

Regulations Concerning Shared Ministries

*(adopted by Kootenay Presbytery, Kamloops Okanagan Presbytery
and the Kootenay Diocesan Council on or prior to June 15, 2004)*

Regulations Concerning Shared Ministries

There are within the southern interior region of British Columbia several Ecumenical Shared Ministries whose circumstances, form, and history of development vary. The United and Anglican Churches desire to continue with, and support the development of “Shared Ministry” which has benefited both the local and the wider church communities since the 1960s. These regulations form the basis of the cooperative work of the Diocese of Kootenay and the United Church Kamloops-Okanagan and Kootenay Presbyteries for the governance and functioning of Shared Ministries within their bonds.

The term “Shared Ministry” is understood to mean a sharing by the Anglican and United Churches to provide ordained ministry within a Pastoral Charge/Parish, whose members may also include other than Anglican and United Church members.

Providing for Both Traditions

The faith and practice of both traditions, in worship and in governance, will be maintained, honoured and, where appropriate, integrated. In other words individuals will be afforded the opportunity to grow and be nurtured in the traditions of their own church, and have the opportunity to appreciate a wider ecumenical experience. Parishes/Pastoral Charges, will be encouraged to continue developing healthy, harmonious relationships among members and with the wider communities of both denominations.

In order to provide ongoing support and oversight, each Shared Ministry will be officially linked to both the Diocese of Kootenay and the appropriate Presbytery through existing denominational structures. The responsibility for maintaining this linkage will be shared between the incumbent priest/minister, the Bishop (or his/her representative) and the Presbytery (through its representative), and will be assisted by the Clergy and the Laity in other Shared Ministries. All Shared Ministries will be visited regularly by representatives of the Diocese and the Presbytery.

Appointments

In order to provide for both traditions the normal pattern is to alternate clergy from the two denominations, aiming at a reasonable balance of time served by each denomination. Both denominations are to be involved in the appointment process. The process followed will be that of the denomination whose turn it is to supply the ordained person, in consultation with the other denomination. No appointment to a Shared Ministry or renewal of a term appointment will be made without the prior approval of both Presbytery and the Bishop.

Prior to the position being advertised, a decision will be made by the Presbytery and the Bishop, after consultation with the parish/pastoral charge, regarding the term of the

appointment. The decision may be amended with the approval of the Bishop and Presbytery.

Clergy appointed to Shared Ministries must be open to and in sympathy with the basic concept of Shared Ministries as outlined in this document. Ordained candidates of other denominations acceptable to both the Bishop and Presbytery may also be considered, for example, ordained clergy of the Evangelical Lutheran Church in Canada. Since Lutheran clergy are now fully recognized in the Anglican church, it is possible that a Lutheran clergy person might be appointed to a Shared Ministry. As no agreement exists currently between the United and Lutheran churches, such a person would be considered Anglican for the purposes of these regulations.

It is desirable for Clergy appointed to a Shared Ministry to have had at least two years experience of pastoral responsibility in their own denomination.

The incumbent shall be compensated according to his/her denominational standard (Anglican or United).

All incumbents will be licensed and/or given permission to officiate within the limits of the other denomination's standards. They will relate to both denominations according to the policy requirements of both Presbytery and Diocese.

Training

Clergy serving a Shared Ministry for the first time should (a) be linked with an experienced Shared Ministry mentor of the other denomination prior to starting their appointment, and (b) have an internship of at least ten days, including two Sundays, in a congregation of the other denomination within the first two months of their appointment. The Diocese and Presbytery working together, will assist in the provision of a mentor and the setting up of the internship. The Congregation, with agreed upon support from both denominations, will be responsible for remuneration and accommodation costs during the internship training.

Ongoing educational programs will be encouraged by the Diocese and Presbytery to assist clergy and laity involved in Shared Ministries, including assistance with accessing appropriate resources.

Shared Ministry consultations/conferences for clergy and laity will be organized from time to time and supported by the Diocese and Presbytery in consultation with the Shared Ministry Parishes/Pastoral Charges.

Oversight

Each denomination will ensure, through its respective channels of authority, the effective exercise of responsibility for the oversight of Shared Ministries. Accountability and discipline of clergy will be exercised according to the regulations of their

denomination. To provide for the direction, support, guidance, and nurture of Shared Ministries and their incumbents, each denomination will:

1. identify a liaison person between the Parish/Pastoral Charge and the Presbytery/Diocese and ensure that the congregation knows who this is, and how this will work with and for them;
2. take responsibility to consult upon and co-ordinate the process of appointment when there is a vacancy, including:
 - a. arranging for the production of a "hand-over" document by the outgoing incumbent containing essential information for the next incumbent;
 - b. arranging for an exit interview with the outgoing incumbent;
3. see that adequate orientation and training opportunities are available for both clergy and laity in Shared Ministry,
4. be available for consultation on liturgical practice, organizational structure, mission/outreach, statistical recording, lay employment standards and other denominational matters and policies.

