

Synod Staff Handbook

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January 2011

THE ANGLICAN CHURCH OF CANADA

ANGLICAN CHURCH MEMBERS

There are about 680,000 members on the rolls of 1,800 parishes



PARISH

A church community led by a rector or incumbent.
A parish may include one or more congregations.



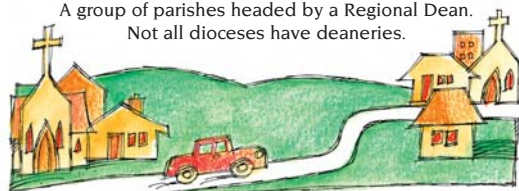
CONGREGATION

A gathering of Christians for worship in a particular place.



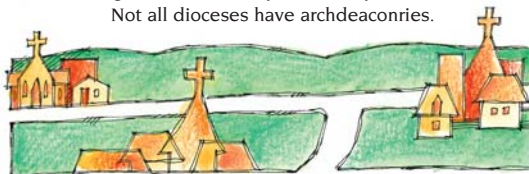
DEANERY

A group of parishes headed by a Regional Dean.
Not all dioceses have deaneries.



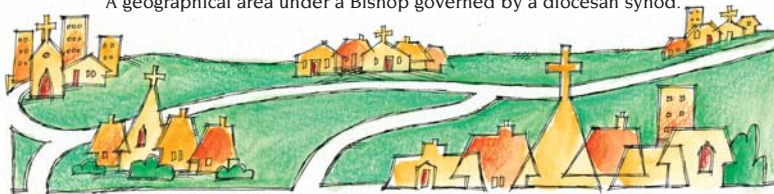
ARCHDEACONRY

A unit larger than a Deanery headed by an Archdeacon.
Not all dioceses have archdeaconries.



DIOCESE (30)

A geographical area under a Bishop governed by a diocesan synod.



ECCLESIASTICAL PROVINCE (4)

A grouping of dioceses within a geographical area, headed by a Metropolitan Archbishop.



GENERAL SYNOD

The national governing body of the Anglican Church in Canada,
composed of bishops, clergy and lay members from every diocese.
The Primate is President and the Prolocutor Vice-President. Meets every three years.



ANGLICAN COMMUNION

Worldwide community of nearly 70 million Anglicans in 38 self-governing churches in 164 countries. The Archbishop of Canterbury is accorded a "primacy of honour" among Anglican bishops worldwide. Primates meet once a year. The Lambeth Conference — a gathering of all bishops in the world, meets every 10 years.



ILLUSTRATIONS BY DAVID SHAW



NATIONAL OFFICE *of* GENERAL SYNOD

THE PRIMATE

Chief Pastor of the Anglican Church of Canada
President of General Synod and the House of Bishops
Primary Canadian representative to the Anglican Communion



GENERAL SECRETARY

General Synod Planning and Consultations
Human Resources
General Synod Archives



FAITH, WORSHIP AND MINISTRY

Ethics and Interfaith Relations
Ministry and Worship
Relationships



FINANCIAL MANAGEMENT AND DEVELOPMENT

Anglican Book Centre Bookstore
ABC Publishing
Anglican Appeal
Accounting
Service Section
Planned Giving



INFORMATION RESOURCES

Anglican Journal
Anglican Video
Corporate Communications
Circulation / Database
Graphics and Design
Library
Web Site



PARTNERSHIPS

EcoJustice
Volunteers in Mission
Mission Coordination
Mission Education
Indigenous Ministries



PENSIONS

Pension Benefits
Medical and Disability Benefits
Continuing Education Fund



THE PRIMATE'S WORLD RELIEF AND DEVELOPMENT FUND

Development Work
Responds to Emergencies
Works to Protect Refugees
Educates and
Advocates For Change



ANGLICAN FOUNDATION

Grants and Loans Program
Donor-designated
Trusts



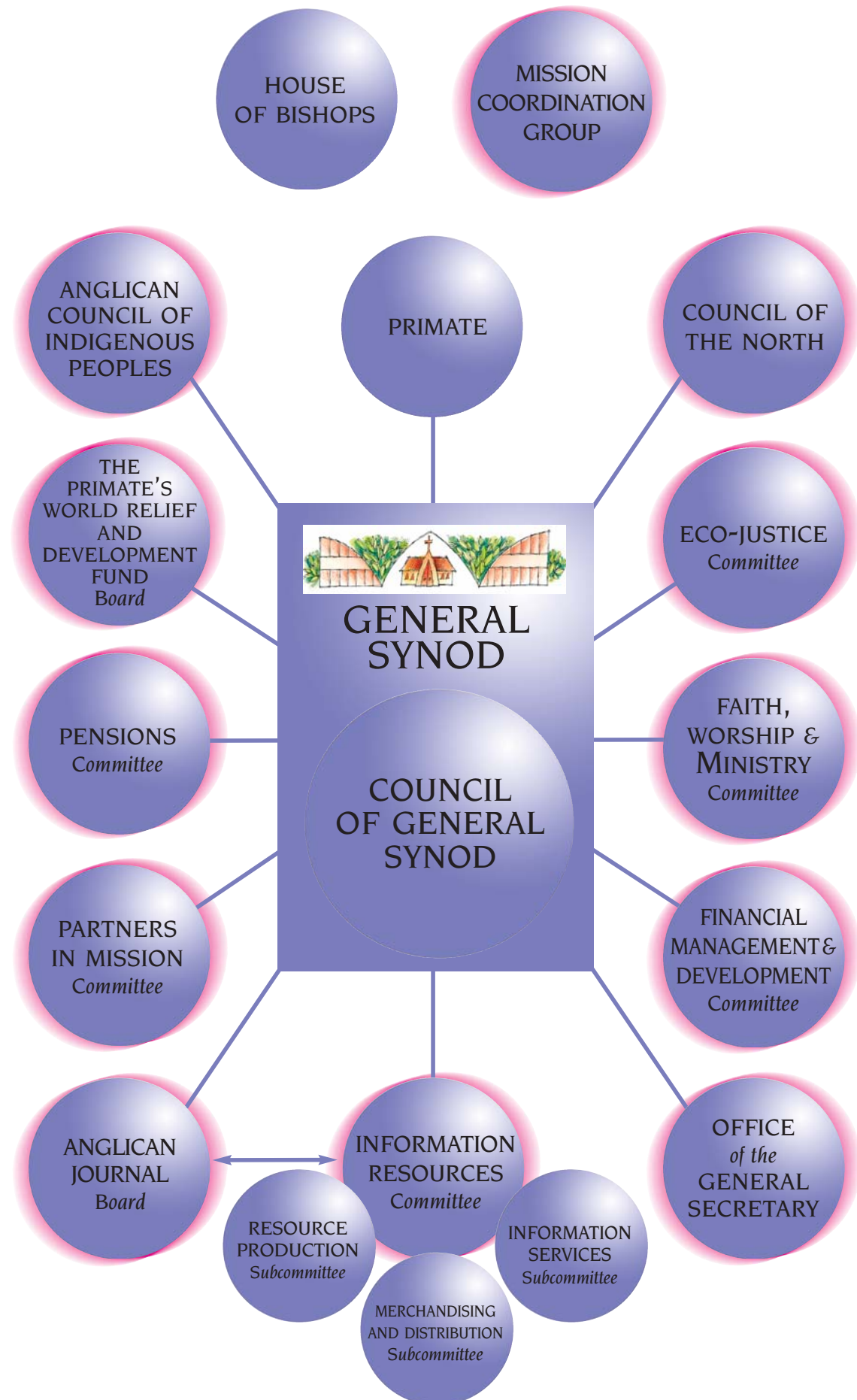
ILLUSTRATIONS BY DAVID SHAW



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GENERAL SYNOD *of the* ANGLICAN CHURCH OF CANADA *Committees and Boards*



