

**SHARED MINISTRY AGREEMENT [Signed June 10, 2012]**  
**Between Gabriola United Church & St Martin of Tours Anglican Church,**  
**Gabriola Island, British Columbia**

**NOTE: In this document Quotations from the following reference are in italics**  
Diocese of British Columbia and Comox-Nanaimo Presbytery Agreement Concerning Shared Ministry (2005); published as Appendix B of the Constitution, Canons and Regulations of the Anglican Synod of the Diocese of British Columbia (2011).

ABBREVIATIONS: Anglican Church of Canada – ACC; United Church of Canada – UCC

## **1. PREAMBLE**

Having shared a church building, several worship services, ministries of outreach and education, and fellowship activities since July 2010, and having a common history of the shortcomings of half-time ministry, Gabriola United Church and St. Martin of Tours Anglican Church choose to form a “Shared Ministry” with one shared priest/minister effective September 1, 2012.

This new relationship will challenge and enable us to live more purposefully and completely as Christians: it will foster inclusiveness, tolerance of differences, wider perspectives of understanding, acceptance of discomforts, a willingness to learn and to grow together in our common faith, and a commitment to care for each other. A Shared Ministry provides an opportunity for us to grow both spiritually and in our ministry. We seek to be a positive example of ecumenical relations on Gabriola Island and beyond.

## **2. INTENT**

As mutually agreed upon by both Parties, this Shared Ministry will initially follow a Model whereby each congregation generally worships separately each Sunday. Joint Sunday worship services may occur at least once every three months during the initial phase of the Shared Ministry.

After an appropriate transition period, and upon approval by both congregations, a new Shared Ministry Model will be adopted. In that Model, one joint service will be held each Sunday with alternating styles of worship traditions. Holy Communion/Eucharist will be the principal Sunday service at least twice per month.

## **3. DESCRIPTION OF “SHARED MINISTRY”**

*“SHARED MINISTRY” is understood to mean a sharing by the Anglican Diocese of British Columbia and the Comox-Nanaimo Presbytery to provide ordained ministry within a pastoral charge / parish [in this Diocese/Presbytery] whose members may include other than Anglican and United Church members ... Each of these shared ministries has circumstances and history that are unique ... In order to provide support, each shared ministry will be officially linked to both the Diocese of British Columbia and [Comox-Nanaimo] Presbytery.” (1, p.1)*

#### 4. LEADERSHIP BY THE MINISTER/PRIEST

A joint Mission Statement (the broad vision and work of the joint congregation) will be developed once the new Shared Ministry begins.

2005 Diocese/Presbytery Agreement: #2. Appointments, #3. Training, #4. Supervision:

##### APPOINTMENTS

- a. *“When it appears that there will be a vacancy in a shared ministry, the incumbent and/or the lay leadership will notify the Bishop and Presbytery.*
- b. *Presbytery, in conjunction with the Diocese, will convene a joint needs assessment committee. This group will begin the work on a profile of the shared ministry to be given to potential applicants, along with a copy of this agreement concerning shared ministry. By mutual agreement, the joint needs assessment may be replaced by another process.*
- c. *Following the declaration of a vacancy, a selection committee will be established and the vacancy advertised in both denominations.*
- d. *The selection committee should seek the best possible person regardless of denomination. In exceptional circumstances ordained candidates of other denominations acceptable to both the Bishop and Presbytery may be considered. No appointment [ACC: non-fixed term or fixed-term; UCC: “call” (non-fixed term) or “appointment” (fixed-term)] to a shared ministry will be made without the consent of both the Bishop and the Presbytery.*
- e. *The process of appointment will be that of the denomination of the ordained candidate chosen and will be done in consultation with the other denomination.*
- f. *The term of appointment may or may not be fixed. Length of ministries will follow the usual process of a parish or pastoral charge. Due to the differences in methods of appointments, notice of a vacancy or proposed vacancy must be given very early. Ideally, this should be by the end of January in the year in which a vacancy is contemplated.*
- g. *Those appointed to shared ministries must be open to and in sympathy with the basic concept of that ministry.*
- h. *Those eligible for appointment to a shared ministry should normally have had a minimum of two years experience of pastoral responsibility in their own denomination. If it is decided to appoint someone with less than two years experience, then that person should be under appropriate supervision.*
- i. *Remuneration and benefits for the incumbent will be paid according to his/her denominational standard.*
- j. *All incumbents will be licensed and given permission to officiate according to the rites of the other denomination.*
- k. *Copies of this document will be given to each new appointee, and each shall be signed, and kept and filed in the appropriate denominational personnel file”.*

