

ORDINANCE OF INCORPORATION

Together with the
CONSTITUTION

and
CANONS

of

The Anglican Church of Canada
The Synod of the Diocese of Calgary



October 2017

THE ANGLICAN CHURCH OF CANADA
THE SYNOD OF THE DIOCESE OF CALGARY
ORDINANCE OF INCORPORATION, CONSTITUTION, & CANONS

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Record of Enactment:

January 1, 2012	Constitution and Canons 1 through 18 enacted for the first time by the 72 nd Synod on October 1, 2011 and replace the Constitution and Canons in force prior to that date.
May 10, 2014	Canons 4C(6), 7(6), 7(7), 13(1), 13(13), 13(15), 13(54), and 13(88) amended by the 75 th Convention of Synod.
October 14, 2017	Constitution C37 and C39; and Canons 1A(1), 1B, 2(1), 2(12b, 12d, 12e), 3A(5), 4A(4), 4B(2d, 2e, 4), 4C(4), 6D(1), 6F(1), 13(4, 13, 15, 29b, 36, 47f, 47i, 61a, 61b, 61c), 16A(1)

Note that the Constitution and Canons of the General Synod of the Anglican Church of Canada and the Constitution and Canons of the Ecclesiastical Province of Rupert's Land take precedence over the Constitution and Canons of the Synod of the Diocese of Calgary in all cases where there is a conflict between the Constitution and Canons of the Diocese and the Constitution and Canons of the other bodies or with regards to matters on which the Constitution and Canons of the Diocese are silent.

ORDINANCE OF INCORPORATION

AN ORDINANCE TO INCORPORATE THE SYNOD OF THE DIOCESE OF CALGARY

AND

THE PARISHES OF THE SAID DIOCESE

(Ordinances of the North-West Territories 1891 ch. 33)

(As amended by Statutes of Alberta 1955 ch. 79; 1958 ch. 103; and 1964, ch. 150).

Whereas the Church of England Synod of the Diocese of Calgary, being a Diocese of the Ecclesiastical Province of Rupert's Land, has petitioned that the said Synod and each of the duly organized Parishes in the said Diocese, be incorporated; and it is expedient to grant the prayer of its petition:

The Lieutenant-Governor, by and with the advice and consent of the Legislative Assembly of the Territories, enacts as follows:

1. In this ordinance the words, "The Synod of the Diocese of Calgary", shall mean the body consisting of the Bishop of the Diocese of Calgary, of the Clergy of the said Diocese licensed by the Bishop, of the Chancellor (if any), of the Registrar of the Diocese, and of representatives of the Laity duly elected.
2. The Synod of the Diocese of Calgary shall be, and the same is hereby made and constituted a body politic and corporate, under the name of the Synod of the Diocese of Calgary, hereinafter called the corporation.
3. The said corporation shall consist of the Bishop of the said Diocese and his successors to be from time to time appointed in such a manner as is or shall be provided by the Provincial Synod of the said Ecclesiastical Province, and of such other persons as are or may become members of the corporation according to the Constitution of the said Diocesan Synod as the same exists at the time of the passing of this Ordinance (which constitution is set forth in schedule "A" of this Ordinance) or as the said constitution may from time to time be altered by the said Provincial Synod, or by the Diocesan Synod, acting with the powers vested in it by the Provincial Synod aforesaid.
4. Such corporation shall have perpetual succession and a common seal, with power to change, alter, break and renew the same when and so often as they shall think proper, and the said corporation may, under the same name, contract and be contracted with, sue and be sued, implead and be impleaded with, answer and defend in all courts and places whatsoever, and the said corporation shall be able and capable, in law, respectively, to purchase, take, hold, give, receive, enjoy, possess and retain without license in mortmain all messuages lands, tenements, and immovable property, money, goods, chattels, and movable property which have been or hereafter shall be paid, given, granted, appropriated, devised or bequeathed to it or purchased by it in any manner or way whatsoever, to, for, or in favor of the eleemosynary, ecclesiastical, and educational uses and purposes within the limits of the said Diocese, including thereby the uses and purposes of any parish, mission, institution, college, school, or hospital connected with or intended to be, or which may hereafter be connected with the Anglican Church of Canada in such Diocese. (Amended 1958).
5. The corporation shall, in addition to the powers conferred upon it by the next preceding section of this Ordinance and subject to the provisions thereof, have power to sell, convey, exchange, alienate, mortgage, lease, or demise any lands, tenements, and hereditaments held by the said corporation, whether simply by way of investment for the uses and purposes set forth in the next preceding section of this Ordinance or not, and the corporation may also, from time to time, invest all or any of its funds and moneys, and all or any funds and personal property which may be vested in, or acquired by, the corporation for eleemosynary, ecclesiastical or educational purposes aforesaid, in and upon any mortgage security of lands, tenements, and hereditaments, and in other securities in any part or parts of the Dominion of Canada, and for the purposes of such investment may take,

receive, and accept a mortgage or mortgages, or any assignment or assignments thereof in its own corporate name, and shall have and enjoy the same and as large, full and ample powers and rights of sale and foreclosure, action and suit upon and for the purposes of enforcing the covenants, stipulations, conditions and agreements, and all matters and things contained in such mortgages or any of them, and in as ample a manner as if it were a private person able and capable in law; and furthermore may sell, grant, assign and transfer such mortgages or any of them to any person, company or body capable of receiving any assignment thereof, and may release and discharge such mortgage or any of them, either wholly or partly.

- 5a. The said corporation shall have power to borrow, raise or secure the payment of money for any of the purposes of the corporation in such manner as it deems expedient and in particular by promissory notes, negotiable instruments and by the issue of debentures, bonds, mortgages or obligations charged upon all or any of the property of the corporation and may purchase, redeem or pay off any such securities in whole or in part. (Amendment 1955).
- 5b. As, from and after the thirty-first day of December, 1963, the real property owned by The Synod of the Diocese of Calgary, municipally known as 1308 Calgary Trail, Calgary, Alberta, and legally described as Lots twenty-one (21) and twenty-two (22) in Block thirty-nine (39) according to a Plan of part of the City of Calgary in the Province of Alberta of record in the Land Titles Office for the South Alberta Land Registration District as Calgary 470P. is exempt from assessment and taxation other than taxes relating to local improvements and taxes pertaining to minerals so long as the said real property is being used for charitable and benevolent purposes in the social work program of the said Synod. (Added 1964).
6. The said corporation shall, in the case of land held by it, be able to set apart a portion of such land for the purpose of making a road, or to make a free grant of a portion not exceeding one acre in extent, for the purpose of a school, hospital, or other necessary public object.
7. The said corporation may exercise all its powers by and through the Executive Committee as established by the constitution aforesaid, or such other boards or committees as the said corporation may from time to time appoint by resolution for the management of all or any of the affairs or property of the said corporation, but in accordance only with the trusts relating to any property to which any special trust is attached; the said Synod may also appoint a treasurer or treasurers, and make such regulations for the management and administration of its property as it shall see fit. The corporation shall also have the right of appointing any officer or other needful agent or agents for the management of its affairs, and shall have all other rights necessarily incident to a body corporate.
8. The Church of England in all deeds, instruments and documents applying to that part of the Territories, included in the Anglican Church of Canada Diocese of Calgary, shall mean, unless a different construction is to be gathered from the said deed, instrument or document, the Church organized by the members of the Anglican Church of Canada in the Diocese of Calgary, for self-government under the name of the Anglican Church of Canada in Rupert's Land. (Amended 1958).
9. Any transfer of real estate or any interest therein vested in the corporation shall be deemed to be duly executed for that purpose if the same has affixed thereto the seal of the corporation verified by the signatures of the Bishop for the time being of the Diocese of Calgary or his commissary duly appointed, and the Secretary of the aforesaid Executive Committee, and a discharge of a mortgage if executed in the same way, shall be deemed to be properly and effectually executed.
10. The incumbent or Curate in charge and Church Wardens of any congregation in the Diocese duly organized according to the Constitution of the Synod of Calgary, shall be a body politic and corporate, and they and their successors, under the name of the Anglican Church of Canada Parish (or mission) of shall have perpetual succession and a common seal, and by such name may from time to time and at all times hereafter purchase, acquire by gift, devise or bequest if made at least six months before the death of the person making the same, hold, possess and enjoy, and may have, take, and receive for them and their successors for ecclesiastical, educational, or eleemosynary uses, any lands, tenements, hereditary property, rents, annuities and all other property whatever, movable or immovable, and the same may sell, exchange, alienate, mortgage, let, lease and dispose of and others in their steads, purchase, acquire and hold for the uses and purposes aforesaid; provided

that in the administration of the said property as regards selling, exchanging, alienating, mortgaging, or leasing real estate, or making investment in stock, funds, debentures, or other property, they shall first obtain the consent of the Synod of the Diocese of Calgary, either directly or through its Executive Committee. (Amended 1958).

- 10a. Any such Parish (or Mission) shall have power to borrow, raise or secure the payment of money for any of its purposes in such manner as it deems expedient and in particular by promissory notes, negotiable instruments and by the issue of debentures, bonds, mortgages or obligations charged upon all or any of its property and may purchase, redeem or pay off any such securities in whole or in part; provided that before exercising any such powers any such Parish (or Mission) shall first obtain the consent of The Synod of the Diocese of Calgary, either directly or through its Executive Committee. (Amendment 1955).
11. All questions relating to the constitution, powers, meetings and proceedings of Vestries, the qualifications, term of office, powers and accounts of Church Wardens, and such other matters relating to the regulation and management of all or any of the Temporalities of the Anglican Church of Canada in the Diocese of Calgary shall be settled from time to time by the Synod of the Diocese of Calgary, and the said Synod by by-law or canon may, from time to time as it may see fit, repeal, change, alter, and amend any of its previous provisions. (Amended 1958).
12. Any transfer, mortgage, or lease of real estate, or any interest therein, or any transfer of stock, funds, debentures or other personal property of any Anglican Church of Canada Parish incorporated under section 10 of this Ordinance, shall be deemed to be duly executed for that purpose if the same has affixed thereto the common seal of the said parish verified by the signature of the Incumbent or Curate in charge of such Parish so named therein and of one of the churchwardens of such Parish, and the consent of the Synod or of its Executive Committee to such dealing by such Parish shall be signified by the signatures of the President and Secretary of the Executive Committee. (Amended 1958).
13. This Ordinance shall be deemed a public Ordinance.

To the said Ordinance are added the following sections by Act of the Legislative Assembly of the Province of Alberta 1958 ch. 103. The numbering of the sections in the said Act are 7 and 8.

7. Every parish or mission of the Synod of the Diocese of Calgary in the Province of Alberta that before the passing of this Act became a body politic and corporate under an ordinance to Incorporate the Synod of the Diocese of Calgary and the Parishes of the said Diocese, being chapter 33 of the Ordinances of the North-West Territories, 1891, is continued as a body politic and corporate by this Act. (Added 1958).
- 8 (1) All the lands, estates, leases, charges, mortgages, encumbrances, securities, assets, properties, real, personal or mixed, effects, rights, credits, choses in action and causes of action of every description belonging to or standing in the name of or existing in The Church of England Synod of the Diocese of Calgary or in any of the Parishes (or Missions) thereof are hereby transferred to and vested in The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission), as the case may be, without further act or deed to and for the use and benefit absolutely of The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission), as the case may be, for all the estate, right, title, interest, claim and demand which the Church of England Synod of the Diocese of Calgary or the respective Parishes (or Missions) thereof had at the commencement of this Act or thereafter respectively become or may become entitled to and the said The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) shall be and is hereby empowered to exercise all the powers, rights and privileges over or in respect of the same, or any of them, that The Church of England Synod of the Diocese of Calgary or the respective Parishes (or Missions) thereof has or had or could or might have exercised and may sell, release, discharge, assign, transfer, convey or dispose of all or any of the said lands, mortgages, charges, encumbrances, securities, assets, properties, rights, credits and choses in action aforesaid, and execute all requisite or proper assignments, transfers, discharges, releases, deeds, grants or conveyances as occasion therefor arises and exercise all powers contained

in the said mortgages, charges, securities and encumbrances in the name of The Church of England Synod of the Diocese of Calgary or the respective Parishes (or Missions) thereof in the same manner as if the said lands, mortgages, charges, encumbrances, securities, assets, properties, rights, credits and choses in action aforesaid stood in the name of or had been made to or in favour of the said Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) thereof, as the case may be, and no suit, action or other proceedings or power or remedy being exercised shall be discontinued or abated on account of this Act but the same may be continued in the name of The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) thereof, as the case may be, which shall respectively have the same rights and be subject to the same liabilities and shall pay or receive the like costs as if such actions, suits or proceedings had been commenced or defended in the name of The Church of England Synod of the Diocese of Calgary or the proper respective Parishes (or Missions) thereof, as the case may be, and The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) thereof, as the case may be, is empowered to bring and maintain in its own respective name any actions, suit, appeal or other proceedings, or to exercise any power, remedy or right of distress that The Church of England Synod of the Diocese of Calgary or the respective Parishes (or Missions) thereof could have been or become entitled to bring, maintain or exercise.

(2) This Act shall be and shall in all respects be treated for the purposes of every land titles office, registry office and other public office in Alberta and of any and all transactions therein and of the officers administering the same as a legal and valid grant, conveyance, transfer and assignment to The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) thereof, as the case may be, of any and all lands or interests in lands and of any and all mortgages, charges and encumbrances and of any and all other property of every description, real, personal or mixed, now or hereafter standing in the name of or vested in The Church of England Synod of the Diocese of Calgary or the respective Parishes (or Missions) thereof, as the case may be, and it shall not be necessary to register or file or issue any further or other instrument, document or certificates or to make any entry showing the transmission or assignment of title from the Church of England Synod of the Diocese of Calgary or of any Parish (or Mission) thereof to The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission) thereof or of any property or, in the case of lands under The Land Titles Act, to have certificates of title issued in or to have any mortgage, charge or encumbrance transmitted to the name of The Anglican Church of Canada Synod of the Diocese of Calgary or the proper respective Anglican Church of Canada Parish (or Mission), as the case may be, nor shall it be necessary in any conveyance, instrument or document whereby The Anglican Church of Canada Synod of the Diocese of Calgary or any Anglican Church of Canada Parish (or Mission) thereof deals with any of the said property to recite or set out such transmission or assignment of title or to pay any fee in connection with the grant hereby made of any of such property.

(3) Nothing in this Act affects the rights of any creditor of The Church of England Synod of the Diocese of Calgary or any Parish (or Mission) thereof. (Added 1958).

