

CANON 35

PARISH GOVERNMENT

Revised Canon adopted by Synod 2001; Amended by Synod 2006

TABLE OF CONTENTS

TOPIC

Basis of Canon and Purpose of a Parish1
Interpretation.....1
Parishes and Congregations as Functioning Parts of Regions3
Parish Corporations.....3
Parish Councils4
Church Councils.....9
Wardens12
Secretary13
Treasurer13
Meetings.....14
Ministries20
Transitional Provisions24

BASIS OF CANON AND PURPOSE OF A PARISH

- 1 This Canon is based on the concept of shared ministry with special emphasis on the role of the parish council.
- 2 The purpose of a parish is to live the plurality of the Christian identity within the Anglican Communion.

INTERPRETATION

- 3 (1) In this Canon,
 - (a) "Anglican Church Act of Nova Scotia" means Chapter 130 of the Statutes of Nova Scotia for 1967, the Anglican Church Act; or any Act of the Nova Scotia Legislature that replaces it;
 - (b) "Anglican Church Act of Prince Edward Island" means Chapter 53 of the Acts of the General Assembly of Prince Edward Island for 1972, the Anglican Church Act or any Act of the House of Assembly of Prince Edward Island that replaces it;
 - (c) "Bishop" means the Bishop of the Diocese;
 - (d) "church" means

- (i) a congregation that has a place in which to worship or meet, or
 - (ii) where more than one divine service is held in the place on Sundays, all the congregations for which the divine services are held, recognized by a parish as a church included in the parish;
- (e) "communicant" means a baptized Christian who regularly receives Holy Communion as a worshipping member of a congregation;
- (f) "congregation" means a group of people organized to minister, worship and learn from God's Holy Word, with or without a place in which to worship or meet;
- (g) "Diocese" means the Diocese of Nova Scotia and Prince Edward Island;
- (h) "parishioner" is any member of a congregation as defined in 3(f);
- (i) a voting parishioner is any parishioner as described in 18 (1);
- (j) "parish" means
- (i) a congregation, or
 - (ii) two or more congregations that are, for the purpose of ministry, grouped together, served by a member of the clergy licensed by the Bishop in a territory or district allotted by the Bishop for that purpose, but does not include the congregations worshipping at the Cathedral Church of All Saints, Halifax.
- (2) A reference in this Canon to a parish corporation of a parish is a reference to the parish corporation that is formed
- (a) by the Anglican Church Act of Nova Scotia constituting, as a body corporate, the rector, wardens and the other members of the parish council of the parish; or
 - (b) by the Anglican Church Act of Prince Edward Island constituting, as a body corporate, the rector, wardens and, the other members of the parish council of the parish.
- (3) To the extent that this Canon applies in Nova Scotia, a reference in this Canon to
- (a) a parish corporation shall be read as a reference to a parochial corporation; and

- (b) a parish corporation as consisting of the rector, wardens and other members of a parish council shall be read as a reference to the parish corporation consisting of the rector, wardens and vestry of the parish,

until there are in force amendments to the Anglican Church Act of Nova Scotia that change references in that Act from parochial corporations to parish corporations and that change the composition of those corporations from the rector, wardens and vestry of a parish to the rector, wardens and other members of the parish council of the parish.

- (4) To the extent that this Canon applies in Prince Edward Island, a reference in this Canon to

- (a) a parish corporation shall be read as a reference to a parochial corporation; and
- (b) a parish corporation as consisting of the rector, wardens and other members of a parish council shall be read as a reference to the parish corporation as consisting of the rector, wardens and vestry or vestrymen of the parish,

until there are in force amendments to the Anglican Church Act of Prince Edward Island that change references in that Act from parochial corporations to parish corporations and that change the composition of those corporations from the rector, wardens and vestry or vestrymen of a parish to the rector, wardens and other members of the parish council of the parish.

- (5) For greater certainty, a reference in this Canon to a church or a congregation that forms a part of a parish includes a single congregation or church that, in itself, constitutes that parish.

PARISHES AND CONGREGATIONS AS FUNCTIONING PARTS OF REGIONS

- 4** Every parish and every congregation that forms a part of the parish shall be a functioning part of the region in which the parish exists.

PARISH CORPORATIONS

- 5** (1) There is, by reason of the Anglican Church Act of Nova Scotia and the Anglican Church Act of Prince Edward Island, a parish corporation for each parish.
- (2) Each parish corporation is a separate legal entity and may
 - (a) sue and be sued;
 - (b) have a common seal;

- (c) receive grants of real and personal property for the use of the church and all parish purposes;
 - (d) improve such real property and receive rents thereof for the like use;
 - (e) with the approval of the Bishop in writing, sell, convey, lease and mortgage such real and personal property;
 - (f) when the appropriate amendments have been made to the Acts, sell, convey, lease and mortgage personal property;
 - (g) make by-laws and regulations for the management of the temporalities of the corporation and the due orderly conducting of its affairs.
- (3) The parish corporation of a parish consists of the rector, wardens and the other members of the parish council of the parish.
- (4) All documents, including deeds, mortgages, leases and contracts, shall be executed on behalf of a parish corporation under the seal of the corporation and shall be signed by the rector, two parish wardens and the secretary, but any document relating to real property, including a deed, mortgage or lease, is ineffective unless and until it is approved, in writing, by the Bishop.

