

POLICY BOOK
OF THE
DIOCESE OF MOOSONEE
Anglican Church of Canada

Approved for use by
The Executive Council
Of
The Diocese of Moosonee

Revised November 2019

POLICY 1
DIOCESAN SUPPORT FUND and ASSESSMENTS

The Diocesan Support Fund (hereafter referred to as the D.S.F) is the amount of money required by the diocese from the parishes to support its ministry and to help it meet its financial obligations and budgetary objectives. Funds received through the D.S.F. will be used primarily to cover costs of operating the Administration Office and carrying out the work of the Executive Council, its committees, task forces, deaneries, and various diocesan related meetings.

D.S.F. Calculation Formula

The D.S.F. shall be calculated by applying assessment rates (determined by the Executive Council) to various levels of Assessable Income as set out in the following format:

- A% on the first Y\$ of Assessable Income
- B% on next Z\$ of Assessable Income

Annual Assessment Form

Parishes shall complete the Annual Assessment form which will be filed with the Chief Financial Officer by September 15th.

Determination of Assessable Income

Assessable income for a particular year will equal the **total** income of a parish for the immediate previous periods of July 1 to December 31 and January 1 to June 30 of the subsequent year, less any of the following which may be included in that total:

1. Refunds or rebates of expenses incurred (i.e. rebates of G.S.T./P.S.T.)
2. Income raised by way of special appeals for transmission to other charities (i.e. P.W.R.D.F., Bible Society, etc.)
3. Income raised by way of special appeals or bequests that is specifically designated for capital purposes such as major building, property or equipment acquisitions and improvements, or designated as trusts to finance projects not related to the parish's normal operations (i.e. scholarships);
4. Income received by memorial or endowment funds that are specifically designated by the donor for capital purposes or for acquisition of identifiable memorials within the parish or projects to be carried out by other organizations. (e.g. P.W.R.D.F.)

Implementation and Administration

Any parish which believes it would be unable to pay its new assessment is asked to submit a written application to the diocese, as soon as possible, but no later than October 15th of the year in which the assessment has been calculated, for consideration of a lesser amount. The application would document the special circumstances that would support the need for a lesser amount.

POLICY 2

RESERVED

POLICY 3

INSURANCE

All buildings owned by the Diocese of Moosonee are insured under a blanket policy. At the present time, our policy runs from January 1st to December 31st each year. The diocese is invoiced for the total premiums, and, in turn, invoices the parishes for the assessed premium amount based on the parish's requested coverage of their buildings. This allows parishes to reimburse the diocese in the current year. Parishes should pay their Insurance Premiums as quickly as they are able.

It must be noted that on a "**REPLACEMENT COST BASIS**" the parishes coverage limits must reflect "at least" 90% of today's actual replacement or reconstruction costs". Failing to do so will put the parish in breach of the co-insurance clause which forms part of commercial property wording. Similarly, if the coverage requested is on an "**ACTUAL CASH VALUE BASIS**" the parish limits must reflect 90% of today's actual cash value.

Buildings may be insured in one of the following three ways:

1. **Standard Replacement Cost.** If it is your church's intention to insure to the full amount.
 - a) required to replace your church to its current size and contents, it is important that you insure your buildings adequately.
 - b) If you are less than adequately insured, in any partial loss you would receive less than standard replacement cost.
 - c) In the event of a loss exceeding the insured value, the full excess costs would be the responsibility of the under-insured church.

2. **Efficiency/Utility Cost.** If your church planned to rebuild to a lesser size the congregation would need to determine the amount of square footage to which they would rebuild, plus contents, and quality of material to be used, and insure for that amount.

3. **Wreckage Value/Debris Removal Only.** Churches that would never be rebuilt may wish to insure for demolition and debris removal only up to a limit of \$25,000.00, \$50,000.00 or \$100,000.00. Assuming there is no coverage other than debris removal, no property would be covered other than the actual removal of debris if the property suffered a partial loss.

Church Wardens are responsible for ensuring that their church's coverage is adequate. Building values should be reassessed every five years, and insurance coverage adjusted accordingly. The parish is responsible for any costs incurred in the assessment. It is mandatory for every church in the Diocese of Moosonee to carry Liability Insurance up to a limit of \$5,000,000.00. A copy of the insurance policy is kept in the Administration Office. There is a \$2,500.00 deductible per claim. All claims should be made through the Administration Office and occurrences should be reported immediately.

Persons living in Diocesan buildings are responsible for insuring their own personal contents with an insurance broker of their choice.

Liability Insurance Program Summary

If a parish wishes to rent out their church hall to any third party or individual (parishioner or non-parishioner) to host a function that is **not "church sanctioned"** you would **not** be covered under our general liability insurance. The individual or group who wishes to rent the hall would be required to buy liability coverage. Examples of events that would not be considered 'church sanctioned' are bridal and baby showers, birthday parties, retirement parties, weddings, etc.

If the individual or group is renting the hall to host a "church sanctioned function", then he/she would be covered under our diocesan general liability coverage, and would not be required to purchase this third party liability coverage.

Key points to remember when you want to rent your church hall to an individual or group that will not be a 'church sanctioned' event.

1. Where possible anyone who rents the hall should provide a certificate of insurance confirming liability coverage. It should also confirm that The Diocese of Moosonee is added as an additional insured and the parish name and address as the location of the event. In some instances, an individual or group may already have a third party liability policy in place and will simply add The Diocese of Moosonee as an additional insured. You must ensure that you are provided with a certificate of insurance confirming liability coverage.
2. In the event that the individual or groups do not have their own third party liability, they must purchase the coverage through our insurance provider. See the Diocesan website for full instructions. ***BEFORE A RENTAL CAN TAKE PLACE, THE RENTING CHURCH MUST RECEIVE A COPY OF THE INSURANCE CERTIFICATE OBTAINED BY THE RENTER AND A COPY OF THE INSURANCE CERTIFICATE MUST BE EMAILED TO THE CHIEF FINANCIAL OFFICER OF THE DIOCESE.***

3. Where there is liquor involved, the tenant should purchase and provide proof of liquor liability insurance. The Diocesan Insurer is able to provide a quote for this coverage under a Party Alcohol Liability (PAL) policy.
4. For any operation in the hall that is sanctioned by the Diocese, and the Diocese is taking part in it, your liability insurance would cover your legal liability.

Full instructions and payment information for placing third party liability insurance, and a link to the *Liability Insurance* provider's website are on the Diocesan website (www.moosoneeanglican.ca).

POLICY 4

MOVING

Guidelines for Moving

General Principles:

It is the purpose of these guidelines to facilitate and clarify the moving of an employee from one parish or location either inside or outside the diocese to another in such a way that the minimum of inconvenience and expense is incurred by the Diocese of Moosonee and the employee in question.

