

## 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.

### *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.