



'St. Peter's the Peculiar' – A Governance Guide

St. Peter's on-the-Rock Church

Stony Lake, Ontario



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1. About St. Peter's

St. Peter's on-the-Rock is a seasonal church situated on an island on Stony Lake in the Kawartha Lakes region, founded in 1914. It is an Anglican church and a parish within the Diocese of Toronto, but its congregation includes families from many different faith backgrounds. St. Peter's is an important fixture in the cottage community of Upper Stoney, Stony and Clear Lakes.

St. Peter's offers worship services for ten Sundays each summer, starting on the Canada Day holiday weekend and ending on Labour Day weekend. A Thanksgiving weekend service is also offered. The sacraments of marriage and baptism occur at St. Peter's, as do other occasional events.

Our website, www.stpeterontherock.org, contains abundant information about the history of St. Peter's, its people, important written resources, and its various programs and activities.

2. What is a 'Peculiar'?

A 'peculiar' church is a Church of England parish or church that falls outside the jurisdiction of the Diocese in which it is located. The term 'royal peculiar' was historically used to denote a parish that was subject to the direct jurisdiction of the reigning monarch. While St. Peter's is technically neither a peculiar nor a royal peculiar, our relationship with the Diocese of Toronto does differ from that of most parishes by virtue of our unique circumstances.

As a result of our unique situation, there are many ways that our governance does not align with the governance rules set out by the Diocese. These differences, and the manner in which we do our best to accommodate this non-alignment, are highlighted further in this Guide.

3. About this Guide

To our knowledge, this comprehensive document is a first for St. Peter's. The onset of the global COVID-19 pandemic in 2020 brought into sharp focus the need for a guide such as this. Prior to the pandemic, the operation of St. Peter's was largely a seasonal affair - with the exception of the Treasurer who received donations throughout the year and issued thank-you notes and corresponding tax receipts, there was little need for Wardens and volunteers to do work outside the summer months.

This changed drastically in March 2020. The pandemic represented a crisis for all churches in Canada, most of whom shut their doors for an extended period. In the

summer of 2020, for the first time since our founding at the start of WWI, there were no weekly services held in our church.

This did not mean less work for our leaders and volunteers – in fact, the opposite was true! Like many churches, St. Peter’s created digital platforms (a website, Facebook page, Instagram account and YouTube channel) that enabled us to communicate more swiftly with our congregation and to offer virtual worship services. Many difficult decisions had to be made, quickly, and over the course of that year the Wardens met 16 times. The crisis of the pandemic also served to clarify our understanding of roles and responsibilities of our Wardens, volunteers, Music Director and Clergy.

4. What is Governance?

In simple terms, governance refers to the systems and structures an organization uses to control its general operations, programs and activities. These systems and structures allow us to hold our leaders (in our case, our Wardens) to account, promote transparency and integrity, support stewardship, and engage our volunteers and parishioners. Governance systems and structures provide the means by which organizations such as St. Peter’s make decisions, pursue goals, deliver programs and meet legal standards.

5. St. Peter’s and the Diocese Canons

Contrary to popular belief, St. Peter’s is not an incorporated organization. We do not have our own constitution and bylaws. While we operate with a high degree of independence, we are not self-governing. As a parish, we are governed by the governing documents of the Diocese of Toronto. The applicable document in our case is *‘Diocese of Toronto – Constitution and Canons, 2022-2023’* (93 pages, available as a download from www.toronto.anglican.ca).

In addition to prescribing governance practices, the Diocese also owns our church, the Clergy Cottage, the contents of both buildings, our docks and the island underneath (and attached to) these structures. While we recruit and pay our Clergy, they are appointed by the Bishop. Should we wish to do any structural alterations to our buildings that would require a building permit, we must seek the approval of the Diocese first. These are some of the many ways that we are similar to other Anglican parishes in the Diocese.

