

The Warden's Handbook
Diocese of Islands and Inlets



Updated: March 2026

The Warden's Handbook

Please note: This handbook is in addition to the canons, policies and procedures of the diocese. Please ensure that you are conversant with the five major policies of our diocese, especially the [human resources policy](#), before reading this handbook.

Introduction

This handbook outlines the common roles found in a congregation in the Anglican Diocese of Islands and Inlets. It is not a substitute for the canons of the diocese but is intended to help wardens navigate their role as set out in the canons and regulations.

The roles of incumbent (clergy appointed by the bishop to serve in a parish) and the churchwardens in the Anglican church were established centuries ago. We often refer to churchwardens as wardens, and for the purpose of this handbook, we will use the term "warden" to refer to churchwardens.

Congregations often have one incumbent and two churchwardens, while some parishes have no incumbent, and in other parishes there are deputy wardens as well as the two wardens.

One warden (often called the people's warden) is elected by the congregation at its annual vestry meeting, sometimes referred to as the annual general meeting (AGM), and one warden (often called the rector's warden) is appointed by the incumbent. [Canon 7.7 and Regulation R7.7.1]

Together, the incumbent and wardens form the group of dedicated people who provide the core leadership for the congregation.

As you proceed through this handbook, you will find quite a few areas of shared responsibility. Our system of governance, which relies on teamwork and collaboration, is a source of support.

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Section 1 Definitions

Bishop's warden: the warden appointed by the bishop when there is no incumbent in a parish.

Churchwarden: the formal term in the canons and regulations for either the rector's warden or the people's warden.

Rector's warden: the churchwarden appointed annually by the incumbent.

People's warden: the churchwarden elected at the annual general meeting.

Vestry: used to mean either a parish annual general meeting or a special meeting of the parishioners, OR to refer to the parishioners as a group.

Parishes: traditionally, a parish or congregation has been associated with a defined mission field or geographic area set apart by the bishop. Although the parishes in many ways act alone, they are an integral part of the region in which they are situated and of the diocese as a whole. Recently, the canons have been expanded to permit the bishop to create a region or regions that are based on some criteria other than geography. Although the incumbent has oversight of a parish, the incumbent is acting on behalf of the bishop.

Our parishes and congregations have a fairly independent form of governance and management. However, the parish always exists in the context of and works on behalf of the mission of the diocese. As such, it ministers to the local community on behalf of the whole diocese. In that respect, our parishes and our diocese always exist and work together towards a common goal. Each parish is the diocese in its local context. This means an incumbent of a parish engages in work for the diocese as a whole, as well as the work of the parish. This may be as a member of diocesan council or committee, as an archdeacon, or through some other role in the diocese.

Section 2 Qualifications and Election or Appointment of Wardens

To be a warden, one must be...

- a member of the congregation or parish.
- in regular attendance in the parish.

A warden holds office for one year from the time of their appointment or election, or until their successor is appointed or elected. Some congregations may wish for their wardens to be in the role for more than one year, but it is necessary for the parish to re-elect the wardens every year at the AGM.

Wardens may serve as wardens for up to six consecutive years but then must step down for at least one year. [Canon 7.7 D]

A parish may choose to elect deputy wardens to provide continuity in the office. It cannot be assumed that such deputies will automatically move on to the position of warden, as they must be elected or appointed each year at the AGM.

If a warden resigns during the year or becomes incapacitated, Canon 7.7 provides the process for filling the vacancy.

Section 3 Duties of Churchwardens

Wardens' duties are the same whether they are a rector's warden or a people's warden. Once elected or appointed, there is no difference between them in roles or responsibilities. These roles and responsibilities are set out in Regulation R7.7.1. While there is no canonical difference in their roles, parishes may choose to divide operational responsibilities between the wardens. However, these divisions are operational only, and both wardens continue to be responsible for all the work of a warden.

Regulation R7.7.1 sets out the wardens' responsibilities. Generally, they should:

- maintain and develop their own spiritual life and live out their baptismal covenant;
- be supportive of parish life by attending congregational events whenever possible;
- look after the temporal aspects of the parish including all financial matters;
- be supportive of the incumbent and other staff, ensuring they take appropriate time off and maintain work-life balance.

