

CANONS OF THE DIOCESE OF ALGOMA

THE DIOCESE

PREAMBLE

The Kingdom of God was not only proclaimed and heralded by Jesus, but also revealed and embodied by him. As Christ's Body in the world today, the church exists to live as a sign, foretaste, and instrument of the promised and immanent Kingdom of God. The church testifies to the Lordship of the risen and ascended Christ, and to his Kingdom, as it acts courageously on God's promises and gives passionate witness to the gospel by word and deed. As part of the One, Holy, Catholic, and Apostolic Church, the Diocese of Algoma is committed to living out this vision and vocation.

The purpose of our diocesan canons is to serve Algoma's governance in such a way that this commitment is given priority through liturgy and formation that orient us to the Kingdom and shape people in the life of Christ; a common life that deepens our love of God and one another; and participation in God's ongoing mission in the world that leads us to proclaim the good news and pursue God's justice, reconciliation, and peace.

The Synod directs that these canons, and all policies, regulations, and guidelines shall be interpreted and applied in light of this preamble.

A. Diocesan Officials

Canon A-1: THE ELECTION OF A BISHOP

Vacancy of the See:

1. (a) In the event of the resignation, retirement or death of the Bishop, or the vacancy of the See for any other reason, the Secretaries of the Synod shall notify the Metropolitan of the same within one week from the occurrence of this event. The Secretaries shall ask the Metropolitan to convene the Synod for the purpose of an episcopal Synod at a time convenient for the Metropolitan but no later than six months after the date at which the Metropolitan was notified by the Secretaries.

(b) The Executive Committee shall meet within thirty (30) days of the notification of the vacancy of the See being given to the Metropolitan by the Secretaries and this meeting shall be held prior to the convening of the electoral Synod. This meeting of the Executive Committee shall be chaired by the Bishop, if still in office, or by the Dean if the See is vacant. At this meeting the Executive Committee shall decide, upon a formal vote, whether the electoral Synod shall:

(i) elect a diocesan Bishop if the See is vacant; or

(ii) elect a Coadjutor Bishop, if the present diocesan Bishop is still in office. The Coadjutor Bishop will then assume the office of diocesan Bishop on the coming into effect of the resignation or retirement of the present diocesan Bishop.

Electoral Synod:

2. The Metropolitan, or the Metropolitan's duly appointed representative, shall preside over the electoral synod.

Nominees from Provincial House of Bishops:

3. The Provincial House of Bishops may nominate up to three candidates in addition to those nominated by members of Synod. There shall be no indication of the origin of these nominations.

Episcopal Election Process Committee:

4. (a) The Executive Committee shall appoint an Episcopal Election Process Committee.

(b) The Episcopal Election Process Committee shall consist of three members of the clergy and three members of the laity. The chair of the committee shall be chosen by the committee from amongst its members.

(c) The Episcopal Election Process Committee shall formulate the process for the election, subject to the approval of the Executive Committee, and shall oversee implementation of the same.

(d) The process shall not prohibit nominations being made from the floor at the time of the opening of the electoral Synod other than that of the clergy who have agreed to serve on the Episcopal Election Process Committee.

(e) Clergy, on agreeing to serve on the Episcopal Election Process Committee, shall not be eligible for nomination as a candidate for election as Bishop. If, however, the Metropolitan or the Metropolitan's duly appointed representative, shall declare the electoral Synod to be dead-locked and shall re-open the floor to nominations in the course of the proceedings of the electoral Synod, members of the Episcopal Election Process Committee shall become eligible for nomination at that time.

Voting & quorum:

5. (a) One-half of those from each Order entitled to a seat and vote in the Synod constitute a quorum at the electoral synod.

(b) At the electoral Synod the clergy and the laity shall vote separately by Order using a written ballot.

(c) The name of the candidate with the lowest number of votes in the combined Orders shall be eliminated in each round of voting except when:

(i) there are fewer than four candidates remaining; or

(ii) the candidate with the lowest total number of votes in the combined Orders receives ten or more votes in each house.

(d) Two-thirds of the votes cast in each Order shall determine the result. A valid ballot, under this provision, shall be a ballot on which a qualified voter has voted for one of the candidates eligible for election as Bishop at the time the ballot was cast.

Declaration of election:

6. The chair of the electoral Synod shall declare to the electoral Synod the name of the person elected as Bishop, and without delay shall transmit to the Metropolitan a duly attested certificate declaring the result of the election.

Resignation of present appointments held by the Bishop-elect

7. Any person elected as Bishop, and holding at the time of such election any appointment in the Church, shall resign such appointment before installation as Bishop.

Annex 1: Suggested Process — Episcopal Election

1. The Secretaries of the Synod notify the Metropolitan of the announcement of retirement, resignation, or death of the Bishop, or the vacancy of the See for any other reason, within one week of the occurrence of such event and a date for the election is set by the Metropolitan.

2. The Executive Committee appoints an Episcopal Election Process Committee.

3. The Episcopal Election Process Committee:

(i) prepares a profile of the Diocese within two months of the notification of the Metropolitan, setting out the perceived strengths and weaknesses of the Diocese;

(ii) establishes a draft budget to cover the process, and submits the same to the Executive Committee which shall set the budget;

(iii) circulates the diocesan profile and an invitation to nominate to each member of synod;

(iv) receives nominations from synod members until three weeks before synod;

(v) solicits a consent to stand for nomination and a biography from each nominee;

(vi) circulates a list of nominees and their biographies to the members of synod;

(vii) develops a process for handling nominations from the floor of the electoral Synod and compiling and circulating written biographies of such nominees from the floor;

(viii) develops of a process whereby those nominated in advance may meet with synod members prior to voting.

Canon A-2: THE DEAN OF ALGOMA

1. The Bishop may appoint one of the priests of the Diocese to be the Dean of Algoma.
2. By this appointment the Dean becomes the Senior Priest of the Diocese.
3. At the request of the Bishop the Dean may represent and act on behalf of the Bishop in matters liturgical and governmental.

Canon A-3: ARCHDEACONS

1. Archdeacons are appointees of the Bishop and are responsible solely to the Bishop.
2. Archdeacons shall assist the Bishop in the Bishop's pastoral care and office within the jurisdiction assigned the Archdeacon.
3. Archdeacons shall assist the Bishop in the administration of the Diocese in any way in which they are requested to do so by the Bishop.

Canon A-4: REMOVED – available for future use

Canon A-5: RESERVED

Canon A-6: DELEGATES TO THE GENERAL SYNOD

election:

1. a) The Synod shall, at a regular meeting of the Synod occurring at least one year before the sitting of General Synod, elect to the General Synod from the members of the Synod, by combined ballot of the clergy and lay members, that number of delegates of each order to which the Diocese may be entitled.

(a.1) The Synod shall, at a regular meeting of the Synod occurring at least one year before the sitting of General Synod, elect to the General Synod from the members of the Synod nominated by the youth delegates to Synod, by combined ballot of the clergy and lay members, one representative who will be at least sixteen years of age upon the opening of General Synod and under the age of twenty-six years upon the prorogation of General Synod.

(a.2) For the purposes of Canon A-6(1)(a.1), the term “youth delegate” means (i) a “lay delegate” pursuant to Article 3 (1)(a) of the Constitution who is between the ages of 16 and 24; or (ii) a “youth delegate” pursuant to article 1(e) of the Constitution

b) At the same time the Synod shall elect in like manner a like number of substitutes who shall, in the order of their election, take the place of the delegates of each order who after the election shall be unable for any reason to attend the General Synod.

notification of General Synod:

2. A certificate containing the names of the delegates and the substitute delegates of each order, signed by and bearing the seal of the Bishop, shall be forwarded by the Secretaries to the Secretaries of the General Synod immediately after the election takes place. substitute attending General Synod:

3. a) When a substitute delegate in either order is required to attend the General Synod, a certificate under the hand and seal of the Bishop shall be given to such delegate. In the absence of the Bishop or during a vacancy of the See, the Clerical Secretary shall issue the certificate.

b) The certificate shall state the name of the delegate in whose place the substitute shall attend, and shall entitle the substitute to a seat at the General Synod.

Canon A-7: DELEGATES TO THE PROVINCIAL SYNOD

election:

1. a) The Synod shall, at the regular meeting of the Synod occurring closest in time to the sitting of Provincial Synod, elect to the Provincial Synod from the members of the Synod, by combined ballot of the clergy and lay members, that number of delegates of each order to which the Diocese may be entitled.

(a.1) The Synod shall, at a regular meeting of the Synod occurring closest in time to the sitting of Provincial Synod, elect to the Provincial Synod from the members of the Synod nominated by the youth delegates to Synod, by combined ballot of the clergy and lay members, one representative who will be at least sixteen years of age upon the opening of Provincial Synod and under the age of twenty-six years upon the prorogation of Provincial Synod.

