



POLICIES AND PROCEDURES

SECTION TITLE: GOVERNANCE	SECTION REFERENCE: GN
POLICY TITLE: ADVISORY BOARD	POLICY NUMBER: GN-001
POLICY DATE: DRAFT 15 DEC 10; UPDATED 3 FEB 11	

POLICY STATEMENT: IN ACCORDANCE WITH CANON 17, AN ADVISORY BOARD SHALL BE CONSTITUTED AT EACH ANNUAL VESTRY MEETING, WITH ITS MEMBERSHIP REFLECTING THE DIVERSITY OF PARISH VOLUNTEER ORGANIZATIONS AND THE WIDER INTERESTS OF THE PARISH. MEMBERS OF THE ADVISORY BOARD SHALL “CHAMPION” THE AREAS OF THE PARISH THEY REPRESENT, WHILE SUPPORTING AND ENCOURAGING THE COMMUNAL LIFE OF THE PARISH.

PURPOSE: TO OUTLINE THE ROLE, PURPOSE AND DUTIES OF THE ADVISORY BOARD AND TO ESTABLISH ITS MEMBERSHIP AND MEANS OF APPOINTMENT.

A. PARISH VOLUNTEER ORGANIZATIONS

1. Parish volunteer organizations are generally linked into five themed categories. The specific groups and activities listed under each category below are illustrative and are not exhaustive:

- a. WORSHIP
 - i. Servers
 - ii. Sidespersons
 - iii. Choirs
 1. Gallery Choir
 2. Ritual Choir
 3. Schola Magdalena
 4. 9.30 Singers and Instrumentalists
 5. Orff Ensemble
 - iv. Altar Guild
 - v. Readers
 - vi. Folk Mass Planning
 - vii. Rosary
- b. OUTREACH AND SOCIAL JUSTICE
 - i. Out of the Cold / Heat
 - ii. Parkdale Ministry Development
 - iii. Outreach Grants Committee
 - iv. Thrift Shop
 - v. Outreach Consultation Group
 - vi. Mission
- c. CHRISTIAN FORMATION
 - i. Children’s Education
 - ii. Adult Christian Education
 - iii. Meditation
 - iv. Retreats

- v. Centre for Christian Faith
- vi. Library
- vii. Tract Case
- d. COMMUNICATIONS
 - i. Angelus
 - ii. Website / Social Media / eBulletin
 - iii. Bulletins
 - iv. Announcements
- e. PARISH LIFE AND HOSPITALITY
 - i. Hospitality including:
 - 1. Sundays
 - 2. Feast Day Suppers
 - ii. Special Events including:
 - 1. bake sales
 - 2. bazaars
 - 3. yard sales
 - 4. plant sale, etc.
- 2. The Corporation of the Parish, along with its legal, fiduciary responsibilities, oversees:
 - a. Use of Space
 - b. Finance
 - i. Budgeting
 - ii. Treasurer
 - iii. Envelope Secretary
 - iv. Counters
 - c. Human Resource Management
 - d. Physical Resource Management and Maintenance
 - e. Policies

B. ADVISORY BOARD MEMBERSHIP & TERM

1. Membership shall be comprised of the following:
 - a. The Incumbent;
 - b. The Churchwardens (2);
 - c. The Deputy Churchwardens (2);
 - d. The Treasurer;
 - e. The Director of Music;
 - f. The Lay Members of Synod elected at Vestry;
 - g. 2 parish volunteer organization co-chairs from each category appointed and / or elected by Vestry and;
 - h. 2 representatives elected at large by Vestry.
2. Members in 1.f and 1.g above shall be elected / appointed for 2 year terms which stagger each other. In the inaugural year (2011), one member in each category shall be elected / appointed for a one year term and the other shall be elected for a two year term.
3. The Parish Nominating Committee, in consultation with the Incumbent, shall determine which positions are to be elected and which positions are to be appointed.
4. Any vacancies that occur during the term shall be filled by the Incumbent if originally appointed by the Incumbent, or by the Board if originally elected by Vestry. All vacancy appointments shall reflect the organizational category affiliation of the original appointment.

C. ADVISORY BOARD DUTIES AND RESPONSIBILITIES

1. As prescribed by Canon 17, 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:
 - a. To receive from the Churchwardens at least quarterly financial statements and a report on all parish matters of importance and to make recommendations thereon;
 - b. To receive the Annual Budget as prepared by the Churchwardens in consultation with the Incumbent and to provide input and advice on the Annual Budget prior to its presentation to the Annual meeting of Vestry;
 - c. To make recommendations on other matters affecting the parochial and extra-parochial responsibilities of the Parish.
2. In addition to its Canonical responsibilities, the Board shall:
 - a. Participate in strategic planning processes for the Parish;
 - b. Act as a forum for the effective exchange of ideas between and coordination of the various parish organizational categories; and
 - c. To propose, review, and recommend to the Corporation policies designed to govern and organise the affairs and activities of the parish.

D. ADVISORY BOARD CHAIR

1. At its first meeting each year, the Advisory Board shall elect a chair from amongst the Churchwardens and Deputy Churchwardens.
2. The Board Chair shall:
 - a. In consultation with the Churchwardens and Incumbent, set the Agenda for each Board meeting;
 - b. Chair meetings in a facilitative and collaborative manner;
 - c. Establish annual meeting schedule for the Board;
 - d. Ensure “co-chairs” attend meetings and prepare reports as required; and
 - e. Act as a liaison between the Board and the Corporation.

E. SECRETARY

1. At its first meeting each year, the Advisory Board shall elect a Secretary.
2. The Secretary shall:
 - a. Ensure accurate minutes of Board meetings are maintained in a book for that purpose;
 - b. Provide members with copies of the minutes in advance of the following meeting; post minutes in Hiscocks Hall for parishioners to view;
 - c. Wherever possible, provide members with meeting agendas in advance of the following meeting, after consultation with the Board Chair; and
 - d. Pass on pertinent information to Board members as requested.

F. PARISH VOLUNTEER ORGANIZATION CO-CHAIRS RESPONSIBILITIES

1. Parish Volunteer Organization Co-chairs shall:
 - a. Champion the parish organizations in each of their categories;
 - b. Encourage growth of and participation in parish organizations;
 - c. Prepare brief written reports for distribution in advance of Board meetings in a manner established by the Board; and
 - d. Act as a liaison between the Board, Corporation, and members of parish organizations.