

THE DIOCESE OF THE ARCTIC

RULES & REGULATIONS

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Preamble

The Canons and Constitution of the Diocese of The Arctic take precedent to the Rules and Regulations laid out here. They may also be revised and modified to differing circumstances under the direction and authority of the Diocesan Bishop.

Section 1 – Authority in the Diocese

- 1.01 The Bishop of the Diocese (“Diocesan”) has overall authority in and responsibility for the management and direction of The Diocese of The Arctic (“Diocese”).
- 1.02 The Diocesan may exercise such authority through or in conjunction with the Executive Committee.
- 1.03 In the absence or inability to act of the Diocesan, that member of the clergy next in seniority of position in the Diocese, and available to act, shall exercise all the powers and authority and responsibility vested in the Diocesan in these Rules and Regulations except as may be specifically restricted therein. (Ref. Constitution 13a)

Section 2 – Application

- 2.01 Anyone offering for service in the Diocese shall be referred to the Diocesan or the Executive Officer of the Diocese.
- 2.02 On receipt of an application to serve in the Diocese a letter shall be sent to the applicant explaining briefly what the offer involves, asking for the names and addresses of three references, one of who shall be a cleric. The Diocesan or the Diocesan’s designate shall then correspond with the references to ascertain as far as possible the suitability of the applicant for the work.

Section 3 – Medical Examination

- 3.01 The applicant shall supply the name and address of his or her physician, with authority for the physician to release all medical information reasonably pertaining to the state of health of the applicant from the point of view of his or her ability to serve in the Diocese to the Diocese’ authorities requiring the same. The physician shall send in a report of such examination relating to the suitability of the applicant’s state of health for service in the Diocese to the Diocesan or the Diocesan’s designate. The spouse and children, if any, of a married applicant shall also be subject to a similar medical examination and report thereon made to the Diocesan or the Diocesan’s designate.

Section 4 – Non-graduates

- 4.01 In the case of applicants who are not graduates of a theological college or a training institution recognized by the Diocese, before being accepted the individual may be required to pass an examination set by examiners appointed for this purpose by the Diocesan. And to take such training as required by the Diocesan.

Section 5 – Procedure of Appointment

- 5.01 An applicant becomes a staff member when he or she has been appointed by the Diocesan. Notice of such appointment, and the effective date thereof, shall be given to the applicant. A copy of such appointment shall be filed with the Registrar of the Diocese.
- 5.02 For candidates, who shall have been financially assisted in any way by the Diocese, the initial term of service shall be three years.

- 5.03 Candidates, who have been assisted financially by the Diocese and serve for a term less than three years, will be liable for repayment of all monies or part payments advanced as assistance. Such repayment shall be in such amount and in such manner, as the Diocesan shall direct.
- 5.04 Candidates who have undergone training or courses in their preparation for ministry or work in the Diocese are not automatically guaranteed a placement upon completion of the training, but are subject to direction and discretion of the Diocesan.

Section 6 – Marriage Regulations

- 6.01 A licensed member of the Diocese (receiving a stipend) may marry, in compliance with the law of the applicable civil jurisdiction, provided:
- (a) the written consent of the Diocesan has been given, and
 - (b) The intended spouse has submitted to a medical examination, and a report has been received from the physician appointed by the Diocese showing a satisfactory state of health for service with the spouse in the Diocese and has given proof of Christian character and interest in, and sympathy with, the work of the Diocese to the satisfaction of the Diocesan.
- 6.02 A member's intended spouse whose marriage has been sanctioned as above and who is proceeding to the parish under the auspices of the Diocese shall be moved under the same arrangements as set out for ministers.
- 6.03 Payment for any service a spouse gives for or on behalf of the Diocese will not normally be made, unless otherwise specifically arranged with the Diocesan.

Section 7 – Transfer

- 7.01 Subject to the provisions of Canon IV, Appointment of Ministers, the right to transfer a minister, from time to time from one parish to another, rests with the Diocesan. In consultation with the parish(s) involved.

