
Canon Thirty-Two (XXXII)

On the Organization of Parishes and Missions

1. The Formation and Organization of Parishes and Missions

a) In any district where a parish does not exist, the Bishop may by deed erect and form a parish. In such deed the Bishop shall define the limits of that parish and name it. The deed shall be executed in duplicate and one copy shall be sent to the Registrar of the Diocese who shall register the same, and one copy shall be placed in the possession of the parish.

b) The Bishop may establish, define the boundaries of, and name a mission. Such Establishment shall be without deed of formation and shall be at the pleasure of the Bishop.

c) As soon as may be convenient after the execution of the Deed of Erection of a parish or the Establishment of a mission, the incumbent of the new parish or mission shall call a meeting of the parishioners for the purpose of electing churchwardens and other officers as required. This meeting shall be subject to the same regulations as an annual general meeting, respecting notice of meeting and procedures.

2. Changes in Formation and Organization

a) Change in Parish and Mission Boundaries

i) The Executive Committee is hereby empowered to rearrange the grouping and boundaries of parishes and missions in the diocese, subject in all cases to the Bishop's approval.

ii) Before proceeding with any such rearrangement, the said committee shall appoint one or more commissioners who shall present one or more proposed rearrangements to the incumbent, churchwardens and vestry of each parish or mission affected, allowing sufficient time for congregational meetings or joint congregational meetings to consider the proposal(s), or submit alternate proposals. After making such further investigation as may seem desirable, the commissioner(s) shall submit a report to the said committee.

iii) If any parish or mission affected by the proposed rearrangement is opposed to the changes, the said committee shall arrange for a hearing, at which the incumbent and churchwardens of all parishes or missions affected, after due notice, may be heard. Following the hearing the said committee shall render its decision, which, subject to the Bishop's approval, shall be final.

b) The Dissolution of Parishes or Missions

i) The Bishop may, with the consent of the Executive Committee, cancel the Deed of Erection of a parish or disestablish a mission following which a Certificate of Dissolution, as referred to in Section 9 of the Anglican Church of Canada Temporality Act of the civil Province of Manitoba, shall be issued and Sections 9, 10, 11, and 12 of the same act shall become applicable.

ii) The Bishop shall not take such action without consulting the incumbent, churchwardens and vestry of the parish or mission affected.

iii) Prior to the cancellation of the Deed of Erection of any parish, or the

disestablishment of any mission, the Bishop or delegate thereof shall attend a general meeting of the parish or mission called for the purpose of ascertaining the wishes of the congregation concerning the disposition of memorials, furnishings, church building(s) and other buildings in the parish or mission. However, the Finance and Property Committee, acting on behalf of the Synod, shall have the final decision, subject to the concurrence of the Bishop, with respect to the disposition of the real and personal property and all other assets or trust funds of the said parish or mission.

3. Organizational Structure

a) Single Parish or Mission

In every single parish or mission there shall be elected, or appointed churchwardens, vestry, and other officers as provided for in this canon.

b) Multi-Parish or Mission Unit

Where two or more parishes or missions are served by one incumbent, each parish or mission shall have churchwardens, vestry and other officers elected or appointed as provided for in this canon. In addition, there shall be a joint council, whose membership and duties are provided for in this canon.

c) Parish or Mission General Meetings

i) It shall be the duty of the incumbent and/or churchwardens to call general meetings of the parish or mission as necessary, or as provided for elsewhere in the canons.

ii) The incumbent shall be the convener and chairperson (*ex officio*) of all general meetings. In the case of the absence of or neglect by the incumbent, the churchwardens shall convene such meetings, and such meetings shall be chaired by either one of the churchwardens or by another parishioner, elected by the meeting.

iii) The chairperson shall have the usual powers appertaining to chairing any public meeting including the right to relinquish the chair from time to time and shall relinquish the chair when entering debate (unless the meeting is functioning as a “committee of the whole”) or when presenting a motion. The chairperson shall keep the meeting to the specified purpose and shall decide all questions of order. The Rules of Order of the meeting shall be those of the Synod of the Diocese of Brandon, *mutatis mutandis*. The chairperson shall not have the right to vote. A tie vote shall be considered as defeating the proposition. The right of adjournment is in the meeting and must be decided without debate. The meeting must have a member of the corporation present.

