

**CANON 20**

**PARISH AND VESTRY MEETINGS**

1. (a) At all meetings of parishioners, every member of the Church who is a recognized attendant at the public worship of that parish and who is of the full age of 16 years and has signed the Declaration of Church Membership, shall be entitled to act as a parishioner and shall be eligible to be elected as a member of the vestry.
- (b) To be eligible to be appointed or elected as a churchwarden, a person must have signed the Declaration of Church Membership and must be of the full age of 18 years.

2. The Declaration of Church Membership shall be in the following form:

“I hereby declare that:

1. I have been baptized with water in the name of the Father and of The Son and of The Holy Spirit.
2. I am of the full age of 16 years
3. I am a recognized attendant at the public worship of the Anglican Church of Canada, Parish (or Mission) of \_\_\_\_\_, within the Diocese of Rupert’s Land.

Dated \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
Signed

3. At a meeting of parishioners, only votes of those who have signed the Declaration of Church Membership shall be recorded, and their decision shall bind those who are absent.
4. In every parish an annual meeting of parishioners shall be held in each year between the first day of January and the fifteenth day of February next ensuing.  
The business of such meeting shall be:
  - a. To receive notification as to the appointment of the churchwarden selected by the incumbent.
  - b. To elect a churchwarden, the members of the vestry, and lay delegates and substitute lay delegates to Synod.
  - c. To receive and approve the accounts of the parish for the preceding calendar year.
  - d. To appoint a person who is independent of the parish treasurer and envelope secretary, and who is not otherwise involved in the administration of the financial affairs of the parish, to conduct an annual review of the parish accounts. The person so appointed shall sign a Review Engagement Report dealing with the state of the parish accounts, that sets out whether or not anything has come to the attention of the person conducting the annual review that indicates that the financial statements are not, in all material respects, in accordance with Canadian Generally Accepted Accounting Principles. Nothing herein is intended to restrict a parish from appointing a person to

conduct an audit of the parish accounts. If a parish appoints a person to conduct an audit that person shall be called "Auditor". In such a case, references in these Canons to the person appointed to conduct an annual review of the parish accounts shall mean the Auditor so appointed, the term "annual review" shall mean "Annual Audit" and the term Review Engagement Report shall mean "Auditor's Report".

- e. To transact any other business as many properly be brought before the meeting.
5. A parish that conducts its affairs on a program year basis and not on a calendar year basis may hold in each year, in addition to the annual meeting referred to in section 4, a general meeting of parishioners at such time as may be determined by the parish.  
The business of the meeting shall be:
    - (a) To receive and consider reports from parish officers and committees;
    - (b) To elect the members of the vestry;
    - (c) To transact any other business as may properly be brought before the meeting.
  6. The business of the meeting referred to in section 5 shall not include the appointment and/or election of churchwardens, the election of lay delegates or substitute lay delegates to Synod, or the receiving or approval of the accounts of the parish for the preceding calendar year.
  7. The convener of all meetings of parishioners and of the vestry shall be:
    - (a) The incumbent, and if the incumbent is not available;
    - (b) A churchwarden, and if the churchwardens are not available;
    - (c) A parishioner delegated by the incumbent for that purpose, if there be such.
  8. A special meeting of the vestry or of parishioners may be called at any time and shall be called if the incumbent or a churchwarden receives a written request, signed by a least one-third of the members of the vestry, to call such a meeting.
  9. For a meeting of the Vestry to be duly constituted there must be present at least one-third of the members of the vestry and at least one of the incumbent, the churchwardens, or, where applicable, the parishioner delegated by the incumbent to convene the meeting.
  10. Written notice of every meeting of parishioners, signed by the convener, must be given at least seven days before the day on which the meeting is to be held.

The notice may be given by either:

- (a) Affixing it in a prominent place near the entrance to the church; or
  - (b) Mailing or delivering a copy to each parishioner at the addresses shown in the parish records.
11. The notice shall state the time and place at which, and, in the case of a special meeting, the purpose for which the meeting is held, and shall be framed in the following form:

## FORM OF NOTICE

Notice is hereby given that (the annual/a special) meeting of the Parishioners of the Parish of ..... will be held at ..... on the ..... day of ..... A.D. 19 .... at ..... o'clock in the ..... noon (for the purpose of .....) at which time and place all members signing the Declaration of Church Membership and who are of the full age of 16 years are entitled to attend and to vote.

Dated ..... A.D. 19.....

\_\_\_\_\_  
(convener)

12. The notice of a meeting of parishioners shall also be read in the church at all services on the Sunday next before the day of the meeting.
13. At all meetings of the parishioners or vestry, the chair shall be the incumbent or a person designated as chair by the incumbent; or if no designation has been made, or the person designated is absent, then the members present at the meeting shall elect a chair for that meeting from amongst those present.
14. The chair at any meeting of parishioners or the vestry shall have the usual powers of a person presiding at any public meeting. It shall be the duty of the chair to remain until the business is concluded or the meeting is adjourned; to keep the meeting to the specified purpose of its assembling; and to decide all questions of order. The chair shall have the right to vote. An equality of votes shall be considered as negating a motion.
15. The right of adjournment of any meeting of parishioners or the vestry shall be decided by a majority of votes, without debate.
16. Minutes of proceedings and resolutions of every meeting of parishioners or vestry shall be correctly entered in a book and unless the minutes were read and approved at the close of the preceding meeting, the first business of every meeting shall be the reading, approving and signing of minutes by the chair.
17. Every meeting of parishioners or the vestry shall be opened and closed with prayers.
18. The chair of the annual meeting of parishioners held pursuant to section 4, shall within one week after that meeting notify the Secretary of Synod of the names and addresses of the churchwardens and the person elected as lay delegates and substitute lay delegates to Synod from the parish.
19. A special meeting of parishioners shall be called to approve any extraordinary outlay of money proposed to be expended by the parish, or any money to be raised by borrowing upon lands or buildings of the parish. (See also Canon 24)