

CONSTITUTION AND CANONS
OF
THE DIOCESE OF KEEWATIN
(THE ANGLICAN CHURCH OF CANADA)



REVISED AS OF THE 45TH SESSION OF THE SYNOD OF THE
DIOCESE OF KEEWATIN, MARCH 2008.

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DEFINITIONS

For the purposes of the Constitution and Canons of the Synod of the Diocese of Keewatin, the following terms shall have the meaning given opposite each.

1. "Administrator" -- the person referred to in Canon 203 as the Administrator of the Diocese during the vacancy of the See or while the Bishop is unable to attend to diocesan duties.
2. "Bishop's Council" — a gathering of the Archdeacons and the Dean of the Diocese, at the request of the Bishop, which shall act in an advisory capacity to the Bishop
3. "Canon" -- the law of the Synod of the Diocese of - a person holding a commission from the Bishop to perform duties designated in that commission or to act as the Bishop's representative.
4. "Clergy" or "Cleric"—a person in one of the three Orders of Ministry: Bishops, Priests and Deacons. Clergy is the plural of cleric.
5. "Commissary" – a person holding a commission from the Bishop to perform duties designated in that commission or to act as the Bishop's representative.
6. "Communicant" - a member of the Anglican Church of Canada who partakes of the Holy Communion frequently, and in particular on the greater Holy Days, of which Easter is the chief.
7. "Diocese" – the area covered by the Diocese of Keewatin is defined in Part 1 of the Constitution -of the Diocese of Keewatin
8. "Incumbent"/ "Priest-in-Charge" --- a Cleric who holds a license from the Bishop to be responsible for a specific sphere of ministry.
- 9 "Lay Pastor" – a layperson appointed by the Bishop to a specific sphere of ministry.
10. "Member of the Anglican Church of Canada" - a person who has been admitted into the Christian Covenant by Holy Baptism with water in the name of the Trinity, and is a recognized attendant at a parish church of the Anglican Church of Canada.
11. "Parish" - an area of ecclesiastical responsibility within the Diocese that has been erected, formed or established by the Bishop and organized in accordance with the Constitution and Canons of the Diocese.
12. "Rules of Order" - rules governing the proceedings of a session of the Synod. Such rules shall be declared at the opening of Synod.

13. "See"— the official 'seat' or 'throne' of a bishop in the cathedral of the diocese.
14. "Sitting" – any meeting of Synod between the opening of a session and the prorogation of the same session
15. "Synod" – the governing body of the Diocese of Keewatin. Membership is defined in Part II of the Constitution of the Diocese of Keewatin

NOTE:

At Synod 2003 it was declared that the English version of these Canons will be considered the accurate version for the purposes of understanding the intent of the Canons.

CONSTITUTION

DIOCESE OF KEEWATIN

Part I

The Regions of the Diocese

1. The Diocese of Keewatin shall be divided into three Regions, namely:
 - a) the Northern Ontario Region, which shall consist of that portion of the Diocese within the Province of Ontario lying north of the main line of the Canadian National Railway other than the communities of Red Lake and Ear Falls;
 - b) the Northern Manitoba Region, which shall consist of that portion of the Diocese within the Province of Manitoba lying to the north of the 53rd parallel of latitude; and
 - c) the Southern Region, which shall consist of that portion of the Diocese not included in the Northern Ontario Region or the Northern Manitoba Region.
2. Each Region shall hold a Conference at least biennially on such date and at such place as may be fixed by the Bishop.
3. A Regional Conference shall consist of the Bishop of the Diocese or a commissary of the Bishop; the clergy of the Region licensed by the Bishop; the Lay Representatives as hereinafter provided; and the Secretary of The Regional Conference.
4. a) The Lay Representatives shall be Lay members of the Anglican Church of Canada who are of the full age of 16 years, and who are regular worshippers at services in a parish within the Region that they are to represent.

Amended 45th Synod, March 2008

b) Lay Representatives to Regional Conferences shall be elected at the first meeting of Parishioners of parishes in the Region following every Diocesan Synod and shall hold office until the first meeting of Parishioners following the next Diocesan Synod.

c) The voters for Lay Representatives shall consist of members of the Anglican Church of Canada who are of the full age of 16 years and who are recognized worshippers in the parish.

Amended 45th Synod, March 2008

d) No person shall vote for the Lay Representative or Representatives of more than one parish.

e) The Incumbent or an Assistant of the Incumbent, shall preside at the meeting, but in their absence the meeting shall elect from its number a Chairperson.

5. Every parish or mission in a Region, recognized by the Bishop, and having up to fifty members, shall be entitled to send two Lay Representatives to the Regional Conference; having between fifty and one hundred members shall be entitled to send three Lay Representatives; and having more than one hundred members shall be entitled to send four Lay Representatives. No parish shall send more than four Lay Representatives.

6. a) If a Lay Representative dies, or ceases to reside in the Region, or resigns or is unable to attend any session of a Regional Conference, or any sitting thereof, a substitute, in order of election, shall be entitled to take the place, at such session or sitting, of the Lay Representative who for any cause does not attend, and during the absence of the Lay Representative the substitute shall have all the rights and privileges of the Lay Representative.

b) A substitute Lay Representative who attends a meeting of a Regional Conference in the place of a Lay Representative, is eligible for election as a Lay Delegate to the Synod and if elected, shall thereafter be deemed to be a Lay Representative, and the person whose place the substitute has taken shall cease to be a Lay Representative.

7. The Incumbent of each parish or mission shall, as soon as possible after the election of Lay Representatives to the Regional Conference, furnish the Secretary of the Regional Conference with a Certificate of Election as follows:

**DIOCESE OF KEEWATIN
CERTIFICATE OF ELECTION**

I hereby certify that at a meeting of _____ parish held on the _____ the day of _____ the following persons were duly elected as Lay Representatives to the _____ Regional Conference:

substitutes: (in order of election)

Chairperson

8. A Committee on Credentials, consisting of one member of the clergy and one Layperson, shall be appointed by the Bishop or a Commissary of the Bishop, prior to the opening of any Regional Conference, to examine the Certificates of Election and to prepare a report on the same, including a list of the clergy and Lay Representatives with the names of the parish they represent. The Committee on Credentials shall deal generally with, and report to the Regional Conference upon, questions relating to representation under the Constitution.

9. One quarter of the clergy and one quarter of the Lay Representatives shall constitute a quorum of a Regional Conference.

10. The Bishop shall be the Chairperson at all meetings of a Regional Conference, but in the absence of the Bishop, or a commissary, the chair shall be taken by the senior dignitary in the Diocese of Keewatin who is present.

11. a) At the first Regional Conference following every Diocesan Synod, the Regional Conference shall have the following duties and responsibilities, namely:

- i) to consider and discuss matters referred to it by the Synod;
- ii) to consider and discuss matters referred to it by the Bishop;
- iii) to consider and discuss matters of local interest and concern;

- iv) to plan Regional programs and activities;
- v) to elect Clergy Delegates and substitutes, Lay Delegates and substitutes and Youth Delegates and substitutes to Synod, and from that number to elect one Clergy Delegate and substitute, and one Lay Delegate and substitute to Diocesan Council, and the persons so elected shall remain in office until the first Regional Conference following the next Diocesan Synod; and
- vi) to elect the Regional Council members and alternates.

b) Subsequent Regional Conferences shall have the following duties and responsibilities, namely i), ii), iii), and iv) as stated in paragraph a) above.

c) In the event that neither the Clergy Delegate nor the Lay Delegate nor either of the substitute delegates from a Region are able to attend Diocesan Council, then the Bishop, on the advice of the Regional Council, may appoint a person to attend Diocesan Council as a representative from that Region.

12. There shall be a Regional Council of each Region which shall have and exercise all the powers of a Regional Conference between meetings of a Regional Conference, and in particular, but without limitation, shall:

- a) provide for the regulation and conduct of the meetings of the Regional Council to the extent not otherwise provided for in this Constitution;
- b) consider and deal with matters referred to it by the Regional Conference;
- c) direct and coordinate generally the affairs of the Regional Conference; and
- d) make all necessary arrangements for meetings of the Regional Conference, including without limitation, the preparation of the agenda thereof and of matters to be brought before such Conference.

13. A Regional Council shall consist of:

- a) the archdeacon or supervising pastor designated by the Bishop, who shall act as chairperson; and
- b) four (4) clergy and four (4) lay delegates elected by Regional Conference who shall remain in office until the first Regional Conference following the next Diocesan Synod.

14. One half of the members shall constitute a quorum of a Regional Council.

15. Meetings of a Regional Council shall be held at such time and place as the Regional Council from time to time may determine. Special meetings may be called at any time by the Bishop or a commissary of the Bishop.

16. A Regional Council shall meet as required.

Part II

The Synod of the Diocese

17. The Synod shall consist of the Bishop of the Diocese; the Coadjutor, Suffragan, or Assistant Bishop (if any); the Dean; the Archdeacons; the Clergy Delegates elected as hereinafter provided; the Lay Delegates elected as hereinafter provided; the Youth Delegates elected as hereinafter provided; the Chancellor of the Diocese; the Secretary of the Diocese; the Treasurer of the Diocese and the Registrar of the Diocese. On the recommendation of the Diocesan Council, the Bishop may appoint up to two additional lay delegates and one additional clerical delegate.

Amended 44th Synod, February 2003

18. There shall be three Orders of the Synod, namely:

- a) the Bishop;
- b) the clergy mentioned in Section 17 hereof; and
- c) the lay persons mentioned in Section 17 hereof.