In other ways, however, we are different from other parishes. These differences relate to our governance. Notably, the unique circumstances that make us a bit ‘peculiar’ are the following:

- We have three Wardens who are elected by our congregation. Most churches have just two Wardens, of whom only one is elected.
- We do not have an Incumbent Priest. In most parishes, the Incumbent plays a significant role in governance: he or she appoints one of two Wardens, calls and chairs meetings of the congregation, leads the budgeting process, and is responsible for maintaining church records. Our Priests do none of these things.
- We do not pay an allotment to the Diocese, although we do support the Diocese charity, *Faithworks*. We receive no funds from the Diocese.
- The stipend we pay to our Clergy is determined by the Wardens, while in other parishes the stipend is determined by the Diocese.
- The congregation of St. Peter's does not meet the Canons' definition and requirements of a 'Vestry' for several reasons: firstly, the members of our congregation are not formally registered with us; secondly, they have not signed the required written declaration; thirdly, they are not necessarily Anglicans; and lastly, they may not have met the requirement of having participated in Holy Communion at St. Peter's at least three times in the previous year.
- Our governance structure includes an Executive Committee. The Canons provide for such a committee but only when a parish consists of more than one congregation, which does not describe St. Peter's.
- Our Treasurer and Secretary are elected by our congregation, while under the Canons both are appointed by the Wardens.

In summary, St. Peter's tries to follow the Canons where feasible and appropriate. But where it is not feasible or appropriate, we have developed our own governance practices over time, and they have served us well. Many of these practices are described in this document.

6. The Components of Governance at St. Peter's

The Wardens

The Wardens are key to St. Peter's governance. Canon 15 describes the roles and responsibilities of Wardens in an Anglican parish. In the absence of an Incumbent Priest, our Wardens are a 'corporation' as set out in Canon 15 and have full authority over the operations of the parish, including but not limited to finances, care and maintenance of church buildings and lands, and the keeping of church records. These powers are constrained only by the limited powers granted to a Vestry (in our case, the congregation) in Canon 14.

St. Peter's has three Wardens (Junior, Senior and Past), who each serve a three-year term (one year as Junior Warden, one year as Senior Warden and one year as Past Warden). These Wardens are elected by our congregation – although, in typical years

there is only one candidate for the Junior Warden position, and this person is thus elected by acclamation.

As a result of this rapid cycle, an incoming Junior Warden must be recruited each year which has sometimes been challenging. Typically, St. Peter's has tried to alternate males and females in these roles, although this has not always worked out perfectly.

In recent years, and in particular since the pandemic, the Wardens have not had distinct and differentiated roles, but rather have worked as a cohesive team in leading the activities of the parish. Ideally, an incoming Junior Warden has had some experience as a volunteer with St. Peter's, and a Past Warden takes the lead on the search for the next Junior Warden. It is also advisable that all Wardens are available in the community throughout the summer, as opposed to being short-term cottagers.

The offices of the Wardens take effect on January 1st.

Clergy

St. Peter's retains the services of two Priests each summer, one for each month. Each Priest is responsible for five Sundays and leading two services on each of those days (an 8 AM Holy Communion service from the Book of Common Prayer and a 10:30 Family Service using the Book of Alternative Service, accompanied by music and featuring Sunday School). Our Clergy are provided with a well-equipped cottage and a motorboat. They also receive a detailed Clergy Information Binder of information about St. Peter's that is updated annually. This binder provides Clergy with information on the Wardens' expectations for leading worship services, in addition to other practical information intended to make their stay on our island an enjoyable one.

Our Clergy are recruited for a period of three years. They are appointed for one year by the Bishop and are subject to reappointment for two further years (this keeps the door open for us to replace a Priest if they don't work out!). Their terms are staggered so that we avoid the situation of two new Priests in any given summer. While we provide a few worship guidelines as set out in the Clergy Information Binder, our Clergy are given wide latitude over worship activities.

