

# **PARISH OFFICER HANDBOOK**

of the

## **DIOCESE OF FREDERICTON**

**ANGLICAN CHURCH OF CANADA**



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## **ABOUT THIS HANDBOOK**

This publication is designed to serve as a general source of information for parish officers, including the Church Wardens, the Treasurer, the Vestry and others in a lay leadership capacity. It provides information of a general nature.

This guide is not intended to replace or supercede the many sources of information which already exist including The Anglican Church Act 2003; the Constitution and Canons; and the established regulations, policies and episcopal directives of the Diocese. The intent is to provide information about the more common tasks that parish officers encounter and to answer some of the more frequently asked questions.

For further clarification, this guide includes the full text of The Anglican Church Act 2003; the Constitution and certain specific Canons. Also included are excerpts from our Diocesan Policies that are of specific interest to parish lay leaders.

An attempt has been made to produce a resource which is easily read and helpful. Such an undertaking will not be without errors or omissions. Please advise the Synod Office if you find some. Also feel free to make, any suggestions for inclusion in future revisions. This is your resource and should respond to your needs.

February 2011

## **A MESSAGE FROM THE BISHOP**



The ministry and mission of Christ in the world have been handed on to the Church. It is by baptism that we become members of the Church and thereby we are called to ministry so as to further the mission of Christ. Baptism is both the means of our call and the empowerment for our call.

While the Clergy in the parish have the ultimate responsibility for liturgy, Christian education, pastoral care and administration of the sacraments, we must also recognize and nurture the laity, so that their work reflects the diversity of gifts given by God to each member of the Church. Among the gifts that St. Paul writes of in 1 Corinthians 12, is the gift of administration (services).

As an officer of your parish Corporation you are giving expression to the varieties of services within the Church spoken of by St. Paul. The exercise of your talents, energy and time is of inestimable value and worth enabling the Church in your parish to respond to the Lord's call to carry forth his ministry and mission.

I want to thank you most sincerely for your willingness to serve in the office to which you have been elected. I trust you'll find the experience a fulfilling and rewarding one. I want you to know as well that I as your Bishop, along with your Rector, Regional Dean, Archdeacon and Synod Office Staff are here to assist and enable you to carry out this ministry.

I wish you well and many blessings in your service.

The Most Reverend Claude W. Miller  
Archbishop of Fredericton

## **STANDARDS OF ACCOUNTABILITY FOR CONGREGATIONAL LEADERS**

1. With dedication and faithfulness, an accountable leader holds up the best interests of the community, offering a level of trustworthiness and faithful care expected of prudent leaders in similar circumstances.
2. An accountable leader is conscious of the power of the role, respecting and consistently living within the ethical boundaries that accompany such authority.
3. An accountable leader stays informed about the rules and records that order the community's life, the resources that may enrich it, and the requirements of the state.
4. An accountable leader creates a safe environment and safe institutional habits for the benefit of members, guests, and friends.
5. An accountable leader tells the truth.
6. An accountable leader gives special attention to all financial matters, abstaining from personal gain in congregational affairs and championing honesty.
7. An accountable leader oversees relationships, building and nurturing them both within the community and with strangers, guests, service providers, partner institutions, and the state.
8. An accountable leader leads, taking responsibility along with other leaders to move the community forward carefully.
9. An accountable leader nurtures self-respect in all, beginning with himself or herself.

*(Accountable Leadership by Paul Chaffee)*