Practice:

1. When an appointment has been made the employee will provide to the Bishop or his/he designate quotes from three moving companies. The Bishop or his/her designate, in consultation with the employee, will choose the most feasible mover, weighing such factors as expediency and economy. The Bishop or his/her designate will contract with the chosen mover who will then make arrangements directly with the employee. The Diocese will be responsible for the cost of the move **up to 7,500 lbs. of the employee's personal effects and furnishings.** This 7,500 lb. allowance is considered to be well within the weight estimates of a three bedroom house full of furniture, including a dining room and kitchen appliances.
2. In so far as possible, the employee's arrival should coincide with that of his/her household effects so that he/she can receive and certify the delivery condition of the said effects.
3. Travel costs of the family, meals enroute, and necessary overnight accommodation enroute will be reimbursed to the employee **after consultation with the Bishop**, taking into consideration the diocesan guidelines for travel and meals.
4. Payment for moving expenses will be made by the diocese upon receipt of an -invoice from the movers bearing a signature acknowledging receipt at the destination of the household effects. Claims for damages will be the responsibility of the owner.

5. Should a diocesan employee, on whose behalf a moving expense was incurred, decide, on their own volition to leave the employ of the Diocese of Moosonee before three (3) years, that person will may be required to make restitution to the Diocese of Moosonee for the pro-rated portion of the moving expense originally incurred.

POLICY 5
NORTHLAND PUBLICATION

The Northland is the official publication of the Diocese of Moosonee published quarterly by the Bishop of Moosonee. There is a volunteer Editor, who reports to the Bishop or Administrator and Executive Council. All concerns with regard to The Northland shall be channeled through the Bishop or Administrator. The cost of this publication is dependent in part on income generated through the Anglican Journal Appeal. For the past number of years, this has been supplemented through other funds made available through the Diocesan budget in recognition of the publicity value of this magazine.

The purpose of the publication is to share with both members of the Diocese and friends outside, information, anecdotes, pictures and stories of what God is doing among His people in this northern area. The Editor regularly solicits articles and pictures from people who are present at various Diocesan events.

Each Anglican household in the Diocese should be encouraged to subscribe and new subscriptions, with accompanying donations, would be appreciated. Gift subscriptions are also encouraged.

POLICY 6
REIMBURSEMENT

OCCASIONAL TRAVEL AND MEALS

Travel

Effective January 1, 2015, the Diocese pays travel expenses at the rate of 42 cents per kilometer for incidental travel while on diocesan business to those who **do not** receive the annual travel allowance as diocesan employees. Mileage of 40 cents per kilometer is payable to diocesan employees who receive the annual travel allowance, less the 500 km monthly base

Meals

Effective January 1, 2015, the maximum daily reimbursement for meals while on diocesan business is \$45.00.

Requests for reimbursement for expenses must be accompanied by the proper receipts and should be received at the Administration Office within one month of the date on which the expense was incurred, or prior to the end of the calendar year, whichever comes first.

HONORARIA

Honoraria for the Conduct of Worship Services

Anyone, on behalf of the Diocese, who conducts a worship service in a parish to which they are not licensed shall be paid an honorarium of \$100.00 per service plus travel and out of pocket expenses. The expense claim is to be submitted to the Synod Office. The Synod Office will be responsible for invoicing the parish.

Weddings and funerals are excluded, which may be the subject of a private arrangement.

Anyone who by special invitation from a parish to which they are not licensed, to provide any service, will be directly reimbursed by the Parish.

POLICY 7
ANGLICAN DIOCESE OF MOOSONEE
RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT

I. INTRODUCTION

Theological Basis

Despite its mission to be the body of Christ, the church is no stranger to sexual abuse, even in its own midst/ The Church's understanding of sexual abuse must be set in the framework of what it means to be a Christian, to be a sexual person of Christian faith, and to be a servant in the church.

Christians have a high calling. Christ invites and empowers us to live out our lives in the love he shows us. Our identity as Christians is both gift and demand. Promised fullness of life, we are called to the self-giving of the cross, to faithfulness, compassion, and justice. Our faith is framed between acknowledgment of our arrogance, sinfulness and brokenness, and commitment to the renewal of human life through dying to self. That renewal encompasses "the healing, wholeness, and liberation promised by God's grace to every facet of human life" which is the task of ministry (Pellauer et al., 52)

What does it mean to be a sexual person in such faith? Sexuality is central to our being; we are body-selves. It is the basic to our fulfillment, and our vulnerability. Sexuality carries our need to reach out to and embrace others, our longing for relatedness. Sexuality is the power to be in communion with another, to be caught up in the wonder of mutuality. Our sexuality, as a dimension of our whole selves, is to be offered to God; in the expression of sexual desires we are called to holiness.

God values sexuality as good, blessed, and purposeful. Scripture sees it as a gift to be celebrated in joy and ecstasy, and to be held in the web of love and covenant. Trust and justice, mirroring God's ways with us, are to undergird it. Love is to be its expression. Mutuality is its meaning in a world God destines for a reconciliation we are to create, a harmony alive to the divine presence. Non-coercion, mutual acceptance of needs and rights, and mutual caring are characteristics of healthy sexual activity. Our God-given natures invite us to the responsible fulfillment of our sexuality.

The ethic that must go with such an understanding of sexuality entails equal respect for children, women, and men, as persons made in God's image, and for everyone's right to sexual and bodily integrity. Those who undertake as clergy or laity to serve the

church (whether salaried or volunteer) must, in living out their faith, adhere to Christian ethical principles in their sexual conduct, and also in their exercise of authority and power. In sharing the gospel mission to bring reconciliation, healing, and wholeness, they will draw close to those to whom they minister. They need to recognize the dynamics of trust in these relationships and the consequent potential for harm and abuse. The authority conferred by the church on those who work in Christ's name must be rooted in the love of Christ (Eph: 3.17). In their ministry they must model God's trustworthiness.

For any Christian, to betray trust by the grave ethical transgression of sexually abusing another, whether child or adult, is to deny Christian identity. Such a betrayal cannot be other than a gross injury to the one abused, and a violation of faithfulness to Christ.

II. STATEMENT OF POLICY

It is the policy of the Diocese of Moosonee that sexual misconduct of any kind by any staff person or volunteer will not be tolerated.

DEFINITIONS

Sexual Misconduct

Sexual misconduct for the purposes of this Policy is sexual exploitation, sexual harassment, sexual assault (commonly called sexual abuse) or any other sexual activity or conduct in which a person in a pastoral relationship with another takes advantage of the vulnerability of the person under his/her pastoral care or other guidance or leadership. This behavior, regardless of who appears to have initiated it, shall be deemed to be sexual misconduct.

Pastoral Relationship

Pastoral relationship is a relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides pastoral counseling, pastoral care, spiritual direction, spiritual guidance or from whom the cleric, employee or volunteer has received confession or confidential or privileged information.

Sexual Harassment

Sexual harassment is a specific form of harassment defined in the Human Rights Code of Ontario. It is engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Sexual harassment is behaviour that has the effect of undermining, coercing, intimidating, humiliating or demeaning an individual on the basis of sex. It may have the effect of creating a place of ministry or workplace which is hostile or offensive. Such behaviour may consist of a single incident or several incidents over a period of time. The harasser could be of the same or opposite sex as the person harassed and may be a supervisor, co-worker, minister, client, parishioner, volunteer or an external person providing service. Sexual harassment can occur in or outside the office or church building but is not limited to a work-related activity.

