



Holy Trinity Church, Thornhill

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"Something good is happening here!!"

ADVISORY BOARD



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HOLY TRINITY CHURCH

THORNHILL, ONTARIO

1830 - 2015



ADVISORY BOARD

CONSTITUTION AND BY-LAWS

HOLY TRINITY CHURCH

MISSION STATEMENT

**THE MISSION OF THE PEOPLE OF
HOLY TRINITY ANGLICAN CHURCH
IS TO BE A VIBANT, WELCOMING
CHRISTIAN COMMUNITY
FLOURISHING IN GOD'S LOVE
THROUGH FELLOWSHIP, OUTREACH,
WORSHIP AND SPIRITUAL GROWTH
IN AN ATMOSPHERE OF
COMPASSION AND MUTUAL RESPECT.**

Faith

Welcome to the Advisory Board

Roles & a Few Rules

1

Bless you!

- You are one of the greatest gifts given to a priest and a local church.
- You are wonderful servants of the Lord who lift the spirit of the priest and help advance the vision and mission of the church.
- A key group of saints of any church starts with the good people who sit around the church board table.



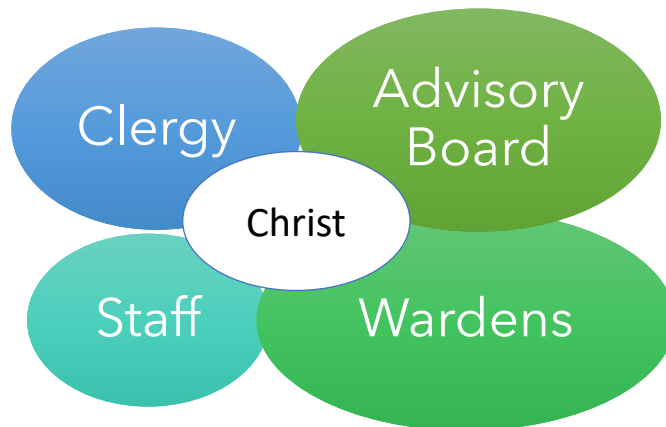
2

Talk about:

- Board's role
- Chair's role
- Your role
- having faith-based fun, focus & meaning



3



Roles in shared leadership

6

Parish Advisory Board

- Is a ministry team, engaged in worshipful work.
- Discerns and conducts its work with a deep and constant consciousness of the spiritual dimensions and dynamics
- Agendas, discussions and decisions are framed to express our spiritual mandate.
- Rely on the commission of:
 - Jesus to shape the board's work,
 - the Holy Spirit to guide the interactions
 - God's kingdom values and plans to form the context for all discussions.



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Our mission

We are a vibrant, welcoming Christian community flourishing in God's love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect.

Good things are happening
here.

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Board's Role:

To provide leadership to the Congregation/Vestry with respect to the Parish objectives including the following:

1. Meet the continuing needs of the congregation for personal spiritual growth and development.
2. Create an awareness in the congregation of the needs of the individual in the community and ways to respond to those needs.
3. Meet the growth and change in the community.
4. Fulfill our obligations as Christians to the world at large.
5. Maintain, develop and improve the lands, buildings and furnishings of the Church.
6. Provide the human and financial resources to meet these obligations.

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Board's Duties:

- Meet our objectives
- Act in an advisory capacity to the Incumbent and Wardens regarding:
 1. Matters referred to it by the vestry.
 2. Wardens' quarterly written financial statement and report;
 - make relevant recommendations
 3. Budget
 - make relevant recommendations
 4. Recommendations on any other matters affecting the parochial and extra parochial responsibilities of the parish.
 5. Assistance for the Sidespeople in securing the regular attendance of church members at services.

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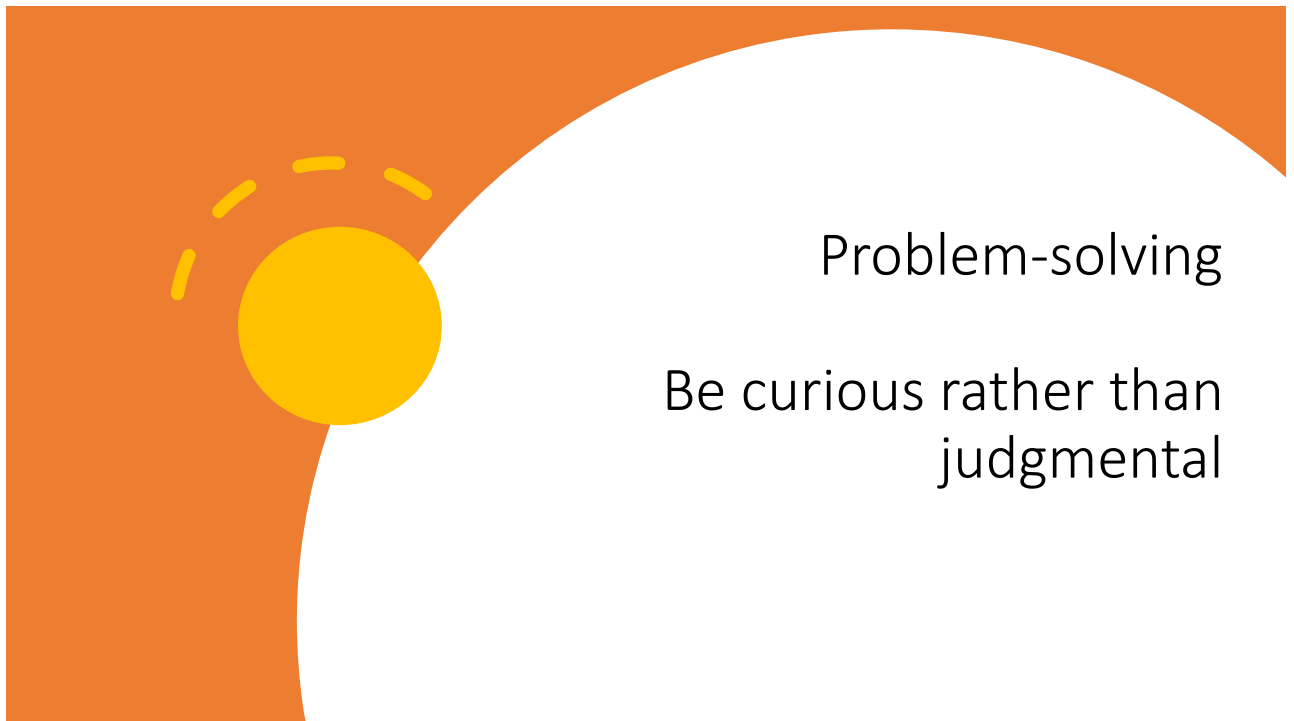
Board Chair, Wardens & Clergy

- deep, mutual trust;
- growing respect for the wisdom and gifts God provides to each;
- constant, clear communication on all significant issues;
- commitment to the success of the other in their ministry;
- ability to keep confidence and confidence that each is speaking up for the other.

