

**A POLICY FOR THE  
FORGIVENESS OF  
ASSESSMENT ARREARS**

## PREAMBLE

There are times in the life of a Diocese when there is a call to look to the future without dwelling on the past. As a Diocesan family, we all suffer when one of our members is suffering. This policy highlights the current Constitution of the Diocese and provides a way of **helping** parishes and the Diocese meets its constitutional commitments; so that we may support each other.

## Policy

1. A Parish must demonstrate a determined intention to meet its monthly commitments to the Diocese (Such as Diocesan loans, payroll, assessment, insurance, and the Resource Centre).

Rational:

Cn. 5:11:K-S states: [The wardens shall] cause the stipend of the Incumbent and any Curates to be paid punctually, such stipends being the first charge upon the funds of the parish; [and] cause the parish's assessment to the Diocese to be paid in accordance with diocesan policy, such assessments being the second charge upon the funds of the parish

2. The Parish must have an **active** stewardship committee.

Rational:

Synod 2003 approved that all Parishes shall have an active stewardship committee. In cases where a Parish requires assistance in alleviating the burden of assessment arrears, this stewardship committee shall develop an active plan for the future in consultation with the Diocese.

3. The Parish must submit a financial statement detailing all revenues, expenses, assets and liabilities on a monthly basis to the Diocesan Financial Officer.

Rational:

Cn. 5:19:B states [that the treasurer is] To report regularly to the Incumbent, Churchwardens, and Vestry on the financial affairs of the Congregation;

This requirement is extended to provide a monthly reporting so that the Diocese can continue to monitor financial viability.

4. The Parish must establish a Finance Committee

Rational:

Cn. 5:13:C-E states [that the vestry must] set up a budget for the congregation for the forthcoming financial year, take steps to secure money to meet such budget, and to give prior approval to major expenditures; To assist the Churchwardens in the collection of offerings and contributions for the work of the Church; To scrutinize all expenditures and accounts pertaining to the congregation;

The establishment of a finance committee [which is a sub committee of vestry] will provide a focus who primary responsibility is to discuss and explore ways and means of addressing the financial concerns of the Parish. When this committee is not in place, the Parish does not have in place an independent safe guard to help in the assessing of the financial concerns that are faced.

5. While the Parish continues to have outstanding financial arrears to the Diocese an appointee cannot be installed as Rector or Incumbent. In order for induction to occur all outstanding obligations to the Diocese must be met.

Rational:

Cn. 3:45:1 states: An appointment shall only be made provided that arrangements exist satisfactory to the Administration and Finance Committee whereby the Parish has met its regular financial obligations, including Synod Assessment, and

1. The Parish is able to do so in the future, and
2. The appointee has accepted such obligations.

(2) Notwithstanding Clause 45(1) hereof, the Bishop may in his/her discretion make an appointment.

Canon 3:45 A Parish which is for the time being in default in complying with the provisions of Section 45 of this Canon, shall forfeit its right to nominate an Incumbent to the Bishop in event of a vacancy; but its status will not be changed by reason only of such non-compliance.

Nevertheless, the Diocesan Council may, in its discretion, at any time reduce a parish so in default to the status of an "Aided Parish".

6. The Diocese shall establish programs to assist in financial education where it is deemed necessary.

Rational:

The Diocesan Task Force Report on Ministry (February 29, 1996) discusses clergy education and training and makes special reference to the Annual Residential Conference, courses at Queen's College and the role of the Diocesan Programme Committee. This Residential Conference should focus on financial management and administration at least bi-annually.

Queen's College should be encouraged to offer regular part time courses and seminars on financial management and administration.

The Programme Committee should develop a program encompassing all aspects of Parish administration, for the benefit of Rectors, Treasurers, Wardens and Vestry members.

7. The Diocese will forgive an amount of assessment arrears equivalent to the current years assessment that has been paid by the Parish. This forgiveness will occur on December 31<sup>st</sup> of the current year.

Rational:

In 1996 the Diocese made an agreement with four Parishes that it would forgive assessment arrears provided that the current years assessments were met annually. Overall this arrangement was successful, and these Parishes have moved forward financially and contribute their share to the Diocesan operations.

8. The Bishop may convene a Deployment Committee for the purpose of hiring and deployment of clergy in all positions in the Diocese.

Rational

This committee will assist Parishes and the Bishop with ministry requirements. This would also involve the reactivation of the evaluation process that was developed for the Three Diocese of Newfoundland and Labrador. The Diocese needs to be in a position to adapt to the changing needs for ministry.

Documents referred to:

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| 1. | Task Force Report on Finance and Ministry | August 22, 1995   |
| 2. | Advisory Committee Report                 | February 29, 1996 |
| 3. | Enabling Ministry Through Evaluation      |                   |