PARISH COUNCILS

- 6** (1) There shall be a parish council for every parish.
- (2) A parish council is the governing body that orders the life of the congregation or congregations forming the parish for which the parish council is established.
- 7** Every parish council shall
- (a) exercise general oversight over the life, worship and governance of the parish for which it is established, including responsibility for all guilds, societies and organizations of the parish;
 - (b) regularly evaluate the overall life of the parish and recommend ideas for effective ministries;
 - (c) carry out such duties as are imposed on it by law, including the Constitution and Canons of the Diocese and the by-laws of the parish.
- 7A** (1) Subject to subsections (2) and (3), a parish council may, at a duly called meeting, make, amend or repeal by-laws respecting the affairs of the parish or a church that forms part of the parish if notice of intention to

propose the by-law or to amend or repeal a by-law is given

- (a) at a previous meeting of the parish council; or
 - (b) in the notice of the meeting at which the making of the by-law, or its amendment or repeal will be proposed.
- (2) A by-law made pursuant to subsection (1) does not come into force unless and until it is
- (a) ratified at the next duly called annual or special meeting of the members of the parish; and
 - (b) approved by the Bishop.
- (3) An amendment or repeal pursuant to subsection (1) does not come into force unless and until it is approved by the Bishop.

8 (1) A parish council consists of

- (a) the rector or incumbent serving the parish for which the parish council is established;
- (b) each member of the clergy canonically appointed by the Bishop to serve the parish;
- (c) subject to subsections 1(A), and 1(B) no less than two and no more than three wardens, elected by an annual meeting of the parish;
- (d) the secretary of the parish council elected by an annual meeting of the parish or appointed by the other members of the parish council;
- (e) subject to subsections (1C), the treasurer of the parish, elected by an annual meeting of the parish;
- (f) subject to subsection (3), not less than three and no more than twelve of the parishioners who constitute the parish elected by an annual meeting of the parish;
- (g) one or more parish organization representatives, not exceeding the number of members elected pursuant to clause (f);
- (h) each person who is, pursuant to the constitution of the Diocese elected as a lay representative or a youth delegate from the parish to the Synod of the Diocese.

- (1A) No person may hold the office of warden unless that person is baptized or received, or in the process of being received, into the Anglican Church of Canada.
- (1B) The treasurer of the parish, a paid staff person of the parish, a postulant and an ordained minister shall not hold the office of warden.
- (1C) A paid staff person of the parish, a postulant, and an ordained minister shall not hold the office of treasurer.
- (2) A person who is in receipt of a salary for carrying out duties or performing services for a parish may not vote on any question that is before the parish council established for that parish or the church council established for a church that forms part of the parish where the question relates to the salary, remuneration or any term of employment of that person, unless that person is permitted to do so by a resolution passed by the council that has the question before it.
- (3) Where a parish consists of two or more congregations, those so elected shall include at least one member of each congregation.
- (4) Each warden holds office for a term commencing at the close of the annual meeting at which the warden was elected and ending at the close of an annual meeting that is no later than the third annual meeting after the meeting at which the warden was elected.
- (5) Wardens shall be elected for terms that are staggered in such a manner that their terms of office do not all end at the same time.
- (6) Where at any annual meeting a resolution is passed that increases or decreases the number of wardens for the parish,
- (a) the term of office of each warden ends at the close of the meeting;
 - (b) the meeting shall elect that number of wardens that is set out in the resolution for terms that are staggered in such a manner that their terms of office do not all end at the same time.
- (7) For greater certainty, nothing in subsection (6) authorizes the number of wardens to be less than two nor more than three.
- (8) A person may be re-elected as a warden, secretary or treasurer, except that no person may, without the consent of the Bishop, hold office as a warden, secretary or treasurer for a continuous period of more than nine years
- (9) Each person elected pursuant to clause (1)(f) holds office for a term

commencing at the close of the annual meeting at which that person was elected and ending at the close of an annual meeting that is not later than the third annual meeting held after the annual meeting at which that person was elected.