THE ANGLICAN CHURCH OF CANADA

THE SYNOD OF THE DIOCESE OF CALGARY

CONSTITUTION

WHEREAS on March 27th 1888 Edward, Archbishop of Canterbury, did consent to the creation of the Diocese of Calgary in the Ecclesiastical Province of Rupert's Land and the Synod of the said Diocese was duly incorporated by Statute of the Province of Alberta, given Royal Assent as a Statute of the North-West Territories on January 25th, 1892;

AND WHEREAS the said Statute contemplated the adoption of a Constitution for the governing of the Synod and its alteration or amendment from time to time;

NOW THEREFORE the Synod of the Diocese of Calgary has declared and enacted that the Constitution of The Synod of the Diocese of Calgary shall be as follows:

SOLEMN DECLARATION

- C1. The Synod of the Diocese of Calgary accepts the Solemn Declaration adopted by the General Synod of the Anglican Church of Canada on September 14, 1893 as follows:

In the Name of Father, and of the Son, and of the Holy Ghost. Amen.

We, the Bishops, together with the Delegates from the Clergy and Laity of the Church of England in the Dominion of Canada, now assembled in the first General Synod, hereby make the following Solemn Declaration: We declare this Church to be, and desire that it shall continue, in full communion with the Church of England throughout the world, and as an integral portion of the One Body of Christ composed of Churches which, united under the One Divine Head and in the fellowship of the One Holy Catholic and Apostolic Church, hold the One Faith revealed in Holy Writ, and defined in the Creeds as maintained by the undivided Primitive Church in the undisputed Ecumenical Councils; receive the same Canonical Scriptures of the Old and New Testaments, as containing all things necessary to salvation; teach the same Word of God; partake of the same Divinely ordained Sacraments, through the ministry of the same Apostolic Order, and worship One God and Father through the same Lord Jesus Christ by the same Holy and Divine Spirit Who is given to them that believe to guide them into all truth.

And we are determined by the help of God to hold and maintain the Doctrine, Sacraments, and Discipline of Christ as the Lord hath commanded in His Holy Word, and as the Church of England hath received and set forth the same in "The Book of Common Prayer and Administration of the Sacraments and other Rites and Ceremonies of the Church, according to the use of the Church of England, together with the Psalter or Psalms of David pointed as they are to be sung or said in Churches; and the Form and Manner of Making, Ordaining, and Consecrating of Bishops, Priests and Deacons" and in the Thirty-nine Articles of Religion; and to transmit the same unimpaired to our posterity.

DEFINITIONS

- C2. Definitions of words as they are set out in Canon 1, "Definitions", shall be applicable to those words when used in this Constitution and throughout all of the Canons of the Synod of the Diocese of Calgary.

SYNOD COMPOSITION

- C3. In the Constitution and the Canons, unless the context otherwise requires, “Synod” shall mean The Synod of the Diocese of Calgary and, in accordance with Paragraph 7.01 of the Constitution of the Ecclesiastical Province of Rupert’s Land, shall be composed of all of the following:
- (a) the Bishops of the Diocese,
 - (b) those of the clergy who hold the Licence of the Bishop,
 - (c) those representatives of the laity who have been duly authorized under this Constitution to be members of the Synod elected by Parishes,
 - (d) those representatives of the laity who are hereby duly authorized under this Constitution to be members of the Synod appointed by the Bishop, namely the serving lay members of Diocesan Council, General Synod, and Provincial Synod for the Diocese; and up to 8 additional lay members of the Diocese provided that such additional lay members are not elected as members of Synod by a Parish, and
 - (e) the following Officers of Synod if the office is not vacant and is held by a member of the laity: the Executive Officer, the Chancellor, the Vice-Chancellor, the Solicitor, the Registrar, the Secretary, and the Treasurer.

[The Constitution of the Ecclesiastical Province of Rupert’s Land is available from the Diocesan Office.]

Orders of Synod

- C4. There shall be two Orders of the Synod, as follows:
- (a) the Clergy who shall be the ordained persons who are members of Synod, and
 - (b) the Laity who shall be all other members of the Synod

Lay Members of Synod Elected by the Parishes of the Diocese

- C5. Each Parish in the Diocese shall be entitled to elect up to the number of Lay Members of Synod determined in accordance with the following table:

Average Sunday Attendance	Number of Lay Members of Synod
Up to 40	1
41 – 100	2
101 – 150	3
Over 150	4

Average Sunday Attendance is calculated on the Parish’s Annual Return Form each year.

- C6. The Lay Members of Synod elected by Parishes shall be elected by the Parishioners according to the procedure set out by Canon 13, “Parish Governance” and, upon election, shall be deemed to be a Lay Member of Synod.
- C7. No Lay Member of Synod may be elected by more than one Parish at any one time.
- C8. No person shall be entitled to vote in the election of Lay Members of Synod for more than one Parish in any one calendar year.

Synod Roll

- C9. The Secretary of Synod shall maintain a roll of all persons who are members of Synod and shall amend the Roll of Synod members upon receipt of such notices of appointments and of elections as are required by Canon to be forwarded to the Secretary of Synod.

OFFICERS OF SYNOD

The Bishop

C10. The Bishop is the Chair of Synod and shall preside at all conventions of Synod.

The Dean

C11. The Dean shall be a Vice-Chair of Synod and shall preside at conventions of Synod when the Bishop so requests.

The Executive Officer

C12. The Executive Officer shall be a Vice-Chair of Synod and shall preside at conventions of Synod when the Bishop so requests.

Archdeacons

C13. The Archdeacons of the Diocese shall be Vice-Chairs of Synod and shall preside at conventions of Synod when the Bishop so requests.

Chancellor

C14. The Chancellor shall be a judge of the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta, or of the Provincial Court of Alberta, or a member of the Law Society of Alberta of not less than 10 years standing.

C15. The Chancellor shall be responsible to advise the Synod in all matters relating to the temporalities of the Diocese, the interpretation of the Canons, and the procedures and Rules of Order of the Synod.

Vice-Chancellor

C16. The Vice-Chancellor shall be a judge of the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta, or of the Provincial Court of Alberta, or a member of the Law Society of Alberta of not less than 10 years standing.

C17. The Vice-Chancellor shall act in the place of the Chancellor and carry out the duties of the Office of Chancellor when the latter is not available.

Diocesan Solicitor

C18. The Diocesan Solicitor shall be a member of the Law Society of Alberta in active practice as a barrister and solicitor within the Province of Alberta and shall act professionally on behalf of the Diocese in all matters in which the Diocesan Solicitor is called upon to act.

Diocesan Registrar

C19. The Diocesan Registrar shall be responsible for the safe custody of the Diocesan Records and archival materials as established by the Canon 16, "Diocesan Administration", and such other duties as the Synod or the Diocesan Council may place upon that Officer.

Secretary of Synod

C20. The Secretary of Synod shall be responsible for such duties as are set out in the Constitution and Canons and such other duties as the Synod or Diocesan Council may place upon that Officer.

Treasurer of Synod

C21. The Treasurer of Synod shall be responsible to Synod for the administration of the Diocesan budget and for the maintenance of the financial records of the Diocese and such other duties as the Synod or Diocesan Council may place upon that Officer.

Appointments and Terms of Office of Officers

- C22. The lay Officers of Synod shall be nominated by the Bishop and ratified by the Synod. The lay Officers of Synod shall hold office until such time as the Officer is unwilling or unable to act, or until a successor is appointed.
- C23. The clergy Officers of Synod, other than the Bishop and the Executive Officer, shall be appointed by the Bishop and shall hold office at the pleasure of the Bishop and under such terms and conditions as the Bishop shall determine. The Executive Officer shall be appointed according to Canon and shall hold office until such time as the Executive Officer is unwilling or unable to act, or until a successor is appointed.

STANDING COMMITTEES OF THE SYNOD

- C24. There shall be a Standing Committee of the Synod called the Synod Steering Committee. Its Terms of Reference (including membership and duties) shall be as set out in Canon 3, "Standing Committees of the Synod".
- C25. There shall be a Standing Committee of the Synod called the Legislative Committee. Its Terms of Reference (including membership and duties) shall be as set out in Canon 3, "Standing Committees of the Synod".

CONVENTIONS OF SYNOD

Regular Convention

- C26. At least once every 3 years the Bishop, in consultation with Diocesan Council, shall call a Regular Convention of Synod.

Special Convention

- C27. At any time, the Bishop or the Diocesan Council, in consultation with the other, may call a Special Convention of Synod to deal with matters deemed by the Bishop or the Diocesan Council to be of special importance to the life of the Diocese.

Emergency Convention

- C28. In exceptional circumstances, the Bishop in consultation with the Diocesan Council may call an Emergency Convention of Synod to take place sooner than would be possible by complying with the times specified in sections C29 (Time and Duration), C32 (Notice of Convention of Synod), C33 (Agenda for Convention of Synod) and C34 (Convening Circular). In such exceptional circumstances, shorter times for these steps shall be specified by the Bishop.

Time and Duration

- C29. A minimum of six months before a Regular Convention, the Diocesan Council, in consultation with the Bishop, shall determine the starting date and maximum duration of the Regular Convention of Synod. A minimum of three months before a Special Convention, the Diocesan Council or the Bishop, in consultation with the other, shall determine the starting date and maximum duration of the Special Convention of Synod.

Recorders

- C30. From among the Members of Synod, there shall be a Clerical Recorder and a Lay Recorder nominated by the Bishop and ratified by the Synod at the first session of the Convention.
- C31. The duties of Clerical and Lay Recorders shall be to keep the Minutes of the Sessions of Synod and to prepare them for publication by the Secretary of Synod.

Notice of Convention of Synod

C32. Within one month after a Convention of Synod is called, the Secretary shall:

- (a) send written notice of the Convention to each Parish; such notice to be addressed to the Incumbent, or if the position of Incumbent is vacant, then to the Wardens,
- (b) require the Incumbent or Wardens of each Parish to advise each Lay Member of Synod, and each Substitute Lay Member of Synod of the date and place of the Convention of Synod, and
- (c) make such other publication of the date and duration of Synod as shall be considered by the Bishop appropriate to bring notice of the Convention to all members of Synod.

Agenda for Convention of Synod

C33. At least six weeks prior to the Convention of Synod, the Synod Steering Committee shall submit its proposed Agenda for the Convention of Synod to the Bishop and Diocesan Council for approval.

Convening Circular

C34. At least three weeks prior to the date fixed for Synod, the Secretary shall circulate to all Members of Synod a Convening Circular as prepared by the Synod Steering Committee.

Credentials

C35. Every Lay Member of Synod elected by a Parish of the Diocese shall receive from the Incumbent of the Parish, or failing such, the Chair of the meeting in which the Lay Member was elected or appointed, credentials in the following form:

<p>The Synod of the Diocese of Calgary</p> <p>Certificate of Election</p> <p>Name of Parish: <u>(parish name), (location)</u></p> <p>I hereby certify that at the Annual General Meeting or a Special Meeting of the Parishioners of this Parish held on <u>(date)</u>, <u>(name of Member of Synod)</u> was duly elected to the Office of Lay Member of Synod and continues to hold that Office at this date.</p> <p>Dated at <u>(location)</u>, on <u>(date)</u></p> <p>Incumbent/Chair: <u>(printed name)</u></p> <p>Signature: _____</p>
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C36. Where a Substitute Lay Member of Synod has been appointed to attend a convention of Synod the credentials shall be in the following form:

<p>The Synod of the Diocese of Calgary</p> <p>Certificate of Appointment</p> <p>Name of Parish: <u>(parish name), (location)</u></p> <p>I hereby certify that the Office of Lay Member of Synod in this Parish that was held by <u>(name of Lay Member of Synod unable to attend Synod)</u> has become vacant and <u>(name of Substitute Lay Member of Synod)</u> has been duly appointed to fill that vacancy.</p> <p>Dated at <u>(location)</u>, on <u>(date)</u></p>

Incumbent/Chair: (printed name)

Signature: _____

- C37. Each Lay Member elected or Substitute Lay Member of Synod appointed by a Parish shall deliver the said form of credentials to the Registrar prior to the deadline set forth in the Convening Circular.

Quorum

- C38. A quorum of the Synod shall consist of at least one-half of the members of each Order of the Synod, except where by Canon it is provided that the quorum required for any particular or special business shall be some other portion of the members of Synod.

Votes of Synod and Votes by Orders

- C39. The required majority for regular Acts or Resolutions of Synod to be valid shall be a simple majority and, for other (special) Acts or Resolutions of Synod, the required majority shall be as specified in this Constitution or in Canon.

No Act or Resolution of Synod shall be valid unless it receives such required majority of the votes of the members of Synod present at the meeting of Synod as determined by the Clergy and Lay members voting collectively; unless a vote by Orders is demanded by the Bishop or by not fewer than 3 Members of Synod, when such required majority shall be determined by each Order voting separately.

Voting by Order is not applicable to any elections carried out by the Synod.

Unless otherwise specified, each member of Synod shall be entitled to one vote each time a vote is called during a Convention of Synod, regardless of the number of provisions of paragraph C3 of this Constitution by which membership in the Synod is conferred.

Assent of the Bishop

- C40. No Act or Resolution of the Synod shall be valid unless it receives the assent of the Bishop.

Journal of Synod

- C41. The Secretary of Synod shall, on the conclusion of a Convention of Synod, prepare a journal of the Convention which shall be made available in a timely manner to all members of Synod and shall contain

- (a) the Minutes of the proceedings of the Convention of the Synod, and
- (b) copies of all documents tabled at the Convention of Synod.

Rules of Order

- C42. The Rules of Order to be used at a Convention of Synod shall be those set out in Canon 2, "Rules of Order of the Synod".

DIOCESAN COUNCIL

Composition of Diocesan Council

- C43. The Executive Committee established under the Ordinance of Incorporation shall be called the Diocesan Council and shall consist of all of the following:

- (a) the Bishop as Chair;
- (b) the Coadjutor, Assistant, and Suffragan Bishop(s), if there are any, as Vice-Chair(s);

- (c) the Dean, the Executive Officer, and the Archdeacons as Vice-Chairs;
- (d) the Chancellor;
- (e) the Vice-Chancellor;
- (f) the Secretary of Synod;
- (g) the Treasurer of Synod;
- (h) the Chairs of the Standing Committees of Diocesan Council;
- (i) one Clergy Member of Synod from each Regional Deanery of the Diocese, such person to be elected by the Lay and Clergy Members of Synod from the corresponding Regional Deanery at each Regular Convention from among the Clergy Members of Synod serving in Parishes within the corresponding Regional Deanery;
- (j) one Lay Member of Synod from each Regional Deanery of the Diocese, such person to be elected by the Clergy and Lay Members of Synod from the corresponding Regional Deanery at each Regular Convention from among the Lay Members of Synod elected by Parishes within the corresponding Regional Deanery;
- (k) up to four persons appointed by the Bishop; and
- (l) such persons as may be appointed by the Bishop to fill a vacancy.