Section 8 – Deferred Departure

- 8.01 A minister who is proceeding to a parish for the first time or after vacationing may be required to assist in deputation work or have a special course of training.
- 8.02 In the case of a minister returning to a self-supporting parish after a vacation, the Vestry shall first be consulted before such deputation work or further training is begun.

Section 9 – Continuing Education

- 9.01 Clergy or staff receiving a stipend or salary are members of the Anglican Church of Canada's (ACC) Continuing Education Plan (CEP), governed by such regulation as are currently in place and are eligible for 1 week of educational leave per year. Educational leave may be accumulated up to four years.
- 9.02 Sabbatical leave of one month for every three years of service to a maximum of three months can be earned. Any further absence from the parish may be at the discretion of the Bishop. Applications for sabbatical must be made at least 6 months in advance and will be granted in consideration of the needs of the region and diocese. All costs other than continuing stipends associated with the sabbatical to be borne by the clergy except where vacation travel is used.
- 9.03 Sabbatical leave for a period of more than one month must be approved and authorized by the Diocesan.

- 9.04 At the discretion of the Diocesan, a grant towards the expenses of undertaking the course may be made. Authorization of a grant will be given in writing by the Diocesan and, except as covered by the grant, all expenses incurred are the responsibility of the member.

Section 10 – Stipends and Allowances

- 10.01 All stipends commence on the date that the appointment becomes effective as provided in subsection 5.01 hereof and cease on the date of severance of employment with the Diocese.
- 10.02 Unless otherwise arranged, all stipends and allowances of minister/staff shall be paid by the Diocesan office monthly by cheque, either sent directly to the payee, or, if directed in writing by the minister/staff, sent to his or her bank.
- 10.03 Stipends and allowances of ministers are according to the schedule of minimums set by the General Synod of the Anglican Church of Canada and recognized by the Council of the North.
- 10.04 Grants in the form of an honorarium may be made from time to time at the Diocesan's discretion to properly trained and approved diocesan lay leaders and non-stipendiary clergy in accordance with training, experience, responsibility, proportion of time spent on their duties and remuneration from other sources. Payments on account of such grants shall be subject to the receipt by the Diocesan office of half-yearly or other specified periodic reports to the Diocesan by the diocesan lay leader or non-stipendiary clergy on his or her work. Reports should be forwarded through the regional bishop. Grants shall be paid from the Diocesan office by monthly cheques or by other agreed arrangements.
- 10.05 During the training of those approved for layreader, diocesan lay leader and non-stipendiary clergy training, allowances may be paid by the Diocese to the students. These are for their own use (pocket money), board and the student's spouse to assist the family.

The decision about the payment of these allowances is made by the Diocesan after consideration of any loss of income and extra housing costs incurred by the student because of his or her studies.

Section 11 – Special Appointments

- 11.01 Reserved

Section 12 – Language

- 12.01 It is an expectation of the Diocese that the incumbent apply himself or herself to learn the language of the people to whom they are ministering.
- 12.02 The Diocese may provide assistance in the cost of any tuition and expenses related to the learning of the above-mentioned study.

Section 13 – Diocesan Annual Reports

- 13.01 General Report A full written report of the minister's work for each calendar year shall be sent to the Diocesan within ninety (90) days of the end of December, with a copy to the *minister's* regional bishop. In the absence of a minister, the reports will be the responsibility of the churchwardens. This report shall cover in detail the work of the whole parish including specifically:
- (a) comments upon items in the statistical report
 - (b) special work or services, i.e. media, talks, etc
 - (c) travel within parish
 - (d) territory covered

- (e) the size of the parish with its general outlines
- (f) the approximate minimum and maximum number of people in the parish during the year, fluctuations and apparent causes thereof
- (g) the number of outstations with information in each case in (f) above
- (h) the area of responsibility of assistants, diocesan lay leaders and lay readers setting out in the case of each:
 - i) The various congregations that he/she has ministered to
 - ii) How he or she is regarded by the people
 - iii) Duties performed
 - iv) Amount of ministry he or she does
 - v) Whether his or her teaching is sound (if the reporting minister is qualified by Understanding the language)
 - vi) Visiting
- (i) General conditions of the mission house, church and other buildings and furnishings and attaching a full report on each one
- (j) State of vestries, Sunday schools, religious education in schools and hostels and degree of cooperation of their authorities.