- (10) Persons shall be elected pursuant to clause 1(f) for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time.
 - (11) Where at any annual meeting a resolution is passed that increases or decreases the number of persons who may be elected pursuant to clause (1)(f)
 - (a) the term of office each person who is a member of the parish council by reason of being elected pursuant to clause (1)(f) ends at the close of the meeting at which the resolution is passed;
 - (b) the meeting shall elect that number of persons as set out in the resolution for terms of office that are staggered in such manner that the terms of office of more than half of them do not end at the same time.
 - (12) For greater certainty, nothing in subsection (11) authorizes the number of persons elected pursuant to clause (1)(e) to be less than three nor more than twelve.
 - (13) A meeting of a parish shall, when electing members of a parish council pursuant to clause (1)(f), attempt to ensure that the members elected reflect, as far as is possible, the demographic distribution of the parish, including gender, age, ethnic groups and population.
 - (14) A person may be re-elected pursuant to clause (1)(f), where, on an average Sunday, the congregation is less than 50 people. For larger congregations, no parish council member shall be re-elected, following 2 consecutive 3 year terms, without a break for one year.
- 9**
- (1) Where a parish consists of more than one church, the parish council shall annually
 - (a) prepare a consolidated budget for the parish that is binding on each church in the parish;
 - (b) estimate the operating expenses for the ensuing year; and
 - (c) in accordance with subsection (2), determine the amount that each church shall pay to the parish during the year as its share of the operating expenses of the parish.
 - (2) The amount that each church shall pay during any year as its share of the

operating expenses is that proportion of the operating expenses for that year that the total assessable income of the church for the year bears to the total assessable income for that year of all the churches that constitute the parish.

- (3) The parish council may, before the actual amount of the operating expenses and church incomes are known, estimate the amount of the expenses and the incomes, and the church shall pay to the parish an amount equal to that proportion of the estimated operating expenses that the estimated income of the church bears to the estimated income of all the churches that constitute the parish, and, when the actual operating expenses and incomes are known, it appears that there has been an overpayment or underpayment, the difference shall be paid by the parish to the church or the church to the parish as the case may be.
 - (4) The share of operating expenses that a church is liable to pay is payable from the assets of the church.
- 10**
- (1) Parish council may fill a vacancy in its elected membership, including a vacancy that occurs as a result of an annual meeting failing to elect all the members to the council that the meeting was entitled to elect.
 - (2) The filling of a vacancy in the membership of a parish council pursuant to subsection (1) must be ratified at either the first annual meeting of the parish for which the parish council was established that is held after the vacancy is filled or at a special meeting of the parish that is held after the vacancy is filled.
 - (3) If a parish council is unable to fill a vacancy in its elected membership, then the Regional Dean should be contacted for assistance.
 - (4) A parish council may, by resolution, request any member elected to the council who fails to perform the duties of a member of the council, to resign from the council.
 - (5) A person may resign from a parish council by submitting that person's resignation to the council in writing, except that where a person wishes to resign because of a grievance, that person may only do so by submitting that member's resignation to the Bishop in writing and to the council and, in such case, the resignation is not effective unless and until the Bishop communicates the Bishop's acceptance in writing to that person and to the council.
 - (6) Where a person who is a member of a parish council ceases to be qualified to be elected to the parish council, that person is deemed to have resigned as a member of the parish council except that the parish council may, by a resolution supported by at least two thirds of its members, extend that person's membership on the parish council as long as the extension does not go beyond the date of the next annual meeting of the parish.

CHURCH COUNCILS

- 11** (1) A church may establish a council for the church, to be known as a church council.
- (2) A church council is the ordering body of the church for which the council is established.
- (3) Where a church council is not established for a church, or has been dissolved, the care and business of the church shall be carried out by
- (a) the parish council for the parish of which the church forms a part and the officers of that parish council; or
 - (b) one or more wardens and a treasurer elected by and responsible to an annual meeting of the church.
- 12** A church council shall
- (a) regularly evaluate the overall life of the church for which it is established and recommend and implement effective ministries; and
 - (b) carry out such duties as are imposed on it by law, including the Constitution and Canons of the Diocese and any by-law that applies to it.
- 13** (1) A church council shall consist of
- (a) the rector or incumbent of the parish of which the church for which the council was established is a part;
 - (b) each member of the clergy canonically appointed by the Bishop to serve the parish;
 - (c) up to three wardens elected by an annual meeting of the church;
 - (d) the Treasurer of the church elected or appointed by an annual meeting of the church;
 - (e) a Secretary elected or appointed by an annual meeting of the church;
 - (f) no less than three and no more than twelve of the parishioners that constitute the church, elected at an annual meeting of the church;
 - (g) each member of the church who is, by reason of being a lay representative

to Synod, a member of the parish council established for the parish of which the church forms a part.

- (2) The same person may hold the offices of both Secretary and Treasurer.
- (3) Each warden holds office for a term commencing at the close of the annual meeting at which the warden was elected and ending at the close of an annual meeting that is no later than the third annual meeting held after the annual meeting at which the warden was elected.
- (4) Wardens shall be elected for terms of office that are staggered in such a manner that their terms of office do not all end at the same time.
- (5) Where at any annual meeting a resolution is passed that increases or decreases the number of wardens for a church
 - (a) the term of office of each warden ends at the close of the meeting at which the resolution is passed; and
 - (b) the meeting shall elect that number of wardens that is set out in the resolution for terms of office that are staggered in such a manner that their terms of office do not all end at the same time.
- (6) Each person elected pursuant to clause (1)(f) holds office for a term commencing at the close of the annual meeting at which that person was elected and ending no later than the close of an annual meeting that is no later than the third annual meeting that is held after the annual meeting at which the person was elected.
- (7) Persons shall be elected pursuant to subsection (5) for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time.
- (8) Where at any annual meeting a resolution is passed that increases or decreases the number of persons elected pursuant to clause (1)(f)
 - (a) the term of office of each person who is a member of the church council by reason of being elected pursuant to clause (1)(f) ends at the close of the meeting at which the resolution was passed;
 - (b) the meeting shall elect that number of persons as set out in the resolution for terms of office that are staggered in such a manner that the terms of office of more than half of them do not end at the same time;
 - (c) subsection (5) applies to that election as if it were the first election pursuant to clause (1)(f) after this Canon comes into force.