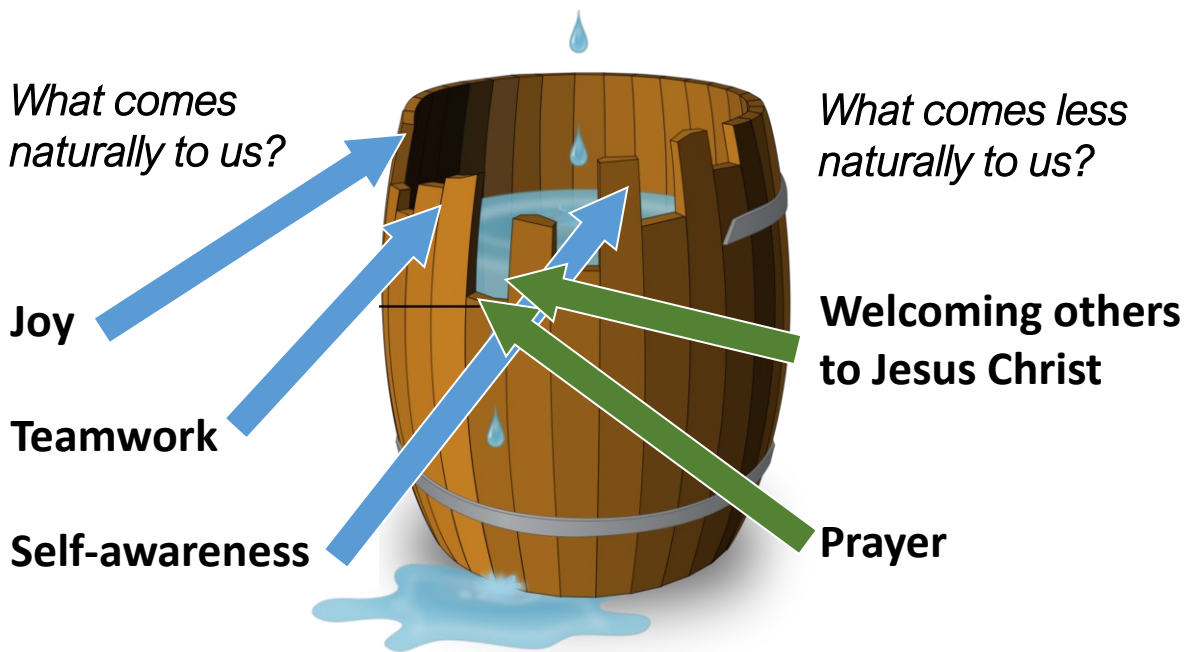
Refer to Rules of Order in Orientation Document



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Good ground
rules make
good Boards

WE ASK OURSELVES,
"DO MY WORDS AND
ACTIONS REFLECT THE
LOVE OF GOD?"

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HOLY TRINITY THORNHILL

OUR CODE OF CONDUCT IS BASED ON
CHRIST'S COMMAND "LOVE ONE ANOTHER
AS I HAVE LOVED YOU." JOHN 15:12

We seek to create a Christian environment that is welcoming, respectful, and safe for each and every member of our community. In worship, ministry, service, or as an employee, we are all protected by the human rights enshrined in the laws of this country and by our Christian values of fairness, decency and love.

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Ground rules: a lively, loving concern for the welfare of each other.

-
- No surprises for leaders at the Board meeting.
 - Don't contradict or criticize one another to the parish.
 - When differences arise, commit to pray, interact and find resolution in healthy ways, and to keep such discussions confidential as much as possible.
 - Take time to share your respective visions for the church's ministry, with freedom to disagree and interact in love, without feeling defensive.
 - **Have 1 conversation at a time - when meeting virtually leave on unmute**
 - **Listen (it's an action), rather than waiting to speak.**
 - **Once you've spoken wait to be recognized until everyone has had the opportunity to speak before speaking again.**



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Enjoy the
greatest time
of your faith

- Be here
- Be prepared
- Be prudent
- Be loyal
- Be a member
- Be Christian

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Resources

Effective Church Boards: The Ultimate Guide:

- <https://theunstuckgroup.com/effective-church-boards/>

Church Board Chair

- <https://www.churchboard.ca/175-seven-habits-of-effective-church-boards-habits-1-2/>



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ADVISORY BOARD CONSTITUTION

A. Function

1. To keep in the forefront of its deliberations the purpose for which Holy Trinity Church Thornhill exists.
2. To formulate plans and programs which will allow the Board to carry out its objectives.
3. To review its objectives from time to time to determine its achievements and whether they continue to be relevant and sufficient to allow the Board to fulfill the purpose of the Church.

B. Objectives

To provide leadership to the Congregation/Vestry with respect to the Parish objectives including the following:

1. To meet the continuing needs of the congregation for personal spiritual growth and development.
2. To create an awareness in the congregation of the needs of the individual in the community and ways to respond to those needs.
3. To meet the growth and change in the community.
4. To fulfill our obligations as Christians to the world at large.
5. To maintain, develop and improve the lands, buildings and furnishings of the Church and rectory.
6. To provide the human and financial resources to meet these obligations.

C. Duties

Mindful of its stated Function the Board shall take such action as is deemed necessary to attain the Objectives aforesaid.

The Canonical duties of the Board (Canon 17) are to act in an advisory capacity to the Incumbent and Churchwardens as follows:

1. In connection with matters referred to it by the vestry.
2. To receive from the Churchwardens, at least quarterly, a written financial statement and a report on all parish matters of importance and to make recommendations thereon.
3. To receive the budget to be submitted at the annual meeting of the vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon.
4. To make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the parish.
5. To assist the Sidespeople in securing the regular attendance of church members at the services of the church.

D. Mutuality of Decisions

The incumbent and Churchwardens should act in concert with the Board. In this concept, although the Board is advisory, decision making should be mutual, with the Board sharing in all aspects of planning, policy making, and direction for the parish.

E. Composition

1. The Board shall consist of the following:
 - (a) Incumbent
 - (b) Churchwardens
 - (c) Lay Members of Synod
 - (d) Seven (7) members to be elected by Vestry
 - (e) Seven (7) members to be appointed by the Incumbent
 - (f) ACW representative appointed by that body
 - (g) Ex Officio members
2. Ex Officio Members shall be:
 - (b) Assistant Curates, Associate Clergy, Staff members where the nature of their employment involves the ongoing ministry of the Church.
 - (c) Ex Officio members of the Board shall have all the rights and privileges of other members of the Board, save and except the right to vote.
 - (d) Ex Officio members of Committees shall have all the rights and privileges of the members of the Committee save and except the right to vote.
3. The term "Churchwardens", wherever used in the Constitution and By-laws, shall extend to and include Deputy Wardens whether elected or appointed.

F. Elections and Appointments

1. Election of Church officers and members of the Board who are elected by Vestry shall take place at the Annual Vestry Meeting.
2. The Incumbent shall announce the names of the appointed members of the Board and the appointed Church officers at the Annual Vestry Meeting.
3. In the event of a vacancy occurring in the membership of the Board during the term for which a person was elected or appointed, such vacancy shall be filled by the Board in the case of elected members and by the Incumbent in the case of appointed members.
4. Paragraph 3 shall not apply where the vacancy is that of an Incumbent, elected Churchwarden or an Ex Officio member.
5. The Chairperson of the Board, upon receipt of notice of a member's resignation shall table such notice at the next regularly constituted meeting of the Board.
6. The filling of a vacancy by the Board shall be by election which shall take place at the next regular meeting of the Board following the tabling of the written notice of resignation.
7. The Incumbent shall make an appointment to fill a vacancy of an appointed members as soon as conveniently possible after such vacancy occurs.
8. No person elected by Vestry (E.1(c) and (d) above) or appointed by the Incumbent (E. 1(e) above) as a member shall serve on the Advisory Board in that capacity for more than three (3) consecutive years.

