

# Parish Leadership Workshop 2018

## Human Resources

Presented by  
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Director of Human Resources



Diocese of Toronto  
Anglican Church of Canada

# Topics

- Canons
- Bill 148
- Responsible Ministry: Screening in Faith
- Records Management
- Health and Safety
- Violence and Harassment
- Employee vs. Contractor
- Endings
- Resources



# Staff or Volunteers

- Treat the same
- Corporation to identify needs
- Write out duties, responsibilities & expectations
- Need the right person, not the first person who offers their services

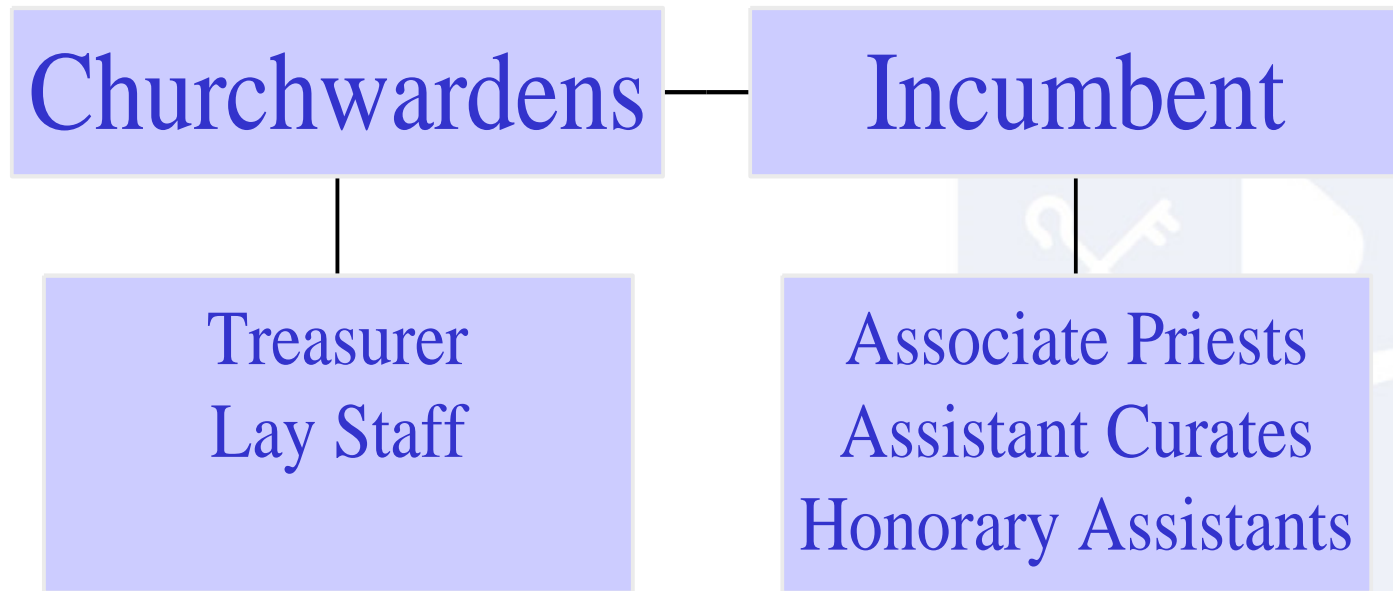


# Diocesan Canons

- Canon 9 – Incumbents
- Canon 10 – Clerical Appointments, Exchanges, Retirements and Terminations
- Canon 15 - Churchwardens



# Parish Roles



# Bill 148

## The Fair Workplaces, Better Jobs Act, 2017



# Minimum Wage

- \$14.00 per hour beginning January 1, 2018.
- \$15.00 per hour beginning January 1, 2019.
- Followed by annual increases at the rate of inflation.



# Increase in Paid Vacation

- After five years with the same employer, vacation must be increased to three weeks per year.  
(National Average)





# Equal Pay for Part-time Employees

- Beginning April 1, 2018. Equal pay for part-time, temporary, casual and seasonal employees doing the same job as full-time employees and equal pay for temporary help agency employees doing the same job as permanent employees at the agencies' client company.



# Public Holidays

- A new calculator is available.



# Personal Emergency Leave

- Expanding personal emergency leave to ten personal emergency leave days would apply in all workplaces, and two of those days must be paid per year.



