

# Wardens' and Treasurers' Workshop

The Diocese of Huron  
2018



# Devotions

## Prayer for During the Day (from Common Worship)

*Leader:* O God, make speed to save us.

*People:* O Lord, make haste to help us.

*Leader:* Hear my prayer, O Lord, and give ear to my cry;

*People:* hold not your peace at my tears.

## Praise

*Together:*

**Jesus, like a mother you gather your people to you;  
you are gentle with us as a mother with her children.  
Despair turns to hope through your sweet goodness;  
through your gentleness we find comfort in fear.  
Your warmth gives life to the dead,  
your touch makes sinners righteous.  
Lord Jesus, in your mercy heal us;  
in your love and tenderness remake us.  
In your compassion bring grace and forgiveness,  
for the beauty of heaven may your love prepare us.**

*Anselm (1109)*

# The Word of the Lord

## Psalm 61

Hear my crying, O God, ♦  
and listen to my prayer.

From the end of the earth I call to you with fainting heart; ♦  
O set me on the rock that is higher than I.

For you are my refuge, ♦  
a strong tower against the enemy.

Let me dwell in your tent for ever ♦  
and take refuge under the cover of your wings.

For you, O God, will hear my vows; ♦  
you will grant the request of those who fear your name.  
You will add length of days to the life of the king, ♦  
that his years may endure throughout all generations.  
May he sit enthroned before God for ever; ♦  
may steadfast love and truth watch over him.  
So will I always sing praise to your name, ♦  
and day by day fulfil my vows.  
*All:* Glory to the Father and to the Son  
and to the Holy Spirit;  
as it was in the beginning is now  
and shall be for ever. Amen.

Acts 6:1-6

## *Silence*

Blessed are the merciful,

**for they will receive mercy.**

Teach us, good Lord, to serve you as you deserve;

to give and not to count the cost;

to fight and not to heed the wounds;

to toil and not to seek for rest;

to labour and not to seek for any reward,

save that of knowing that we do your will. **Amen.**

*Ignatius of Loyola (1556)*

## **The Lord's Prayer**

## **The Conclusion**

May God bless us and show us compassion and mercy. **Amen.**

# The Ministry of Wardens and Treasurers

- It is the overall responsibility of the church wardens to organize the conduct of parish affairs so that the parish, with the spiritual guidance of the rector, will be able to effectively carry out its mission as a Christian community.
- The responsibility of the Church Treasurer is to assist the churchwardens with their financial accounting responsibilities.

# Responsibilities of a Warden

(Canon 18/Guidelines 14-2)

- The wardens make up the Corporation (Appointed and elected - maximum 5 year term)
- Incumbent appoints 1 warden and vestry elects 1
  - If incumbent declines to appoint, vestry could appoint both
  - If Vestry declines to elect, incumbent appoint both.
  - Term is 1 year, renewable for up to 4 more.
- Give leadership to congregation by example: worship, stewardship, fellowship



- Report the state of life and viability of parish to congregation (Parish Council & Vestry)
- Exercise leadership in raising revenue to provide for the ministry, worship and operations of the church, including the payment of salaries
- Keep proper and accurate financial records; report monthly to Parish Council and annually to Vestry
  - Ensure audit of financial records

- Prepare and present to Vestry an annual financial budget for the parish and exercise the required leadership to achieve the budget
- Manage, administer and protect all church property and ensure all property is insured by adequate insurance in accordance with the policies of Diocese
- Use best efforts to carry out the resolutions of Synod, Council and Vestry
- Ensure all parish records are kept in a safe and adequate manner

- Responsibility for hiring/dismissing all lay employees of the congregation including the Envelope Secretary, Treasurer, Verger, Secretary and Organist
- Preparation, authorization and submission of annual returns required by the Diocese
- Preparation, authorization and submission of CRA Charitable return