(a.2) For the purposes of Canon A-7(1)(a.2), the term “youth delegate” means (i) a “lay delegate” pursuant to Article 3 (1)(a) of the Constitution who is between the ages of 16 and 24; or (ii) a “youth delegate” pursuant to article 1(e) of the Constitution.

b) At the same time the Synod shall elect a like number of substitutes who shall, in the order of their election, take the place of the delegates of each order who after the election shall be unable for any reason to attend the Provincial Synod.

notification of Provincial Synod:

2. A certificate containing the names of the delegates and the substitute delegates of each order, signed by and bearing the seal of the Bishop, shall be forwarded by the Secretaries to the Secretaries of the Provincial Synod immediately after the election takes place.

substitute attending Provincial Synod:

3. a) When a substitute delegate in either order is required to attend the Provincial Synod, a certificate under the hand and seal of the Bishop shall be given to such delegate. In the absence of the Bishop or during a vacancy of the See, the Clerical Secretary shall issue the certificate.

b) The certificate shall state the name of the delegate in whose place the substitute shall attend, and shall entitle the substitute to a seat at the Provincial Synod

Canon A-8: BISHOP'S COMMISSARY & DIOCESAN ADMINISTRATOR

commissary:

1. (a) Whenever it may seem appropriate to do so, the Bishop may appoint a Commissary from among the clergy of the Diocese to carry out the administrative duties of the office of Bishop.
- (b) If the Bishop is unable to act, and there is no Commissary duly appointed, the Executive Committee may appoint a Commissary at any time.
- (c) If the Bishop is unable to act, and there is no Commissary appointed under a) or b), the Dean shall act as Commissary until: i) a Commissary is duly appointed under a) or b); or
ii) the next regularly scheduled meeting of the Executive Committee, whichever shall first occur.

Diocesan Administrator:

2. (a) If there is no Bishop, the Executive Committee shall appoint a Diocesan Administrator to carry out the administrative duties of the office of Bishop until replaced by the Executive or the assumption of office by a new Bishop.
- (b) When there is a Diocesan Administrator, the Administrator shall consult with and be advised by a Standing Committee made up of the Archdeacons.

B. Diocesan Bodies

Canon B-1: THE EXECUTIVE COMMITTEE

members of the Executive Committee:

1. The members of the Executive Committee shall remain members
 - a) In the case of those members who are members of the Executive Committee by virtue of their office, until their successors are chosen.
 - b) In the case of those members who are appointed or elected to the Executive Committee, until they resign their position, or are replaced by other members appointed or elected in accordance with the Constitution.

[see also Constitution, Article 10, s. 1]

chair of the Executive:

2.
 - a) The Bishop shall preside at meetings of the Executive Committee.
 - b) In the absence of the Bishop, the Bishop's Commissary shall preside.
 - c) In the absence of both the Bishop and the Bishop's Commissary, the Committee shall elect a Chair for the time being.

[see also Constitution, Article 10, s.3]

secretary:

- d) The Committee shall elect or appoint a Secretary as necessary.

the holding of real and personal property:

3. The Synod, by its Executive Committee, may purchase, accept, and hold, sell, exchange, let, manage, or otherwise dispose of real and personal property for the religious, charitable, educational and other objects of Synod.

[for execution of documents, see Canon C-II]

policies:

4. The Executive Committee may frame policies for its own guidance.

committees:

5.
 - a) The Executive Committee shall create committees to facilitate the business of the Diocese.

membership:

- b) At least one member of the Executive Committee shall be a member of any such Committee.

purposes

- c) Committees may be created for task forces in the areas of finance and investments, planning, property, ministry, outreach, and social service.
- d) The terms of reference of such committees will be set by each committee, in consultation with the Executive Committee.

chair:

- e) The chair of a committee shall be chosen through consultation between the Executive Committee and the Bishop.

other members:

- f) Members of a committee other than the chair:
 - (i) may be appointed or elected from the clergy and laity at large within the Diocese, and (ii) hold office at the pleasure of the Bishop and the chair.

meetings:

- 6. The Executive Committee shall meet at least three times each year, at such time and place as it may decide.
- 7. a) A special meeting of the Executive Committee may be convened at any time either
 - (i) by the Bishop or Bishop's Commissary, or
 - (ii) by any four members of the Committee.
- b) At least fourteen days' notice of such meeting, with its objects, must be given to all other members of the Committee.

report to synod:

- 8. The Executive Committee shall submit to the Synod a report of its proceedings.

Canon B-2: THE DIOCESAN COURT

definition:

Ecclesiastical offence: an offence as set out in Part 3 of Canon XVIII — DISCIPLINE of the General Synod of the Anglican Church of Canada.

initial jurisdiction:

1. Where it has been alleged that an ecclesiastical offence has been committed by:
 - a) a bishop, priest or deacon subject to the jurisdiction of a bishop, or a bishop subject to the jurisdiction of a metropolitan, or
 - b) a lay person who has been appointed, elected or commissioned to an office, appointment or responsibility in a congregation, deanery, diocese, provincial synod, or the General Synod,the Bishop or the Metropolitan, as the case may be, shall have initial jurisdiction with respect to whether an ecclesiastical offence has been committed and the penalty for it.

diocesan court:

2. There shall be a court for the trial of causes in the Diocese which shall be called the Diocesan Court for the Diocese of Algoma, hereinafter referred to as the Diocesan Court.

jurisdiction:

3.
 - a) The Diocesan Court shall hear and determine all causes referred to it by the Bishop or Executive Committee for offenses against the provisions of the Constitution or Canons of the Diocese, the Provincial Synod of Ontario, or of the General Synod of the Anglican Church of Canada.
 - b) The Bishop may refer the determination of whether an ecclesiastical offence has been committed or the determination of the penalty for it to the Diocesan Court without exercising the initial jurisdiction described in section 1.
 - c) The Diocesan Court shall hear and determine all other causes or questions which may be referred to it by the Bishop or Executive Committee.
 - d) In the event of an offence being alleged against a bishop, priest or deacon who is not on the register of the Diocese, but who is on the register of another diocese, the provisions of section 26 of Canon XVIII — DISCIPLINE of the General Synod of the Anglican Church of Canada shall be followed.

composition:

4. The Diocesan Court shall be composed of seven members selected as follows:
 - a) a president, other than the Bishop, to be appointed by the Bishop at the beginning of each regular biennial session of Synod. The function of the

president is to preside over the Court and to ensure procedural fairness. The president is a non-voting member of the Court.

- b) one clerical member, to be elected from amongst the clergy of the diocese who hold the Bishop's licence as deacon or priest and who has held a bishop's licence for a minimum of five years; this member has a vote. (1995).
- c) two lay members to be elected at the regular biennial Synod; these members have a vote.
- d) two members appointed by consensus of the other four members of the Court in order to achieve a composition for the Court which is balanced in terms of gender, age, lay and clerical; these members have a vote. If consensus cannot be reached, the Bishop shall make the appointments on the same basis.
- e) a Clerk of the Diocesan Court, appointed by the voting members and the President; the Clerk shall be non-voting and shall remain in office until resignation, death or the appointment of a new Clerk.

elections and appointments:

- 5. a) The elected members of the Diocesan Court shall be chosen at each regular Synod in the same manner as delegates are elected to General Synod, except that the candidates need not be members of Diocesan Synod.
- b) As soon as is possible after the announcement of the election results, the president shall call together the elected members of the Court in order to begin the selection of those members who are to be appointed. Appointments shall be made no later than sixty days after the close of Synod. If it is necessary for the Bishop to exercise the right of appointment, this shall be done no later than ninety days after the close of Synod.

alternates:

- 6. a) The persons placing second on the clerical ballot and third on the lay ballot for members of the Diocesan Court shall serve as alternate elected members of the Court in the event of the inability or incapacity to serve of an elected member.
- b) In the event of the inability or incapacity of an appointed member to serve on the Court, the appointment of alternate members shall be according to the principles and procedures of sections 4(d) and 5(b).

- c) No person who is or has been involved with, has an interest or conflict in, is related to, or is a supervisor or supervisee of a person involved or interested in the cause as a party or witness shall sit as a member of the Court for that cause. In this event an alternate shall sit for the hearing of that cause.
- d) If a vacancy in the membership of the Diocesan Court occurs after the hearing has commenced, the remaining members of the Court may continue the hearing and give judgment, or in their discretion direct that a new Court be convened and the hearing recommenced.
- e) Notwithstanding the foregoing, the members of a Court which began the hearing of a cause shall continue on the Court to the conclusion of that cause.

appeals:

- 7. a) If, within six months of the decision of the court, new evidence becomes known which was not available at the time of the hearing and which might reasonably have had an important bearing on the outcome of the cause, any person whose cause has been disposed of adversely may petition the Bishop for a rehearing of the cause.
- b) The Bishop may refer such a petition to the Diocesan Court for reconsideration.
- c) Appeals from the decision of either the Bishop or the Metropolitan exercising initial jurisdiction shall be pursuant to section 4 of Canon XVIII - DISCIPLINE of the General Synod of the Anglican Church of Canada.
- d) Appeals from any judgement or order to the Diocesan Court may be taken to the Provincial Court of Appeal of the Ecclesiastical Province of Ontario or to the Supreme Court of the Anglican Church of Canada pursuant to the provisions of the canons of the synods creating those courts.
- e) In the event of an appeal from its decision the Court may stay the imposition of any penalty imposed by the Court pending the outcome of the appeal or further order of the Court upon the appellant undertaking to prosecute the appeal in good faith and with due diligence.

procedure:

- 8. a) The Registrar of the Diocese of Algoma shall be the Registrar of the Diocesan Court.
- b) The Court may appoint such other officers as it finds necessary.

