

## Frequently Asked Questions – Parish Leaders Session 2025

### Property

**1. Is it possible to get additional information on the group purchasing initiative mentioned?**

*The group purchasing initiative is specifically related to the procurement of Building Condition Assessment services. Please contact Pam Boisvert directly at [pboisvert@toronto.anglican.ca](mailto:pboisvert@toronto.anglican.ca) for additional details.*

**2. How about renovations and construction cost over \$100,000 to be presented to the Risk & Governance?**

*If a capital project requires a permit and carries costs over \$100K, it will require a business case and approval from the Risk & Governance Committee. Depending on the budget, the project may be subject to a two-step approval process: first for approval-in-principle and second for final approval. Please consult Canon 6 and the Procedures Pursuant to Canon 6 for additional details. Please also consult with the Property Resources Dept.*

**3. How long does it take from submitting the license agreement to approval/not approved?**

*Outside of July and August, and assuming all requirements are met, licenses and leases are considered by the Risk & Governance Committee monthly. If all materials are submitted by the published deadline, they will be considered at the next scheduled meeting.*

**4. Who or what firm actually undertakes a BCA?**

*BCAs are generally conducted by a building professional, such as an engineer or architect. The Diocese maintains a list of firms that conduct BCAs – please connect with our team to receive the referral list.*

**5. Any suggestions how to plan for the question in the insurance renewal about review of the current value of assets?**

*We are presently working on a resource that addresses this matter.*

*Currently, parishes can increase or decrease the value of their coverage for full replacement value. This should be done with a motion from vestry. The value should be informed by an assessment, which can be undertaken by a third-party provider (paid for by the parish) or by our insurer (Ecclesiastical). The insurer only has the capacity to conduct a specific number of assessments in any given year.*

### Human Resources

**6. Are people under 18 screened in terms of recruitment?**

*They can serve in low or medium risk positions and complete the screening steps related to that level. They cannot serve in a high-risk role.*

7. **If an investigation of sexual misconduct is required, does the diocese recommend professional investigators/firms?**

*All sexual misconduct investigations are handled through the Canon Pastor. It is really important that you start there.*

8. **Are there performance review templates available from the Diocese? Who does performance reviews for clergy?**

*You can find the procedures and a sample review form in the below link.*

*<https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/giving-feedback/?lang=en>*

9. **Can the Diocese create a template health and safety policy that can be adapted by each parish?**

*You can find the health and safety policy in the below link.*

*<https://www.toronto.anglican.ca/parish-administration/health-safety/?lang=en>*

10. **If hiring someone for a short-term contract, ie: 5 months, do you still follow the same procedure as hiring someone for a longer term?**

*Much of it yes. There may be some minor differences. If you like, send me an email with the specifics and we can chat about it. [atalbert@toronto.anglican.ca](mailto:atalbert@toronto.anglican.ca)*

11. **We are looking for some guidance re Benefits for parish staff (administrators and sextons) and wonder whether we ought to turn to there Diocese Finance team or the Diocese HR Coordinator?**

*Parish benefits for lay staff are through the National Pension Office. More details can be found in the website – [www.anglicanpension.ca](http://www.anglicanpension.ca)*

12. **Do we have to include dead names on a criminal reference check? What does the reference check (not police check) consist of?**

*In order for the police record check to be completed, the legal name and all former legal names do need to be included, however we respect the need to not share dead names with others in the parish. The individual can fill out the form with the basic information, have it signed by the parish representative, then fully complete their name, and send to XpressChek directly. If their current name does not match the current legal name, please email me and we can chat about a way to manage that.*

*There is a sample reference check form on the screening forms and resources page of the Diocesan website. A reference check is a verification of past experience and asking questions about how the person works with others. It is always a good idea to ask if there are any concerns that the person would want to share with you.*

13. **The Employment contract on the website have the Incumbent as a signatory? Should it be the incumbent or the churchwarden sign?**

*Yes, employment contracts must be signed by the CWs. The template on the website is intended to give a sense of what should be included. We have found that many parishes also like to have an Incumbent sign them, but it is not necessary to do so.*

**14. In terms of HR, we should also provide Health & Safety training to our staff every year?**

*You definitely want to train new staff and repeat it as necessary. You're not required by law to do it each year and the need may differ based on the risk factors of the position. You do want a refresher at some point that feels appropriate in your context.*