Examples

-threats or verbal abuse

-unwelcome sexual remarks, jokes, innuendo or taunting about a person's body or sexual orientation
-distribution by mail, fax or other electronic means material of a sexual nature which potentially could be offensive
-displaying sexist, pornographic or derogatory pictures, unwelcome invitations or requests or sexually suggestive remarks
-leering or other sexual gestures
-unnecessary physical contact, such as patting or pinching

Sexual Exploitation

Sexual exploitation refers to the act of taking advantage of the vulnerability of an adult, with whom there is a fiduciary and/or pastoral relationship (please see Pastoral Relationship), for one's own pleasure/gain. Sexual exploitation is any form of sexual contact or invitation to sexual contact, with an adult by a professional person, cleric or anyone in a position of authority or power over that adult whether or not there is consent from the individual (please see Consent pg 15).

Sexual Assault

Sexual assault, commonly known as sexual abuse, is any intentional use of force or threat of use of force and involving some form of sexual activity, including, but not limited to, the examples listed below, against another person without his/her consent. Sexual assault is an activity that may be criminal in nature as defined either as child abuse under the Ontario Child and Family Services Act or as criminal under the Criminal Code of Canada.

Examples

-kissing, sexual contact, fondling or sexual intercourse -bodily harm or threats to harm, assault with a weapon -incest, bestiality and gross indecency

-sexual offences against children such as sexual interference, invitation to touching, sexual exploitation of a young person, parent or guardian procuring sexual activity of a child, exposing genitals to a child, juvenile prostitution, corrupting children, indecent acts

Consent

Consent is understood as non-coercive. Consent has not been given if an individual agrees to any sexual activity under threat, or if consent is obtained by fraud or through the influence of a person in authority over that person. Children under the age of 12 cannot give consent. Under specific circumstances between peers, for children age 12-14, and with young persons age 14-18, consent is not valid if the accused was in a position of authority over them. There are further provisions for mentally or otherwise incapacitated or vulnerable children, adolescents and adults.

(Criminal Code of Canada, Bill C - 127, 1983 and Bill c - 15, 1988).

Complainant and Respondent

'Complainant' and 'respondent' are terms which describe the person bringing the complaint and the person who is accused of sexual misconduct.

Sexual conduct cannot be treated by the church as an entirely private affair between consenting adults, since others' attitudes and relationships are bound to be affected/ Moreover, in relationships of trust, whether with children or adults, the greatest care must be exercised to avoid taking advantage of trust, or abusing a situation of responsibility and caring.

Any staff person or volunteer needs to recognize the dynamics of these relationships and the potential for harm and abuse. Vulnerabilities are exposed, and the very strengths of these relationships, namely the expression of care and love, can take an inappropriate form, In particular:

- a) Professional counselor/client relationships are to be respected and maintained by all clergy and other professionals in every pastoral counseling situation. The pastoral counseling function creates a relationship of trust. Exploitation of this trust through sexual activity, or

touching for sexual purposes, or the suggestion or depiction of any such activity, will not be tolerated.

- b) Clergy and those responsible for parish, educational, or recreational activities are expected to maintain the highest ethical standards, in all their employment mentor, and colleague relationships. Inappropriate sexual activity, or the suggestion or proposal of any such activity, will not be tolerated.
- c) Clergy and other professionals in the employ or service of the diocese or any of its parishes or agencies are expected to exhibit unquestionable, ethical behaviour with their colleagues at all times.

III. GUIDING PRINCIPLES

As part of its ongoing education program, the Diocese of Moosonee will offer courses on sexual harassment and sexual misconduct to all clergy and church workers, professional and volunteer.

- a) As a priority, it is essential to take allegations of sexual misconduct seriously.
- b) Sexual misconduct needs to be recognized as an abuse of power and authority.
- c) The protection of victims and potential victims from sexual misconduct is a matter of fundamental concern.
- d) A person against whom an allegation of sexual misconduct is brought will be presumed innocent until proven otherwise.
- e) If there has been harm to others, the protection of the complainant and their family will be a paramount concern.
- f) Notwithstanding the above four principles, nothing should be done that might impede a criminal investigation.
- g) No person or persons shall knowingly make a false or vexatious complaint. To make such a complaint will be treated in itself as a form of harassment.

IV. COMPLAINT PROCEDURES

Introduction

When a person believes that he/she is a victim of sexual misconduct the Bishop of the Diocese or his delegate must be informed. The complainant may choose to proceed by an informal process rather than a formal process. Failing resolution, the complainant may request that the formal process be initiated. A decision by a complainant to choose not to attempt an informal process will not be construed adversely in a formal process under this policy.

If an individual feels he/she is a victim of sexual misconduct, the person should attempt, where possible, to clearly advise the person who is the source of the unacceptable behaviour, either verbally or in writing, that the conduct is unwelcome, that it is understood as sexual misconduct and that it must stop.

The complainant may find it helpful to keep detailed written notes recording the unwelcome behaviour, with dates (s), time (s), location (s) and witness (es). In the event that a formal process is requested the Bishop or his delegate will refer the complainant to the Diocesan Response Group, whose duty will be to investigate and advise the Bishop or the Bishop's delegate relating to allegations of inappropriate sexual misconduct. The responsibility of the Diocesan Response Group will be investigation, and recommendation with regard to discipline. Pastoral care for the alleged victim, family and friends of the alleged victim, the alleged offender and his/her family, the congregation immediately involved, and other clergy of the Diocese will be provided by others.

The Response Group is responsible to the Bishop or the Bishop's delegate, but must function with relative independence while investigating allegations in order to avoid the appearance of undue interference in the process.

The membership of the Diocesan Response Group will consist of:

- a) a priest
- b) a lawyer
- c) a lay person
(n.b. it is desirable that these individuals be knowledgeable in the field of human relationships, including sexual misconduct)
- d) a person skilled in keeping the minutes of the Diocesan Response Group's meetings, and
- e) any other person or persons the Bishop deems appropriate.

After consultation with the Diocesan Executive Council, the Bishop will appoint the members for a three year term. Members will be eligible for reappointment.