Clergy address

TITLE	SPOKEN ADDRESS	FORMAL ADDRESS
deacon	Mr./ Mrs./ Ms. Smith Deacon Smith Sir / Ma'am	The Rev'd Bill Smith, Deacon The Rev'd Deacon Bill Smith (never Rev'd Smith)
priest	Mr./ Mrs./ Ms. Smith <i>(Father Smith)</i> Sir / Ma'am (never Rev'd Smith)	The Rev'd Bill Smith <i>(Father Smith)</i> Sir / Ma'am
canon	Canon Smith Sir / Ma'am	The Rev'd Canon Bill Smith
archdeacon	Archdeacon Archdeacon Smith	Mr. Archdeacon The Venerable Bill Smith Archdeacon Smith
dean	Mr. Dean Dean Smith	The Very Rev'd Bill Smith Dean Smith
bishop	My Lord Bishop Bishop Smith Bishop Bishop Smith	The Right Rev'd Bill Smith Bishop Smith The Lord Bishop of
archbishop	Bishop Smith Archbishop Smith Bishop Archbishop Your Grace	The Most Rev'd Bill Smith Archbishop Smith The Lord Bishop of
primate	Bishop Smith Archbishop Smith Bishop Archbishop	The Most Rev'd Bill Smith Archbishop Smith Your Grace

Staff Position Outlines

The Bishop

The bishop is a priest elected by diocesan synod as the spiritual leader and administrator of the Anglican Church in this diocese, and to chair synod and diocesan council. The responsibilities of the position are many – liturgical, spiritual, administrative, pastoral, supervisory ... the bishop works closely with diocesan staff and with clerical and lay leadership at the parish level.

Administrative and Support Staff

The synod office building at 115 Church Street in Fredericton is the administration base for the Diocese of Fredericton.

Bishop's office and diocesan synod staff work together closely in a collegial and confidential setting. The primary function of the synod staff is to provide support for the bishop and the parishes.

The Executive Assistant to the Bishop (Appointed by the bishop)

This position is traditionally filled by a priest and has carried with it appointment as the diocesan archdeacon and secretary of the synod. The executive assistant works very closely with the bishop in an administrative and advisory capacity; and works closely with other diocesan staff in administrative and management areas.

The Bishop's Secretary

This highly confidential and sensitive position provides clerical and secretarial support for the bishop and the executive assistant. The position is filled by a lay person, hired by the diocese and the bishop's office.

Diocesan Treasurer

The incumbent in this appointed position is essentially the chief financial officer of the diocese and provides the financial and administrative leadership for the diocese and synod. The treasurer oversees the financial aspects of the diocese and offers direction to the parishes in their day-to-day operating procedures. The treasurer works closely with the bishop, finance committee and diocesan council; is involved with the work of many other committees within the diocesan structure; works closely with parish clergy, treasurers and other lay leaders, providing administrative oversight, support, and counsel.

Administrative Officer

This position provides bookkeeping and administrative support to the diocesan treasurer and secretary of synod and has close dealings with the bishop and other diocesan staff. The administrative officer is involved in the planning of (and often

attends) events like meetings of synod, bishop's dinners, wardens' days, and several committees.

Administrative Support Staff

At times the synod office will appoint individuals to part-time positions, on either a casual or on-going basis. These appointments will serve to provide further support for the many and varied administrative functions of the synod and bishop's offices.

Ministry and Program Staff

In addition to providing support and direction for ministry at the parish level, there are often times when the diocese, through synod or council, will develop and deploy personnel in very specific ministries, which while not parish-based, are vital extensions of parish ministry. This includes institutional chaplaincies (university, hospital, etc.), ministry support (youth, Christian education, etc.), development ministries (stewardship), and other positions (communications) designed to further support the bishop and parishes.

These appointments may be of a part-time or full-time nature and may be ongoing or contract positions for specific terms. In many cases the individuals do not work at the Synod Office location. Current positions in the ministry and program areas include:

Youth Ministry Action Director

Provides development and support programs in support of for parish youth ministry initiatives and development programs for parish youth ministry leaders. This is a senior ministry position in the diocese and requires a clerical appointment.

Director of Christian Education

Provides support programming and leadership development for parish Sunday school ministry leaders. Works with the Youth Action Director to ensure youth ministry development reaches all ages

Communications Officer

Primary responsibility is general communications, (The New Brunswick Anglican, E News, web site). Also works closely with the bishop's office in drafting press releases, internal publishing of information, development of communications strategies. Attends major meetings such as synod, council and other events.

Hospital Chaplains

Provide critical support for parish ministry by providing pastoral visitation in hospital settings. Also involved with ministry to hospital staff. Chaplains in place in Saint John, Moncton and Fredericton.

University Chaplain

Provides ministry and pastoral support for Anglican students at the University of New Brunswick (Fredericton) and St. Thomas University campuses.

Synod Recording Secretary

Appointed to provide clerical assistance in the recording of the minutes of Diocesan Synod, Diocesan Council and certain other major diocesan committees.

29 January 2007

Diocese of Fredericton
Executive Assistant to the Bishop
Position Profile

The position of Executive Assistant to the Bishop is a senior clerical position in the Diocese of Fredericton. The incumbent's primary duty is to support and work closely with the Bishop in his provision of pastoral and administrative leadership to the Diocese. Under the direction of the Bishop, the Executive Assistant will work closely with clerical and lay leaders within the diocese including the Dean of the Cathedral, territorial archdeacons and regional deans, diocesan administrator/treasurer, chancellor and vice-chancellor, and the chairs of various boards and committees. The executive assistant will be a member and secretary of the Bishop's Counsel (Dean and Archdeacons) and an ex-officio member of various committees, when appointed by the Bishop.