19. a) Lay Delegates shall be members of the Anglican Church of Canada (unless especially approved by the Bishop) who are of the full age of 18 years and who are regular worshippers in a parish in the Region they are to represent.

b) Clergy Delegates shall be persons in Holy Orders licensed by the Bishop and residing in the Region they are to represent, and elected by the Regional Conference, as well as the Co-Adjutor, Suffragan, and Assistant Bishop, if any.

c) Youth Delegates shall be members of the Anglican Church of Canada, who at the time of their election, are between the ages of 16 and 21 years and who are regular worshippers at services in a parish in the Region they are to represent.

20. At the first meeting of each Regional Conference following every Diocesan Synod:

a) the Clergy shall elect from among their number nine Clergy Delegates and nine substitute Clergy Delegates to Diocesan Synod, and from these eighteen persons the Clergy shall then elect one Clergy Delegate and one substitute Clergy Delegate to Diocesan Council.

b) the Lay Representatives shall elect from among their number nine Lay Delegates and nine substitute Lay Delegates to Diocesan Synod and from these eighteen persons, the Lay Representatives shall elect one Lay person and one substitute Lay person to Diocesan Council.

c) Subject to the provisions of Section 21, all persons elected shall hold office until the first Regional Conference following the next Diocesan Synod.

d) the Clergy and the Lay Representatives together shall elect one Youth Delegate from the Region to the Synod, and substitute Youth Delegates.

21. a) If a Clergy Delegate, a Lay Delegate or a Youth Delegate dies, or ceases to reside in the Region from which he or she was elected, or resigns, or is unable to attend any session of the Synod, or any sitting thereof, a substitute, in order of election, shall be entitled to take the place, at such session or sitting, of the Clergy Delegate, Lay Delegate or Youth Delegate who for any cause does not attend, and during the absence of the Clergy Delegate, the Lay Delegate or the Youth Delegate as the case may be, the substitute shall have all the rights and privileges of the Delegate.

b) A substitute Clergy Delegate, substitute Lay Delegate or substitute Youth Delegate is eligible for election or appointment as a member of Diocesan Council, or to any delegation, board, task force, or committee of the Synod, and if elected, shall thereafter be deemed to be a Clergy Delegate, Lay Delegate, or Youth Delegate, as the case may be, and the person whose place the substitute has taken shall cease to be a Delegate.

22. The Chairperson or Secretary of each Regional Conference shall, as soon as possible after each election of Delegates to the Synod, furnish the Secretary of Synod with a Certificate of Election as follows:

**DIOCESE OF KEEWATIN
CERTIFICATE OF ELECTION
Regional Conference**

I hereby certify that at a meeting of the _____ Regional Conference held on the day ____ of _____ 20__ the following persons were duly elected for the current year as Delegates to the Synod:

Clergy Delegates:

Substitute Clergy Delegates
in order of election:

Lay Delegates:

Substitute Lay Delegates
in order of election:

Youth Delegate:

Substitute Youth Delegates
in order of election:

Chairperson (or Secretary) Regional Conference

23. A Committee on Credentials, consisting of one clergy and one Lay person shall be appointed by the Bishop or a commissary of the Bishop prior to the opening of the Synod to examine the Certificates of Election and to prepare a report on the same, including a List of all Clergy Delegates, Lay Delegates and Youth Delegates with the name of the Region they represent. The Committee on Credentials shall deal generally with and report to the Synod upon questions relating to representation under the Constitution.

24. Each Clergy Delegate, Lay Delegate and Youth Delegate to the Regional Conferences shall be entitled to receive a copy of the Journal of the previous Synod.

25. It shall be the duty of Delegates:

(a) to attend the sessions of the Synod;

(b) to serve on committees to which they may be elected or to which they may have accepted appointment; and

(c) to communicate the decisions of the Synod

26. The Synod shall meet biennially unless otherwise ordered by the Bishop. The time and place of meetings of the Synod shall be fixed by the Bishop, who shall also adjourn the Synod as he or she shall see fit.

27. A quorum of the Synod shall be one-fourth of the Clergy Delegates and one-fourth of the combined Lay Delegates and Youth Delegates.

28. The Bishop shall be the Chairman at all meetings of the Synod, but the Bishop may, from among members of Synod, appoint another person to the chair who shall continue to serve at the pleasure of the Bishop. If the Bishop is absent and has not appointed a Commissary, the chair shall be taken by the senior dignitary in the Diocese of Keewatin who is present.

29. Immediately after the report of the Committee on Credentials has been submitted and finally dealt with, the Synod may proceed to elect an Honorary Clerical Secretary, and an Honorary Lay Secretary, whose duties shall be to keep the Minutes of the Synod and prepare the same for publication.

30. The Synod shall appoint an Auditor, who shall be either a Chartered Accountant, or a firm of Chartered Accountants, licensed to do business in the Provinces of Ontario and Manitoba, whose duty it shall be to audit all books, accounts and records relating to funds belonging to the Synod and to the Diocese, and to present a report thereon to the Synod at its next meeting.

31. The Synod accounts shall be closed on the 31st day of December of each year, and the Treasurer of the Diocese shall cause the accounts to be audited by the Auditor appointed by the Synod.

32. The Synod shall at each meeting thereof, elect those members of the Standing Committees of the Synod who are required to be elected by the Synod. The Synod may also from time to time elect or appoint such special committees having such membership and terms of reference as the Synod considers necessary or desirable.

33. No act or resolution of the Synod shall be valid unless it receives the assent of the Bishop and a majority of the votes of the members present, such majority to be a majority of the Clergy Delegates, the Lay Delegates and the Youth Delegates voting collectively, unless before such vote is taken a vote by Orders is demanded by not less than two members; when such majority shall be a majority of the members of each Order voting separately.

34. Every proposal to enact, amend or repeal this Constitution or a Canon, in whole or in part, should first be sent to the Diocesan Council for consideration. The Diocesan Council shall present such proposals to the Synod as Notices of Motion at its next meeting, accompanied by its report thereon. A copy of every such proposal and report shall be sent to each Clergy Delegate, Lay Delegate and Youth Delegate with the Circular convening the Synod at least three weeks before the Synod is to meet.

35. A proposal to enact, amend or repeal a Canon presented to the Synod as a Notice of Motion by Diocesan Council pursuant to Section 34, shall be adopted and shall come

into force immediately if approved by the affirmative vote of two-thirds of those present and voting, and assented to by the Bishop. A motion to, enact, amend or repeal a Canon which has not previously been considered by the Diocesan Council shall be adopted and shall come into force immediately if approved by the unanimous vote of those present and voting, and assented to by the Bishop.

36. A proposal to amend or repeal the Constitution presented to the Synod as a Notice of Motion by Diocesan Council pursuant to Section 34, shall not take effect unless and until approved by a majority of two-thirds of the members of each Order of the Synod present and voting separately, and assented to by the Bishop, and a like majority of the members of each Order of the Synod present and voting separately at the following meeting of the Synod; provided, however, that a unanimous favourable vote of each Order of the Synod present and voting separately shall be sufficient, with the assent of the Bishop, to make the same immediately operative without further confirmation.

PART A: SYNOD

I00 SEAL OF SYNOD

The Bishop shall have the care and custody of the Seal of the Synod. When a resolution of the Synod or the Diocesan Council requires the official execution of deeds or other documents, the Seal shall be placed on the document and the Bishop and the Secretary of the Diocese shall add their signatures to the document.

101 SYNOD ELECTIONS

- .1 A nominating committee shall be appointed by the Bishop. The committee shall prepare a list of nominations for the election of members
 - (a) to each of the Standing Committees of the Synod, and
 - (b) as delegates to the Provincial and General Synods.
- .2 When the report of the nominating committee has been presented to Synod, members of the Synod may propose additional names.
- .3 Voting at all Synod elections shall be by secret ballot.

102 STANDING COMMITTEES OF SYNOD

- .1 There shall be named from time to time by Synod on recommendation of the Diocesan Council such Standing Committees as are considered desirable and necessary.
- .2 The Standing Committees shall:
 - (a) Have such purposes and powers as are from time to time determined for each by Synod on recommendation of the Diocesan Council.
 - (b) Initiate and conduct their affairs subject to Diocesan Canons and Rules of Order and Diocesan Council policy:
 - (c) Recommend changes in policy.
 - (d) Submit budgetary requirements to Diocesan Council.
- .3 Standing Committees shall consist of:
 - (a) The Bishop or the Bishop's nominee, as ex-officio member
 - (b) Three elected clergy members, unless Synod shall otherwise direct,
 - (c) Three elected lay members, unless Synod shall otherwise direct,

(d) Up to three other persons who may be selected by the Committee members.

- .4 The Standing Committees shall meet within thirty days of Synod and elect its Chair. The Bishop may give permission for the Committee to meet later than Thirty days.
- .5 Members shall remain in office until their successors are elected or appointed.
- .6 A quorum for Standing Committees shall be one-quarter of the membership but shall include at least two of the elected members.
- .7 Any member of a Standing Committee who ceases to reside within the Diocese shall cease to be a member of such Standing Committee.
- .8 The Diocesan Council shall fill any vacancy among elected members of Standing Committees of Synod.

103 LEGISLATIVE COMMITTEE

- .1 There shall be a Committee of the Synod, which shall be known as the Legislative Committee
- .2 The Committee shall have the following purposes and powers:
 - (a) To consider every proposal to alter, amend or repeal the Constitution, Canons or Rules of Order of the Diocese before such proposal is considered by the Synod and to report to Synod as to the advisability or otherwise of adopting such proposal.
 - (b) To prepare and submit to the Synod any additions, deletions or amendments to the Constitution, Canons and Rules of Order or any proposal for new Canons or Rules of Order which the Synod or the Diocesan Council may deem necessary or desirable.
 - (c) To review the Constitution, Canons and Rules of Order of the Diocese from time to time. The Committee may submit recommendations to Synod for any additions, deletions or amendments, which it may deem necessary or desirable.
- .3 (a) The Committee shall consist of five members:
 - (i) The Chancellor of the Diocese, who shall be the Chair;

(ii) Two Clergy elected by the Synod; and

(iii) Two Lay Members elected by the Synod.