Tasks of wardens as described in Regulation R7.7.1 C:

1. Performance of divine service;
2. Set an example of regular attendance, assist and support the incumbent and accommodate parishioners;
3. Supervise all financial matters;
4. Ensure incumbent's salary is paid;
5. Prepare draft budget;
6. Monitor budget;
7. Annual financial statements;
8. Handover to successors in office;
9. Repair and insurance of buildings;
10. Join incumbent on use of buildings;
11. Routine contracts;
12. Review by chancellor of contracts;
13. Leases and facilities use agreements over \$10,000;
14. Leases and facilities use agreements under \$10,000;
15. Management of cemetery;
16. Books and records;
17. Assist incumbent with statistics report to synod office;
18. Care of parish during incumbent's absence;
19. Report to bishop death or disability of incumbent;
20. Care for rectory during vacancy;
21. Assist incumbent in appointment of all lay employees;
22. Assist with tax filings.

Section 4 Incumbent and Churchwardens

The bishop appoints incumbents after consultation with the wardens and parish council. [Canon 3.1 A] Canon 3.1 D provides that incumbents, with consent of the bishop and wardens, may appoint one or more assistant clerics.

The incumbent and wardens are responsible for the leadership of the congregation. The incumbent holds office in a parish at the bishop's pleasure and is accountable to the bishop for worship, liturgy, sacraments and the ecclesiastical concerns of the congregation, and for the congregation's pastoral care. [Canon 3.4 A]

In collaboration with the incumbent, the wardens are responsible for administering and managing the business (temporal) affairs of the congregation. [Regulation R7.7.1] It is expected that wardens become familiar with the canons and use them as an important reference document.

Table A, below, sets out the relative roles and responsibilities of the incumbent, the wardens, and the parish council.

Table A

Item	Incumbent	Incumbent and Wardens	Incumbent and Parish council	Wardens, alone	Parish council, alone
Spiritual concerns	X				
Divine services	X				
Keys to church		X			
Christian education	X				
Permitting guilds, groups, etc.	X				
Records as prescribed by reg		X			
Buildings and grounds		X			
Ensuring divine services occur				X	
Ensure policies are followed		X			
Set example by regular attendance			X	X	
Supervision of finances				X	
Creation for approval of budget by Vestry				X (with treasurer)	
Review budget			X		
Ensure clergy paid				X	
PIR, financials				X	
All buildings kept in repair				X	
Use of buildings, grounds		X			

Terms of employment of laity		X			
Employment of laity		X			
Execute parish contracts				X	
Manage church cemetery		X			
Maintaining records				X	
Annual stats for PIR		X			
Care for parish during holiday of incumbent				X	
Appointment of lay employees		X			
Filings for income tax				X	
Assist incumbent and wardens					X

Bishop's Warden

A bishop's warden also takes on the role and responsibilities set out in Canon 7.7 C. This can be a large job when combined with the usual responsibilities of a warden. A bishop's warden is encouraged to consult the regional archdeacon from time to time about appropriate ways to share the load with others.

Section 5 Finances and Records

Record Keeping by Wardens

In accordance with Regulation R7.7.1 C (16), the following books or records are to be kept by the wardens on behalf of the parish:

- Register book or books of baptisms, confirmations, marriages and burials.
- A register of all services that take place in the church, with the names of the officiating ministers and the offerings received. This register is often called the vestry book.
- Minutes and resolutions of the vestry (congregational) meetings and parish council, including the annual general meeting.
- Parish financial accounts.
- An inventory of all church goods and lands.

Parish Finances

Canon 7.6 sets out the authorized signatories on parish bank accounts. Wardens need to keep in mind that as personnel change over time (new wardens, different parish council members, different treasurers, etc.), the signatories on parish bank accounts need to be kept up to date. It is good practice to review the signatories directly after every annual general meeting.

In choosing bank signatories, wardens may only choose those identified in Canon 7.6. Following Canon 7.6 A (4), the bookkeeper for the parish may not be chosen as a signatory.

Canon 7.6 also makes it clear that all funds collected in a parish should be brought into the parish bank account(s). In the past, some parishes have allowed certain organizations or committees within the parish to bring in funds and then to manage them on their own without depositing them into the parish bank account(s). In some parishes in the past, those organizations or committees have also been allowed to determine the use of those funds without the wardens' consent. These are not good accounting practices and are not allowed under Canon 7.6 B.

Regulation R7.7.1 C(3) gives to the wardens the full authority to manage all the funds flowing through the parish. This means that unless the wardens choose to delegate that authority in respect of some of the funds, they must consent to any use of parish funds. In practice, in many parishes, the wardens will delegate to various committees certain funds, either on an annual spending basis, or for specific expenditures. For instance, the altar guild may be given authority to spend a certain amount of the annual budget for altar-related expenses when needed throughout the year, or the social committee may be given a specific amount they can spend on a specific event, and so forth.