General and Specific Duties (listed in order of priority)

The Executive Assistant will work on behalf of and advise the Bishop in a variety of roles including the following:

1. Episcopal Support
 - confidant to the Bishop
 - being the Bishop's emissary in a variety of situations
 - representing the Bishop on various committees, when appointed to do so
2. Administrative Support
 - brief and assist the Bishop in his preparation for, and follow-up of, various important meetings and events including: synod, diocesan council, Finance Committee, Bishop's Counsel, etc.
 - organization of meetings for the Bishop including agendas, attendees, minutes and follow-up
3. Diocesan Relations
 - assisting the Bishop in his various roles within the diocese
4. Clergy Relations
 - overseeing the maintenance of clergy personnel records
 - parish vacancies and the clergy placement process, including the development of parish profiles in preparation for appointments
 - communication regarding resignations and appointments
 - being the diocesan "troubleshooter" in a difficult or unusual situation related to clergy
 - assisting in ordinations, consecrations and other special liturgical events
5. Clergy Development
 - member of the Vocational Chaplains group
 - working with potential theological students in the discernment process
 - be the primary contact between theological students and the diocese
6. Parish Growth and Development
 - gathering information about parishes in special situations
 - assisting in the development of strategic plans for parishes, missions, etc.
 - administrative follow-up with parishes

Desirable Qualities

The Executive Assistant is an ordained priest with 10-15 years experience, a good knowledge of the Diocese of Fredericton, and a unique blend of knowledge, skills and personality. The following are some of the most important:

- loyalty to the Bishop and a commitment to his ministry, vision and plans
- trusted by and has the confidence of the clergy
- a team player who is able to communicate and work well with clergy, parish laity, lay leaders in the diocese, diocesan staff, etc.
- a self-starter who can work under the direction of the Bishop
- well-organized and administratively capable
- computer literate so as not to require extensive secretarial support
- a person of integrity who is comfortable in any difficult or confidential situation

Reporting Relationship

This individual will report directly to the Bishop. The position will be one of support for that office and will require a close working relationship with the Archdeacons. It will not impact on the direct working relationship between the Archdeacons and Bishop.

Terms and conditions of Employment

The Executive Assistant will be an appointment of the Bishop and, subject to an annual review by both parties, the position will exist for the duration of his/her episcopacy. The person appointed will receive a stipend which is 125% of the top of the clergy minimum stipend scale, an allowance in lieu of housing, travel reimbursement as per diocesan policy for diocesan clerics, and will participate in the normal benefit plans.

December 2005

Position Profile

Bishop's Secretary

Incumbent: Phyllis Cathcart

Description of Position

The Bishop's Secretary provides clerical and administrative support to the Bishop and the Bishop's Executive Assistant.

To perform, in a religious environment, clerical functions such as answering telephone calls, receiving visitors, preparing correspondence, document filing and organization, arranging conference calls, and scheduling meetings and appointments.

Activities and Tasks

Activities and tasks include, but are not limited to:

- Attend weekly staff meetings.
- Provide office receptionist duties including answering telephone calls promptly and courteously, greet visitors and determine access to specific individuals.
- Answer public inquiries by fax, e-mail or letter utilizing good knowledge of existing resources already available eg. diocesan web site.
- Use oral and written communication techniques in electronic and paper formats.
- Arrange teleconference calls.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Maintain daily office correspondence log executing consistent follow-up on e-mail, fax, letter and phone messages including record of confirmation of receipt, reply and completion.
- Schedule and/or contract meeting facilities.
- Participate in maintaining diocesan databases and lists including: clergy personnel cards; clergy ordination anniversaries; diocesan appointments and terms; confirmands.
- Develop and maintain records management system, file and retrieve documents and related materials in a neat and easily referenced filing system (electronic and paper).
- Maintain mailing lists, prepare and circulate episcopal invitations and cards as requested
- Make travel arrangements for executives.
- Schedule diocesan meetings and/or executives' appointments.
- Assist in maintaining diocesan web calendar of events.
- Independently prepare form letters for various episcopal responsibilities (licensing, ordinations, episcopal appointments etc ...).
- Independently write correspondence in reply to inquiries in preparation for executive signatures.
- Prepare and maintain the episcopal itinerary and calendar (public web calendar and NB Anglican versions included), schedule meetings and travel arrangements including deanery visitations.
- Provide and brief Bishop with daily itinerary (weekly and monthly upon request).

Other related duties attended to as required for the smooth operation and hospitality of the Office.

Knowledge and Skills

Required but not limited to:

- Ability and eagerness to learn new methods and information.
- Good understanding of Anglican polity, Anglican Church organization and terminology.
- Above average level of professionalism in areas including issues of confidentiality.
- Excellent interpersonal skills.
- Command of the English language and vocabulary, grammar and syntax with good verbal and written communication skills.
- Ability to schedule and set priorities while completing work within a specific time period.
- Good grasp of current computer applications including PC operating system (Windows) word processing, spreadsheet and presentation software.
- Knowledge of both traditional and computer clerical and administrative procedures: word processing, managing files and records, stenography and transcription, designing forms,

- and general current office procedures and terminology.
- Above average ability and understanding of current communications technology including e-mail, electronic document creation and transmission methods.

Regular attention to Continuing Education opportunities is required with at least one event annually.

Reporting Relationships

The Secretary to the Bishop is under the direction and supervision of the Bishop and the Bishop's Executive Assistant. The Secretary works in co-operation with other Synod Office Staff in a team oriented environment.

Position Details

Work location: 115 Church Street, Fredericton.

Remuneration: As per diocesan policy for diocesan staff.

Hours of work: 37.5 hours per week.

Sick leave: As per diocesan policies.

Vacation: As per diocesan policies.

Expenses: Duties should not require expense but reimbursed when necessary.

Education & Training: Minimum diploma or course in secretarial and administrative procedures for the automated office (or equivalent experience) and at least five years experience in an administrative support position.
Continuing education opportunities expenses: two thirds reimbursed as per diocesan ConEd standards.

Benefits: As per diocesan policies.

Performance Review: Annually by the Bishop.

May 2007

A note on secretarial positions

As technology continues to expand in offices everywhere, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume a wider range of new responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In the midst of these changes, however, their core responsibilities have remained much the same, although changed from manual to electronic-performing and coordinating an office's administrative activities, storing retrieving, and integrating information for dissemination to staff and others.

Diocese of Fredericton
Diocesan Treasurer
Position Profile

General Description

The Diocesan Treasurer is an officer of the Diocesan Synod of Fredericton and is key member of the senior management staff of the Diocese. The incumbent's primary responsibilities lie in the general area of financial management and reporting for the Diocese and for Camp Medley (currently a separate accounting function)

The Treasurer works closely with other Diocesan Staff, including the Bishop, Executive Assistant, Administrative Officer and will assist program staff in the administration of their respective ministries. In addition there are close working relationships and responsibilities arising from the necessity to work within a highly organized, committee-based administrative structure.

The position is one which requires the incumbent to work closely with volunteers at the parish level, to support and advise those officers on administrative and financial matters.

