

Canon I-3: CHURCHWARDENS

selection of churchwardens:

1. a) Two churchwardens shall be selected at the annual vestry meeting of every congregation.
- b) One churchwarden shall be appointed by the incumbent and one shall be elected by majority vote of the voters present.
- c) One or two deputy churchwardens may be selected in the same manner as the churchwardens. (Added 1995).
- d) A candidate for appointment or election as churchwarden must be at least 18 years of age and otherwise meet the requirements for voting at a vestry meeting. (Amended 1997).
- e) If either the incumbent or the vestry decline or neglect to appoint a warden, the vacancy shall be filled by the other party. (Amended 1971).

[formerly Canon 13, s. 3]

resignation of a churchwarden:

2. a) When a churchwarden is temporarily unable to fulfill his or her duties due to illness or absence, then the proper deputy churchwarden shall assume those duties until the churchwarden is able to resume them.
- b) In the event that the position of churchwarden becomes vacant, the proper deputy churchwarden, if there is one, shall assume the position without further appointment or election, whereupon in the absence of a deputy,
 - i) in the case of a people's churchwarden, the vestry shall be called to elect a replacement;
or
 - ii) in the case of an incumbent's churchwarden, the incumbent shall appoint a replacement.
- c) When a churchwarden has missed three consecutive meetings of the board, the board may pass a resolution declaring the position vacant. (Adopted – 2011)

duties of churchwardens:

3. The duties of churchwardens in each congregation are:

- (a) those specified in *The Anglican Church of Canada Act* and *The Religious Organizations Lands Act* [see Appendix. *The Religious Organizations Lands Act* repealed *The Religious Institutions Act*]; and

(b) to appoint, if they so desire, a treasurer to assist them by keeping the accounts and paying all bills promptly, as directed by the wardens (Amended 1982); and

(c) to collect local contributions toward the maintenance of the church, its services, and its missionary, educational, and social work (the use of the duplex envelope is recommended); and

(d) together with the treasurers of the organizations holding parochial funds to bank all such funds in the name of the local congregation or of such organization; and

(e) to pay the incumbent's stipend and pension assessments directly and promptly, which payments shall constitute a first charge on parochial funds (Amended 1929, 1950, 1971); and

(f) at the annual vestry meeting to present a balance sheet of the accounts of the church; and

(g) within fourteen days of taking office in each year to make an inventory in duplicate of all the moveable property of the church; and

(h) to make available to the members of the congregation both the balance sheet and the inventory; and

(i) to insure the moveable property and all buildings of the church, at their full insurable value, with a reliable fire insurance company incorporated and licensed to do business in Canada; and

(j) to provide a public liability policy, including comprehensive bodily injury and non-owned automobile insurance; and

(k) to make the policy or policies payable to the Incorporated Synod of the Diocese of Algoma; and

(l) to send the receipt and policy, or report the possession of them, to the Synod Office; and

(m) to hand over to their successors any balance of moneys remaining on hand (Amended 1967); and

(n) to provide for the due care and preservation of the moveable and real properties of the church; and

(o) subject to [Canon H-3](#), to oversee and enforce the carrying out of all contracts for the furnishing, repair and preservation of all moveable and real property of the church, rectory, graveyards, etc., and to exact penalties in case of the non-fulfilment of contracts; and

(p) to secure the warmth, cleanliness, lighting, and ventilation of the church; and

(q) to provide a surplice, communion linen, books, and bread and wine for the celebration of Holy Communion; and

(r) to provide out of parochial funds a book or books in which the incumbent or person in charge shall enter the names and all other particulars of baptisms, confirmations, marriages, and burials [formerly Canon 1, s. 1]; and

(s) to provide and use such books and documents as the Bishop may from time to time require; and

(t) to provide out of parochial funds a service register for each congregation in the form prescribed by the Bishop, to be kept in the vestry [formerly Canon 1, s. 1]; and

(u) together with the incumbent to submit to the Synod office such annual reports as are required, within the prescribed time (Amended 1929, 1950, 1979) [formerly Canon 1, s. 2]; and

(v) to keep a book in which is recorded an abstract of all the titles and deeds by which all lands of the congregation are held, showing the date, names of the donors, location, quantity, conditions of trust, purchase, or gift, and when and where registered.

(Amended 1959, 1997, 2011)

[s. 3: sidespeople deleted 1995]

[for other duties of churchwardens, see also [Constitution, Article 3](#); [Canon D4](#); [Canon G1](#); [Canon H1](#); [Canon H3](#); [Canon H4](#); [Canon I 2](#); [Canon J1](#); [Canon J2](#)]

Diocese of Algoma – May 2011

[formerly Canon 14, except where noted otherwise]