- (9) For greater certainty, nothing in subsection (8) authorizes the number of persons elected pursuant to clause (1)(f) to be less than three nor more than twelve.
- (10) An annual meeting of a church shall, when electing members of the church council, attempt to ensure that the members elected reflect, as far as is possible, the demographic distribution of the church, including gender, age, ethnic groups and population.
- (11) A church council may fill a vacancy in its elected membership.
- (12) The filling of a vacancy in the membership of a church council must be ratified at either the first annual meeting of the church for which the church council was established that is held after the vacancy is filled or at a special meeting of the church that is held after the vacancy is filled. If a church council is unable to fill a vacancy in its elected membership, then the Regional Dean should be contacted for assistance.
- (13) A church council may, by resolution, request any member elected to the council who fails to perform the duties of a member of the council, to resign from the council.
- (14) A person may resign from a church council by submitting that person's resignation to the council in writing, except that where a person wishes to resign because of a grievance, that person may only do so by submitting that member's resignation to the Bishop in writing and to the council and, in such case, the resignation is not effective unless and until the Bishop communicates the Bishop's acceptance in writing to that person and to the council.
- (15) Where a person who is a member of a church council ceases to be qualified to be elected to the church council, that person is deemed to have resigned as a member of the church council; except that the church council may, by a resolution supported by at least two thirds of its members, extend that person's membership on the council as long as the extension does not go beyond the date of the next annual meeting of the parish.
- (16) A member of a church council may be re-elected, except that no person may, without the consent of the Bishop, hold office as a warden of a church for a continuous period of more than nine years.
- (17) A church may, by a resolution passed at an annual or special meeting of the church, dissolve its church council.

WARDENS

- 14** (1) The wardens of a parish are the principal lay officers of that parish.

- (2) The wardens of a parish shall provide leadership in
 - (a) encouraging mutual responsibility in fulfilling the total ministry to the community;
 - (b) discussing the concerns of the community with the rector of the parish;
 - (c) subject to the direction of the Bishop, and in compliance with the applicable Canons, overseeing and providing leadership where there is no rector or while the rector is absent;
 - (d) when necessary, discussing with the rector and communicating to the Bishop the concerns of the wardens regarding the ministry of lay or ordained leaders;
 - (e) ensuring that all necessary reports and financial returns are made on time to the Diocesan Synod office;
 - (f) ensuring that the Canons of the Diocese, to the extent they apply to the parish and each church that forms a part of the parish, are observed;
 - (g) ensuring that complete and accurate reports of the actions of the parish council and of the council of each church that forms a part of the parish and of the finances of the parish and each church are made to regular meetings of the parish and the church;
 - (h) ensuring that all records of the parish are kept in a timely, thorough and accurate manner;
 - (i) ensuring that all necessary reports and financial returns are made on time to the Diocesan Synod office.
- (3) Within three weeks after an annual meeting of the members of a parish
 - (a) the wardens of the parish for the previous year shall forward the completed parish return forms received from the Diocesan Office to the Diocesan Office; and
 - (b) each outgoing warden of the parish shall transfer to the remaining or newly elected wardens of the parish all books, documents, money, keys and other property of the parish which are in the hands of the outgoing warden.
- (4) The wardens of a church are the principal lay officers of the church.
- (5) The wardens of a church shall perform those duties referred to in subsections (2) and (3) to the extent that those duties apply to the church.

SECRETARY

- 15** (1) The Secretary of a parish council shall, under the general direction of the council
- (a) ensure that accurate minutes of meetings of the council are taken, recorded and preserved and that copies of the minutes are made available to the members of the council; and
 - (b) issue correspondence on behalf of the council when directed to do so by the council.
- (2) The Secretary of a church council shall, under the general direction of the council
- (a) ensure that accurate minutes of meetings of the council are taken, recorded and preserved and that copies of the minutes are made available to the members of the council; and
 - (b) issue correspondence on behalf of the council when directed to do so by the council.
- (3) An officer to whom subsection (1) or (2) applies may be known by a title other than Secretary if the body under whose general direction the officer performs the functions referred to in subsection (1) or (2) agrees to the use of the other title.

