

The Anglican Synod of the Diocese of British Columbia



Constitution, Canons and Regulations of the
Anglican Synod of the Diocese of British Columbia
November 2022

CANON 6.7 - ANNUAL MEETING OF PARISHIONERS

- a. There shall be, in every parish, an annual meeting of the parishioners within sixty days after the end of the fiscal year, for the purpose of receiving and passing the previous year's accounts and for electing officers.
- b. The incumbent shall be the convener of the meeting; if there is no incumbent, then the meeting shall be convened by the churchwardens.
- c. The incumbent or nominee shall be the chair of the meeting. If the incumbency is vacant, or if the incumbent is absent for any cause, the meeting shall elect one of the churchwardens as chair.
- d. Every elector present shall be entitled to vote.
- e. The names and addresses of churchwardens, treasurer, lay delegates to Synod and lay delegates to the regional conference shall be sent to the diocesan office within ten days of the holding of the annual meeting.

REGULATION 6.7.01 -ANNUAL OR SPECIAL MEETINGS OF PARISHIONERS

- a. The parish council may appoint a nominating committee, which shall submit its report to the meeting. Other nominations may be made from the floor.
- b. The order of proceedings at the annual meeting shall include:
 - Prayer;
 - Reading, correcting and approving minutes of the previous meeting;
 - Receiving report of churchwardens and other reports;

- Appointment of churchwarden by incumbent;
 - Election by parishioners of:
 - Churchwarden(s)
 - Lay delegates to Synod and alternates
 - One youth lay representative nominee for election to Synod by a regional conference
 - Parish council
 - An examiner to review the financial statements;
 - Adjournment with prayer.
- c. The incumbent shall call a meeting on receiving a written request, signed by the churchwardens and by a majority of the parish council, or on a written request by any ten parishioners.
- d. Notice of every such meeting must be given in writing or printing, signed by the convener, and posted up conspicuously at or near the church door, at least ten days before the day on which the meeting is to be held. The notice must state the time and place at which, and the purpose for which, the meeting is to be held; and shall be in the following form:
- "Notice is hereby given that a meeting of the parishioners of this parish will be held on the ___day of ___ at ___ o'clock, in the _____ for the purpose of _____."
- Similar notice shall also be given during divine service in the church on the two Sundays preceding the meeting.
- e. An elector who is unable to attend a meeting in person may appoint, in writing, another elector to attend and vote on his or her behalf by proxy, provided that no elector may hold more than one proxy at any meeting. A proxy is valid only for the one meeting to which it refers.
- f. In parishes with 200 or fewer electors, the quorum for transacting any business at an annual or special meeting of parishioners shall be:
- i. the incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any,
 - ii. at least one churchwarden or deputy warden, and
 - iii. not fewer than ten of the electors of the parish, present in person or by proxy.
- g. In parishes with over 200 electors, the quorum for transacting any business at an annual or special meeting of parishioners shall be:
- i. the incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any,
 - ii. at least one churchwarden or deputy warden, and
 - iii. not less than ten per cent of the electors of the parish, present in person [or by proxy].
- h. If a quorum is present at the start of the transaction of business at the meeting, the meeting is validly constituted and remains so, notwithstanding any reduction in the number of attendees during the course of the meeting.
- i. If a quorum is not present within 30 minutes of the time set for the commencement of the meeting, the meeting shall stand adjourned to be resumed at the same time and place seven days following the date originally set. No further notice of the adjournment of the meeting need be given under subsection d.
 - j. The electors present at the meeting at which no quorum was present may by simple majority vote to choose a different time and place for the adjournment of the meeting, in which case the notice provisions of subsection d. apply.
- k. The incumbent, or, if the incumbency is vacant or the incumbent is absent for any cause, the priest or deacon in charge, if any, at least one churchwarden or deputy warden, and the electors in attendance at the time and place fixed for a meeting adjourned under subsection i. or j. shall constitute a quorum.
- l. At a meeting duly convened and held, the result of the votes shall be recorded and shall bind those who are absent. Voting shall be by show of hands or standing vote unless a vote by ballot is requested. A parishioner shall vote at the meeting of only one parish of which the parishioner is a member.

- m. (1) The chair shall have the usual powers of a chair at any other public meeting. It shall be that person's duty to remain in the chair until the business is concluded, or the meeting adjourned, to keep the meeting, when necessary, to the specified purpose of its assembling, and to decide all questions of order. In addition to the chair's own vote, the chair shall have a casting vote in the case of a tie.
- (2) The right of adjournment shall be in the whole assembly, and the question of adjournment shall be decided only by the majority of votes.
- (3) Minutes of the proceedings and resolutions of every meeting shall be correctly recorded and signed by the chair.

