

## CANON 21

### CHURCHWARDENS

1. In every parish there shall be two churchwardens selected from the communicants, one to be appointed by the incumbent and one to be elected by the parishioners, both of whom shall be *ex officio* members of the Vestry. Deputy churchwardens may be appointed or elected, as the case may be, to assist the churchwardens in the discharge of their duties. The parishioners shall determine whether or not the deputy churchwardens shall be members *ex officio* of the vestry.
2. Churchwardens shall continue in office until their successors are elected or appointed. Subject to subsection 4.(c) of Canon 22, no churchwarden shall continue in the same office for more than six successive years.
3. If at any time the office of the churchwarden elected by the parishioners becomes vacant by death, resignation or otherwise, or if the churchwarden is absent for three months without written leave from the incumbent, a meeting of the parishioners shall be called, as soon as may be convenient, to elect some other fit person to the office, and the Chair of the meeting shall within one week after the election notify the Secretary of Synod of the name and address of the person elected.
4. If at any time the office of the churchwarden appointed by the incumbent becomes vacant by death, resignation, absence for three months without written leave from the incumbent, or otherwise, it shall be the duty of the incumbent forthwith to appoint some other fit person to the office, and the incumbent shall cause a written notice of the appointment to be attached to the church door and shall notify the Secretary of Synod.
5. If the office of churchwarden is vacant and if, in the opinion of the Bishop, it is impracticable to fill the vacancy in the usual manner, the Bishop may, in writing, appoint a person to fill the vacancy until the churchwarden is elected or appointed in the usual manner or the appointment is terminated by the Bishop.
6. Every person elected or appointed to fill the office of churchwarden shall, before acting in such office, sign the following declaration:

“I declare that I will faithfully and truly execute the office of churchwarden within my parish, to the best of my skill and knowledge.”
7. It shall be the duty of the churchwardens, and they are hereby empowered:
  - (a) To use their best endeavors to promote unity, peace and true religion in their parish and community in cooperation with the incumbent, members of Vestry and the parishioners.
  - (b) To see that Divine Service is decently and regularly performed, but the ordering of the services, including the musical part thereof and the use of the organ, the ringing of the bells to summon the congregation to the service, the fixing of the hours of service and such like matters, shall be under the control of the incumbent. The appointment or dismissal of the organist, choirleader, verger,

sexton, caretaker, secretary, and other lay members of the parish staff shall rest with the incumbent and churchwardens, but the amount of salary or wages to be paid to any such officials shall be fixed from time to time by the Vestry.

- (c) To maintain good order and quiet in and about the church or place of worship, and in the adjoining roads and public places, during Divine Worship and, if necessary to prosecute all offences against that good order and quiet.
  - (d) To take care, as far as possible, that all persons attending church are accommodated.
  - (e) To attend on the visitation of the Bishop, the Commissary of the Bishop, or the Archdeacon.
  - (f) In case of the death of the incumbent or of the incumbent's inability through sickness or otherwise, to perform the duties of the incumbent, and to report thereon to the Bishop.
  - (g) To keep the fabric of the Church, parish hall and rectory and appurtenances in repair and insured, subject to the direction of the Bishop or Archdeacon.
  - (h) To keep the Church and rectory grounds in good state.
  - (i) To see that the Church is properly heated, ventilated and cleaned.
  - (j) To inspect, or cause to be inspected, the church, parish hall, rectory, and other properties of the parish at least annually, and, in addition, the rectory whenever it is vacated, and in each case to report thereon in writing to the Vestry and the Archdeacon. Inspections of the rectory shall be at a time mutually convenient to the incumbent and churchwardens.
  - (k) To collect the offerings and all contributions for general or special purposes and have them entered in a book kept for the purpose; to pay all salaries and accounts; to keep the parochial accounts; to pay all sums received for specified purposes; and to submit in due time the parochial accounts for the year with the vouchers to the person appointed to conduct the Annual Review of the accounts, and lay them before the Vestry.
  - (l) After the accounts have been reviewed and a Report signed, to transfer any balance in hand to the new churchwardens, together with the Church goods, inventory and everything belonging to the parish.
  - (m) To keep an inventory of all lands, buildings, goods and chattels belonging to the parish.
  - (n) To form, with the lay delegates to Synod, a committee to confer with the Bishop whenever a vacancy occurs in the incumbency of the parish.
  - (o) To attend meetings of the Deanery.
8. The churchwardens may delegate the keeping of the parish accounts and financial records to a treasurer who shall be a person acceptable to the incumbent, churchwarden and Vestry but who need not be a member of the Vestry. The treasurer must be independent of the envelope secretary and the person appointed to conduct the Annual Review of the parish accounts. Subject to subsection 4.(c) of Canon 22, no parish treasurer shall continue in office for more than six successive years.
9. In the case of any disagreement between the churchwardens and the incumbent respecting the disposal of the offerings, there shall be an appeal to the Bishop whose decision shall be final.