- c) The Court may sit at any place in the Diocese and at such time as the president of the Court may order and direct. The members of the Court may be convened by teleconference calls to deal with organizational and procedural matters.
- d) All decrees, citations, orders and other instruments under seal shall be issued by the Registrar of the Court and shall bear the date of the day on which they are respectively issued.
- e) The seal of the Court shall bear the device of the seal of the Synod of Algoma.
- f) All trials of persons charged with offenses under this canon shall be conducted according to the principles of natural justice.
- g) Without limiting the generality of the foregoing, the principles and procedures of Part 5 of Canon XVIII — DISCIPLINE of the General Synod of the Anglican Church of Canada shall be followed.
- h) No member of the Court shall divulge the sentence pronounced by it until such time as it has been transmitted to the Bishop and delivered to the parties concerned.
- i) No member of the Court shall disclose the vote of any particular member of the Court.
- j) Hearings shall be held in public except when, in the opinion of the Court, the need to safeguard the privacy of individuals in matters involving intimate or personal details would dictate a hearing in the absence of the public.
- k) Any resignation or withdrawal from church membership, office, or holy orders of an individual with a cause under investigation or before the Diocesan Court will be deemed to take effect only at the conclusion of the cause before the Court.
- l) The Diocesan Court shall give its final decision or order, if any, in writing with reasons.
- m) No action or other proceeding may be commenced in any court against the Bishop, or any member of the Diocesan Court or any of its officers for any act in good faith in the execution or intended execution of their duties under this canon.

rules:

9. a) The Diocesan Court may from time to time make such rules and regulations as are necessary for the effectual carrying out of this canon.
- b) In so doing, the Court may be guided by the Chancellor and Registrar of the diocese, and by the Rules of the Supreme Court of Appeal of the Anglican Church of Canada.
- c) The rules of the Court shall be published as an appendix to this canon.

costs:

10. a) Expenses incurred by the Diocesan Court or anyone acting under its direction pursuant to this canon shall be paid in the first instance by the Synod of the Diocese of Algoma.
- b) The costs and fees of counsel shall be in the discretion of the Court, and if awarded shall be assessed by the Registrar in accordance with the tariff or scale of costs as provided by the Ontario Court of Justice (General Division).
- c) The Court has full power to determine by whom, or to what extent, costs shall be paid. In any proceeding the Court may fix the amount of costs awarded, or may in its discretion deal with the question of costs separately.
- d) As a condition of hearing an appeal the Court may require a party to sign an agreement under seal binding them to pay to the Diocese of Algoma such costs as the Court may direct up to the amount stipulated by the Court when imposing this condition.

Canon B-3: SEXUAL MISCONDUCT AND THE DIOCESAN RESPONSE GROUP

1) Theological principles

a) Christ is the foundation of the Church, her fellowship and the model of Christian behaviour (Mark 12.10; 1 Corinthians 1.9). He respected the dignity of all human beings, and particularly those who were weak and vulnerable (Matthew 18.6; John 8.1-11) Sexual misconduct is immoral because it constitutes an abuse of power which demeans the dignity of another, and threatens the fellowship of the Church.

b) When allegations of sexual misconduct are reported, the Church must take the necessary steps to ensure that such reports are handled promptly, fairly and confidentially, so as to preserve the dignity of those involved and to protect the integrity of the Church's fellowship.

c) Special consideration must be given to those who exercise pastoral leadership and care. All pastoral leaders in the Church must pattern their lives in accordance with the gospel of Jesus Christ. They need to be wholesome examples in word and deed for the body of Christ. (I Timothy 3.1-10; Titus 1.5-9; James 3.1; 2 Peter 2.2).

d) At the same time, it must be recognized that allegations may be unfounded or malicious, and that false reports of sexual misconduct can be as damaging to individuals and the fellowship of the Church as true reports (2 Corinthians 12.20; Ephesians 4.31; Colossians 3.8; 1 Peter 2.1).

e) Members of the Church are expected to be vigilant in protecting the Church's integrity, and should not be afraid to come forward with a complaint or seek advice when sexual misconduct is suspected.

f) When a member of the Church falls into sin, the gospel of salvation demands that the Church's response reflect both the justice and mercy of God (Psalm 89.14; Isaiah 30.18).

2) Policies

a) It is the policy of the Diocese of Algoma that sexual misconduct by those who work for the Anglican Church in the Diocese of Algoma, whether lay or ordained, paid or volunteer, will not be tolerated. It must be understood and acknowledged by all who work for the Anglican Church in the Diocese of Algoma that as a condition of their work, they must accept and adhere strictly to the principles established by this Canon in relation to their duties, rights and the functions which they in their respective capacities perform in this Diocese.

b) Sexual misconduct in this Canon shall be: i) deemed to be immoral under the General Synod Canon on Discipline; and ii) an offence in contravention of this Canon.

c) All allegations of sexual misconduct will be taken as serious complaints requiring immediate action and discreet inquiry.

d) Anyone who has reasonable grounds to suspect that a criminal offence has or may have been committed by a Church worker should promptly report the suspicion and the information upon which it is based to the appropriate authorities.

e) Anyone who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion and the information upon which it is based to a children's aid society.

(Ontario's Child and Family Services Act, Section 72)

f) It is the policy of the Diocese of Algoma that none of its actions and/or inquiries, authorized by the Canon, be understood to conflict or interfere with the Civil or Criminal Law of Canada, or of the Province of Ontario, and that the rights and protections of all persons affected by such actions and for inquiries under the Common Law and the Constitution of Canada, Constitution Act 1982 (sometimes referred to as the Canadian Charter of Rights and Freedoms) be fully respected and the requirements of this Canon shall in no way be interpreted as depriving or restricting any of the rights and privileges with which such persons are endowed.

g) The role of the Response Group is not investigatory. It inquires into the substance of allegations of sexual misconduct, and makes recommendations regarding Church policy and pastoral care. The Response Group does not bear the responsibility of determining guilt or innocence.

h) In the event that civil authorities become involved in investigating the allegations, nothing shall be done under the provisions of this Canon which might impede or interfere with the investigation, and no action or proceeding shall be taken to interfere with the rights of any person affected by such complaint.

i) In the carrying out of the provisions of this Canon, every effort will be made to ensure appropriate confidentiality.

j) In situations where the complaint becomes a matter before a civil, criminal, or Church court, it should be understood that witnesses may be subject to being called under subpoena. Such witnesses could include members of the Response Group.

3. Definitions

a) Persons governed by this Canon are those who work for the Anglican Church in the Diocese of Algoma, whether lay or ordained, paid or volunteer.

b) Child: in this Canon means a person who is, or appears to be, under the age of 16 years or who is 16 or 17 years old and subject to a child protection order.

c) Sexual misconduct for the purposes of this Canon is any of the following conduct by persons governed by this Canon:

- i) sexual exploitation, or
- ii) sexual harassment, or
- iii) sexual assault (also called sexual abuse).

d) Sexual exploitation is a betrayal of trust in a relationship involving any form of sexual contact or an invitation to sexual contact with an adult by a person in a position of authority, trust or power.

e) Sexual harassment is behaviour that undermines, coerces, intimidates, humiliates or demeans an individual on the basis of gender, including, without limiting the generality of the foregoing, sexually oriented humour, unwelcome social invitations, comments about appearance, and undesired physical contact. The harasser may be of the same or opposite gender and may be a parishioner, volunteer, co-worker, member of the clergy, or any other person. Harassment may take the form of an isolated incident or a series of incidents.

f) Sexual assault (or sexual abuse) involves sexual activity against another person without his or her consent.

g) Consent is not possible in a relationship with a child or with an incapacitated adult.

h) Complainant: the person or persons bringing the complaint.

i) Respondent: the person who is accused of sexual misconduct.

4. Initial jurisdiction

a) Where it has been alleged that sexual misconduct has occurred by a person governed by this Canon, other than a bishop, the Diocesan Bishop shall have initial jurisdiction with respect to whether misconduct has occurred and the penalty for it.

b) Where it has been alleged that sexual misconduct has occurred and the person against whom the allegations has been made is a bishop subject to the jurisdiction of the Metropolitan, then the Metropolitan shall have initial jurisdiction in conformity with the Canons of the Ecclesiastical Province of Ontario.

c) Where the Bishop has declined to appoint a Response Group, the Executive Committee of the diocese may, either at its own instance, or the petition of the complainant, refer the matter to the Response Group provided that no such referral shall detract from or in any way interfere with the initial jurisdiction of the Bishop.

5. Diocesan Response Group

a) Composition

- i) Members of the Response Group shall be chosen for an inquiry from a list of appropriate potential members selected by each Deanery.
- ii) Each Deanery Council shall in its last meeting prior to the convening of Synod select at least three potential members of a Response Group, for a term running from regular Synod to regular Synod.
- iii) In selecting potential members, special consideration shall be given to the qualifications listed below (sections vi-vii).
- iv) No person who has a conflict of interest with respect to a complaint shall sit as a member of the Response Group for that complaint.
- v) A person has a conflict of interest with respect to a complaint if the person is so connected with the complaint itself or with a person who has an interest in the complaint, as to have, or appear to have, a bias with respect to the complaint. In those cases where there is a conflict of interest evident on the part of the members of the Diocesan Response Group that cannot be reconciled, the Bishop shall appeal to the Metropolitan for an appointment of a qualified person from another Diocese in the province.
- vi) The Response Group shall be composed of three members made up as follows:
 - 1) a licensed priest or deacon of the diocese who has held a bishop's license for a minimum of five years;
 - 2) a lawyer;
 - 3) and an additional person, clerical or lay.
- vii) In selecting members for the Response Group at the deanery or Episcopal level, special consideration shall be given to those with particular knowledge through training or experience in the areas of human relationship and/or sexual misconduct.
- viii) The Response Group shall have at least one member of each gender.
- ix) The members of the Response Group shall be appointed by the Bishop after consultation with the Archdeacons from the lists provided by the Deaneries. In the event that the Deanery lists do not contain individuals qualified to serve on the Response Group under the terms above, the Bishop

shall, after consultation with the Archdeacons, appoint to the Response Group any suitable individual who is a member of the Anglican Church of Canada and resident in the Diocese of Algoma. The Bishop shall inform the complainant and respondent of the membership of the Response Group before the Response Group begins its inquiry.

