



## RECTORY POLICY (on the acquisition or construction of a Rectory)

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**NOTE: Items 3-5 apply to new and existing Rectories**

1. The rectory may be on the church site or not. The rectory should preferably be situated within five kilometres of the parish boundaries. The specific location of the rectory shall be determined by the Vestry, subject to the approval of the Area Bishop. Purchase of a rectory requires approval by Vestry and the Diocesan Council in accordance with Canon 6.
2. The expectations against which a rectory shall be compared in order to determine compliance with this policy are the following:
  - a. the rectory shall preferably be a fully detached, single dwelling home;
  - b. it will have a minimum of three bedrooms, all of which are above grade;
  - c. there must be space for a study/office area;
  - d. if the primary parish office space is located in the rectory, suitable office space must be available separate from the living space, and shall be accessible for all people;
  - e. there shall be at least one full (four-piece) bathroom, as well as a second bathroom on the main floor;
  - f. the rectory is to be equipped with air conditioning, standard appliances (refrigerator, stove, dishwasher, microwave, washing machine, dryer) and window coverings.
3. Electrical, plumbing, heating and fire protection systems shall conform to current municipal standards, and the Ontario Building Code; and shall be upgraded to conform to building code changes as they occur from time to time.
4. The parish shall establish and contribute annually to a Rectory Fund by annual provision in the parish budget. The Rectory Fund shall be used to fund major capital repairs and upgrade to the Rectory.
5. As with all parish property, the churchwardens are responsible for keeping the rectory in good condition. This means that they are responsible in consultation with the cleric for arranging work and overseeing any repairs to the rectory. Repairs necessitating a building permit require Diocesan Council approval. All repairs shall be carried out by licensed and/or qualified individuals. (See Canon 6, Section 7) The cleric will not make any major modifications or repairs without the prior approval of the Churchwardens. In the case of an emergency the cleric may take whatever preliminary steps are necessary. Churchwardens are to ensure that regular inspections are done at least every year. (See Canon 6 'Acquisition, Disposition and/or Alteration of Real Property and Related Rights and Lands', Section 7: and Canon 15 'Churchwardens', Section 4, Item 11). Rectories must be professionally inspected by a licensed home inspector every five (5) years.