TREASURER

- 16** (1) The Treasurer of a parish shall, under the general direction of the parish council established for that parish and in accordance with the Constitution and Canons of the Diocese
- (a) keep accurate records of all financial transactions of the parish;
 - (b) provide monthly statements of the income and expenses of the parish to the parish and the parish council;
 - (c) provide, according to the Diocesan schedule, statistics of the parish and report them to each annual meeting of the members of the parish;
 - (d) make all necessary banking arrangements;
 - (e) arrange for payment of all salaries and accounts as approved by the parish council;
 - (f) manage all investments of the parish;

- (g) ensure that all monies received by each church forming part of the parish is counted, and take custody of the money where there is no treasurer of the church;
 - (h) ensure that all monies received for the parish are immediately deposited in a chartered bank, credit union or trust company selected by the parish council to the credit of the parish in one or more accounts as may be determined by the parish council;
 - (i) if necessary, make provision for a qualified person to perform accounting duties in accordance with established procedures.
- (2) The Treasurer of a church shall, under the general direction of the council, or where there is no council for the church, under the general direction of the parish council of the parish of which the church is a part perform those duties referred to in subsection (1) to the extent that they apply to the church and where monies are received for the church, shall ensure that the monies are immediately deposited in a chartered bank, credit union or trust company selected by the church council to the credit of the church in one or more accounts as may be determined by the church council.
- (3) Monies deposited to the credit of a parish or a church shall be drawn upon by cheque signed for the parish or the church, as the case may be, by any two of the treasurer, secretary and wardens of the parish or the church.

MEETINGS

- 17** (1) An annual meeting of a parish shall be held in each calendar year no later than the third week of February of that year, at a date determined by the parish council established for the parish.
- (2) An annual meeting of a church shall be held in each calendar year no later than the third week of February of that year, at a date determined by the church council established for the church except that the meeting shall not be held on the same date as the annual meeting of the parish of which the church forms a part.
- (3) The date, time and place of an annual meeting or a special meeting of a parish or of a church that forms part of the parish shall be announced at all divine services of the parish during a period of time beginning at least fourteen days before that date.
- (4) A special meeting of a parish or a church that forms a part of the parish shall be held upon the request of
- (a) the rector or the priest in charge of the parish

- (b) the wardens of the parish where the request is for a meeting of the parish, or of the wardens of the church, where the request is for a special meeting of the church; or
 - (c) the lesser of ten or a majority of the parishioners that constitute the parish, if the request is in writing and given to the secretary of the parish, where a meeting of the parish is requested, or the lesser of ten or a majority of the parishioners that constitute a church, if the request is in writing and given to the secretary of the church, where a meeting of the church is requested.
- (5) The frequency of meetings of a parish council shall be as determined by the council but there shall be no fewer than six meetings during each calendar year.
- (6) The frequency of meetings of a church council shall be as determined by the council.
- (7) A meeting of a parish council or a church council may be adjourned from time to time until all business is completed.

18 (1) At a meeting of a parish, any person who

- (a) has attained the age of sixteen years;
- (b) is a communicant of a congregation that forms a part of a parish who attends worship services in the parish at least monthly unless prevented from doing so by reason of temporary infirmity, extended travel or work; and
- (c) contributes to the support of the parish either financially or by participating in the ministries of the parish,

may vote on any question before that meeting.

(2) At a meeting of a church, any person who

- (a) has attained the age of sixteen years;
- (b) is a communicant of the church who customarily attends worship services in the church; and
- (c) contributes to the support of the church either financially or by participating in the ministries of the church,

may vote on any question before that meeting.

- (3) Any person who may vote on any question that is before a meeting of a parish may be elected to the parish council established for the parish or as a warden of the parish or may be elected or appointed Secretary or Treasurer of the parish.
 - (4) Any person who may vote on any question that is before a meeting of a church may be elected to a church council established for the church.
 - (5) Each person who is a member of the parish council, or a church council may vote on any question before that body.
 - (6) At a meeting of a parish, six of the parishioners that constitute the parish for each lay representative to Synod constitute a quorum.
 - (7) A quorum at a meeting of a church shall be
 - (a) three or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of up to fifteen persons;
 - (b) eight or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than fifteen persons and up to fifty persons;
 - (c) twelve or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than fifty persons and up to one hundred and fifty persons;
 - (d) twenty-four or more persons who are entitled to vote at the meeting, where, on an average Sunday, a congregation consists of more than one hundred and fifty persons and up to three hundred persons;
 - (e) thirty or more persons who are entitled to vote at the meeting where, on an average Sunday, a congregation consists of more than three hundred persons.
 - (8) At a meeting of a parish council, or a church council, a majority of the elected members of the parish council, or church council, as the case may be, constitute a quorum.
- 19**
- (1) Each annual meeting of a parish shall elect from the clergy of that parish and from the parishioners who constitute the parish a person as chair of the annual meeting and that person is chair of that annual meeting.
 - (2) Each annual meeting of a church shall elect from the clergy of the parish of which the church is a part and the parishioners who constitute the church a person as chair of the annual meeting and that person is chair of that annual meeting.

