

CANON 6 THE REGISTRAR

1. The Bishop shall appoint a Registrar who shall hold office at the pleasure of the Bishop.
2.
 - (1) The Registrar shall keep suitable records and indices in electronic and hard copy format (the “**Records**”) for the purpose of recording such official acts of the Bishop or of the Synod as required record or registration.
 - (2) It shall be the Registrar’s special duty to enter and record:
 - (a) A short description of the boundaries of the Diocese and of the several archdeaconries, regional deaneries and parishes therein.
 - (b) A list of the clergy of the Diocese from time to time, with their academic standing and the respective dates of their admission as deacons or priests and a list of the different parishes or stations in which they have served.
 - (c) The election or appointment of clergy or laypersons to any Diocesan office, such as chancellor, dean, archdeacon, canon, honorary canon, registrar, or regional dean.
 - (d) All Bishop’s instruments, letters of orders, licenses, letters of institution, mandates of induction, and the returns thereto, and other official instruments issued by the Bishop to the clergy of the Diocese from time to time.
 - (e) A record of all confirmations of individuals and of all consecrations and deconsecrations of churches and cemeteries.
 - (3) The Registrar shall be the proper custodian of all grants, deeds, conveyances, probates or certified copies of wills, or parts thereof, in any way relating to property granted, conveyed or devised for the benefit or use of the Church in the Diocese, and shall enter in the Records the date of every such grant, conveyance or will, the names of the grantors or testators, and the name of the grantee or devisee, together with a short description of the property, and a memorandum of the trust or object of the grant or devise.
3. The Registrar shall from time to time on application give a certificate of any entry of baptism, marriage or burial entered in any parish register or of any other record or document in the Registrar’s custody.
4. The Registrar shall make a report annually to the Synod of the Registrar’s acts during the year.