Relocation of Elected Member to another Region

- C44. When a member of Diocesan Council elected at a Convention of Synod moves from a Parish in one Regional Deanery to a Parish in another, the member shall not continue as a member of the Diocesan Council and the Member's position shall be declared vacant.

Vacancies

- C45. When a vacancy occurs among the appointed members of Diocesan Council, the Bishop may appoint a person to fill it. When a vacancy occurs among the elected members of Diocesan Council, the Bishop shall appoint a person to fill the vacancy after consultation with the Archdeacon for the corresponding Regional Deanery.

Terms of Office

- C46. The elected and appointed (non ex-officio) members of the Diocesan Council shall hold office from the time of their election or appointment until the conclusion of the next following Regular Convention of the Synod at which elections or appointments of members of the Diocesan Council occur. No person who is either elected or appointed to Diocesan Council under any of Sections C43 (i), (j), (k), or (l) above shall serve on more than three (3) consecutive Diocesan Councils. Such person may serve on a subsequent Diocesan Council, so long as that person is not a member of at least one (1) Diocesan Council following his or her third (3rd) consecutive Diocesan Council term.
- C47. No person can either be appointed to Diocesan Council or be nominated at a Convention of Synod as a potential member of Diocesan Council if such person is ineligible to serve on Diocesan Council by virtue of the provisions of Section C46 above.

Meetings

- C48. Regular meetings of the Diocesan Council shall be held at least 2 times a year unless for sufficient cause the Diocesan Council shall decide otherwise.
- C49. Special meetings of Diocesan Council may be called at the discretion of the Bishop.
- C50. Any 5 members of Diocesan Council may, by requisition in writing to the Bishop, request that the Bishop call a special meeting of Diocesan Council. Such requisition shall state the business to be brought before such meeting and the Bishop shall call a special meeting as requested to be held within 3 weeks of receipt of the requisition.
- C51. In the case of an equality of votes, the chair shall have only the casting vote.

Notice of Meetings

- C52. Reasonable notice shall be given to all members of Diocesan Council of all regular and special meetings of the Diocesan Council.

Quorum

- C53. A quorum of the Diocesan Council shall be one half of its members.

Clerk of the Diocesan Council

- C54. The Bishop shall appoint a Clerk who shall keep the Minutes of the proceedings and Resolutions of all meetings of Diocesan Council.

Minutes of Proceedings

- C55. Minutes of proceedings and resolutions of all meetings of the Diocesan Council shall be recorded and preserved. The Minutes shall be approved and signed by the Clerk of the Diocesan Council and by the Chair of the meeting of Diocesan Council and shall be available for inspection by any member of the Synod at any reasonable time.

Duties of the Diocesan Council and its Management Committee

- C56. The Diocesan Council shall see that the Motions and Resolutions approved by a Convention of Synod and assented to by the Bishop are carried out.
- C57. Between conventions of Synod, the Diocesan Council shall, in accordance with the policies established by Synod, administer the affairs of the Synod in all things, and make or cause to be made for the Synod, in its name, any kind of contract that the Synod may lawfully enter into and, generally, may exercise all such powers and do all such other acts and things as the Synod is by the Ordinance of Incorporation or its Constitution authorized to exercise and do.
- C58. The Diocesan Council may adopt rules or policies for the performance of its duties provided they are not inconsistent with the Constitution and Canons of Synod.
- C59. The Diocesan Council shall report a summary of its actions and substantive resolutions undertaken or adopted since the last Regular Convention of Synod to each Regular Convention of Synod.
- C60. The Diocesan Council shall establish, from amongst its members, a Management Committee and shall establish the terms of reference that the Management Committee shall use to administer the day-to-day affairs of the Synod.

AMENDMENT OF THE CONSTITUTION

- C61. The Synod may amend this Constitution.
- C62. No amendment to the Constitution shall be put to a vote of a Convention of Synod unless the proposed amendment has first been considered by the Legislative Committee and the report of the Legislative Committee has been received and considered by the Diocesan Council and presented to the Convention of Synod with the recommendation of the Diocesan Council.
- C63. An amendment of this Constitution shall be valid if assented to by the Bishop and approved by a two-thirds majority of the members of each Order of Synod present at the Convention of Synod voting by Orders.
- C64. Notwithstanding any other provision of this Constitution, the Legislative Committee may make such corrections and alterations to the Constitution as it considers necessary provided that such corrections and changes relate, in the opinion of the Bishop, only to matters of form and not to matters of substance and provided further that any such correction or alteration shall be reported to

the next following Regular Convention of Synod and may be set aside by a majority of those members present and voting.

ENACTMENT AND AMENDMENT OF CANONS

- C65. The Synod may enact and from time to time amend Canons to effect the better government of the Diocese.
- C66. No proposed Canon or amendment to a Canon shall be put to a vote of a Convention of Synod unless the proposed Canon or amendment has first been considered by the Legislative Committee and the report of the Legislative Committee has been received and considered by the Diocesan Council and presented to Convention of Synod with the recommendation of the Diocesan Council.
- C67. The enactment or amendment of a Canon shall be valid if approved by the Bishop and by a majority of the Synod members present at a Convention of Synod voting collectively unless a vote by Orders is demanded according to the rules of voting at Conventions of Synod.
- C68. Notwithstanding any other provision of this Constitution, the Legislative Committee may make such corrections and alterations to the Canons as it considers necessary provided that such corrections and changes relate, in the opinion of the Bishop, only to matters of form and not to matters of substance and provided further that any such correction or alteration shall be reported to the next following Regular Convention of Synod and may be set aside by a majority of those members present and voting.

CANON 1 – DEFINITIONS AND GENERAL PROVISIONS

A. *DEFINITIONS*

In the Constitution and Canons of the Synod of the Diocese of Calgary, the following words shall be interpreted according to the following definitions:

- 1 **Annual Return Form:** A set of documents issued by the Secretary of Synod after approval by the Diocesan Council to be completed annually by each Parish to disclose the financial and statistical information pertaining to that Parish for a particular calendar year.
- 2 **Average Sunday Attendance:** The Average Attendance at weekend services as calculated on the Annual Return Form.
- 3 **Bishop (or Diocesan):** The Bishop of the Diocese.
- 4 **Church Warden:** The person elected or appointed pursuant to Canon 13, “Parish Governance”, sections 1(a), 2, or 3.
- 5 **Clergy of the Diocese:** All ordained persons authorized by the Bishop to function in the Diocese and all Retired Clergy of the Diocese.
- 6 **Cleric:** A member of the Clergy of the Diocese or a bishop, priest, or deacon of a church of the Anglican Communion or a bishop, priest, or deacon of a church in full communion with the Anglican Church of Canada.
- 7 **Identifiable Giver:** A Parishioner who has made a recorded financial donation to a Parish in the Diocese during the preceding year and for whom a charitable donation receipt has been issued.
- 8 **Incumbent:** Either a priest or bishop appointed and licensed by the Bishop to be in charge of a Parish.
- 9 **Informal Permission:** The Bishop’s oral or written permission given to a person to function as an ordained person within the Diocese under such terms and conditions as determined by the Bishop.
- 10 **Certificate:** The Bishop’s written permission given to an ordained person to hold and perform any office in the Diocese for a period up to 12 months.
- 11 **Licence:** The Bishop’s written permission given to a member of the Diocese to hold and perform any office in the Diocese.
- 12 **Office:** Any function or position established for the organization of ministry within the Diocese.
- 13 **Parish:** An ecclesiastical division organised by the Diocesan Council with the approval of the Bishop as determined by Canon.
- 14 **Parishioner:** A baptised person who either (a) regularly attends Services of Worship and receives communion in a Parish; or (b) otherwise receives administrations of the Clergy of a Parish.
- 15 **Regional Dean:** A Cleric appointed by the Bishop according to Canon to provide leadership in a Regional Deanery as specified by Canon.
- 16 **Regional Deanery:** A geographic division of the Diocese as determined by Canon.
- 17 **Regular Convention of Synod:** A Convention of Synod for which the agenda prescribed by the Canon on Rules of Order is followed.
- 18 **Retired Clergy of the Diocese:** All ordained persons who have formally notified the Bishop of their retirement and have ceased to hold the Bishop’s licence to an office in the Diocese.

- 19 **Special Convention of Synod:** A Convention of Synod that is called to deal with a matter of special importance and for which the agenda prescribed by the Canon on Rules of Order is not followed.
- 20 **Stipendiary Ministry:** The performance of any office in the Diocese by a person receiving any remuneration in respect thereof.
- 21 **Synod:** The Synod of the Diocese of Calgary as provided for in the Constitution.

B. GENERAL PROVISIONS

- 1. Except where otherwise specified in the Constitution or the Canons, Roberts Rules of Order shall apply for meetings held pursuant to any provision of the Constitution or the Canons.
- 2. In all cases where, pursuant to the Constitution or the Canons, the delivery of written notice is required, it is permissible for the sender of such written notice to deliver the same to the recipient by electronic means. Any written notice sent by electronic means may be sent to the electronic address or telecopier number of the recipient as contained in the records of the Diocese.

CANON 2 – RULES OF ORDER OF THE CONVENTION OF SYNOD

CHAIR OF THE CONVENTION

1. The Bishop is the Chair of Synod and shall preside at all Conventions of Synod. In the absence of the Bishop, the chair shall be, in the following order: the Co-Adjutor Bishop, the Suffragan Bishop, the Assistant Bishop, the Dean, the Executive Officer, or the Archdeacons in order of seniority of appointment. In all cases, the chair of Synod may delegate this function to a person eligible to preside under this paragraph.

ORDER OF PROCEEDINGS

2. The order of proceedings of any Regular Convention of the Synod shall be as fixed by the Synod Steering Committee and shall include the following matters:
 - (a) Worship;
 - (b) Call to order;
 - (c) Bishop's Charge;
 - (d) Report of Synod Steering Committee regarding Credentials and Registration;
 - (e) Appointment of Clerical and Lay Recorders;
 - (f) Approval of the Minutes of the preceding convention or session;
 - (g) Report of Synod Steering Committee regarding nominations for elected positions of Synod;
 - (h) Appointment of Committees;
 - (i) Election of Members of General Synod and Provincial Synod;
 - (j) If required, appointment of an Auditor;
 - (k) Presentation of memorials and petitions;
 - (l) Report of the Diocesan Council, Committees of Synod and Sub-Committees;
 - (m) Report of Secretary of Synod;
 - (n) Presentation of notices of motion;
 - (o) Consideration of motions;
 - (p) New and unfinished business; and
 - (q) Response to the Bishop's Charge.
3. The final item of business shall be the reading of the Acts of the Convention of Synod and the expression of assent or dissent thereto by the Bishop.

RULES OF ORDER

4. The chair shall preserve order and decorum, and shall decide questions of order. When called upon to explain a point of order, the chair shall state the rule applicable to the case without argument or comment. Any question of procedure not covered by these rules shall be decided by the chair in accordance with Robert's Rules of Order.
5. Every member of Synod before speaking shall rise and shall address the chair. When two or more members rise at the same time the chair shall name the member who is to speak first.
6. No member of Synod shall walk out of or across the house when the chair is putting a question, nor pass between a member who is speaking and the chair. No member shall interrupt a member who is speaking except to raise a point of order.
7. In the case of an equality of votes, the chair shall have only the casting vote, unless recourse is had under the Constitution to a vote by Orders in which case the chair is permitted to vote in the applicable Order.

8. No member save the mover of a resolution or amendment who, as mover, is entitled to reply, shall speak more than once on the same question except by permission of the Synod.
9. When Synod sits as a committee of the whole, no member may speak more than twice on the same subject, except by permission of the chair.
10. A member may, of right, require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member speaking.
11. A member called to order shall sit down, unless permitted to explain.

MOTIONS

12.
 - (a) Notices of motion from the floor shall be submitted in writing to a Recorder of Synod and may be given at any time prior to the deadline established by the Synod Steering Committee.
 - (b) No substantive motion shall be put or debated unless it is in writing, and properly moved and seconded by members of Synod who shall be present before debate or discussion of the motion can begin.
 - (c) A substantive motion from the floor of Synod may not be debated, unless by consent of two thirds of the members present.
 - (d) Votes of thanks, resolutions of condolence or congratulations, motions for the disposal of reports and motions on questions of procedure and order shall not be regarded as substantive motions.
 - (e) A motion shall be worded in affirmative terms, shall unambiguously express the intent of the mover, and shall not be preceded by a preamble or other expression of opinion.
13.
 - (a) A motion to adjourn shall always be in order, and shall be decided without debate.
 - (b) A motion to lay on the table or to divide shall be decided without debate.
 - (c) A motion to suspend a rule of order shall take precedence over all other motions and shall be decided without debate.
 - (d) No rule of order shall be suspended except upon the affirmative vote of two-thirds of the members present.
 - (e) No part or provision of the Constitution shall be suspended except upon the prior recommendation of the Diocesan Council and the affirmative vote of two-thirds of the members present voting by Orders.
 - (f) No part or provision of any Canon shall be suspended except upon the prior recommendation of the Diocesan Council and the affirmative vote of two-thirds of the members present unless a vote by Orders is demanded according to the rules for voting at a Convention of Synod.
14.
 - (a) No more than one amendment to an amendment shall be before Synod at any one time. If a sub-amendment and/or an amendment is lost, the amendment or the main motion, as applicable, is subject to further amendment.
 - (b) A sub-amendment or an amendment having been adopted by vote of Synod, the amendment or the motion, as amended, is again subject to amendment; until all amendments offered have been disposed of.
15. A motion that has been read from the chair shall be deemed to be in the possession of the Synod, but it may be withdrawn at any time before decision or amendment, with the consent of Synod.

16. When a question is under debate, the chair shall receive no other motion unless it be to amend the question under debate, to postpone it to a certain day, to lay it upon the table, to refer it to a committee, to consider it clause by clause, to divide upon it, to move to Committee of the Whole, or to adjourn the session.
17. A question once determined may not be brought up again in the same Convention without the unanimous consent of the Synod.
18. If required by at least five members of Synod of each order, the names of those who voted for and against a question shall be recorded in the minutes.
19. Petitions, memorials and other papers addressed to the Synod shall be circulated to the Members of Synod and may be considered only if presented by a Member of the Synod.