Specific Duties and Responsibilities:

- prepare financial statements for review by Diocesan accounting firm
- under the advice and direction of Diocesan Council and Finance Committee, preparation of the annual operating budget with input from various sources
- preparation of reconciliations of bank accounts, transit and suspense accounts, and sub-ledgers (revenue, payroll, investments, parish Trusts, Diocesan Trusts et al)
- development and of maintenance of accounting system to best meet the needs of the Diocese
- development of processes around accounting and reporting on receivables from parishes for budget support
- maintenance and oversight of system for processing parish clergy and lay employee payroll as well as for diocesan staff
- ensuring payroll is processed in an accurate and timely manner
- ensure all withholdings are remitted and as required by regulatory authorities
- produce T4 and related returns and reconciliation of related payables
- arrange for followup on areas of concern with respect to parish budget support
- preparation of the annual Registered Charities Information Return as required by Canada Revenue Agency Charities division. return
- day to day oversight of accounts payable, ensuring Synod accounts are up to date and that all appropriate authorization is in place .
- work with Finance and Investment Committee Chairs in the preparation for meetings and in the dissemination of required information

Knowledge and Skills: Required but not limited to:

- Complete familiarity with general bookkeeping practices
- Strong knowledge of and familiarity with generally accepted accounting principles
- High level of knowledge and experience in accounts payable and receivables
- Knowledge and experience in the area of employment benefits
- Knowledge of key payroll administrative practices and reporting requirements
- General knowledge of personnel practices

- Comfort with supervisory tasks
- Highly developed interpersonal skills
- Comfort with working in a committee-based environment
- General knowledge of registered charity administrative requirements
- Well developed skills in the area of computer technology including:
 - data management
 - accounting systems
 - payroll processing
 - web site maintenance
 - word processing
 - file management
 - electronic communications
- Comfort in working within a faith-based organization

Reporting/Working Relationships:

Inter-office:

Reports to the Bishop, (often through the Executive Assistant to the Bishop)
 Works closely with the Executive Assistant to the Bishop
 Assists in oversight/support for the Diocesan Administrative Officer
 Part of a team within the Synod Office

Organizational - Internal:

Close working relationship with key Committees, especially the Chairpersons
 In an advisory capacity, close communication with Parish officers (Clergy, Treasurers, Wardens)

Organizational - External:

Reporting relationship with external agencies
 Peer relationship with counterparts at the Diocesan Provincial and General Synod levels

December 2008

Diocese of Fredericton
Administrative Officer
Position Profile

Description of Position

The Administrative Officer provides administrative support to the Diocesan Office with accountability to the Bishop, working closely with the Treasurer and the Secretary of the Synod.

The Administrative Officer provides, in a religious environment, both administrative and clerical functions ensuring the smooth administrative operation of the Diocesan Office. In a team environment, all members of staff seek to assist others in their responsibilities as possible and needed to keep the overall ministry to the Diocese as efficient as possible.

Activities and Tasks

Activities and tasks include, but are not limited to:

- Working with the Diocesan Treasurer:
 - Ensuring the accuracy of financial records including computer accounting entries, issuing of receipts, maintenance of sub-ledgers, preparation and delivery of bank deposits, and control of petty cash.
 - Processing of payroll through a web-based dedicated system and preparation of related accounting entries
 - Ensure that Diocesan financial obligations are met by maintaining accounts payable, confirming amounts due, obtaining approval for payment and preparing vouchers and cheques.
 - Preparation of financial and statistical reports, including required analysis and presentation formats.
 - Assist in the planning for meetings of the Diocesan Finance Committee and its sub-groups, including attending and taking minutes
- Working with the Secretary of Synod:
 - Independently prepare correspondence, execute electronic and paper document filing and organization, arrange conference calls and schedule meetings.
 - Preparation of meeting agendas, reports, preparing and circulating minutes, and handling information requests.
 - Maintenance of the diocesan web site including event calendar and administrative tools functioning through the diocesan web server.
- Prepare reports, meeting agendas, memos, letters, statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Independently categorize and prioritize correspondence, submissions, and reports in order to determine their significance and plan and execute their distribution and or organization for use.
- Analyze and adjust organizational office operating practices or procedures.
- Lead the monitoring of Diocesan contact database (DIMS) ensuring information available within the Office and in Parishes is current.
- Other related duties attended to as required for the smooth operation and hospitality of the Office.

Knowledge and Skills

Required but not limited to:

- Ability and eagerness to learn new methods and information.
- Good understanding of the Anglican Church, its organization and terminology a definite asset.
- An attitude of professionalism in areas including issues of confidentiality.
- Excellent interpersonal skills.
- Command of the English language and vocabulary, grammar and syntax with good verbal and written communication skills.
- Ability to schedule and set priorities while completing work within a specific time period.

- Demonstrated competence in the use of current office computer applications including PC operating system (Windows) word processing, accounting, spreadsheet and presentation software.
- Knowledge of both traditional and computer clerical and administrative procedures: word processing, managing files and records, simple database maintenance and use, form design, and general current office procedures and terminology.
- Good knowledge of office machines and their use including telephones, printers, copiers, and fax machines.
- Demonstrated knowledge of bookkeeping/accounting processes and procedures
- Familiarity with payroll procedures and related external regulatory requirements
- Above average ability and understanding of current communications technology including e-mail, basic web design, electronic document creation and transmission methods.

Regular attention to Continuing Education opportunities is required with at least one event annually.

Reporting Relationships

The Administrative Officer is primarily under the direction and supervision of the Diocesan Treasurer and secondarily the Secretary of the Synod. The Officer works in co-operation with other Synod Office Staff in a team oriented environment.

Position Details

Work location:	115 Church Street, Fredericton.
Remuneration:	\$28,000 - 35,000 per year commensurate with education/experience
Hours of work:	37.5 hours per week.
Sick leave:	As per diocesan policy.
Vacation:	As per diocesan policy.
Expenses:	Work related expenses are reported and reimbursed as needed.
Education & Training:	Minimum degree or diploma in Administration or at least five years experience in an executive administrative position. Continuing education opportunities expenses as per diocesan Con Ed standards.
Benefits:	As per diocesan policies.
Performance Review:	Annually as per diocesan policy.

November 2006

A note on office administrative positions

As technology continues to expand in offices everywhere, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrators to assume a wider range of new responsibilities once reserved for managerial and professional staff. Many secretaries and administrator now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In the midst of these changes, however, their core responsibilities have remained much the same, although changed from manual to electronic-performing and coordinating an office's administrative activities, storing retrieving, and integrating information for dissemination to staff and others.

Diocese of Fredericton
Diocesan Youth Action Director
Position Profile

EXPERIENCE/EDUCATION

- Post-secondary degree or equivalent in relevant field.
- Clear evidence of a heart for youth ministry over several years.
- Demonstrated maturity in Christian leadership.
- Capable of being a catalyst for lasting attitudinal change in the Anglican Church in New Brunswick.
- Capable of working independently with creativity and initiative.

KEY RESULT AREAS

- Support and assist clergy and other leaders to bring about lasting attitudinal change in ministry to/with youth at the parish level.
- Nurture, support and encourage those with leadership and programming responsibilities for youth at the parish level.
- Implement several items in the Diocesan Youth action plan (dated February 22, 2002), specifically:
 - The coordination of the two diocesan annual weekend workshops: a spring session that would help clergy, youth leaders and young people take innovative and effective approaches to parish youth ministry, and a fall session that would be aimed at personal spiritual growth and learning for a large gathering of diocesan youth.
 - Make sure that youth ministry remains strong and ensure ALL diocese-supported youth programs are properly coordinated
 - Maintain a current list of youth contacts (email/postal addresses and telephone numbers for interested young people, clergy, youth leaders, and lay leaders) to facilitate good communication across the diocese
 - Monitor youth ministry in the diocese and provide policy, budget and programme advice to the Bishop and other leaders
 - Keep current with new strategies and approaches to youth ministry by attending professional development courses, workshops, youth events, inter-diocese visits and other means
- Create a sense of Christian community on UNB/STU Campus and continue the weekly church services.
- Cooperation with the Director of Christian Education on programmes and support for ministry with the 12-15 year age group.
- As a Bishop appointed member of the Board of Camp Medley, to offer diocesan input and support in ways necessary for the operation and guidance of diocesan camps.