In addition to the two daily services on Sundays, our Clergy are expected to officiate at marriages (which can occur on any day) and baptisms (which occur once per month). We rely on Clergy to select readings well in advance so that they may be printed and distributed to readers. As our Clergy are not Incumbents, we do not engage them in governance or administrative responsibilities.

Recruitment of Clergy is the shared responsibility of the Wardens and our Bishop. In these modern times, as nearly all Priests have spouses or partners who are also professionally employed and who may not be able to take a month-long holiday, this

has become quite challenging. Our Clergy are compensated with a stipend set by the Wardens. They are not employees.

Music Director

The Music Director of St. Peter's is responsible for music played at the 10:30 AM Family service. He or she has wide latitude over our music program, and on occasion may invite guest musicians to perform. On the rare Sundays that our Music Director might not be available, it is his or her responsibility to recruit a replacement. The Music Director liaises regularly with the volunteer coordinating the Music Scholars program and provides input to the Wardens on appointing members of the Music Scholars Selection Committee. Our Music Director is compensated with a stipend set by the Wardens. Our Music Director is not an employee.

Executive Committee

Our Executive Committee is made up of the Wardens, the Treasurer, the Secretary, a Member-at-Large and the volunteer in the Property portfolio. As a body, the Executive Committee has no special powers, as these powers are vested in the Wardens. Meetings of the Executive Committee are, in essence, meetings of the Wardens with valuable support and input provided by the other members of the Committee (Treasurer, Secretary, Member-at-Large, Property volunteer). These meetings occur about monthly throughout the year, or as required. In-person meetings can occur in the summer, but in the rest of the year meetings are held virtually.

Sextons

The term 'Sexton' is a traditional term referring to a person tasked with the maintenance of church buildings, grounds and cemeteries. At St. Peter's, Sextons worked under the direction of the Junior Warden and are young persons who open and close the church daily, keep the grounds tidy, clean the public washroom, water the flowers, assist at weddings, and run our sound system during services. Sextons may also perform other tasks as needed. Our Sextons execute a written contract and earn a stipend based on minimum wage. They are not employees.

Select Vestry

Notwithstanding that St. Peter's does not have a 'Vestry' as provided in the Canons, and that the term 'Select Vestry' appears nowhere in the Canons, this term has been used for many years to denote the slate of volunteers who hold key portfolios and perform key tasks that keep St. Peter's running smoothly.

This slate varies from time to time depending on our needs. Currently, these volunteer portfolios are the following, listed in alphabetical order. It is noted that occasionally one

person will hold more than one portfolio position. More detailed position descriptions are provided later in this Guide.

- Altar Flowers
- Archivist
- Baptisms
- Clergy Cottage
- Collections
- Docking and Welcome
- Music Scholars
- Outside Flowers
- Prayers of the People
- Property
- Readers
- Sacristan
- Sunday School
- Weddings

The Wardens usually convene a meeting of Select Vestry at our island clean-up day held in mid-June. As Select Vestry has no specific powers, these meetings are for information purposes only. In the spirit of transparency and information sharing, the Wardens also share minutes of their meetings with members of Select Vestry.

Annual Vestry Meeting

The final and critical piece of our governance system is the Annual Vestry Meeting, or AVM. This is a meeting of our congregation that is held each summer. The Canons stipulate that this meeting is to be held in January or February, as all parishes follow a calendar year for finances, but that is not possible in our circumstances.

The requirements of the AVM are set out in Canon 14. Our meeting typically takes place following a Sunday service in August and notice of it is given during services in the weeks leading up to the date of the meeting. We also send notice out via e-mail and our social media platforms. The Canons require only that notice be given orally at two church services prior to the date of the meeting. The Canons do not specify a quorum for this meeting, so we don't either.

The main business of the AVM is to receive information reports from the Wardens and the Select Vestry volunteers, to receive and approve the financial statement for the previous year, to approve the minutes of the AVM from the previous year, to approve operating and capital budgets for the coming year, to elect a Junior Warden, Treasurer and Secretary for the coming year (such elections typically occur by acclamation) , and to appoint an auditor.