V. PROCESS

- a) Any complaint of sexual misconduct regarding a minor must be reported immediately to the Childrens Aid Society/Protection de la Jeunesse. A minor is a person 16 years or younger.
- b) When a complaint of sexual misconduct by a church employee or volunteer becomes known to a member of the Diocese, the complaint must be reported promptly to the Bishop. If the complaint is against the Bishop it must be reported directly to the Metropolitan. If the complaint is against the Bishop who is also the Metropolitan, it must be reported to the Primate.
- c) The Bishop, Metropolitan or Primate will then consult with the members of the Diocesan Response Group as soon as possible after receiving the complaint.
- d) When the complaint leads to criminal charges, Diocesan officials including the Response Group will assist the police in all appropriate ways in the investigation.
- e) Unless prohibited by police or court procedures, when an allegation of sexual misconduct is made, two members of the Diocesan Response Group will interview the alleged victim and record a written complaint from the alleged victim's oral account. The complainant may have an advocate present at the meeting. The complainant will also be advised that the written complaint will be shown to the offender.
- f) The Diocesan Response Group, or its delegate, will provide the alleged offender with a written copy of the complaint and ensure the offender understands the nature of the complaint. The Response Group will request a written response to the complaint from the alleged offender. The Response Group will request a meeting to hear the alleged offender's response. The alleged offender may have an advocate present at the meeting. The alleged offender is responsible for the cost of representation by an advocate.
- g) If the alleged offender acknowledges the truth of the allegation, the alleged offender may be suspended from ecclesiastical duties, and the Response Group will make recommendations to the Bishop of the Bishop's delegate with regard to discipline and/or treatment of the offender.
- h)
 - i) If the alleged offender denies the complaint but the Response Group thinks that further investigation is warranted, the alleged offender may be suspended from ecclesiastical duties, pending

further investigation. If the alleged offender is a member of the clergy, the clergy person's license may be temporarily suspended. The Response Group will then make its investigation and report its findings to the Bishop as soon as possible.

- ii) If the alleged offender is exonerated, this decision will be communicated to the parish and wider diocesan community.
- iii) If in the opinion of the Response Group, Diocesan Policy and Guidelines have been breached, the Response Group will make recommendations with regard to discipline and/or treatment of the alleged offender.
- i) The Bishop or the Bishop's delegate will give the alleged offender a written statement of the Response Group's recommendations and the proposed action by the Bishop or the Bishop's delegate. The Bishop or the Bishop's delegate will then arrange a meeting with the alleged offender to discuss the proposed action. The Bishop or the Bishop's delegate will then make a decision, and communicate that to the alleged offender. If the alleged offender disagrees with the decision of the Bishop or the Bishop's delegate, an appeal may be made to the Diocesan Court. In such cases any existing suspension will remain in effect pending the decision of the Diocesan Court.
- j) If the alleged offender is subject to discipline, the Bishop or the Bishop's delegate will be responsible for monitoring the offender's compliance.
- k) When appropriate, the Bishop or the Bishop's delegate will inform the parish of the circumstances of the complaint and the subsequent action that has been taken. The Bishop or the Bishop's delegate will also arrange, if necessary appropriate means to help the parish and diocesan community deal with the situation.
- l) The above process may be shortened or altered at the discretion of the Bishop or the Bishop's delegate, the Chancellor of the Diocese, and two members of the Diocesan Response Group. All discretionary action must be reported to the Diocesan Response Group in a reasonable period of time.

VI. DIOCESAN PASTORAL RESPONSE

- a) The Bishop or the Bishop's delegate will appoint a pastoral resource person to contact the victim whether child or adult and the family of the victim to offer support as appropriate. Although there must be no interference with the investigation, help in obtaining therapeutic treatment, as well as other forms of pastoral care, may be offered as needed. Personal communication with a child is especially important, but care must be taken not to inadvertently impede or influence the investigation.
- b)
 - i) The Bishop or the Bishop's delegate will also appoint pastoral resource persons for the alleged offender, the alleged offender's family, and the parish involved.
 - ii) The Diocese of Moosonee will maintain a list of therapists qualified to work in the area of sexual abuse and sexual harassment. This list will be provided to victims, victim's families, offenders, offender's families and others requiring help as a result of sexual abuse or sexual harassment by a member of the church. The diocese may offer financial support for those requiring therapeutic assistance.
 - iii) Confronting a priest or lay person with disciplinary action should be understood as a pastoral and caring act, providing for the common good of the church and also offering the possibility for restoration and healing.
 - iv) Confession and acknowledgment of responsibility should be regarded as an important first step in the possible restoration of an offending church worker. But confession and absolution should be conducted with care and cannot be considered the sole basis for restoration to ministry. Therapeutic evaluation and treatment is recommended and should be offered to the offender and the family of the offender as well. The Diocese may wish to offer financial assistance to the offender and the offender's family for this purpose.
- c) The Diocese needs to be supportive of the parish and parish leadership in such situations acknowledging the hurt and pain experienced and by offering support.

ACKNOWLEDGMENT FORM

Name _____ Position _____
(minister/employee/volunteer)

Read and Initial each paragraph below.

_____ I hereby acknowledge receipt of a copy of the **RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT POLICY** of the Diocese of Moosonee.

_____ I understand the contents of the **RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT POLICY** of the Diocese of Moosonee.

_____ I understand that to function in ministry implies a trust relationship and responsibility with in the church.

Signature _____

Please type or print name _____

Date _____

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Instructions: The form will be signed in duplicate, with one copy remaining with the policy, in the hands of the signatory. The second copy will be secured in the personnel file.

POLICY 8
CONFIDENTIALITY AND PRIVACY STANDARDS

Accountability

Unless otherwise designated the Administrator shall be the Privacy Officer. The Privacy Officer shall ensure compliance with Provincial and Federal laws.

Exceptions to the Consent principles:

The Administrator may collect and use personal information without consent:

- a) If it is clearly in the individual's interest and consent is not available in a timely way.
- b) If collection is required to investigate a breach of an agreement or contravention of a federal or provincial law.
- c) For journalistic, artistic or literary purposes.
- d) If it is publicly available.
- e) For an emergency that threatens an individual's life, health or security/
- f) For statistical or scholarly study or research.

The Bishop or Administrator may disclose personal information without consent:

- a) To a lawyer representing the Diocese.
- b) To collect a debt the individual owes the Diocese.
- c) To comply with a subpoena, warrant or order made by a court or other juridical body.
- d) To a lawfully authorized government authority.

POLICY 9

CLOSURE OF CHURCH BUILDINGS

There is a distinction between the closure of a church building, and the dissolution of a congregation. This policy refers to the physical closure of the church building, the dispersal of its assets, and its Deconsecration and setting apart for other uses.

General

1. When a congregation wishes to close, it shall first consult with the Bishop and the Regional Dean to consider other options.
2. When a congregation wishes to close, it shall hold a special vestry meeting called in accordance with the Canons of the Diocese of Moosonee.
3. A motion of closure shall be passed and recorded in the minutes. This motion must pass by a two-thirds majority of voters qualified to vote at a vestry.
4. The motion of closure shall be copied to the Bishop, the Regional Dean, and the Administrator for inclusion on the Executive Council agenda.
5. The Executive Council shall consider the proposal to close, and if it approves of the congregation's decision, the closure will proceed.
6. The congregation may then hold a Service of Thanksgiving for the work and ministry that had gone before in the church.
7. After all the assets have been dispersed, the Bishop or the Regional Dean acting on the Bishop's Mandate shall deconsecrate the church.

Procedure

1. The wardens shall remain in office until the assets of the church have been dispersed, and the building sold or otherwise disposed of.
2. The wardens shall work with the Incumbent and the Regional Dean to oversee the dispersal of assets, the sale or disposition of the building, and other tasks necessary under this policy.
3. If there are no wardens, or if there is a vestry of less than six people, the Regional Dean shall carry out the tasks required in this policy.