[Subsections e. to k. added by Diocesan Council; Dec 2018]
 [Subsections e. to k. ratified; 100th Synod, 2021]

REGULATION 6.7.02 – PARISH MEETINGS BY ELECTRONIC MEANS

- a. The incumbent of a parish, or, if there is no incumbent, the churchwardens, may direct that at any annual or special meeting of parishioners, or any meeting of the parish council or a committee thereof, a member may participate by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. A member so participating in a meeting is deemed for the purposes of the Canons to be present at the meeting.
- b. The incumbent of a parish, or, if there is no incumbent, the churchwardens, may direct that any annual or special meeting of parishioners, or any meeting of the parish council or a committee thereof, shall be held entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.
- c. In any meeting of parishioners, the parish council or a committee thereof where members participate by electronic means, those provisions of Regulation 2.1.05 that are not in conflict with this Regulation shall apply, with the necessary grammatical and contextual changes.

[Regulation 6.7.02 adopted by Diocesan Council June 25, 2020]
 [Regulation 6.7.02 ratified at 100th Synod, May 29, 2021]

CANON 6.8 - APPOINTMENT AND ELECTION OF CHURCHWARDENS

- a. In every parish there shall be two churchwardens selected from the communicants, one to be appointed by the incumbent and one to be elected by the electors; provided that, if the incumbent declares a desire to waive the incumbent's right of appointment, both the churchwardens shall be elected by the electors.
- b. If any incumbency be vacant at the time fixed for the election and appointment of churchwardens, one shall be elected by the parishioners duly assembled (normally at the annual general meeting) and the other shall be appointed by the bishop or the commissary. The churchwarden appointed by the bishop or the commissary shall remain in office until the incumbent shall have been duly appointed.
- c. No person shall be appointed or elected as churchwarden who has held the office for the previous six years.
- d. No churchwarden may be removed from office except by direction of the bishop.

REGULATION 6.8.01 - CHURCHWARDENS

- a. The churchwardens, upon appointment to their office, shall sign the following declaration to be kept in the parish office:

"I, _____, churchwarden of the parish of _____, declare that I consent to be bound by the constitution, canons and regulations which are now in force, and which may from time to time be made or amended by the Anglican Synod of the Diocese of British Columbia, and that I will faithfully perform the duties of my office."

b. Appointment or election as churchwarden does not imply the assumption of any personal liability in the due performance of the duties of churchwardens as such.

c. The duties of the churchwardens, whether chosen by the incumbent or the parishioners, shall be the same:

- (1) To see that the divine service is regularly and decently performed by the persons licensed by the bishop or holding the bishop's permission to officiate, and to ensure that all things requisite for divine service are provided.
- (2) To set an example of regular attendance and hearty response on the part of the congregation, and generally to assist and support the incumbent by zeal and moral support in all matters affecting the welfare and advancement of the parish; to take care that order is preserved in the church, and to see that the parishioners are sufficiently accommodated in the church.
- (3) To have supervision of all financial matters of the parish, and to ensure that a financial statement is drawn up each month for presentation to the parish council.
- (4) To ensure that the incumbent's stipend is paid in full regularly each month.
- (5) To ensure that the yearly accounts, duly examined and reviewed, are laid before the parishioners at the annual meeting; and that a copy of such accounts is sent to the diocesan finance officer, as well as the parish annual return form sent from the Synod office.
- (6) To hand over to their successors in office any cash balance in hand after the approval of the accounts, together with the church goods and inventory.
- (7) To ensure that all properties under the stewardship of the parish are in repair and insured; and all premiums and taxes are paid (See Canon 6.6 – Insurance).

[Amended by Diocesan Council; January 28, 2021]
[Ratified; 100th Synod, 2021]

- (8) To execute contracts normally entered into on behalf of the parish, having obtained the previous consent or subsequent ratification of the parish council.
- (9) To undertake, with the incumbent, the management and control of the church cemetery or cemeteries within the parish, subject to the terms of any trust affecting the same, and subject to the regulations on cemeteries.
- (10) The following books or records are to be kept by the parochial authorities:
 - Register book or books of baptisms, confirmations, banns, marriages and burials;
 - A register of all services that take place in the church, with the names of the officiating ministers;
 - A register of Sunday attendance and attendance at festivals;
 - The minutes and resolutions of the vestry meetings and parish council;
 - The parish accounts;
 - The constitution, canons, and regulations of the Diocese, to be retained permanently in the parish, in addition to any other copies required by the incumbent and other officers;
 - An inventory of all church goods and lands.