Special Vestry Meetings may also be held from time to time, as called by the Wardens or as requisitioned by at least six members of the congregation. As a general rule, we give two weeks notice of such meetings, using e-mail, our website and social media.

The Senior Warden chairs the AVM and any Special Vestry Meeting (although the Canons stipulate that the Incumbent does, but we have no Incumbent). Typically, our Clergy are not expected to participate in these meetings although we invite them to say the opening prayer. We also welcome any member of the public who wishes to attend and participate, and historically many have.

7. A Note About Finances

St. Peter's is 100 percent financially self-sufficient. We are a registered charity, supported by the generosity of donors and revenue from the weekly collection plate. On occasion we have received small grants from other organizations to pursue specific projects.

St. Peter's manages multiple funds:

- an Operating Fund to cover basic operations, which in 2023 were approximately \$35,000 annually.
- a Capital Fund for capital improvements, which are variable depending on capital needs.
- a Memorial Fund comprised of memorial donations.
- A Music Scholars Fund and an Endowment Fund, which are under professional management independent of the Treasurer and the Wardens.

While our congregation approves operating and capital budgets at the AVM, expenditures from the Memorial Fund, the Endowment Fund and the Music Scholars Fund are entirely at the discretion of the Wardens. To date, no funds have been drawn from the Endowment Fund, and only a few projects have been financed by the Memorial Fund, most notably the complete restoration of the Memorial Garden in 2023. Small amounts are drawn from the Music Scholars Fund each year to provide stipends and a single scholarship to young musicians.

Because we are a small parish with a small budget, we do not have our auditor perform an audit of our funds. The Canons allow us to instruct our auditor to perform a 'compilation engagement', as our annual budget is below \$100,000.

At times, people will ask if they may donate items (versus cash) to St. Peter's, such as artworks, books, furniture, small kitchen appliances, memorial benches, etc. As a rule, we discourage gifts-in-kind, as both the Church and the Clergy Cottage are well equipped, and we do not wish to accumulate more stuff.

St. Peter's supports several outreach partners financially, and we also maintain partnerships with the local cottage associations. Our outreach partners are as determined by the Wardens and our donations to them are reflected in our annual budgets.

8. Position Descriptions

The following position descriptions are updated and simplified from numerous older written documents. It is not our intention to provide exhaustive detail on 'how' a volunteer should accomplish their task, but rather to describe the main purpose and goal of the task, allowing the volunteer to go about fulfilling the task as they see fit.

Note that all positions report to the Wardens, as the Wardens have full authority over all operations at St. Peter's. The volunteers holding these positions are expected to attend the Annual Vestry Meeting, and those with more complex portfolios are expected to submit a written report for this meeting.

Wardens

Purpose: To oversee all operations of the church.

With the exception of those items determined by our congregation at an Annual Vestry Meeting as noted above, the Wardens have full decision-making authority for St. Peter's. They also have authority over expenditures of the Memorial Fund, Music Scholars Fund and Endowment Fund.

Responsibilities of the Wardens are as follows:

- The Senior Warden is the public spokesperson for St. Peter's. He or she may authorize other Wardens to fulfill this responsibility from time to time.
- Recruit Clergy, in collaboration with the Bishop, who ultimately makes the appointment.
- Host a potluck barbecue lunch for Select Vestry and other volunteers on the clean-up day in June.
- Host a lunch for the Bishop, in the event he or she visits for a Sunday.
- Write a Christmas letter for distribution to our congregation via e-mail.
- Write and distribute via snail mail a Spring Newsletter to our congregation. This newsletter includes key dates for the season as well as Pledge/Donation sheets.
- Work closely with the Treasurer in the preparation of annual Operating, Capital and Memorial Fund budgets.
- The Senior Warden chairs the Annual Vestry Meeting as well as all meetings of Wardens.