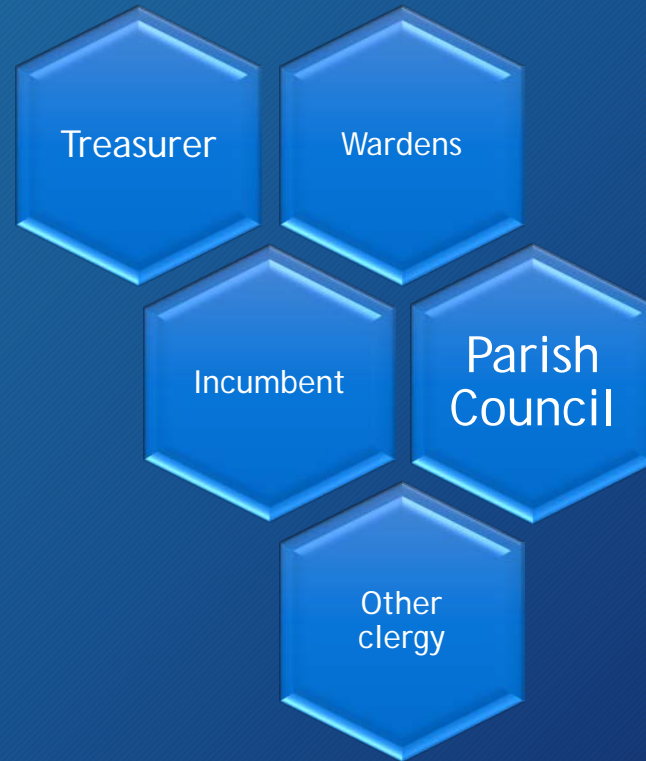
# Responsibilities of Treasurer

(Canon 18/Guidelines 14-2)

- Functions under direction and responsibility of the Wardens
- Keep accurate and timely records of all church finances – including deposits and disbursement of funds
- Ensures the proper deposit of the offering to after it is counted by the Sidespeople or Counters

- Assist in preparation of annual budget
- Assist in preparation and submission of annual returns required by the Diocese
- Assist in preparation and submission of CRA return
- Prepare annual/semi-ann. HST return for congregation
  - Claim 69.7% of HST charged \$
  - If all tax expensed, then refund rec'd offsets expenses
  - If refundable \$ are recorded (rec.) and diff. is expensed, then refund rec'd offsets receivable.

# The Parish Leadership Team



# Tips for Teamwork

- Pray together
- Get to know one another
- Define roles and responsibilities
- Share common goals
- Open, honest and respectful communication

- Adopt a method for resolving team problems before they happen
- Regular meetings (at least monthly)
- Encourage a focus on solutions
- Back each other up
- A decision made by the group becomes a decision of the group
- Use email only for practical planning. DO NOT make other decisions by email



# Safeguarding of Church Assets

## Key Principles

- Canon 18: Wardens are the Corporation and Officers.
  - Act in consultation with the Rector/Incumbent/Priest-in-Charge
- Canon 35 requires Wardens to ensure all property is covered by adequate insurance against damage, loss and liability.
  - Buildings shall be insured for replacement cost unless Diocesan Council approves otherwise

- Key Performance Actions:

- Check volunteer/staff handling funds
- Create policies, processes and controls to prevent fraud
- Minimize # people with access to funds and finances
- Count offering on premises
- "2 Person Deep Rule" - counting & depositing, cheque signing
- Fund policy - deposit no later than next day, encourage EFT
- Audit - timely, for both the count and deposit
- Keep assets and records safely

# Case Study

After the 10:30 service, Gilligan and Mary Anne gather to count the offering. Each of them split the envelopes and count the cash in the envelope, marking the cash enclosed on the front of each envelope and the amount of any cheques on the envelope front as well. They also record the envelope's content value on the counting sheet beside the envelope # recorded. Mary Anne then counts the loose cash from the plate and she records this cash total on the counting sheet. The total cash from the deposit is then sorted by denomination by Gilligan and totalled on the counting sheet.

When each has recorded their envelope's contents on the counting sheet and the denominations of cash is recorded on the counting sheet, Gilligan writes up the bank deposit sheet and the cash and deposit sheet is locked up in the church's safe for the Professor, the Treasurer, to deposit on Monday morning.

List some of the improvements that can be made to the offering counting process at this church.

## Recommendations

- Each offering envelope should be initialled for its cash and cheque contents that remain in the envelope by each counter.
- Each counter should agree to the value of each envelope on the counting sheet by initial.
- The loose cash on the plate should be totalled by each and initialled on the counting sheet.
- The cash should be compiled and totalled by denomination by each counter and initialled by each on the counting sheet where the denominations of cash from the offering is recorded.
- The bank deposit sheet should be completed and initialled by each.
- The bank deposit should then be taken on Sunday to an overnight bank deposit.
- A copy of the bank deposit should be provided to the Treasurer.

