

## **Parish of Mississippi Lake Proposal to Vestry 2018 - Draft 2**

In meetings leading up to last year's special vestry, it was clear that congregational identity and independence of the local congregation were important for each of the three churches as we came together to form the Parish of Mississippi Lake.

Within the framework of the document "Area Parish Continuum" brought forward for discussion in the Diocese of Ottawa, the consensus among the Wardens, Deputy Wardens, Treasurers and Parish Council Members across the three churches is to propose a "Federated" governance structure.

### **In general:**

1. The three churches of Mississippi Lake will have autonomy with respect to property and finances and contribute to an overall parish budget with respect to other, shared costs.

### **Pastoral:**

2. The Incumbent (currently the Venerable Brian Kauk) and other clergy (currently the Reverend Rosemary Parker, Assistant Curate) are appointed to the parish as a whole, and work as a team along with Lay Readers to ensure overall pastoral leadership and the provision of worship, pastoral and educational ministries.

### **Governance:**

3. Church Level
  - a. Each church has a Chapter. Membership of each Chapter will be defined as those qualified and willing to sign the same declaration as found in C.5.02:  
  
"I solemnly declare that: I am a member of this congregation of the Anglican Church of Canada; I am of the full age of sixteen years; I intend to be a regular worshipper with this congregation; I do not intend to vote as a member of any other Vestry in the election of Churchwardens or of Members of Synod during the ensuing year; I intend to be a supporter of this congregation by regular contributions to its maintenance."  
  
The same principle of membership (only one Vestry at a time) will extend to membership in only one Chapter in the Parish of Mississippi Lake.
  - b. The three Chapters of the Parish of Mississippi Lake will meet annually in one Vestry meeting comprising all members from each Church plus clergy.
  - c. Nomination forms for all elected positions and the Corporation's budget for each Chapter are to be published and made available at the main services of worship in each church at least three weeks prior to the annual Vestry meeting.
  - d. In each Chapter one warden will be elected, and one warden will be appointed by the Incumbent (or designated Associate Incumbent). The churchwardens along with the Incumbent (or designated Associate Incumbent) will form the

Corporation. Elections will take place at the Annual Vestry and appointments will be announced at that time. One of the proposed wardens will be a member of Synod. The other warden will be the Chapter Treasurer unless the Corporation appoints someone to act in that capacity at the Vestry meeting.

- e. Chapter of St James Carleton Place
    - i. Wardens will normally serve two-year terms, staggered by one year.
    - ii. Following a two-year term, the former warden will be appointed deputy warden for a one-year term.
    - iii. Every year, a deputy warden will be elected at the Annual Vestry and that person is expected to stand for election as warden the following year.
    - iv. The two deputy wardens and the Treasurer will meet with the wardens on a monthly basis, commonly called the Corporation Meeting.
    - v. a slate of candidates will be presented for election at the Annual Vestry, who will meet regularly as a Church Council to advise the Corporation.
  - f. The Corporations of St James' Franktown and St John's Innisville will meet regularly, at least once prior to each Parish Council meeting.
4. Parish Level:
- a. Parish Council
    - i. Is comprised of all Clergy and all Wardens
    - ii. appoints a Parish Treasurer who will become a member
    - iii. appoints a chairperson
    - iv. functions as per canons concerning Parish Council, excluding Chapters' responsibilities for property and finance
    - v. meets at least quarterly to receive financial statements, and otherwise as needed
  - b. Lay Members of Synod
    - i. The Parish of Mississippi Lake sends four Lay Members to Synod
    - ii. One warden from each Chapter will be a Member of Synod. At Vestry, a Chapter may nominate and elect an alternate Member of Synod to take his or her place.
    - iii. The Vestry will elect one Lay Member of Synod and one Alternate Member of Synod from the general population of the parish.
  - c. Vestry
    - i. The Annual Vestry meeting will take place as prescribed by Canon
    - ii. Each member of vestry will sign a declaration specific to the Chapter (i.e. Church) to which they belong

- iii. If a vote must be taken that is specific to the interest of one Chapter (i.e. the election of a warden where there are two or more nominees), the Chair will make the necessary provision to allow for a vote among just those Chapter members. This could be accomplished by declaring a recess and retiring to another room with the members of one Chapter for a separate vote, or the use of coloured ballots.
- iv. If need be, a Special Vestry can be called as prescribed the Canon for one Chapter or for the Parish as a whole.

**Finance and Administration:**

- 5. Over the course of 2018, envelope records will be centralized, while carefully preserving the ability to record and track to which church the donation was made
- 6. At the end of 2018, tax receipts will be issued under one CRA number, bearing the signature of the Parish Envelope Secretary and the Chapter Warden/Treasurer
- 7. Parish Fair Share and ECOPS are assessed to the Parish as a whole. Each Chapter will be assessed their share according to the following process:
  - a. The Treasurers will meet with the Incumbent (or designated Associate Incumbent) to share information about the income of each church and their ability to carry a portion of the shared costs. This group will recommend a distribution formula to the Parish Council that is fair, equitable and sustainable for all churches.
  - b. The Parish Council will approve or amend the distribution formula, which will become the basis for the Parish Budgets and each Chapter's Budget
  - c. The Budgets will be presented to the Chapter and Vestry for approval
  - d. For 2018, it is proposed that the distribution of shared costs be as follows:
    - i. 80% assigned to St James' Carleton Place
    - ii. 12% assigned to St James' Franktown
    - iii. 8% assigned to St John's Innisville, on the understanding that every effort will be made to pay back money owed to the Diocese over the next 12-18 months.
  - e. Shared costs will include:
    - i. ECOPS
    - ii. Clergy housing
    - iii. Parish Fair Share
    - iv. Insurance
    - v. Telephone
    - vi. A portion of the Parish Administrator's time (5 hours per week)
    - vii. Conferences for Clergy, Synod and other resource days

**Draft Schedule of meetings for 2018**

	Parish of Mississippi Lake	St James Carleton Place	St James Franktown	St John's Innisville
February	Annual Vestry, Feb 25	Council, Feb 28		
March		Corporation, Mar 14  Council, Mar 25		
April (1 <sup>st</sup> Quarter Financial Statements)	Council, Apr 25	Corporation, Apr 11	Corporation	Corporation
May		Corporation, May 9  Council, May 23		
June		Corporation, June 13	Corporation	Corporation
		Combined meeting (social) June 20		
July	2 <sup>nd</sup> Quarter Financial Statements sent by email			
August	No meetings unless something is on fire			
September		Corporation, Sep 12  Council, Sep 26		
October (3 <sup>rd</sup> Quarter Statements)	Council, Oct 24	Corporation, Oct 10	Corporation	Corporation
November		Corporation, Nov 14  Council, Nov 28		
December		Corporation, Dec 12		
January 2019 (2018 Financial Statements & Budget)	Council, Jan 23	Corporation, Jan 9	Corporation	Corporation