G. Committees

1. The Board shall from time to time establish such committees as it shall deem necessary and proper for the carrying out of its functions and objectives.
2. The Board shall set out in writing the duties and responsibilities of each committee.
3. The Board shall elect annually from among its elected and appointed members, exclusive of Churchwardens, the chairperson of each standing committee.
4. Each elected and appointed member of the Board, exclusive of the Churchwardens and the Chairperson of the Advisory Board, shall be a chairperson or member of at least one standing committee.
5. The Incumbent and Churchwardens shall be Ex Officio members of all committees.
6. Ex Officio members of the Board shall act as resource persons for the Committees of the Board.

H. Nominating Committee

The Board shall not later than the regular Board meeting in September of each year establish a special committee of the Board to be known as the Nominating Committee by appointing a Chairperson thereof, with power to co-opt other members from Vestry to serve thereon.

The duties of the Committee shall be:

1. To bring forward to Vestry at its next annual meeting a report of the names of nominees for all positions which Vestry is entitled to fill by election or appointment. Such report shall not preclude any member of Vestry from nominating any other person for any elected position providing the consent of the nominee has been obtained.
2. To submit to the Wardens recommendations for the Chairperson of the Board; the Chairperson of the Standing Committees of the Board and appointees for such offices as the Board may appoint.

I. Amendments

1.
 - (a) Amendments to the Constitution of the Advisory Board shall be by Vestry.
 - (b) Amendments to the Constitution of the Advisory Board shall not be entertained by Vestry unless the proposed amendment has been filed with the Advisory Board at the regular monthly meeting of the Board in the month immediately preceding the month of the Vestry meeting.
2.
 - (a) Amendments to the By-laws and Rules of Order of the Advisory Board shall be made by the Advisory Board.
 - (b) Amendments to the By-laws and Rules of Order shall be discussed at the regular monthly meeting following the tabling of a proposed amendment.
 - (c) Amendments to the By-laws and Rules of Order of the Board require the consent of a two-thirds majority of the voting members of the Board.
3. The Advisory Board shall establish a special Committee to review and report on the Constitution, By-laws and Rules of Order of the Board at intervals not exceeding five years. The Chairperson of the Committee shall be a then current member of the Board and committee members can be from the Board and from the congregation at large.

ADVISORY BOARD BY-LAWS

A. Inaugural Meeting of the Board

1. The Inaugural Meeting of the Advisory Board shall be held on the second or third Tuesday following the Annual Vestry Meeting.

The Churchwardens shall be responsible for calling the Inaugural Meeting of the Board.

2. The procedure at the Inaugural Meeting shall be as follows:
 - (a) The agenda for the Inaugural Meeting shall be as set out in Schedule "A" to the By-Laws.
 - (b) The Churchwarden senior in service shall be chairperson for the opening of the meeting.
 - (c) The Chairperson shall table the nomination committee recommendations for Chairpersons of the Board and Standing Committees.

B. Regular Meetings of the Board

1. Regular meetings of the Advisory Board shall be held at 7:30 p.m. on the second or third Tuesday in each month, save and except the months of February, July and August, unless otherwise determined by the Board.
2. Special meetings of the Advisory Board shall be held at the call of the Chairperson on the written request of any three members of the Board.
3. The Board at any regular meeting can, by a majority of the members of the Board present, sanction a special meeting of the Board. Notice of the special meeting shall be given to Board members by the Chairperson in accordance with Article 4 of this section.
4. The written notice of every special meeting of the Board shall state the date, time, and place of the meeting and the business to be transacted or considered thereat and no other business shall be considered unless all the voting members of the Board are present and agree unanimously.
5. The Agenda for the regular meetings of the Board shall be as set out in Schedule "B" to the By-laws. No alteration in the Agenda, with respect to a specific meeting of the Board, shall be permitted unless approved by a two-thirds majority vote of the voting members present.
6. Meetings of the Board and its Committees shall adjourn not later than 11:00 p.m.

C. Communications

The Chairperson, through the established procedure, shall make the following available to Board members at least sixty (60) hours prior to a Board meeting:

Meeting Agenda, Minutes of Previous Meeting, Reports of Staff, Churchwardens and Committees, Submission of Deputations, and Notices of Motion which have been received for presentation to the Board.

D. Quorum of Board

1. A quorum of the Board shall consist of a majority of the voting members of the Board of which there shall be at least two of the Incumbent and Churchwardens present.
2. As soon after the time of the meeting as there shall be a quorum present, the Chairperson shall take the chair and call the members to order.
3. If there is no quorum present within fifteen minutes after the time appointed for a meeting, the Secretary shall record the names of the members then present together with the names of those who had recorded regrets. Members present may elect to discuss any item on the meeting's agenda which they consider of import to the ministry of the church. A record of this discussion shall be taken. They are not empowered to make any decision during any such discussion.

The Secretary of the Board shall include in the minutes of the next regular meeting the fact that the scheduled meeting was not held for lack of a quorum, with the names of the members then present, together with the names of those who had recorded regrets, and any record of any discussion held in lieu of a duly convened meeting.

4. The Chairperson shall adjourn a convened Board meeting whenever a quorum is no longer present and the Secretary shall then record the time of adjournment and the names of the members then present. Members present may elect to continue to discuss any item on the meeting's agenda which they consider of import to the ministry of the church. A record of this discussion shall be taken. They are not empowered to make any decision during any such discussion.

E. Quorum of Committees

1. A quorum of a committee shall consist of a majority of the members of the committee. For the purposes of a quorum the designated Churchwarden for a committee shall not be considered a member.
2. All other provisions for Quorum of Board shall apply to committee meetings.

F. Committees

1.
 - (a) The Board shall establish, from time to time, such special committees as may be deemed necessary.
 - (b) The purpose and the terms of reference of a special committee shall be set forth in the notice of motion setting up the committee.
 - (c) The chairperson of a special committee shall be appointed by the Board and need not be a member of the Board.
 - (d) The number of members on the special committee, unless specified in the terms of reference, shall be determined by the Committee Chairperson in consultation with the Board Chairperson.
 - (e) A special committee ceases to exist at the end of the term of the Board which established it.
 - (f) The chairperson of a special committee, whether a member of the Board or not, shall present the committee's report to the Board.
2. The Incumbent and Churchwardens shall serve as resource persons, or in a liaison capacity, to committees of the Board.

3. Committees shall keep a record of every meeting and shall report to the Board when requested by the Chairperson of the Board

G. Reports

1. Reports requiring action, whether or not funding is required, shall be in writing and shall be available to the Churchwardens and Chairperson of the Board at least seven days before the meeting at which the report is to be presented or within such shorter period of time as shall be agreeable to the Chairperson consistent with the Chairperson's obligation to the Board.
2. Motions arising out of reports shall be in writing and shall be made available to the Chairperson of the Board with the report.

H. Appointments

1. The Board shall appoint persons from time to time as the need arises to enable the mission of the parish.
2. The Board shall set out in writing the duties and responsibilities for each of the positions for which the Board makes appointments.

I. Deputations

1. Requests to appear before the Board to make a submission shall be made to the Chairperson of the Board.
2. The Chairperson, in consultation with the Churchwardens, shall determine at which meeting of the Board the submission shall be made.
3. The Deputation shall give to the Chairperson the names of the persons who will appear and a written copy of the submission to be made at least seven (7) days before the meeting of the Board or within such shorter period of time as shall be agreeable to the Chairperson consistent with the Chairperson's obligation to the Board.
4. A submission requesting specific action by the Board shall conclude with a succinct statement of the action requested in itemized form.
5. Where the submission fails to comply with Article 4 of this section the Board shall defer its decision to the next regular meeting of the Board.

