

## CANON 22

### MEMBERS OF VESTRY

1. Each parish shall at its annual meeting elect a Vestry consisting of not less than four nor more than twenty members. Members of vestry may be elected for one, two or three year terms, in the discretion of the parishioners. If the parishioners at the annual meeting fail to elect the required number of members to the vestry, the vestry may appoint an eligible person to fill any vacancy so caused.
2. The incumbent, and assistant or assistants in Holy Orders of the incumbent, if any, licensed by the Bishop, and the lay delegates to Synod from the parish, if not otherwise members of the Vestry, shall be ex officio members of the Vestry.
3. At the Annual Meeting of the parishioners, substitute members of the Vestry may be elected in the same manner as members of the Vestry.
4.
  - (a) Members of the Vestry shall continue in office until their successors are elected or appointed.
  - (b) Subject to subsection 4(c), no member of the Vestry shall continue in office for more than six consecutive years.
  - (c) In special circumstances, the Vestry may, by resolution, declare a person eligible for re-election or re-appointment as churchwarden, member of the Vestry, lay delegate or parish treasurer notwithstanding that the person has served six successive years in the same office.
5. If the office of a member of the Vestry shall become vacant by death, resignation or otherwise, or if the member is absent from the discharge of the duties of the member for three consecutive regular meetings without leave from the incumbent or the Vestry, the substitute elected at the annual meeting having received the largest number of votes next after the elected members shall fill the place of the member. If two or more substitutes were elected as part of a slate, as a result of which all received the same number of votes, the vacancy shall be filled by the substitute selected by lot. If there are no substitutes ready and willing to serve, the vestry may appoint another eligible person to fill the vacancy.
6. Every person elected to fill the office of a member of the Vestry shall, before acting in the office, sign the following declaration:

"I declare that I will faithfully and truly execute the office of a member of the Vestry within my parish, to the best of my skill and knowledge."
7. It shall be the duty of members of the Vestry, and they are hereby empowered:
  - (a) To act as advisors to the incumbent and the churchwardens.
  - (b) To give special attention to matters relating to the Church's function and to advise

on ways and means that the parish can share in a Christian ministry to people both inside and outside the Church.

- (c) Wherever possible to broaden the base of parish involvement in the community and advise on specific areas of ministry such as mission, social concerns, Christian education, youth, worship, stewardship, fellowship and visiting.
- (d) To use their best endeavours to promote unity, peace and true religion in their parish and community in cooperation with the incumbent, the churchwardens and the parishioners.
- (e) To assist the churchwardens in the collection of offerings and contributions for general and specific purposes.
- (f) To assist the churchwardens in the proper disbursement of monies of the parish, to fix the amount of salary or wages to be paid to the organist, choirleader, vergers, sexton, caretaker, secretary and other lay members of the parish staff, and to see that the stipend is paid monthly to the incumbent and to others that are receiving stipends, salaries, or wages from the parish.
- (g) To see that yearly accounts are duly reviewed and a Report signed and laid before the annual meeting and that a copy of these accounts along with a copy of the Report are transmitted to the Secretary of Synod.
- (h) To prepare and lay before the annual meeting for its adoption, an estimate of the sums required for carrying on the work of the Church during the ensuing year and to determine all ordinary expenditure not fixed at a parishioners' meeting.
- (i) To act in any other manner on behalf of the incumbent, the churchwardens or the parishioners as may be designated from time to time at ordinary or extra-ordinary meetings of the Vestry, provided these actions do not contravene any duties or functions laid out in the Canons.