# Making Employee Scheduling Fairer

- Requires employees to be paid for three hours of work if their shift is cancelled within 48 hours of the scheduled start time.



# Why Responsible Screening

- 1 in 3 women and 1 in 6 men in Canada report some type of sexual abuse before 18 years of age.
- Sexual abuse is higher among vulnerable groups.
- Since 2015, there has been seven sexual misconduct cases. Four involving laity and three involving clergy.

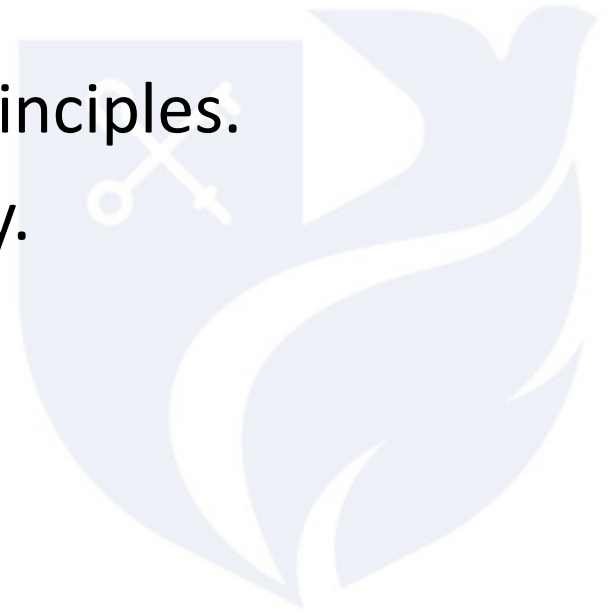


# Responsible Ministry; Screening in Faith



# Why Responsible Ministry

- Safe places of worship for children and vulnerable adults.
- Insurance coverage.
- Good volunteer management principles.
- Right person in the right ministry.



- Joint responsibility of the Churchwardens and Incumbent
- Can designate a Screening Coordinator
- Must be 18 years old to be in high-risk position





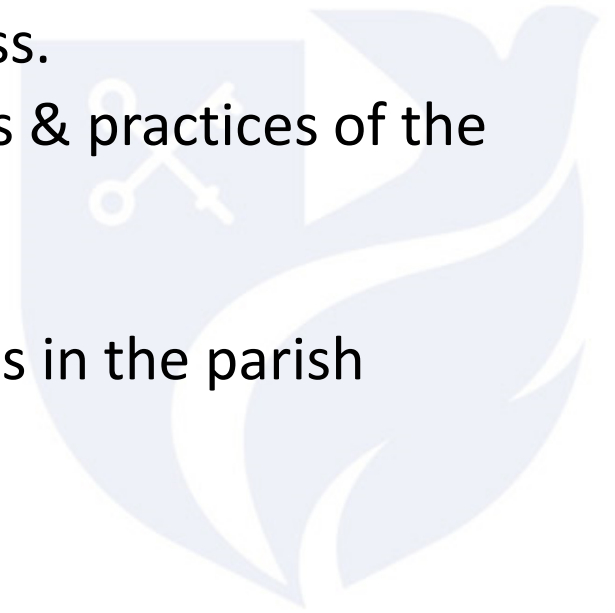
# Key Principles

- Ministry is a privilege not a right
- Children and vulnerable adults must be protected
- Volunteers must be prepared to be screened and trained
- Privacy of individuals is to be respected
- Confidentiality is to be maintained
- When in doubt, err on the side of safety
- You can say no to a volunteer.



# Responsible Ministry: Screening in Faith Compliance Reports

- Assess for risk: high, medium, low risk
- Sexual misconduct policy training
- Police Record Check – XpressChek  
Diocesan Council approved process.
- Fully compliant with the standards & practices of the policy
- Document any important decisions in the parish screening file.



# Some Advice

- Verbal confirmation within two days.
- Make the PRC part of your interview process.
- Complete screening steps before the individual begins the ministry; avoids embarrassment.
- Up to 6 months to complete sexual misconduct policy training.
- Never destroy screening documentation.
- Key decisions, document and keep permanently.