If the wardens decide to delegate the handling of some funds, it is good practice to record that delegation in writing. If wardens do delegate spending in one of these ways, they are still ultimately responsible for the recording and managing of all parish funds. [Canon 7.6 B]

Financial Statements for Previous Year

Regulation R8.4.7 requires wardens to present to the synod office among other documents, the parish financial statements for the previous year. While the treasurer may prepare many of the reports called for in this regulation, it is the responsibility of the wardens to provide these reports to the synod office by the due date, which will be communicated to parishes by the synod office annually.

Budget for the Current Year

The budget is a tool to help wardens manage the parish's funds throughout the year. It should be aspirational, but it should also be realistic. It is not helpful for wardens to begin the year with a budget that, for instance, expects an increase in envelope givings of 50% over the previous year just to make the budget "balance" (unless there is sufficient reason to believe that increase is justified).

Regulation R7.6.2 sets out the basic approach to budgeting in a parish. It is the responsibility of the wardens and the treasurer to create the budget. Prior to taking a draft budget to parish council, wardens need to consult the incumbent, if there is one. If there is no incumbent, then they must consult executive archdeacon.

Wardens may choose to involve parish council in early discussions (before the draft budget is created), but the wardens and the treasurer are ultimately responsible for seeing the budget across the finish line. Wardens should pay attention to the process this regulation describes in completing a budget. This includes presenting the draft budget to parish council and later to the annual general meeting of parishioners.

Regulation R7.6.2 D sets out the procedure that may be followed if no approval is achieved within the parish.

There are always unforeseen expenses in a parish: a roof may leak, a boiler may burst, perimeter drains may clog, and so forth. Once the budget is in place, any amendment to the budget to deal with those kinds of issues must be done with the approval of the incumbent (if there is one in the parish) and the

wardens, in consultation with parish council. If the amendment sought would increase the *total* expenditures of the parish for the year by more than 10%, wardens need to call a special meeting of the parishioners. [Regulation R7.6.2 E and F]

Carrying Last Year's Budget Forward until the AGM [Regulation R7.6.2 G]

As the parish budget is not approved until the annual general meeting, which is usually held in February, there is a period of time between the end of the fiscal year (December 31) and the date the budget is approved. Between December 31 and the approval of a new budget, wardens are empowered to continue applying the budget from the previous year. Necessary changes should be made to accommodate raises in salaries of clergy, parish employees and service providers.

Incumbent's Salary

Toward the end of each calendar year, wardens should meet with the incumbent to discuss the incumbent's salary for the coming year. At the very minimum the salary for the upcoming year will be the existing salary with the cost-of-living increase determined by diocesan council. The clergy compensation worksheet (available from the synod office) should also be reviewed to see if the incumbent's salary falls within the recommended range.

In the case of a new incumbent, the bishop and relevant members of synod staff will use the clergy compensation worksheet to advise the wardens of an appropriate salary and lead the process of negotiation between the parish and incoming incumbent.

Supply Clergy

The term "supply" implies that a parish has need of a priest to cover the short-term absence of its incumbent or priest-in-charge. This is appropriate when the incumbent or priest-in-charge is temporarily absent from the parish. This might include being on vacation, being away due to illness or family emergency, being at clergy conference or attending to other clergy-related duties.

If a parish has no incumbent, wardens should work with the regional archdeacon to arrange for supply clergy.

This supply compensation scale applies only when a parish engages a priest (or priests) for supply for fewer than six Sundays in any given calendar year. Beyond that, it would be appropriate for the wardens of the parish to discuss with the bishop the possible appointment of a priest-in-charge or the appropriate compensation to be paid.

Compensation for priests offering supply:

- For preaching and presiding at one Sunday service: \$350 per Sunday
- For preaching and presiding at two Sunday services: \$400 per Sunday
- For preaching and presiding at three Sunday services: \$450 per Sunday

In addition, the parish should negotiate appropriate compensation for travel.

Parish Information Returns and Annual Reports

Regulation R7.7.1 C(17) provides that wardens assist the incumbent in preparing and submitting to the synod office the statistics that the synod office requires each year. These forms change from time to time, but the current forms are found on the diocesan website.