The Clergy and Lay Members shall be members of the Anglican Church of Canada residing in the Diocese, but not necessarily members of the Synod.

(b) The Diocesan Council may fill any vacancy occurring in the Committee between Synods.

104 THE DIOCESAN COUNCIL

.1 There shall be a Diocesan Council of the Synod which shall have and exercise all of the powers of the Synod between meetings of the Synod with the exception of the power to elect a Bishop or to amend either the Constitution or the Canons of the Diocese.

.2 In particular the Diocesan Council may:

- i) Direct and co-ordinate generally the affairs of the Diocese;
- ii) Consider and deal with matters referred to it by the Synod;
- iii) Administer and manage all trusts, properties and funds belonging to or controlled by the Synod;
- iv) Make or cause to be made any contract or undertaking which the Synod may by law enter into;
- v) Recommend to the Bishop any changes in Diocesan policy;
- vi) Prepare in due form all matters to be brought before the Synod, prepare the agenda of Synod and make all necessary arrangements for sessions of the Synod.
- vii) Appoint the officers of the Diocese, including the Secretary and the Treasurer of the Diocese (who may be the same person) and fix and determine their duties and salaries.
- viii) Create, amend, change or delete the Guidelines for the implementation of the Canons. Changes to the Guidelines shall be made upon majority vote at two consecutive meetings of the Diocesan Council.

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.3 The Diocesan Council shall consist of the following members:

i) The Bishop

ii) The Coadjutor Bishop, the Suffragan Bishop, the Assistant Bishop, if any

- iii) The Dean
 - iv) The Archdeacons
 - v) The Chancellor
 - vi) The Secretary and the Treasurer (or Secretary-Treasurer)
 - vii) The Registrar of the Diocese
 - viii) One member of the clergy and two Laypersons from each Region elected at the first meeting of each Regional Conference following every Diocesan Synod.
 - ix) Up to three additional persons may be appointed by the Bishop, bearing in mind the need for a balance of clergy and laity and representation by region.
- .4 The Bishop shall be the Chair of the Diocesan Council. The Bishop may, from among members of Diocesan Council, appoint another person to be the Chair, who shall continue to serve at the pleasure of the Bishop. If the Bishop has not appointed a Chair, then the senior clerical dignitary of the Diocese who is present at the meeting will take that position.
- .5 Members of the Diocesan Council shall remain in office until their successors shall be elected or appointed, as the case may be, and any vacancies occurring among the elected members shall be filled automatically and in succession by the clerical or lay members who, at the last preceding election, received the largest number of votes next after the elected members.
- .6 Members of the Diocesan Council shall decide when and where it shall meet. The Bishop may call special meetings at any time. Five members of Council may request a special meeting and the Bishop shall call a meeting of the Council, indicating the reason for the meeting. If the Bishop fails to respond to the request for a special meeting, within three weeks, the senior dignitary (as in section 105.2) shall cause the meeting to take place.
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- .7 Seven members of the Diocesan Council shall constitute a quorum, of which the Bishop, or a Commissary, or the Diocesan Administrator, or the Metropolitan's Appointee, shall be one.
- .8 The Diocesan Council may adopt such rules and by-laws as it shall consider necessary or desirable, provided that such rules and by-laws are not inconsistent with the Constitution and Canons of the Synod.
- .9 The Diocesan Council shall report to each session of the Synod.

105 THE EXECUTIVE COMMITTEE

- .1 The Executive Committee shall consist of the following members:
 - i) The Bishop
 - ii) The Coadjutor Bishop, the Suffragan Bishop, the Assistant Bishop, if any
 - iii) The Dean;
 - iv) The Archdeacons of the Diocese;
 - v) The Chancellor;
 - vi) The Treasurer, or in the Treasurer's absence a designated person from the Finance Committee; and
 - vii) The Secretary of Synod.
- .2 The Bishop shall be the Chair of the Executive Committee. If the Bishop is absent, then that position will be taken by the senior clerical dignitary of the Diocese who is present at the meeting.
- .3 The Executive Committee shall:
 - a) Carry out any instructions from time to time given to it by Diocesan Council;
 - b) Assist in the planning of the agenda of each meeting of Diocesan Council,
 - c) Consider such matters on the agenda as it seems necessary, and such matters as may be referred to it for consideration by Diocesan Council, and make recommendations thereon to Council,
 - d) Exercise any of the powers and functions of Diocesan Council that have been delegated to it between meetings of Council, and
 - e) Report to the next ensuing meeting of Diocesan Council concerning the exercise by it of any of the powers referred to in clause (d).
- .4 For the efficient management of the business of the Diocesan Council and the general oversight and supervision of the operation of the Synod Office, the Executive Committee shall have power to develop job specifications and to

appoint, and at their pleasure remove, such Synod Office staff as it deems necessary.

106 THE FINANCE COMMITTEE

- .1 There shall be a Committee of the Synod, which shall be known as the Finance Committee.
- .2 The Committee shall have the following responsibilities:
 - (a) To develop and recommend financial policy by
 - Preparing the annual budget for consideration by Diocesan Council
 - Recommending long-term financial goals
 - Identifying and analysing emerging financial issues
 - Proposing policies re the remuneration of staff
 - Proposing policies for the reimbursement of staff and volunteers on Synod business
 - (b) To monitor diocesan finances by
 - Receiving and reviewing monthly financial statements
 - Anticipating and analysing variances from the annual budget
 - Reviewing the annual audited statement and reporting to Diocesan Council or Synod
 - (c) To report regularly by
 - Reporting to each meeting of Diocesan Council on the financial state of the diocese with special reference to the budget
 - Alerting Diocesan Council to emerging financial issues
 - Preparing quarterly financial statements for the members of Diocesan Council
 - Recommending financial goals and strategies
 - Providing information to parishes on a regular basis
 - (d) To develop, recommend, and promote diocesan initiatives by
 - Providing avenues for the stewardship of accumulated resources through Estate planning
 - Researching and recommending new sources of funding
 - (e) To develop and regularly review investment policies
- .3 (a) The Committee shall consist of the following members:
 - i) The Treasurer, who shall be the chair

- ii) Two Clergy elected by Synod
- iii) Two Lay members elected by Synod
- iv) Up to two members appointed by the Bishop on recommendation of the Committee
- v) At the discretion of the Bishop, ex officio staff members may attend meetings of the Finance Committee

The elected members shall be members of the Anglican Church of Canada residing in the Diocese, but not necessarily members of the Synod.

(b) The Diocesan Council may fill any vacancy in the Committee between Synods.

107 OTHER COMMITTEES OF SYNOD

Synod or Diocesan Council may, from time to time, establish other committees and their terms of reference.

PART B: DIOCESE

200 ADHERENCE TO GENERAL AND PROVINCIAL SYNODS

The Diocese of Keewatin adheres to and complies with the Constitution and Canons of both the General Synod of the Anglican Church of Canada and the Synod of the Ecclesiastical Province of Rupert's Land.

201 THE ELECTION OF A BISHOP

The election of Bishops in the Diocese of Keewatin shall be according to Canon IX of the Synod of the Ecclesiastical Province of Rupert's Land.

202 OTHER BISHOPS WITHIN THE DIOCESE

- .1 When a Co-adjutor Bishop, Suffragan Bishop or Area Bishop (each otherwise known as assistant bishop) has been elected in the Diocese, the Diocesan Bishop shall issue a commission in writing detailing the episcopal duties which the non-Diocesan Bishop may perform. Such duties may be varied from time to time as required by the Diocesan Bishop and as agreed by mutual consent of the Diocesan and assistant bishop.

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Similarly, a retired Bishop who is willing to assist in the Diocese shall receive a written commission from the Diocesan Bishop detailing the Episcopal duties, which that assistant bishop may perform. Such duties may be varied from time to time as required by the Diocesan Bishop.”

- .2 All references to "Bishop" in the Constitution and Canons of the Diocese may be read as including "Co-adjutor Bishop", "Suffragan Bishop" "Area Bishop" or assistant Bishop excepting that:

Amended 45th Synod, March 2008

(a) The Diocesan Bishop may not commission the assistant Bishop with respect to Canon 205 Appointments of Dignitaries;

(b) The Diocesan Bishop may not commission the assistant Bishop with respect to Canon 213 on Discipline;

(c) The assistant Bishop remains within the order of clergy for Synod purposes such as elections.

203 THE APPOINTMENT OF A COMMISSARY

.1 If the Bishop is unable to perform or function as Bishop, or is temporarily away from the Diocese, the Bishop may appoint a Commissary to perform those duties or acts specified by the Bishop. The Commissary's appointment may be revoked either

(a) At the Bishop's pleasure, or,

(b) Upon the Bishop being declared incompetent and unable to perform Episcopal duties, or

(c) Upon the death or resignation of the Bishop.

204 THE APPOINTMENT OF AN ADMINISTRATOR

Amended 45th Synod, March 2008

.1 The Diocesan Council is responsible to ensure that there is proper Episcopal leadership at all times within the Diocese. In the event the diocesan Bishop becomes ill and incapacitated, incompetent and unable to perform the duties normally required of a bishop, there is no co-Adjutor Bishop in the Diocese, the Diocesan Council shall appoint a Diocesan Administrator able to fulfil the responsibilities of the Diocesan Bishop.

.2 The Diocesan council may, at any duly-called Diocesan Council meeting, appoint a person to assume the role of Diocesan Administrator should there be no co-Adjutor Bishop capable of leading the Diocese. In the event such person is appointed while the Diocesan Bishop is still functioning, the person so appointed shall be called the Administrator Designate and such person shall remain as Administrator Designate until the next duly called Diocesan Council meeting.