# Canon Pastor

- The Rev. Canon John Anderson
  - Confidential Phone: 416-807-2494
  - Answers questions about the sexual misconduct policy
  - Investigates complaints
  - **If involving children contact Children's Aid**
  - If suspicious, uncomfortable, or to make a complaint contact the Canon Pastor
  - **If criminal contact the police**



# Records Management

The personnel file should include:

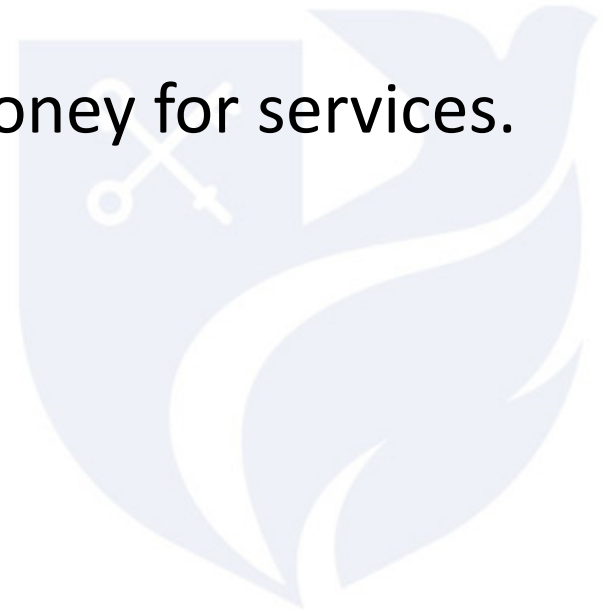
- resume, employment agreement / contract
- job description
- salary and benefit information
- Responsible ministry: screening in faith documentation (keep permanently)
- ongoing performance evaluations
- continuing education material (health & safety)
- performance management documentation
- sick leave, leave of absence, vacation memos
- resignation or termination documentation

Records need to be kept in a secure locked location at the parish.  
(Not in someone's home)



# Health and Safety

- Employer = Parish Churchwardens
- Supervisor = Named in the employment / contract agreement
- Employee = Anyone receiving money for services.



# Responsibilities of Employers (Churchwardens)

- Ensure everyone follows the OHSA.
- Appoint competent supervisors.
- Educate employees.
- Inform workers of any hazards.
- Take every reasonable precaution.
- Post the Occupational Health and Safety Act and WSIB poster.
- Prepare and post the parish policy and program.
- Post inspection reports.
- Ensure a worker representative is chosen.  
(if required)



# Health and Safety Resources

[www.toronto.anglican.ca//health-safety/](http://www.toronto.anglican.ca//health-safety/)

- Churchwardens toolbox
- Health and Safety
- See sample templates on the right hand side of the page. Templates include; roles, responsibilities, and procedures.





# Health and Safety Policies

Template policies:

- Health and Safety Policy
- Health and Safety Program
- Working alone
- Safe ladder use
- Hazard Reporting
- Incident investigation
- Fire Emergency



# Violence and Harassment Policies

- No matter how many employees every site must complete a risk/hazard assessment. (Must keep a copy of the assessment)
- Different requirements for parishes with 5 or less employees vs. parishes with 6 or more.
- All employees need to be aware of risks and how to respond to violence or harassment.
- Duty to investigate both incidents and complaints.
- Duty to provide an environment free from violence and harassment.



# Violence and Harassment

- Parishes with 6 or more employees.
  - Must have a written policy.
  - Must train employees on the policy.
- Policy templates are available on the Diocesan website found under health and safety.
- Best for every parish to have a written policy even with less than 6 employees.



# Employee vs. Contract Worker

Review document; Employee vs. Contract worker on the diocesan website.

- Diocesan Website,
- Churchwardens resources,
- Parish HR manual, (left side drop down), Employee vs. Contractor
- See page 4 and 5 for practical considerations
- Ecclesiastical LegalConnex Service
- If in doubt the default position is an employee and therefore deductions must be made and remittances sent to the government.



# Endings

- Resignation – Get it in writing. Recognize with an acceptance letter.

## Dismissal

- Review file.
- Seek assistance. Use a proven process.
- Contact a labour lawyer or other human resource professional.
- Legal Connex 1-866-263-0256 and your policy #
- Employment Standards Act sets a minimum.
- Remember the impact on the community.



# Endings

- Documentation – Letter, memos of meetings.
- File any parish announcements.



# Are you screened for High Risk Ministry?

- Churchwardens, treasurers all clergy.
- We ask you to complete the form and return to me or to the Bishop's administrative assistant.



# Human Resource Staff

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