6. Term of office

The term of office of the Response Group will be for the duration of the inquiry and will continue until the conclusion of that inquiry, even in the event that the inquiry continues beyond the time of the diocesan synod at which the term of the Response Group members would normally terminate.

7. Chair The Response Group will select its own chairperson from its members.

8. Alternates

a) If a vacancy in the membership of the Response Group occurs after the inquiry has begun, the Bishop shall consult with the remaining members of the Response Group and shall either:

- i) continue the inquiry with the remaining members solely;
- ii) appoint a replacement member and continue the inquiry;
- iii) direct that a new inquiry be undertaken with a replacement member or members; or
- iv) terminate the inquiry altogether.

9. Responsibilities

a) The Response Group will be responsible for making an inquiry into the allegations referred to it by the Bishop and for providing a final written report.

b) The Response Group may at any point in the inquiry make recommendations for dealing with all people affected by the allegations, including but not limited to the following:

- i) the complainant, and the family and friends of the complainant;
- ii) the respondent, and the family and friends of the respondent;
- iii) the congregation or other Church community immediately involved;
- iv) any others who may be affected by the allegations.

c) Every effort will be made to ensure that all members of the Response Group are present at interviews with the respondent and witnesses, but an interview may proceed with only two members physically present.

10. Procedure

a) When a complaint with regard to sexual misconduct is made, it shall be reported immediately to the Bishop. If the complaint is against the Bishop, it shall be reported immediately to the Metropolitan of the Ecclesiastical Province of Ontario. Complaints made to the Metropolitan will be dealt with in accordance with the Provincial Canons.

b) If the Bishop is uncertain as to the Bishop's obligation under law to inform civil authorities of the complaint, the Bishop shall consult with the Chancellor.

c) In the event that the complaint does not require the involvement of the civil authorities, the Bishop may consult with the Diocesan Response Group to determine what course of action should be followed.

d) If there is reason to believe that the complainant is a child or a person who is otherwise legally incapacitated, the person to whom the allegation is made shall immediately inform the appropriate authorities as required by the laws of the civil Province of Ontario, and cooperate in any investigation.

e) The Response Group shall meet with the complainant to hear the complaint. The Response Group will inform the complainant of the right to have legal representation at this meeting, and in cases where the complainant is a child or person who is otherwise legally incapacitated, of the requirement of having a parent or legal guardian present. In the event that no such parent or legal guardian exists, the Response Group shall refer the matter to the Bishop who will appoint an appropriate individual to represent such child or legally incapacitated person.

f) The complainant will be assured that, under the process of this Canon, it is not necessary to meet the respondent face to face during the inquiries by the Response Group. Such a meeting will only be arranged with the permission of the complainant. The complainant will be informed that future proceedings may require such a meeting.

g) 1) Unless prohibited by police or court procedure, the Response Group will obtain a written complaint:

i) from the complainant if the complainant is an adult;

ii) from the parent or individual with legal custody if the complainant is a child or a person who is otherwise legally incapacitated; in the event that

no such parent or legal guardian exists, the Response Group shall refer the matter to the Bishop who will appoint an appropriate individual to represent such child or legally incapacitated person

- 2) If the complainant is unable to write their own statement then arrangements will be made to have the complainant's statement videotaped.
- h) The Response Group shall provide a copy of the written complaint to the respondent within forty eight (48) hours after it has been received. Unless prohibited by police or court procedures, the Response Group, or its delegate, will meet with the respondent and his or her legal counsel, if the respondent has chosen to have counsel present, to hear the response to the complaint. If the respondent is a child or person who is otherwise legally incapacitated, he or she must have a parent or legal guardian present. In the event that no such parent or legal guardian exists, the Response Group shall refer the matter to the Bishop who will appoint an appropriate individual to represent such child or legally incapacitated person
- i) If the Respondent does not have immediate access to legal counsel, reasonable time will be given for that to happen before the Response Group meets with the respondent.
- j) In the course of an inquiry and any disciplinary action that might need to follow, the Bishop will appoint experienced, well-respected priests to act as a Chaplain to the Complainant and family and to the Respondent and family to assure a pastoral ministry is maintained.
- k) During such an inquiry the respondent may be inhibited from the performance of any of the duties of office pursuant to the provisions of section 15 of Canon XVIII - DISCIPLINE of the General Synod of the Anglican Church of Canada.
- l) Any resignation or withdrawal from Church membership, office, or holy orders of a respondent while under inquiry by the Response Group will not necessarily terminate the inquiry.
- m) At the end of its inquiry the Response Group shall recommend in writing, with reasons, that the Bishop:
 - i) dismiss the complaint; or
 - ii) take disciplinary action; or
 - iii) take such other actions as seem appropriate.
- n) The Bishop shall report a decision, in writing, to the complainant, respondent, Response Group, and, where appropriate, affected Church communities.

o) No action or other proceedings may be commenced in any court against the Bishop, any member of the Diocesan Response Group, or their delegates, for any act in good faith in the execution of their duties under this Canon.

11) This Canon shall be so interpreted as to include and reflect the foregoing theological principles and policies.

12) The provisions of any act or Canon identified in this Canon by any number shall include the same provisions under whatever number they may appear in any amendment or any successor act or Canon.

Canon B-4: ARCHIVES

place of deposit

1. a) The Synod shall provide a secure place of deposit for the archival records of the Diocese.
- b) The archives shall be the place of deposit of all non-current Diocesan and parochial records which have been determined by the Archivist to be of significant archival value.
- c) Section 1(a) may be set aside if the Heritage Committee is satisfied that the records are held in a secure manner, and in a place in which they will not deteriorate or be damaged by the environment.

Heritage Committee:

2. a) The archives shall be administered by the Archivist under the direction of the Heritage Committee, subject to the authority of the Executive Committee.
- b) The Heritage Committee shall consist of:
 - (i) the Bishop, who shall serve as Chair;
 - (ii) the Treasurer of Synod;
 - (iii) the archivist;
 - (iv) such members as may be appointed by the Bishop, and who shall remain in office during the pleasure of the Bishop.

appointment of the archivist

3. The archivist shall be appointed by the Bishop and remain in office during the pleasure of the Bishop.

duties of the archivist

4. The Archivist shall:
 - a) provide aid and support to the Heritage Committee in stimulating and sustaining an interest in, and appreciation of, the history of the Diocese; and
 - b) preserve all diocesan archival materials of historical value, and arrange and describe them according to standard archival principles.

duties of archivist and chair of Heritage Committee:

5. The Archivist and the chair of the Heritage Committee shall:
 - a) provide access to the archives,
 - b) assist researchers in the use of the archives,
 - c) answer mail, telephone and personal enquiries, and
 - d) conduct research as requested by the Diocese, its officers, and parishes.

C. Execution of Documents

Canon C-1: THE EXECUTION OF DOCUMENTS AND THE SEAL OF THE SYNOD

the seal of synod:

1. The Seal, an impression of which appears in the margin, is and shall be the common Seal of the Incorporated Synod of the Diocese of Algoma.

execution of documents:

2. a) The Bishop, acting together with either the Chancellor, Registrar or Treasurer, is authorized to execute all deeds and documents which must be sealed, and to execute all other documents which, from time to time, must be executed on behalf of the Synod, the Executive Committee or any other Committee of Synod.

b) In the event of the Bishop's absence from the Diocese, or inability to act, the Bishop's Commissary is authorized to execute deeds and documents under this section.

c) In the event of the absence or inability to act of the Chancellor, the Registrar or the Treasurer, or any of these, the Dean, the Executive Archdeacon, and the Territorial Archdeacons are authorized to execute deeds and documents under this section.

(Adopted 2015) *execution of*

previous documents:

3. All deeds and documents affecting the temporal interests of the Diocese heretofore attested by the Bishop, and sealed with the Bishop's official seal, are hereby acknowledged as the deeds and documents of the Incorporated Synod of the Diocese of Algoma, and binding on that Synod.