The Presbytery Oversight Visitations, which are required by the United Church Manual, will include lay and clergy visitors from each denomination on the visiting teams. A written report of such visitations will be sent to the bishop as well as to the usual persons and bodies named in the Presbytery visitation policy.

Records and Reporting

Record keeping is more complex in a Shared Ministry due to the different denominational requirements. Each denomination will attempt to simplify requirements, integrate record keeping and, where possible, provide a year-end statistical form acceptable to both. The following records are to be maintained according to denominational standards:

- Minutes of all Church Committee/Board and Congregational meetings.
- Audited or independently reviewed financial records.
- United Church Membership Roll.
- List of Anglican communicants and current list of electors.
- Current list of households indicating their denominational affiliation, or as unaffiliated.
- Baptismal, Confirmation, Marriage and Burial records;
- Vestry Book in which all services are recorded.

If financial records are kept jointly, all year-end reports to each denomination will report congregational totals with a note that it is a Shared Ministry; or alternatively, be broken down on a percentage basis, reflecting the number of identifiable givers in each denomination. The number of identifiable givers who are not self-identified by denomination will be divided evenly between the denominations.

The Church Committee/Board will decide which joint records will be sent to which denomination's archives, and in each case, a notice sent to the other denomination's archives.

Local Organization

Each Shared Ministry will develop a written agreement describing its particular form of local governance which honours and, where Possible, integrates the polity of each denomination. This agreement will be subject to the approval of both the Bishop and the Presbytery and will be reviewed from time to time. The agreement will reflect the following principles:

1. The offices of Trustees, Elders, Presbytery Delegates, Synod Delegates and Wardens shall be maintained in accordance with denominational regulations.
2. Wardens will be elected and/or appointed in accordance with Anglican canons. A Ministry and Personnel Committee will be appointed in accordance with The United Church Manual. The relationship between the Wardens and the Ministry and Personnel Committee will be specified in the local agreement.
3. Where there are separate Church Committee and Board/Session, each will be set up to meet the requirements of that denomination. Where such a situation exists there shall be a joint meeting at least quarterly, or a quarterly meeting of a central committee.
4. Where there is a single governing body, the various responsibilities of each office will be maintained, including finance, stewardship, buildings, membership, worship, Christian formation, and staff relations.

Worship and Doctrine

Congregations are encouraged to worship as one body. In planning worship, one regular service monthly should follow the tradition of each denomination. An Anglican Eucharist shall be celebrated at least once a month and a United Church Holy Communion at least quarterly.

Baptism and Confirmation must be administered according to the rites and traditions of the member's denomination.

The Incumbent, in consultation with Church Committee/Board, shall establish a liturgical or worship committee including representation from each denomination, to assist in the planning and evaluation of worship.

Marriage

Anglican and United Church ministers will respect their own consciences and the requirements of their respective denominational authority with regard to conducting marriages.

United Church ministers in Shared Ministries will be supportive of the Marriage Canon of The Anglican Church of Canada, and will use the Diocesan Marriage Commission, where appropriate, when dealing with Anglican people.

Property and Finances

Where property is owned by individual denominations, it will continue to be held according to the policy of that denomination.

Where property is jointly owned, the terms of agreement to hold such property will be drawn up to cover the specific situation. All such agreements shall be submitted to the Presbytery and Diocese for approval. Existing agreements shall serve as models.

Provision shall be made at the local level to supervise and maintain all property and buildings, and to consult about property and buildings with the denominational authority concerning denominational policy.

Where ongoing budget support is needed, such support should be granted where possible in equitable amounts from Anglican and United Church sources, independent of the denomination of the incumbent. Information on the application for funding will show the total amount of financial support and the portion being applied for from the respective denomination.

All Mission and Service Fund contributions, Primate's World Relief and Development Fund contributions, Presbytery assessments and Diocesan Family Budget assessments will be forwarded regularly.

Strengthening Shared Ministries

A Standing Committee on Shared Ministry will meet as required for the purpose of

- Planning periodic Shared Ministries consultations,
- Preparing recommendations regarding implementation or revision of these regulations,
- Preparing recommendations on other matters referred to it by the Bishop, the Presbyteries or individual Shared Ministries.

The membership of the standing committee shall be comprised as follows, giving due consideration to lay/clergy and gender balance:

- The Bishop or his/her designate and two other Anglican members appointed by the Bishop,
- One United Church member appointed by each Presbytery,
- The Conference Minister.

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