

## **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:
    - (i) be a communicant of at least one year's standing;
    - (ii) be at least eighteen years of age;
    - (iii) reside in the deanery being served;
    - (iv) not hold the Bishop's licence as a deacon or priest;
    - (v) 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 four 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 (e.g. 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.