.3 The Administrator Designate shall assume the duties of the Administrator only when the appointment as Administrator has been confirmed to the Administrator Designate in writing, by the Chief cleric of the Diocese and the Chief Lay dignitary of the Diocese serving those functions at the time of the appointment.

.4 If the Diocesan Council does not appoint an Administrator Designate at any duly-called Diocesan Council meeting and the Diocesan Bishop is or becomes unable to fulfil the duties normally required of the Diocesan and there is no co-Adjutor

Bishop in the Diocese, then the senior cleric must, as soon as is practicable call a meeting of the Diocesan Council who must then appoint an Administrator.

- .5 The duly appointed Administrator is to perform all those normal duties of a Diocesan Bishop, with the exception of those duties which only a bishop may perform, unless the Administrator is already a person of the Order of Bishops.
- .6 It is the duty of the Administrator to notify the Metropolitan of the Province that he or she has been appointed Administrator of the Diocese.

205 THE APPOINTMENT OF DIGNITARIES AND OTHER OFFICERS

- .1 The Bishop may from time to time appoint the following dignitaries and other officers, and their order of seniority is:
 - i) A Dean;
 - ii) A Chancellor;
 - iii) A Registrar;
 - iv) Archdeacons;
 - v) Canons, either of the Cathedral or of the Diocese;
 - vi) Regional Deans.
2. Every dignitary and officer appointed by the Bishop shall hold office during the Bishop's pleasure.
- .3 On the date of the installation of the newly elected Bishop every dignity and office shall be deemed vacant.
- .4 The Bishop has the power and discretion to confer the rank of Emeritus upon former dignitaries.
- .5 Duties of the dignitaries and officers referred to in Canon 205.1 not contained in the Constitution and Canons of the Diocese shall be assigned by the Bishop and printed as an Appendix to the Minutes of the Synod.

206 THE DEAN

- .1 The Dean shall be the senior ranking priest in the Diocese.
- .2 The Dean shall be senior advisor to the Bishop, with special responsibility for matters concerning doctrine and worship and may, when requested to do so, represent the Bishop in such matters.

207 THE CHANCELLOR

- .1 The Chancellor shall be a member of the Anglican Church of Canada, and either a former or an active Barrister-at-Law of at least ten years standing.
- .2 Before entering upon the duties of Chancellor, he or she shall swear an oath:

I, _____, swear that to the best of my skill and ability I will deal uprightly and justly in my office without respect of favour or reward.
- .3 The Chancellor shall be an ex-officio member of Synod and ineligible to be elected to represent any Parish.
- .4 The Chancellor shall advise and assist the Bishop (or the Commissary, or the Administrator) and the Synod on all legal matters pertaining to the Diocese

208 THE REGISTRAR

- .1 The Registrar shall be custodian of:
 - (a) a certified copy of the Constitution and Canons of the Synod of the Diocese, and certified copies of any changes or additions to them, which may be passed from time to time by the Synod, and
 - (b) certified copies of the Constitution and Canons of the Provincial Synod and the General Synod as well as any changes or additions to them which have been duly passed and accepted by the Synod of this Diocese, and
 - (c) two copies of the Journal of Proceedings of each meeting of the Diocesan Synod, and
 - (d) all deeds, titles, leases, mortgages, insurance policies, inventories, reports, depositions, articles, decisions and other documents and registers filed with or delivered to the Registrar as required by any Canon of this Diocese.

(e) any other official papers, files and documents pertaining to the Diocese.

.2 The Registrar shall:

(a) (i) preserve all papers, files, documents, journals and registers filed with or delivered to the Registrar as required by any Canon of this Diocese or the Provincial Synod or the Diocesan Council

;

(ii) arrange, label, file, index and otherwise order and keep record of them; and

(iii) ensure such papers and documents are kept in a fireproof safety deposit box or vault;

(b) maintain an organized register with all necessary information of each parish which is or has been recognized by the Bishop, or which may from time to time be created, formed or established by the Bishop.

(c) maintain a record based upon information provided by the Bishop or Commissary of

(i) all confirmations,

(ii) all ordinations, licences, institutions, inductions, appointments, transfers and resignations of clergy, and

(iii) the consecration of churches and cemeteries-

(d) maintain a list of all properties held, used or occupied by the Church, whether diocesan or parochial, with all necessary information, together with the date and origin of the information.

(e) maintain a record of the names and dates of the appointments of all dignitaries and officers of the Diocese and of the Synod.

(f) maintain a list of the clergy of the Diocese showing:

(i) the dates of their respective orders

(ii) their degrees and diplomas held

(iii) a record of parochial appointments

(iv) a record of any dignity or office they may hold, and

(v) any other matters relating to their standing in the Diocese.

.3 All books, records, documents and other papers referred to in this Canon are the property of the Synod and shall be kept at the Synod Office or some other location as may be designated from time to time by the Bishop or Diocesan Council.

209 ARCHDEACONS

- .1 The Bishop may from time to time establish regional Archdeaonries and determine their boundaries.
- .2 Regional Archdeacons shall be appointed by the Bishop and shall be installed by the Bishop or the Bishop's Commissary.
- .3 An Archdeacon shall not have any authority in matters of doctrine or ceremony.
- .4 A Regional Archdeacon shall aid the Bishop in the superintendence of the Diocese To promote the glory of God and the interests of the Church, the Archdeacon may perform any or all of the following:
 - (a) Visit parishes in the regional archdeaonry
 - (b) Report to the Bishop information on any matter which the Archdeacon considers may call for the discipline of clergy
 - (c) Offer pastoral support and encouragement to the clergy in the regional archdeaonry
 - (d) Fulfil a teaching role in the regional archdeaonry
 - (e) Present the financial needs of the diocese to the parishes in the regional archdeaonry and negotiate the Parish Gift
 - (f) Report as required on the state of the church in the regional archdeaonry
 - (g) Ensure that there is proper preparation of confirmation candidates in the regional archdeaonry
 - (h) Advise and counsel the Bishop as required
 - (i) Participate in the Bishop's Council
 - (j) Perform those ecclesiastical duties assigned to them by the Bishop.
 - (k) Carry out such other duties and responsibilities as may from time to time be assigned to them by the Bishop
- .5 The Bishop may appoint an Archdeacon of Keewatin who shall be an administrative officer of the Diocese and whose duties shall be determined by Diocesan Council in consultation with the Bishop.

210 REGIONAL DEANS

- .1 The Bishop shall determine the boundaries of a Regional Deanery.
- .2 The appointment of Regional Deans rests with the Bishop and may be revoked at the Bishop's pleasure.
- .3 Those eligible to attend Deanery meetings are:
 - (i) All clergy in the Deanery holding the license of the Bishop;
 - (ii) the churchwardens and lay delegates of every parish within the Deanery;
 - (iii) all lay readers holding the license of the Bishop and residing or officiating regularly in any parish in the Deanery, and
 - (iv) any other interested parishioners living within the boundaries of the Deanery.
- .4
 - a) the first meeting of the Regional Deanery shall be called by the Regional Dean.
Thereafter the Regional Deans shall arrange for regular meetings of the Deanery not less than twice a year and to preside at same. If the Regional Dean is unable to be present, those present shall elect one of their number to preside at that meeting.
 - b) Meetings should include an educational component.
- .5 The Regional Dean shall:
 - (a) deal with parish concerns that are forwarded to the Regional Dean;
 - (b) advise the Regional Archdeacon and the Bishop of any concerns regarding, conduct or proceedings affecting the clergy of the Deanery
 - c) advise the Deanery regarding concerns and matters of interest of the wider church
 - (d) offer advice to the Bishop or Archdeacon
 - (e) provide a written report to the Synod, through the Secretary of the Diocese, on the life of the churches in their Deaneries.
- .6 Two or more Deaneries may choose to meet together, or may meet together at the request of the Regional Archdeacon or the Bishop.

211 LICENSING OF CLERGY

- .1 No cleric shall perform ecclesiastical duties within the Diocese without a license, a letter of permission or special permission from the Bishop.
Amended 45th Synod, March 2008
- .2 A General License may be issued by the Bishop to a cleric who is, or is about to be appointed on a full-time basis as an Incumbent or as an Assistant.
- .3 A Special License may be issued by the Bishop to a cleric who is
- (a) appointed to perform a special ministry; or
 - (b) on leave from another Diocese and who is residing within the Diocese of Keewatin; or
 - (c) temporarily residing within the Diocese.
- .4 A Special License issued by the Bishop shall specify:
- i) The position to which the licensee has been appointed,
 - ii) The parish or territory or community in which the ministry is exercised,
 - iii) the person, or persons, under whose supervision the licensed ministry is to be exercised,
 - iv) the party responsible for payment of any stipend or other compensation payable to the licensee in respect of licensed ministry, and
 - v) any other matter under the Canons of the Diocese, the Ecclesiastical Province of Rupert's Land, or the General Synod requires.
- And may specify:
- vi) a term at which the end of the license shall expire,
 - vii) the time after which the license may be reviewed or assessed,
 - viii) any other matters the Bishop deems appropriate.
- .5 The Bishop may grant a Letter of Permission to a cleric who will not be residing for more than three months within the Diocese.
Amended 45th Synod, March 2008

Special permission may be given in writing or the Bishop may give such permission to a cleric for by telephone or in person directly (orally). Such oral permission shall be given only if the permission is for one day in one parish.