ELECTIONS

20. (a) The Bishop shall appoint scrutineers and a member of the Synod Steering Committee as the election officer.
- (b) The Synod Steering Committee shall determine the method of voting, whether by paper ballot or other means.
- (c) The election officer shall:
 - i) Ensure that the scrutineers are accommodated and provided with such supplies and equipment as may be necessary in the fulfillment of their duties;
 - ii) Receive and check returns from the scrutineers;
 - iii) Prepare lists of the results of the balloting;
 - iv) Submit a signed statement of election results to the Bishop; and
 - v) Deliver the used ballots, if applicable, to the Secretary.

SPECIAL COMMITTEES

21. (a) All special committees shall be named by the chair unless otherwise ordered.
- (b) The person who is named first in the appointment of a special committee shall be the convener of the committee.
- (c) Special committees shall appoint one of their members to chair the committee.
- (d) A majority of the members of a special committee shall be a quorum competent to transact business.
- (e) The Bishop shall be a voting member of all special committees.
- (f) The Bishop shall, by appointment, fill a vacancy on any special committee from among the members of Synod, if the Bishop deems it advisable.
22. (a) The report of any committee shall be in writing and signed by the chair of the committee and shall be in the hands of the Secretary at least 6 weeks prior to the opening day of Synod.
- (b) The chair of the committee shall explain to the Synod the bearing of any portion of the committee's report if required to do so.
- (c) Reports of committees shall be received and dealt with in due course unless ordered to be reconsidered.

- (d) Substantive motions contained in committee reports shall be taken as notices of motion, and dealt with according to rule of order number 12.
23. No decision or policy of the Diocesan Council implemented or substantially completed shall be retroactively affected by any variation or rejection approved by Synod, but on the contrary, such approved motion of variation or rejection shall be limited to a prospective effect only and the Diocesan Council shall be bound thereby.

CANON 3 – STANDING COMMITTEES OF THE SYNOD

A. SYNOD STEERING COMMITTEE

1. There shall be a Standing Committee of the Synod, which shall be called the Synod Steering Committee.

Composition

2. The Synod Steering Committee shall consist of all of the following:
 - (a) a Chair and Vice-chair appointed by the Diocesan Council in consultation with the Bishop;
 - (b) the territorial Archdeacons;
 - (c) the Bishop, the Dean, the Executive Officer, the Chancellor, the Secretary, the Treasurer, and the Registrar of Synod; and
 - (d) such other members as the Committee or the Bishop shall decide.

Function

3. For a Regular Convention of Synod the Synod Steering Committee shall work in consultation with the Bishop (or other appointed Chair of the Convention of Synod) and the Diocesan Council to oversee or provide for the following:
 - (a) the Agenda for the Convention of Synod;
 - (b) Pre-Synod meetings;
 - (c) Registration of Clergy and Lay Members of the Convention of Synod;
 - (d) Local arrangements;
 - (e) Worship;
 - (f) Nominations for elected positions to be filled during the Convention;
 - (g) Reception of Motions;
 - (h) A response to the Bishop's Charge to the Convention of Synod; and
 - (i) other such duties as may arise.
4. The role of the Synod Steering Committee shall be adjusted as appropriate for a Special Convention of Synod.
5. The Synod Steering Committee shall set a deadline for the reception of written notices of motion from Members of Synod for motions that are intended to be brought before the Convention of Synod for debate. The Synod Steering Committee shall also set a deadline for the reception of written notices of motion from the floor of the Synod. Before being presented for debate, all notices of motion must be reviewed by the Chancellor and other appropriate members of the Synod Steering Committee to ensure that they meet all applicable requirements for presentation and debate.
6. At least three weeks prior to the start time of a Convention of Synod, the Synod Steering Committee shall prepare a Convening Circular containing the Notice and the Agenda for the Convention of Synod as approved by the Bishop and Diocesan Council, together with reports of committees and notices of motion intended to be brought before the Convention of Synod for debate.
7. At least one week prior to the start time of a Regular Convention of Synod, the Synod Steering Committee shall publicize a prepared list of candidates to stand for such elections as will occur at the Regular Convention of Synod and shall set a deadline for the reception of additional written nominations from Members of Synod; such deadline shall be 4 days after the Committee's list of candidates is publicized.
8. The Synod Steering Committee shall
 - (a) examine the credentials and prepare a Roll of the Lay Members of Synod as they register,

- (b) prepare a Roll of Clergy Members of Synod as they register, and
- (b) report to the Convention of Synod on registrations and credentials.

Meetings

- 9. The Synod Steering Committee shall meet as required at the call of the Chair.

Quorum

- 10. A quorum of the Committee shall be one half of the members, at least two of whom shall be those members of the Committee named in section 2(c) of this Canon 3A.

B. LEGISLATIVE COMMITTEE

- 1. There shall be a Standing Committee of the Synod, which shall be called the Legislative Committee.

Composition

- 2. The Legislative Committee shall consist of all of the following:
 - (a) the Bishop,
 - (b) the Chancellor, the Vice-Chancellor, and the Solicitor; and
 - (c) three other members nominated by the Bishop and ratified by a Convention of Synod.
- 3. The members of the Committee shall hold office until their replacements are appointed. Vacancies in the Committee shall be filled by the Diocesan Council in consultation with the Bishop.
- 4. The Chancellor, or a member of the Committee designated by the Chancellor, shall be the Chair of the Committee.

Function

- 5. The Committee shall
 - (a) receive and review any proposed amendment to the Ordinance of Incorporation, the Constitution, and the Canons of the Synod of the Diocese of Calgary,
 - (b) report to Diocesan Council and the Synod its views on any such proposed amendment, and its recommendation as to what action should be taken on the proposal,
 - (c) keep under review the Ordinance of Incorporation, Constitution, Bylaws, Canons, and recommend to Diocesan Council and to Synod whatever amendments may appear necessary and desirable,
 - (d) undertake other duties assigned to it by Diocesan Council or Synod.
- 6. The Committee shall make a report of its activities to each Regular Convention of Synod.

Meetings

- 7. The Legislative Committee shall meet at least annually.

Quorum

- 8. A quorum of the Committee shall consist of 4 members, at least one of whom shall be one of the persons named in section 2(b) of this Canon 3B.

CANON 4 – STANDING COMMITTEES OF DIOCESAN COUNCIL

A. ADMINISTRATION AND FINANCE COMMITTEE

1. There shall be a Standing Committee of the Diocesan Council, which shall be called the Administration and Finance Committee.

Composition

2. The Committee shall consist of all of the following:
 - (a) the Bishop,
 - (b) the Executive Officer,
 - (c) the Treasurer, and
 - (d) at least 6 but not more than 12 other members, at least 3 of whom shall be members of the Diocesan Council and at least 2 of whom shall be Clergy.
3. Members of the Committee shall be nominated by the Bishop and ratified by Diocesan Council. Vacancies in the Committee shall be filled by the Diocesan Council in consultation with the Bishop.
4. The term of office of each Committee member shall be determined by Diocesan Council.
5. The Bishop shall appoint a Chair of the Committee from among its members.

Function and Duties

6. The Committee shall oversee the management of the funds of the Synod and shall exercise, in accordance with the policies established by Diocesan Council, the powers conveyed by the Ordinance of Incorporation and the Canons in respect of the investment of funds by the Synod and by Parishes in the Diocese.
7. In particular, without restricting the generality of the foregoing, the Committee shall be responsible for suggesting policy for approval by Diocesan Council in the areas of parish contributions (apportionment), examination of accounts (review and/or audit), compensation for clergy and all Diocesan staff (including the Bishop), and management and investment of Diocesan and Parish funds. At the direction of Diocesan Council, the Committee will administer all Diocesan policies in these areas.
8. The Committee shall, subject to the approval of the Diocesan Council, undertake or provide for such initiatives related to stewardship education, financial development and planned giving as the Committee deems advisable.
9. The Committee shall deal with matters referred to it by the Diocesan Council.
10. The Committee shall have power to establish subcommittees consisting of members from within or without the Committee and shall clearly set out the powers and duties of the subcommittees.
11. The Committee shall report its activities to each Regular Meeting of the Diocesan Council.

Meetings of the Committee

12. The Committee shall normally meet at least 3 times a year.

Quorum

13. A quorum of the Committee shall be one half of the members at least one of whom shall be either the Executive Officer or the Treasurer.

B. PROPERTY COMMITTEE

1. There shall be a Standing Committee of the Diocesan Council, which shall be called the Property Committee.

Composition

2. The Committee shall consist of all of the following:
 - (a) the Bishop,
 - (b) the Executive Officer,
 - (c) the Treasurer,
 - (d) a professional Architect or a person with expertise in property development, and
 - (e) at least 3 but not more than 6 other members, at least one of whom shall be Clergy.
3. Members of the Committee shall be nominated by the Bishop and ratified by Diocesan Council. Vacancies in the Committee shall be filled by the Diocesan Council in consultation with the Bishop.
4. The term of office of each Committee member shall be determined by Diocesan Council.
5. The Bishop shall appoint a Chair of the Committee from among its members.

Function and Duties

6. The Committee shall oversee the management of the properties of the Synod and shall exercise, in accordance with the policies established by Diocesan Council and for the Diocesan Council, the powers conveyed by the Act of Incorporation and the Canons in respect of acquiring, disposing of, exchanging, alienating, or otherwise encumbering real property and other capital assets by the Synod and by Parishes in the Diocese.
7. In particular, without restricting the generality of the foregoing, the Committee shall be responsible for suggesting policy for the approval of Diocesan Council in the areas of property and liability insurance, and property management. At the direction of Diocesan Council, the Committee will administer all Diocesan policies in these areas.
8. The Property Committee shall comment, review and recommend or act (with appropriate approval) in all situations involving the acquiring, disposing of, exchanging, alienating, or otherwise encumbering of real property, the architectural development or re-development of any site, or any modification of the use of any real property.
9. The Committee shall deal with matters referred to it by the Diocesan Council.
10. The Committee shall have power to establish subcommittees consisting of members from within or without the Committee and shall clearly set out powers and duties of the subcommittees.
11. The Committee shall report its activities to each Regular Meeting of the Diocesan Council.

Meetings

12. The Committee shall normally meet at least 3 times a year.

Quorum

13. A quorum of the Committee shall be one half of the members, at least one of whom shall be either the Executive Officer or the Treasurer.

C. *NOMINATING COMMITTEE*

1. There shall be a Standing Committee of the Diocesan Council, which shall be called the Nominating Committee.

Composition

2. The Committee shall consist of all of the following:
 - (a) the Bishop,
 - (b) the Executive Officer,
 - (c) the Regional Deans, and
 - (d) 2 other members who shall be members of the Diocesan Council.
3. The other members of the Committee shall be nominated by the Bishop and ratified by Diocesan Council. Vacancies in the Committee shall be filled by the Diocesan Council in consultation with the Bishop.
4. The term of office of each Committee member shall be determined by Diocesan Council.
5. The Bishop shall appoint a Chair of the Committee from among its members.

Function

6. The Nominating Committee shall, when requested, provide suggestions to the Bishop of names of people that would be suitable for the Bishop's nomination to various positions within the Diocese. In addition, if requested by the Synod Steering Committee, the Nominating Committee shall provide nominations for all elected positions to be filled at a Convention of Synod.
7. At least annually, the Committee shall report its activities to the Diocesan Council.

Meetings

8. The Committee shall normally meet at least annually.

Quorum

9. A quorum of the Committee shall be one half of the members.

CANON 5 – GENERAL AND PROVINCIAL SYNOD REPRESENTATIVES

1. For the purposes of this Canon 5, members of General Synod and delegates to or members of Provincial Synod shall be referred to as “representatives” of the Diocese to that particular Synod.
2. At each Regular Convention of Synod, the required number, as determined under the Constitution of the General Synod, of:

- (a) Lay
- (b) Clergy, and
- (c) Youth

representatives to the General Synod shall be elected. In addition, an equal number of substitute representatives shall be elected. All Members of the Regular Convention of Synod, other than bishops who are members of General Synod, are eligible for election as a representative or substitute representative to General Synod.

3. At each Regular Convention of Synod, the required number, as determined under the Constitution of the Ecclesiastical Province of Rupert’s Land, of:

- (a) Lay
- (b) Clergy, and
- (c) Youth

representatives to the Provincial Synod shall be elected. In addition, an equal number of substitute representatives shall also be elected. All Members of the Regular Convention of Synod, other than bishops who are members of the Provincial Synod and the Chancellor of the Diocese, are eligible for election as a representative or substitute representative to Provincial Synod.

4. No more than one person from each Order (Laity and Clergy) may be elected from any one Parish as a representative or substitute representative to General Synod or Provincial Synod.
5. The Synod Steering Committee shall determine the voting procedures to be followed for the election of the representatives and substitute representatives to General Synod and Provincial Synod. Every Member of Synod shall vote for no more than the number of nominees in each category (Lay, Clergy, and Youth) as are required to be elected.
6. If any of the elected representatives to General Synod or Provincial Synod are unable to act as a representative to that Synod for any reason, then a substitute representative determined in the order of the number of votes received at the last election of representatives to that Synod, shall
 - (a) become a representative to that Synod; and
 - (b) be entitled to the same rights and privileges as the original representative to that Synod would have had.
7. At least thirty (30) days prior to the meeting of General Synod or Provincial Synod, as the case may be, the Secretary of Synod shall send written notice to:

- (a) each elected representative to that Synod, which notice shall include all of the following:
 - i) the date of the meeting of that Synod;
 - ii) a statement that each representative to that Synod is expected to attend that Synod; and
 - iii) a statement that if such representative is unable to attend that Synod then such representative must, no later than fourteen (14) days prior to the meeting of that Synod, notify the Secretary of Synod that such representative will be unable to attend that Synod; and
- (b) each elected substitute representative to that Synod, which notice shall include all of the following:

- i) the date of the meeting of that Synod;
 - ii) a statement that such substitute representative to that Synod may be called upon to attend that Synod; and
 - iii) a statement that if such substitute representative is unable to attend that Synod then such substitute representative must, no later than fourteen (14) days prior to the meeting of that Synod, notify the Secretary of Synod that such substitute representative will be unable to attend that Synod, if called upon to attend.
- 8. Each representative to General Synod or Provincial Synod who is unable to attend that Synod shall notify the Secretary of Synod at least fourteen (14) days prior to the date of the meeting of that Synod that such representative is unable to attend that Synod. Upon receipt of such notification, the Secretary of Synod shall forthwith notify the substitute representatives of that Synod who are able to attend that Synod, in the order of the number of votes received at the last election of Members to that Synod, to attend such Synod in place of the said representative that is unable to attend.
- 9. No Member of Synod shall serve as a representative to either General Synod or Provincial Synod for more than three (3) consecutive meetings of the respective Synod. Such Member of Synod may serve again as a representative to the respective Synod if such Member of Synod has not served as a representative to that Synod for at least one meeting of the respective Synod following the third (3rd) time that such Member of Synod attended a meeting of the General Synod or Provincial Synod respectively.
- 10. No Member of Synod can be nominated as a potential representative to General Synod or Provincial Synod if such Member of Synod would be ineligible to serve as a representative to the respective Synod by virtue of the provisions of the preceding paragraph of this Canon.