REPORTING

The Diocesan Youth Action Director is a full time employee of the Diocese of Fredericton and reports directly to the Bishop and the Diocesan Council and/or its coordinating youth ministry subgroup.

31 August 2006

Position Profile

Communications Officer

Incumbent: Ana Watts

Description of Position

Provides general oversight of communication strategy, process and administration. Initiates and shares written and other communication among individuals, groups and organizations through internal networks and the media, including the New Brunswick Anglican, the diocesan website, diocesan E News, media releases and others as necessary.

Activities

- Coordination and direction of diocesan communication among staff, clergy and members of parishes.
- Maintenance and development of working teams supporting diocesan-wide communication.

Tasks

- Produce the New Brunswick Anglican diocesan newspaper monthly, September through June (includes writing, editing, layout and delivery of print-ready version to printer), in consultation with the bishop/publisher.
- Prepare and/or edit organizational resources and publications for internal and external audiences, including the New Brunswick Anglican (monthly), Diocesan E News (weekly), the Diocesan Web Site (as necessary) and others as required.
- Attend weekly meetings of diocesan staff.
- Write media releases as requested and required by the bishop's office.
- Respond to requests for information from the media, or arrange for another appropriate spokesperson in accordance with diocesan policy.
- Conduct periodic communication effectiveness surveys or polls.

Knowledge and Skills

Required

- Excellent command of English vocabulary, grammar and syntax.
- Excellent verbal and written communication skills.
- Professional understanding of media dissemination techniques.
- Proficiency in electronic communication (e-mail, word processing, layout, design, graphic and photographic applications).
- Understanding of the polity and tradition of the Anglican Church with specific awareness of current issues and the diocesan context.
- Knowledge of, and access to, public news media services.

Preferred (although not required, the following are preferred)

- Journalism experience.
- Web design and maintenance ability.

Reporting Relationships

The Communications Officer reports to the Bishop and/or the Bishop's Executive Assistant. There is regular consultation on current issues and communication needs. A performance review is conducted annually.

Position Details

- Work location: The Communications Officer works outside the diocesan office with clerical support as required and possible.
- Remuneration: Calendar year-to-year contract position.
- Hours of work: 37.5 hours per week
 - Paid sick leave: As per diocesan policies.
 - Vacation: As per diocesan policies.
- Expenses: Reimbursement for out-of-pocket expenses – supplies, postage, telephone and travel according to Diocesan policies. Annual equipment renewal, and continuing education allowance as approved.
- Education & Training: Supervisor approved programs.
 - Benefits: Diocesan health and life insurance and National Church pension benefits are available to contract workers. Diocesan long-term disability benefits are not available to contract workers at this time.

20 December 2005

Diocese of Fredericton
Christian Education Director
Position Profile

Qualifications:

- Academic - Formal training in Theology and Biblical Studies. Experience and/or training in the field of Education.
- Personal - Baptized and committed Christian. Demonstrated commitment to the Faith and the Church through regular attendance and participation in parish life.

Appointment:

- For a two year term.
By the Bishop who may appoint an interview committee.

Accountable To:

The Bishop and his delegated advisory and support committee.

Responsibilities:

- A. With regard to our diocesan Church School philosophy:
To be in concert with, and promote, and develop the diocesan philosophy for our Church School programmes, and to actively communicate that philosophy through parish visits.
- B. With regard to training and support:
 1. To liaise with clergy in parishes
 2. To work with superintendents, teachers and youth leaders in their parishes and dovetail programming with the Diocesan Youth Action Director for those in the 12-16 age group.
 3. To facilitate workshops with the aim of enhancing the superintendents, teachers and leaders in their faith and confidence.
- C. With regard to providing information and direction to parishes with curriculum and resource questions.
To be fluent and knowledgeable concerning current curricula and other resources.
- D. With regard to familiarity with current modes and methods of communication.
To have computer word processor skills, comfortable with e-mail and internet communications in order to address diocesan communications and parish volunteer support needs.

At least 50% of the Director's work must be done in the field, visiting clergy, parishes, leaders, superintendents and teachers. Adequate liaison work cannot be accomplished solely through running programmes. Communication is on a highly personal relationship level, including "Deanery style listening sessions" and parish visits. This position requires flexibility of hours to meet the needs of working with volunteers available on weekends and during the evenings. This person needs a car and a willingness to travel throughout the diocese.

December 2004

Diocese of Fredericton
Camp Medley Director
Position Profile

Description of Position

The Diocesan Camp Director is required to provide overall camp management and the implementation of camp programme at the Anglican Church Camp Medley on behalf of the Bishop of Fredericton. In a Christian atmosphere, working with both volunteers and paid summer staff, the Director oversees the formation and educational needs of both staff and registered campers, with a special focus on standards of risk management, safety and appropriate programme in the Anglican context.

Qualifications

Educational

- Post secondary degree or formal training in scripture, doctrine and Christian education
- Good grasp of Anglican polity and ethos

Experience

- Minimum of 10 years directing summer youth camping programs and a minimum of 5 years of camp management experience
- Training and experience in leading ministry in Anglican Christian formation, small group and programme design
- Experience in, and solid understanding of, risk management in a Christian camping environment
- Familiarity with Diocese of Fredericton legislation and camp policy as it pertains to the operation of diocesan camps
- Proven experience in budget preparation, organizational financial management and the maintenance of vendor relationships
- Camp and camp ministry marketing experience

Accountability

The Bishop of Fredericton and delegated advisory committees

Responsibilities

Facilities related (in conjunction with the Medley Facilities Committee)

- Oversee future development planning for future of Camp Medley including programme and business plan in line with the current vision of the Camp and Diocese
- Oversee aspects of facility rental, policies and off-season use (May/June/Sept/Oct)
- Consult, prepare and implement annual programme budget
- Oversee the day to day maintenance and improvement of facilities

Programme related (in conjunction with the Medley Programme Committee)

- Establish, maintain and develop personnel, health, safety and workplace policies including an adequate risk management plan, with attention to existing Diocesan policies and standards
- Design and implement new and exciting programme that lives out the mission and vision

- Develop communications and comprehensive strategies for the promotion of Anglican camping ministries including registration materials and advertising
- Manage staff hiring, position profiles, training, standards and qualifications
- Ensure child, youth and staff safety
- Mentor camp staff with ability to discern and nurture gifts utilizing team building techniques practically implemented

Terms and Conditions

- 12 month contract position appointed by the Bishop on term by term basis
- Camp residency required during July and August
- Remuneration range 16,500 - 23,500 depending on experience and qualifications
- Hours per week as needed to fulfill responsibilities

23 December 2009

ANGLICAN DIOCESE OF FREDERICTON
Saint John Area Hospital Chaplaincy
JOB DESCRIPTION

The Anglican Hospital Chaplain has a pastoral function to all Anglican patients, their families and all staff in the Regional Hospital (and St. Joseph's Hospital) in Saint John. (St. Joseph's Hospital may be on a consult basis.) The Chaplain is responsible to and takes direction from the Diocesan Bishop through the Bishop's representative, and is also responsible to the Directors of Spiritual and Religious Care SJRH (and SJH) with regard to hospital policies and protocol. He/She reports to Diocesan Synod and Diocesan Council when requested by the Bishop.