- The Junior Warden recruits Sextons and executes a written contract with them, and also oversees the work of the Sextons.
- Arrange for a Priest to lead our Thanksgiving Service (which may include providing accommodation and transportation).
- At least one Warden should always be available to make announcements prior to the 10:30 AM service.
- Be available to greet and welcome Clergy upon their arrival at Kawartha Park Marina and assist in their transportation to the island as required.
- Keep track of attendance numbers at each service and note these in the Main Register.
- The Past Warden takes the lead on the search for the next year's Junior Warden.
- Oversee and monitor the work performed by all other Select Vestry volunteers. Provide support or lend a hand where needed!
- Review the Clergy Information Binder on a regular basis and update as required.
- Review this Governance Guide on a regular basis and update as required.
- Provide a written report to the Annual Vestry Meeting.

Overall, the Wardens work together as a cohesive team and should be prepared to provide support as required to each other and to Clergy, the Music Director, Sextons, the Treasurer and Select Vestry volunteers.

The remaining positions, and descriptions of their roles, are set out in alphabetical order below.

Altar Flowers

Purpose: To ensure that fresh flowers are placed in the two tall windows behind the altar for Sunday Services each week, and that the church is appropriately decorated for the Thanksgiving Service.

- Altar flowers are provided by volunteers, and the key responsibility of this position is to recruit volunteers for each week. Flowers are to be installed on the Saturday prior to Sunday services. If the previous week's flowers have not been removed by the Sextons, they should be discarded in the woods on the island and the vases in which they were placed rinsed out.
- It is the practice at St. Peter's that altar flowers are gathered locally and are more natural in appearance than formal. We discourage the purchase of flowers for the altar.
- Flower arrangements can also be made from natural materials like cedar or pine boughs, ferns, bullrushes and the like. Materials can be gathered on the island itself, from the volunteer's own cottage, or from roadside ditches.

- The church office contains numerous glass vases for placing the flowers and conveniently, there is a nearby lake for water!
- It is the policy of St. Peter's that we will not recycle flowers from weddings. Wedding parties are asked to remove all their flowers but if they have not done so, they too can be discarded.
- Provide a written report to the Annual Vestry Meeting.

In 2023, our Altar Flowers volunteer initiated the practice of the weekly flowers being given in memory of a loved one. These memorials were announced at each service and were very well-received by our congregation. This initiative worked out well and should be continued!

Archivist

Purpose: To regularly collect materials from St. Peter's relating to the business and worship of the church.

The responsibilities of this position are as follows:

- Catalogue, store and preserve documents such as the minutes of Wardens Meetings and Annual Vestry Meeting, key correspondence, parish newsletters and photographs.
- Arrange for donation of these materials to the Peterborough Museum and Archive where they will join the collection of historic St. Peter's documents. In this way, they will be taken care of for the future under proper environmental conditions.
- Provide a written report to the Annual Vestry Meeting.

Baptisms

Purpose: to facilitate the celebration of Baptism at St. Peter's through our Baptism policy.

The responsibilities of this position are as follows:

- Handle inquiries and refer people to our online Baptism Application Forms.
- Liaise with our Clergy on baptism requests. The decision to approve the request rests with Clergy.
- Ensure baptism candles are supplied.
- Ensure the baptism certificates are issued, and that the baptism is recorded in our Main Register and in the Baptism Register.
- Provide a written report to the Annual Vestry Meeting.

Note that baptisms may occur in the Church at the font or in the lagoon, as agreed to by Clergy. If in the lagoon, rubber mats are available to be placed down on the rocks for safety.

Baptisms on Sundays outside our established dates (usually, but not always, the second Sunday of each month) are not allowed. However, private Baptisms may occur with the consent of Clergy, but not on a Sunday.

There is no fee for Baptisms, but a donation is encouraged.

Clergy Cottage

Purpose: To ensure that the Clergy Cottage is suitably furnished, provisioned, maintained, and cleaned.