iv) Subject to directions by the Bishop or the Executive Committee, there shall be an annual general meeting of the congregants as early in the new year as possible, for the purpose of receiving reports, accounts for the previous year ended the 31st of December, approving such budgets as may be required, and the election or appointment of churchwardens, vestry, auditors and lay delegate (s) to Synod, and the transaction of other necessary business.

v) At the meetings held in any parish or mission for the election or appointment of churchwardens, vestry, and for all other purposes, except for the election of lay delegates to Synod, every baptized person of at least fifteen years, and who is a congregant of the parish or mission shall be entitled to vote after having subscribed to the following declaration, which

shall be attached to the minutes:

"I declare that I am baptized and am of the full age of fifteen years and that I am definitely identified with the work of the Church in the Parish or Mission of _____ and am therefore entitled to act as a congregant and be eligible to be elected as a member of vestry and, if a communicant of the full age of eighteen years, be eligible to be elected as a Churchwarden."

vi) Notice of every meeting of congregants must be given by the Convener in writing in the following form, and posted on the door of the church or in another prominent place, at least fourteen days prior to the date of the meeting:

Notice is hereby given that a meeting of the congregation of the parish or mission of _____ will be

held, if the Lord will, on the _____ day of

_____ 20 _____ in the

_____ (place)

at the hour of _____ o'clock

for the purpose of

and of transacting such other business as may be lawfully dealt with at such meeting. At which time and place, every person who has been a member of the congregation for the past three months, being baptized, and of the age of fifteen years is entitled to vote.

Dated this _____ day of

_____ 20 _____

Convener

vii) Members of the corporation of a parish or mission (the incumbent and the two churchwardens) may not be related in the first degree by blood, marriage, or adoption.

4. Vestries

a) Membership

The vestry shall consist of:

- i)** The incumbent, and assistant clergy, duly licensed by the Bishop, and any stipendiary lay pastoral workers, or full time non-stipendiary lay pastoral workers, duly licensed by the Bishop,
- ii)** the churchwardens,
- iii)** the secretary of vestry, the treasurer,
- iv)** the lay delegates to Synod,
- v)** four members at large to be elected by the annual general meeting,
- vi)** up to four additional members at large appointed by the incumbent (permissive); unless the incumbent has waived this right in advance of the election, in which case, up to four additional members at large as may be elected by the annual general meeting (permissive),
- vii)** such further number, up to four, as the new vestry may choose to co-opt at its first meeting, or at any meeting thereafter, with special consideration for representatives of parish organizations, or persons with special expertise.

In any case the vestry, apart from those members named in subsections i, ii, iii, iv, and v, shall not consist of more than 12 members at large. The annual general meeting may provide for continuity in vestry membership as such meeting sees fit. Notwithstanding the above, the whole congregation, from year to year, at the annual general meeting, may vote to act as the vestry.

b) Purpose of the Vestry

The vestry shall assist in developing the following qualities of Christian community:

- i)** as representing a worshipping community, through Word and Sacrament to celebrate their oneness in Christ, to proclaim God's power and to develop commitment to Christian values for living;
- ii)** as representing a caring community, to focus attention on the quality of relationships among members, and outward to the world, to foster a spirit of neighborliness and trust, to identify and address itself to the development of Christian lifestyles;
- iii)** as representing an empowering community to equip and enable persons and groups for the work of Christian Ministry as the People of God, to provide the resources, nurture, and skills necessary for growth in Ministry;
- iv)** as representing a redeeming community, to exercise a ministry of reconciliation between God and human beings, and persons and groups;
- v)** as representing a responsible community, to learn to become good stewards of all resources.

c) Every meeting of the vestry shall be opened with prayer, including the saying of the Lord's Prayer.

d) Duties

It shall be the duty of the vestry:

- i)** to assist the incumbent and churchwardens,
- ii)** to deal (subject to the provisions of clause vi below) in vestry meetings

with all the temporality of the parish or mission and to pass resolutions concerning the same. Such resolutions shall be binding on the incumbent and churchwardens, except insofar as they infringe on the rights and obligations of the incumbent and churchwardens individually or corporately as set out in the canons of the diocese. No such resolution passed, to which a majority of the members of the corporation was opposed, shall be acted upon without first seeking a consensus on the resolution passed by the whole vestry including the incumbent and churchwardens by the end of the next vestry meeting, or failing to reach a consensus, obtaining the written approval of the Bishop.