QUALIFICATIONS

The Chaplain will be an ordained priest, with a minimum of three years successful parish experience. The applicant should have a minimum of one unit (one quarter) of Clinical Pastoral Education (CAPPE) credits and (must) be willing to continue working to complete CAPPE standards or the NB Provincial Spiritual Care Committee standards. The applicant will have a proven ability to work within general and regional hospital settings and a willingness to work with the hospital administration in the continuing development and definition of chaplaincy within an institution.

The applicant needs to be ecumenically minded and willing to work as one member of the Spiritual and Religious Care Department team, as well as with local Anglican Clergy. The applicant must also be willing to work actively with the Patient Care Teams, and be able to articulate ethical issues, and their consequences.

The successful applicant will be required to be attached to a city parish (of the applicant's choice) as a licensed Honorary Assistant, and has the same relationship to the Bishop as any other parish priest re: educational opportunities, Synod, Clergy Conferences, and Deanery meetings.

The Chaplain will be a devout, prayerful, committed person, energetic, self-motivated, and ready to do the Lord's will. Good listening skills, a non-threatening, understanding manner with some life experience are needed.

RESPONSIBILITIES

The Chaplain will be responsible for primary Christian spiritual and religious care to all Anglican patients at the Saint John Regional Hospital (Horizon NB) and consulted for patients at St. Joseph's Hospital. Local Anglican clergy will be contacted by the Chaplain when requested by the patient and/or the family if a need arises. The Chaplain will carry full responsibility for spiritual and religious care for those patients from outside the local clergy visiting area and for those who have no parish affiliation. Pastoral care will include administering the sacraments to patients as they request.

As arranged by the Spiritual and Religious Care Coordinator, the Chaplain may be asked to serve as Weekend Chaplain in rotation on weekends and holidays. In these and other circumstances, the Chaplain will also give spiritual and religious care to non-Anglican patients, relatives and staff as required.

The Chaplain will assist the Spiritual and Religious Care Coordinator in orienting Anglican clergy and lay spiritual and religious care teams to hospital protocol. He/She will offer assistance to Anglican clergy and laity as appropriate to further their spiritual and religious care skills, and will be available for consultation by Anglican clergy and lay spiritual care visitors regarding spiritual and religious care of specific patients and family members. There has been a request for chaplains to work with medical students now that Dalhousie Medical School is on site.

There is also the significant aspect of self-care required to enable the Chaplain to be and continue as an effective instrument of God's grace for patients, families, staff, and, community. Self-care includes opportunities for continuing education, retreat, and spiritual direction as deemed appropriate.

Under the aegis of the Bishop's Representative/Archdeacon of Saint John, a Support group will be established to assist the Chaplain; the Chaplain will meet with the Support group on a continuing basis.

Funerals will not be a part of the Chaplain's ministry, but will be referred to local clergy, through the Archdeacon, who are available for grief support following the funeral.

REMUNERATION

The Chaplain will be paid the appropriate rate for clergy in the Special Ministries category (to be negotiated with the Bishop and Synod). The stipend will include adequate provision for housing, and travel will be reimbursed on a mileage basis according to Diocesan rates. Travel will not include normal traveling from a place of residence to a place of work and return. It will include traveling between hospitals and, if necessary, to Extra-Mural patients and emergency calls.

The Diocese will pay the employer's share of pension costs, UIC, Worker's Compensation, and car replacement fund.

TERMS OF EMPLOYMENT

The Chaplain will live within 30 minutes' driving time of the Saint John Regional Hospital. The Chaplain is appointed for a three-year initial term, renewable at the discretion of the Bishop.

The Chaplain's performance will be evaluated on an annual basis by the Bishop or his or her representative, with input from the Spiritual and Religious Care Coordinator and one or two members of the Patient Care staff. A document to facilitate review is available see: "A Document to Facilitate Annual Review and Appraisal or Periodic Major Review of Saint John Anglican Chaplaincy" 2009. Within thirty days of such evaluation, a copy will be sent to the Bishop and to the Hospital Chaplain.

The Chaplain has the same canonical relationship with the Bishop with respect to employment as any licensed Priest.

(Original 1990; revised 1996; reviewed Oct.2000; draft revision November 2008; revised October 2010)

Reviewed by Members of the Clergy Support Committee

October 2010

- **Confidentiality**

The work of the Bishop's Office and the Synod Office is done on behalf of the Anglican Church in New Brunswick in concert with Diocesan Synod and Diocesan Council. Church actions and policies are public and transparent.

Deliberations leading to these actions and policies, however, require discretion. They, and discussions around personal/personnel issues, carry pastoral/legal consequences. Participants in those discussions have an expectation of privacy that must be respected by staff.

- **Dress Code**

Staff members are expected to dress in a manner appropriate to their position and respectful of the people they serve. Those who deal with the public should reflect prevailing private sector business standards.

- **Hours of Work**

Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. Although many staff members have duties outside the office and outside office hours, staff must ensure the offices are open and available to the public during these hours.

All staff members are entitled to a one-hour lunch break. These breaks must be coordinated among staff to ensure the office is attended at all times.

Staff members requested to work outside office hours may arrange for compensatory time-off.

- **Vacation**

As it is for clergy in parish ministry, vacation for clergy members of staff is governed by canon. They are entitled to four weeks paid vacation each year, plus one week of extra vacation between Epiphany and Holy Week.

Lay staff members are entitled to two weeks paid vacation per year in their first five years of employment. After five years, they are entitled to three weeks paid vacation. After 10 years, lay staff members are entitled to four weeks of paid vacation. After 20 years of service and with the approval of the Human Resources Committee, lay staff members may take five weeks paid vacation.

All vacation time must be scheduled in advance, in consultation with other staff to ensure office coverage, and be approved by a supervisor. Vacation time can be accumulated over time at the discretion of the bishop.

- **Sick Leave**

In case of illness, staff members are entitled to up to 10 days paid leave during a 12-month period. Unused sick leave may be accumulated up to 40 working days (eight weeks), at which time short-term disability benefits become available.

- **Bereavement Leave**

In the event of the death of a family member, staff may request paid leave for five days. Longer leave may be granted at the discretion of the bishop.

- **Educational Leave**

With supervisory approval and in consultation with other staff to ensure office coverage, employees are encouraged to pursue appropriate professional development opportunities. The duration of such working day activities is at the discretion of the bishop.