The responsibilities of this position are as follows:

Spring

- Arrange for professional cleaning of the cottage and public washroom prior to the arrival of the July Priest.
- Arrange to have a water sample collected and delivered to Peterborough Public Health for testing to ensure that water is safe.
- Ensure telephone and internet are working properly.
- Make up all beds with clean linens available at the cottage.
- Ensure the cottage is adequately provisioned with basic kitchen items (paper towels, toilet paper, garbage bags, propane for the BBQ) and cleaning supplies, including supplies required for the public washroom.

Throughout the season

- Be available to Clergy to assist with any cottage needs or issues that may arise.
- Arrange for professional cleaning of the cottage in the transition week between the July Priest and the August Priest.
- Wash linens and make up beds for August Priest.

In the fall

- Clean all cottage linens and store away.
- Tidy up cottage and remove any perishables left behind.
- Ensure cottage is locked and secure for the winter.
- Advise the Wardens of any maintenance or repair issues that should be completed prior to next season.

This volunteer will provide a written report to the Annual Vestry Meeting.

Collections

Purpose: To organize volunteers to collect the offering at the 10:30 AM service.

The funds collected should be consolidated with the funds collected at the 8 AM service, and then be given to the Treasurer at the end of the service, or in the absence of the Treasurer, to any Warden who will ensure that the funds are given to the Treasurer.

Docking

Purpose: To ensure safe docking for the 10:30 AM service.

There are multiple persons in this role, and their responsibility is to assist in docking and welcoming people at both the big boat dock and the small boat dock.

Music Scholars

Purpose: To coordinate the St. Peter's Music Scholars program.

The responsibilities of this position are as follows:

- Promote the Music Scholars program to our congregation and the lake community through announcements at church, cottage association newsletters, our website and social media.
- Handle inquiries and refer interested persons to our online Music Scholars Information Package.
- Liaise with the Walter family as needed on the administration of the program (the Walter family has provided a generous endowment to support this program in perpetuity).
- Liaise with the Selection Committee (three persons named by the Wardens, in consultation with the Music Director) in awarding a maximum of four scholarships per summer, including the winning scholarship which is awarded at the end of the season.
- Liaise with Clergy and our Music Director for the scheduling of Music Scholar performances in our church during Sunday worship.
- Prepare a written report to the Annual Vestry Meeting.

Outside Flowers

Purpose: Purchase and plant annual flowers in the two rectangular flower boxes at the front of the church, and in various planters around the island.

- Typically, there is a large planter at each dock entrance to the island, and at the back door of the church (four planters in total). The Sextons have responsibility for regular watering using the plastic watering cans provided, but it is suggested that this volunteer monitor the planters regularly to ensure their health through the summer.
- Planter boxes should be emptied in the fall, with the plants discarded in the woods on the island.
- This individual will ensure the care of the Memorial Garden, including its irrigation system, assisted by volunteers.
- Advise the Wardens on the anticipated budget to purchase triple mix, topsoil, fertilizer and flowers each year, and on any expenditures required for the care of the Memorial Garden.
- Provide a written report to the Annual Vestry Meeting.

Prayers of the People

Purpose: To write the Prayers of the People and arrange for volunteers to read them at each 10:30 AM Sunday Service.

- Where possible, these Prayers may also be read out at the 8 AM service, but it is not necessary as our Priest can recite standard prayers if no one is available to read written prayers.
- St. Peter's encourages a diversity of readers – young and old, male and female, established cottagers and new cottagers. No person should read prayers more than once per season.
- Prayers for the opening service of the season may be read by the volunteer coordinating prayers. Prayers at the Thanksgiving Service may be read by the Senior Warden.

Property

Purpose: to provide oversight to ensure that all aspects of the island property are maintained in sound and safe condition, including the church building, Clergy Cottage, walkways and docks.