- .6 The Bishop shall notify the Registrar of the Diocese in writing of all Licenses and Letters of Permission issued or revoked and include pertinent information.
- .7 A cleric who holds a General License or a Special License, Letter of permission or special permission from the Bishop shall be subject to the Episcopal jurisdiction of the Bishop.
Amended 45th Synod, March 2008
- .8 Every candidate before ordination and every cleric before
- (i) being licensed by the Bishop, or
 - (ii) being appointed or instituted to any incumbency, office or dignity in the diocese,
- shall take the declarations or oaths required by the Canons of the Ecclesiastical Province of Rupert's Land
- This shall take place in the presence of the Bishop or the Bishop's Commissary.
- .9 A priest or deacon under the jurisdiction of the Bishop of the Diocese who desires to leave the Diocese shall apply to the Bishop for a Letter of Permission to leave.
Amended 45th Synod, March 2008
- .10 When a parish has been canonically defined, no cleric shall have public prayer or service, or administer the Sacraments within the parish without the consent of the Incumbent of such parish; provided:
- (a) that this shall not prevent any cleric from attending or taking part in any public meeting;
 - (b) that a cleric may visit pastorally any person or family in the habit of attending their ministrations;
 - (c) notwithstanding, the Bishop may issue a Special License as described in paragraph 3 above to a cleric, which may authorize the cleric to perform certain functions within a parish.

212 REVOCATION OF LICENSE

- .1 The Bishop may revoke a licence in any circumstances other than those mentioned in Canon 214 paragraphs 1 and 2 after consultation with the appropriate churchwardens and Vestry. These circumstances may include parish

dysfunction, differences between the Incumbent and the people to whom the Incumbent ministers, financial exigency, or any other matter.

- .2 Before revoking a licence under this section, the Bishop shall confer with the Incumbent:
 - i) to review the reasons for the proposed revocation, and
 - ii) to consider possible alternatives to revocation, or
 - iii) to agree on terms, including the length of reasonable notice or the amount of pay and benefits in lieu of notice, upon which the licence may be revoked.
- .3 Where as a result of the conference between the Bishop and the Incumbent, terms of revocation are agreed to, paragraphs 4 to 8 of this section do not apply.
- .4 If the Bishop after conferring with the Incumbent intends to proceed with the proposed revocation, the Bishop shall appoint a Commission of one or more persons to consider the circumstances surrounding the proposed revocation and to advise the Bishop. Within 30 days of the appointment the Commission shall confer with the Bishop and the Incumbent, and provide both with its advice.
- .5 If the Bishop is not in a position to provide the Incumbent with another appointment, the Bishop shall offer that cleric reasonable notice of revocation or reasonable pay and benefits in lieu of notice.
- .6 If the cleric is not satisfied with the length of notice or the amount of pay and benefits offered by the Bishop, the cleric may notify the Bishop in writing of his or her desire to submit the matter to arbitration and the notice shall contain the name of the cleric's appointee to the arbitration board. The Bishop shall, within seven days, appoint a person to the arbitration board and inform the member of clergy of the arbitrator's name. The two arbitrators so selected shall, within seven days after the Bishop's appointee has been selected, shall appoint a third person who shall be the chair of the board. If the Bishop fails to appoint an arbitrator, or if the two arbitrators fail to agree upon a chair, the appointment shall be made by the Metropolitan of the ecclesiastical province or, if the Bishop is the Metropolitan, by the diocesan bishop in the province senior by consecration.
- .7 The arbitration board shall provide an opportunity for the cleric and the Bishop to make submissions in writing and orally and to respond to the submissions of the other party. It shall determine the length of notice or the amount of pay and benefits to be given to the cleric. The decision of the arbitration board is final and binding on the cleric and the Bishop.
- .8 When a license is revoked under this Canon as above, the Bishop shall endeavour to assist the cleric to obtain employment.

- .9 a) A licence may be revoked by the Bishop after due inquiry for cause.
- b) The Bishop shall not revoke a licence for cause without first giving the person who holds the Bishop's licence reasonable opportunity to establish to the Bishop that there is no cause for revocation.
- c) Cause for revocation may be related to the Ecclesiastical offences as found in the General Synod Canon on Discipline.
Amended 45th Synod, March 2008
- d) A bishop, priest or deacon whose licence has been revoked for cause may appeal the revocation to the Metropolitan who may, after due inquiry, confirm the revocation, restore the license, or make any other order which to the Metropolitan appears just.

213 DISCIPLINE

- .1 This Canon is subject to the provisions of the Canon on Discipline of the Province of Rupert's Land and to the General Synod Canon XVIII on Discipline.
- .2 Every priest, deacon or lay person holding the license of the Bishop for the purpose of employment within the diocese, against whom a complaint or allegation has been made may be charged with an offence under this Canon.
Amended 45th Synod, March 2008
- .3 All charges or allegations of offence must be made in writing for consideration by the Bishop.
- .4 The Bishop may undertake a personal investigation of any charge and, if circumstances warrant, make a determination of an appropriate resolution.
- .5 If warranted, the Bishop may appoint a Commission of Inquiry consisting of three persons, of whom one shall normally be the Chancellor, the other two being priests within the Diocese, for the purpose of making inquiry into the charge and ascertaining whether there be sufficient prima facie grounds for instituting further proceedings.
- .6 The Commission shall determine the place and time of its meetings and call any witnesses it wishes. The alleged offender is to be informed of these meetings and may attend, with counsel if so desired. The alleged offender and their counsel may examine or cross-examine any of the witnesses. Fourteen days' notice shall be given of such meetings.
- .7 The Commissioners shall decide whether or not the meeting is to be public.

- .8 Upon the conclusion of its investigation, the Commission shall report to the Bishop its decision and recommendations.
- .9 Copies of the original report, along with any other relevant material which may have been collected, shall be delivered to the Secretary of Synod, the Registrar of the Diocese, and the alleged offender.
- .10 If the alleged offender admits to the truth of the charge when meeting with the Bishop, and offers such admission in writing, the Bishop shall pronounce the appropriate penalty according to the General Synod Canon on Discipline.
- .11 If the Commissioners determine that there are sufficient prima facie grounds to institute proceedings, and if the Bishop or those who first made the complaint or charge agree, then a formal charge shall be issued. One copy of the charges shall be filed with the Secretary of the Diocese, one copy with the Registrar and one copy sent to the accused offender.
- .12 The alleged offender shall be given seven days' notice of the time and place of the formal hearing of the charge.
- .13 The Bishop shall hear the case, assisted by three Assessors appointed by the Bishop. The Assessors shall include a lawyer, a dignitary of the Diocese, and one other person.
- .14 At the conclusion of the hearing the Bishop, in consultation with the Assessors, shall set the appropriate penalty in accordance with the General Synod Canon on Discipline.
- .15 Within one month of the decision, the Secretary of the Diocese shall deliver to the Registrar of the Diocese a copy of the decision of the Bishop and the Assessors. One copy of the decision shall also be sent to the alleged offender.
- .16 Within twenty-one days of receipt of the decision, an appeal of the decision may be made in writing by any party, to the Court of Appeal of the Ecclesiastical Province of Rupert's Land or to the Supreme Court of Appeal of the Anglican Church of Canada. A copy of the appeal shall also be filed with the Secretary of the Diocese.
- .17 For the purposes of such an appeal, the decision of the Bishop and Assessors shall be deemed to be a judgement or decision of the Court of Appeal of the Diocese.
- .18 Copies of any appeal decision shall be obtained and filed with the Registrar.

- .19 If the Bishop considers it necessary, the Bishop may inhibit the accused from performing any services of the Church within the Diocese until further notice, making provision for services in the affected parish during that time.
- .20 With the consent of all parties concerned, the Bishop may, at any stage of the proceedings pronounce sentence, in accordance with the General Synod Canon on Discipline.

214 DEEMED REVOCATION

- .1 When a penalty of deprivation of ministry or deposition from ministry is imposed against a cleric holding a Bishop's licence following a conviction for an ecclesiastical offence under the General Synod Canon on Discipline, the licence of that person is deemed to be revoked.
- .2 When a penalty of suspension from the exercise of ministry is imposed against a cleric holding a Bishop's licence following a conviction for an ecclesiastical offence under the General Synod Canon on Discipline, the licence of that person is deemed to be suspended for the duration of the penalty of that suspension.

215 LAY READER

- .1 A Lay Reader shall assist generally in pastoral, educational and missionary ministry as an Incumbent or the Bishop's appointee may lawfully direct, and in addition, may be licensed to perform some or all of the following:
 - a) Morning or Evening Prayer, excluding the absolution and blessing
 - b) the Litany
 - c) The Burial Service, excluding the absolution and blessing
 - d) the preaching of sermons
 - e) the reading of the Epistle and Gospel
 - f) leadership in the public prayers and intercessions at Holy Communion
 - g) the administration of the chalice at Holy Communion
 - h) the administration of the Reserved Sacrament
- .2 The qualifications of a Lay Reader shall be determined by the Bishop.
- .3 A Lay Reader is nominated in one of the following ways:
 - i) on the recommendation to the Bishop by the officers of a parish; or

- ii) If the person is a student at a recognized Anglican or Lutheran theological college and on recommendation to the Bishop by the Board of such college; or
 - iii) By direct appointment by the Bishop.
- Amended 45th Synod, March 2008

- .4 Lay Readers shall be licensed by the Bishop and shall be under the supervision of an Incumbent or Bishop's appointee.
- .5 The first license of a Lay Reader shall be for a period of two years. Thereafter, the license may be revoked at the Bishop's pleasure.
- .6 Lay Readers shall be under the direction and control of the Bishop when engaged in Diocesan service, and under the direction and control of the Incumbent when engaged in a parish.
- .7 When performing the duties of office a Lay Reader may wear a cassock and surplice, the badge of their office, and may wear the hood of their degree. When assisting at the Holy Eucharist the Lay Reader may wear an alb and the badge of their office.
- .8 No layperson shall hold Services in any parish or mission in the Diocese without the express consent of the Bishop.
- .9 A Catechist is a person who instructs and teaches the faith of the Church. A Catechist may also perform the duties of a Lay Reader as described in this Canon.