CANON 6 – THE BISHOP

A. GENERAL

1. The Bishop is the principal minister within the Diocese and, as such, is called to guard the faith, unity, and discipline of the Church.
2. At the Bishop's discretion, the administrative and pastoral responsibility over the people and clergy of the Diocese may be shared with the Dean, Archdeacons, and Regional Deans.
3. The Bishop may nominate an Executive Officer of the Diocese who, upon ratification by the Diocesan Council, shall be responsible for such duties as may be assigned by the Bishop, by the Diocesan Council, or by Canon.
4. The Bishop shall preside at all Conventions of the Synod and meetings of the Diocesan Council either personally or by lawful delegation of authority.
5. The Bishop is a voting member of all Diocesan Committees.
6. The Bishop may appoint the following dignitaries, whenever, in the Bishop's judgment, such appointments are desirable:
 - (a) Canons
 - (b) Regional Deans
 - (c) Personal Chaplains
 - (d) A Warden of Lay Readers
 - (e) Other dignitaries as deemed appropriate.

All dignitaries so appointed shall hold office at the pleasure of the Bishop and under such terms and conditions as the Bishop may determine. In the case of Regional Deans, the Bishop shall consult with the appropriate Archdeacon and the clergy of the Regional Deanery.

7. Nothing contained in this Canon shall limit or affect or be deemed to limit or affect the traditional powers, jurisdiction and authority, spiritual and temporal, inherent in the office of Bishop.

B. SEAL OF THE BISHOP

1. The Bishop shall have a seal for use on Episcopal documents. The Bishop shall keep a register in which shall be entered a record of every document to which the Seal of the Bishop is affixed

C. THE ELECTION OF A BISHOP

1. When a vacancy occurs in the Episcopate of the Diocese or an event has occurred which will result in such vacancy, the provisions of Article 6, "Episcopal Affairs", of the Constitution and Canon IX, "Election of a Bishop", both of the Ecclesiastical Province of Rupert's Land, shall apply.

[The Constitution and Canons of the Ecclesiastical Province of Rupert's Land are available from the Diocesan Office.]

D. CO-ADJUTOR, SUFFRAGAN, OR ASSISTANT BISHOP

1. If the Bishop shall desire the appointment of a Co-Adjutor Bishop or a Suffragan Bishop or both, the Bishop shall signify such desire in writing to the Synod, and such request shall then

proceed in accordance with the Constitution and Canons of the Ecclesiastical Province of Rupert's Land.

[The Constitution and Canons of the Ecclesiastical Province of Rupert's Land are available from the Diocesan Office.]

2. If the Bishop desires to engage the services of an Assistant Bishop, the Bishop shall so advise the Synod or the Diocesan Council, and upon approval being given either by the Synod or the Diocesan Council and adequate provision having been made for the appropriate remuneration of the Assistant Bishop, by resolution of the Synod or of the Diocesan Council, the Bishop may thereupon apply for approval of such appointment by the Metropolitan.

E. THE BISHOP'S COMMISSARY

1. From time to time, the Bishop may appoint a Commissary in writing. Should the Bishop expect to be absent from the Diocese for more than 30 days, the Bishop shall appoint a Commissary in writing.
2. The term and duties of such Commissary shall be as set out by the Bishop in the written notice of appointment.
3. The Commissary must be a senior member of the Clergy of the Diocese as determined by the Bishop.

F. THE ADMINISTRATOR OF THE DIOCESE

1. If the office of Bishop falls vacant, or if the Bishop is incapacitated and unable to perform episcopal duties (as determined by Diocesan Council), there being no Co-Adjutor Bishop, one of the following persons shall, from the time of such vacancy, be the Administrator of the Diocese, in the following order of precedence:
 - (a) the Suffragan Bishop;
 - (b) the Dean;
 - (c) the Executive Officer;
 - (d) an Archdeacon by seniority of appointment; and
 - (e) a senior Cleric of the Diocese chosen by Diocesan Council.
2. Any Administrator shall hold office until a Bishop is installed as Bishop of the Diocese, or, in case of the incapacity of the Bishop, until the Bishop has recovered and is able to resume episcopal duties.
3. The powers and duties of the Administrator shall be as follows:
 - (a) To preside over all committees of the Diocese of which the Bishop is officially the Chair;
 - (b) To act in the place of the Bishop so far as is permissible upon any other committee whereof the Bishop was a member;
 - (c) To maintain the discipline of the Church;
 - (d) To exercise such general inspection and surveillance of affairs and conditions within or affecting the Diocese as may be exercised by a Bishop;
 - (e) To appoint members of the Clergy to office in the Diocese as need arises; and
 - (f) Generally to do and perform every temporal function pertaining to the office of Bishop.
4. The Administrator shall keep a full record of all actions, and preserve all official correspondence and shall account and report fully to the Bishop upon all such matters and things

done or dealt with while holding office as Administrator forthwith upon the installation of a Bishop or upon the Bishop's resuming episcopal duties.

5. In the event that the Bishop is incapacitated for a period exceeding six months, the Administrator shall convene Diocesan Council to consult with the Metropolitan regarding declaring the Office of Bishop vacant.

CANON 7 – LICENSING OF CLERGY

Requirement

1. No Cleric shall officiate within the Diocese without the written Licence, written Certificate, or Informal Permission (written or oral) of the Bishop. The terms and conditions of such Licence, Certificate, or Informal Permission shall be as determined by the Bishop in accordance with the requirements of the Canons of the Diocese, the Ecclesiastical Province of Rupert's Land, and General Synod.

[Canons of the Ecclesiastical Province of Rupert's Land are available from the Diocesan Office; General Synod Canons are available online at <http://www.anglican.ca/about/handbook/index.htm>]

Declarations and Oaths

2. Prior to ordination, or licensing to any office or appointment in the Diocese, a Cleric shall take such oaths and subscriptions as are required by the Constitution and Canons of the Ecclesiastical Province of Rupert's Land, and such other oaths upon such other occasions as required by the Bishop.

Register of Licences

3. As required by General Synod Canon XVII, "The Licensing of Clergy", the Bishop shall keep a register of Clerics ordained within or for the Diocese and those received from other jurisdictions, such register to record the information required by the Canon in addition to information determined by the Bishop.

[General Synod Canons are available online at <http://www.anglican.ca/about/handbook/index.htm>]

Licences

4. A Licence shall remain in effect during the time that a Cleric is on leave unless expressly revoked by the Bishop or unless its term expires during the term of the leave.
5. A Licence shall remain in effect according to its terms notwithstanding the resignation, death or removal of the Bishop who granted it, and shall be deemed to be a Licence granted by the succeeding Diocesan Bishop until that Bishop amends or revokes it, or issues a new Licence.
6. A licensed Cleric who wishes to resign from the office to which the Cleric has been licensed shall submit to the Bishop the resignation in writing of the office to which the Cleric has been licensed together with an effective date of resignation, which effective date of such resignation shall be at least 3 months after the date the cleric has submitted the written resignation to the Bishop.
7. (Deleted.)

Certificate

8. The Bishop may issue a written Certificate to a Cleric in good standing to function in the Diocese upon such terms and conditions as the Bishop may determine; provided that any Certificate shall not extend beyond 12 months after it is issued.

Informal Permission

9. The Bishop may issue, either orally or in writing, Informal Permission to a Cleric in good standing, to function in the Diocese upon such terms and conditions as the Bishop may determine; provided that oral Informal Permission shall not extend beyond 2 months after it is given and written Informal Permission shall not extend beyond 12 months after it is given.
10. Any form of Permission (i.e. Certificate or written or oral Informal Permission) shall be held at the Bishop's pleasure and may be revoked at any time by the Bishop.

Inhibition of the Unlicensed

11. When the Bishop has reasonable grounds to believe that a Cleric who does not hold a Licence or Informal Permission from the Bishop is officiating or is about to officiate in the Diocese, the Bishop may, by notice in writing to such Cleric, inhibit such person from officiating in the Diocese.
12. When the Bishop issues a notice pursuant to the previous section, the Bishop shall cause the notice to be recorded in the Register and may advise such persons as the Bishop considers appropriate that such notice has been issued.

Revocation of Licence

13. Any Licence issued by the Bishop may be revoked according to the procedure set forth in General Synod Canon XVII, "The Licensing of Clergy".

[General Synod Canons are available online at <http://www.anglican.ca/about/handbook/index.htm>]

Consent of Incumbent

14. No Cleric shall conduct public prayers or services in a Parish, or administer the Sacraments to a member of a Parish without the consent of the Incumbent of that Parish.

Non-Ecclesiastical Employment

15. No Cleric holding either a Licence or a Certificate shall enter into self-employment or secular employment without first receiving the written permission of the Bishop, which shall not be unreasonably withheld.
16. No Cleric holding either a Licence or a Certificate shall stand for election to public office without first receiving the written permission of the Bishop.

CANON 8 – APPOINTMENT & DUTIES OF CLERGY

APPOINTMENT OF CLERGY

Incumbent of a New Parish

1. Upon the establishment of a new Parish the Bishop, with the concurrence of the Diocesan Council, may appoint and license a priest, as Incumbent of the Parish.
2. A Special Meeting of the Parishioners may be called to consider and make recommendations to the Bishop and Diocesan Council regarding the appointment of an Incumbent of a new Parish.

Vacancy in Incumbency

3. If the office of Incumbent becomes vacant, the Bishop shall consult with the Parish Council prior to appointing and licensing a new Incumbent.
4. During the period of a vacancy in the office of Incumbent of a Parish, the Bishop or the Bishop's delegate shall act as Incumbent.

Other Clergy of the Parish

5. The Bishop may, with the concurrence of the Incumbent, Church Wardens and Parish Council, appoint and license clergy to function as Associate Clergy or Assistant Clergy subject to the authority of the Incumbent of a Parish.
6. Associate Clergy or Assistant Clergy appointed under the previous paragraph shall give at least two months' written notice of resignation to the Bishop and the Incumbent.

Honorary Clergy

7. At the request of the Incumbent and Church Wardens the Bishop may permit non-stipendiary clergy to function as Honorary Clergy in a Parish, subject to the authority of the Incumbent of such Parish.
8. The term of office of Honorary Clergy shall expire six months after a new Incumbent is appointed.

Resignation of Clergy

9. An Incumbent shall give at least three months' written notice of resignation to the Bishop unless the Bishop agrees to a shorter notice period.
10. The Bishop shall give notice of receipt and acceptance of the resignation of the Incumbent to the Church Wardens of the Parish.

Death or Disability of Incumbent

11. In the event of the death of the Incumbent or in the event the Incumbent is unable through sickness or any other cause to perform the duties of an Incumbent of a Parish, the Church Wardens shall report the same to the Bishop who shall take such action for the maintenance of ministry in the Parish as shall be appropriate.

Clergy Compensation

12. It shall be the responsibility of the Corporation to see that the compensation payable to the Clergy of the parish is regularly paid in full and payment of the same shall be the first charge on the parochial funds, notwithstanding that the Parish Corporation has custody of Parish funds.

Other Terms of Appointment

13. Unless specified by these Canons, the terms and conditions governing the appointment of the Incumbent of a Parish and of other Clergy of a Parish shall be as determined by the Bishop and the Diocesan Council.
14. Any term or condition governing the appointment of an Incumbent or other Clergy not specified by these Canons or determined by the Bishop and Diocesan Council (including the location of residence), may be the subject of agreement between the Incumbent or the other Clergy and the Parish Corporation.

DUTIES OF THE INCUMBENT AND OTHER CLERGY OF THE PARISH

Worship and Spirituality

15. The Incumbent shall be responsible for arranging for the worship and for providing guidance for the spirituality of Parishioners.
16. It shall be the duty of the Incumbent to ensure that the sacraments of the Church are regularly administered.
17. No member of the Clergy shall be compelled to administer a sacrament to a particular individual when it is against the conscience of the member of the clergy to do so.

Instruction

18. It shall be the duty of the Incumbent to ensure the proper and careful preparation of persons seeking baptism and admission to communion, or other sacraments or pastoral offices of the Church, and to ensure that such persons are instructed in the significance of these acts and the teachings of the Church with regard to them.
19. It shall be the duty of all the Clergy of the Parish to be diligent in the instruction of the people in the doctrine of the Church and its teachings as contained in Holy Scripture and books of worship authorized for use in the Diocese as well as the polity, history, liturgy and mission of the Church.

Participation in the Church's Life

20. It shall be the duty of all the Clergy of the Parish to participate in such meetings of the wider Church as the Clergy are authorized to attend, including meetings of the Regional Clericus, Conventions of Diocesan Synod, and other appropriate committees and synods of the Church.
21. It shall be the duty of all the Clergy of the Parish to encourage the people to participate in the mission and stewardship of the Church.

CANON 9 – LAY LEADERSHIP IN WORSHIP

Lay Participation in Services

1. Subject to the direction and supervision of the Bishop and subject to this Canon, the Incumbent of a Parish may authorize lay leadership and involvement in any aspect of Divine Worship not required by the Rubrics of the appropriate book of worship authorized for use in the Diocese or by Canon or equivalent authority to be undertaken exclusively by a member of the Clergy.

Licensed Lay Readers

2. The Bishop may license qualified lay persons to the Office of Lay Reader according to a procedure proposed by the Bishop and adopted by the Diocesan Council.
3. Licensed Lay Readers shall hold office at the pleasure of the Bishop, and with the consent of the Incumbent of the Parish, if any.
4. The duties of a Licensed Lay Reader shall be to officiate at, or assist in those parts of Divine Worship not required to be performed by a Cleric, and to perform such other duties as may be assigned by the Bishop or the Incumbent.

