

# Canons

## of the Diocese of Athabasca

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## Canon I Additional Members of Synod

- a) Each deanery may elect two (2) youth delegates who shall be at least fourteen (14) years of age.
- b) The bishop may appoint up to five (5) members at large.
- c) Pastors of shared ministries who are not clergy of the Anglican Church of Canada, or of a church in full communion with the Anglican Church of Canada, shall be honorary members of synod with voice and vote except in matters of faith and order.
- d) The ACW Co-ordinator.

October 2010

## Canon II Diocesan Officials

- a) The **Executive Archdeacon** shall be the administrative officer of the diocese. Such person shall assist the bishop in the administration of the diocese.
- b) The **Diocesan Dean** shall be appointed by the bishop and shall be the senior pastor to all licensed clergy.
- c) The **Chancellor** shall be a member of any court in Alberta, or a member in good standing in the Alberta Bar Association. Such person shall advise the bishop and the synod on all legal matters.
- d) The **Registrar** shall be appointed by the bishop with the approval of the executive council. Such person shall have custody of and be responsible for all official legal documents as provided for in *Regulations*.
- e) The **Secretary** of the diocese shall be appointed by the bishop with the concurrence of the executive council. Such person shall perform all the duties usually required of a secretary and such as shall from time to time be assigned by the bishop, in accordance with *Regulations*.
- f) The **Treasurer** shall be appointed by the bishop with the approval of the executive council. The various diocesan funds shall be managed by the treasurer who shall have custody of all monies in the name of the diocese. Such funds shall be dispersed as provided for in *Regulations*.

June, 1994

### Canon III Regional Deans

- a) The deanery chapter shall nominate a regional dean from among their clergy but the appointment does not become effective until confirmed by the bishop.
- b) Regional deans shall assist the bishop in the pastoral care of the clergy and parishes in the regional deaneries and shall carry out such duties as may be assigned to them. They shall be responsible to preside at meetings of the deanery chapter and at deanery conferences.
- c) The dean shall call a deanery meeting should the office of regional dean become vacant.
- d) The membership of the deanery chapter shall include the regional dean as chair, all licensed clergy in the deanery, any lay ministers in charge of parishes in the deanery, all wardens and treasurers, and additional lay members appointed by each parish within the deanery in numbers equal to the number of synod delegates to which each parish is entitled.

October 1997

### Canon IV Clergy and Lay Ministers

- a) In all parishes the bishop shall consult with the parish council, vestry, or other appropriate body before the appointment of an incumbent or of a clerical or lay assistant.
- b) Resignation of an incumbent shall be submitted to the bishop at the age of 65 years. The incumbent may continue to hold office at the request of the parish and with the consent of the bishop. This consent shall be reviewed annually.
- c) All clergy in the diocese shall subscribe to the oaths and subscriptions required by the Ecclesiastical Province of Rupert's Land.
- d) Clergy shall give two (2) months written notice of resignation from a parish to the bishop. The bishop may consider a variance of notice with the consent of the incumbent and the parish or parishes involved.
- e) The bishop shall have the right to appoint stipendary lay ministers and lay readers who have been recommended by the vestry.

June, 1994

### Canon V Parish Councils

- a) There shall be a parish council when two (2) or more parishes are organized as a multi-parish. One (1) or more parishes may dispense with a vestry and have only membership on the council.
- b) The bishop, with the concurrence of the executive council, shall issue a charter to each multi-parish with the terms of its organization that have been agreed upon, especially the authority and responsibilities between vestry and parish council.

- c) The incumbent of the parish and the wardens are ex-officio members of the parish council.
- d) The maximum membership shall be established by the parish bylaws.
- e) The parish council shall elect its own chairperson.
- f) Members of the parish council may be elected by the parishioners meeting collectively, or representatives to the council may be elected by each parish. The council shall have such authority as that agreed upon by the participating parishes.
- g) Parish councils may make their own rules of procedure that are consistent with the agreement with the congregations or charter.
- h) A quorum shall consist of not less than fifty (50) percent of the membership.
- i) The council shall decide how the lay delegates to synod are to be apportioned among the various congregations based on the total multi-parish membership.
- j) The council shall elect one of the peoples' wardens as their ex-officio member of synod.

June, 1994

### Canon VI Parish Vestry

- a) The vestry shall consist of elected parish members, the incumbent, other clergy licensed to the parish, wardens, and deputy wardens, if any.
- b) The vestry shall elect its own chairperson.
- c) Vestry shall have a quorum, when due notice has been given, of at least fifty (50) percent of its members present, and at least one warden.
- d) The chairperson shall call regular meetings, and any additional meetings when requested by the incumbent, the wardens, or by one third of the vestry members.
- e) In the absence of the chairperson, or in the case of the chairperson's refusal to act, the incumbent or wardens shall assemble the vestry.
- f) The vestry shall be responsible for carrying out the administration of the parish on behalf of the congregation and for providing the necessities for the worship and work of the parish.
- g) A deputy warden may also be elected by the congregation to act for either warden at their request.
- h) Newly elected persons shall not take office until the completion of all the business of the meeting at which they were elected.