216 CHURCH HOLDINGS AND LANDS

- .1 a) The approval of the Bishop and the Diocesan Council is required for:
 - i) the erection or purchase of a church, parish hall, residence or other buildings;
 - ii) structural alterations to a church parish hall, residence, or other buildings;
 - iii) any land to be purchased, leased or otherwise acquired.
- b) No debt or other obligation relating to any item mentioned in section (a) above may be incurred unless, and until, the plans, specifications and other particular information has been submitted to the Bishop and Diocesan Council. Details of the proposed method of financing such actions, and any other information which may be required, shall also be submitted to the Bishop and Diocesan Council for their approval.

- .2 No land, church, parish hall, residence or other building shall be sold, leased, mortgaged or otherwise encumbered without the prior consent, in writing, of the Bishop and of the Diocesan Council.
- .3 No parish shall incur any financial obligation not expected to be liquidated within one year without the prior consent in writing of the Bishop and of the Diocesan Council.
- .4 The Secretary of the Diocese shall obtain from each parish in the Diocese, the title deeds and other documents relating to parish and mission lands and premises, including cemeteries, and copies of all mortgages and other encumbrances relating thereto. The Secretary of the Diocese shall record particulars of all such documents in a book to be known as the Parish Register. The Secretary shall also record in the Parish Register particulars of all leases and conveyances of parish property, other than deeds to cemetery plots.
- .5 The Secretary of the Diocese shall record particulars of all lands and premises owned, leased or otherwise acquired by the Diocese, and all encumbrances thereon, and all lands leased or sold by the Diocese, in a book to be known as the Diocesan Register.
- .6 The churchwardens of every parish in the Diocese shall promptly forward to the Secretary of the Diocese, certified copies of all insurance policies on church buildings, residences, and the contents thereof, when such policies are received. Loss, if any, under such policies of insurance shall be payable jointly to the Synod of the Diocese of Keewatin and the parish, as their interests may appear. The Secretary of the Diocese shall record particulars of all such insurance, and all insurance on property belonging to the Diocese, in a book to be known as the Insurance Register.
- .7 All title deeds, leases, mortgages, insurance policies and other valuable documents acquired by the Secretary of the Diocese, shall, after registration thereof, be delivered to the Registrar who shall place them in a fireproof safety deposit box or vault, in the name of the Diocese, for safekeeping.
- .8 Before the consecration of any church or chapel the Bishop shall be satisfied that the land and buildings are free from debt, and that the buildings are properly furnished and equipped for the worship of God.
- .9 Any consecrated church or chapel falling into disuse or becoming unsuitable for use by reason of decay or other cause shall not be sold, demolished or removed until the sentence of consecration shall have been revoked in a form prescribed by the Bishop.

PART C: THE PARISH

300 OF PARISHES AND THEIR BOUNDARIES

- .1 St. Alban's Cathedral, which is the Church of the Diocese having the seat of the Bishop, cannot be combined with any other parish.
- .2 A new parish may be formed in one of three ways:
 - (a) from previously unorganised district or districts;
 - (b) from a combination of previously existing parishes; or
 - c) from a combination of existing parish or parishes with previously unorganised district or districts.
- .3 The Bishop shall define the limits of the new parish and declare the new parish's name.
- .4 In the case of combined parishes see Canon 301.8, Guideline 300, and Canon 306.9.

301 APPOINTMENT OF INCUMBENTS AND THEIR MINISTRATIONS

- .1 All Incumbents shall be ordained priests licensed by the Bishop. The license of an Incumbent cannot be revoked without due process.
- .2 In case of the vacancy of any parish within the Diocese caused by the death, resignation or removal of the Incumbent, or upon the creation of a new parish, the Bishop shall, in consultation with the parish, appoint a new Incumbent.
- .3 The process of appointment shall be in accordance with Guideline 301.3 unless Diocesan Council authorizes otherwise.
- .4
 - a) A Priest may be the Incumbent of one or more parishes.
 - b) The Bishop, with the consent of the Diocesan Council, may require an Incumbent of more than one parish to relinquish the Incumbency of one or more parishes of which he or she is the Incumbent. It shall be the choice of the Incumbent which Incumbencies they shall retain.
 - c) If the Incumbent fails to make such a choice then the Bishop may, with the consent of the Diocesan Council, declare one or more of such parishes vacant.

- .5 When an incumbent wishes to resign an incumbency three months notice shall be required, unless the Bishop at his or her discretion chooses to accept a shorter notice period. Upon acceptance of the resignation, the Bishop shall give official written notice to the regional Archdeacon, to the churchwardens of the Parish, ~~or~~ and to other appropriate persons or bodies if necessary.
Amended 45th Synod, March 2008
- .6 An Incumbent's duties include, but are not limited to, such matters of liturgy as the arranging of the services including the use of music, the times of services, and the ringing of bells to summon the congregation. The Incumbent shall appoint the organist and choir director in consultation with the churchwardens.
- .7 A member of the clergy who has been deprived of his or her charge shall vacate any residence or accommodation that is provided by the parish within three months of receipt of notice in writing of the decision of the Diocesan Council and the Bishop unless an alternate arrangement has been authorized by the Diocesan Bishop, the Commissary or the diocesan Administrator as the case may be.
Amended 45th Synod, March 2008
- .8 a) Parishes grouped together or combined by the Bishop for pastoral oversight by one Incumbent shall be subject to change from time to time as the work may necessitate, either on the initiative of the Bishop or by resolution of the Diocesan Council.
- b) Parishes grouped together or combined shall be called by such name as the Bishop may designate.

302 RESPONSIBILITY FOR STIPENDS AND VACATIONS OF INCUMBENT

- .1 The duty of maintaining the Incumbent rests upon the people to whom the Incumbent ministers and the responsibility of seeing that the stipend is regularly and fully paid rests upon the churchwardens and the members of the vestry of the parish served by the Incumbent.
- .2 The first charge on all general parish funds at the disposal of the churchwardens shall be the regular payments of the Incumbent's stipend.
- .3 Every Incumbent shall be entitled to a vacation of not less than one month in each year without diminution of his or her yearly stipend, and the expense of providing for the Sunday and other Services during the Incumbent's vacation shall be borne by the parish which the Incumbent serves.

- .4 The rate of stipend to be paid clergy and other stipendiary workers in the Diocese shall be determined by resolution of the Diocesan Council from time to time, subject to any instructions thereon given by resolution of Synod.
- .5 Re-training periods, retreats, conferences and diocesan camp chaplaincies authorized by the Bishop shall not be treated as vacation, for purposes of this Canon.

303 CLERGY HOUSING

- .1 It shall be the duty of every parish to provide a suitable residence for the Incumbent, or a housing allowance in accordance with diocesan policy
- .2 Where a rectory is provided, it shall be duty of the Incumbent and family to be careful and considerate occupants, and generally behave toward the rectory as though they were the prudent tenants of it.
- .3 The Incumbent shall be responsible for placing, maintaining and paying for insurance on their own personal effects, furniture and furnishings when in a rectory.
- .4 It shall be the duty of the churchwardens of every parish to insure and keep insured against loss or damage by fire, for their full insurable value, the residence and out-buildings occupied or held for the use of the Incumbent.
- .5 Where there is more than one congregation in a parish, or when two or more parishes are grouped together, it shall be the duty of each to bear its proper share of the expense of erecting, maintaining, repairing, improving and insuring the residence of the Incumbent.
- .6 It shall be the duty of the Diocese of Keewatin to provide suitable housing for the Bishop.
- .7 Where the Bishop chooses to live in Diocesan accommodation, it shall be the duty of the Bishop and family to be careful and considerate occupants, and generally behave toward the accommodation so provided as prudent tenants.
Amended 45th Synod, March 2008
- .8 The Bishop shall be responsible for placing, maintaining and paying for insurance on their own personal effects, furniture and furnishings

304 PARISHIONERS

- .1 Every person, who meets the criteria listed in the Declaration below, and signs a copy of the Declaration, shall be deemed a parishioner at meetings of parishioners.

DECLARATION

I do hereby declare that I am a member of the Anglican Church of Canada, that I am of the age of sixteen years, that I am an attendant of at least three months' standing at _____ Church in the Diocese of Keewatin, and am a regular contributor to that church.

- .2 The three months limitation shall not apply to meetings called for the organization of a new parish.

305 MEETINGS OF PARISHIONERS

- .1 Notice of all meetings of parishioners shall be in the form similar to that below. It shall be affixed to the church door, the notice board, and posted up in such other public places as the convener decides, at least three days, including a Sunday, before the day on which the meeting is to be held. The notice shall also be read during at least one service on a Sunday before the meeting.

Notice is hereby given that a meeting of parishioners of _____ Parish will be held on the _____ day of _____ A.D. _____, at _____ o'clock in the _____ for the purpose of _____, at which time and place all members signing the declaration of Church membership, and who have been recognized attendants at the Church, being of the age of sixteen years are entitled to attend and to vote.

Dated this _____ day of _____ A.D. _____

Incumbent / Church Warden

Amended 45th Synod, March 2008

- .2 The conduct of parish meetings is found under Guideline 305.
- .3 The Signing Officers of a parish shall be any two of the Treasurer, the church Wardens, the Incumbent, or any other person appointed by the Vestry to be a signing officer.