[Amended by Diocesan Council; December 2018]
[Ratified; 100th Synod, 2021]

- (11) At the beginning of the year to assist the incumbent in preparing and promptly submitting a table of statistics on a form provided by the diocesan office.
- (12) To provide for the care of the parish during the annual holiday of the incumbent.
- (13) To report to the bishop the death of the incumbent, or the inability from any cause to fulfill the duties of the incumbent.
- (14) To take care of the rectory during the vacancy of the incumbency.
- (15) To assist the incumbent in the appointment of all lay employees.

- (16) To assist in the completing, signing and remitting of all necessary filings under the Income Tax Act, in a timely manner, so that the parish's standing as a registered charity be maintained.
- d. Churchwardens shall normally continue in office until their successors are appointed or elected.
- e. If a churchwarden wishes to resign the office, notice in writing shall be given to the incumbent or if there is no incumbent, to the bishop or the commissary.
- f. (1) If the office of churchwarden chosen by the parishioners shall become vacant, a meeting of the parishioners shall be called as soon as conveniently may be, to elect some other qualified person to the vacant office. If the office of churchwarden chosen by the parishioners shall become vacant during the year, with less than six months of the normal term remaining, a churchwarden may be elected by the parish council without the necessity of calling a meeting of the parishioners.
- (2) If the office of the churchwarden appointed by the incumbent shall become vacant the incumbent shall appoint without delay some other qualified person to the vacant office.
- (3) Immediately after the appointment of a churchwarden to fill a vacancy the incumbent shall publicly announce to the congregation during the time of divine service, the name of such person, and shall have such person sign the declaration required in paragraph a. above and advise the diocesan office of the name of such person.

CANON 6.9 - THE PARISH COUNCIL

- a. In every parish there shall be a parish council elected from and by the parishioners of not less than three nor more than twelve in number in addition to the ex-officio members. This council shall meet at least quarterly.
- b. The council may, at a meeting subsequent to the parishioners' meeting, add to its membership a number not more than one-third of those elected at the vestry meeting, with the unanimous consent of its members to each appointment.
- c. The incumbent shall be entitled to appoint a number equal to those added under paragraph b. above.
- d. Unless elected or appointed to parish council, the treasurer and secretary do not have a vote.
- e. Members added under the provisions of paragraphs b. and c. above shall have the same powers and privileges as those members elected by the vestry.
- f. Alternate lay delegates to Synod not elected or appointed to parish council are not ex-officio members of parish council, unless the elected lay delegate states that he/she cannot attend Synod.
- g. The incumbent, any other clergy licensed to the parish, the churchwardens and lay delegates to Synod shall be ex-officio members of the parish council and all have the right to vote.
- h. No paid lay employee of the parish shall be a member of the parish council without the unanimous consent of the council.
- i. The duty of the parish council shall be to assist and support the incumbent and the churchwardens in the general business and the programs of the parish.
- j. The incumbent shall be the convener of the parish council; if there be no incumbent, then the meetings shall be convened by the churchwardens.
- k. The incumbent, the incumbent's nominee, or a person elected by the council, in that sequence, shall be the chair of the parish council. If the parish be vacant, or if the absence of the incumbent is approved by the archdeacon or the bishop, the council shall elect as chair one of the churchwardens.
- l. The incumbent shall call a special meeting of the parishioners or parish council on receiving a written requisition to that effect, signed by the churchwardens and by a majority of the parish council or on such requisition signed by any ten parishioners.

- m. A quorum of the parish council shall be the chair and one of the churchwardens and one-third of the membership of the council.
- n. Between annual and special meetings of the parishioners, their powers shall be vested in the parish council.

REGULATION 6.9.01 - PARISH EMPLOYEES

- a. All lay employees of the parish shall be appointed by the rector and churchwardens, the position and terms of employment having been authorized by the parish council.
- b. All regular staff and volunteers who work with children or vulnerable adults shall, before commencing work, provide a criminal record check to the diocesan office.
- c. All full-time employees of the Diocese, parishes, or church related institutions in the Diocese shall be offered the opportunity of becoming members either of the General Synod pension plan or the lay retirement pension plan of The Anglican Church of Canada.
- d. See Appendix "G" for diocesan employment standards.