The report shall include an outline in respect of each of the above items, comments whether ground is being gained or lost, problems and difficulties involved with illustrative examples and all pertinent background and information.

13.02 Financial Reports and Statistical Reports for each calendar year shall be prepared on the forms provided by the Diocese and sent forward within ninety (90) days of the end of each year to the Diocesan office with copies to the minister's/parish's regional bishop.

13.03 Inventories of the contents or changes to the contents of the mission house, church and other buildings complete in every detail shall be prepared by the incumbent as of December 31 in each year, in the manner prescribed by the Diocesan office and forwarded with the incumbent's annual report. An explanation should be made of all items in prior inventories not shown on current inventory.

Note: Applications for Diocese assistance to purchase or replace inventory items cannot be approved and ordered until receipt of such inventory.

13.04 Confirmations ministers shall report the names of all persons confirmed with pertinent information to the Diocesan, on the prescribed forms, as soon as possible after a Confirmation.

Section 14 – Banking

14.01 All monies received by a parish are to be deposited in an account opened by the authority of the Vestry with the local branch of a chartered bank, or if there is none, with any local store or outlet. In each case the account shall be in the name of the parish and no other. The location of such account shall be reported to the diocesan Treasurer as soon as possible after the account is opened.

14.02 All purchases for the operation of the Church, particularly those made locally, shall be paid for from the parish bank account, or where applicable shall be made by order drawn on the account kept with the local store or outlet.

14.03 Two members of the Vestry as designated by the Vestry in self-supporting parishes shall sign all cheques or orders. In all other cases, the minister (or the minister's warden in his or her absence) and one other member of the Vestry designated by the Vestry shall sign them. The names of those individuals having signing authority and any changes in signing authority shall be reported to the diocesan Treasurer.

- 14.04 Purchases shall be restricted to those approved for the operation of the Church. In particular, no funds set aside or received for special purchase such as assessment, sale of books, Primate's World Relief Fund, etc., or gifts for special purposes shall be used for local purchases.
- 14.05 Excepting for self-supporting parishes, which have made full provision for all debts, assessment and current expenses, no collections shall be made for, or monies expended on, costly equipment and/or furnishings for a church (such as electric organs and similar articles) without the prior written authorization of the Diocesan and in any event not until provision has been made for all debts, assessment and current expenses of the parish.
- 14.06 The remittance of monies to the Diocesan office, including those set aside or received by the parish for special purposes, such as set forth in subsection 14.04 above shall be made monthly, accompanied by the forms provided showing the allocation of all monies to each account.

Section 15 – Appeals and Donations

- 15.01 All major appeals, emergency or otherwise, by incumbents in charge of parishes, whether to the Anglican Church Women, other church organizations, individuals, parishes or churches, groups or associations, shall be made only with the permission of the Diocesan Bishop. Any equipment donated to any parish shall become parish property and forthwith be added to the inventory.
- 15.02 Special donations received and designated for any part of the work in the Diocese shall be sent to the Diocesan office where they shall be credited to the work so designated. Ministers receiving special donations for parish purposes shall immediately report the same to the Diocesan office and such donations not be used for other than the purposes designated.
- 15.03 Incumbents shall not establish work or take on projects that are funded by private or other corporate means, except after consultation and the agreement of the Diocesan Bishop and of the Vestry of the parish.

Section 16 – Special Work or Appointments

- 16.01 Stipendiary ministers shall not engage in secular work, partake in private business enterprises, or accept government appointments of any kind which would take them from their regular parish duties without the written permission of the Diocesan and prior consultation and agreement of the Vestry.