306 CHURCHWARDENS AND THEIR DUTIES

- .1. In every parish there shall be two churchwardens, who shall be communicants of the full age of majority, one of whom shall be appointed by the Incumbent (the "Rector's Warden") and the other one of whom shall be elected by the parishioners (the "Peoples' Warden") at the annual parish meeting. If the Incumbent does not wish to exercise the right of appointment, the annual parish meeting shall elect both Wardens.
- .2. If any parish is vacant at the time of the appointment or election of churchwardens, one shall be appointed by the Bishop or the Bishop's Commissary. The churchwarden appointed by the Bishop shall remain in office until an Incumbent has been appointed to the parish and has appointed his or her own Rector's Warden.
- .3. The churchwardens shall be members of the vestry.
- .4. Every person elected or appointed to fill the office of churchwarden shall, before acting in such office, sign the following declaration which shall be forwarded by the Incumbent to the Secretary of the Synod within one month after the election or appointment:

I (A.B.) declare that I will faithfully and truly execute the office of churchwarden within the Parish of _____ to the best of my skill and knowledge.

Churchwarden

- .5. The duties of the churchwardens are found in Guideline 306.
- .6. The churchwardens shall continue in office until their successors are elected or appointed.
- .7. If the office of the People's Warden shall become vacant by death, resignation, or otherwise, or if the person elected refuses to serve, or if the person is absent from the discharge of their duties for three months without written leave from the Incumbent, the vacancy shall be filled by the election of some other fit person at a special meeting of the parishioners called for that purpose or by the vestry acting on behalf of the parishioners.
- .8. If the office of the Rector's Warden shall at any time become vacant by death, resignation, absence for three months without written leave from the Incumbent, or otherwise, or if the person so appointed refuses to serve, it shall be the duty of the Incumbent to appoint some other fit person to the vacant office. As soon as

possible after such appointment the Incumbent shall notify the Vestry in writing of the name of the person appointed by the Incumbent to fill the vacant office. The Incumbent shall also cause a written notice of the appointment to be attached to the church door or notice board.

307 MEMBERS OF VESTRY AND THEIR DUTIES

- .1 Each parish shall annually elect not less than three nor more than twelve persons to be the vestry for the ensuing year.
- .2 Members of the Vestry shall be parishioners as defined in Canon 304.1
- .3 Every person elected to fill the office of vestry member shall, before acting in such office, make the following declaration:
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I _____ declare that I will faithfully and truly execute the office of vestry within my parish, to the best of my skill and knowledge.
- .4 The vestry of the parish shall consist of the Incumbent, who shall be ex officio chairperson, the churchwardens, and persons elected as members of vestry.
- .5 If the office of a member of vestry becomes vacant by reason of death, resignation, absence from the discharge of their duties for three months without the written leave of the Incumbent, or if any such person so elected shall refuse to serve, a meeting of the vestry may be called to elect some other fit person to fill the vacant office. The person so elected shall hold office until the next ensuing annual meeting of parishioners.
- .6 Vestry meetings shall be held at such times as shall be arranged, provided that they shall be held at least quarterly within ten days after the end of each quarter. They may be called at any other time by the Incumbent either on the Incumbent's own initiative or at the request of at least one-quarter of the members of the vestry. If there is no Incumbent, the churchwardens shall call the meeting.
- .7 A quorum for vestry to conduct its business shall be one-half of the members of vestry, with the minimum number being three, including one of the churchwardens.
- .8 At the first meeting of the vestry after the annual meeting of the parishioners, they shall appoint one of their own number to act as vestry clerk who shall record the minutes of vestry meetings and resolutions passed thereat, and act generally as secretary of the vestry.

- .9 The responsibilities of Vestry members are found in Guideline 307

308 PARISH GIFT

The Diocesan Council shall each year determine the amounts of money to be raised to provide for the needs of the Diocese, the assessment of the Ecclesiastical Province of Rupert's Land and the gift to General Synod, and shall negotiate with the parishes an appropriate gift to the Diocese; it being left to the vestries of the respective parishes to determine how the amount negotiated shall be raised.

309 PARISH FINANCES

- .1 Every parish shall use its best endeavours to pay the stipend of its Incumbent, and a suitable allowance for the Incumbent's travelling expenses.
- .2 The travelling expenses of a member of the clergy officiating at any service held in a vacant parish shall be paid by such parish.
- .3 At every regular service in a parish there should be an offering.
- .4 The Bishop or the Synod may from time to time designate certain Sundays as days on which collections for special purposes shall be received.
- .5 Offerings for designated purposes are not at the disposal of the churchwardens, and must not be used, even temporarily, for any purpose other than that for which they are given.
- .6 The open or undesignated offerings at all Episcopal services, including without limitation, confirmations, ordinations, and dedications, shall belong to the Bishop to be used or expended by the Bishop at his or her discretion.
- .7 No person shall collect money for any church purpose beyond the bounds of their own parish within this Diocese, or proceed to any other diocese for the same purpose, without the prior written consent of the Bishop.
- .8 Any person collecting for the benefit of any parish in this Diocese, or for any special purpose outside the purposes regularly authorized by the Synod of this Diocese, or of the Synod of the Ecclesiastical Province of Rupert's Land, or of the General Synod, must first obtain the permission of the Bishop and of the Incumbent of the parish in which they propose to collect.

- .9 Lotteries, raffles and other forms of gambling or games of chance should not be employed as a direct means of raising money for church purposes.
- .10 The fiscal year of each parish shall end on December 31st.

310 PARISH AUDITORS

- .1 It shall be the duty of the parish auditors to audit and certify to the correctness of the parish accounts and to attach their certificate to the balance sheet of the parish before it is presented by the churchwardens at the annual meeting of parishioners. They shall also, if called upon by the churchwardens, or by resolution of the vestry, make such suggestions as they deem advisable on the method of keeping accounts and records.
- .2 An Auditor's Certificate, such as the following shall be used:

"I/We certify that I/we have audited the financial records and statements of Parish for the fiscal year ending December 31, 2.....
This audit included, on a test basis, evidence supporting the amounts and disclosures in the financial statements. In my/our opinion the statements present fairly, in all material respects the true financial position of the Parish as of that date."

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311 PARISH RECORDS

- .1 The following books are to be kept by every parish and shall be provided by the churchwardens:

(a) A book for entering the minutes and resolutions of all parish and vestry meetings.

(b) A cash book and ledger for the parish accounts in which shall be entered all the receipts (including alms, collections) and expenditures and the assets and liabilities of the parish.

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(c) A book for entering the amount of designated funds received.

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(d) A book for entering all services that take place in the church and the number of people in attendance with the name of the officiating clergy signed by that member of the clergy if possible.

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(e) A register of all baptisms, confirmations, marriages and burials to be kept by the Incumbent in a safe place. When such registers have been filled, they shall be delivered by the Incumbent to the Registrar for safekeeping.

(f) A register of the names of all persons who have signed the Declaration of Church Membership, distinguishing those who are Communicants.

(g) A register containing an inventory of all lands, buildings, goods and chattels, belonging to the parish.

- .2 When the parish record books are filled, they are to be delivered to the diocesan office for safekeeping.

312 PARISH STATISTICS

1. From time to time forms may be sent to the parishes asking for statistical information. They shall be completed and returned as soon as possible. This should be the responsibility of the People's Warden of the parish, or failing that the responsibility of the Rector's Warden.

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2. The Secretary of Synod shall keep the completed forms of statistics and make such reports as are required or requested from the Secretary.

313 MEMORIALS AND OTHER GIFTS

- 1 Any person desiring to place or erect a memorial or other gift in or about any church all first submit such proposal to the Incumbent with such particulars as may be necessary.
2. This proposal shall be taken by the Incumbent to the churchwardens and vestry for approval. Approval shall not be given until the vestry is satisfied as to the suitability of the memorial or gift and that the same conforms in every respect to the requirements of the Book of Common Prayer, or of the Book of Alternative Services, and the usage of the Church in such matters. The place where such memorial or gift shall be located, in or about the church, shall be determined by the Incumbent, the churchwardens and vestry.
3. When the proposal has been approved it must then be submitted to the Bishop for his or her approval.

314 PARISH ENDOWMENTS

1. Gifts of land and property may be sought from time to time to assist the work of the Church throughout the Diocese.

GUIDELINES FOR THE IMPLEMENTATION OF THE CANONS

300 OF PARISHES

- .1 In any district where a parish has not hitherto existed, the Bishop may by deed create, form or establish a parish, and in such deed the Bishop shall define the limits of the parish and declare its name. The deed shall be executed in duplicate: one copy shall be filed with the Registrar of the Diocese, and one copy shall remain in the possession of the parish.
- .2 A cleric or a lay pastor shall be placed in charge of the parish by the Bishop, which person shall hold a Bishop's license.
- .3 A meeting shall be called within three months of the grant of deed by the person in charge of the parish. The meeting shall be held within the new parish boundaries. Notice of the meeting shall be given in the same manner as for annual general meetings of parishes.
- .4 The meeting and the election of its officers shall be in the same manner as at the annual general meetings of parishioners as described in Canon 307.
- .5 The chairperson of the meeting shall provide the names of the elected and appointed churchwardens and vestry members to the Secretary of the Synod and to the Registrar of the Diocese as soon after the meeting as possible.
- .6 The new parish shall be deemed organized in accordance with the Canons of the Diocese of Keewatin upon the election of the officers of the parish and registration in the diocesan register.
- .7
 - a) If a new parish is to be formed from existing parishes, the Bishop upon receiving consent of all parishes interested, or upon receiving a petition from one or more interested parishes and no objection made from other parishes so interested, may change the boundaries in accordance with the consent of the petition.
 - b) Notice of a petition by interested parish or parishes shall be given to other interested parishes in writing and the parish or parishes given such notice shall be given fourteen days to respond either with their consent or objection to the amalgamation.
 - c) In an interested parish objects to such amalgamation, then the matter shall be referred to Diocesan Council for consideration.
 - d) Diocesan Council must consider the matter at two consecutive Diocesan Council meetings.