CANON 10 – DISPUTE RESOLUTION

1. The Bishop has ecclesiastical jurisdiction over:
 - (a) differences between people involving duties and responsibilities of any person (i) holding an office within a Parish or the Diocese, (ii) appointed by the Bishop, or (iii) employed by the Diocese;
 - (b) any ecclesiastical cause within the Diocese or any offence against the law ecclesiastical; and
 - (c) discipline over all Clergy and lay members of the Anglican Church within the Diocese or under the jurisdiction of the Bishop.
2. The Bishop may appoint such person or persons as the Bishop may deem appropriate to inquire into any matter referred to in Section 1 and to make recommendations to the Bishop respecting the matter. Before the Bishop concludes any decision on the matter, the Bishop must be satisfied that:
 - (a) the person with respect to whom the matter was raised knew of the matter;
 - (b) the person with respect to whom the matter was raised had an opportunity to respond;
 - (c) the decision on the matter was determined only after due consideration; and
 - (d) other principles of natural justice, as appropriate, were incorporated into the process.
3. For the purposes of this Canon, the Bishop may from time to time create such guidelines as the Bishop may determine helpful for the setting out of procedures to deal with disputes or discipline within the jurisdiction of the Bishop, so long as the guidelines are not inconsistent with the provisions of this Canon.
4. The decision of the Bishop in the settlement of such matters shall be final.
5. In any matter involving the Discipline of Clergy, the provisions of Canon XVIII, “Discipline”, of the General Synod of the Anglican Church of Canada, shall apply.

[General Synod Canons are available online at <http://www.anglican.ca/about/handbook/index.htm>]

CANON 11 – DIOCESAN SPECIAL MINISTRIES AND MISSIONS

A. *ESTABLISHMENT*

1. The Bishop, with the concurrence of the Diocesan Council, may from time to time establish Special Ministries or Missions as deemed desirable to further the work of the Church.
2. The Bishop, with the concurrence of the Diocesan Council, shall by Deed of Establishment set forth:
 - (a) the scope and purpose of the Special Ministry or Mission;
 - (b) the means by which the Special Ministry or Mission shall be funded;
 - (c) the leadership of the Special Ministry or Mission;
 - (d) the duration of the Special Ministry or Mission;
 - (e) the accountability and reporting requirements of the Special Ministry or Mission to the Bishop or the Diocesan Council; and
 - (f) any other matter that the Bishop deems advisable to include in the Deed of Establishment.

B. *DISESTABLISHMENT*

1. The Bishop, with the concurrence of the Diocesan Council, shall have the authority to disestablish a Special Ministry or Mission and determine the terms and conditions of the said disestablishment.

CANON 12 – ESTABLISHMENT & DISESTABLISHMENT OF PARISHES

Establishment of Parishes

1. The Bishop may by Deed of Establishment, with the concurrence of the Diocesan Council, and in accordance with the procedures set out in this Canon:
 - (a) establish a new Parish and designate its name, or
 - (b) alter the name of an existing Parish.
2. The process leading to the issuance of a Deed of Establishment may be commenced by either:
 - (a) a proposal for change or development from the Bishop, or
 - (b) a petition for change or development addressed to the Bishop.
3. A proposal or petition for change or development shall contain:
 - (a) a full statement and description of the proposed change or development,
 - (b) a list of all existing Parishes affected by the proposal and a statement of the nature of the effect,
 - (c) a statement of the rationale supporting the proposal, and
 - (d) any other information which the Bishop or Diocesan Council may request.
4. The Bishop shall refer any such proposal or petition to Diocesan Council or to the appropriate committee thereof for a report on the feasibility thereof.
5. If the Bishop wishes to proceed with the change or development, which is the subject of a proposal or petition, the Bishop shall give notice of the proposal or petition in writing to the Parish Corporation of each Parish affected.
6. The Parish Corporation of the Parish so affected shall within 30 days of receipt of the notice of the proposal or petition hold a Special Meeting of the Parishioners to consider and vote on the proposed change or development.
7. Within 45 days of the receipt of notice of a proposal or petition affecting a Parish, the Parish Corporation shall advise the Bishop in writing as to the result of the vote taken at the Special Meeting of Parishioners.
8. When a Parish to which notice of a proposal or petition for change or development has been given does not consent to the proposal, the Bishop shall refer the proposal or petition to the Diocesan Council which shall report its approval or disapproval of the proposal to the Bishop.
9. Upon receipt of the consent of all Parishes affected by the proposal, or if any Parish does not consent, upon receipt of the approval of the Diocesan Council pursuant to the previous section, the Bishop may issue a Deed or Deeds of Establishment to give effect to the proposed change or development as of the effective date specified on the Deed.
10. The Diocesan Registrar shall enter a memorandum of each Deed of Establishment issued by the Bishop in the Diocesan Register.

Disestablishment of Parishes

11. Upon reasonable grounds, which may include a request from the Parish concerned, the Bishop may issue to Diocesan Council a notice of intention to disestablish a Parish, which notice shall set forth the reasonable grounds for disestablishment. However, in the absence of a request from the Parish concerned, no such notice shall be issued by the Bishop to Diocesan Council until the Bishop or the Bishop's delegate first delivers a copy of the proposed notice to the Parish Corporation and either the Bishop or the Bishop's delegate then meets with the Parish Corporation to discuss its contents. Following such meeting, the Bishop may then issue such notice to Diocesan Council, and a copy of the notice shall concurrently be sent to the affected Parish Corporation.
12. Upon receipt of such notice the Diocesan Council shall determine whether there are persons in the Diocese likely to be affected by the proposed disestablishment and:
 - (a) if there are such persons, shall take whatever reasonable steps are appropriate to ensure that they are notified of the Bishop's intention and given opportunity to make representation

either in writing or orally to the Diocesan Council, and after considering such representations and any other information it considers relevant shall advise the Bishop whether or not it consents to the disestablishment, or

- (b) if there are no such persons, shall consider the proposed disestablishment and advise the Bishop whether or not it consents to the disestablishment.

13. If the Diocesan Council concurs with the disestablishment proposed by the Bishop, the Bishop may issue a Deed of Disestablishment of the Parish; such Deed to take effect as of the effective date specified on the Deed.
14. The Diocesan Registrar shall enter a memorandum of each Deed of Disestablishment issued by the Bishop in the Diocesan Register.
15. Upon disestablishment all property both real and personal formerly held by the Parish disestablished, shall vest in the Synod.

CANON 13 – PARISH GOVERNANCE

PARISH GOVERNMENT

Parish Officers

1. In each Parish there shall be the following Parish Officers elected by Parishioners.
 - (a) a People's Warden,
 - (b) Lay Members of Synod of such number as is determined by the provisions of the Constitution of the Synod of the Diocese, at least one of whom shall be a member of Parish Council, and
 - (c) Parish Council members of such number as shall be determined by the Parishioners.
2. In each Parish there shall be an officer appointed by the Incumbent called the Incumbent's Warden.
3. In each Parish the Parishioners may establish the office or offices of Assistant Warden to be either elected by the Parishioners (Assistant People's Warden) or appointed by the Incumbent (Assistant Incumbent's Warden).

Eligibility for Office

4. Every Parishioner shall be eligible to be elected to any Parish Office except that:
 - (a) to be eligible for election as a Church Warden, a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 21 years;
 - (b) to be eligible for election as a member of Parish Council, a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 18 years; and
 - (c) to be eligible for election as a Lay Member of Synod a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 18 years.

Term of Office

5. The term of office of all Parish Officers shall be two (2) years or such other term as determined:
 - (a) by the Parishioners for elected Parish Officers, and
 - (b) by the Incumbent for appointed Parish Officers.
6. Notwithstanding the previous section hereof, the term of office of any Parish Officer shall continue until a successor is elected or appointed.

Elections and Appointments

7. An election to fill the office of a Parish Officer whose term of office has expired or is about to expire shall be held at a duly called Meeting of Parishioners.
8. An appointment to fill the office of a Parish Officer who is appointed by the Incumbent and whose term of office has expired or is about to expire shall be made at a duly called Meeting of Parishioners.

Officer's Declaration

9. Every Parishioner elected or appointed to a Parish Office shall, before acting in such office, sign the following declaration:

I, <u>name</u> , declare that I will faithfully and truly execute the office of <u>name of office</u> in the Parish of <u>name of Parish</u> to the best of my skill and ability and keep confidential all information that comes to my

knowledge solely as a result of my holding the office, unless in the course of my duties it is prudent and appropriate to disclose the information.

Date: _____

Signed: _____

VACANCIES

Church Wardens

10. If the office of People's Warden or Assistant People's Warden becomes vacant, a Special Meeting of the Parishioners to elect an eligible Parishioner to the vacant office shall be called by the Incumbent.
11. If the office of Incumbent's Warden or Assistant Incumbent's Warden becomes vacant, the Incumbent shall appoint an eligible Parishioner to the vacant office and shall advise the Parish Council Clerk in writing of the person appointed.
12. If either the Incumbent or the Parishioners fail to fill a vacancy in the office of Church Warden, then in the case of Incumbent's Warden the Parish Council may appoint an eligible Parishioner to fill the vacancy and in the case of People's Warden the Incumbent may appoint an eligible Parishioner to fill the vacancy.

Lay Members of Synod

13. At each annual meeting of Parishioners, the required number of Lay Members of Synod, as determined by the Constitution, shall be elected. Included in this number shall be at least one person who is also a member of the Parish Council (pursuant to paragraph 1 of this Canon 13).
14. Where a Lay Member of Synod is unable to attend a convention of the Synod, the office of that Lay Member of Synod shall be deemed vacant.
15. If the office of Lay Member of Synod becomes vacant for any reason, the Parish Council shall fill it as follows:
 - (a) if no member of Parish Council is a Lay Member of Synod, then the Parish Council shall appoint one of its members to fill the vacancy;
 - (b) otherwise, Parish Council shall appoint one of its members or any other Parishioner eligible for election as a Lay Member of Synod to fill the vacancy.

The Lay Member of Synod appointed by the Parish Council to fill a vacancy shall attend Conventions of Synod with the same rights and privileges at such Conventions that the original Lay Member of Synod would have had.

Parish Council Members

16. If the office of Parish Council Member becomes vacant, the Parish Council may appoint a Parishioner to fill the vacant office.

Vacant Office

17. Upon the election or appointment of a Parishioner to a vacant office, the Parish Council Clerk shall post a notice in writing of the election or appointment where it will come to the attention of Parishioners.
18. A Parishioner elected or appointed to fill a vacant office shall hold that office until the next Annual Meeting of the Parishioners.

Notification to Synod

19. The Parish Council Clerk shall give notice in writing of the election or appointment of each Parish Officer to the Secretary of Synod within one month after such election or appointment.
20. The election of Lay Members of Synod shall be valid only upon notification to the Secretary of Synod in accordance with the previous section hereof.

DUTIES OF PARISH OFFICERS

Church Wardens

21. The duties of a Church Warden shall be
 - (a) to attend meetings of the Parish Corporation, Parish Council, and Parishioners and to participate in the deliberations at such meetings;
 - (b) to execute the decisions taken at meetings of the Parish Corporation, Parish Council, and Parishioners;
 - (c) to meet and consult with the Incumbent and other Parish Clergy with respect to matters affecting the work of the Church in the Parish;
 - (d) to facilitate the communication and resolution of concerns of Parishioners regarding matters affecting the work of the Church in the Parish; and
 - (e) to meet and consult with the Bishop or the Bishop's delegate regarding matters affecting the work of the Church in the Parish and Diocese, and in particular to notify the Bishop in the event of the death or inability of the Incumbent to fulfil his or her duties.

Lay Members of Synod

22. With regard to Conventions of the Synod of the Diocese, it shall be the duty of each Lay Member of Synod
 - (a) to ensure that prior to conventions of the Synod, matters of policy to be discussed by Synod are considered and discussed by Parish Council;
 - (b) to attend Conventions of the Synod, to be present during debate, and to vote according to personal conscience; and
 - (c) to report to Parish Council as soon as possible after a Convention of Synod.

Parish Council Members

23. It shall be the duty of a Parish Council Member
 - (a) to attend the meetings of the Parish Council and of the Parishioners and participate in the deliberations at such meetings;
 - (b) to be conversant with the affairs of the Parish;
 - (c) to represent the best interests of the Parishioners and the Parish in all matters that come before Council for decision;
 - (d) to communicate to Council the concerns and opinions of Parishioners on matters concerning the work of the Church in the Parish and Diocese; and

- (e) to participate in the execution and implementation of decisions taken by the Council or the Parishioners.

THE PARISH CORPORATION

Composition of the Parish Corporation

- 24. In each Parish there shall be a Parish Corporation consisting of all of the following:
 - (a) the Incumbent,
 - (b) the Incumbent's Warden,
 - (c) the People's Warden, and
 - (d) the Assistant Wardens.

Powers and Duties

- 25. The Parish Corporation shall exercise the powers set out in Section 10 of the Ordinance of Incorporation (see page iii and iv).
- 26. The duties of the Parish Corporation shall include the following:
 - (a) with regard to Worship in the Parish Church
 - i) to see that services of Worship are regularly and decently performed,
 - ii) to procure all things necessary for services of Worship,
 - iii) to take care as far as possible that all persons attending services of Worship are accommodated, and
 - iv) to maintain good order in and about the church during services of Worship;
 - (b) with regard to Parish finances and administration
 - i) to have custody of Parish funds,
 - ii) to see to the collection and proper disposition of funds including the payment of salaries, assessments, apportionments, and expenses of the Parish,
 - iii) to ensure the maintenance of accounting records in a form satisfactory to Synod,
 - iv) to submit the parochial accounts to the Parish accounts examiner for purposes of annual examination,
 - v) to report and account to Parish Council for the state of Parish finances at each regular meeting of the Council,
 - vi) to report and account to the Parishioners for the state of Parish finances at the annual meeting of Parishioners or at any special meeting of Parishioners,
 - vii) to initiate, guide and complete annually the preparation of a Parish budget and to present the budget for approval to the Parish Council and for adoption to the annual meeting of Parishioners, and
 - viii) to arrange and conduct an annual stewardship program as required by this Canon (see paragraph 63);
 - (c) with regard to the Parish property and fabric
 - i) to keep the fabric of the Church, the Rectory and other Church properties in good repair and insured at all times,
 - ii) to keep an inventory of all property belonging to the Parish and to file it with a designated Diocesan Officer, and
 - iii) in consultation with the Parish Council, to control the use of the Church and other Parish buildings with all the furniture and appurtenances thereof; and
 - (d) with regard to the Parish in the Diocese
 - i) to meet and consult with the Bishop or the Bishop's delegate on matters affecting the Parish or the Diocese when called upon to do so, and
 - ii) to attend on the visitation of the Bishop or the Bishop's delegate.