##### TRAINING

- a. *“The Bishop and Presbytery will appoint a person to orient the new incumbent to shared ministry on Vancouver Island. This person should be someone already in a shared ministry, from the other denomination. If the person coming into the shared ministry is new to the Diocese or Presbytery, the*

*Bishop and Chair of Presbytery should ensure that there is orientation to the person's own denominational structure.*

- b. *It is recommended that those entering a shared ministry for the first time should have an internship of at least one month in a congregation of the other denomination prior to their appointment.*
- c. *Ongoing educational programs will be encouraged by the Diocese and Presbytery to assist clergy and laity involved in shared ministries.*
- d. *An annual shared ministry consultation/conference for clergy and laity will be organized and supported by Diocese and Presbytery in consultation with the shared ministry parishes/pastoral charges. In addition to lay and the clergy representatives from the shared ministries, military chaplains involved in shared ministry will be invited. Those in other expressions of shared ministry (such as Anglican-Lutheran) will also be invited to attend. From the Diocese, the Bishop, diocesan finance officer, the diocesan executive officer, and the local territorial archdeacon will be invited. From Presbytery will be invited the chair and the members of the shared ministry committee. This will be convened by the chair of the shared ministry committee and the diocesan executive officer or diocesan finance officer.”*

## SUPERVISION

*“Each denomination will ensure through their respective channels of authority the effective exercise of responsibility for the oversight of shared ministries. This will provide for the direction, support, guidance, and nurture of shared ministries and their incumbents by:*

- a. *The provision of persons to liaise between the Diocese and congregation, and Presbytery and congregation.*
- b. *Being a resource in the appointment of clergy.*
- c. *Seeing that adequate training opportunities are available for both clergy and laity in shared ministry.*
- d. *Arranging for evaluation as provided under Section 9 (Section 11 in the 2005 Diocese/Presbytery Agreement).*
- e. *Simplifying denominational requirements in order that one joint annual report be prepared for presentation to Presbytery and Diocese.*
- f. *Being available for consultation on liturgical practice, mission/outreach, and other denominational matters.”*

### Local Implementation:

The details of congregational participation in providing **“direction, support, guidance, and nurture”** for the incumbent minister/priest are to be determined (by Comox-Nanaimo Presbytery, Diocese of British Columbia, Gabriola United Church, and St. Martin of Tours Anglican Church).

## 5. WORSHIP

2005 Diocese/Presbytery Agreement: #7. *Worship and Doctrine:*

- a. *Congregations are encouraged to worship as one body.*
- b. *Baptism and confirmation must be administered according to the rites and traditions of the member's denomination.*
- c. *The Lord's Supper, also called Holy Communion or Eucharist, will be the principal Sunday service at least once a month [when the Shared Ministry changes to one joint Sunday service].*

- d. *The church committee [governance group], in consultation with the incumbent, may establish a liturgical or worship committee for the planning and evaluation of worship. It will include representatives from each denomination.*
- e. *Recognizing the tradition of elders (UC) and licensed Eucharistic assistants (AC), any member of the congregation of suitable Christian maturity may serve in the capacity of Eucharistic assistant and/or Service Elder under the supervision of the incumbent and the church committee after suitable instruction. There will be an annual liturgy of commissioning for these positions during a regular worship service.”*