**15. Do lay staff need to be members of Vestry or the congregation?**

*No, lay staff do not need to be members of Vestry or the congregation.*

**16. Can supply clergy be independent contractors?**

*Not usually as they are doing core work of the parish. The parish does need to make proper statutory deductions from fees paid to supply clergy.*

**17. We run a foodbank AT our parish but through the Daily Bread Food Bank organization. Does this policy about police check and sexual misconduct review fall to these volunteers?**

*In this particular case, and since they are parishioners, I would ensure they are screened through the parish. You could also check with the Daily Bread to ensure both organizations have clarity and no one falls through the gaps. Ultimately it is better to error on the side of safety.*

*If they are volunteers of the parish, then your parish needs to ensure they have been screened. If they are volunteers of the licensed organization, as Mac says it is the responsibility of the organization that has a license with the parish.*

**18. Can a contract be renewed, if a project runs over 2yrs or if the role or tasks change?**

*There can be a lot of factors. If you are experiencing this situation, I recommend you reach out to LegalConnex ([LegalConnex](#) is a free resource available to the leadership of our parishes. It provides confidential access to experienced lawyers who have a minimum of five years in private practice. Some examples of situations that may spur a call to LegalConnex lawyers include compliance, real estate and employment.*

*Call 1-866-263-0256, Monday to Friday (excluding statutory holidays) from 9 a.m. to 8 p.m) for advice for that particular situation. Generally, they will be considered ongoing employees at that point, but if it is project specific it is worth seeking legal advice.*

**19. If someone has been in a role for a decade and current with prc and online training, do we need to have a reference sheet?**

*You do not need to complete a reference for someone has been in their role for many years*

## **Finance**

**20. Can you discuss platforms outside the Diocese where we can look for grant opportunities? Platforms within the diocese?**

*These platforms list grants available for faith-based organizations, charities, and community programs.*

- **Canada:**
  - Government of Canada Grants and Contributions – Federal funding for non-profits and community initiatives.
  - **Provincial Websites** – Each province has its own grant programs (e.g., Ontario Trillium Foundation, Alberta Community Grants).
  - Toronto Foundation provides funding for religious organizations engaged in social work.
- **Private Foundations & Charitable Organizations**

Many private donors and organizations provide grants to churches and religious groups.

- **United Way** – Funds community-based initiatives, including church programs.
- **The John Templeton Foundation** – Supports religious and ethical initiatives.
- **The Pew Charitable Trusts** – Offers funding for faith-based community projects

Grants available within the Diocese can be found here:

<https://www.toronto.anglican.ca/parish-administration/grants-funding/?lang=en>

## 21. Do we need to create a T4 for supply clergy?

Yes, in Canada, you generally need to issue a **T4 slip** for supply clergy if they are considered employees and you have deducted CPP, EI, or income tax from their pay. However, if they are independent contractors, they should receive a **T4A** instead.

- **T4 Slip:** If the supply clergy is considered an employee, you must issue a T4 and report their earnings in **Box 14 (Employment Income)**.
- **T4A Slip:** If they are self-employed or working as independent contractors, you should issue a T4A and report payments in **Box 48 (Fees for Services)**.  
To determine whether they are employees or contractors, consider factors like control over their work, provision of tools, and their level of independence. If unsure, you can request a **Ruling on Worker Status** from the Canada Revenue Agency (CRA).

The **Canada Revenue Agency (CRA)** uses a **four-factor test** to assess the nature of the working relationship:

### 1. Control

- **Employee:** The church dictates when, where, and how the clergy member performs their duties.
- **Independent Contractor:** The clergy member decides their schedule, work methods, and approach.

### 2. Ownership of Tools & Equipment

- **Employee:** The church provides the space, vestments, and materials needed for ministry.
- **Independent Contractor:** The clergy member provides their own materials, vestments, and resources.

### 3. Chance of Profit / Risk of Loss

- **Employee:** Receives a set salary or hourly wage, with no financial risk.
- **Independent Contractor:** May negotiate fees, have variable income, and incur business expenses.

### 4. Integration into the Organization

- **Employee:** Considered part of the church staff, expected to attend meetings, and participate in decision-making.
- **Independent Contractor:** Provides occasional services and is not fully integrated into the church's operations.