Canon D-1: FINANCES

financial year:

1. The fiscal year of the Diocese shall be from January 1st to December 31st.

establishment of the general fund:

2. There shall be a General Fund to provide for the necessary expenses of the Diocese and for missionary outreach purposes.
3. The Fund shall be derived from the following sources:
 - a) an apportionment levied annually by Synod on parishes as provided for in this Canon;
 - b) special appeals authorized by Synod;
 - c) income from investments in Synod trust funds other than capital appreciation;
 - d) income from investments in The Special Purposes and Local Trusts Fund which is so designated by the source or the Executive Committee;
 - e) income from investments in The Special Purposes and Local Trusts Fund designated for missionary purposes;
 - f) income from Diocesan investments;
 - g) a synod office administration fee on income from investments in the Special Purposes and Local Trusts Fund as set, from time to time, by the Executive Committee;
 - h) a synod office administration fee with respect to the William McMurray Corporation;
 - i) rental income from any Diocesan properties administered in or through the synod office;
 - j) missionary contributions received by the synod office that are not specifically designated;
 - k) specifically designated funds received by the synod office from parishes for transmission to General Synod or elsewhere;
 - l) miscellaneous income.

disbursements from the fund:

4. The General Fund shall be disbursed, with the approval of the Executive Committee, to pay the following:
 - a) General Synod apportionments;
 - b) Provincial Synod apportionments;
 - c) designated missionary outreach work within the Diocese;
 - d) transmission of funds received by the synod office in accordance with section 3(k) above;
 - e) the stipend of the Bishop, over and above the Episcopal Endowment, and the salary of the Treasurer of the Synod and the salaries and benefits of other employees of the Synod;
 - f) stipends and other clergy benefits for all assisted parishes in the Diocese;
 - g) adequate compensation for Archdeacons, Regional Deans, and Lay Stewards while on diocesan business; any other expenditure on behalf of the Synod or the Diocese which the Synod or the Executive Committee considers appropriate.

stipends in assisted parishes:

5.
 - a) The Executive Committee may determine, at a meeting in the autumn, the amount to be required from each assisted parish toward the stipend of its incumbent for the following year.
 - b) The Executive Committee shall secure a certificate from each such assisted parish stating that the parish has agreed by resolution of its Vestry to pay the stipulated sum to its incumbent in equal monthly instalments. Such certificate is to be signed by the Chair of the annual meeting and the churchwardens.
6. The Executive Committee shall confer and arrange with the representatives of any assisted parish as to the amount to be contributed to the maintenance of a resident cleric in the following circumstances:
 - a) when there is no incumbent in the assisted parish; or
 - b) at the request of the churchwardens; or
 - c) at the desire of the Bishop.

7. No aid shall be given to any assisted parish which shall be considered by the Executive Committee to be unwilling to do its part towards the support of a cleric.
8.
 - a) No assisted parish contributing less than one-third of the amount of its cleric's stipend shall be entitled to the ministry of a resident priest or deacon.
 - b) Section 8(a) shall not apply to First Nations missions.

minimum stipend levels:

9. The Executive Committee shall determine the scale of Diocesan minimum stipend levels and other clergy benefits.

failure of an assisted parish to contribute to stipend:

10.
 - a) In every instance in which an assisted parish fails to contribute the amount assessed, the Executive Committee shall make immediate enquiries of the representatives of the congregation as to the cause of the non-fulfilment of its assessment.
 - b) The Executive Committee shall take such action as it sees fit.
11. When a cleric's stipend is paid in part from endowment, the General Fund shall be relieved by an amount equal to that received from the endowment.

The Apportionment

calculation of the Apportionment

12.
 - a) The Executive Committee shall determine, at a meeting in the autumn of each year, the total amounts required for the General Fund for the following year.
 - b) The required amounts for the General Fund, having been consolidated as a unified assessment, shall then be levied upon all parishes within the Diocese.
 - c) Parishes shall be assessed for the Apportionment on the basis of a pro-rata levy on the parish income from open offerings and identifiable offerings towards the operating expenses as shown on the annual Financial Report.

notification of parishes:

13. The Treasurer of the Synod shall advise the churchwardens of each parish at least one month prior to the Annual Vestry Meeting, of the amount of the Apportionment for that parish for the ensuing year.

raising and forwarding of the Apportionment:

14. The churchwardens of every parish shall ensure that the necessary steps are taken for raising the Apportionment and forwarding it to the Synod Office in regularly scheduled instalments, monthly.

Apportionment due:

15. The Apportionment shall be paid by December 31st in each year.

default of payment of Apportionment:

16.
 - a) A parish shall be deemed to be in default when it has failed to remit by January 31 its Apportionment for the preceding year or years.
 - b) The Treasurer of the Synod shall give to the Executive Committee the names of the defaulting parishes, as soon as the same can be ascertained, for such action as the Executive shall decide.

The Consolidated Investment Fund

establishment of the fund:

17. There shall be a fund called The Consolidated Investment Fund which shall consist of all monies placed in the Synod's hands in trust, as endowments, for short-term investment, for other special purposes, or for safe-keeping.

investment of the funds:

18. With the concurrence of any congregation from which such funds originated, the Executive Committee shall be authorized to invest any funds so derived in accordance with the Incorporated Synod of the Diocese of Algoma Act, 1953.

Canon D-2: REGARDING PROTECTION OF CHURCH OFFICERS

All parish property in the Diocese is held by *The Incorporated Synod of the Diocese of Algoma* for the benefit of the Church.

In entering into contractual obligations, to further the interests of the parish, Wardens and Incumbents do so as office holders of *The Incorporated Synod of the Diocese of Algoma*, acting within the scope of their designated authority, with the protection in law accorded to office holders acting legitimately in this role.

Such actions by Wardens and Incumbents as office holders of *The Incorporated Synod of the Diocese of Algoma* shall be in conformity with the Canons, policies and other subordinate instruments, and other directions issued by *The Incorporated Synod of the Diocese of Algoma*, its Executive Committee, its Officers and authorized individuals and subordinate committees and groups.

The Incorporated Synod of the Diocese of Algoma shall carry appropriate insurance to protect the interests of Wardens and Incumbents properly carrying out their duties as office holders of *The Incorporated Synod of the Diocese of Algoma*.

Deaneries

E. Geographical Boundaries

Canon E – 1: DEANERIES

1. The Diocese shall be divided into five geographical deaneries, as follows:
Algoma, Muskoka, Sudbury and Manitoulin, Temiskaming, Thunder Bay-North Shore.
2. The boundaries of these deaneries shall be as indicated on the map in Schedule B of these Canons.

Canon F – 1: DEANERY OFFICIALS

deanery officials:

1. The deanery officials shall consist of one Regional Dean and two Lay Stewards in each deanery.

selection:

2. a) The chair shall call a meeting of Deanery Council within the month prior to the convening of Synod to elect one of the clergy for the office of Regional Dean, and to elect Lay Stewards.

b) The election of the Lay Stewards in each deanery shall be staggered so that one such appointment expires every two years.

qualifications of Regional Dean:

3. a) To be eligible for the office of Regional Dean, a person shall have served in Holy Orders for three years.

limit on number of terms:

- b) No person shall hold the office of Regional Dean for more than three consecutive terms. A term runs from regular synod to regular synod. In the case where a clergy person has been elected to replace a Regional Dean who vacated the office (Canon F-1: Section 9), the partial term served will not count toward the three consecutive regular synods.

qualifications of Lay Stewards:

4. a) A Lay Steward shall:
 - 1 be a communicant of at least one year's standing;
 - 2 be at least eighteen years of age;
 - 3 reside in the deanery being served;
 - 4 not hold the Bishop's licence as a deacon or priest;
 - 5 at the time of election, be an elected delegate to the forthcoming Diocesan Synod.

- b) Lay Stewards once elected, continue as members of Deanery Council, the Executive Committee and synod throughout their term of office.

- c) No person shall hold the office of Lay Steward for more than 4 consecutive synods. In the case where a person has been elected to replace a Lay Steward who has vacated the office (Canon F-1 Section 9), the partial term served will not count towards the four consecutive regular synods.

responsible to Bishop:

5. The Deanery Officials shall be jointly responsible to the Bishop through the Territorial Archdeacon for the Deanery.

duties of Deanery Officials:

6. a) The Deanery Officials shall visit each parish in the deanery, at least once in each year, if possible, to confer with the clergy, churchwardens and other officers of the parish/congregation

b) On such visits the Deanery Officials shall:

- (i) examine the condition of the churches, rectories and other church buildings;
- (ii) inquire as to their insurance and inspect the insurance coverage for user groups;
- (iii) inspect the burial grounds and buildings;
- (iv) note all additions, alterations, decays and dilapidations that have occurred; discuss any building projects that have taken place since the last visit and any planned building projects requiring deanery official or Executive approval; and
- (v) determine the amount of debt and what steps are being taken for its liquidation.
- (vi) examine the fire safety plan;
- (vii) discuss accessibility concerns;
- (viii) discuss Greening of Sacred space.

c) In addition the Deanery Officials shall inquire as to:

- (i) the value and condition of any endowments, in land or otherwise;
- (ii) the amount of stipend which is contributed annually to each incumbent by the congregation, with any other help given (eg. The supplying of fuel, water, electricity, telephone, etc.);
- (iii) whether the stipend is regularly paid, and if not, to what extent it is not paid and why it is in arrears;
- (iv) in the case of assisted parishes, whether any increase in the amount contributed by the parish is possible.

d) The Deanery Officials shall further:

- (i) inspect the parish registers – Vestry Book, Marriage, Funeral, Baptismal, Confirmation, Screening in Faith Book, and other service books, and whether they are properly kept;
- (ii) ensure that an inventory of all parochial property is maintained.
- (iii) receive a report on the parish/congregation's Missional focus and its progress with its missional objectives, both successes and failures.

Vacancy of office:

7. The office held by the Regional Dean shall automatically become vacant in the event that the Regional Dean

- a) dies;
- b) is unwilling or unable to act;
- c) ceases to be a communicant;
- d) loses the Bishop's licence as deacon or priest; or
- e) ceases to reside within the deanery.

8. The office held by a Lay Steward shall automatically become vacant in the event the Lay Steward

- a) dies;
- b) is unwilling or unable to act;
- c) ceases to be a communicant;
- d) accepts the Bishop's licence as a deacon or priest; or
- e) ceases to reside in the deanery.