27. All acts of the Parish Corporation shall be regularly reported to the Parish Council.

Meetings of the Parish Corporation

28. The Parish Corporation shall meet at the call of any of its members with reasonable notice to the other members.

PARISH COUNCIL

Composition of Parish Council

29. In every Parish there shall be a Parish Council consisting of all of the following:
- (a) the Incumbent,
 - (b) the other Clergy Licensed to the Parish,
 - (c) the Church Wardens, and
 - (d) the Parish Council Members.
30. The Parish Council shall consist of not fewer than 4 and not more than 20 members in total.

Function & Duties

31. It shall be the function of the Parish Council:
- (a) to advise the Corporation on matters relating to the temporalities of the Parish, except that any matter involving a significant unbudgeted expenditure of funds shall be referred to a meeting of the Parishioners for decision, and
 - (b) to advise the Incumbent with respect to pastoral matters of concern to the Parish.
32. It shall be the duty of Parish Council:
- (a) regarding the pastoral affairs of the Church:
 - i) to share with the Incumbent the responsibility for the work of the Church in the Parish and Diocese,
 - ii) to assist the Incumbent and other Clergy in the Parish in the performance of their pastoral duties, and
 - iii) to assist the Incumbent and other Clergy in the Parish in the planning and execution of the Parish program;
 - (b) regarding worship in the Church:
 - i) to assist in the preparation for services of worship,
 - ii) to assist in accommodating all persons who attend services of worship, and
 - iii) to help maintain good order in and around the Church during services of worship; and
 - (c) regarding Parish finances:
 - i) to assist in the collection of funds,
 - ii) to be familiar with the state of Parish finances at all times,
 - iii) to ensure the preparation of the annual Parish budget and to approve such budget prior to the presentation thereof to Parishioners for adoption, and
 - iv) to assist in the organization and conduct of the annual stewardship program of the Parish.

PARISH COUNCIL OFFICES

Parish Council Clerk

33. The Parish Council shall appoint one of its own members or some other person as Parish Council Clerk.

34. The duties of the Parish Council Clerk shall be to record the minutes of the meetings of Parish Council and of resolutions passed, generally to act as secretary of meetings of Parish Council or of the Parishioners, and to perform such other duties as may be prescribed by the Canons.

Parish Treasurer

35. The Parish Council may appoint one of its own members or some suitable Parishioner of at least 18 years of age to be the Parish Treasurer. If the Parish Treasurer is not a member of the Parish Council, the Treasurer may attend Parish Council meetings with voice but no vote. In addition, the Parish Corporation may request the Parish Treasurer to attend its meetings with voice but no vote.
36. The duties of the Parish Treasurer shall be to assist the Parish Corporation in the discharge of its financial duties and to perform such other duties as are prescribed by the Canons.

PARISH COUNCIL MEETINGS

Regular Meetings

37. A Regular Meeting of the Parish Council shall be held at least once in every calendar quarter.

Special Meetings

38. A Special Meeting of the Parish Council may be called at any time by the Incumbent upon the giving of reasonable notice to the members of Parish Council.
39. A Special Meeting of the Parish Council shall be called by the Incumbent or by any of the Church Wardens upon receipt of a request for a special meeting of Parish Council signed by at least three of the members of Parish Council.

Quorum

40. A quorum of a meeting of Parish Council shall consist of one third of its members including at least one half of the members of the Parish Corporation.

Conduct of Meetings

41. Meetings of the Parish Council shall be chaired by the Incumbent or some other member of Parish Council as may be appointed by the Incumbent or the Meeting.
42. All meetings of Parish Council shall be opened and closed with prayer.
43. In the case of an equality of votes, the chair shall have only a casting vote.

Minutes of Meetings

44. Minutes of proceedings and resolutions of all meetings of Parish Council shall be correctly recorded and preserved. The Minutes shall be read, corrected and approved by the Parish Council and shall be signed by the Parish Council Clerk and the Chair of the Parish Council meeting and shall be available for the inspection of any Parishioner at any reasonable time.

MEETINGS OF PARISHIONERS

Annual Meeting of Parishioners

45. There shall be an annual meeting of Parishioners held each year within 60 days of the end of the Parish's financial year.
46. The Parish's financial year shall end on December 31 in each year.

Agenda at Annual Meeting of Parishioners

47. The Agenda at the Annual Meeting of Parishioners shall include at least the following items:
- (a) opening prayer,
 - (b) call to order,
 - (c) correction and approval of the minutes of the preceding Annual Meeting of Parishioners and any intervening Special Meetings of Parishioners,
 - (d) report of the Incumbent,
 - (e) presentation of the Parish Financial Statements for the previous financial year with the report of the Accounts Examiner,
 - (f) consideration and adoption of a Parish budget for the current financial year,
 - (g) election of Parish Officers to replace elected Parish Officers whose terms have expired or are about to expire,
 - (h) consideration of motions,
 - (i) appointment of a Parish Accounts Examiner for the current financial year, in accordance with diocesan policy as established from time to time, and
 - (j) closing prayer.

Special Meeting of the Parishioners

48. A Special Meeting of the Parishioners may be called by the Incumbent at any time and shall be called by the Incumbent or any of the Church Wardens upon the written request of five Parishioners; such written request shall include a statement of the specific matter that will be the subject of the meeting.

Notice of Meetings of Parishioners

49. Written notice of the Annual Meeting of Parishioners and of any Special Meeting shall be given at least 10 days (including two Sundays) before the day on which the meeting is to be held using such appropriate methods of communication as the Parish Council shall decide. Notice of the Annual Meeting of Parishioners and of any Special Meeting shall also be given during every service on the two Sundays preceding the meeting.
50. The notice of the Annual Meeting of Parishioners shall be in the following form or to like effect:

NOTICE is hereby given that the Annual Meeting of Parishioners will be held on the ____ day of _____, 20____, at _____ o'clock ____, in the *place of meeting* at which time all baptized persons regularly attending Services of worship in this Parish and receiving communion or otherwise regularly receiving the administrations of the clergy of this Parish are entitled to attend.

DATED this ____ day of _____, 20____

Signature of Incumbent or Wardens:

51. Notice of a Special Meeting of the Parish shall be in a form to like effect as that set out in the previous section but shall also include a statement of the specific matter that will be the subject of the meeting.

Voting Eligibility

52. Every Parishioner of the age of 16 years attending a Meeting of Parishioners shall be entitled to vote at such meeting provided that the Parishioner has signed the following declaration:

I SOLEMNLY declare that I am baptized and that I regularly attend Services of Worship in the Parish of name of Parish and receive communion or otherwise receive the administrations of the Clergy of the Parish of name of Parish and that I have not voted at an annual meeting of the Parishioners of any other Parish this year, and that I am of the full age of 16 years.

Date: _____

Signed: _____

53. No Parishioner shall vote at an Annual Meeting of Parishioners in more than one Parish in any one calendar year.
54. No Act or Resolution of the Parishioners shall be valid unless it receives the votes of a majority of the Parishioners present at the Meeting of Parishioners.

The quorum of either an Annual Meeting of Parishioners or a Special Meeting of Parishioners shall be Ten (10) members of the Parish.

Conduct of Meetings

55. The Incumbent, or one of the Church Wardens at the request of the Incumbent, shall chair Meetings of the Parishioners.
56. In the event of the refusal or inability of the Incumbent to chair, then the Bishop or the Bishop's delegate shall chair the meeting.
57. In the case of an equality of votes, the chair shall have only a casting vote.
58. All meetings of Parishioners shall be opened and closed with prayer.

Minutes of Meetings

59. Minutes of the proceedings and resolutions of all Meetings of Parishioners shall be recorded and preserved by the Parish Council Clerk or some other person appointed by the Incumbent to keep the minutes. The minutes shall be read, corrected and approved by the Parishioners at a subsequent meeting and shall be signed by the Chair of the Meeting and the person who recorded them and shall be available for inspection by any Parishioner at any reasonable time.

LOCAL VARIATION

60. A Parish may enact variations to the provisions of this Canon provided that
- (a) in the opinion of the Chancellor, such variations conform to paragraphs 10, 10a, 11, and 12 of the Ordinance of Incorporation and the fiduciary and reporting obligations of the Parish to the Diocese and other regulatory bodies continue to be met;
 - (b) such variations are approved by a Meeting of Parishioners;
 - (c) such variations are approved by the Legislative Committee of the Diocese;
 - (d) such variations are made available to the Parishioners as requested; and
 - (e) such variations shall be automatically rescinded six months after the appointment of a new Incumbent to the Parish unless re-enacted in accordance with this paragraph.

PARISH FINANCES AND ADMINISTRATION

Annual Budget

61. (a) The Annual Meeting of Parishioners shall consider and adopt a budget for the revenue and expenditure of the Parish for the current financial year.
- (b) The Parish revenue budget shall include at least the following items:
- i) an estimate of the identifiable donations from Parishioners as determined from the Parish Stewardship Program;
 - ii) an estimate of the other sources of revenue that the Parish is expecting to receive in the current financial year.
- (c) The Parish expenditure budget shall include at least the following items, each of which shall be a charge on all Parish funds and revenue in the order listed:
- i) the compensation of the Clergy of the Parish;
 - ii) the compensation of all other employees of the Parish;
 - iii) the diocesan apportionment that the Parish has been assessed for the current financial year;
 - iv) the payments required on any debt obligation owed by the Parish; and
 - v) all other payments required for the operation of the Parish for the current financial year.
62. The People's Warden shall send a copy of the budget, as adopted, to a designated Diocesan Officer within 14 days of the Annual Meeting of Parishioners.

Parish Stewardship Program

63. In each Parish there shall be an annual stewardship program to place before the Parishioners the ministry and financial obligations of the Parish in the ensuing financial year.

Regular Donations

64. The Parish Corporation shall see that each Parishioner desiring to make regular donations to the Parish is provided with envelopes or some other means of doing so.
65. The Parish Corporation shall ensure that a record of the donations made by each Parishioner is kept and that receipts are issued to each Parishioner for donations made, in accordance with government regulations pertaining to charitable donations.

Parish Expenditures

66. The Parish Corporation shall adopt such procedures as are necessary to ensure that expenditures are made only upon proper authority.

Financial Records & Reports

67. The Parish Corporation shall ensure that a record is maintained of revenues received by the Parish and of expenditures made by the Parish.
68. The Parish Corporation shall ensure that a regular report is made to the Parish Council as to revenues received and expenditures made by the Parish.
69. The Parish Corporation shall ensure that all returns required by government authority to maintain recognition of the Parish as a non-profit and/or charitable organization are completed and filed.

Accounts Examination

70. The Parish Corporation shall ensure that the revenue, expenditure and all other financial records of the Parish are examined annually by the Accounts Examiner, in accordance with Diocesan policy as established from time to time.
71. The Bishop, Diocesan Council, Administration and Finance Committee, Incumbent, Church Wardens, Parish Council, or Parishioners may require at any time an audit or independent review of the financial records of the Parish in addition to or instead of the annual examination.
72. The report of the Accounts Examiner upon the records for each financial year shall be sent to a designated Diocesan Officer within 14 days of the Annual Meeting of Parishioners.

Diocesan Assistance

73. The Parish Corporation may apply to the Diocese for financial assistance if budgeted revenue for any year is insufficient to cover budgeted expenditure for that year. Financial assistance may be provided to Parishes in such form and according to such terms as the Diocesan Council may from time to time decide.
74. The application for financial assistance shall be reviewed by the Administration and Finance Committee, which may make such investigation of the matter as it considers appropriate and shall report its recommendation to Diocesan Council.
75. The Diocesan Council upon receipt of the report of the Administration and Finance Committee shall either approve or deny the application for financial assistance in whole or in part.
76. The Diocesan Council shall make annual provision for publicizing throughout the Diocese the financial assistance provided to Parishes.
77. The Administration and Finance Committee shall monitor the use made of financial assistance extended to a Parish and may require such reporting by the Parish as it considers appropriate as a condition for the payment of any part of the financial assistance approved by Diocesan Council.

Parish Records

78. The Parish Corporation shall be responsible for maintaining the following records:
 - (a) a record of services and attendances, and such other statistical information as may be required by Synod or other lawful authority,
 - (b) a record of baptisms, marriages, confirmations, burials, and other occasional offices of the Church,
 - (c) a Roll of the Parishioners of the Parish.
 - (d) a Roll of Identifiable Givers, together with such financial records in such form relating to the financial affairs of the Parish as are prescribed by these Canons or by Synod,
 - (e) a record of all financial transactions with sufficient additional information to enable the records to be properly reviewed or audited as per Diocesan policy and in sufficient detail to enable the accurate and timely presentation of appropriate and/or required financial reports to the congregation, the Diocese (as herein provided), and government authorities,
 - (f) a schedule of all the insurable property of the Parish together with a valuation thereof, and
 - (g) the Minutes of all meetings of the Parishioners and of the Vestry.
79. Parish records shall be available for the inspection of the Bishop, or the Bishop's delegate, at all reasonable times.

Diocesan Reporting

80. Annually, the Parish Corporation shall complete a report of the financial, statistical, and other information regarding the Parish in a format prepared by the Secretary of Synod and approved by the Diocesan Council (the Annual Return forms).
81. The Parish Corporation shall ensure that the Annual Return forms are received by a designated Diocesan Officer on or before a deadline date which is the earlier of (a) 60 days after the end of the Parish's financial year and (b) 14 days after the Annual Meeting of Parishioners.
82. The Diocesan Council shall establish the actions to be taken with respect to a Parish if the Annual Return forms for a Parish are not received by the designated Diocesan Officer prior to the deadline date.

Parish Property and Insurance

83. An inventory of all Parish real and personal property shall be prepared and maintained by the Parish Corporation and a copy of such inventory shall be sent to a designated Diocesan Officer in accordance with the duties of the Parish Corporation (above).
84. All Parish property shall be insured adequately to the replacement value according to the procedure adopted by the Diocesan Council from time to time.
85. All Parishes are to be adequately insured for liability claims according to the procedure adopted by the Diocesan Council from time to time.

Parish Ministries

86. All lay ministers of a Parish, other than those appointed according to Canon 9, "Lay Leadership in Worship", shall be appointed to their positions by the Parish Corporation, after consultation with the Parish Council, and shall hold office at the pleasure of the Parish Corporation or on such terms as to tenure of office and payment of salary as shall be agreed upon between the Parish Corporation and such lay ministers.
87. All ministries of a Parish (including music ministries) shall be under the direction of the Incumbent.
88. The rules of order for Synod as set out in Canon 2, paragraphs 4 through 11 inclusive, shall be applicable to all Annual Meetings of Parishioners and all Special Meetings of Parishioners, mutatis mutandis.