Financial Matters

1. The wardens shall pay from parish funds any outstanding invoices, and shall then change the address for accounts such as hydro, fuel, and insurance to that of the Diocese of Moosonee.

2. The wardens shall send to the Diocese of Moosonee the contents of all bank accounts, as well as all financial books and records.
3. The Wardens shall ensure that all Canada Revenue Agency Charity Returns, HST Rebate Returns and charity corporation dissolution are filed.
4. The Diocese of Moosonee shall set up an internally restricted fund with the balance of the congregation's funds, out of which shall be paid any remaining or ongoing bills. The remainder of the funds shall be allocated at the discretion of the Bishop, Finance and Property, and Executive Council.
5. Insurance shall be kept in place until the building is sold or otherwise disposed of, to be paid from the fund noted in #3 immediately above.
6. The Diocese of Moosonee shall recover costs associated with the payment of bills, over and above the amount existing in the fund mentioned in #3 above, from proceeds from the sale of the building and land.
7. The wardens, or if there be none, the Regional Dean, shall make provision for the safeguarding and security of the church building while it is vacant.

Other Books and Records

The vestry books, registers of baptisms, confirmations, marriages, and burials, the minute books, and other non-financial records shall be transferred to the diocesan archives at Laurentian University.

Other Assets

1. An inventory shall be made of all church contents such as furnishings, linens, memorials, stained glass, office equipment, etc. This inventory shall also show where they are dispersed.
2. If the altar and font are not dispersed to another church, they shall be burned unless there is a reverential use.
3. In the consideration of the dispersal of memorials, any remaining family of the donors should be consulted if they can be found.

4. The disposition of a congregation's remaining assets, after all financial obligations have been met, shall be determined by the Regional Dean in consultation with the wardens.

5. In deciding as to the disposition of assets, the Regional Dean and the wardens shall take into account:
 - i) Any requests from the incumbent, wardens, or vestry of the continuing congregations of a multi-point parish that the assets be transferred to them;
 - ii) Any significant associations or links between the closed congregation and the continuing congregations of the parish;
 - iii) The respective contributions of the congregations or parish, and the Diocese, to the acquisition of the assets in questions; and
 - iv) Other financial support provided by the Diocese to the parish concerned.

6. All remaining funds shall be paid to the diocese of Moosonee.

Deconsecration

Once the church has been cleared of all contents it should be deconsecrated by the Bishop, or the Administrator, Dean, or Regional Dean on the mandate of the Bishop of Moosonee.

POLICY 10

CONGREGATIONS FINANCIAL SELF-SUFFICIENCY

Notwithstanding the Policy set forth below, the Bishop is in no way constrained and retains all his authority to take whatever steps he considers in his or her sole discretion to be appropriate in the circumstances to further the best interests of the diocese and its mission and ministry.

The Christian mission and ministry which is central to the work of our Diocese is carried out, primarily, in our congregations. Many of our congregations have a difficult time financially supporting this work because there are often not enough financial supporters in their area to provide the necessary funds. It is part of our Anglican tradition, rooted in scripture from the earliest days of the Church, that congregations with greater financial resources should help those congregations not able to carry the entire financial cost of the work because of their smaller numbers.

The Diocese has a responsibility to assist our congregations which find themselves in financial difficulty to move to a financially self-sustaining model of ministry. In order to carry out this responsibility the Executive Council enacts the following Policy:

Definitions:

Arrears: Any amount of apportionment and/or stipend and benefits left unpaid at the end of the financial year, and any non-current loans administered by the Diocese.

The Ministry Plan:

1. As of the date of the enactment of this Policy by the Executive Council, any congregation which is in arrears for one year, and any congregation which subsequently becomes in arrears for a period of one year, will in consultation with Deanery officials, and local experts develop a plan to stabilize the finances.
2. The new financially self-sustaining model of ministry will be put into place and become effective no later than twelve months from the date upon which the congregation comes within the provisions of the policy.
3. Should the new model fail after the twelve month period the Bishop or his or her designate shall meet with the congregation to discuss the next steps.

Clergy Protection:

4. To extend the fairest protection and advance notice to the Incumbent of the Congregation, and subject to the required review by the Bishop, the Incumbent shall be given the notice of termination of appointment, prescribed under the terms of the Letter of Appointment, as soon, as may be practical after the date on which the Congregation comes within the provisions of this policy.
5. The Bishop or Administrator shall discuss with the Incumbent the re-structuring of the ministry of the Congregation and consider the Incumbent's opinion as to how best to re-structure the ministry of the Congregation so that it operates on a financially self-sustaining basis within the prescribed period to time.

Implementation of the Ministry Plan:

The Ministry Plan shall be implemented in such a manner, and at such times, and in such stages if any, as are detailed in the Ministry Plan.

**POLICY 11
RESERVED**

POLICY 12
ADMINISTRATION / PARISH

Books and Records

It is the responsibility of the Incumbent to see that all parish registers and any other registers or forms required by civil law are kept up to date.

It is also the responsibility of the Incumbent to see that year-end statistical forms and any other reports or forms which may be required by the Administration Office of the diocese are completed and sent in on time to the Administration Office by March 15th of the subsequent year.

Offertory

All offerings must be counted by two people and the amount entered in the vestry book must be initialed.

POLICY 13
ALCOHOL

1. The Diocese of Moosonee will not be responsible for covering the costs of alcoholic beverages for members at any Diocesan function.
2. Individual parishes shall set their own policies concerning the use of alcoholic beverages in church halls. Liability insurance coverage must be obtained if individual parishes permit the use of alcoholic beverages on church premises, as this is not covered under the Diocesan blanket policy.

POLICY 14

BUILDINGS AND PROPERTY

Parishes shall inform the Diocesan Executive Council of all proposed changes to their fabric. Changes which involve the physical plant are to be referred to the Finance and Property Committee. Changes which involve the sale or purchase of property are also to be referred to the Finance and Property Committee. Information on changes can be sent to the Administration Office for forwarding. Parishes should be prepared to submit details concerning the proposed changes as requested by the Finance and Property Committee or the Executive Council.

No major building projects will be undertaken in a parish without a resident Incumbent unless arrangements acceptable to the Diocesan Executive Council have been made to oversee the project.

Buildings will be inspected at least once every two years by the Regional Deans.

Protocol for Submission to Finance & Property Committee:

The following will be supplied:

1. Copy of a motion of a Special or Annual Vestry Meeting passed by a 2/3 majority of those present (recorded vote), and co-signed by the Incumbent and both Wardens when the cost of the building project or renovations will exceed \$7,500.00;
2. An engineer's study where applicable (ie. renovations to structure or movement of buildings);
3. Plans, drawings, or blueprints of the proposed construction including formal cost estimates;
4. Building and or renovation Permits received from local civil authorities.
5. A funding plan, including sources of funding, and a timetable for construction and funding needs;
6. Due to time constraints related to gathering quotations and other related materials, a special plea by the Incumbent and Wardens can be made to the Bishop by email/fax in order to expedite the process for approval by the Finance and Property Committee. In any case, decisions made between meetings of the Executive Council are to be ratified at the next Council meeting immediately following.

