

Origin: Diocesan Council
Status: Policy
Distribution: All Congregations
Subject: Sponsored Worshipping Communities

Introduction

In recent years there has arisen a need for a new canonical category for small communities of faithful Anglicans. Some Congregations in the Diocese have struggled to maintain the minimum requirements of a Congregation as defined under Canon 16.6. An entity known as a Sponsored Worshipping Community has been created to accommodate those members of a Congregation who wish to continue together in worship, but are prepared to forego the privileges granted to Congregations such as electing or appointing Wardens, forming a Church Council, holding General Meetings, electing Lay Delegates to Diocesan Synod, and being granted Charitable status (a Business Number). It is also a possibility that new developments arising from intentional mission initiatives will create smaller communities of faith. At Diocesan Synod 2009 a definition was adopted wherein Worshipping Communities are defined as “a group of people in communion with the Anglican Church of Canada and under the jurisdiction of the Anglican Synod of the Diocese of Kootenay that meets regularly for worship.” As of this date, there are three recognized Worshipping Communities each under the sponsorship of a nearby congregation. This Policy is necessary to more fully define the operational relationships of Sponsored Worshipping Communities both to the Diocese and to their Sponsoring Congregation.

Congregational Sponsorship of a Worshipping Community

The true importance of “Sponsorship” is that a Congregation of Kootenay Anglicans agree to reach out in loving mission and ministry to their Anglican neighbours who are committed to a life together as a community of faith and do not have the human or financial resources to be constituted as a congregation. Some Sponsored Worshipping Communities may also have the responsibility for the maintenance of an existing church building.

When a Congregation agrees to sponsor a Worshipping Community it is acknowledged that there are added responsibilities and burdens placed on that Congregation. The intention of a successful sponsorship is that there should not be a financial burden placed on the sponsor and there should be operational controls that are clear, and similarly of minimum burden. The Sponsoring Congregation will need to be aware that although there are no significant financial costs to the Congregation, that there will be a definite commitment of time, and skill required of the Congregation leadership.

The Wardens and Church Council of the sponsor are directly responsible for the property, finances and operations of the Sponsored Worshipping Community. The final authority for

decisions involving the Sponsored Worshipping Community rests with the sponsoring Congregation acting in consultation with the Bishop. Ideally this authority is exercised in consultation with the Sponsored Worshipping Community and some areas of responsibility may be delegated to the Sponsored Worshipping Community.

Finances

The Treasurer of the Sponsoring Congregation will keep separate accounts for the income and expenditures of the Sponsored Worshipping Community. All income including fund raising projects, envelope or pledge giving, open offerings, pre-authorized giving, bequests, and other financial gifts are to be received by the Treasurer. Charitable receipts will be issued under the Business Number of the sponsor as appropriate and in accordance with the Diocesan Policies 5.6 (a) & (b) concerning Gifts.

The Treasurer will track and record all financial transactions and report them separately at the Annual General Meeting. The accounts will be audited or reviewed as per Canon 16.17 as part of the overall review of the Sponsoring Congregation's accounts. Annual required Charitable Reporting will be for the combined financials of the Sponsoring Congregation and the Worshipping Community.

If expenses related to the Sponsored Worshipping Community are greater than the income, the Sponsoring Congregation should immediately contact the Bishop to discuss the sustainability of the Worshipping Community.

Kootenay Fair Share Determination

Members of Sponsored Worshipping Communities are expected to participate in the Kootenay Fair Share requests each year. Because they do not have Salaried Clergy, Sponsored Worshipping Communities are not subject to the formula "correction" for clergy costs in the same manner as the sponsoring Congregation when Kootenay Fair Share giving is determined. A nominal 5% reduction of the Defined Income (similar to Defined Congregational Income) is calculated as for Congregations who do not have paid clergy. The Treasurer will debit the accounts of the Sponsored Worshipping Community for their KFS and advance them to the Diocese.