Section 17 – Medical Expenses and Extended Leave for Clergy

- 17.01 The Diocese will not be responsible for transportation expenses for ministers, their spouse or families when in need of medical treatment (including pregnancy or extended leave).
- (a) Every minister shall ensure that he or she belongs to that regional or territorial medical health care plan he or she is currently ministering in which will cover the minister, his or her spouse and his or her children.
- (b) Ministers are strongly advised to acquaint themselves with appropriate federal, territorial and provincial legislation regarding medical and dental treatment.
- (c) Other church funds may exist from time to time for assistance in special circumstances and where no other assistance whatever is available. Any application for such assistance shall be made through the Diocesan. While recognizing that emergencies may dictate otherwise, availability of funds cannot be assumed until confirmation is received by the minister that funds will be allocated in respect of his special application.
- (d) Clergy and diocesan staff have extended medical benefits included in their employment with the Diocese. They are urged to read for themselves the terms and conditions of this plan. The Diocese will not normally seek claims or benefits on behalf of its personnel for any medical or dental treatment.

- 17.02 Clergy wishing to apply for extended leave or sabbatical from their parish, for whatever reason, must apply directly to the Diocesan who may give permission following consultation with their regional bishop and their churchwardens.
- (a) Clergy absent from the parish without express permission shall not be paid for that time of any unauthorized leave and may be subject to disciplinary action.
 - (b) Leave of notice may be arranged at short notice for medical or personal reasons provided the Diocesan and parish wardens give their permission beforehand.
 - (c) For any periods of absences even authorized, ministers may have their pay and/or allowances paid in full, reduced or stopped entirely depending on the decision of the Diocesan.
- 17.03 Bereavement Leave - Financial assistance will be granted if the situation is an emergency and of an immediate life threatening situation or death. It must involve the employee or family member of the employee or spouse being in one of the following categories: grandparent, parent, spouse, child or sibling. A maximum of 2 people at 50% of travel cost within Canada will normally be paid. Anything beyond these guidelines will be at the discretion of the Bishops.

Section 18 – Ministers Travel on Route to New Parish

- 18.01 Routes and Rates Employees of the Diocese shall travel to, from and within the Diocese by the most direct economical route unless another route is otherwise officially approved.
- 18.02 Expenses for Authorized Travel Except as otherwise provided herein, transportation expenses within Canada of all diocesan personnel incurred during authorized travel shall be paid by the Diocese including, where applicable, those of a minister's or staff persons spouse and children under the age of eighteen on the following scale:
- (a) Air – economy or equivalent without excess baggage.
 - (b) Vehicular (car/truck/snowmobile etc) the rate for expenses being outlined in section 25.01.
 - (c) An allowance up to \$10.00 per adult per meal, and \$7.50 per child (under the age of 18) per meal, is given to offset meal costs. With acknowledgement that the allowance to be paid may be greater in different northern locations. In the event the meal cost claims are in the opinion of the Diocesan excessive, a deduction to the payment shall be put to the minister's travel allowance. The Diocesan may request receipts.
 - (d) Where hotel accommodation is necessary, the Diocese will pay for a single room rate (or double room rate in the case of married couples) and up to two double rooms for couples with children.
 - (e) Where a stopover at another house is necessary when travelling on Diocesan business, an allowance the same as Section (c) will be given to the homeowner/minister. This total allowance will be paid by the Diocese to the minister/owner of the house, upon receipt by the Diocese of a claim where the stopover occurred. In the event a stopover, in the opinion of the Diocesan, was unnecessary or excessive, a deduction to the payment shall be put to the minister's/owner's meal allowance.
 - (f) Reimbursement of authorized travel expenses outlaid by the minister or staff will only be made upon receipt by the Diocesan office of an itemized account.
 - (g) Stipendiary ministers and staff shall be entitled to transportation expenses for children under the age of eighteen except in the case of travelling out of the parish when the child, otherwise qualified, last traveled at the Diocese expense under the age of eighteen.
 - (h) Travel expenses are not an allowance as such but rather a reimbursement, to the extent set out in this section, of expenses outlaid by the minister.
 - (i) Ministers or staff travelling other than as provided in subsection 18.01 above shall be responsible for and pay any excess costs incurred.
 - (j) A minister, who resigns within the parish prior to completion of his or her agreed term of service, shall be responsible for and pay all travelling expenses from the parish over and above the amount, if any, credited to the minister for travel allowance for vacation up to the time of resignation since his or her last location, or his or her entry into the Diocese, as the case may be.