When financial assistance is being requested from the Diocese for a building project, application must be made to the Finance & property Committee outlining:

- i) A description of the work to be done;
- ii) The total cost of the project;
- iii) All sources of funding;
- iv) The amount requested from the Diocese;
- v) A proposed repayment schedule.

POLICY 15

RECTORIES

Accommodation in Parishes with no Rectory:

Where a parish has sold its Rectory, or for some other reason has no Rectory, the following shall apply:

1. A parish may, in agreement with its Incumbent and in consultation with the Regional Dean, rent or lease alternative “living quarters” The provision of such living quarters shall meet or exceed the requirements of Canon 22.
2. In lieu of 1) above, an Incumbent may enter into an agreement with a parish to be paid an annual “Housing Allowance”
 - i Such “housing allowance” shall be paid to the Incumbent in equal monthly payments, included in the stipend cheque, and he or she shall then be responsible for the provision of “living quarters”;
 - ii The amount of such “housing allowance” shall be negotiated between the parish and the Incumbent. As a rule of thumb, it is suggested that the value should approximate the median of rental rates in the community for a dwelling suitable as rectory accommodations;
 - iii The value of the “housing allowance” should not be related, directly or indirectly to the actual cost of the accommodation obtained by the Incumbent;
 - iv In case of dispute between the parish and the Incumbent, the Regional Dean may be requested to assist in resolving the matter;
 - v Such “housing allowance” shall be adjusted as necessary to reflect changes in local market conditions. However, the utility component of the “housing allowance” may be adjusted annually.
3. The above conditions, formula and periods of adjustment shall also be used for determining the “housing allowance’ for Administration Office or diocesan employees entitled to same.

Proceeds from Sale of Rectories

Whenever the sale of a parish Rectory occurs, and the purchase of a replacement rectory will not take place within 30 days, the following shall be the policy of the Diocese;

1. The proceeds of the sale are held in an internally restricted fund allocated at the discretion of the Bishop, Finance and Property, and Executive Council.

2. The annual investment interest shall be distributed to the appropriate parish for its use at the discretion of the bishop in the form of a grant.
3. Wherever a parish shall dispose of its Rectory, and for as long as the position of the Incumbent of such parish shall be held vacant, the diocese shall proceed in accordance with this policy.

Parish Responsibility re: rectory accommodations

Pursuant to Canon 22, every parish shall provide to its incumbents suitable living quarters. The understanding of suitable living quarters is to be determined by the Bishop, the Incumbent, and Wardens of the Parish.

Responsibility of Clergy when Leaving Church Supplied Housing

An incoming and outgoing inspection report signed by the Wardens and the Incumbent is to be submitted to the Synod Office.

It is to be understood that the outgoing incumbent will be responsible, at the discretion or direction of the Wardens, to leave the living quarters in the original state as when first occupied.

POLICY 16
PARISH REGISTERS – MAINTENANCE AND GUIDELINES FOR
ACCESS

Baptisms, Marriages, and Burials are public acts. Parishes and Dioceses hold the records of the acts in trust for the participants and for the whole church and are thereby responsible for maintaining the integrity of the records and controlling access to the records. **Offers by third parties (i.e., researchers, the Mormon Church, genealogical societies) to copy parish registers, in exchange for access, are not to be accepted.**

Care for Parish Registers

1. Registers should be filled in and signed by the officiant, at the time of, or as soon as possible after, the pastoral act. This insures that information is not lost.
2. All parts of each entry shall be filled in completely.
3. Entries should be accurate, using names as registered with Provincial Vital Statistics (birth certificate names), NOT nicknames.
4. Entries should be made in chronological order.
5. All entries should be printed legibly, including the names of signatories.
6. If, at the time of completing an entry, a mistake is made, the correction must be initialed by the officiant.
7. No page or entry should be removed from a register. *Voided entries should be clearly noted and initialed.*
8. Marginal comments are not allowed.
9. No change to dates or names can be made to any entry under the provisions of the Criminal Code Section 377 (i). If an error is discovered, a certified statement of correction may be appended to the register at a later date.
10. Access to parish registers should be allowed only according to established diocesan policy as detailed below.
11. A Fee of \$15.00 shall be charged for copies of certificates.
12. All completed registers are to be given to the diocesan archives authorities in accordance with diocesan canons.
13. All active registers are to be kept in a secure location under the care of the incumbent.
14. In the case of a vacancy, they should be placed in the care of one of the church wardens. The Bishop or Administrator should be informed of their whereabouts.

Completed Registers

Completed registers are to be deposited in the Diocesan Archives. The Diocesan Archives will provide care for the completed registers and maintain intellectual control over them.

The Archives for the Diocese of Moosonee are kept at Laurentian University under the care of:

Marthe Browne, Archivist, Laurentian University, 935 Ramsey Lake Road,
Sudbury, ON P3E 2C6 Telephone: 1-800-461-4030 Email:
archives@laurentian.ca

Guidelines for Access

1. Requests to view parish registers **for an individual's own records** will be granted AFTER PROPER IDENTIFICATION.

Baptism Records: the person named on the record and being at least 13 years old.

Marriage Records: the bride or groom named on the record.

Burial Records: the deceased's closest next-of-kin, executor, "or estate trustee.

2. Requests to view parish registers for third party records will be granted upon proper identification under the following conditions:

Baptismal records: 100 years or older

Marriage records: 85 years or older

Burial records: 75 years or older

3. Requests to view parish registers for third party records that are less than the time frames stated in 2, may be granted upon due identification under the following conditions. A certified copy of the records may be obtained upon due identification under the following conditions.

Baptism Records:

- i) A parent of the child named on the certificate and whose name is on the baptism record,
- ii) The closest next-of-kin, executor, "or estate trustee," if the person named on the record is deceased. (Proof of death, e.g. a death certificate or funeral director's statement must be provided.)
- iii) Any person authorized in writing by the person named on the record.

Marriage Records:

- i) A child (natural or adoptive) of the bride and groom,
- ii) A parent of the bride or groom,
- iii) The closest next-of-kin, executor, "or estate trustee," if either the bride or groom is deceased. (Proof of death, e.g. a death certificate or funeral director's statement must be provided.)
- iv) Any person authorized in writing by one of the persons named on the record.

Burial Records:

The deceased's closest next-of-kin, executor, "or estate trustee." *Please note that anyone may obtain a non-certified copy of a burial record.*

Notes:

Records (baptismal records, marriages certificates and burial certificates) from parishes under the jurisdiction of the Province of Quebec have no legal value and cannot be authenticated. Records must be obtained from the 'Directeur de l'État civil'. The rules and procedures listed above still apply.