- (3) Notwithstanding subsections (1) and (2), the person who chairs the meetings referred to in those subsections may be determined by the by-laws of the parish.
- 20** (1) At each annual meeting of a parish the agenda shall include the following items in the following order or such other order as the meeting determines:
- (a) an opening prayer;
 - (b) the election of the chair of the meeting;
 - (c) the election of the secretary of the meeting, if necessary;
 - (d) the reading, correction, if any, and approval of the minutes of the previous annual meeting;
 - (e) any unfinished business from the previous annual meeting;
 - (f) business arising from the minutes;
 - (g) communications;
 - (h) consideration of a written report by the parish corporation of the parish on all its assets and liabilities including money invested by it or on its behalf since the previous annual meeting, such report to include a schedule describing the investments, including the rate of interest on each investment, if any, and the maturity date of each investment, if any;
 - (i) the presentation of a list of all insurance policies belonging to the parish corporation and the amount of insurance on all buildings owned by the parish corporation;
 - (j) new business;
 - (k) the presentation of audited financial statements of all receipts and expenditures since the previous annual meeting for the parish, each church and each church organization in the parish;
 - (l) the report of the rector;
 - (m) the report of the wardens;
 - (n) consideration of a written report of each committee of the parish and the reception of reports of parish organizations, regional council and other congregational bodies;

- (o) consideration of a statement of the estimated income and expenditures for the ensuing year;
 - (p) the election of wardens;
 - (q) the election of other members of parish council;
 - (r) the election of lay representatives and youth delegates to Synod pursuant to the Constitution of Synod;
 - (s) the election of a secretary of the parish, unless a meeting of the members of the parish has authorized the parish council established for the parish to elect or appoint the secretary or the by-laws of the parish provide for the appointment of a secretary other than by election at an annual meeting of the members of the parish;
 - (t) the election of a treasurer of the parish, unless a meeting of the parish has authorized the parish council established for the parish to elect or appoint the treasurer or the by-laws of the parish provide for the appointment of a treasurer other than by election at an annual meeting of the members of the parish;
 - (u) the election of one or more auditors;
 - (v) the election of delegates to Regional Council (all clergy are ex officio members; at least one synod delegate, between three and six additional members representing men, women and youth);
 - (w) the election of a correspondent to the Diocesan Times;
 - (x) such other elections or appointments as the meeting determines;
 - (y) a closing prayer or the Grace.
- (2) At each annual meeting of a church the agenda shall include the following items in the following order or such other order as the meeting determines:
- (a) an opening prayer;
 - (b) the election of the chair of the meeting;
 - (c) the election of the secretary, of the meeting, if necessary;
 - (d) the reading, correction, if any, and approval of minutes of the previous annual meeting;
 - (e) any unfinished business from the previous annual meeting;

- (f) business arising from the minutes;
 - (g) communications;
 - (h) consideration of written reports with regard to assets, liabilities, investments made since the last annual meeting;
 - (i) new business;
 - (j) presentation of audited financial statements of all receipts and expenditures since the previous annual meeting for the church and each church organization;
 - (k) the report of the rector;
 - (l) the report of the wardens;
 - (m) the consideration of a written report of each committee of the church and the reception of reports of church organizations;
 - (n) elections;
 - (o) closing prayer or Grace.
- (3) At each meeting of a parish council or a church council, the agenda shall include the following items in the following order or such other order as the meeting determines:
- (a) an opening prayer;
 - (b) the reading, correction, if any, and approval of the minutes of the previous meeting of the council except the reading of the minutes is not required where a copy of the minutes has been distributed to each member of the council at least twenty-four hours before the opening of the meeting;
 - (c) any unfinished business, which may also be dealt with immediately before new business;
 - (d) business arising from the minutes, which may also be dealt with immediately before new business;
 - (e) reading of correspondence;
 - (f) reception of reports;

- (g) new business;
 - (h) a closing prayer or the Grace.
- (4) The procedure at every meeting of a parish, a church, a parish council, or a church council shall be the same, as far as is possible, as the procedure prescribed by standard works on procedure at meetings.

MINISTRIES

- 21** (1) For the purposes of this Canon, the ministries of a parish are the means by which the life and work of the parish are carried out.
- (2) Each parish and church shall nurture and carry out the ministries of the parish for which it is established.
- (3) In order to fulfill the ministries of a parish or a church the parish council established for the parish or the church council established for the church, as the case may be, may establish such structures that are, in the opinion of the parish council or the church council appropriate for the parish or the church, as the case may be, under the circumstances, including the size and resources of the parish, or the church, to carry out the following objectives:
- (a) Spiritual Development, by furthering the growth and development of the parish by continually exploring the meaningfulness of prayer and worship in the lives of the people, including
 - (i) promoting lay participation in the act of worship,
 - (ii) provision of the requirement for worship,
 - (iii) selecting persons to greet and assist the worshiper,
 - (iv) nurturing the spiritual development of people through special services, retreats, quiet periods, missions, ecumenical outreach, prayer and study groups,
 - (v) assisting the wardens of the parish where necessary, in providing worship services during the vacation or absence of the rector of the parish from duty,
 - (vi) providing leadership, materials and equipment for the church school and Christian education programs,
 - (vii) promoting the development of music in worship;