June, 1994

## Canon VII Parish Membership

- a) Each parish shall maintain a parish roll of all individuals who:
  - i. are baptized
  - ii. identify with the Anglican Church
  - iii. demonstrate genuine interest in the parish.
- b) Everyone on the parish roll fourteen (14) years of age and over shall be considered a registered parish member.

October, 2014

## Canon VIII Parish Meetings

- a) Annual, general and special meetings of the congregation may be held at the request of the incumbent or vestry for either the parish as a whole or for the individual congregation.
- b) The congregation must be given at least seven (7) days notice before a parish or congregational meeting is valid.
- c) Annual meetings shall be held after the end of the calendar year and before February 15 following.
- d) A person of the full age of fourteen (14) years and whose name is on the parish roll may vote at the annual meeting, and hold any lay office in the parish, except the office of warden or treasurer in which case the parish member must be at least eighteen (18) years of age.
- e) The incumbent shall act as the chairperson of all congregational meetings unless delegating such office. When requested the incumbent may preside at the election of officers for parochial organizations.

October, 2014

## Canon IX Synod Delegates

- a) Elected delegates to synod must be parish members and have been so for at least one (1) year.
- b) The election of lay delegates shall take place at a congregational meeting or as otherwise provided for in the parish bylaws not later than thirty (30) days prior to the opening of synod.
- c) In multi-parishes lay delegates may be chosen at a joint meeting or by the individual parish as provided in their charter.

October 17, 1997

## Canon X Parish Wardens

a) The peoples' warden shall be elected at the annual parish meeting or special meeting of the congregation. As an officer of the parish, the peoples' warden is the chief representative of the parishioners. Duties shall be a special interest in the well-being of the parish and as provided in *Regulations*.

b) The rector's warden shall be appointed at the pleasure of the incumbent. Appointment is to be made previous to the election of the peoples' warden. Duties shall be as a consultant and confidant to the rector and as provided for in *Regulations*.

June, 1994

## Canon XI Expenditures

a) Routine monthly expenditures shall be under the direction of the wardens. Emergency expenditures may be dealt with by the wardens and reported to the vestry. All other expenditures shall require the consent of the vestry.

June, 1994

## Canon XII Church Building and Repairs

a) No new building or major alterations of existing buildings of any church, parish hall, or rectory shall be made by any parish until the plans, proposals, and other information in connection therewith have been approved by the executive council as provided for in *Regulations*.

June, 1994

## Canon XIII Designated Funds

a) A congregation or vestry may establish a designated fund for a particular project if first authorized by the bishop and retained in a separate banking account.

b) The fund must be used for the designated purpose unless a variance is granted by the executive council and signed by the bishop. Application for such a variance shall be made on at least the following grounds:

- i. the purpose of the fund is no longer relevant
- ii. there are surplus funds
- iii. reasonable effort has been made to notify all donors.

June, 1994

## Canon XIV The Parish Treasurer

- a) The vestry shall appoint a treasurer to keep an accurate accounting of all monies received and dispersed by the vestry.
- b) All funds will be deposited in a recognized financial institution designated by the vestry and dispersed in keeping with recognized business practices. The treasurer shall pay accounts authorized by the vestry.
- c) All cheques or dispersal authorizations must be signed by the treasurer and a warden or by two wardens. A congregational meeting may designate an additional signing officer in addition to the treasurer and wardens, in which case any two of the four shall sign.

October, 2012

## Canon XV Audit of Accounts

- a) Parish accounts shall be audited at the end of each fiscal year by an accounts examiner or a competent person appointed by the vestry.

June, 1994

## Canon XVI Parish Bylaws

- a) Each parish shall establish their own bylaws as approved by the congregation and executive council.

June, 1994

## Canon XVII Parish Review

- a) There shall be a review of the life and ministry of a parish every three (3) years and a presentation made to a duly constituted meeting of parishioners with the bishop or other diocesan official presiding. Procedure shall be according to *Regulations*.

June, 1994

## Canon XVIII Conciliation Board

- a) The bishop shall appoint a conciliation board consisting of one (1) clergy and two (2) laity on request of an incumbent, vestry of a parish, or at least ten (10) parishioners of a parish to mediate conflicts that have not been otherwise resolved.
- b) The board shall make its recommendation to the bishop who shall take appropriate action.

June, 1994

## Canon XIX Real Estate and Property

- a) No parish-related property shall be sold or disposed of without the consent of the executive council and the parish concerned, and the approval of the bishop.
- b) Upon disestablishment of a parish, all property, both real and personal, formerly held by that parish shall vest in the diocese.

June, 1994

## Canon XX Cemeteries

- a) Parishes which have the care of cemeteries and columbaria shall abide by any applicable ***Regulation*** and comply with the provisions of the Cemeteries Act of the Province of Alberta.

June, 1994

## Canon XXI Amendments

- a) The canons may be amended after consideration by the executive council and voted on by synod as a whole with a two thirds majority, or by a majority of each order. Before a vote is taken the bishop may direct a vote by orders on the application of at least four (4) members.

June, 1994