Photo identification should be obtained before granting access to any records (no matter who is asking for records). Another way of protecting yourself is to require a request in writing so you have written proof of the relationship claimed by the person. This will demonstrate that you acted in good faith. If the Bureau de l'État Civil or Federal or Provincial ministry agents ask for such records, always make sure they are legitimate government employees before providing them with information.

POLICY 17

INCUMBENTS

Study Leave

A Study Leave of up to two weeks each year for continuing education purposes may be allowed in addition to holiday time; this must be negotiated with the Bishop. Information requested will include details of the course of study, time away from parish or appointed ministry, use of C.E. P., funds, etc. (Note that this is not extra holiday time to which people are entitled regardless of any definite study program. Post Course records must be provided to the Synod Office.

Incumbents' Absences from Parishes

Any time that the rector/incumbent is to be away from the parish, he or she must supply the wardens with contact information and with the arrangements made for pastoral care and liturgical leadership. If the absence is for an extended period (in excess of two or three days) notification (with the above noted information) must be given to the Regional Dean who will notify the Bishop or Administrator and the Administration Office.

All clergy and full time employees in the Diocese shall be entitled to an annual vacation of one full calendar month with full salary and benefits, thirty-one consecutive days which may include a maximum of five Sundays or in a number of shorter periods not exceeding thirty-one days, including a maximum of five Sundays.

After five years of ordination or three years of employment within the Diocese, one full calendar month, thirty-one days plus two weeks thereafter to a maximum of six Sundays. In the case of Incumbents, the expenses of Sunday services and other services in their absence shall be borne by the parish.

Travel time to and from the departure point for the vacation may be added to the vacation period. The amount of travel time is to be determined in consultation with the Bishop or Administrator and may be negotiated for vacation time taken in either a thirty-one day block or less than a thirty-one day block.

Except with written permission of the Bishop or the Administrator vacation time may not be transferred to a following year or combined with vacation time of another year to allow a longer accumulated vacation period.

Incumbents are required to complete a “CLERGY HOLIDAY INFORMATION FORM” (available from the Diocesan website). In lieu of the printed form, an email containing all the same information may be sent to the Regional Dean and copied to the Synod Office.

Vacation Time is prorated on a calendar basis from the date of appointment. On end of appointment or upon retirement vacation owed is prorated on calendar basis.

Maternity/Parental Leave

An employee taking a Maternity/Parental Leave of absence will not receive a housing allowance, if they choose to leave the housing which is provided by the parish during the period of the leave and will incur their own costs for moving.

The Bishop or Administrator may, in consultation with the affected parish, appoint an interim minister.

If the rectory is left vacant during the period of the leave, it may be used by the interim minister. The parish will cover the cost of an interim minister or a visiting priest, until the end of the leave.

Retiring Allowance

A retiring Allowance of \$7,500.00 will be paid to clergy who are entitled to pay into the national Church Pension Plan and have served in the diocese for five years. The retiring allowance amount is to be prorated for the period of service if less than five years. To be entitled, the clergy must have submitted a formal letter of retirement to the Bishop of Moosonee.

The retiring allowance will be paid out according to the clergy’s preference and Canada Revenue Agency requirements.

Illness Leave – Short Term Disability

The Diocesan Sick Leave Policy for clergy ensures financial support for stipendiary clerics or employees when they are unable to perform their responsibilities as a result of injury or illness. The Bishop of Moosonee may arrange for a temporary appointment to the parish and will consider appropriate action to assist clerics and parishes.

Short Term Disability

The Diocesan Administrator must be informed immediately if the illness of a cleric, whether stipendiary or non-stipendiary, is expected to result in absence from duties for a week or more. The Diocese of Moosonee Short Term Disability program will provide support for up to 119 days for stipendiary clerics, following appropriate medical documentation. The cleric's stipend, benefits and housing arrangements continue unchanged during sick leave and short-term disability (119 days). Short term disability forms will be completed after 5 consecutive days of illness/disability.

"The Short Term Disability Attending Physician's Statement and Patient's Consent" for release of information may be found on the Diocese of Moosonee website.

Sick Benefits Policy

The Diocese of Moosonee provides financial support to stipendiary clerics who hold an appointment when they are unable to perform their responsibilities as a result of injury or illness. The Diocese directly provides compensation to clergy absent from work for sick days and up to 119 days through the Diocesan Short-Term Disability policy. Short-Term and Long-Term Disability are for prolonged absence due to injury or illness. Long-Term Disability Benefits cover absences of over 119 days, and are provided through the **Long-Term Disability Plan** administered by the National Pension Office which provides for payment of 60% of pre-disability monthly stipend to the cleric.

Should frequency or patterns of regularity suggest misuse of the policy, the Bishop will implement performance management procedures immediately. While the Diocese cares deeply about those who are ill or injured, abuse of the sick leave policy will not be tolerated. The Diocese reserves the right to request a certificate from a registered medical practitioner for an absence of more than 5 days.

Sick days:

1. Sick days are for minor illnesses or injuries requiring a few days off.
2. The time required for minor illnesses or injuries is not considered short-term disability.

Short term: 0-119 days

1. Short-Term disability is for consecutive absence due to injury or prolonged illness.
2. Stipendiary Clergy and employees must work for the Diocese for three months to be eligible for short-term benefits.
3. The Diocesan Administrator is to be informed immediately if the illness of a cleric is expected to cause absence from work duties for a month or more.

4. Stipendiary clerics and employees must provide medical information from a registered practitioner to support the need for financial benefits for short-term disability leave.
5. The Bishop, who may delegate to the Diocesan Administrator, through consultation and fact finding determines if the emotional, physical, psychological, or behavioural well-being of an individual cleric/employee is impeding their ministry. Judging the suitability of the ministry is the decision of the Bishop and Administrator.
6. Additional medical information may be requested to support the continuation of compensation during a sick-leave period.
7. The Diocese will cover the cost of the medical certificate.
8. The Bishop or Administrator will provide the medical practitioner with information outlining the duties and responsibilities of the cleric's/employee's position so that the medical practitioner can make an informed decision about the patient's ability to perform such tasks.
9. Full salary will be paid for qualified sick leave for stipendiary clerics of up to 119 days (17 weeks). The qualified sick leave for a cleric is paid by the Diocese.
10. The Administrator should maintain regular contact with a cleric/ employee on disability.
11. At the end of the sick-leave or disability period, the cleric/employee must provide the Bishop or Administrator with a doctor's certificate indicating that he/she is fit to return to work.
12. If, after the cleric/employee has been on sick leave for 4 weeks, the medical information indicates that the sick-leave may continue beyond 119 days, the cleric or employee will ensure an application is made for Canada Pension and Long-Term Disability benefits from the National Church Plan.
13. The Bishop may arrange for a temporary appointment to the parish and will consider appropriate action regarding assisting ministers while the cleric/employee is on sick leave.
14. Records containing personal medical information are designated as PROTECTED and handled in a confidentiality manner. However, stipendiary clerics/employees who wish to apply for disability benefits under this policy or the Long-Term Disability Policy of the National Church will be required to provide complete medical information to the appropriate insurers.