If the parish has no incumbent, then the wardens should fill out these forms themselves. These forms are to be sent to the synod office by the deadline, which will be communicated annually.

Registered Charity Information Return

Pursuant to Regulation R7.7.1 G (22), wardens work with the incumbent and the treasurer to complete, sign and remit in a timely manner all necessary filings. This is especially important so that the parish maintains its registered charitable status. The main form is the T3010 which must be filed by June 30 of each year.

Section 6 Annual General Meeting (Vestry)

Holding an Annual General Meeting (Annual Vestry)

Canon 7.5 and Regulation R7.5.1 set out the requirements of an annual general meeting or a special meeting of the parishioners.

When giving notice of the upcoming AGM, as required by Regulation R7.5.1 D, the purpose stated in the notice can be as simple as "reviewing the annual budget, and electing wardens, parish council members and lay delegates to synod."

In addition to the required items on the agenda, wardens may wish to include additional issues that will come before the AGM. However, it is not required that all motions that may come before the AGM need to be listed in the notice.

Parishes must have their annual general meeting by March 1 (except in leap years, when the last day for an AGM would be February 29). In order to get annual financial statements together, many parishes hold their AGM on the penultimate or last Sunday of February.

The incumbent and wardens may wish to begin canvassing parishioners for potential candidates for various positions (parish council, new wardens, treasurer) in January (or even earlier). And as the budget is to be presented for approval at the AGM, work on this should be started late in the year and completed early in the new year. As the process of completing a budget may be somewhat iterative, many parishes have found it easier to have a provisional budget completed before the Christmas break.

Regulation R7.5.1 B sets out the minimum agenda for an AGM. Some parishes use the opportunity to have the parishioners discuss other issues that are current and important to them and expand the agenda to accommodate these additional items.

Quorum

Quorum for an AGM is set out in Regulation R7.5.1 G and H. For the purposes of a quorum, the term "electors" in that regulation is defined in the Constitution as meaning all the parishioners. A parishioner is any baptized person who has been in regular attendance at a parish for not less than three months. Regular attendance is not defined but generally means attending services when it is possible to do so. If a parishioner has been ill or away for all or a part of the three months leading up to the AGM, but has been at services earlier in the year, they are to be counted in the quorum.

Chair of AGM

The incumbent, if there is one, is usually the chair of the AGM, but the incumbent may choose to have a warden chair. If there is no incumbent in the parish, a warden will be the chair. [Canon 7.5 C]

Section 8 Contracts and Leases

Contracts, Employees and Independent Contractors

There are a number of people who are paid to perform various tasks in the parish. It is important to use the correct contract to establish the relationship between the worker and the parish.

Is the worker an employee or an independent contractor? The risks of getting this wrong by treating a person as an independent contract rather than an employee are serious.

In an employer-employee relationship, the employer is responsible for deducting Canada Pension Plan contributions, Employment Insurance premiums and income tax from the employee's pay. Employers must also remit these deductions along with the employer's share of Canada Pension Plan contributions and Employment Insurance premiums to Canada Revenue Agency. If the worker is hired as an employee, the payroll department at the synod office takes care of all these responsibilities.

If a worker is considered by Canada Revenue Agency to be an employee but is paid as an independent contractor, the parish is liable to pay both the employer's and the employee's share of the contributions and premiums mentioned above, plus penalties and interest.

If the worker is truly an independent contractor, they are responsible for their own taxes and contributions.

The Canada Revenue Agency provides guidance on the status of a worker as either an employee or a self-employed independent contractor. Following this guidance will address the serious consequences of getting it wrong. These are relevant factors:

Control

Generally, in an employer-employee relationship, the employer controls the way the work is done and the work methods used. The employer exercises control if it has the right to hire or fire, determines the wage or salary to be paid, and decides on the time, place and manner in which the work is to be done.

Independent contractors work independently, as the parish does not exercise control over their activities. The worker can decide how the work will be performed.

Ownership of Tools and Equipment

In an employer-employee relationship, the employer generally supplies the equipment and tools required by the employee. In addition, the employer covers the cost of repairs, insurance, transportation, rental and operation. Independent contractors generally supply their own equipment and tools, and cover costs related to their use.

Risk of Loss

Generally, in an employer-employee relationship, the employer alone assumes the risk of loss. The employer also generally covers operating costs, including office expenses, wages and benefits,

insurance premiums and delivery and shipping costs. The employee does not assume any financial risk and is entitled to their full salary or wages, regardless of the financial health of the employer. Independent contractors cover their operating costs.