9. In the event that the office of one of the Deanery Officials becomes vacant before the expiry of its term

- a) the Territorial Archdeacon shall notify the Bishop of the vacancy, and
- b) within eight weeks of a), the Territorial Archdeacon shall instruct the chair of Deanery Council to convene a meeting of the Deanery Council, for the purpose of electing a person to serve the unexpired term of office.

G. Deanery Bodies

Canon G – 1: DEANERY COUNCILS

establishment of deanery council:

1. There shall be a Deanery Council within each deanery.

membership:

2. At the beginning of each meeting, a person with a dual voting role (e.g. Warden and Synod Delegate) may declare that they have a dual role, may decide to vote in one role, and may request that their second vote be transferred to a Deputy Warden or an Alternate Delegate to Synod from their Parish. The meeting minutes should reflect this situation.

The voting members of the Deanery Council shall be:

- (a) the clergy holding the Bishop's licence to serve in the Deanery;
- (b) the lay Incumbents licenced by the Bishop to serve in the Deanery.
- (c) the Deanery Lay Stewards;
- (d) the Lay Delegates to Synod from the deanery parishes or their alternates;
- (e) the three Deanery youth delegates to synod, the deanery youth representative to the Diocesan Youth Ministry Committee, and the Deanery Youth Co-ordinator(s).
- (f) the Churchwardens of the Deanery parishes or their deputies;
- (g) a representative of the Deanery Anglican Church Women;
- (h) the Deanery Warden of Lay Readers;
- (i) such other persons as the Deanery Council may decide to include.

meetings:

3.a) Each Deanery Council shall hold at least three meetings per year. These shall be convened prior to the meeting of the Executive Committee.

b) The chairperson and other officers of Deanery Council shall be elected at the same meeting Deanery of Council within the month prior to the convening of the Synod as the Lay Steward and Regional Dean.

- c) The chairperson shall be responsible for calling and holding meetings of Deanery Council.
- d) If the chairperson is unavailable, the Regional Dean shall carry out the duties of chairperson.

when no meeting is called:

4.a (i) Any six members of the Deanery Council representing at least three parishes in the deanery may petition the chair of the Council to call a meeting of the Deanery Council.

(ii) The petition shall state the reason for calling the meeting.

b)The chair shall schedule a meeting to be held not later than four weeks after the receipt of the petition.

c)If the chair does not schedule a meeting in response to the petition, or if the office of chair is vacant, any six members of the Deanery Council representing at least three parishes in the deanery may call a meeting by notifying in writing the incumbent of each parish in the deanery, or the wardens if there is no incumbent, and the Bishop, stating the reason for the meeting.

d)The meeting called according to sub-section c) shall be held at least three weeks after the incumbents or wardens have been notified.

responsibilities:

5. Each Deanery Council shall develop and strengthen the mission and ministry of the church in the Deanery and address such other areas of concern as may arise including the policies and programs referred to it from the Synod or the Executive Committee.

By-laws and committees:

6. A Deanery Council may frame its own by-laws and shall elect or appoint such committees as are required to facilitate its business and meet its canonical responsibilities. The Deanery Council shall monitor the work of these committees.

7. The Archdeacon or other member of the Deanery Council may draw any decision to the Bishop's attention.

Parishes

H. General

Canon H – 1: INCUMBENT’S HOUSING

housing for an incumbent:

1. (a) Under the authority of the churchwardens, every parish shall provide a residence for the incumbent, furnished with a stove, refrigerator, and window coverings, or shall rent a suitable accommodation, provided free and without deduction from stipend.

utilities:

b) Where a residence is required the parish shall provide fuel, electricity, water, telephone, and general maintenance.

c) The churchwardens may provide a housing allowance in lieu of a residence:

- (i) if the incumbent or the churchwardens wish the incumbent to obtain a residence of the incumbent’s own; and
- (ii) the other concurs.

share of maintenance of rectory property:

1. Where there is more than one congregation in a parish, it shall be the duty of each to bear its proper share in the repairs and maintenance of rectory property.

rectory when incumbency changes:

2. When there is a change in the incumbency of any parish, the parish shall:

- a) place the rectory in a good state of repair, and then
- b) put the new incumbent in possession of the same.

rectory when incumbent dies:

3. The family of an incumbent who has died while in the service of the parish shall be provided with suitable residence for a period of six months from the date of death, if required.

Canon H – 2: ERECTION OF CHURCHES

approval for buildings and structural alterations:

1. No church, rectory, or other building may be erected until:
 - (i) the site of the proposed building has been conveyed to the Incorporated Synod of the Diocese of Algoma: and
 - (ii) the plans, specifications, and statements of local or other contributions have been submitted to and considered by the Archdeacon and Regional Dean, who will submit them, if necessary, to the Bishop and the Executive Committee for their approval.
2. This canon applies to all structural alterations or improvements in churches, rectories, or other buildings, and the rearrangement of church or chancel furniture.

Canon H – 3: GRAVEYARDS

management of graveyards:

1. a) All graveyards belonging to the Church shall be managed by the incumbent and churchwardens of the parish to which they belong.
- b) No one shall have the right to make selections of a lot, to prepare a grave, or in any way to make use of or interfere with the graveyard without the approval and authority of the incumbent and churchwardens.
- c) No one shall have the right to officiate at a funeral within the parish without the consent of the incumbent.

duties of vestries:

2. The vestry of every parish shall:
 - a) have every graveyard belonging to the parish/congregation within its jurisdiction surveyed or divided into lots and graves; and
 - b) have prepared a plan showing the location and size of the lots and graves; and
 - c) sell or assign the lots and graves at a price determined by them; and
 - d) make regulations for the management of the property.

duties of incumbent and churchwardens:

3. The Incumbent and churchwardens shall:
 - (a) keep the property in good order, and protect it by proper fencing and care from invasion, injury, and desecration; and
 - (b) collect all money due on account of lots sold and disburse it for the maintenance of fences and grounds.

perpetual care fund:

4. a) Every parish owning a graveyard, including memorial or scattering gardens, shall set up a Care and Maintenance Fund for maintenance of the graveyard as required by the Funeral, Burial and Cremation Services Act.

role of Regional Dean:

- b) The Regional Dean in each deanery shall have supervision of such graveyards and report and advise on necessary expenditures for maintenance.

Canon H-4: SCREENING IN FAITH

requirement for screening programs

1.
 - a) Every parish that runs programs or services for children, youth, or vulnerable adults shall implement a screening program.
 - b) Diocesan and Deanery organizations which sponsor programs or services for children, youth, or vulnerable adults shall implement a screening program.
2. Special consideration must be taken in high risk ministry situations where volunteers or paid staff have direct care of, or direct access to vulnerable persons or church assets.
3. A person can be considered vulnerable when they have difficulty protecting themselves for any number of reasons, including age, disability, or temporary personal crisis.

Screening in Faith principles

4. In the development of a screening program, the following principles shall be considered:
 - a) Determine the risk, according to the discerned level of risk;
 - b) Volunteer Ministry Description;
 - c) Recruitment Process;
 - d) Application Form;
 - e) Interview;
 - f) Reference Checks;
 - g) Police Records Check;
 - h) Orientation and Training;
 - i) Supervision and Evaluation;
 - j) Participant Follow-up.

5. The incumbent and wardens of every parish or congregation shall together fill out a Screening Participation Report, in a format approved by the Diocesan Executive Committee. This report shall be published annually in the Vestry Reports, along with the Screening in Faith principles mentioned in s. 4. The Report shall also be submitted annually to the Synod Office and the Territorial Archdeacon by February 28th for the preceding year.
6. All Diocesan and Deanery organizations sponsoring activities or events under s. 2 shall submit the Screening Participation Report to the Diocesan Executive Committee annually by February 28th for the preceding year.

(For further information and missional statement see the Screening in Faith page under Ministry Resources on the Diocese of Algoma Website; Screening in Faith, Volunteer Canada, 1999; and the Parish Screening and Program Management Kit, Diocese of Algoma, 2002.

Canon H-5: ESTABLISHMENT AND DISSOLUTION OF CONGREGATIONS AND PARISHES

Definitions:

Bishop: The Bishop of Algoma

Congregation: As defined in the Constitution, a congregation is a group of persons who gather regularly for worship and who hold an Annual Vestry meeting in accordance with Canon J-1. Any amendment changing this or other definitions in the Constitution will also change the definition in this Canon in conformity with it.

Executive Committee: The Executive Committee of the Diocese as established by the Constitution of the Synod.

Ministry Costs: Ministry costs include the full payment of the costs of operating any buildings associated with the congregation or parish, stipend, apportionment, and debt including building loans.

Parish: As defined in the Constitution, a parish is a congregation or group of congregations served by an Incumbent. A parish includes an assisted parish and a self-supporting parish unless otherwise stated.

