

## 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) with the incumbent, to appoint, if they so desire, a treasurer to assist them by keeping the accounts and paying all bills promptly, as directed by the churchwardens and the incumbent.
  - 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 D-4; Canon G-1; Canon H-1; Canon H-3; Canon H-4; Canon I-2; Canon J-1; Canon J-2]