J. Amendment of By-Laws.

No amendment, alternation or additions to the By-laws shall be made unless:

- (a) due notice thereof in writing setting forth the proposed amendment, alteration or addition shall have been given at a regular meeting previous to that at which the same comes up for consideration;
- (b) confirmed by a two-thirds majority of the voting members of the Board.

K. Context

All words in these By-laws in the singular shall, when the context so requires, include the plural.

SCHEDULE "A"

INAUGURAL MEETING - AGENDA

1. Senior Churchwarden takes the Chair
2. Welcome, Devotion & Introductions
3. Election of Secretary
4. Election of Chairperson
5. Chairperson assumes office
6. Incumbent's Comment
7. Orientation/Reports/Discussion
 - (a) *Diocesan Canons and Policies relevant to Wardens and Advisory Board*
 - (b) *Holy Trinity Church Constitution and By-Laws*
 - (c) *Programs and Ministries*
 - (d) *Wardens*
 - *Ministry Links & Portfolios, Cemetery, Tenants, Staff*
 - *Staff Briefings*
 - *Parish Finances*
 - *Funds, Accounts, Investments*
 - *Financial Statement*
 - *Budget for Current Year*
8. Other Business
9. Adjournment
10. Closing Prayer

SCHEDULE "B"

REGULAR MEETING - AGENDA

1. Opening
 - (a) Opening Devotions
 - (b) Approval of Agenda
2. Review of Minutes
 - (a) Confirmation of Minutes
 - (b) Matters Arising
3. Deputations & Correspondence
4. Main Item: Discussion
5. Reports & Discussion
 - (a) Financial Report
 - (b) Churchwardens & Incumbent
 - (c) Committees/Ministry Areas
7. Other Business
8. Adjournment
9. Closing Prayer

RULES OF ORDER

1. In the absence of the Chairperson, the members of the Board present shall appoint a chairperson who shall preside and act.
2. The Chairperson when called upon to decide a point of order or practice shall, before deciding, state the rule applicable to the case, without comment.
3. The ruling of the Chairperson shall be final, subject only to an appeal by a member to the Board, without debate.
4. Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, with permission of the Board, withdraw the motion.
5. Any member desiring to speak shall indicate by upraised hand, and upon recognition by the Chairperson, who shall call the member by name, the member may then, but not before, proceed to speak.
6. No member shall speak more than once or longer than ten minutes to the same question without leave of the Board, except the mover of a motion, who shall be allowed fifteen (15) minutes.
The mover of the original motion, but not of any amendment thereto, may have five minutes to reply.
7. Notwithstanding a motion to defer consideration of a matter coming before the Board (which is not debatable), a member who submits a Notice of Motion which appears on the Agenda shall be given an opportunity to address the Board for a period not exceeding three (3) minutes on such notice of motion.
8. Every voting member of the Board or a Committee present at a meeting shall be entitled to vote thereon and where there is an equality of votes the question shall be deemed to be decided in the negative. The Chairperson of the Board shall be entitled to vote on all matters.
9. The yeas and the nays and abstentions shall not be recorded upon any question unless requested by at least one (1) member, and such request shall be made before the Chairperson calls upon the members to vote upon the same.
10. A motion, except to adjourn, to defer, or to lay on the table, shall not be voted on by the Board unless notice of such motion is given to members at least sixty hours before the meeting at which the vote is to be taken.
11. Any question, when once decided by the Board, shall not be reconsidered during the year unless otherwise determined by a vote of a majority of voting members of the Board.
12. Motions to adjourn, to defer, or to lay on the table are not debatable and shall take precedence over every other motion.

Pa

Appendix A

PARISH FUNDS

The **CAPITAL RESERVE FUND** – created in 1998 through several bequests to help the parish sustain its physical plant. Gifts to this fund enable us to meet the major repair and improvements needs of the parish when needed rather than only when cash flow permits. The Wardens and Incumbent determine when and how the funds will be used in consultation with the Advisory Board and the five-year plan of the Property Committee.

The **CEMETERY MAINTENANCE FUND** – is a combination of the interest on the unitized capital funds held by the Diocese of Toronto from the sale of plots and bequests and gifts directly to this fund. The fund is intended to help keep the cemetery safe and beautiful for all who visit. It covers annual maintenance of lawns and grounds and, in recent years, extensive repairs to headstones, landscaping and fence repairs. Disbursements are made on recommendation from the Cemetery Committee to the Wardens.

The **EVA REA MILLENNIUM FUND**- Established in January 2001 as the result of Eva Rea leaving us her entire estate. Income and Capital are available for distribution. Income is disbursed through the Eva Rea Millennium Committee. All income for the year may be distributed but any of the income not used must be reinvested in the Fund. Funds may be distributed to but not limited to any Christian endeavour, work or project sponsored by the Anglican Church of Canada at the national, diocesan or parochial level. Because of Eva's love for children an annual bursary or bursaries are to be awarded to a young person or persons in furtherance of or in recognition of any education, special need, talent, endeavour, work or project in an amount established by the committee. Capital Funds may be accessed via Special Vestry or Annual Vestry to meet any unplanned cash flow shortfalls or emergencies as arise but NOT to balance the budget. The Balance of the Fund must at all times have a minimum asset balance of \$122,807.97

The **ENDOWMENT FUND**- created in 1977 partially through the sale of the original rectory and subsequently enhanced by bequests and special gifts. The interest income from the fund is available each year for projects in the parish, local and international communities connected to the mission of the Anglican Church of Canada. Applications are made to the Trustees of the fund (by September 1st of each year) and disbursements are approved annually at the Special Vestry meeting at the end of September.

The **MARGARET HARDING MEMORIAL GARDEN FUND** – created in 1997 in memory of Mrs. Margaret Harding. The interest from the capital is available for the beautification and upkeep of the grounds of the Church.

The **MINISTRY FUND** – created in 1998 with the bequest funds to provide seed money to new ministry initiatives. The funds are available to enable new ideas to be tried and tested before incorporation into the annual operating budget. Proposals for initiatives are made to the Wardens and Incumbent in consultation with the Advisory Board.

The **MEMORIAL FUND** – contains gifts made in thanksgiving or in memory of a friend or loved one. These are primarily used to enhance our worship life through the purchase of linens, vestments, prayer or hymnbooks or anything else needed in the context of our worship life. Use of these funds is at the discretion of the Incumbent and Wardens in consultation with the Altar Guild, Music Director or others directly involved in worship leadership.

The **RECTOR'S DISCRETIONARY FUND** – Donations to this fund enable the pastoral staff (Incumbent, Associate Priest, and Parish Nurse) of the parish to meet special needs of parishioners and others on the occasional basis. This might include special assistance at Christmas; a subsidy for summer camp for a child; winter clothing for a single mother or other similar needs.

STAFF RESPONSIBILITIES

Lay Pastor (Brother Reginald Crenshaw)

Purpose of Position: Working with a support team and the Incumbent, the Pastor will work to identify ways that we can better serve those around us, get to know our neighbours, and develop liturgical and social opportunities to interact with new people. The Pastor will enable reflective discussion; preach and teach in a variety of contexts; and delight in community building within Holy Trinity as well as within the surrounding neighbourhood. This ministry will seek to introduce new people to Jesus, and invite them to participate in Christian community. It will also involve finding ways to plant seeds and begin to build relationships. All activities related to this position must be achieved in a manner consistent with the policies and procedures of Holy Trinity Church.