Real Property Stewardship

Sponsored Worshipping Communities may develop from Congregations which usually have significant assets of real property including land, church buildings, and other residential buildings. Since all such property is owned by the Synod of the Diocese of Kootenay, it is incumbent on the Sponsoring Church Council & Wardens to ensure that such assets are maintained and cared for in the same manner as the sponsor's real property. Utilities, insurance (Fire and Commercial General Liability), municipal taxes if applicable, and other costs associated with the operations of the properties are paid for by the Treasurer of the sponsoring congregation on behalf of the Sponsored Worshipping Community members and out of the income of the same. Any rentals of such property are arranged and

monitored by the Wardens of the Sponsoring Congregations in compliance with Diocesan Policy 5.2.7.

Representation of Sponsored Worshipping Community Members

- **Church Council**

Members of the Sponsored Worshipping Community have the option to choose or elect at least one of its members to sit on the Church Council of the sponsoring Parish. If it is not feasible for an election, the Incumbent of the Sponsoring Congregation may appoint one or more representatives. The Church Council of Sponsoring Congregations will determine the appropriate number of representatives from the Sponsored Worshipping Community. The Council should determine what privileges that individual will be granted (eg; voting) however Sponsored Worshipping Community members are not eligible to run for the offices of Warden or Treasurer of the sponsoring Parish. The Sponsored Worshipping Community should make a Report to the Annual General Meeting of the Sponsoring Congregation for inclusion in the Annual Report.

- **Regional Council**

Representation of a Sponsored Worshipping Community to the appropriate Regional Council is determined by the Sponsoring Congregation in consultation with the Regional Dean and the members of the Regional Council. Minimally, a representative with voice but no vote will be invited to attend the Regional Council to effect ongoing communication; each Council can determine if voting privileges may be given.

Role of the Incumbent

Acting under the delegated authority of the Bishop of Kootenay the Incumbent of the Sponsoring Congregation has pastoral oversight of the Sponsored Worshipping Community. S/He is responsible to see that services of worship are conducted on a regular basis for the Sponsored Worshipping Community. This may involve the deployment of supply clergy or non-salaried individuals such as a Locally-Trained Clergy, or a Licensed Lay Minister. The Incumbent gives the pastoral leadership necessary for the spiritual health of the Sponsored Worshipping Community members.

Worshipping Community Statistics

It is essential that the attendance and service records of the Sponsored Worshipping Community be carefully maintained either by the sponsoring Parish Wardens directly or more likely, a delegated responsible member of the Sponsored Worshipping Community. The Vestry books of the Sponsored Worshipping Community should be readily accessible for supply or other Clergy or Lay ministers to record attendance and the nature of all services held and entered into the annual statistical reports of the Sponsoring Congregation. Registers for baptism, confirmation, marriages and burials will be kept at and registered at the Sponsoring Congregation. The sponsoring Wardens are responsible to ensure these are kept current and in a safe place for access.

Four calendar dates are particularly important for the record of attendance; Easter; including the Great Vigil, Pentecost, the Second Sunday of September and Christmas, including Christmas Eve.

These statistics are included in the report of the Sponsoring Congregation's statistics for the purposes of calculating salary on the Compensation Grid and the number of Synod Delegates.

Sponsored Worshipping Community Archives

With the advice of the Diocesan Archivist, the Wardens of the Sponsoring Congregation should ensure that all memorials, vestry books and records, and other archival materials are preserved safely. Relevant valuable archival materials may be transferred to the Diocesan Archives upon consultation with the Archivist. A member of the Sponsored Worshipping Community may be delegated to be responsible for this important function, and should report to the Wardens the activities associated with the preservation or transmission of archival content.

Episcopal Authority

Operations of Sponsored Worshipping Communities are not presently defined fully in the Diocesan Canons. Regardless, at all times the establishment, maintenance or disestablishment of Sponsored Worshipping Communities remains the sole prerogative of the Bishop of Kootenay, acting in consultation with the Sponsoring Congregation, and the Diocesan Council.

Covenant

When a Sponsored Worshipping Community is established there will be a written covenant developed that will identify the terms of the relationship between the Sponsoring Congregation and the Sponsored Worshipping Community that is signed by the wardens of the Congregation and a representative of the Sponsored Worshipping Community. The Covenant will identify the responsibilities of the Sponsoring Congregation and the Worshipping Community, and will include any provisions made for the cost of clergy support, building maintenance, Diocesan Fair Share contribution and financial contribution, if any, to the Sponsoring Congregation to offset other expenses.

Sixth Draft June 2014

A Sample Covenant needs to be attached.