In order to obtain templates for any contract, please contact hr@bc.anglican.ca.

Examples of employees:

Music Director, Organist or Choirmaster

- They have set hours of work, usually one evening for choir practice, and one Sunday morning worship service.
- Their primary place of work is at the church.
- They use the organ that belongs to the church.
- They are covered by the church's insurance.

Parish Administrator

- They work on church premises.
- They have set hours of work.
- They have set duties and responsibilities, which may include answering the office phone, responding to emails, dealing with correspondence and assisting the incumbent or wardens with administrative tasks.
- They are covered by the church's insurance.

Examples of independent contractors:

Gardener

- They set their own schedule.
- They provide their own tools and equipment.
- They bill for services rendered.
- They are responsible for paying their own taxes, Canada Pension Plan contributions, etc.
- They carry their own insurance.

Bookkeeper

- They can work offsite.
- They set their own hours.
- They bill for services rendered.
- They pay their own taxes, Canada Pension Plan contributions, etc.
- They carry their own insurance.

Contracting and Management of Employees and Service Providers in the Parish

Wardens, with the incumbent, are responsible for the contracting of lay employees and service providers. Management and supervision of lay employees is the responsibility of the incumbent. Wardens assume the responsibility of supervising lay employees in the absence of an incumbent.

Regulation R7.8.1 A provides that all lay employees of the parish are appointed by the incumbent and wardens acting together. The terms of employment of all lay employees are set by parish council. If there is no incumbent, lay employees shall be appointed by wardens and the regional archdeacon.

The process for hiring a lay employee can be found on the diocesan website. It is important to use the forms provided: the one to commence the process and the documents you receive from the synod office.

Wardens are also responsible for entering into contracts with independent contractors (service providers). Prior to signing them, employment contracts must first be approved by the synod office. [Regulation R7.8.1 E]

Vacation: Preparation, Backfilling and Notice to Payroll

Incumbents should discuss with their wardens their intended vacation plans, including the dates they intend to be away from the parish and the way they intend to fill the duties of their role while they are on vacation.

Deacons and assisting clergy consult with the incumbent about proposed absences from the parish.

Once the vacation plans have been settled, the incumbent submit their vacation request through the payroll system. Clergy are also required to document their vacation into an annual vacation and sick leave form and ensure that this form is filed in a place where the wardens can access it.

Clergy are reminded that as per diocesan policy all vacation should be used in the year it is earned. Clergy can apply to the bishop to roll over up to one week to the following year, and that rollover must be used before vacation accrued in the following year.

When planning for a vacation, the incumbent is required to find clergy or laity to offer supply for the time the incumbent is planning to be away. For clergy supply, the proposed clergy person must have a current license or permission to officiate from the bishop. For laity to offer services, they must be licensed by the bishop as a lay worship leader.

Leases and Facility Use Agreements

Pursuant to Regulation R7.7.1 C (13) and (14), wardens execute leases and facility use agreements, having obtained the approval of parish council and the chancellor (and in the case of agreements lasting longer than one year or rental greater than \$10,000 in total, the approval of diocesan council).

The difference between a lease and a facility use agreement is that leases are for the exclusive use of a particular space for the term of the lease, while facility use agreements are for the use of a space for a particular time during the week, with the understanding that the user must vacate the space other than at the specified time(s), for other uses during the week. An example of a lease might be the rental to a preschool of a space that they may decorate as they wish and no one else has access to the space (other than landlord's rights to inspect, etc.). An example of a facility use agreement might be the use of the sanctuary and the piano by a community choir for two hours a week on a Wednesday evening.

The diocese has templates for both leases and facility use agreements and parishes must use these templates. To obtain the most current template, please email synod@bc.anglican.ca.

Section 9 Facility Projects

When a parish is considering a major repair, renovation or improvement to its facilities, please keep in mind that any project over \$20,000 requires a project brief and any project over \$100,000 must go to diocesan council. Please contact Mark Oldnall at buildings@bc.anglican.ca for assistance.

Section 10 Insurance

Regulation R7.7.1 C (9) provides that wardens are required to ensure that buildings are insured properly. Regulation R7.5.3 D (2) provides that treasurers must assist the wardens in (among other things) making certain that the insurance is kept up to date and paid.

There are a number of types of coverage to which parishes have access - all of which are organized by the synod office and most of which are paid by the parish.