- **Wider church involvement**

With supervisory approval and in consultation with other staff to ensure office coverage, employees are encouraged to lend their time and talents to the larger church community through participation on committees and boards at the diocesan, provincial and national level.

- **Jury Duty**

An employee summoned to serve on a jury shall be granted leave with pay for the duration of the trial but may be asked to reimburse the employer compensation received from the court, less travel, meal and accommodation expenses.

- **Personal Leave**

With supervisory approval and in consultation with other staff to ensure office coverage, an employee may request up to three days of personal leave during a 12 month period in order to attend to family health or education concerns, respond to extreme weather conditions and other personal matters.

- **Recognized Office Holidays**

New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
New Brunswick Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Eve Day
Christmas Day
Boxing Day

29 January 2007

The Diocese provides remuneration for its employees in manner reflective of our commitment to being a fair and responsible employer. Remuneration generally includes stipend or salary and housing provision where appropriate (clergy staff persons only). In addition there are provisions for travel allowances, and participation in the various pension, medical, dental, life insurance, disability and group RSP plans.

Ordained employees:

There are certain positions in the Diocesan structure that require the appointment of a Cleric who will be provided with a stipend. In those situations, the general practice calls for the stipend to be established as a percentage of the top level of the approved clergy stipend scale.

In the case of a Bishop the stipend ranges from 140% to 150% of the stipend scale

There is provision for an additional years-of-service allowance for the Diocesan.

In the case of the Executive Assistant to the Bishop the stipend has been set at 125% of the established clergy stipend scale.

Other positions that may be established from time to time, including institutional Chaplains, or program-based appointments requiring the appointment of a cleric, will have appropriate stipend scale percentages. These may be full time or part time positions.

In the event that an ordained person is appointed to a position not specifically established as requiring clerical appointment, the established salary for the position applies, without consideration for clergy housing benefits or tax implications that may apply to the individual.

LAY EMPLOYEES:

Administrative and program positions, whether full time or part time, will have assigned salary or salary scale. Salary scales will have a base which would normally apply at the time of hire; a "job rate" which would be median salary for the position; and a maximum salary. Those salary ranges are subject to periodic adjustment for inflation and may, from time to time, be reviewed as a result of changes to job description, expectations, or equity issues.

The current salary scales for established full-time administrative positions:

Position	Hire Rate	Job Rate	Maximum
Diocesan Treasurer	37,000	43,500	50,000
Administrative Officer	30,000	35,300	40,000
Bishop's Secretary	23,400	27,500	31,625

Persons assigned to positions where a scale applies move through the scale on the basis of an annual review to determine the appropriate position on the scale based on performance. Those whose salary is above the established scale remain at the maximum.

The Diocese may, from time to time, establish contract positions of an administrative nature. Employment terms, salary, and benefits are established based on the unique profile of such positions.

In the event a lay person is appointed to a position specifically designated as requiring clerical appointment, the appointee will be paid the cash equivalent of the combined established stipend and housing allowance, with no consideration for the income tax implications in respect of the housing component.

Travel expense reimbursement

All Clergy in positions requiring clerical appointment will be provided with a Car Replacement Allowance according to diocesan policy. In addition there may be provision for a Travel Allowance, or in the absence thereof, reimbursement on a per kilometer basis at rates established by Diocesan Council (currently 25 cents per kilometer).

Car Replacement and Travel Allowance are considered to be taxable and will be reported on the recipient's T4 for tax purposes. Individuals who would normally be in receipt of these allowances may opt to have travel reimbursed at the standard per-kilometer rate.

Travel reimbursement in all other cases will be at the standard per-kilometer rate as established by Diocesan Council (currently 35 cents per kilometer).

Out of pocket expenses incurred while traveling on Diocesan business (meals and accommodation) will be reimbursed to the employee subject to any limitations and other requirements that may apply.

Provisions for clergy housing

Diocesan policy and canons call for clergy to be provided with adequate housing or a reasonable allowance in lieu thereof. While it is standard practice in parish ministry for a residence to be provided, there may not be a residence available for all clergy holding positions in the diocese.

In those cases where a residence is not available, a housing allowance will be set at a negotiated rate based on fair rental value of a suitable residence in the area and a reasonable allowance for utility costs. These components will be established in general terms without reference to any specific property of the appointee.

The value of housing, whether residence or allowance, will be included on the

recipient's T4 for income tax purposes. It is the responsibility of the employee to determine qualification for the clergy residence deduction.

Pension plan

The diocese participates in the General Synod Pension Plan, the terms, premiums and benefits of which are described in the General Synod canon on pensions and the pension handbook.

All Clergy and lay employees (with an established work week of at least 20 hours) are required to participate in the General Synod Pension Plan, the only exceptions being appointments which are of a temporary or casual nature, in which case arrangements may be negotiated to waive participation.

Premiums for contributions to the Pension Plan are paid by both employee and employer. Premium rates are established by the Pension Committee, subject to approval by the Council of General Synod. The rates are applied to the individual's salary for pension purposes. (Currently 8.8% employer and 4.4% employee.)

Long term disability plan

The diocese participates in General Synod's Long Term Disability Plan, the terms, premiums and benefits of which are described in the General Synod Canons and Regulations.

Generally the plan provides income to the employee in the event of medical disability, subject to appropriate application, medical evidence and an approval process. There is a 120-day waiting period for the commencement of benefits.

The benefit is calculated at 60% of the employee's pre-disability earnings. There is a two-year benefit period during which the disability relates to the individual's own occupation. Beyond two-years it relates to any occupation for which the individual is qualified or suited. The benefits under the plan are taxable and are offset by any benefits the individual may receive under the Canada Pension Plan disability provisions, except for that portion which relates specifically to children's benefits.

During the period of disability, the individual continues to accrue pension (based on the most recent salary in effect) and maintains coverage under the Diocesan Group Medical and Dental Plans. Group life insurance remains in effect but is reduced to \$90,000. In clergy situations the housing provision is discontinued.

The premium rate for this coverage is currently 2.2% of earnings and is paid in full by the employer. All employees are required to pay a premium in respect of the prior LTD Plan which was in effect up to December 31, 2004. That premium is required to pay out an accumulated deficit and is set at 0.4% of earnings.

The benefits plan

The diocese provides a comprehensive medical, dental and group life insurance package for its employees. All qualifying employees must enroll in the plans unless the individual has coverage available through another plan. There is no provision for waiving coverage for Group Life Insurance.

Coverages include:

Medical Insurance with prescriptions, ambulance, professional medical services (chiropractor, podiatrist etc), medical equipment, and most other medical expenses not covered by provincial Medicare. Semi-private hospital accommodation is not included as a benefit.

Group Life Insurance of \$100,000 for employees, \$5,000 for spouse and \$2,500 for each child. Accidental death and dismemberment (AD&D) coverage is included as well, on the employee only. Additional insurance can be purchased. Group Life insurance is underwritten by Manulife Financial and administered by the Pension Office.