Without a doubt this is possibly the most important position on Select Vestry. The buildings on our island are over a century old and require continuous maintenance and care. Our docks also take a beating throughout the year and require frequent repairs.

In carrying out this work, the volunteer will also provide leadership on planning and executing major capital projects and will communicate regularly with the Wardens on expenditures and budgets.

Not all of the tasks listed below need to be performed by volunteers – as required, we rely on contractors, particularly for those tasks that are potentially risky.

The responsibilities of this position are as follows:

Spring

- Install water and ensure plumbing system (including ultra-violet filter) is operational.
- Turn on electricity to cottage, pump, and church.
- Install canoe dock, clergy cottage dock, large boat dock and ramp. Perform dock repairs as needed.
- Arrange with the Wardens for an island 'clean-up day' involving a volunteer crew. This day is usually held in mid-June. Be on-site for this day to supervise the work performed. Tasks include, but are not limited to:
 - Removing brush and damaged trees
 - Weed whipping and sweeping paths and decks
 - Removing shutters from the north side of the church
 - Sweeping out church and washing windows
 - Cleaning eavestroughs on church
 - Installing outdoor signage as required
 - Setting out hymnals, prayer books, service booklets and related print material in pews
 - Setting out canoe, kayaks, other water toys and outdoor furniture at cottage
 - Confirming that the sound system is operating properly
- Check holding tank levels and arrange for pump-out if required.
- Ensure all scheduled work is completed prior to summer.

Fall (after Thanksgiving)

- Arrange for water to be turned off and system winterized.
- Check holding tank levels and arrange for pump-out if required.
- Turn off electricity to cottage, church, and pump.
- Store canoe, kayaks, other water toys and patio furniture for winter.
- Store hymnals, prayers books, service booklets and other print materials in dry bins inside the church.
- Store outdoor signage inside the church.

- Ensure that sound system is stored away safely.
- Ensure that church and cottage are locked and secure for the winter.

This volunteer will provide a written report to the Annual Vestry Meeting.

Note: This volunteer is not responsible for the interior of the Clergy Cottage and care of the Memorial Garden and its irrigation system. These matters are handled separately by other volunteers and contractors as required. As well, our Music Director maintains the piano and pipe organ.

Readers

Purpose: To recruit volunteers to read the first two readings at the 10:30 AM services.

- Due to the fact that many volunteers do not have easy access to internet and printers while at the cottage, it has become our practice to ask our Clergy to select their readings well in advance, so that they may be printed before the start of the season.
- In recruiting readers, diversity is encouraged: old and young, male and female, established cottagers and new cottagers. No one person should read twice in the season.
- Wardens are encouraged to do the readings at the Thanksgiving Service.
- The 8 AM service is lightly attended, and readers for this service are chosen by Clergy or the Sacristan from among those attending.
- This individual will provide a written report at the Annual Vestry Meeting.

Sacristan

Purpose: To assist Clergy in delivery of the Eucharist.

Responsibilities of this position are as follows:

- Attend and assist at all services where the Eucharist is celebrated.
- Ensure Clergy have the supplies and materials they require for the Eucharist.
- At the 8 AM service, ensure that a collection is taken and that readers are available.

Note: This volunteer is required to attend all services where the Eucharist is celebrated, or to arrange for an alternate Sacristan if they are absent.

Secretary

Purpose: To maintain all written records of meetings of Wardens and the Annual Vestry Meeting, and to communicate information from the Wardens to the Select Vestry, the parish and the public.

The responsibilities of this position are as follows:

- With the Wardens, prepare and distribute agendas for meetings of Wardens, Select Vestry and the Annual Vestry Meeting.
- Keep minutes of all meetings, store in a digital archive, and distribute as required.
- Assist the Treasurer in maintaining the donor mailing list, and use of this list for electronic communication and distribution of the Spring Parish Newsletter.
- Liaise with local cottage associations to ensure that our information is presented in their regular newsletters and the Islander magazine.
- Prepare a written report for the Annual Vestry Meeting.