Section 19 – Staff Moving

- 19.01 The Diocese pays authorized freight charges actually incurred on shipment of personal belongings of ministers moving to, from or on transfer within the Diocese. In the case of a minister moving to an assisted parish, as missions are furnished and equipped, total weight is limited to 325 kilograms (700 lbs.) per adult¹ and 115 kilograms (250 lbs.) per child for whom the Diocese pay travelling expenses. In the case of a single person, weight limit will be 454 kilograms (1000 lbs.). Authorized charges are:
- (a) Upon entry into the Diocese from the place of normal residence to the parish, by approved route and method of transport.
 - (b) Upon change of parish within the Diocese from mission station to mission station by approved route.
 - (c) Upon retiring from the Diocese from the parish to the new residence within Canada, providing they have no outstanding debts to the Diocese and prior to approval by the Diocesan. (As to the route, location and method of transport) In the case of self-supporting parishes, responsibility for paying freight charges as provided above rests with the parish, the standard as provided above being understood as the minimum amount a self-supporting parish is responsible for.
- 19.02 The Diocese is not responsible for the cost of the transportation of pets of its employees.
- 19.03 Personal belongings requiring air transport must be shipped by prearranged airfreight to the parish beforehand, or if authorized can be flown to connect with the person at a given airport. Heavy baggage may be shipped by road where freight rate is less than by aircraft, provided that the Diocesan has given prior written permission.

Section 20 – Payment for Freight Charges for Minister’s Supplies

- 20.01 Reserved
- 20.02 Outside of the authorized travel and allowances, the Diocese will not accept, deal with or pay, any bills received from ministers or others for the account of ministers relating to freight charges on a minister’s personal supplies.
- 20.03 No longer relevant.
- 20.04 Freight charges for transport from airport or equivalent to mission house are the responsibility of the minister and no payment or allowance is made by the Diocese for such.

Section 21 – Vacation

- 21.01 A minister or staff member having a paid stipend shall be entitled to a vacation of six weeks in respect to each year of completed ministry/employment. Vacations shall be taken at such times as are convenient to the minister/staff member and the Diocesan. Vacations may be taken in the year in which they accrue or may be allowed to accumulate up to a maximum of 18 weeks in total. It is requested any minister or staff member taking vacation, give at least two prior months notice to the Diocesan office (90 days minimum notice if leave is expected over one month). Giving attention to the Diocesan with a copy of such notice to the appropriate member responsible for the minister’s deanery, and regional bishop.
- 21.02 An allowance towards actual expenses incurred for travel as generally defined in paragraph 18.02 (a) and (b) will be paid by the Diocese, or parish if self-supporting, subject to the provisions of paragraph 18.02 (f) to (j), and the following terms and conditions:

¹ The term Adult refers to the minister and his or her spouse only.

- (a) When a completed year of service has been finished, 50% of the average cost of air travel to the main hub for their deanery (viz., Montreal, Ottawa, Toronto, Winnipeg or Edmonton); will be paid for vacation travel for the minister/staff member and his or her family (but for only those family members that are entitled to travel).
- (b) If permission is given by the Diocesan or his commissary for a minister/staff member to charge his vacation travel costs to the Diocese, at the time of booking, the minister/staff member shall send to the Diocesan office that portion of the travel costs for which the person is responsible if such responsibility exists.
- (c) 50% of a return ticket price can be credited for each vacation six weeks to which the minister/staff member is entitled at the time in question.
- (d) Where a minister/staff member travels by his or her own automobile, the allowance for purposes of paragraph (a) shall be determined according to an agreed regional rate in consultation with the Diocesan.
- (e) Costs of charter or other special travelling arrangements shall in no case be reimbursed except to the extent that the minister/staff member would be entitled under the foregoing provisions of this paragraph 21.02.
- (f) No reimbursement of travel expenses shall be made in any case where the minister/staff member fails to comply with all the conditions and requirements of this section 21, unless and to the extent that the Diocesan may specify in writing.