## **6. MARRIAGE**

2005 Diocese/Presbytery Agreement: #8. Marriage:

- a. *“Anglican and United Church clergy will respect their own consciences and the requirements of their denominations with regard to conducting marriage.*
- b. *United Church Clergy will be supportive of the marriage Canon of the Anglican Church of Canada and Diocesan policies relating to it. There is no longer a Diocesan Matrimonial Commission, but clergy are still required to use the forms created for the application of divorced persons seeking re-marriage by the rites of the Anglican Church.*
- c. *As this is a sensitive matter local congregations will be encouraged to negotiate a local statement of policy regarding marriages accepted by and deposited with both Diocese and Presbytery, that will support clergy of both denominations.*
- d. *Where there is a conflict concerning conscience or denominational requirements, the local incumbent will invite a licensed minister of the other denomination to conduct the marriage.”*

## **7. GOVERNANCE MODEL**

The Constitution, Canons and Regulations of the Anglican Synod of the Diocese of British Columbia (2010) and the Manual of the United Church of Canada (2010) provide denominational regulations.

2005 Diocese/Presbytery Agreement: #6. Local Organization

*“The offices of trustees, wardens, presbytery representatives and Synod delegates will be maintained in accordance with denominational requirements.*

### Local Implementation

- a. The two governance groups (Gabriola United Board and St. Martin’s Parish Council) will continue.
- b. A ‘JAC’ (Joint Advisory Committee) will be formed, and be comprised of the minister/priest and two, maximum three, persons from each congregation’s governance group. Positions are a two-year term with a maximum of a second two-year term for lay members.
- c. The JAC will meet at least every four months with the responsibility of advising on issues affecting both congregations (e.g. policies for conflict resolution, memorials, renovations) as well as providing a joint forum for developing and growing the shared ministry. Regarding memorial items, the JAC will propose policies to the GUC Board and St. Martin’s Council.

- d. The JAC will carry out evaluations of the development of the Shared Ministry at least every four months during the first year, and thereafter as appropriate.
- e. The JAC is appointed by the two congregations and is accountable to the GUC Board and the St. Martin's Council.

## **8. FINANCES**

### Local Implementation

- a. Beginning with the arrival of the new minister/priest, the Shared Ministry Agreement asks of each party, and gifts each party with, a partnership for financial support of the Shared Ministry and for use of the resources of the Shared Ministry. , (e.g. the minister/priest, the property and building, etc)
- b. The Shared Ministry Agreement recognizes the current difference in annual giving (congregational offering) between Gabriola United and St. Martin's. The congregation of St. Martin's will undertake an active stewardship program beginning in 2012.
- c. MINISTER/PRIEST EXPENSES: The expenses associated with the minister/priest (compensation, benefits, government obligations, substitute worship leaders, etc) will be paid equally (50/50) by the two congregations.
- d. DEFINED OPERATING EXPENSES: Beginning with the arrival of the new minister/priest, St. Martin's share of the defined operating expenses will begin at 40% and will increase every 6 months until 50% of operating costs are covered. This graduated increase will be completed in no more than two years (24 months).  
The defined operating expenses include:
  - 1. Operation and maintenance of the property and building (does not include capital improvements or renovations)
  - 2. Supplies (office supplies, kitchen supplies)
- e. EXPENSES PAID SEPARATELY BY EACH CONGREGATION: During the initial phase of the Shared Ministry, some expenses will be paid separately. [Upon the adoption of a Shared Ministry model in which both congregations worship together an equitable sharing of these expense will be agreed upon.] These expenses include:
  - 1. Musicians for worship services
  - 2. Supplies for worship services
  - 3. Assessments to the Diocese/Presbytery
  - 4. Administration (bulletins, newsletters, websites, advertising)
  - 5. Congregational outreach giving
  - 6. Miscellaneous
- f. Moneys received from other income (rental groups, weddings, funerals, GST rebate, etc) will be allocated by policy recommended by the JAC to the two governing bodies.
- g. Each congregation will hold their own accounts for income and retain investments.
- h. One joint account for Minister/Priest and Defined Operating Expenses will be opened into which each congregation will make a monthly transfer. There will be two co-treasurers, one from each congregation. Signing Authority on the joint account will be any two of the following four people: the co-treasurers plus two, one from each Board/Council.
- i. Designated denominational envelopes remain and charitable receipts will be issued by each denomination. Open, or loose, offering at joint services will be shared equally (or received for specific joint projects).