Sunday School

Purpose: to organize and supervise Sunday School for all ten Sundays.

Responsibilities of this position are as follows:

- Plan the program for the summer. Given the unique circumstances of our island-based church, the goal of our Sunday School program is to give children and youth spiritual roots in an environment that emphasizes the connection of God with nature. Weather permitting, we encourage Sunday School activities be conducted outdoors as much as possible.
- Submit a budget request for the Wardens prior to the start of the season to ensure adequate supplies are on hand.
- Recruit youth and adult volunteers to assist with delivery of the Sunday School program.
- Provide a written report to the Annual Vestry Meeting.

In compliance with the requirements of the Diocese, the Sunday School leader must undergo a Vulnerable Sector Police Check every three years.

Treasurer

Purpose: To keep full and accurate books of account, arrange for the proper handling of funds collected, and pay all invoices.

The responsibilities of this position are as follows:

- Maintain control of the bank accounts of St. Peter's – namely, Operating Fund, Capital Fund, and Memorial Fund. St. Peter's also has a separate Music Scholars Fund and an Endowment Fund which are professionally managed.
- On a regular basis, collect snail mail from our P.O. Box in Lakefield.
- On a regular basis, process all donations received either by mail, e-transfer, CanadaHelps or through Sunday collections.
- When receiving Memorial contributions, ensure that the family of the individual being memorialized is notified and thanked by means of a letter or card. Wardens can assist with this task when the volume of work is high.
- In February, mail out CRA-compliant tax receipts to all those who contributed \$20 or more in the previous year. These receipts are to be accompanied by a letter of thanks, along with a Pledge/Donation sheet to encourage continued giving.
- Maintain a comprehensive database of all donors for use in distributing tax receipts, and from time to time, communicating electronically on St. Peter's programs and activities.
- With approval of the Wardens, pay stipends to Clergy, Music Director and Sextons on a timely basis. These stipends are established by the Wardens.
- With approval of the Wardens, pay all invoices in a timely manner.
- Prepare Information Return to be submitted to Revenue Canada by June 30th each year.
- Ensure any other reporting required by the Canada Revenue Agency is submitted.
- In consultation with the Wardens, prepare an operating and capital budget for the coming year for presentation and approval at the Annual Vestry Meeting in August.
- Liaise with the auditor to finalize a financial statement for presentation and approval at the Annual Vestry Meeting in August.
- Ensure signing authorities are kept up-to-date (the signing authorities are the Treasurer and three Wardens)

Note: The St. Peter's Endowment Fund and the Music Scholars Fund are professionally managed by RBC Dominion Securities, and this process is overseen by a three-person Oversight Committee, which has its own written Charter. The Treasurer will liaise with this Committee as required, which may involve processing documents in relation to donations of stocks and equities. The Wardens have full authority over the disbursement of any funds from the Music Scholars Fund and the Endowment Fund.

Weddings

Purpose: to facilitate the celebration of Weddings at St. Peter's through our Wedding policy.

The responsibilities of this position include:

- Handle all inquiries and refer people to our online Wedding Information Package.
- Liaise with the Music Director, Sextons and Clergy on all scheduled weddings.
- Ensure that wedding certificates are issued and that the wedding is recorded in our Main Register and in the Wedding Register.
- Provide a written report to the Annual Vestry Meeting.

Note: St. Peter's is an 'affirming congregation', meaning that we choose to be inclusive, and we welcome all who pass through our doors, regardless of religious affiliation. We are also registered with 'Proud Anglicans' and we welcome LGBTQ couples who may wish to marry in our church.

9. Review and Updating of this Guide

This Guide was prepared by the Wardens in early Winter 2024 and was subsequently reviewed by the Executive Committee and Select Vestry. It will be presented at the 2024 Annual Vestry Meeting for information, and thereafter will be reviewed and updated on a regular basis by the Wardens.