The Pastor will be expected to:

- Identify needs within the parish, and develop responsive educational opportunities to deepen our common understanding of our faith, enhance our engagement with scripture, and deepen our experience of prayer;
- Be involved in weekly Sunday worship, including regular preaching;
- Work with parish leadership over the next few years to develop an integrated missional plan;
- Build relationships within our immediate neighborhood, both with organizations and individuals, identifying ways for the parish to build bridges and address the unique needs of our neighbourhood;
- Work with our parish leadership to identify ways in which Holy Trinity Church's existing parish community life can be enriched and expanded, paying particular attention to those in our parish who feel disconnected;
.Work with our parish leadership team to identify ways for our parish to engage with a wider variety of people, including the exploration of alternative liturgical practices, development of internal or outward-facing programs, and possible partnerships with other community groups;
- Prepare an annual budget for approval by the Churchwardens and its administration;
- Provide an annual report for the annual Vestry meeting;
- Attend regular staff meetings with clergy and other paid staff;
- Communicate regularly with clergy and staff regarding scheduling of time and availability; and
- Perform other duties as assigned

Office Administrator (Laura Peetoom, 2022 -)

The Office Administrator will ensure the efficient administration of the parish office, assisting the incumbent and the wardens and other clergy and staff in the parish administration and be responsible for overseeing all aspects relating to the rental of the building and for the accurate accounting and reception of parish income and expenditures that lie within this job description. All diocesan and parish policies and practices must be known and adhered to particularly the Diocese of Toronto's Sexual Abuse and Screening Policies.

Duties and Responsibilities

To achieve this, the Office Administrator is expected to fulfill duties in the following areas:

Administrative Area:

- Be pleasant and pastorally sensitive to all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require the Administrator be interrupted during administrative tasks in order to greet and assist people.
- Manage the telephone system, updating phone greetings and recordings as necessary, and monitor incoming faxes, forwarding them to intended recipients.
- Assist the clergy, staff, The Wardens and Advisory Board with typing, photocopying, mailing and other administrative needs such as filing, letters, as required.
- Train clergy, staff and volunteers in the use of office equipment.
- Ensure the maintenance of all office machinery and equipment.
- Research, prepare proposals, obtain quotes and make recommendations on office needs.
- Manage all incoming mail, respond where required or direct to appropriate personnel for action
- Print and prepare letters and envelopes for parish mailings, as required.
- Maintain adequate inventory of regular and seasonal church supplies. Assist committees and parish groups in ordering and receiving materials.
- Keep an accurate database of parish members. Print and distribute the membership list as requested, in accordance with Diocesan privacy guidelines
- Maintain an up-to-date parish list and records for the Anglican Journal
- Post bulletin board materials and keep the boards neat and up-to-date, and maintain an up-to-date parish events calendar and service schedule
- Register all baptisms, weddings, funerals and prepare appropriate forms and certificates.
- Assist groups and committees in the planning, logistics and execution of their programs
- Manage the lists of Seniors' Luncheon ministry and assist the planning committee
- Manage Office Volunteers
- Inform sexton/custodian of all events and parish activities, as required.
- Maintain the parish file system.

Financial:

- Be responsible for the office budget which has been approved by the Vestry for all necessary office expenses.
- Manage and operate Accounts Payables, including supplies of cheques, bank deposit envelopes and deposit record books.
- Manage parish members' envelope giving accounts. Periodically review envelope usage, reassign and/or delete account numbers as necessary.
- Order and prepare weekly envelope boxes, annually. Supply non-weekly envelopes to members as necessary.
- Manage the Pre-Authorized Giving file and process the monthly fund direct payments. Update the bank file as required
- Assist the Envelope Secretary in mailing statements and tax receipts. Print statements and/or tax receipts as requested by members, in the absence of the Envelope Secretary.
- Record FaithWorks donations, prepare and submit reports and funds to the Diocesan Stewardship department.
- Issue tax receipts for bequests and memorials and notify the appropriate parties
- Work with the Treasurer, Finance Committee and Auditor, as required. Ensure that the preparation of Financial Statements, Reports, Parochial Returns and forms and returns for the appropriate government and diocesan authority are completed
- Manage the financial records and arrange for periodic destruction of confidential documents (offering envelopes and/or financial documents)

Communications:

- Produce the bulletins for all worship services and any service held under the auspices of the parish or lead by the clergy of the parish where such services are to be recorded in the Vestry Book or Register, as requested.
- Coordinate the publication of parish newsletters, with the Communications Committee
- Coordinate the materials related to the annual Stewardship and FaithWorks campaigns
- Coordinate the production of reports for the annual Vestry Report to be made available on the Sunday prior to the Annual Vestry meeting.
- Assist church groups and committees in the production of communication materials.

Building Management:

- Manage and schedule the space and rental requirements for the church and outside groups.
- Research and develop proposals for long term church ground management, building improvement, working closely with the Incumbent, Wardens, Property and Garden Committees
- Provide training and supports for the Custodian or temporary hired janitor
- Work closely with the Custodian to continually improve building maintenance and find alternatives to reduce waste and energy consumption.

Other:

- Other duties as assigned serving the mission of the parish.

CUSTODIAN (Jesús Cruz Arángo 2011-2025; position vacant @ March 31/25)

The Custodian was hired to maintain the cleanliness, appearance and security of the Church's buildings and the surrounding grounds to the highest possible standards.

Duties and Responsibilities

- To achieve this objective the Sexton is expected to:
- Clean the entrances, washrooms, narthex, nave, sanctuary and parish hall in preparation for all worship services and parish events.
- Clean all other rooms, offices, the kitchen and parish hall as required. Vacuum carpets or wash floors and dust or wipe all other surfaces.
- Clean indoor windows regularly (year round) and clean outer windows as needed during the summer months.
- Regularly collect and separate for recycling all garbage and put out for the weekly pick-up.
- Maintain all washrooms so that they are in a clean and sanitary condition.
- Before leaving for the day, ensure that rooms and/or buildings are locked.
- Set up and put away tables and chairs for congregational meetings and fellowship gatherings as required.
- If required, open the building before all weddings and funerals and after all worshippers have departed as well as operate the handicapped elevator.
- Assist funeral directors and sidespeople as needed at all funerals.
- Perform minor repairs of all facilities and equipment as needed. Contact appropriate professional repair people where required in consultation with the Property Committee, at least one churchwarden and the incumbent.
- Within the budget approved by vestry, select, purchase or order all necessary cleaning supplies, toilet supplies, light bulbs, and winter grounds supplies.

- Check all walkways in the winter and remove snow or salt slippery areas. Arrange for driveway snow removal on consultation with the churchwardens
- Assist with the set up and clean-up for seasonal parish events (e.g. Seniors' Luncheons, Festival of Christmas, Rummage Sales, etc). These events are those activities approved by the Incumbent and churchwardens
- When requested by the Incumbent or churchwardens, perform any necessary set up, clean-up and other duties as assigned.
- Assist in operating the elevator on days when the elevator is highly utilized, i.e. Seniors' Luncheon day, Healing and Wellness workshop days, or when funeral service is taking place.
- Be welcoming to anyone who visits the building, help opening the doors and/or carrying/bringing items into the building.

MUSIC DIRECTOR & ORGANIST (Rachel Yoon 2016 -)

Purpose: Working the support of, and in collaboration with, the Incumbent, the Organist will continue and further develop a program facilitating a balance of vibrant traditional and contemporary Anglican worship. The Organist shares a ministry that encompasses the ministry of the choir and all who participate in the liturgical life Holy Trinity Church.