CANON 14 – CO-OPERATING PARISHES

1. After consulting with the Archdeacons of the Diocese and the Corporations of the affected Parishes, the Bishop may organize two or more Parishes into a Unit of Co-operating Parishes in accordance with the procedures set out in this Canon.
2. The Bishop shall give written notice to the Parish Corporation of the Bishop's intention to include the Parish in a Unit of Co-operating Parishes.
3. The Parish Corporation shall, within 14 days of receipt of the Bishop's notice, call a Special Meeting of Parishioners to consider and vote on the proposed organization.
4. Within 45 days of the receipt of the Bishop's notice the Parish Corporation shall advise the Bishop as to the result of the vote taken at the Special Meeting of Parishioners.
5. If a Parish to which the Bishop's notice has been given does not consent, the Bishop shall refer the matter to the Diocesan Council which, after full consideration, shall report to the Bishop whether or not it agrees with the Bishop's notice.
6. Upon receipt of the concurrence of all Parishes to which the Bishop's notice was sent, or if any Parish does not consent upon the approval of the Diocesan Council pursuant to the previous section, the Bishop may call a meeting of the Members of the Parish Corporations of the Parishes to be included in the Unit of Co-operating Parishes for the purpose of drafting the Agreement of Co-operating Parishes.
7. The Parish Corporations of the Parishes to be included in the unit of Co-operating Parishes shall draft an Agreement of Co-operating Parishes which shall provide for the establishment of a Board for the Co-operating Parishes, the membership of which shall include at least the members of the Corporation of each Parish included in the Unit.
8. The Agreement of Co-operating Parishes shall also provide for:
 - (a) the appointment of officers of the Board,
 - (b) the duties of officers of the Board,
 - (c) the frequency of meetings of the Board,
 - (d) the procedure for convening and conduct of meetings of the Board,
 - (e) the authority and duties of the Board,
 - (f) a formula for sharing the joint expenditures of the Co-operating Parishes, and
 - (g) such other matters as may be considered appropriate.
9. The draft Agreement of the Co-operating Parishes shall be presented to the Parish Councils of each Parish for approval.
10. Where the Parish Corporations cannot agree to the terms of a draft Agreement of Co-operating Parishes or to any particular term, or where a Parish Council of a Parish does not approve the draft or any particular term thereof, the matter shall be referred to the Diocesan Council which shall determine the terms of the Agreement of Co-operating Parishes.
11. In any event, the Agreement of Co-operating Parishes shall be submitted to the Diocesan Council for approval or for alteration and approval.
12. Upon the adoption of an Agreement of Co-operating Parishes, the Bishop shall issue a certificate to establish the Unit of Co-operating Parishes.
13. The Diocesan Registrar shall enter a Memorandum of the instrument establishing the Unit of Co-operating Parishes and shall maintain a copy of the Agreement of the Co-operating Parishes in the Diocesan records.

14. A Parish that is a member of a Unit of Co-operating Parishes shall notify the Bishop of any desire to make any change to the Agreement of the Co-operating Parishes (including withdrawal from the Agreement). If the Bishop supports the proposed change, then the procedure for establishing an Agreement of Co-operating Parishes shall be used to change the Agreement.

Finances

15. The Board of Co-operating Parishes shall annually prepare a budget for the joint expenditures of the Co-operating Parishes.
16. The budget shall state what portion of the total budgeted expenditure is required from each of the Parishes making up the Unit, according to the formula established in the Agreement of Co-operating Parishes.
17. The budget prepared by the Board shall be presented for consideration and adoption to the Parishioners of each Parish making up the Unit at the Annual Meeting of Parishioners and shall be incorporated into the budget of the Parish.
18. The Board of Co-operating Parishes shall adopt such procedures as are necessary to ensure that accurate records of all receipts and expenditures of the Unit are maintained.
19. The Board of Co-operating Parishes shall ensure that regular report is made to the Parish Council of each Parish of the unit as to receipts and expenditures made by the Unit.
20. The Board of Co-operating Parishes shall ensure that
 - (a) the accounting records of the Unit are examined annually by an Accounts Examiner appointed by the Board,
 - (b) the report of the Accounts Examiner is presented to the Parishioners of each of the Parishes making up the Unit at the Annual Meeting of the Parishioners next following the year to which the report relates, and
 - (c) the report of the Accounts Examiner is sent to a designated Diocesan Officer within 14 days of its completion.

CANON 15 – REGIONAL DEANERIES

1. The Bishop shall divide the Diocese into Regional Deaneries after consultation with the Archdeacons and Regional Deans.
2. Each Regional Dean shall
 - (a) assist the Bishop in the Bishop's pastoral care in the Regional Deanery;
 - (b) identify and express the concerns, needs and desires of the Parishes of the Regional Deanery; and
 - (c) foster communication among the Parishes of the Regional Deanery,
3. Each Regional Dean shall make provision for
 - (a) implementing national and Diocesan programs in the Regional Deanery;
 - (b) providing a forum for the discussion of matters to be dealt with at Synod conventions; and
 - (c) dealing with such matters as may be referred to the Region by the Bishop or the Diocesan Council.

Clericus

4. The Clergy of the Region shall meet regularly at the call of the Regional Dean for prayer, mutual support, and such other discussion as will assist the Clergy in their work.

CANON 16 – DIOCESAN ADMINISTRATION

A. DIOCESAN FINANCES

Annual Budget

1. The Diocesan Council shall adopt a budget for Diocesan revenue and expenditure for each financial year.

Revenues

2. The Synod shall establish a system by which the contribution required from each Parish in the Diocese to the annual expenses of the Diocese is equitably determined.
3. The Diocesan Council shall annually, on the recommendation of the Administration and Finance Committee, implement the system established by Synod to ensure contribution by each Parish towards the annual expenditure budget of the Diocese.

Expenditure

4. The first charge on Diocesan revenues and funds shall be the support and expenses of the Bishop and Diocesan staff.
5. The Diocesan Council shall adopt such procedures as are necessary to ensure that expenditures are made only upon proper authority and the Treasurer of Synod shall administer the procedures so adopted.

Records

6. The Treasurer of Synod shall ensure that an accurate record is maintained of all revenues received by the Diocese and of all expenditures made by the Diocese.

Accounts Examination

7. The Bishop shall nominate and the Convention of Synod shall ratify an Auditor who shall be either an accountant holding a professional designation or a firm of accountants licensed to do business in the Province of Alberta and who shall serve until a successor is appointed.
8. In the case of a vacancy in the position of Auditor the Diocesan Council shall make an appointment to continue until the next Convention of Synod.
9. The Auditor shall review the financial books, records and statements of the Diocese annually and report to the Diocesan Council, or to an Audit Committee appointed by the Diocesan Council, following such review.
10. The Diocesan Council or the Convention of Synod may by resolution require at any time a review or an audit of the financial books, records and statements of the Diocese to be performed by the Auditor in addition to or instead of the annual review.
11. The Diocesan Council or Convention of Synod may require at any time a review or an audit of any project or financial statement of the Diocese to be performed by the Auditor.

Annual Reports

12. The report of the Auditor of the Diocese upon the financial records of the Diocese for each year shall be presented to the Diocesan Council as soon as is practical after the report is completed.
13. The report of the Auditor of the Diocese upon the Diocesan financial records for each year shall be presented to the Synod at the Regular Convention of Synod next following the year to which the report relates.

14. The Treasurer of Synod shall ensure that reports required by the Synod of the Ecclesiastical Province of Rupert's Land, the General Synod of the Anglican Church of Canada, or any regulatory body (such as the federal or provincial government) regarding the finances of the Diocese, are provided to those bodies.

B. *DIOCESAN RECORDS*

15. It shall be the responsibility of the Registrar of the Diocese to maintain records of all of the following matters:
- (a) all real property registered in the name of the Synod of the Diocese of Calgary, or registered in the name of any Parish;
 - (b) in respect of each Parish, to preserve a copy of the Schedule of insurable Parish property, and all additions thereto and deletions therefrom;
 - (c) a Register of Parishes, including particulars of their establishment, or disestablishment and changes to the same as these take place;
 - (d) a Register of all Dispute Resolution proceedings initiated under Canon 10, "Dispute Resolution" and the result of such proceedings;
 - (e) a record of all Clergy resident within the Diocese, of all subscriptions taken by the said Clergy and their admission into different orders, and of all Licences or Certificates issued to them and appointments made by the Bishop to any office within the Diocese or other positions in which they have permission to serve;
 - (f) the Statutes, Canons, By-Laws and Regulations certified under seal of the Synod by the Bishop and Secretary and which shall be deemed the original record thereof;
 - (g) the Journal of Synod; and
 - (h) all other documents and records required by this Constitution, by Canon, or by policy adopted by the Diocesan Council.
16. Parishes, Special Ministries, Missions and Diocesan Committees shall forward all non-current materials regularly and routinely to the Registrar for assessment. Any material that is not pertinent to the Diocesan Archives or has no archival value is to be returned to the depositor.
17. In consultation with the Registrar, the Bishop shall appoint an Archivist, and may appoint an Archives Committee, to assist the Registrar in the discharge of the Registrar's duties with respect to the acquisition and preservation of the archival records of the Diocese and its Parishes.
18. The Registrar, or the Registrar's delegate, shall control all access to the archival records of the Diocese.
19. At least annually, the Registrar shall report to the Diocesan Council regarding the state of the Diocesan Archives.
20. The Secretary of Synod and the Treasurer of Synod shall maintain such statistics of the operation of the Diocese and such financial records of the Diocese and of the Synod as shall be required by the Synod or by the Diocesan Council.

C. *SEAL OF THE DIOCESE*

21. The Synod shall have a seal of which the Secretary of Synod shall have the care and custody.
22. All deeds, instruments, and documents which are to be executed on behalf of the Synod or of the Diocesan Council shall be signed by the Bishop, or a duly appointed Commissary, and any one of the Secretary of Synod, the Treasurer of Synod, the Chancellor, or the Registrar and the Seal of the Diocese shall be affixed to such deed, instrument, or document.

23. The Secretary of Synod shall keep a register in which shall be entered a record of every document to which the Seal of the Diocese is affixed.

CANON 17 – PROPERTY

1. No legal or beneficial interest in real property shall be acquired, disposed of, exchanged, alienated, or otherwise encumbered except with the consent of the Bishop and the Diocesan Council and the involvement of the Property Committee as provided for in Canon 4, “Standing Committees of Diocesan Council”. In addition, in any matter involving real property in which a Parish has an interest, the approval of a Meeting of Parishioners constituted under Canon 13, “Parish Governance”, shall be required.

Parish Property

2. Title to all Parish real property shall be registered in the name of “The Synod of the Diocese of Calgary”, which shall hold such property in trust for the appropriate Parish Corporation.
3. Where, notwithstanding the previous section, real property is not registered in the name of “The Synod of the Diocese of Calgary” the Synod shall have the right but not the obligation to register a caveat against the title of such property indicating the Synod’s interest in the property under this Canon.
4. The Parish shall hold title to Parish personal property.
5. Upon disestablishment of a Parish, title to all Parish property both real and personal shall vest in the Synod and any trust in favour of the Parish Corporation shall thereupon terminate.
6. No church, rectory, parish hall, or any other real property for Parish use or benefit and no alteration to the structure of any such building shall be acquired, erected, or undertaken without the approval in writing of the Bishop and the Diocesan Council. In addition, any change of use of any real property must first receive the approval in writing of the Bishop and the Diocesan Council.

CANON 18 – INDEMNIFICATION

Diocesan Indemnification

1. Subject to the provisions of any applicable legislation, the Synod shall indemnify every person (including his or her respective heirs and legal representatives) who is or was:
 - (a) a bishop, officer, dignitary, or employee of the Synod;
 - (b) elected or appointed to any committee or sub-committee of the Synod; or
 - (c) a Member of Synod,from and against all costs, charges, and expenses, including without limitation any amounts:
 - i) reasonably required properly to defend any civil, criminal, or administrative action or proceeding,
 - ii) reasonably required to settle any civil, criminal, or administrative action or proceeding, or
 - iii) required to satisfy a judgment with respect to any civil, criminal, or administrative action or proceedingto which such a person is made a party by reason of being or having been a bishop, officer, dignitary, or employee of the Synod; a committee or sub-committee member; or trustee; if both of the following are applicable:
 - (d) such a person has acted honestly and in good faith with a view to the best interests of the Synod, its clergy and laity, and the work of the Church; and
 - (e) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that such a person had reasonable grounds for believing that his or her conduct was lawful in the circumstances.
2. The Synod shall also indemnify any such person in such other circumstances as the law either permits or requires.
3. Nothing in this Canon shall limit the right of any person entitled to indemnity hereunder to claim indemnity apart from the provisions of this Canon, to the extent permitted by law.
4. The Synod shall purchase and maintain insurance for the benefit of all persons intended to be indemnified hereunder.

Parish and Mission Indemnification

5. Subject to the provisions of any applicable legislation, all Parish and Mission Corporations shall indemnify every person (including his or her respective heirs and legal representatives) who is or was:
 - (a) a Cleric, Parish Officer, Parish Council Officer, or employee of the Parish or Mission Corporation;
 - (b) elected or appointed to Parish Council or elected or appointed to any committee or sub-committee of the Parish or Mission Corporation or of the Parish Council; or
 - (c) a trustee for the Parish or Mission Corporation or for any members of the Parish or Mission Corporation in their capacity as trustee,from and against all costs, charges, and expenses, including without limitation any amounts:

- i) reasonably required properly to defend any civil, criminal, or administrative action or proceeding,
- ii) required to settle any civil, criminal, or administrative action or proceeding, or
- iii) required to satisfy a judgment with respect to any civil, criminal, or administrative action or proceeding

to which such a person is made a party by reason of being or having been a Cleric, Parish Officer, Parish Council Officer, or employee of the Parish or Mission Corporation; a Parish Council or committee or sub-committee member; or a trustee; if both of the following are applicable:

- (d) such a person has acted honestly and in good faith with a view to the best interests of the Parish or Mission, its clergy and laity, and the work of the Church; and
- (e) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that such a person had reasonable grounds for believing that his or her conduct was lawful in the circumstances.

- 6. The Parish or Mission Corporation shall also indemnify any such person in such other circumstances as the law either permits or requires.
- 7. Nothing in this Canon shall limit the right of any person entitled to indemnity hereunder to claim indemnity apart from the provisions of this Canon, to the extent permitted by law.
- 8. The Parish or Mission Corporation shall purchase and maintain insurance for the benefit of all persons intended to be indemnified hereunder.

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