

CANON 25

PAROCHIAL RECORDS

1. The following records are to be kept by a parish:
 - (a) A book for entering the minutes and resolutions of all parish and vestry meetings.
 - (b) A record of the parish accounts, in which shall be entered all the receipts and expenditures and the assets and liabilities of the parish
 - (c) A book for entering all services that take place in church, with the name of the officiant signed by that person if possible
 - (d) A register of the names of all persons who have signed the Declaration of Church Membership.
 - (e) A register of all baptisms, confirmation, marriages, and funerals. Any such register which is no longer in use shall be forwarded to the Registrar of the Diocese for safekeeping
2. It shall be the duty of the person appointed to conduct the Annual Review of the parish accounts to conduct the Review and attach the signed Report to the financial statements before they are presented to the annual meeting.
3. The fiscal year of each parish shall end on December 31st.
4. All fees or gifts for services shall be paid to the parish and, together with all Christmas offerings, shall be recorded as income in the accounts of the parish, and vestry shall decide on the disposition of these fees, gifts and offerings. Services are all services rendered on behalf of or in the name of the parish by the rector, an employee, parish group, or a member of the parish. Services include but are not restricted to baptism, confirmation, weddings, anniversary celebrations, funerals, memorial services, house blessings, house calls, healing and counselling.