

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.