# Investment of Parish Assets

- Key Principles
  - Congregations encouraged to invest with Diocesan portfolio
  - Rectory Trust funds must be invested with Diocese
  - Diocesan Investment Portfolio professionally managed and administered by Investment Sub-committee and Administration and Finance Committee
  - Investment Committee quarterly reviews performance and annually recommended payout

- Provides long-term consistent, unbiased investment practice
- Consistent payouts for planning with lower management fees
- Diocese provides accounting of trust activity and safe trust record-keeping
- Payout in 2017 was 4%, based on current, growing unit market value

# Property Management

- Wardens to manage (Canon 18) church yard/cemetery, building & rectory, if owned
- Diocesan Guidelines detail the church's responsibilities for Rectory (& Canon 13), including annual inspection of premises
- Churches must manage their property line
- Establish a committee and chair to allocate work of caring for building and property
- Identify and address property repair and allow for maintenance of such in annual budget (Canon 14 (8.))



- Canon 14 details acquisition, sale and renovation of property in name of diocese
- Approval of Diocesan Council regarding property above including funding required of 50% on hand for renovation
- Land & Property Committee of the diocese is a resource

# Case Study

St. Switham's is nestled in the heart of St. Thomas. It has a large piece of property out back of the church where there are some trees and grass. Houses line the back property line. Some houses are fenced, some are lined with hedges and some have none. It appears, visually, that the line of hedges and fences that do exist appear to be on what would be the property line of the church.

Neighbor's Lovee and Thirsten Howell have recently built a nice expanded deck and pool shed out back of their house, behind the church property out back. The current Wardens of St. Switham's, Mary Anne and Ginger, were told by the outgoing Wardens that the shed and deck were built while they were in office.

The Howells have recently listed for sale their newly renovated house. Their broker asked about the relatively new pool shed and deck. She thought it was expanding over what would be their property line onto the church's property line. The Howells said to her that they built the shed and deck awhile ago and that there was no complaint from the church, at that time, about where it was built. The broker has recently asked May Anne and Ginger, as Wardens of the church, if they know where their property line resides. The broker does not want to ensure difficulty in selling the Howells' house if there is confusion with the property line. New buyers are going to ask.

What should the Wardens do?

# Accessibility

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA.)

## Key Principles:

- Province has instituted laws governing public places (private, public and not for profit) where people or organizations:
  - i) provide goods or services
  - ii) have one or more employees
- Many policies governing practices are phased in over timeframes

## Accessibility law in Ontario governs:

- Customer Service
- Building
- Information and Communication
- Transportation
- Employment

## Accessible Customer Service

- Started Jan. 1, 2012
- By now, churches must have a plan including the following to provide for accessible customer service:
  - Consider a person's disability when communicating
  - Allow assisted devices in your workplace
  - Allow service animals
  - Welcome support persons
  - Let customers know when accessible services aren't available
  - Invite feedback
  - Train staff on accessible customer service

THIS (AODA) IS COMPLAINT DRIVEN:

GIVE PEOPLE THE CHOICE BY COMMUNICATING YOUR ACCESSIBILITY

## Accessible Facility

- Building code amended in 2012. Amendments to code effective Jan.1/15.
- New code requirements apply to new constructed buildings & existing buildings to be extensively renovated - compliance with Act (Province) for barrier-free designs for public buildings
- Existing buildings, where no work is planned, are not affected by these new requirements
- Houses not affected by most accessibility requirements with exception of smoke alarms

Requirements for new builds now includes:

- visual fire alarms
- require elevator/barrier free access between multi-storey with exceptions for some small business occupancy buildings
- require power door operators
- updated requirements for barrier-free washrooms
- updated requirements for accessible and adaptable seating in public buildings including places of worship



# Safe church

Safeguarding the body of Christ in the Diocese of Huron



# Canon 40

- Every parish and Diocesan and Deanery organization that runs programs or services for children, youth, or vulnerable adults shall implement a screening program.
- In the development of a screening program, the following principles shall be considered:
  - 1) Determine the level of risk
  - 2) Volunteer ministry description
  - 3) Recruitment process
  - 4) Application form
  - 5) Interview
  - 6) Reference checks
  - 7) Police records checks
  - 8) Orientation and training
  - 9) Supervision and evaluation
  - 10) Participant follow-up