- e) The Diocesan Council, after having considered the matter, shall make its recommendations to the Bishop.
- .8 a) Where a new parish is formed from an existing parish and an unorganised district, the new parish shall be organized in the same manner as paragraph 7 (a) to (e), except that the existing parish must give the consent of the Incumbent and the Vestry to the re-organization.
- b) Consent or objection of the Vestry shall be shown by ordinary majority vote.
- c) If the consent of the Incumbent or the Vestry is not forthcoming, then the matter shall be referred to Diocesan Council as provided in paragraph 7 d) and e)
- .9 a) Parishes may be grouped together or combined by the Bishop for pastoral oversight by one Incumbent and shall be subject to change from time to time as the work may necessitate, either on the initiative of the Bishop or by resolution of the Diocesan Council.
- b) Where several parishes are grouped together or combined, they shall be called by such name as the Bishop may designate.
- . c) When the Bishop has grouped together two or more parishes, the churchwardens of the several parishes so grouped together shall constitute a finance committee which shall (i) determine the financial obligations of the group, (ii) apportion those financial obligations among the several parishes and (iii) provide for the prompt payment of those obligations.
- d) In the case of any disagreement, which cannot be otherwise settled between parishes so grouped together, the matter shall be referred to the Diocesan Council, whose decision shall be final.

301 APPOINTMENT OF INCUMBENTS

The process of appointment shall normally include, but not be limited to, the following steps:

- a) The Parish Search Committee shall be composed of the People's Warden, the Rector's Warden and -----.
- b) The Parish Search Committee shall appoint a Chairperson and Secretary.
- c) The Parish Search Committee shall, in consultation with the Regional Archdeacon, develop a profile of the parish, which includes the expectations of an Incumbent.
- d) The parish profile shall be submitted to the Bishop for approval and, if approved, shall be circulated for applications.
- e) All applications must contain Curriculum Vitae, a police certificate and a provincial child abuse registry report where applicable. Applications for the new Incumbency shall be received by the Bishop who shall review all applications, speak with the current Bishop of any applicant, and check the applicant's references
- f) The Bishop prepares a list of the approved applicants, any of whom the Bishop shall be prepared to appoint as Incumbent, pending favourable interviews with both the Bishop and the Parish Search Committee.
- g) The list is given to the Parish Search Committee, which ranks those applicants, which are to be considered for interviews, and then submits this list to the Bishop.
- h) The Bishop invites the applicants selected by the Parish Search Committee to an interview with the Bishop followed by an interview with the Parish Search Committee.
- i) The parish search committee ranks the interviewees and recommends their first choice to the Bishop, provided both the Bishop and the Parish Search Committee have had a favourable interview with the chosen candidate. The Bishop approaches that individual to offer the position. If the individual accepts the position, an appointment is made. If the individual does not accept that position, the parish search committee submits their next choice to the Bishop, and so on until an appointment is made.
- j) The Bishop is responsible for contacting all unsuccessful candidates.

G 305 MEETINGS OF PARISHIONERS

- .1 Every parish shall hold an annual parish meeting of the parishioners as soon after the Feast of the Epiphany as possible. The agenda shall include, but not be limited to, the following items:
 - i) reading, approving, and signing the minutes of the previous year's meeting,
 - ii) receiving and passing the year's accounts,
 - iii) considering and fixing the budget for the current year,
 - iv) appointing and electing churchwardens,
 - v) electing members of vestry,
 - vi) appointing or electing auditors, and
 - vii) transacting such other business as may be properly brought before the meeting.
- .2 At the annual Parish meeting immediately following every Diocesan Synod, an election shall be held for Lay Delegates and substitute Lay Delegates to the Regional Conference. These persons shall hold office until the first meeting of parishioners that follows the next Diocesan Synod.
- .3 Special meetings of parishioners may be called at any time by the Incumbent or on a written request for a special meeting signed by at least one churchwarden and one-third of the members of the vestry.
- .4 Notification of the election or appointment of churchwardens, members of the vestry and Lay Delegates to the Regional Conference shall be given by the chairperson of the meeting at which they were elected to the Secretary of Synod within one month of the date of that meeting.
- .5 A meeting shall be held in any parish comprised of two or more congregations, when matters are to be decided affecting the entire parish.
 - (a) A meeting shall be convened by the Incumbent, who shall give notice to each congregation as in the case of a parish meeting. If there is no Incumbent, a general meeting may be called by the churchwardens, or by the Bishop.
 - (b) A meeting shall have no power to deal with matters, which concern only a single congregation.
 - (c) At a meeting, only the votes of those who are registered as provided in Canon 304 shall be recorded, and their decision shall bind those who are absent.
- .6 The Incumbent is, ex officio, chairperson of all general meetings, parish meetings and vestry meetings, and is also, ex officio, a member of all committees. The Incumbent, even if present at a meeting, may appoint some

other member of the meeting to act as chairperson. If there is no Incumbent or if the Incumbent is absent, or if the Incumbent has not appointed some other member of the meeting to act as chairperson the church warden of the Incumbent, or if that person is also absent, then the other churchwarden, shall be chairperson. In the absence of all of these persons, a chairperson shall be appointed by the meeting.

- .7 The chairperson shall have the usual powers belonging to the chairperson of any public meeting. It is the chairperson's duty to remain in the chair until the business is concluded or the meeting adjourned, to keep the meeting to the specified purpose of its assembling, and to decide all questions of order. The chairperson shall have the same right of voting as if not in the chair, and an equality of votes shall be considered as if defeating a proposition.
- .8 The right of adjournment is in the meeting, and must be decided by a majority of votes, without debate.
- .9 Minutes of proceedings and resolutions of every general meeting, parish meeting and vestry meeting shall be correctly entered in a book, and unless the minutes were read and approved at the close of the preceding meeting, the first business of every meeting shall be the reading, approving, and signing by the chairperson of such minutes of the preceding meeting.

G 306 CHURCHWARDENS AND THEIR DUTIES

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- .1 It shall be the duty of the churchwardens, and they are hereby empowered and directed:
- (a) to see that Divine Service is decently and regularly conducted, and to procure all things necessary for the conduct of Divine Service:
 - (b) to take care as far as possible that all persons attending church are accommodated:
 - (c) to see that the church is properly and adequately heated, ventilated and cleaned:
 - (d) to be attendance on the visit of the Bishop or a Bishop's Commissary or the Archdeacon
 - (e) to inform the Bishop in the case of the death of the clergy or the clergy's inability to perform their duties:
 - (f) to maintain the church, parish hall, and other church buildings, and their appurtenances, furniture, furnishings and contents in good order and repair and adequately insured against loss by fire and theft, subject to the direction of the Bishop or Archdeacon:
 - (g) to maintain an inventory of all lands, buildings, goods and chattels belonging to the parish and to file a copy of the inventory with the Registrar:
 - (h) to maintain, or arrange for the maintenance of, the grounds surrounding the church, parish hall, residence, and other church buildings in a neat and tidy condition;
 - (i) to oversee the following financial obligations—
 - (i) to collect the offerings of the people and all contributions for general and special purposes, and have the amounts recorded;
 - (ii) to pay all salaries;
 - (iii) to pay all accounts after such accounts have been submitted to and approved for payment by the vestry;
 - (iv) to pay over all sums received for specific purposes;
 - (v) to keep the parochial accounts and other financial records and as soon as possible after December 31st of each year, to submit the parochial accounts and other financial records for the year with the vouchers to the parish auditor:

(j) to ensure that the statistical information is completed and sent to the Diocesan office in a timely manner;

(k) to lay before the annual meeting of the parishioners a copy of the audited parochial accounts and to transmit a copy of such audited accounts to the Secretary of Synod.

- .2 The churchwardens may, in their discretion, delegate the responsibility of keeping the parish accounts and financial records to a parish treasurer, who shall be a person acceptable to the Incumbent, the church wardens and the vestry, but who need not be a member of the vestry. It is, however, still the responsibility of the churchwardens to see that such accounts and financial records are properly maintained and audited
- .3 In case of any disagreement between the churchwardens and the Incumbent respecting the disposition of the offerings, there shall be an appeal to the Bishop whose decision shall be final.
- .4
 - a) The churchwardens of the several parishes grouped together shall constitute a finance committee which shall (i) determine the financial obligations of the group, (ii) apportion those financial obligations among the several parishes and (iii) provide for the prompt payment of those obligations.
 - b) In the case of any disagreement, which cannot be otherwise settled between parishes so grouped together, the matter shall be referred to the Diocesan Council, whose decision shall be final
- .5 Every general meeting, parish meeting and vestry meeting shall be opened with prayer.

G 307 VESTRY MEMBERS AND THEIR DUTIES
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The vestry members shall have, but are not limited to, the following responsibilities:

- (a) to assist the churchwardens to prepare the church for Divine Service and in the collection of offerings and contributions for general and special purposes.
- (b) to assist the churchwardens in accommodating all persons who attend Divine Service with seats and books.
- (c) to assist in keeping the church building and its appurtenances and grounds in good order and repair, and to help maintain good order and quiet in and around the church during the time of Divine Service.
- (d) to share the responsibility and work of canvassing for subscriptions for both parish and outside-the-parish purposes and collecting the same.
- (e) to see that the Incumbent's stipend is regularly paid.
- (f) to appoint, dismiss and arrange the remuneration of persons employed by the church such as caretakers, janitors or parish secretaries, and to see that such persons properly perform the duties laid upon them.
- (g) to see that the parish accounts, duly audited, are laid before the annual meeting of parishioners and that a copy of the audited accounts are transmitted to the Secretary of Synod.
- (h) to prepare and lay before the annual meeting of parishioners for its attention, an estimate of the sums required for carrying on the work of the Church in the parish during the ensuing year.
- (i) to deal with all temporalities connected with the parish, provided that when any large outlay or money is proposed a special meeting of the parishioners shall be called to decide the same.