#### **How to Apply This to Supply Clergy**

- If a supply clergy member fills in occasionally, sets their own schedule, and invoices for services, they are **likely independent contractors** (T4A, Box 48).
- If they are regularly scheduled, receive direct supervision, and are integrated into the church's operations, they are **likely employees** (T4, Box 14).

If you are unsure how to classify a supply clergy member, you can request a **Ruling on Worker Status** from the **CRA** using **Form CPT1** ("Request for a Ruling as to the Status of a Worker under the Canada Pension Plan and/or the Employment Insurance Act").

### **Stewardship**

22. In terms of stewardship, where can I find a link for the coaches? And the link for development website?

### **Governance & Archives**

23. The lay person and incumbent will be charged for the Synod registration fees. Are we also charged for our deacon at that time?

*We won't automatically invoice for your deacons' fees but you can let us know if the parish is covering those costs. We only automatically charge for the main priest and the lay members*

24. Do Deputy Wardens need to complete the Acknowledgement Form also?

*Deputy Churchwardens are not required to complete the Acknowledgement Forms, only Churchwardens.*

25. Does the Diocese "audit" parishes re policies compliance?

Yes. We audit for compliance in our Sexual Misconduct training and police checks and track who has attended/read the Parish Leadership Workshop.

26. How do I find out which deanery a parish belongs to?

You can search for the parish in Find a Church/Cleric on our website:  
<https://www.toronto.anglican.ca/find-a-church-cleric/>

27. Would non-stipendiary priests be assigned to a particular congregation where they were locally trained, or could they also do Sunday coverage in other parishes as needed?

*That would have to be a conversation to have with their bishop as they are raised up/assigned to a congregation with their bishops blessing.*

28. Where can I find any Sunday School material in the Diocesan website?

The diocese has some older material on their website <https://www.toronto.anglican.ca/diocesan-life/childrens-ministry/?lang=en> but you could reach out to the youth area coordinators <https://www.toronto.anglican.ca/diocesan-life/youth-ministry/?lang=en> who will be able to put you in touch with other parishes who may be able to assist you.

**29. If a parish is under administration or canon and do not have church warden who is to sign cheques and contracts?**

*The administrator for the parish would be the one to sign cheques as they are responsible in place of the church warden.*

**30. Given that the wardens can be individually sued, does the diocese provide legal support if the warden has been acting appropriately within their role and in compliance with laws and policies?**

*Yes, the Diocese will provide legal support if the warden has been acting appropriately. The Anglican Diocese of Toronto provides legal support for wardens through ecclesiastical insurance, covering those acting appropriately within their role and in compliance with laws and policies. Contact Canon Laura Walton ([lwalton@toronto.anglican.ca](mailto:lwalton@toronto.anglican.ca)) for details.*

**31. Please elaborate on situations where the wardens can be sued, and are Wardens responsible to cover any legal costs and or settlements?**

Wardens may face lawsuits for:

- Slip and fall incidents on church property.
- Wrongful dismissal claims.
- Negligence allegations, e.g., in abuse cases.

**Responsibility for Legal Costs and Settlements**

Wardens are not personally responsible; ecclesiastical insurance covers legal costs and settlements, subject to policy terms, with Directors & Officers (D&O) insurance up to \$2 million (extendable to \$5 million). Check your policy for details.

**Insurance Contact Information**

**Ecclesiastical Professional Assist**

With [Professional Assist](#), policyholders have unlimited, confidential phone access to experienced and qualified counsellors with whom they can discuss sensitive workplace issues. Parish leaders can access the service as often as they wish; there are no time limits or maximums. All counsellors have at least 10 years' experience.

Call 1-888-325-4633, Monday to Friday (excluding statutory holidays) from 9 a.m. to 8 p.m.

**32. Is there a policy related to conflict of interest in hiring volunteers and vestry members?**

There is no conflict of interest when hiring volunteers and vestry members. However, when hiring paid staff, they can not be churchwardens, parish clergy or family of parish clergy. Anyone hired

must be at “arms length” and this includes licenced trades or other people who may be hired to do work in the parish. <https://www.toronto.anglican.ca/parish-administration/policies-guidelines/?lang=en>

**33. Do lay staff need to be members of Vestry or the congregation?**

No, lay staff do not need to be members of Vestry or the congregation. It is preferable, but not mandated, that they are NOT members since it can become a problem if an employment issue arises. It should be noted that paid staff who were vestry members lose any vote they may have a vestry as it is then a conflict of interest.

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