

ST. JAMES CATHEDRAL

CATHEDRAL COUNCIL GUIDELINES

St. James Cathedral is a parish church and the Cathedral of the Diocese of Toronto. As a faith community and a corporation, it has an integrated governance structure.

Members of the Cathedral Council seek to carry out the vision and mission of the Cathedral as responsible stewards of the gifts that God has provided while, at the same time, respecting the church and secular authorities under which the Cathedral operates.

The Cathedral Council is responsible for fulfilling its mandate and reviewing progress against the Cathedral's Visioning Priorities. This requires a working knowledge of the Cathedral, accountability, and engagement in the life of the Cathedral.

Guiding Principles

The Cathedral Council ("Council") serves as the Advisory Board as referenced in Canon 17 and its members shall perform such duties as may be delegated by the Vestry, the Dean or the Churchwardens, and to act in an advisory capacity to the Dean and the Churchwardens. The Council shall:

- Receive from the Churchwardens at least quarterly, a written financial statement and a report on all parish matters of importance and to make recommendations thereon.
- Receive the budget and audited financial statements to be submitted to the annual meeting of the Vestry, after consultation with the Incumbent and the Churchwardens, and make recommendations thereon.
- Make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the Cathedral.

Committee Members and Meetings

Council is an advisory body that meets on a regular basis to assist in the management of operational issues of the Cathedral. Its members shall:

- Recognize the confidential nature of issues discussed at Council and declare any conflicts of interest at the beginning of each meeting.
- Be actively engaged at the Cathedral and be well informed regarding the Cathedral's mission, vision and priorities as well as policies, programs, strengths and needs.
- Provide representative feedback on behalf of the whole community.
- Make recommendations on policies, goals, and objectives based on careful consideration of the facts as presented by members of the Executive Committee.
- Actively participate in stewardship activities and support decisions made by Council and those approved by the Executive Committee.

Council members shall:

- Provide leadership in the implementation of Cathedral's Visioning Priorities.
- Ensure the proper operational planning is in place so the Priorities will be achieved.
- Review Committee Guidelines and recommend policies and procedures required for the effective operation of the Cathedral.

- Monitor the work of the Ministry Council's committees and recommend adjustments, as required, to the Executive Committee and Chair of the Ministry Council.
- Communicate, as appropriate, with the congregation and neighbourhood communities about Cathedral activities.

Council is comprised of the Dean, the Churchwardens, Deputy Wardens, the Vicar and the Executive Director. In addition, Council generally has a total of five elected and five appointed members who each serve for a period of three years. Council meetings shall include at least two elected members and two appointed members.

The Dean shall serve as Chair of Council.

Council members shall elect a Secretary to take minutes at each meeting. The minutes shall be circulated and filed.

At least six meetings shall be held each year, generally on a 4th Tuesday of the month. Council members must attend a minimum of five meetings. When necessary, calling into a meeting is acceptable.

Given the confidential nature of documents reviewed and issues discussed at Council meetings, members are considered high-risk as described in the Diocesan Screening in Faith guidelines. This means members must complete the Screening in Faith online program and they are also required to have a police check.