- (b) Pastoral Care, by seeking to identify and serve the needs of the parish and the wider community, including
 - (i) providing leadership for the understanding and development of family living,
 - (ii) providing leadership in helping the parish to be aware of the social needs of their community and assisting in planning to meet those needs,
 - (iii) nurturing leadership in providing for hospital visits, visits to the sick or shut-ins or both, crisis supports, in-home communions and newcomer welcoming,
 - (iv) helping the parish to identify and address themselves to social, political and economic forces that affect the people in the community and beyond,
 - (v) nurturing leadership to provide for the social ministries of the community such as food and clothing banks, disaster relief, shelters, soup kitchens, meals on wheels and senior drop-in activities,
 - (vi) assisting and promoting an awareness and response of the parish to helping the worldwide community through agencies such as the Primate's World Relief and Development Fund and the Bible Society;
- (c) Management And Care Of Parish Property, by attending to all matters relating to the property of the parish corporation of the parish including
 - (i) providing for a regular inspection of all buildings and grounds owned by the parish corporation, including, cemeteries and, at a time agreed upon by the rector and the committee, regular inspections of the rectory,
 - (ii) investigating and recommending to the parish council established for the parish a continuing maintenance program and providing estimates of costs and supervision of approved work,
 - (iii) providing operational and janitorial services,
 - (iv) inspecting the rectory owned or rented by the parish, before the appointment of an incumbent, by a committee together with the wardens of the parish and the regional dean for the region in which the territory or district allotted to the parish is located,
 - (v) carefully and periodically examining all the buildings to establish the best means for the conservation of energy;

- (d) Managing the Administration of the Day to Day Life of the Parish including
 - (i) providing secretarial and office help and equipment,
 - (ii) providing current parish lists and maintaining up-to-date information on parish registers,
 - (iii) providing leadership in maintaining open communication with the parish,
 - (iv) providing statistics respecting the parish according to the Diocesan schedule and reporting the statistics to annual meetings of the parish,
 - (v) when necessary, establishing or providing for the establishment of a committee or task group to make recommendations to the parish council or the church council respecting the hiring or review or both the hiring and review of staff other than clergy;
- (e) Managing Financial Matters, including supervising all matters relating to the finances of the parish and each church that forms a part of the parish and for carrying out the duties and obligations imposed on it by the Canons of the Diocese and which shall make recommendations to the parish council established for the parish respecting
 - (i) the supervision of the finances of the parish and each congregation that forms a part of the parish, including a regular review of the work of the Treasurer of the parish,
 - (ii) adequate insurance coverage on all properties of the parish corporation of the parish,
 - (iii) the preparation of a budget of estimated receipts and expenditures for the ensuing year for the parish and each church forming a part of the parish for approval by the parish council established for the parish and each church council established for a congregation that forms a part of the parish and presentation to the annual meeting of the parish and the annual meeting of each,
 - (iv) the implementation of bequests;
- (f) Stewardship, by the cultivation of a greater awareness of the Church's mission and ministry and the resources required to fulfill its gospel mandate, including
 - (i) maintaining an ongoing awareness of stewardship,

- (ii) empowering the parish to exercise the stewardship of their gifts within the parish and beyond;
- (g) Planning, by
 - (i) encouraging both parish and church councils to actively seek directions from their congregations to nurture a future plan, including both short and long term priorities, for each congregation within the parish,
 - (ii) establishing a parish covenant that would promote shared ministries for the parish,
 - (iii) evaluating parish covenants to assess their success;
- (h) Outreach, by encouraging parish and church congregations to promote programs that address concerns of the parish, the province, the country and the world in displaying God's love;
- (i) Reconciliation, by promoting health and reconciliation within the local Body of Christ by
 - (i) learning about and implementing conditions for healthy relationships in the parish,
 - (ii) understanding the sources of conflict and dealing with them in a timely and healthy way,
 - (iii) establishing clear parameters for the tolerance of disruptive behavior,
 - (iv) where possible, acting to resolve conflicts at early stages so as to avoid deep-seated resentments and animosities, and where that is impossible, resorting to external help to bring about resolution and reconciliation in cases of ongoing conflict.
- (4) A parish may organize and carry out additional ministries to address visions within that particular parish.

TRANSITIONAL PROVISIONS

- 22** In Sections 23 and 24, "former Canon" means the Canon 35 in force at the time this Canon was passed by Synod.
- 23** (1) This Section applies with respect to each parish that is not included in a combination of parishes sharing the services of the clergy.
- (2) The former Canon continues to apply with respect to a parish to which this Section applies until such date that the Diocesan Council designates as the date on which this Canon begins to apply to the parish, and on and after that date
- (a) the parish is no longer a parish within the meaning of the former Canon and becomes and continues to be a parish within the meaning of this Canon, and is subject, in all respects, to this Canon; and
- (b) the former Canon ceases to apply with respect to the parish.
- (3) Before this Canon begins to apply with respect to a parish, the parish shall hold its first election to its parish council pursuant to and in accordance with this Canon.
- (4) Each person who is elected to the parish council pursuant to subsection (3) is a member of the parish council for a term that commences when this Canon begins to apply with respect to the parish and that ends when that person's successor is elected pursuant to this Canon.
- (5) The parish council in office immediately before the election continues to be the council for the parish until this Canon begins to apply with respect to the parish.
- (6) A meeting of each church included in the parish shall be held before this Canon begins to apply with respect to the parish.
- (7) A meeting held pursuant to subsection (6) shall decide whether or not the church shall have a church council.
- (8) Where a meeting decides not to have a church council, any church council that church may have is dissolved at the close of the meeting.
- (9) Where a meeting decides to have a church council,
- (a) the meeting shall elect a church council in accordance with this Canon and that council is the council for that church on and after the date this Canon begins to apply with respect to the parish; and
- (b) any existing church council continues to be the council for the church until