# Safe people

*In making our churches safer places we must:*

- Safeguard preschoolers, children, youth and vulnerable people in our church from abuse.
- Protect the church staff and volunteer workers from potential allegations of abuse.
- Limit the extent of legal risk and liability due to any such abuse.
- Protect our leaders and volunteers from situations of risk

# Vulnerable people

- We take for granted that our children can be defenseless, yet we often don't give enough thought to reducing the opportunities which might place them at a disadvantage.
- We know that the elderly or the disabled can also be vulnerable.
- Less obvious types of vulnerability include the bereaved, partners in troubled marriages, those in personal crisis and the survivors of childhood abuse.

# High risk Ministries

- Ministry duties and responsibilities that involve children or vulnerable adults
- Ministry duties that permit access to financial resources or sensitive and confidential information
- Positions of authority or the positions that allow a person to establish long-term relationships of trust: all clergy including Honorary Assistants; churchwardens; organists and music directors; parish employees; and also those involved in residential or off-site ministries with children or vulnerable adults.

# Diocesan Police Check Procedure

- All police checks must be done through Xpresschek
- Print and complete the consent form from the Diocesan website (under safe church)
- Submit with copies of 2 pieces of ID by email or mail to Church House attn.: HR Officer
- Keep a record of only what members have been screened and when
- Xpresscheks are considered current for 3 years after issue.
- In between checks it is recommended that all individuals sign an Annual Declaration of Compliance, a form which can also be used for those under 18.

# Safe programmes

- *When a programme is held in a Church building, there is an assumption of trust and safety, even when the programme may be offered by a group that rents or uses the building and organizes the event completely without Church input.*
- When other groups, e.g. Scouting/Guiding, community groups, musicians, are using Church buildings, care must be taken to define the relationship between the church and the user group.
- A written agreement should cover issues such as keys and access to the property, insurance - especially liability and the manner in which the group's staff or volunteers are screened, etc.
- Parishes should obtain proof of insurance from user groups and confirm that they have and follow policies on working with vulnerable people, at least equivalent to our Safe Church policies.

# Safe environments

- *We must not forget that it is also very important to create safe environments - safe places and safe situations especially children and youth.*

## *Consider:*

- Have we properly assessed risks that affect our vulnerable people?
- Have we adequately screened our volunteers?
- Are two adults arranged to be present during any activity for young children or youth?
- Do gathering rooms and offices have windows and doors that allow an outside person to see in?
- Have arrangements been made so a leader does not meet alone with a child?
- What arrangements are made for young children needing assistance using the bathroom?
- What arrangements are made for diaper changing? Is the change table in view of the other nursery workers?



# Safe situations

- *Safety doesn't apply just to children; it's for everyone.*
- Meet in rooms with viewing access.
- Avoid being alone in a car with a minor.
- When visiting a single distressed person, go with another person.
- In an emergency, and failing all else, church visitors should tell someone else like a secretary or warden, where they are going and how long the visit is expected to take.
- If a compromising situation or crisis occurs report it as soon as possible to a supervisor.
- Consider keeping a record of visits, appointments and meetings.

# Safe record keeping

- *The acquisition, storage and protection of personal information are key to the Safe Church process.*
- Applications, resumes, interview notes, reference checks and records of current police checks should be filed in a locked cabinet or office on-site.
- Money from any service or activity must be counted onsite by two or more unrelated persons.

# Safe communication

*Interactions in the virtual world must be as transparent as they would be in the physical world.*

- Be honest about who you are.
- Clarify that your opinions are your own.
- Communicate with respect and humility.
- Share only public information.
- Be aware that what you say in a post is permanent.

# Contact

- *For a complete copy of the Safe Church Policy go to [www.diohuron.org/safechurch/](http://www.diohuron.org/safechurch/)*

## Safe Church Contact:

Weekdays 519-434-6893

or 1-800-919-1115 ext. 226 or 230

## Abuse Reporting:

Weekends & Evenings 519-671-4504

Email: [sacredtrusthuron@gmail.com](mailto:sacredtrusthuron@gmail.com)