CANON 6.10 - PARISH FINANCES

- a. All monies received by the parish from any source or for any purpose shall be promptly deposited in a chartered bank, credit union, or trust company authorized to do business in the Province of British Columbia, and cheques drawn on the account or accounts shall be signed by any two of the following:
 - (1) The incumbent,
 - (2) The rector's warden,
 - (3) The people's warden,
 - (4) The treasurer or assistant treasurer, if any,
 - (5) Any others authorized by parish council.
- b. All the monies received from any source and for any purpose by the parish shall be brought to account in the churchwardens' accounts, and shall be included in their annual statement to be submitted to the annual meeting of parishioners.
- c. The churchwardens' accounts shall be examined each year by a qualified person or persons, other than a member of the parish council, elected at the previous annual vestry meeting, and the examiner's report on the accounts shall be presented to the annual meeting of parishioners.

REGULATION 6.10.01 - LINKED BANKING SYSTEM

Parishes participating in the diocesan linked banking system may:

- (a) Submit loan applications approved by resolution of the parish council to the diocesan council for approval.
- (b) Apply for emergency funding if they have no outstanding loans. Such funding may be granted by any two of the authorized signatories of the Synod bank account, up to \$10,000 in a line of credit to individual parishes. All such applications shall be forwarded to the diocesan finance officer for consideration, and the bishop and finance committee shall be advised.

REGULATION 6.10.02- PARISH FUND DRIVES

The soliciting of funds from any other parish by a parish or individual, or organization may be carried out only with the permission of the diocesan council.

REGULATION 6.10.03 - PARISH TREASURER

- 1. ACCOUNTABILITY: The parish treasurer is appointed by the rector and wardens with the consent of the parish council and reports to the wardens of the parish, who are ultimately responsible for all financial aspects of the parish.

2. **QUALIFICATIONS:** A good working knowledge of basic bookkeeping or accounting and the time and commitment to complete all of the work necessary.
3. **DUTIES AND RESPONSIBILITIES:**
 - a. Ensure that all monies received by the parish are accounted for, recorded and deposited into a recognized.
financial institution in a safe and timely manner.
 - b. Ensure that all parish financial obligations (clergy stipend and housing, staff salaries, benefits, bills, taxes, insurance, assessment, etc.) are paid in a timely manner.
 - c. Control or prepare and maintain accounting records of the financial activities of the parish.
 - d. Ensure that the rector, wardens and parish council are kept aware of the parish's financial condition and present accurate, comparative financial statements to them monthly.
 - e. Assist in the development of an annual budget for the parish.
 - f. Attend all council, regional and other meetings as required.
 - g. Ensure that all of the parish financial information is available for audit, review or examination and be prepared to answer any questions relating to it.
 - h. Pass all records on to your successor in a neat and tidy condition and timely manner.

REGULATION 6.10.04 - POSTING OF FINANCIAL STATEMENTS

All church wardens and treasurers of each parish church of the Anglican Synod of the Diocese of British Columbia are required to produce and post in a visible location in the Church, easily understood monthly financial statements. These financial statements are also to be made available in a timely manner to the Clergy, wardens, parish council members, and members of the parish upon request. The financial statements are to include the status of the diocesan assessment.

REGULATION 6.10.05 – PARISH STEWARDSHIP

- i. It shall be the duty of the clergy and churchwardens of each parish to encourage the people to participate in the mission and stewardship of the Church.
- j. In each parish there shall be annually a comprehensive canvas of parishioners, for the purpose of obtaining pledges of Christian services and financial commitment in the ensuing year to further the mission and stewardship of the church, including
 - meeting the financial needs of the parish,
 - promoting and implementing the parish vision and the diocesan vision, and
 - promoting the mission of the Anglican Communion.
- k. The wardens shall report the results of the said canvass to the Executive Officer no later than fourteen days after its conclusion.

[Added by Diocesan Council; November 2021]

CANON 6.11 - GENERAL

- a. All questions of dispute between the incumbent and the churchwardens, or between the churchwardens and the meeting of parishioners, shall be reported to the bishop for decision, or for such enquiry as the bishop may consider necessary and the decision of the bishop in each case shall be final.
- b. Proceeds of the sale of property are to be invested, and the capital is not to be used for current purposes, unless express permission is given by the diocesan council.