this Canon begins to apply with respect to the parish.

- 24** (1) This Section applies with respect to each parish that is included in a combination of parishes sharing the services of the clergy and, if they are amalgamated pursuant to legislation referred to in subsection (4), to that amalgamated parish.
- (2) In subsection (3), a reference to a coordinating committee established pursuant to the former Canon is a reference to a coordinating committee that was established pursuant to the former Canon for two or more parishes sharing the services of the clergy, and that consists of a minimum of the clergy canonically appointed by the Bishop to serve the parishes and three representatives of each parish elected at their respective annual meetings, at least one of whom is a parish warden, such committee being responsible for
- (a) the coordinating of aspects of the ministry of the parishes;
 - (b) generally supervising the finances of the parishes, and, in particular, supervising the finances of the parishes in such a manner that all monies received by the parishes is deposited, as soon as possible, to the credit of the parishes in a chartered bank or credit union selected by the committee and that the account may be only drawn upon by the members of the committee;
 - (c) forwarding, not later than three weeks after the last of the annual meetings of the parishes
 - (i) to the Comptroller a clear statement of all financial activity of the parishes for the twelve-month period ending on the immediately preceding December 31, including all receipts and expenditures of money during that period of time,
 - (ii) to the Executive Assistant to the Bishop the names and addresses of all members of the Committee;
 - (d) forwarding to the Executive Assistant to the Bishop a statement of any change in membership in the Committee, including the names and addresses or retiring and new members, within three weeks after the change in membership takes place.
- (3) The former Canon continues to apply with respect to a parish included in a combination of parishes sharing the services of the clergy until such date as the Diocesan Council designates as the date on which this Canon begins to apply to the parish and on and after that date the parish is no longer a parish within the meaning of the former Canon, except that the coordinating committee established pursuant to the former Canon continues to exist and has the same powers, duties and functions with respect to the parish as it had under the former Canon, but otherwise this Canon applies to the parish, and the parish is a parish

within the meaning of this Canon and is subject, in all respects to this Canon.

- (4) If, where the parishes to which this subsection applies are in Nova Scotia, the Nova Scotia Legislature or, where the parishes to which this subsection applies are in Prince Edward Island, the Prince Edward Island Legislature, enacts and there is in force, legislation that
 - (a) enables the Bishop, with the concurrence of the Synod or the Diocesan Council, to amalgamate two or more parishes sharing the services of the clergy into a single parish by an instrument in writing;
 - (b) creates a new parish corporation for the amalgamated parish by amalgamating the parish corporations for those parishes into a single parish corporation for the amalgamated parish and makes the assets and liabilities of the parish corporations of the former parishes the assets and liabilities of the new parish corporation;
 - (c) enables the Bishop, or a person designated by the Bishop to convene a joint meeting of the parishes to be held on such date as is set out in the notice convening the meeting to elect a parish council for the amalgamated parish; and
 - (d) requires the parishes to hold the meeting and election; and
 - (e) provides that the amalgamation becomes effective at the close of the joint meeting at which the election is held,

then, on and after the time when any such amalgamation of the parishes becomes effective, the coordinating committee of the parishes under the former Canon is dissolved, and this Canon applies completely with respect to the single amalgamated parish and the single amalgamated parish is a parish within the meaning of this Canon, and is subject, in all respects, to this Canon.

- (5) Each person elected to a parish council of the amalgamated parish at the meeting convened by the Bishop or the Bishop' designate is a member of the parish council for the amalgamated parish for a term that commences when the amalgamation becomes effective and ends when that person's successor is elected pursuant to this Canon.
- (6) The parish council of each of the parishes that are amalgamated that is in office immediately before the election continues in office until the amalgamation becomes effective.
- (7) A meeting of each church included within a combination of parishes to be amalgamated shall be held before the amalgamation becomes effective.

- (8) A meeting held pursuant to subsection (7) shall decide whether or not the church shall have a church council.
- (9) Where a meeting decides not to have a church council, any church council that church may have is dissolved at the close of the meeting.
- (10) Where a meeting decides to have a church council
 - (a) the meeting shall elect a church council in accordance with this Canon and that council is the council for that church on and after the time the amalgamation becomes effective; and
 - (b) any existing church council continues to be the council for the church until the amalgamation becomes effective.