- 21.03 No minister shall proceed on vacation without prior consultation with his/her regional dean, regional bishop and the Diocesan.
- 21.04 The minister/staff member is responsible for the care and/or storage of his/her personal belongings while on vacation. In the event of non-return from vacation the minister/staff member is responsible for the packing and shipping of the same.
- 21.05 All ministers/staff members and travelling members of a family going on and returning from vacation may be required to have a complete medical examination to the extent and for the purpose set out in section 3.
- 21.06 Stipends continue during any approved vacation.
- 21.07 Self-supporting parishes are expected to make provision for comparable vacation arrangements and expenses. They shall also make provision for adequate pastoral care during the minister's vacation.

Section 22 – Requisitions

- 22.01 Ministers may request the Diocesan office to forward ministry materials (such as prayer books/baptism papers etc.) available from its locality to the parish concerned. Care must be taken however that the correct number, size, colour. Language etc. be specified before sending. An invoice will be sent along with the requisition that must be paid for within thirty (30) days of its arrival.

Section 23 – Claims on Parish Supplies

No longer relevant

Section 24 – Diocesan Property and Supplies

- 24.01 No Diocesan property including all furnishings, fixtures, household goods, furniture, tools and utensils, shall be removed from the parish premises or used for purposes other than originally intended.
- 24.02 The Vestry is responsible for the care and preservation of Diocesan property in the community, particularly during periods when buildings are unoccupied and shall arrange locally and pay for all repairs and replacements that may be required due to normal wear and tear.
- 24.03 Invoices not having adequate information and supporting documents received at the Diocesan office will be returned to the churchwardens. If the diocesan Treasurer determines that payment must be made, the amount will be charged to the Vestry concerned, who will be notified at the same time. If the Vestry subsequently forwards information showing this to be an incorrect charge, the account will be credited for the amount involved, and the correct account will be debited.
- 24.04 No Diocesan building – whether house, church or other – may be used by any other person than the minister and his or her family, parishioners and congregations, for services and events, in the case of the church and church hall, or rented, lent or otherwise occupied or used, whether or not already occupied, vacant or in use without the written permission of the Diocesan. In cases of parishes wanting to repeatedly hire out certain buildings or facilities on a regular basis. Then the parish must firstly consult with the Diocesan and then establish a fixed policy with the Diocese as to its use and conditions of hire.
- 24.05 The expenditure of special gifts for buildings and equipment must receive the prior written approval of the Diocesan.
- 24.06 Self-supporting parishes shall provide adequate insurance coverage for all parish buildings. This coverage can be done through the Diocesan policy. In the event of ownership of vehicles and/or watercraft by the parish, adequate public liability and property damage insurance shall be provided in amounts and with insurance carriers approved by the Diocese. Ownership of vehicles and/or watercraft by a parish is subject to the prior written approval of the Diocesan.
- 24.07 A minister leaving his or her parish shall be responsible for the disposal of his/her personal supplies.
- 24.08 Housing Policy
1. The Diocese retains title to land and any buildings on it.
 2. Parishes are responsible for tax and insurance as arranged through the Diocese.
 3. The Parish shall observe and be bound by the Canons of the Anglican Church/Communion.
 4. In order to qualify for housing, the Minister shall remain an employee of the Diocese of The Arctic.
 5. Mortgages shall be approved by the Bishop who holds title, and should be paid through the Diocese office unless permission is given for payment to be made otherwise.
 6. In any event, no construction loans or building loans will be approved or made by the Diocese if the parish is in debt to the Diocese.
 7. To obtain a construction or building loan, the parish is to provide a “business plan” to the Diocese demonstrating financial planning etc. and the ability to pay all costs involved.
 8. Use of mission houses by third parties in the absence of the incumbent or in the case of a vacancy in the parish shall be by standard lease agreement through the Diocese office.
 9. Provision of housing is determined by staffing and location priorities.
 10. The parish is subject to Canons VII, VIII and XVII(1) regarding the provision of housing. Canon VII “The duty of maintaining the clergy rests primarily upon the congregations to which they minister, and the responsibility of seeing that the stipend and utility costs are regularly