- j. Financial Reviews: For the period during which each congregation maintains separate books, reviews will be done separately and be the responsibility of each congregation.
- k. The minister/priest and members of each congregation will consciously cultivate the understanding that stewardship is not a matter of “theirs” and “ours”, but of God’s work within both our communities for the life of the world.

## 9. PROPERTY

The church building remains the property of the BC Conference of the United Church of Canada and “*it will continue to be held according to the policy of that denomination*” (2005 *Diocese/Presbytery Agreement*, #9 a.) See the Manual of the United Church of Canada, 2010, sections 259 & 267.

### Local Implementation

- a. Memorial monetary gifts will continue to be received by each congregation.
- a-b. The Joint Advisory Committee will propose policies regarding memorial items (e.g. plaques) to each Board/Council.
- b-c. Renovations and capital improvements will be approved by each Board/Council and financing agreed upon.
- c-d. Items being brought into the relationship by each congregation will remain property of said congregation for their use, but may be used by the other congregation.

## 10. DENOMINATIONAL RECORDS

2005 Diocese/Presbytery Agreement: #5. *Records and Reporting*:

*“The following records are to be maintained according to denominational requirements:*

- a. *Minutes of all committee and congregational meetings.*
- b. *Audited or reviewed financial records.*
- c. *United Church membership Roll.*
- d. *Roll of Anglican communicants and current list of electors.*
- e. *Current list of households indicating their denominational affiliation.*
- f. *Joint baptismal, confirmation, marriage and burial records.*
- g. *Vestry book in which all services will be recorded.”*

## 11. REVIEW OF THE SHARED MINISTRY PARISH / PASTORAL CHARGE

2005 Diocese/Presbytery Agreement: #11. *Evaluation*:

- a. *“All shared ministries will be visited jointly by representatives of Diocese and Presbytery after the first year, at times of change of clergy, and at such other times as are mutually desirable, especially when establishing, modifying substantially, or terminating any shared ministry.*
- b. *Where an official evaluation is being made to a shared ministry both Presbytery and Diocese shall be represented and a full report of the findings made to each body.*

- c. *The organizational structure of each shared ministry will be reviewed jointly by Diocese and Presbytery by the shared ministry committee."*

Local Implementation

The Joint Advisory Committee will evaluate the Shared Ministry at least every four months during the first year, and thereafter as appropriate, reporting each time to Board/Council.

**12 . REVIEW OF THE SHARED MINISTRY AGREEMENT**

- a. In addition to ongoing monitoring, this SHARED MINISTRY AGREEMENT shall be formally reviewed with clear criteria and provision for opportunity for input by members of both congregations and their participating denominations, no later than two years after the date that this Agreement is signed and every two years thereafter, to ensure that it satisfactorily represents the mission and purpose of the congregations and their participating denominations.
- b. Any amendment to the Agreement requires approval by both parties in accordance with the decision-making governance of each partner, subject to the approval of the judicatories.
- c. Representatives of the Diocese and Presbytery will consult with each congregational Council/Board after the first year to ensure that services are meeting congregational needs.

**13 . TERMINATION OF THE SHARED MINISTRY AGREEMENT**

Either party (congregation) may terminate this Agreement by giving one year’s notice or such shorter notice period as may be mutually agreed upon.

AGREEMENT: This Shared Ministry Agreement is effective as of \_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature)            Warden

\_\_\_\_\_  
(Printed)  
St. Martin of Tours Anglican/Lutheran Church

\_\_\_\_\_  
(Signature)            Board Chair

\_\_\_\_\_  
(Printed)  
Gabriola United Church