Music Director's Role

- attend regular staff meetings with clergy and other paid staff;
- in collaboration with the clergy, to select, prepare and play piano and organ music as required at all services of worship;
- assist the Incumbent in planning other musical or artistic presentations
- lead and enable the congregation in the singing of hymns and other service music. Accompaniment may be available within the allowances of the Music Ministry budget;
- select, rehearse, direct and accompany the music sung by the choir and soloists within the congregation;
- train and develop the choir by conducting regular rehearsals at times mutually agreed upon by the Organist and the choir;
- provide music, if required, for all weddings and funerals in the Church. It is the responsibility of the Organist & Director of Music to provide a substitute when unable to be present;
- ensure an adequate replacement organist is available during vacations and illness
- oversee the care of the church organ, pianos, carillons and all other instruments owned by Holy Trinity Church, and make recommendations to the appropriate authorities regarding maintenance and repair.
- maintain, expand and keep an inventory of the music repertoire, maintaining music licenses and ensuring compliance with copyright.
- prepare the annual Music budget for approval by The Churchwardens and its administration;
- provide an annual report for the annual Vestry meeting;
- perform other duties as assigned.

SPECIFIC RESPONSIBILITIES

- Direct the choir for a minimum practice of 1.5 hours per week and lead the choir at the Sunday 10:00 a.m. service and four additional Christmas services?
- Arrange for a 15 minute warm up of the choir before each service, if deemed necessary.
- Provide a prelude and a postlude to each service.

- Submit a list of hymns, psalms, anthems (using the lectionary) at least two months in advance for each season of the church's year (two submissions for the season of Pentecost), and at least four months in advance for any special programs.
- Arrange at least two major choir productions each year.
- Plan other musical or artistic performances as required in conjunction with the Incumbent.
- Provide accompaniment for the four seniors' services scheduled during the course of the year or arrange for an appropriate substitute
- Endeavour to keep enough choristers to provide four part harmony.
- Ensure that choir rooms, chancel pews, the organ, organ room, and pianos are kept tidy
- Communicate with the members of the choir with regard to both the upcoming musical presentations and the general expectations which are held for the Choir.
- While retaining accountability, delegate selected tasks to the Choir President or others.
- Accountable to the Incumbent for the music provided during a worship service.
- Accountable to the Wardens for the fulfillment of the above responsibilities

PARISH NURSE (Vacant)

Purpose: To develop, organize and maintain a health ministry within the parish, by planning and setting out goals, by working with an established Health & Wellness Committee comprising members of the parish, and by carrying out a healing ministry which promotes health and wholeness in the name of Jesus Christ. The Parish Nurse is a ministry that encompasses all members of Holy Trinity Church, Thornhill and, as opportunities arise, may enable the outreach of care to the wider community.

The Parish Nurse will provide no invasive skilled care.

Health Education

- Assess and evaluate health concerns, providing information and compassion as needed.
- Emphasize preventative health care through education, screening and assessments, plus awareness of the relationship between lifestyle attitudes, faith and wellbeing.
- Create opportunities for seminars and classes, provide printed resources, and train others in the ministry of health and wholeness.
- Be an advocate for health and healing in all aspects of the congregation's ministry.
- Support efforts through education, written communication and worship for the promotion of a holistic perspective of health and wholeness.
- Facilitate the formation of support groups within the parish.

Personal Health Counseling

- Discuss health problems with those seeking guidance and information.
- Make home, hospital and nursing home visits as needed.
- Offer presence and prayer during times of crisis and celebration.
- Make referrals as necessary.

Coordinate and Train Volunteers

- Encourage parishioners with health expertise to offer their skills regarding health-related issues and concerns.
- Be supportive of parishioners engaged in caring ministries.
- Work with, and support the activities of, the parish Health & Wellness Committee.

- Assess parish health needs, and to train and empower others in meeting such needs where identifiable.
- Work with parish committees and groups where cooperative efforts would enhance health ministry.

Coordinate Networking of Resources in the Congregation and Community

- Work in conjunction with the clergy in the professional care-giving ministry of the church.
- Refer parishioners to various support services as needed.
- Maintain strong contact with other health professionals in the community.
- Act as liaison with community resources and services.

Other

- Report quarterly to the Advisory Board in writing; once per year in person.
- Attend scheduled staff meetings.
- Communicate regularly with clergy and staff regarding scheduling of time and availability.
- Maintain thorough and confidential records
- Establish a budget emphasizing efficient use of resources.
- Network with other Parish Nurses.
- Engage in ongoing professional development in the field of parish nursing.

CHURCH SCHOOL COORDINATOR (Vacant)

Purpose: To facilitate the planning, volunteer management and program for the HTC School and related educational programs for young people.

Responsibilities

- Develop Church School program that connects unit themes, storytelling, music, and activities.
 - Research appropriate curriculum
 - Create a calendar for the church year of related themes
- Organize start-up
 - Contact all parents/children re: program plan – making clear the possibilities for families to be involved in the volunteer support.
 - Oversee Church School registrations throughout the year.
- Recruit and manage volunteers needed – confirming participation, facilitating training, managing the yearlong schedule.
- Lead worship service for Church School each Sunday.
- Plan, organize and lead Orientation Sessions for volunteers as needed.
- Maintain appropriate communication with parents and the parish: letters, bulletins, Trinity News and Advisory Board as needed.
- Participate in Liturgy Committee meetings to represent concerns of the Church School.
- Oversee purchase and management of all church school materials and supplies.
- Manage Church School budget.

MINISTRIES AND PROGRAMS

CHURCH SCHOOL - Paused

Church School at Holy Trinity, Thornhill, runs from the first Sunday after Labour Day until the end of May. The children's classroom is colourfully decorated with Noah's Ark motif. Children from 3 years & up are welcome to join us. Visitors are always welcome. Younger children, babies and tots are welcome to use the back pews on each side of the church, where there are books, crayons and paper, and extra space.

HEALING & WELLNESS - Paused

The Parish Nurse is at the parish Mondays and Wednesdays, as well as the third Sunday of the month, for our monthly 'Healing Sunday' when anointing is offered during the service and the liturgy focuses on healing and wholeness. She supports parishioners who are dealing with health challenges, bereavement, transitions and who need information and resources. Pastoral visits and phone calls are made as part of this ministry, along with organizing, training and supporting pastoral visitors.

Healing & Wellness Committee works with the parish nurse to promote health in body mind and spirit. Twice a year in February and November there are blood pressure screening clinics.

Some Programs

- Presentations & Speakers on Health issues
- "Blue Christmas" – Our Remembrance and Hope Service for those grieving during the Christmas season
- CPR/First Aid/AED is held yearly as necessary
- A bulletin board on health matters is also regularly up-dated.

Retirement Communities

- Our clergy lead a monthly Eucharistic service at Glynnwood Retirement Home and Oak Ridges Retirement Community

STUDY & FAITH GROUPS

- *Tuesday Afternoon Bible Study Group:* On Tuesday afternoons (1:30 – 3:00 p.m. – except during the summer), a growing number of members, facilitated by John Carrington, meet in the Reception Room for Biblical and Theological reflection. Important theological questions are raised and discussed. It is normal for the group to do a Book study.
- *Wednesdays In Lent:* Wednesdays during the season of Lent is an exciting time at Holy Trinity, Thornhill. Our parish engage in the study of some aspect of our faith as we prepare for the Paschal Feast (Easter).
- *SOAR:* A 30-minute *online devotional conversation on Mondays to Thursday*
- *Other Programs* planned by the Lay Pastor.

