

PARISH COUNCIL

I. SUMMARY OF RESPONSIBILITIES OF PARISH COUNCIL

The Parish Council represents the Vestry in the daily affairs of the Church. Generally, to the extent practicable, the results of appointments and elections to the Parish Council will result in representation from a variety of organizations and interest in the Parish. It is the responsibility of the Parish Council to assist the Rector and the Wardens to conduct Parish affairs so that the Parish will be able to effectively carry out its mission as a Christian community. To that end, and with the guidance of the Holy Spirit, it is the responsibility of the Parish Council to assist the Rector and Wardens so that:

- i)** parish properties are duly cared for,
- ii)** the finances with respect to accounts directly under the control of Wardens and the Parish Council, and also that of all organizations within the Parish, accurately reflect the financial state of the parish,
- iii)** the financial well-being of the Parish is maintained,
- iv)** the safety and well-being of persons and church property are adequately protected and insured,
- v)** newcomers and visitors are welcomed and encouraged to join in the life of the Parish,
- vi)** lay organizations work to utilize the talents of as many people as is possible,
- vii)** the Rector and family are properly housed,
- viii)** the standards of the Anglican Church are upheld, at the same time the Parish is allowed to change and grow in accordance with the developing life of the congregation and to suit the changing conditions and needs of the local community,
- ix)** while awaiting the appointment of a Rector, the spiritual and temporal welfare of the Parish are attended to,
- x)** Parish records are kept in a safe and adequate manner.

In so doing, the Parish Council operates so as to enable the Rector and the laity to work together to spread the Gospel and minister to each other and the community in which the Parish is located and to meet obligations beyond the Parish boundaries.

II. CONSTITUTION & CANONS RELEVANT TO THE RESPONSIBILITIES OF PARISH COUNCIL

To assist the Parish Council, the following paragraphs of the **Huron Diocesan Constitution and Canons** have been identified as having special relevance to significant obligations and responsibilities of Parish Councils:

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| Constitution | paragraphs 41, 42..... | Diocesan Budget and Apportionment |
| Canon 9,..... | paragraph 2 | Clerical Appointments-Selection Committee |
| Canon 9,..... | paragraph 4 | Clerical Appointments-Payment of Stipend |
| Canon 9,..... | paragraph 5 | Clerical Appointments-Provision of a Rectory |
| Canon 9,..... | paragraph 6 | Clerical Appointments-Payment of Clergy Moving Costs |
| Canon 13,..... | all paragraphs..... | Rectories |
| Canon 14,..... | paragraphs 3,4,5,6,7,8,10..... | With Respect to Church Buildings |
| Canon 15,..... | all paragraphs..... | Investment of Trust Funds |
| Canon 16,..... | all paragraphs..... | Parish Records and Their Custody |
| Canon 18,..... | all paragraphs..... | Vestries and Church Wardens |
| Canon 19,..... | all paragraphs..... | Parish Councils |
| Canon 20,..... | all paragraphs..... | Differences Between Clergy and Their Congregations |
| Canon 22,..... | all paragraphs,..... | Financial Appeals |
| Canon 24,..... | paragraph 3 & 4,..... | Diocesan Mission Grants |
| Canon 28,..... | all paragraphs,..... | Diocesan Budget And its Apportionment |
| Canon 31,..... | paragraph 1, | Deanery Council Membership |
| Canon 31,..... | Paragraph 2, | Parish Council Member |
| Canon 32,..... | all paragraphs,..... | Revolving Loans |
| Canon 35,..... | all paragraphs,..... | Fire Insurance. |

Note that **OTHER PARAGRAPHS** of the Diocesan **CONSTITUTION and CANONS** may be relevant and should be read and understood by Members of the Parish Council for appropriate action.

III. DUTIES OF THE PARISH COUNCIL IN RELATION TO THE RECTOR

i) MEMBERSHIP AND OPERATION OF THE PARISH COUNCIL

The election of Parish Council Members, filling of vacancies, definition of a quorum, frequency of meetings, appointment of a secretary, Rector and Wardens' responsibility to report to the Parish Council, the relationship between Church Wardens and the Parish Council, the setup of Parish Councils in multi-point parishes, are all defined in Canon 19.

ii) PASTORAL RESPONSIBILITY

The Parish Council shares with the Rector and Wardens a leadership role in welcoming parishioners and visitors at Church Services. This leadership extends also to visiting parishioners. The example set by Members of the Parish Council as leaders in the Parish, can do much to engender a spirit of fellowship and caring in the Parish.

IV. DUTIES OF THE PARISH COUNCIL IN RELATION TO THE CONGREGATION

i) PARISH BUDGET

The annual budget prepared by the Wardens shall be reviewed and approved by the Parish Council for submission to the Annual Vestry meeting. Following the adoption of such a budget (as accepted or amended) by the Vestry, Parish Council Members will assist and advise the Wardens in its implementation so as to carry out the provisions of such budget.

ii) CHURCH WARDENS

The Wardens act as the executive officers of the Parish Council and are ex-officio members of the Parish Council. The Wardens are required to use their best efforts to carry out the lawful resolutions of the Parish Council. With the approval of the Parish Council, the Wardens may delegate matters relating to the congregation to the Parish Council, to committees, or to individuals.

iii) USE OF THE CHURCH AND PARISH BUILDINGS

The purposes for which the Church Hall may be used should be approved by the Rector, Wardens and the Parish Council, and should be in accord with any directives from the Bishop.

V. CONFLICT OF INTEREST GUIDELINES: PARISH COUNCIL MEMBERS AND PARISH OFFICIALS

Individuals on Parish Council, and also members of Parish Committees, should be aware of possible conflicts of interest which may exist because of the individual's occupation, or because the person is also a paid member of the Parish, or is related to an employee. Examples of relationships which may be perceived as leading to potential conflicts of interest are the following:

- i)** a paid employee of the Parish, such as the Organist/Choir-leader or the Custodian when salaries or other material benefits come up for discussion,
- ii)** a Parish Council member who is the owner or responsible manager of a business which could be considered as a possible contractor for work required by the Parish,
- iii)** a Parish Council member who is a close relative of the Rector, such as the spouse or child of the Rector (when his/her stipend or other material benefit is to be discussed),
- iv)** a Parish Council member who is related to a Parish employee (when his/her salary or expense

allowance or other material benefit is to be discussed).

Any Parish Council or Committee Member recognizing his or her involvement in an existing or potential conflict of interest should immediately declare it and refrain not only from voting, but also from discussion on the matter. He or she may wish to leave the room when the matter is under discussion.

A special circumstance may involve the Treasurer. The responsibility for giving direction or supervision to the Treasurer rests with the Wardens, but it may also be delegated to a Financial Advisory Committee. It is advisable that a Treasurer paid by the Parish not be a Warden and a paid Treasurer should not chair any Committee charged with giving financial direction or supervision. It may be useful for a paid Treasurer to be an advisor to the Parish Council or such a Committee but not a voting Member of it. Such an employee may very well be dealing with financial matters such as the preparation of the Budget or the placing of a contract. An employee should not be involved in discussion or voting which could result in direct or indirect material benefit to that employee, such as the preparation of salary aspects of the budget process or the setting of expense remuneration.