

CANON 5

THE APPOINTMENT OF DIGNITARIES AND OTHER OFFICERS AND THEIR DUTIES

1. The Bishop may appoint the following dignitaries and other officers, viz. a Dean of the Diocese who shall be Dean of the Cathedral; Canons, lay and ordained of the Cathedral Chapter; Archdeacons; District Deans; a Chancellor; a Vice-Chancellor; and a Registrar.
2. The offices of District Dean, Chancellor, and Vice-Chancellor, shall be held during the Bishop's pleasure, and when a vacancy occurs in the See, these offices shall be vacated ninety days after the date of the installation of the newly elected Bishop, unless before that date the Bishop, in writing, continues such persons in their respective offices.
3. When dignitaries retire or are removed from their parishes or from performing diocesan work, they shall also retire from the office of dignitary.
4. The duties of the several dignitaries and officers insofar as they are not set forth in the Constitution and Canons of the Diocese shall be assigned by the Bishop.
5. Both the Chancellor and Vice-Chancellor shall be communicants and be barristers-at-law with at least ten years' standing. The Chancellor, or in the absence of the Chancellor the Vice-Chancellor, shall advise and assist the Bishop, or in the absence of the Bishop, the Bishop's Commissary, and Synod on all legal matters submitted. Before entering upon any duties, the Chancellor and the Vice-Chancellor shall each swear to deal uprightly and justly in their respective offices, without expectation of favour or reward.
6. It shall be the duty of the Registrar:
 - (a) To be custodian of all official papers, files and documents, including a certified copy of the Constitution and Canons of Synod and certified copies of any changes therein or additions thereto, which may be passed from time to time by Synod, and copies of the Constitution and Canons of the Provincial and General Synods and of any changes therein or additions thereto duly passed and accepted by the Synod of the Diocese. The Registrar shall also keep as permanent records two copies of the Journal of Proceedings of each session of Synod of the Diocese.
 - (b) To keep a record of all confirmations, of all ordinations, inductions, appointments, transfers, resignations, retirements and removals of clergy, and of the consecration of churches and cemeteries, and the deconsecration of churches, as provided by the Bishop or the Bishop's Commissary.

- (c) To preserve all papers, files, documents, journals, certificates of title, and legal papers as aforesaid; to arrange, label, file, index and otherwise put them in order and keep record of them; to provide for the safekeeping of them in some safe and accessible place of deposit; and to hold them under such regulations and restrictions as Synod or the Diocesan Council may provide.
 - (d) To keep in a suitable book to be provided by Synod the roll of all the parishes and missions which have been organized and recognized by the Bishop, or which may from time to time be organized with all necessary particulars relating thereto.
 - (e) To keep a list of all properties held or occupied by the Church, whether diocesan or parochial, with all particulars, including insurance, relating thereto, together with the date and origin of the information.
 - (f) To keep a record of the names and dates of the appointment of all dignitaries of the Diocese and all officers of Synod.
 - (g) To keep a list of the clergy of the Diocese, showing:
 - i. the date of their respective orders;
 - ii. their academic standing and college;
 - iii. the parishes and missions to which they have been or shall be appointed from time to time, together with any office or dignity they may hold, with dates thereof;
 - iv. any other matters relating to their standing in the Diocese.
7. When a vacancy occurs in the office of Registrar or if the Registrar is unable to act or is removed from office or the Diocese, the Registrar, or in the case the Registrar dies or is unable to act, the legal personal representative of the Registrar shall deliver to the Bishop or to such person as the Bishop may appoint to receive the same, all books, records, documents, and other papers belonging to the Synod which were in the possession or control of the Registrar under the provisions of this Canon.