FOOTLIGHTS CLUB

The Footlights club was started at Holy Trinity Church in 1953 by the Priestman family. Since that time it has presented skits and plays every year except for the period 1973-1983. By 2013, 88 productions had been staged. The Club has an executive of four, and a very loose, informal

membership of about 20 people, most of whom are parishioners. Some of these perform as actors, others help by building or decorating sets, selling tickets, doing publicity or working backstage. Malcolm Shiner has been the director since 2000. Usually the Club makes one presentation every March or April. Rehearsals begin in January or February and are held Sunday afternoons and Tuesday evenings. The money raised through ticket sales goes to the church.

QUILTERS

The Quilters are a group currently of 6 to 7 ladies who meet every Thursday 10 to 2 p.m. to quilt. They either do quilts for others or to sell too support our church's ministry. We do not meet during the summer months.

SENIORS' LUNCHEON - Paused

Seniors' Luncheons are held quarterly (including Thanksgiving and Christmas) after a Wednesday Eucharist service.

CEMETERY

Directly behind the original church site at Royal Orchard Boulevard and Yonge Street is the historic and still active cemetery of Holy Trinity Church, Thornhill, which contains graves dating from 1832 when cholera took many lives. There is a small number of interments each year. There is also a Memorial Garden for cremated remains. Annual maintenance is performed by specialists to raise sunken tombstones and repair broken ones. Despite its proximity to busy Yonge Street, the cemetery remains a peaceful and beautiful resting place.

Although separated from the church buildings, the parish maintains the cemetery through an active Cemetery Committee. The Committee manages the sale of the few remaining burial plots, direct interments and maintains the records as required by provincial law. Answering queries about ancestors is also handled by this team. They contract for restoration of monuments as required and clean up the site regularly.

Appendix B

CANON 17 **ADVISORY BOARD**

1. At each annual meeting of the vestry there shall be constituted a committee of the vestry to be known as the Advisory Board, hereinafter called the Board unless the vestry by resolution fixes a term of more than one but not more than three years for the members whose positions have a term not otherwise determined by any other Canon.

2. **Membership**

It shall be composed of:

- 1) The Incumbent;
- 2) The Churchwardens;
- 3) The Deputy Churchwardens, if any;
- 4) The Treasurer, if appointed;
- 5) Not less than two other members of the vestry as shall be named at the annual vestry meeting, one half of whom shall be appointed by the Incumbent;
- 6) The Lay Members of Synod elected by Vestry;
- 7) If the vestry so desires:
 - a. one representative each from such parochial organizations as shall be designated by the vestry, such representatives to be chosen by each of these organizations;
 - b. any such elected officials as shall be designated by the vestry;
 - c. appointed Lay Members of Synod from the parish;
 - d. not less than one cemetery trustee, if any.

3. **Regulations**

- 1) Vacancies occurring between vestry meetings shall be filled by:
 - a. appointment by the Incumbent in the case of those originally appointed by the Incumbent;
 - b. by the organization in the case of those originally appointed by that organization;
 - c. by the Board in the case of those originally appointed by the vestry.
- 2) The Chairperson shall be elected annually by the Board.
- 3) The Board shall elect a Secretary and the minutes of each meeting shall be entered in a book to be kept for that purpose.
- 4) The Board shall hold regular meetings, at least quarterly.

4. **Duties**

The duties of the Board shall be to perform such duties as may be delegated to it by the vestry, the Incumbent or the Churchwardens, and to act in an advisory capacity to the Incumbent and Churchwardens as follows:

- 1) To receive from the Churchwardens at least quarterly a written financial statement and a report on all parish matters of importance and to make recommendations thereon.
- 2) To receive the budget to be submitted at the annual meeting of the vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon.
- 3) To make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the parish.

CANON 15
CHURCHWARDENS

1. Qualifications

1. A person to qualify as a Churchwarden shall:-
 - a. be not less than twenty-one (21) years of age;
 - b. be a Lay Member of the vestry of the church in question;
 - c. have received the Sacrament of Holy Communion at least three (3) times during the previous year in the church in which he/she would serve as a Churchwarden;
 - d. not be the spouse of the Incumbent or any assistant, associate or honorary Cleric of the parish who is in receipt of remuneration for services rendered;
 - e. be in compliance with the diocesan policy "Responsible Ministry: Screening in Faith";
 - f. not be the spouse of any lay employee of the church, the other Churchwarden, any Deputy Churchwarden, Treasurer, Envelope Secretary, or any member of the Board of Trustees of the Cemetery; and
 - g. shall not hold any lay office subordinate to the churchwarden within the church whether or not in receipt of remuneration.
2. The qualifications set forth in 1(1)f and 1(1)g may be varied by the Diocesan Council.

2. Appointment, Election and Vacancies

1. At each annual meeting of the vestry two (2) Churchwardens shall be designated. One (1) shall be appointed by the Incumbent of the parish in which the church is situated, and the other shall be elected by the lay members of the vestry present. Notwithstanding the other provisions of this subsection, the Incumbent may choose to defer the appointment of a Churchwarden to a specified later date and the Vestry may choose to defer the election of a Churchwarden to a special meeting of the Vestry called for a specified later date. Should the Incumbent decline to appoint or to defer appointment, the Vestry shall elect a second Churchwarden. Should the Vestry decline to elect or to defer election, the Incumbent shall appoint a second Churchwarden.
2. A vacancy occurs when a Churchwarden resigns in writing to the Incumbent, dies, is removed, leaves the congregation permanently, ceases to be a member of such Vestry, or fails to perform the duties of the Office. When the vacancy is that of an appointed Churchwarden, the Incumbent shall declare the office vacant and appoint a successor. When the vacancy is that of an elected Churchwarden, the Incumbent shall call a special Vestry to declare the office vacant and to elect a successor. Such successors remain in office for the remainder of the term or until new successors are appointed or elected thereafter. The provisions of subsection (1) of this section shall be followed as applicable.
3.
 - a) The Incumbent may in his/her discretion after giving notice of his/her intention to do so to the Bishop, terminate in writing the appointment of the Churchwarden whom he/she has appointed and he/she then appoint a successor who shall remain in office for the remainder of the term.
 - b) The Vestry may in its discretion, terminate the term of the Churchwarden it has elected, by motion at a special vestry meeting called for the purpose. It shall be the duty of the Incumbent and the Churchwardens to call such a special vestry on receipt of a written request of at least six members of Vestry and the Incumbent and Churchwardens shall advise the Bishop of the calling of the Special Vestry. Upon the term of the Churchwarden being terminated by motion, Vestry shall elect a successor for the remainder of the term.
4.
 - a) In the event that the Incumbent of the parish ceases to hold that office for whatever reason, the Churchwarden appointed by the Incumbent shall remain in office until such time as a new Incumbent is installed when such Churchwarden shall tender a resignation to the new Incumbent who may reappoint the Churchwarden or appoint some other person to be Churchwarden.
 - b) However, if after the Incumbent ceases to hold office, the Bishop has not appointed a new Incumbent by the time of the next Annual Vestry Meeting, the Churchwarden shall tender a resignation and the Interim Priest-in-Charge may reappoint the Churchwarden or

appoint some other person to be Churchwarden and the Churchwarden so appointed shall remain in office until a new Incumbent is appointed at which time such Churchwarden shall tender a resignation or until the next Annual Vestry Meeting, whichever shall first occur.