Each year the synod office arranges and pays for accidental death or dismemberment coverage for volunteers, as well as an ICBC Special Excess Third Party Liability policy that increases employee (including clergy) and volunteer vehicle liability to \$2 million while conducting parish or diocesan business. Parishes need not do anything to continue these coverages.

Parishes also require a comprehensive insurance policy which includes:

- property (buildings and contents)
- commercial general liability
- PSA (misconduct)
- boiler and machinery coverage (where a boiler or elevator, or both, is in place)
- crime
- directors and officers insurance

One element of the insurance that is not a mandatory item to be covered is earthquake insurance.

In the fall of each year, in preparation for the December 31 expiry date, the synod office sends out a reminder of the upcoming insurance renewal. This annual email will ask the parish to:

- 1) review the current insured values of both insured buildings and contents;
- 2) advise the synod office if the parish wishes to request the removal, or continue the removal, of the earthquake insurance coverage. The Operations Committee will decide whether the request is approved, and the parish will be advised of the final decision. Earthquake coverage will automatically continue or be returned for any parish that does not advise the synod office by the email's mentioned deadline.

When parish wardens are reviewing the current building values stated in their insurance declarations and calculating building replacement values, it is suggested that wardens research and apply the current cost per square foot for contractors in your region to replace the structure in the event of a full loss. For contents coverage (anything not nailed, screwed down or part of the building), estimate what it would cost to replace the parish contents and whether the current coverage is adequate. If a change is necessary to either the building or content values, contact the synod office as we will notify the

broker. Please note that it may take some months for a printed endorsement and invoice to be received.

In the new year, once the synod office has received the new declaration pages from the broker, a final email will be sent with the parish specific declarations, invoice and renewal letter.

Finally, incumbents, wardens and treasurers should keep in mind that outside parties (e.g. renters, users of space, those parking on church property other than for church events, etc.) need to not only have their own insurance but must give the parish proper evidence of that insurance.

For further information, please contact the synod office insurance department:
insurance@bc.anglican.ca.

Section 11 General Issues

Diocesan Council Standing Committees

Diocesan council meets five times per year, with the possibility of additional meetings. If a parish wishes to have a matter brought before diocesan council, wardens may wish to check with the synod office about the date of the next diocesan council meeting and plan to have materials submitted to the synod office. If the matter involves expenditure, the matter may require prior approval of the Finance Committee.

There are four standing committees of diocesan council: Canons Committee, Operations Committee, Finance Committee, and Asset Management Committee. [Regulation R5.1.8]

If a parish wishes to make representations to the Canons Committee for a proposed change in a canon or a regulation, they may send a written suggestion to the chancellor for the consideration of the Canons Committee.

If a parish wishes diocesan council to deal with a parish matter requiring a decision prior to the next scheduled diocesan council meeting, the Operations Committee may consider it if it does not require an expenditure of over \$100,000. Wardens requesting a decision of the Operations Committee may send the executive director a request, together with whatever background information would assist the Operations Committee in making the desired decision. [Regulation R5.1.8 A (2)].

Policies

Wardens will find it useful to pay attention to the operational policies on the diocesan website. These policies will be kept up to date, and additional policies will be added from time to time. Operational policies cover a wide range of information relevant to the management of parishes, such as guidelines for interviewing clergy, parking on church property, travel reimbursement, applying for parish grants, creating a parish profile, and so forth.

Ensuring Performance of Divine Service

Regulation R7.7.1 provides that wardens are to ensure that divine services are regularly and decently performed by persons who have been licensed or who hold a permission to officiate (PTO). Ordinarily, this requires little from the wardens. However, if the parish has no incumbent, wardens need to organize supply clergy with PTO or lay persons with a license to lead worship. If wardens are not sure

whether a person has a license or PTO, or if they are finding it difficult to find an appropriate person to take services, they may contact their regional archdeacon or the executive archdeacon for assistance.

Visiting Clergy Preaching or Laity Speaking

Where a parish has no incumbent and the wardens wish to invite someone to preach at their service (other than a person who holds a license or permission to officiate from the bishop) the wardens should inform their regional archdeacon and the executive archdeacon prior to extending the invitation. A simple email setting out the person's name, a sentence or two about that proposed preacher's background and the date that they will be preaching will suffice. If there are further questions the regional archdeacon or the executive archdeacon wish to ask, that follow-up may occur. It is important that the preacher be a good fit for the congregation and preach within the wide breadth of Anglican theology.