1. Where it appears to the Bishop that it would be in the best interest of the Diocese to establish a new congregation, the Bishop may bring before the Executive Committee a Resolution to establish this new congregation. After consideration the Executive Committee may enact this Resolution and establish this new congregation.
2. As has been the custom of the Diocese since the formation of the Synod, the Bishop may establish a congregation or congregations as a parish, after consultation with the Executive Committee, and appoint an Incumbent to the parish in conformity with the applicable Canon on appointments.
3. As has been the custom of the Diocese since the formation of the Synod, the Bishop may divide a parish into two or more new parishes, consolidate two or more parishes into a single new parish, transfer a congregation between parishes, or transfer one or more congregations from a dissolved parish to another parish or parishes, after consultation with the Executive Committee, and appoint such new Incumbent or Incumbents as the Bishop finds appropriate in conformity with the applicable Canon on appointments.
4. The Executive Committee may, with the concurrence of the Bishop, enact a Resolution dissolving a congregation or parish. The Executive Committee may enact such a Resolution of Dissolution only after:

- a) Considering the advice of the affected congregation or parish through consultation and as expressed by Resolution enacted by its Vestry where such a Vestry is still functioning; and
- b) Considering the advice of the Deanery Officials and the Archdeacon of the affected Deanery; and
- c) After the Executive Committee is satisfied that such a dissolution is in the best interest of the Diocese as a whole because:
 - i. Such a dissolution will strengthen the mission and ministry of the Diocese in the affected area;
 - ii. Or, where the cause is the congregation's or parish's inability to financially support its ministry costs, after taking into consideration any financial assistance to the congregation or parish which the Executive Committee deems appropriate, that reasonable measures have been taken to give the congregation or parish the opportunity to make its ministry financially sustainable, and that the congregation or parish has not been able to do this.

I. Parish Officers

Canon I-1: APPOINTMENTS TO CHARGES

assisted parishes:

1. The Bishop shall have the right to present and appoint clergy to assisted parishes. Before the appointment of an Incumbent is made to a parish, the Bishop shall consult with the parish church board.

interim incumbent:

2. The Bishop may appoint an interim incumbent between incumbencies.

appointment of an incumbent to a parish:

3. A vacancy in the incumbency of a parish shall be filled as set out in this section.

concurrence committee:

- a) The parish shall act through a concurrence committee of between three and seven communicants of at least the age of eighteen, who shall be elected at a vestry meeting.
- b) The concurrence committee may be elected at any time after the bishop has announced a pending vacancy.

parish profile:

- d) The concurrence committee shall draw up a parish profile as a resource for the selection of a new incumbent. Members of the parish shall be consulted in drawing up the profile.

nomination of clergy by the Bishop:

- e) The Bishop shall provide a list of one or more nominees for the position of incumbent.

consideration of the Bishop's nominees:

- f) The concurrence committee shall consider the Bishop's list. If the concurrence committee fails to concur in one of the nominees, the Bishop shall, at its request, provide another list.

if no concurrence:

g) If the concurrence committee fails to concur after the presentation of three consecutive lists within a six month period from the date of the presentation of the first list, the Bishop may make a further nomination or make an appointment.

Bishop's right of appointment:

4. Notwithstanding the foregoing, the Bishop shall have the right of appointment to any parish:

- a) which requests the Bishop to make the appointment, or
- b) which is in arrears to the Diocese with regard to stipend, transportation grant, or apportionment or
- c) which is not an assisted parish, but which is unable to offer a full-time stipend, and after consultation with the wardens.

Celebration of New Ministry in parishes:

5. Upon the appointment of an incumbent to a parish, a date shall be set for the Celebration of A New Ministry, such date to be as soon as possible but in any event no later than ninety days after the effective date of the appointment.

licensing:

- 6. a) No bishop, priest or deacon shall exercise an ordained ministry within the Diocese without a license or informal permission from the Bishop.
- b) The issuance or termination of a license or informal permission to exercise an ordained ministry is the exclusive prerogative of the Bishop.
- c) A licensee is required to maintain the confidence of the Bishop with respect to sound teaching, diligence, and exemplary Christian living.

termination of appointments:

7. Appointment to a charge may be terminated or amended:

- a) by the resignation of the appointee: after giving three months' advance notice in writing to the Bishop. Upon the request of the appointee the Bishop may waive, in whole or in part, this advance notice of resignation;

b) in the case of an appointment to a charge for a specified term: at the conclusion of the term or as may be otherwise mutually agreed upon in the covenant establishing the term appointment. In the absence of such a mutual agreement any continuation of the term shall be deemed to be an extension of the term from month to month;

c) in the case of an appointment to a charge for an unspecified term:

i) in accordance with a notice given under s. 8 of this Canon, or ii)

upon payment of compensation in lieu of such notice;

d) for cause or fault on the part of the appointee, which cause or fault is detrimental to the life of the church;

e) upon a Bishop or court of competent jurisdiction under General Synod Canon XVIII: Discipline pronouncing a sentence of:

i) suspension from the exercise of ministry or office;

ii) deprivation of office or ministry, or

iii) deposition from the exercise of ministry.

termination of an appointment by notice:

8. a) An appointment may be terminated by notice by:

(i) the Bishop with the concurrence of the Executive Committee, chaired by a member other than the Bishop; or

(ii) by the Executive Committee, chaired by a member other than the Bishop, with the concurrence of the Bishop.

b) (i) The notice period shall be three weeks for each year of service in the Diocese of Algoma, plus such additional notice as may be specified in the original Letter of Appointment, but failing a Letter of Appointment one week for each year of service in licensed ministry elsewhere in the Anglican Church of Canada. In no case shall the notice period be less than three months or more than eighteen months.

(ii) Stipend and benefits shall be paid for a minimum of three months, and then from month to month until the month in which the appointee commences other employment, or until the end of the notice period, whichever comes sooner. Further payments after

the three month minimum period shall be conditional on the appointee actively seeking suitable alternative employment.

appeal of revocation:

9. *Appointments Tribunal*

a) There shall be an Appointments Tribunal composed of three members.

jurisdiction:

b) The Appointments Tribunal may hear appeals:

- (i) when an appointment to a charge has been terminated or amended for cause: as to the existence of cause;
- (ii) when an appointment to an office has been terminated or amended upon notice: as to the calculation of the length of notice;
- iv) when an appointment to a charge has been terminated or amended with compensation in lieu of notice: as to the calculation of the amount of compensation.

composition:

c) The members of the Appointments Tribunal shall be selected as follows:

- (i) one person appointed by the Bishop;
- (ii) one person appointed by the appointee;
- (iii) one person, who shall act as chair, appointed by the other two.

powers of Tribunal:

(d) On appeal against termination or amendment of an appointment to a charge for cause the Appointments Tribunal shall determine whether cause existed for revocation of the appointment without notice. If the Appointments Tribunal finds that cause existed, it shall dismiss the appeal. If it finds that cause did not exist, it may restore the appointment or make such other order as it considers just.

(e) On appeal against termination or amendment of an appointment to a charge on notice or with payment of compensation in lieu of notice, the Appointments Tribunal shall determine whether the calculation of the length of notice or the amount of compensation was correct. If it was correct, then it shall dismiss the appeal. If it finds

the calculation was in error, then it shall calculate the correct length of notice or amount of compensation.

Canon I-2: SIGNING OFFICERS

The signing officers of the congregation shall be one of the churchwardens and any one of the incumbent, the churchwardens, the treasurer, or such other member of the congregation who is appointed by the vestry.

Canon I-3: CHURCHWARDENS

Definitions:

Board: The term 'board' shall encompass church board, parish council, advisory board, board of management or any term given to the parish/congregation leadership team.

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.
- 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.
- e) If either the incumbent or the vestry decline or neglect to appoint a warden, the vacancy shall be filled by the other party.
- f) A churchwarden may not serve in this office in more than one parish or congregation at a time.

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.

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* and
- (b) to give leadership in the parish/congregation by regular worship, example and generosity
- (c) to develop, along with the incumbent and board, a missional focus for the congregation and to take an active role in building a healthy congregation
- (d) to give leadership to raise the income necessary to meet the approved expenses of the parish/congregation including the payment of apportionment, all stipends, salaries, and benefits
- (e) 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
- (f) at the annual vestry meeting to present a balance sheet of the accounts of the parish/congregation; a financial report for the previous calendar year and a budget for the current year, including the Diocesan requirements for apportionment.
- (g) 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
- (h) to pay the apportionment, incumbent's stipend and benefits promptly to the Synod Office. The stipend and apportionment are the highest priority for parochial funds.
- (i) to ensure that there is appropriate insurance for both the contents and all buildings of the parish/congregation
- (j) to provide a public liability policy, including comprehensive bodily injury and non-owned automobile insurance
- (k) to make the policy or policies payable to the Incorporated Synod of the Diocese of Algoma
- (l) to send the receipt and policy, or report the possession of them, to the Synod Office;
- (m) 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;
- (n) to secure the warmth, cleanliness, lighting, and ventilation of the church;

- (o) to provide and use such books and documents as the Bishop may from time to time require; and
- (p) together with the incumbent to submit to the Synod office such annual reports as are required, within the prescribed time; and
- (q) to file reports, as required, to the Canada Revenue Agency (CRA)

[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](#)]

Canon I-4: LAY READERS AND EUCHARISTIC ASSISTANTS

categories of lay readers:

1. There shall be two categories of Lay Readers in the Diocese:

- a) Parochial Lay Reader;
- b) Diocesan Lay Reader.

duties of lay readers:

2. Lay Readers (Parochial or Diocesan) must be regular in participating in the worship of the Church and in receiving Holy Communion. They must be active in the support of their parish or congregation in time, talents and financial resources.

nomination of parochial lay readers:

3. a) The nomination to the office of Parochial Lay Reader shall be submitted by the incumbent to the vestry, giving evidence of the person's baptism and confirmation, as well as their competence and background.

