
CLERGY ASSISTING IN PARISHES

Diocese of Nova Scotia & Prince Edward Island

Pertains to;

Honorary Assistant Clergy

Clergy sharing in an additional Parish Ministry

1. LICENSING

- (a) All ordained ministry finds authority to function in the ministry of the Diocesan Bishop. Before any additional ordained ministry within a Parish is initiated, the Diocesan Bishop will be requested to authorize the ministry to be undertaken.
- (b) Licenses or Letters of Permission to Officiate for assisting Clergy will be issued and/or renewed upon request by the Parish Council and in consultation with the Rector and the Bishop.
- (c) Licenses and Letters of Permission to Officiate will be issued for specific periods of time and for ministries identified by covenant and or role descriptions approved by the Parish Corporation and the Bishop.
- (d) Licenses and Letters of Permission to Officiate may be suspended at any time by the Rector of the Parish, or by the assisting Clergy person, on written notice to the Bishop. The Bishop may refer the matter to the regional Archdeacon.
- (e) Licenses and Letters of Permission to Officiate and the role descriptions to which they refer, are deemed to have expired upon the effective date of the resignation of the Rector. Upon the written request of the Priest-in-Charge, permission to continue in ministry may be given but shall expire upon the date of appointment of the new Rector.

2. DUTIES AND EXPECTATIONS

- (a) The duties of assisting ministers will be primarily liturgical and pastoral, rather than administrative.
- (b) Assisting Clergy are expected to give full support to the Rector of the Parish in which they serve, referring all matters beyond the role description which has been established, and conferring regularly with the Rector on areas of ministry which are either shared or assigned to them.
- (c) All requests for Sacramental Ministry (i.e. Baptism, Marriage, Burial, Ministry to the Sick, Reconciliation) shall be directed to the Rector, who may at his/her discretion, refer them to assisting Clergy for response.

3. REMUNERATION

- (a) It may be appropriate for assisting Clergy to receive remuneration commensurate with the nature of the ministry described in the covenant or role description. If remunerated, assisting Clergy will be paid in accordance with Diocesan standards. Inquiries in these matters should be directed to the Director of Administration for the Diocese of Nova Scotia.
- (b) In the absence of the Rector (e.g. sick leave, vacation, Parishes without a Rector), Diocesan standards for remuneration for services will be provided.
- (c) Assisting Clergy will be reimbursed for travel within the Parish, and other agreed upon expenses, using existing Diocesan scales as necessary.

4. TITLE OF ROLE

It is appropriate that assisting Clergy be identified in the Parish according to their role. For the sake of clarity, the following is recommended:

Honorary Assistant Priest: a non-salaried, liturgical position; e.g. a retired priest;
Assistant Priest: a salaried position, full or part time;

5. ROLE DESCRIPTION

- (a) A role description will be prepared and annually reviewed by the Rector and assisting Clergy. It shall name the role, but not the Clergy. It shall include all duties and responsibilities, refer to the annual review period, and identify lines of accountability and reporting to the Rector and Parish Council.
- (b) The role description will include reference to: liturgical responsibilities, institutional liturgical and pastoral duties, program duties, and responsibilities assumed in the absence of the Rector (e.g. holidays, sick leave, etc.).
- (c) Assisting Clergy will normally not be involved with administrative tasks, unless specifically identified by the role description.
- (d) The role description must remain sufficiently flexible to allow both parties to add, amend, or delete items that are mutually agreed upon. Significant changes to the role description shall be presented to Parish Council and to the Bishop for approval.
- (e) Following the annual review, amendments to the role description will be presented to Parish Council and the Bishop for approval.