



Diocesan Human Resources for Clergy, Churchwardens, and Parishes: Resources, Policies, Training

The Diocesan Human Resources department gives direct, one-on-one support to clergy and parishes with:

- employee relations
- recruitment, employment agreements, employee vs. independent contractor
- endings (termination, resignation, layoff, retirement)
- performance management
- leaves of absence
- health & safety
- sexual misconduct policy
- responsible ministry: screening in faith policy and resources
- clergy remuneration

The Clergy and Parishes also have access to one-on-one support through Ecclesiastical Insurance for professional services through:

- [LegalConnex](#): access to lawyers for information and advice such as taxes, employment contracts, leases, and other contractual obligations.
- [HRAssist](#): help to manage workplace issues such as developing policies, drafting employment contracts, managing disabilities, and responding to employee issues.
- [Professional Assist](#): access to professional counsellors to discuss sensitive workplace issues such as performance concerns, employee disputes and interpersonal challenges.

Clergy can also access management supports through the Employee Assistance Plan (through TELUS Health). More information can be found on the [Clergy Wellness](#) page.

On the following pages you will have more details of further resources, policies, and resources the Human Resources department provides to the clergy and parishes.



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Training

We offer several training workshops, including:

Workshop	Resource
Parish Leadership Workshop – HR Section	<ul style="list-style-type: none"> ○ Case Study, Contact Sheet, Parish HR Manual, presentation, detailed PowerPoint
Sexual Misconduct Policy training resources for parishes	<p>Resources include:</p> <ul style="list-style-type: none"> ○ Parish Workshop Kit ○ Learn to Spot it, Learn to Stop it video ○ Video Case Studies ○ Discussion Guide ○ PowerPoint presentation ○ Online Training portal
Sexual Misconduct Policy training for clergy	<ul style="list-style-type: none"> ○ April 17, 23, 30 and May 8
Retirement Planning Workshop for clergy	<ul style="list-style-type: none"> ○ June 18, 2024
Pre-ordination Screening, SMP, and Healthy Ministerial Boundaries workshop	<ul style="list-style-type: none"> ○ September 11, 2024
Clergy Orientation	<ul style="list-style-type: none"> ○ October 10, 2024

Policies, Manual

The following policies for clergy and parishes are maintained by Human Resources:

- [Sexual Misconduct Policy](#)
- [Responsible Ministry: Screening in Faith Policy](#)
- [Harassment Policy \(when a cleric is involved\)](#)
- [Human Rights Policy](#)
- [Pregnancy and Parental Leave Policy](#)
- Sick Benefits Policy (included in the Parish HR Manual)
- [Clergy Housing Allowance Policy](#) and [Policy Statement](#)
- [Fair Rental Value and Utilities](#)
- [Parish Human Resources Manual](#)

Grants and Funding

The following grants and funds are administered or reviewed by Human Resources:

- [Professional Development Grants and Continuing Education Plan reimbursements](#) (through HR to the Pension Office)
- [Discretionary Medical and Dental Grant policy & form](#)
- Post-Retirement Benefits Fund
- Pregnancy and Parental Leave Fund



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- Short Term Disability Fund
- Diocesan Retirement Allowance Fund

There are also [Sabbatical Grants](#) available through the [National Church](#)

Forms

The following forms are also available on the Diocesan website and not listed above:

- [Accessibility & customer service \(feedback form\)](#)
- [Moving costs – Parish reimbursement form](#)
- [Short-term disability – parish reimbursement form](#)
- [Continuing Education Plan enrollment form](#)
- [Professional development evaluation form](#)
- [Benefits – application for changes \(Manulife\)](#)
- [Benefits – dental claim form \(Manulife\)](#)
- [Benefits – enrollment form \(Manulife\)](#)
- [Benefits – medical claim form \(Manulife\)](#)
- [Benefits – optional life insurance application \(Manulife\)](#)
- [Benefits – Request for Approval of Brand Name Drugs](#)
- [Benefits – Retirees health care spending account \(Manulife\)](#)
- [Pension & LTD – change of information form](#)
- [Pension & LTD – enrollment form](#)
- [Pension – application for retirement pension](#)