b) Parochial Lay Readers shall enter a covenant with the incumbent and parish annually. *covenant of parochial lay reader:*

c) The covenant of a Parochial Lay Reader automatically terminates on the installation of a new incumbent in that parish.

d) As a general rule Parochial Lay Readers shall be trained and shall serve within the parish to which they are covenanted. The Parochial Lay Reader may serve in another parish at the invitation of the incumbent with the consent of the Lay Reader's own incumbent.

supervision of parochial lay reader:

e) In all matters relating to the conduct of the service, to the sermons or homilies to be read, and to the proper dress or attire, the Lay Reader shall conform to the direction of the incumbent or the Lay Reader's ecclesiastical superior, and, in all cases, to the direction of the Bishop. A Parochial Lay Reader may deliver sermons under the direction of the incumbent.

lay persons assisting in worship:

f) Lay persons not covenanted as Lay Readers may assist the incumbent on occasion in the conduct of public worship in their own parish or congregation.

appointment of diocesan lay readers:

4. a) Diocesan Lay Readers shall be appointed by the Bishop.
- b) As a general rule candidates for appointment as Diocesan Lay Readers shall be recommended by their Deanery Council and either the Archdeacon or Regional Dean.
- c) Candidates shall undergo such training as the Bishop considers suitable.
- d) Diocesan Lay Readers will function under the Archdeacon of the deanery in which they reside.
- e) Honourary Diocesan Lay Readers may be appointed at the sole discretion of the Bishop.

duties of Diocesan Lay Readers:

f) Diocesan Lay Readers may serve anywhere in the Diocese at the discretion of the Bishop, and may be assigned pastoral or administrative responsibilities in a congregation without a deacon or priest.

renewal of licences:

5. a) The licences of Diocesan Lay Readers expire annually and may be renewed at the discretion of the Bishop. Renewal shall be determined on the basis of the Diocesan Lay Reader's continuing interest and qualification as indicated in an application to the Bishop and the Warden of Lay Readers made by the Diocesan Lay Reader's local ecclesiastical superior.
- b) The licence of a Diocesan Lay Reader may be revoked by the Bishop at any time.

services:

6. Lay Readers may read or sing the following offices or parts of them, and shall observe the limitations specified:

- (a) morning and evening prayer, omitting the absolution;
- (b) the litany;

- (c) the penitential office;
- (d) in the order of Holy Communion: the epistle, the gospel (where there is no deacon), the commandments, the intercessions, the invitation, and the comfortable words;
- (e) such other services or portions of them as may be authorized by the Bishop in special circumstances;
- (f) sermons or homilies.

attire:

7. a) Parochial Lay Readers are entitled to wear a blue scarf or the Algoma lay reader's medal on a blue ribbon provided by the parish.

b) Diocesan Lay Readers are entitled to wear a blue scarf and the Diocesan Lay Reader's medal provided by the Diocese.

eucharistic assistants:

c) Eucharistic Assistants need not be Lay Readers, but shall enter a covenant for this ministry with the incumbent and parish. The covenant shall be renewed annually.

i) Eucharistic Assistants shall be appointed on the recommendation of the incumbent and vestry.

J. PARISH BODIES

Canon J-1: VESTRIES

Composition

1. All persons shall be entitled to vote in the vestry of a congregation in the Diocese who:

- a) are baptized; and
- b) are of full age of 16 years; and
- c) are habitual attendants at Divine Service in the congregation; and
- d) have contributed during the year immediately preceding to the working expenses of the parish/congregation.

calling of a vestry meeting:

2. a) A vestry meeting may be called:

- (i) by the incumbent;
- (ii) by the churchwardens in the case of the incumbent's refusal or inability to act.

b) Any vestry meeting, including the regular annual vestry meeting, shall require notice to be given on the two Sundays on which services are held preceding the meeting.

c) A vestry meeting shall be called by the incumbent if at least four members of the vestry make such a request in writing.

d) If the incumbent or churchwardens refuse to call a meeting after a written request as outlined in c), one week later any four members of the vestry may call a meeting by posting a notice on the outer door or doors of the church at least one week prior to the intended meeting.

e) If none of the elected delegates or alternate delegates from a parish can attend Synod, then a special vestry meeting may be called with the sole agenda item to elect a new Synod delegate without the notice requirements contained in Canon J-1, Section 2b, in a situation in which it would not otherwise be possible to hold a special vestry because of the notice requirement.

quorum at a vestry meeting:

3. Three qualified lay persons constitute a quorum at a vestry meeting.

annual vestry meetings:

when held:

4. a) There shall be an annual meeting of the parishioners in each congregation.

business:

b) At the annual meeting the parishioners shall:

- (i) receive and approve the accounts for the past year;
- (ii) approve the budget for the ensuing year; and
- (iii) appoint and elect churchwardens, financial reviewers, and other officers for the ensuing year.

c) Business conducted at the annual meeting should be guided by, and serve a clear vision for discipleship formation and mission. Beyond tending to the operational concerns of the parish, the annual meeting should consider its efforts in discipleship formation and mission by reviewing the aspirations, activities and outcomes of the previous year, and attending to the objectives and anticipated outcomes for the year ahead, including:

- (i) Outward engagement with the surrounding community and with those not involved with the church;
- (ii) Initiatives designed to help existing church members deepen their discipleship as members of the body of Christ;
- (iii) Deliberate processes of welcome and follow-up with guests and newcomers, and of introducing and incorporating individuals into life in Christ.

the conduct of an annual meeting:

chair:

5. a) The incumbent shall preside. In the incumbent's absence, the qualified voters present shall elect a chair.

agenda items:

b) The following items shall be dealt with:

- (i) Opening prayer.
- (ii) Announcement by the incumbent or chair of the Diocesan Canon governing the holding of vestry meetings, especially the part relating to the qualification of those entitled to participation.
- (iii) Election of a vestry clerk, where it is desirable to elect such an officer.
- (iv) Reading and confirmation of the minutes of the last annual and subsequent vestry meetings.
- (v) Unfinished business, if any.
- (vi) Review of Missional Objectives and Outcomes for previous year

- (vii) Annual statistical report
- (viii) Presentation and adoption of the churchwardens' financial report.
- (ix) Presentation and adoption of reports of parochial ministries and organizations, summarizing the aspirations, activities, and outcomes of the previous year, and sharing objectives and anticipated outcomes for the year ahead.
- (x) Presentation and adoption of the annual Screening In Faith Participation Report.
- (xi) Incumbent's Charge to Vestry
- (xii) Announcement of appointment of incumbent's warden for ensuing year.
- (xiii) Approval of Parochial Lay Readers and Eucharistic Assistants.
- (xiv) Election of people's warden and other officers.
- (xv) Overview of Missional Objectives and outcomes for ensuing year.
- (xvi) Setting of operating budget for ensuing year.
- (xvii) New business and initiatives
- (xviii) Closing prayers.

Canon J-2: CHURCH BOARDS

Definition:

Board: The term 'board' shall encompass church board, parish council, advisory board, board of management or any term given to the parish/congregation leadership team.

church board:

1. a) There shall be a church board in each parish.
- b) In parishes with more than one congregation, there may be one board for the parish and/or one for each congregation.

duties:

2. The board shall assist the incumbent and churchwardens in carrying out their duties, advise them on the spiritual and temporal affairs of the congregation, and implement policies and decisions of the congregation's vestry meetings, the synod, and the Bishop.

name of the board:

3. The vestry shall choose the name of the board.

membership:

4. a) The board shall consist of:
 - i) the incumbent or interim;
 - ii) churchwardens and deputy churchwardens;
 - iii) lay delegate(s) to synod; and
 - iv) treasurer, if appointed
[Canon I-3 Par. 3 b)].
- b) The vestry may include the following positions on the board:
 - i) vestry clerk;
 - ii) alternate delegate(s) to synod;
 - iii) members at large appointed by the Incumbent, not to exceed the number of members at large elected or appointed by the vestry [4. c) (ii)] ; and

- iv) assistant curate.
- c) The vestry may also include the following positions on the board and shall elect/appoint people to these positions:
- i) secretary;
 - ii) members at large;
 - iii) youth member(s), aged 16-24 years; and
 - iv) the chairs of committees of the board
- d) The vestry may empower the board to appoint these positions to the board, for a stated period of time, as the need arises:
- i) representatives from parish groups.

chair and secretary:

5. a) The incumbent or a churchwarden shall chair the board meeting; if they decline to act as chair then the board shall elect a chair from amongst its members.

b) The vestry clerk may keep the minutes, or the secretary elected by vestry, or the board may elect a secretary from amongst its members.

vacancy on the board:

6. a) With the exception of the incumbent or interim, or assistant curate, when a member of the board has missed three consecutive meetings of the board, the board may pass a resolution requesting the incumbent and wardens to declare the position vacant.

b) If the position is declared vacant,

- i) in the case of a member elected or appointed by vestry, a vestry meeting shall be called to replace that member.

- ii) in the case of a member at large appointed by the incumbent, the incumbent may appoint a replacement.

meetings and quorum:

7. a) The board of a year-round parish or congregation shall meet at least quarterly.

b) A quorum of a meeting of the board shall consist of one third of the members who compose the board including the incumbent or the incumbent's designate, and one churchwarden.

committees and by-laws:

8. A board may frame its own policies and elect or appoint such committees as are required to facilitate its business. The board shall monitor the work of these committees.