Vision Care provides partial payment for eyeglasses every two years. The benefit for children is more frequent and there is an additional coverage for eye examinations. Coverage includes the cost of examination and \$150 per person every two years for new glasses

Dental Care for basic dental work includes, examinations, fillings and normal dental maintenance. The reimbursement rate is 80 per cent based on provincial standard dental fee scales. Major dental work requires a pre-determination to ensure coverage. Orthodontics is NOT included in these benefits.

Prescriptions are covered through a direct charge card. The employee is required to pay the deductible of \$10.00 per prescription, with the remainder of the cost charged to the insurance carrier. Only drugs which require a prescription in order to be purchased are covered and the plan calls for generic substitution as a matter of course.

Premiums are shared (employer 64 per cent, employee 36 per cent. For tax purposes, the employee share is first allocated to life insurance premium and then to the medical/dental premium. If the employee has life insurance coverage only, he/she must pay the full premium.

Short term disability plan

The Diocesan sick leave policy calls for employees to be paid in the normal manner and amounts for casual sick time. (See paid sick leave policy). The Short Term Disability (STD) Plan is invoked for illness, injury, recuperation, and maternity leave when the period is in excess of two weeks and of a predictable or known duration. This is a Plan developed in conjunction with the Employment Insurance provisions under a registered Supplemental Employment Benefits program (SUB).

The plan provides the employee with 95 per cent of earnings for a period of up to 15 weeks. As benefits under the plan do not attract CPP or EI premiums, the 95 per cent rate provides the full net pay to the individual for the short term disability period. The SUB portion provides up to 55 per cent of earnings and the employer tops that up to the 95 per cent level

The plan is particularly useful and critical in cases where the individual has applied, or will apply, for long term disability benefits as provides income during the waiting period.

During the short-term disability period, the individual continues to participate in

the pension and benefits plans as if s/he were still on the job. In clergy situations the individual continues to occupy the residence provided during the short-term disability period. If there is an allowance in lieu of residence, that amount is incorporated into the calculation of the 95 per cent short-term disability benefit.

There is no premium for this benefit as it is built into the calculation of regular E.I. withholdings.

Group retirement savings plan (GRSP)

The GRSP provides individuals with an opportunity to set aside additional retirement funding in a registered savings vehicle. The contributions by the individual are withheld from payroll and are income tax deductible.

Under the terms of the plan, the Diocese will match the individuals' contributions subject to an annual limit. That limit ranges from \$95 to \$600 and varies based on the number of years to employees 65th birthday at the time of enrollment. In the event that the member works beyond that age or beyond his/her normal retirement date, the premiums may continue and will be matched in the same manner, provided the duration of contributory membership does not exceed 35 years.

Employees may exceed their calculated contribution limit, but the matching contribution from the Diocese will be limited to the calculated maximum.

This plan is administered by London Life through its Group Retirement Services arm. All contributions are forwarded monthly.

Once enrolled in the plan, the balance in each the employee's account is the sole property of the employee and may be used as he or she sees fit. It is the employee's responsibility to ensure the service provider has up-to-date contact, beneficiary and personal information.

It is also each employee's responsibility to ensure his/her funds are invested in the manner best suited to his/her personal needs. Changes in investment allocation are communicated directly to the service provider.

Members on short-term disability continue to participate this plan. Those on long-term disability may continue to contribute, but diocesan matching ceases.

January 2007



Diocese of Fredericton

Synod Staff Performance Review

Each staff member should be evaluated at least annually. The purpose of the evaluation is to:

- Recognize and value what the staff member has accomplished and his/her impact on the work of the diocese.
- Allow a structured environment for staff member and supervisor to communicate openly about job performance, present position description, expectations and compensation issues.
- Identify a plan that the staff member can pursue to improve performance, identify training/educational needs and/or plan objectives/goals for the future.

Recommended procedure:

1. At least one hour at a mutually agreeable time should be set aside for discussion of performance as listed on the worksheets (Sections A and B).
2. Staff member completes Section A based on current position description. If none exists, this will assist in the development of one.
3. Supervisor completes Section B based on current job description or expectations.
4. Supervisor conducts an interview with each staff member. The interview should develop clear understanding, plan for growth, and plan for improvement
5. Supervisor completes formal summary statement of interview and provides staff member opportunity for additional comments on final draft. Staff member keeps a copy and one is kept in the staff member's personnel file.

SECTION A
PERFORMANCE REVIEW WORKSHEET
(to be completed by staff member)

Self Evaluation:

Name of staff member: _____

Review Job Description

Comment on the following in light of the job description or present understanding of expectations.

1. Am I actually doing what the job description/expectations indicates? The major components of my present responsibilities are:

2. Changes I would like to see in my job description to give a more accurate description of my responsibilities are:

3. Do my gifts, training, and abilities contribute effectively to what the Bishop and Synod need? If so, how is this demonstrated?

(If not, what do I need?)

4. Do I have the ability to plan for the future, be realistic, organize and share plans and vision with others effectively? How is this demonstrated?

(If not, what would assist me?)

5. a) My major accomplishments this past year were:

b) Areas I hope to improve next year include:

6. Am I positive in my approach, treat my co-workers in an open, respectful manner? Do I work collaboratively toward the mission of the Diocese? How is this demonstrated?

Further Comments:

This self-evaluation worksheet is in preparation for the formal evaluative interview with the Supervisor. Upon completion of the interview, the Supervisor will write a summary statement including a plan for the future. Please provide your comments and signature in Section C-II.

Date: _____

SECTION B
PERFORMANCE REVIEW
(to be completed by supervisor)

Name of person being evaluated: _____

Position: _____

Person Evaluating: _____

Review Job Description

Comment on the following in light of the job description:

1. Is staff member actually doing what his/her job description or expectations indicates? Explain the major components of his/her responsibilities.

2. What changes are needed in the job description in order to provide a more accurate description of the staff member's responsibilities?

3. Are his/her gifts, talents, and training what the Bishop and Synod need? How is this demonstrated? (If not, what do I need to encourage?)

4. Does the staff member have the ability to plan for the future, be realistic, organize, and share plans and visions with others effectively? How is this demonstrated? (If not, what do I feel would be helpful?)

5 a. Staff member's major accomplishments this past year.

b. Areas that need to be improved next year.

6. Discuss opportunities for training, development.

7. Is staff member positive in his/her approach, treat their co-workers in an open, respectful manner?
Does he/she work collaboratively toward the mission of the Diocese?

Further Comments:

This evaluation worksheet is in preparation for the formal evaluation interview with the staff member. After this interview, supervisor will complete Section C-I of the Summary Sheet. At this time, any changes in the job description should be made for the next year. Be sure to provide time for staff member comments and signature.

Date: _____

SECTION C
STAFF MEMBER PERFORMANCE REVIEW SUMMARY SHEET

NAME: _____

POSITION: _____

I. Supervisor: Complete summary statement after the formal evaluative interview. Be sure to include summary of discussion, revised job description and plans for the future.

II. Comments by staff member:

Supervisor's Signature

Date

Staff member's Signature*

Date

* I understand that my signature does not necessarily indicate agreement with the evaluation. I acknowledge that my supervisor has reviewed and discussed this review with me.