3. Powers

1. The Churchwardens are a corporation with perpetual succession under the name "The Churchwardens of the Church of in the" and shall represent the interests of such church and of its members. They shall and may sue and be sued, answer and be answered unto, in all manner of suits and actions whatsoever, and may prosecute indictments, presentments, and other criminal proceedings for and in respect of such Church corporation and all matters and things appertaining thereto.
2. In all matters not lying solely in the right and power of the Churchwardens by virtue of Acts of the Legislature, it is their duty to carry out all legitimate directions of the Synod, and of the vestry of a congregation whom they represent.
3. The Incumbent and Churchwardens shall act jointly in matters concerning the use of the church buildings and grounds. In matters that are solely within the power of the Churchwardens, the two (2) Churchwardens cannot exercise their powers separately nor can one (1) act without the consent of the other.
4. The Churchwardens after consultation with the Incumbent are empowered to appoint and terminate the appointment of the Sexton, the Organist, the Vestry Clerk, the Treasurer, and any other subordinate lay officers of the Church.

4. Other Duties

1. The Churchwardens shall present a financial report, in a form approved by the Executive Board, for the previous calendar year to the vestry at its annual meeting. This report shall include a certificate of the auditors appointed by the vestry. (See Canon 14, S. 14).
2. The books of the Churchwardens shall be open to inspection by any member of the vestry at all reasonable times.
3. The Churchwardens, before retiring, shall also present at this meeting a budget of the financial requirements for the current year, including the Diocesan requirements for assessment and outreach. Such budget shall be presented to the Advisory Board or Parish Executive Committee for review prior to the annual vestry meeting. Such budget, as adopted, with or without amendment, by the vestry, shall generally govern the operations of the Churchwardens, during such year, unless changed at a subsequent meeting of the vestry.
4. The Churchwardens shall have custody and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the church in the books belonging to the Churchwardens and may deposit all monies and other valuable effects in the name or to the credit of the church in such chartered bank or trust company, or in the case of securities, in such registered dealer in securities as may be designated by vestry or the Executive Board from time to time. The Churchwardens may disburse the funds of the church as may be directed by proper authority taking proper vouchers for such disbursements and shall render to the members of the vestry at annual meetings, or whenever the members may require it, an accounting of all transactions and a statement of the financial position.
5. Churchwardens, or in their absence, their substitutes for the time being, assisted, if necessary, by the Sidespersons, shall:
 - a. collect the offerings of the congregation at each service of the church, and shall confirm the safe custody of all envelopes, loose cheques and cash immediately after such service, in the presence of the incumbent or some other witness. Within forty-eight (48) hours thereafter the same persons shall count and enter the amount of such offerings in the book provided for such purpose, in the presence of the incumbent or some other witness; and

- b. receive on a frequent and periodic basis a statement of pre-authorized giving receipts of the parish or electronic transfer deposits to the parish, and shall initial such statements and enter the amount of such receipts or deposits in the book provided for this purpose.
6. In places where there is a chartered bank, trust company or Province of Ontario Savings Office, the Churchwardens shall make deposits of all monies coming into their possession for the church to the credit of such church, in a chartered bank or a trust company.
7. The Churchwardens shall be responsible for overseeing the disbursement of all monies of the vestry. Payments of sums of twenty (20) dollars or more shall be made by cheque. At its annual meeting, the vestry shall name and authorize signing officers who shall include the Churchwardens and may include other members of the vestry whom the Churchwardens so nominate. Cheques and disbursements shall be authorized by two (2) signatures. One (1) of the signatures on any cheque or disbursement shall be that of a Churchwarden. The vestry may also authorize alternate signing officers who are not Churchwardens to authorize cheques or disbursements in place of a Churchwarden but only when no Churchwarden is reasonably available; and any cheque or disbursement so authorized must be reviewed and the cheque or supporting documentation must be initialed by a Churchwarden within sixty (60) days of the monies being disbursed. A Deputy Churchwarden may be authorized by the vestry to exercise the same level of signing authority granted to a Churchwarden and described in the foregoing but only if so nominated in writing by both Churchwardens.
8. The Churchwardens shall keep in separate accounts a record of all monies received by them for extra-parochial purposes.
9. The statistical and financial returns required of Churchwardens by the Synod together with a copy of the current annual budget of the parish shall be completed and forwarded by them to the Secretary of Synod for receipt no later than the fifteenth (15th) day of March in each year.
10. They shall keep a record of all deeds, mortgages, insurance policies and other documents of importance pertaining to the church buildings and lands, with full particulars regarding any trusts under which such property is held. Title deeds and mortgages shall be deposited in the vaults of the Diocesan offices for reference and for safe-keeping.
11. They shall be responsible for the care of the land and buildings, furnishings and effects belonging to the church.
12. They shall effect and maintain such insurance as required by Diocesan Council and may purchase supplemental insurance at their discretion.
13. They shall make provision for the conduct of the services of the Church, as follows:-
 - a. A flagon for the wine, a chalice or cup, a paten or plate, and proper linen for the Service of Holy Communion.
 - b. A sufficient quantity of the best wheat bread and of good wine for the Lord's Supper.
 - c. An Alms Dish and Collection Plates or Bags for the offerings.
 - d. A Bible, a Book of Common Prayer, a Book of Alternative Services, or any other book authorized for use in divine services, and Registers for Services, Baptisms, Confirmations, and Burials.
 - e. One (1) or more Surplices.
14. They shall take care that due reverence is observed both within and without the church during Divine Service.
15. They shall be responsible for the heating, ventilation, and cleaning of the church and its furnishings, and shall not allow it to be used for profane purposes.
16. In the event of the Churchwardens being unable to agree regarding any question coming within the scope of their duties, the matter in dispute shall be referred by either of them or by the

Incumbent to the Diocesan Council of the Synod for adjudication, and the decision and any consequential directions of the Diocesan Council shall be final and binding upon those concerned.

17. The Churchwardens have management and administration of the temporal affairs of the church and shall ensure that all valid orders and resolutions of vestry are carried into effect.
18. The Churchwardens have the sole authority to authorize those expenditures and execute legal documents and agreements on behalf of the church which are consistent with resolutions adopted by vestry, the Canons of the diocese and shall not be contrary to law.

5. Deputy Churchwardens

1. In addition to the other provisions of this Canon, the Incumbent may appoint a Deputy Churchwarden and the Vestry may elect a Deputy Churchwarden. If a meeting of the Advisory Board, prior to the Annual meeting of the parish require more than two (2) Deputy Churchwardens, the Incumbent shall make a written request to the Bishop for permission for more than two (2) Deputy Churchwardens. Such requests shall outline clearly what necessitates it and for what period of time the permission is requested. Appointment or election of such additional Deputy Churchwardens shall not take place until such permission is granted.
2. Sections 1 and 2 of the Canon apply to Deputy Churchwardens except that their appointment or election is permissive and not obligatory and that each of the Incumbent and the vestry retains the right but not obligation of appointing or electing an equal number of Deputy Churchwardens as are appointed or elected by the other.
3. A Deputy Churchwarden does not automatically succeed a Churchwarden. Deputy Churchwardens shall assist Churchwardens, as directed by the Churchwardens, in the performance of their duties. During the temporary absence or incapacity of a Churchwarden and during a vacancy until such vacancy is filled, a Deputy Churchwarden, as requested by the Incumbent, shall fulfill the full duties of a Churchwarden.

6. Cemetery Trustees

Where the parish is the owner of a cemetery or crematorium under the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33, trustees, who shall be responsible to the Churchwardens for the operation of the cemetery, columbarium or crematorium, may be appointed by the Churchwardens. Such Trustees shall prepare and submit an annual report to the Churchwardens, who shall present such report to the Vestry.

7. Treasurers

The Treasurer shall be responsible to the Churchwardens and shall perform such duties with respect to the financial affairs of the parish as the Churchwardens direct.