held at the beginning of the summer season and will serve until the Vestry meeting of the following year.