Diocesan Website Resources

Topic	Sub-Topic	Website Resource
Human Resources for Parishes	includes links to helpful government resources such as:	<ul style="list-style-type: none"> • ESA guide • ESA calculator tools (statutory holidays, termination, severance) • OHSA • AODA • WSIB • CRA payroll deduction calculator
	Parish HR Manual	Manual
	Employee vs. Independent Contractor	<ul style="list-style-type: none"> • Employee Vs Contractor information • Independent Contractor Agreement template • Employment Agreement Templates – Permanent and Fixed Term Employees

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	Job Descriptions (staff) Ministry Descriptions (volunteers)	3 sample Job Descriptions and 74 volunteer Ministry Positions
	Hiring Staff	Info including step-by-step guide, Human Rights, sample interview and reference questions, and links to relevant legislation
	Supervising Staff	<ul style="list-style-type: none"> • Information • Incumbent and Parish Staff guide
	Parish Staff Compensation	Information , including Pension & Benefits
	Giving Feedback	Information , including Performance Review template
Human Resources for Clergy	Professional Development	Information on CEP and PD Grants
	Leaves	Overview to the 8 types of leaves
	Part-Time Clergy	Information on Units, Interims, Lay readers and students
	Remuneration and Benefits – Active	<ul style="list-style-type: none"> • Overview • Clergy Remuneration Information Memo (2024) • Housing Policy Statement • Discretionary Medical and Dental Grant
	Remuneration and Benefits – Retired	<ul style="list-style-type: none"> • Overview and forms • Post-Retirement Benefits Criteria, • Post-Retirement Benefits Bulletin
	Retirement Planning	<ul style="list-style-type: none"> • Information and resources • Diocesan Retirement Allowance Fund
	Wellness	EAP information and 100+ of newsletters on wellness topics
	Retreat Centres	Information and links
Health & Safety	General H&S	<ul style="list-style-type: none"> • Guide booklet • Info, training resources, and links to government resources • Sample Policies and Templates: <ul style="list-style-type: none"> – H&S policy, and H&S program – Hazard Reporting – Incident Investigation – Accident or Critical Injury Report – Fire Emergency Response – Ladder use policy – Working Alone – Inspection Procedure – Inspection Checklist

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		<ul style="list-style-type: none"> – H&S Checklist – Orientation Checklist
	Workplace Violence & Harassment	<ul style="list-style-type: none"> • Guide to the legislation and links to government resources • Risk Assessment Template • Sample Harassment Policy • Sample Violence Policy
AODA (<i>Accessibility for Ontarians with Disabilities Act</i>)		AODA info and resources
Mental Health		<ul style="list-style-type: none"> • Government of Ontario mental health supports • Centre for Addiction and Mental Health
Responsible Ministry: Screening in Faith	<ul style="list-style-type: none"> • Overview • Theological Foundation • Screening Process • Planning the Screening Process • Assessing Risk • Implementing Screening Standards • Obtaining Police Record Checks and FAQs • Making the Screening Decision • Ongoing Review • Ministry Descriptions • Screening Workshops • Screening Forms and Resources • Screening FAQs 	<ul style="list-style-type: none"> • Police Record Check Form • Understanding the PRC process • Sample list of ministry positions • Ministry position template • Sample ministry descriptions • Risk assessment checklist • Screening checklist • Application form • Interview questions • Training attendance form • Ministry guidelines • Reference check questions • One-on-one record form • Parental Consent form • Acceptance letter • Refusal letter • Implementing screening standards chart • Screening steps worksheet • Ten steps of screening • Parish screening communication plan • Covenanting service • Commissioning liturgy • Screening PowerPoint presentation • Screening prayer