and fully paid rests upon the respective churchwardens and vestries. Any assistance toward stipend and utility costs received from diocesan sources is only to be considered temporary financial support, which is given in gradually decreasing amounts until the people are able to support their own clergy.” Canon VIII “The Parish, subject to the approval of the Diocesan, shall provide a suitable house for the residence of the incumbent. A suitable house includes the provision of and payment for all necessary utilities.” Canon XVII (1) “No new Church buildings, enlargement, repairs, or renovations of any significance, or change in the fabric or furnishings of any church, parish hall, or residence, shall take place in any parish until the plans, proposals, and other information in connection therewith (including without limitation specifications, estimates, quotations, financing proposed), have been submitted by the vestry concerned for the consideration and approval of the Bishop and Executive Committee, failing which approval, no action shall be taken.”

11. A property committee appointed by the Bishop will make recommendations under this policy to the Executive Committee and the Bishop for ratification.
12. The incumbent will leave the residence at the end of his/her term in the same or better state of repair and condition as at the beginning of the term, provision being made for reasonable wear and tear. The incumbent and/or vestry are to replace with articles of similar value any furniture or household items that have been destroyed or damaged and rendered incapable of being adequately repaired.

Section 25 – Travelling for Parish or Diocesan Business

- 25.01 Travelling expenses incurred while on either parish or diocese work, or both, will be paid by the Diocese or parish, as the case may be, at rates as agreed upon, with the Diocesan, for the district concerned. When clergy travel to communities for pastoral visits, the vestry/parish is responsible for his/her food and accommodation. The reimbursement rate for car, snowmobile, or boat travel in an employee’s own vehicle travelling on Diocesan business (that is approved by the Diocesan) is 49¢ per kilometer plus actual cost of gasoline and oil.
- 25.02 Food purchased by the minister for his or her use at an outstation is the minister’s personal responsibility.
- 25.03 A minister continually using a vehicle for parish work may be given an allowance, which shall be determined according to an agreed regional rate in consultation with the Diocesan. Such vehicle allowance shall be the responsibility of the parish.

Section 26 – Pension Plan

- 26.01 All clergy and Diocesan full-time lay employees are required to become members of the General Synod Pension Fund.
- 26.02 At the discretion of the Diocesan, clergy of the Diocese on leave without pay may continue to make payments into the General Synod Pension Fund and Group Life Insurance Fund, and the Diocese may make its usual contribution thereto.

Section 27 – Death Benefit

- 27.01 The stipend of a deceased minister who dies while in the service of the Diocese shall be paid to his or her widow/widower or children, or both, as the Diocesan may determine, for a period of three months from the date of the minister’s death. The Diocese will pay an allowance towards actual expenses incurred for travel from the parish as generally defined in paragraph 18.02.
- 27.02 “Minister” as used in this section shall include the Diocesan and any other bishop or bishops working full-time for the Diocese. A minister with children whose spouse dies shall continue to be regarded as a married minister.

Section 28 – Church Ornaments

- 28.01 No permanent ornaments, altar hangings, memorial plaques, photographs, furnishings or ecclesiastical furniture shall be placed in a church or replacements made without written permission from the Regional Bishops.
- 28.02 No furnishings or ecclesiastical furniture may be removed or changed without permission from the Diocesan.
- 28.03 A record shall be kept of the names of donors of gifts and memorials to a church, and this record should be kept in the back of the church register of that church.

Section 29 – Utilities

- 29.01 Every parish through its Vestry is responsible for the purchase and payment of heating and lighting of the church, church hall, and mission house; the Diocese does not supply nor pay for these utilities.
- 29.02 The Diocese is not responsible either for the installation or operating costs of any telephone placed in any parish building. Costs accrued for long distance or electronic mail for Diocesan business reimbursement will be negotiated with the Diocesan office.

Section 30 – Information, Interpretations

- 30.01 Ministers requiring further information concerning these Rules and Regulations should consult with:
The Diocesan, Regional Bishops, Dean or the Diocesan Office
- 30.02 In these Rules and Regulations, words signifying the masculine gender include the feminine gender and the feminine includes the masculine. Similarly, words in the singular include the plural and the plural includes the singular.