15. If the disability is new, full benefits must be reinstated no later than one month after the employee returns to work. If the disability is a recurrence of an earlier one, full benefits must be reinstated no later than three months after the employee returns to work.

16. The status of a cleric on short-term disability is *On Leave*.

Short Term Disability Treatment Plan:

1. A treatment plan must be developed for each case. The treatment plan must be time-limited, goal oriented, and be geared towards developing and increasing patient autonomy, and eventual termination of the medical/therapeutic relationship.

2. The treatment plan will be developed by an accredited medical practitioner or therapist mutually agreed to by the Bishop of Moosonee and cleric/employee.

3. The stipendiary cleric will remain in the rectory or continue to receive a housing allowance for the duration of the short term disability or until cessation of the appointment.

4. The Bishop and Diocesan Administrator Officer will have the right to inquire with the clergy/employee and with the therapist about how the therapy is proceeding. The content of the sessions is not expected to be revealed unless the cleric/employee so chooses to offer information.

5. Clergy/employees are expected to inquire about the fee for services and be knowledgeable as to the insurance coverage provided by the Diocesan insurance plan. Insurance information can be attained through the benefit provider.

6. When the Bishop requires that a cleric/employee have a psychological or psychiatric evaluation, the Bishop or if assigned by the Bishop, the Diocesan Administrator will participate in the consultation and evaluation process along with the therapist and the cleric/employee.

7. Evaluation of ongoing medical attention or therapy by the Bishop or Diocesan Administrator will occur on a regular basis.

Rehabilitation

If, during an extended period of sick leave or short term, medical information indicates that the cleric or employee is medically fit to work on a part-time basis for rehabilitation purposes, he/she will be entitled to arrangements being made for such work, but it may not be in the pre-illness or disability parish.

Reasonable Accommodation

Under the terms of the Human Rights Code of Ontario, the Diocese of Moosonee has a responsibility to reasonably accommodate a stipendiary cleric/employee when an illness becomes a disability, provided the provision of accommodation does not cause undue hardship. In assessing undue hardship, the Ontario Human Rights Tribunal considers the cost of accommodation, outside sources of available funding and safety requirements. (*Human Rights Code of Ontario, Section 2 (1), 17(1,2)*). Please refer to Sections 3, 4 and 5 of the Long Term Disability Plan for more details.

Other Support

The Diocese provides access to counseling services through an Employment Assistance Program through Moreau Shepell and will offer pastoral and spiritual support, if requested.

DESCRIPTION AND DEFINITION OF COMMONLY USED TERMS FOR MEETINGS

- BEQUEST** To assign or transfer, give or leave something by will.
- BURSARY** A fund that provides allowances of money. (Usually for education purposes.)
- CANON** An ecclesiastical rule or laws. Canons govern the way things are done or standards required by the Diocese. The Bishop, clergy, parishes and diocesan staff must all follow Canon laws.
- CHANCELLOR** Diocesan lawyer.
- COMMITTEE OF THE WHOLE** When meetings go into a Committee of the whole, it means that the normal rules of debate (order of speakers, time limits, etc.) are not followed. Matters may be discussed freely and at length. No official minutes are taken.
- COURTESIES OF THE HOUSE** A provision for allowing people who are not delegates or members to speak during the meeting but do not have any voting privileges.
- DIOCESAN ADMINISTRATOR** The Administrator has the authority to make executive decisions or take actions on behalf of the Bishop.
- EXECUTIVE COUNCIL** An Executive Council is comprised of members of Synod. The task of Executive is to carry out the tasks and business / goals of Synod. It is a body of persons elected and appointed at Synod to do the business of Synod between Synods. (e.g. To fulfill a motion passed at Synod with specific actions.) As an Executive member, you have the obligation to vote on motions presented to the Executive. Members can also introduce motions, new policies, policy changes, diocesan protocols, etc. As a member it is your duty to vote on all motions and to have a say on such matters as budgets, buildings, programmes, and protocol for the Diocese of Moosonee.
- FUNDS** Capital (money), stocks, funds or interest bearing investments such

as GIC's.

- LEGACY** A gift of property, money, etc., or anything handed down in a will.
- MANDATE** The instructions by the Executive as Policy for Sub-Committees. A Mandate is predetermined goals and guidelines set and reviewed by Sub-Committee members which will guide and help Committees to achieve the short and long term goals of the Diocese.
- MOTION** A written proposal formally made by a mover and a seconder to a decision making assembly (Committee). Motions always require an action or decision to be made. If any actions or decisions are to be taken, then the motion must be presented and voted on for acceptance or rejection. Motions may ask for acceptance of reports, budgets, money policies, etc., or for specific actions to be taken in certain cases or instances. The Chair counts the votes then declares the motion as either accepted or rejected.
- MOVER SPEAKING A SECOND TIME** When a mover of a motion speaks a second time during a debate, except in response to a question or to clarify a point, the debate is then closed and the motion must be put forward for vote.
- POLICY BOOK** The Policy Book is a practical book of references to procedures or actions to be followed or taken by the Bishop, clergy, parishes, and staff members. The Policies contain definite and specific actions or procedures agreed upon by the Diocese of Moosonee, either through Motions or as something that has customarily been done a certain way and therefore adopted as policy.
- PRO FORMA MOTION** A motion requesting an action take place which is a formality. These motions would not affect diocesan budgets, policies, procedures or protocols. They are mostly motions of reports, acceptances, thank you, courtesies, etc. These motions are exempt from the usual requirements of being copied for each Committee member before being voted on.
- PROTOCOL** Rules and guidelines for procedures and precedence.
- QUORUM** A quorum is the minimum number of people present needed to hold

a meeting and to vote on a motion. An Executive Council quorum consists of six clergy members and six lay members, plus the president or Vice President.

SUB-COMMITTEE A Sub-Committee is a Committee made up of members of the Executive Council. (Other members of the Diocese may be co-opted into a Sub-Committee.) In the Diocese of Moosonee, all Executive members belong to a Sub-Committee. The Sub-Committee tasks are to accomplish the goals, policies, actions etc., as set out by the Executive or to fulfill their Sub-Committee mandate.

TABLED MOTION A motion that is put aside to be dealt with at a later time (date). When agreed, the motion would then be removed from the table and acted or voted upon. (Motions are often tabled when a future motion or report may affect the motion in question).

PASSING OF THE CHAIR The Bishop or Administrator, as Chair of Synod and of the Executive Council is the presiding Officer of the meetings. Persons presiding over the meetings cannot debate or put forward motions. Therefore when the Bishop wishes to speak, debate a motion or put a motion forward, he must pass the Chairmanship over to the Diocesan Administrator (or Vice-President).

TASK FORCE A Task Force is a group of people who have a definite piece of work assigned or expected of them. A Task Force is a group of people usually but not necessarily from the Executive Council membership who have specific tasks to accomplish. A Task Force reports to the Executive Council through a member of the Task Force who is also a member of Executive Council.

TO CALL A QUESTION A call for question is a call for the end of debate for a motion and for voting on the motion on the floor.

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