iii) to appoint, dismiss, and arrange remunerations for persons employed as office personnel, administrators, caretakers and other support personnel, and to arrange for the evaluation of such personnel as required,

iv) to consider financial statements presented to meetings by the churchwardens and to take any necessary action therewith,

v) to appoint a secretary, treasurer, auditor(s) and any other officers (with the exception of churchwardens) which the annual general meeting may decline to appoint, and to fill any vacancies in elected membership (with the exception of churchwardens) which may occur between annual general meetings,

vi) to have the disposition of any property, whether real or personal, acquired by way of a gift, devise or bequest in the name of the parish or mission, unless specifically designated by the donor for a particular purpose where the value does not exceed \$5, 000. 00 (five thousand dollars). Where the value of said gift devise or bequest exceeds \$5,000.00, such disposition shall be decided by the congregants at a special general meeting duly called for that purpose. All dispositions of real property shall be subject to the approval of the Diocesan Finance and Property Committee,

vii) to oversee the program of the church in the parish or mission, and to this end the vestry shall receive reports from and give direction, advice, and counsel, as may be appropriate, to all groups and persons charged with the delivery of the church's program within the parish or mission.

e) Quorum

The quorum of a vestry meeting shall consist of not less than one-third of the members, provided always that at least two members of the corporation are present.

f) The Calling, Convening, and Chairing of Vestry

i) Vestry meetings shall be called as needed by the incumbent, but not less than every three months. The vestry may establish a regular schedule of meetings and may adjourn to meet at a later date fixed by the meeting itself.

ii) The incumbent shall be *ex officio* the Convener and chairperson of all vestry meetings. The incumbent may appoint one of the churchwardens to be chairperson, or at the incumbent's request the vestry shall elect a chairperson from its members. In the case of the absence of or neglect of

the incumbent, the churchwardens shall convene such meetings and the vestry shall elect a chairperson from its members.

iii) The chairperson shall have the usual powers appertaining to chairing any public meeting including the right to relinquish the chair from time to time and shall relinquish the chair when entering debate (unless the meeting is functioning as a “committee of the whole”) or when presenting a motion. The chairperson shall keep the meeting to the specified purpose and decide all questions of order. The vestry has the right to establish its own rules of order. The chairperson shall not have the right to vote. A tie vote shall be considered as defeating the proposition. The right of adjournment is in the meeting and must be decided without debate.

iv) If at any duly called meeting of the vestry the incumbent is not present, and has made no provision for a chairperson, the vestry shall elect a chairperson from its members.

5. Churchwardens and Other Officers

a) The churchwardens together with the incumbent form the corporation of a parish or mission (see the Anglican Church of Canada Temporality Act of the Civil Province of Manitoba) and by virtue thereof, are included as signing officers for the parish or mission.

b)

i) In every parish or mission there shall be two churchwardens, one appointed by the incumbent at the time of the annual general meeting and one elected by the annual general meeting.

ii) Churchwardens shall continue in office until their successors are appointed or elected and, if the office of churchwarden shall become vacant, by death, resignation, or otherwise or, if absent from the discharge of duties for three months without the consent of the Incumbent; the case of the elected churchwarden, a meeting of the parishioners shall be called as soon as may be convenient to elect a new churchwarden, and in the case of the appointed churchwarden, the Incumbent shall announce their choice for a new churchwarden, as soon as may be convenient, at the time of divine service. If there is no incumbent, the Bishop, in consultation with the Vestry shall appoint a new churchwarden who would normally be appointed by the Incumbent.

iii) The tenure of office of a churchwarden shall not normally exceed five (5) consecutive years.

c) Churchwardens shall be communicant members of the parish or mission, in good standing, and of at least eighteen years of age.

d) It is the purpose of the office of churchwarden to:

i) share with the incumbent the mutual responsibility in fulfilling the total ministry of the parish or mission,

ii) confer with the incumbent about the concerns and needs of the congregation.

e) It is the duty of churchwardens:

- i)** to ensure, with the incumbent that the decisions of the vestry and/or joint council are carried out,
- ii)** to report to the annual general meeting, and as needed, to the vestry and/or the joint council,
- iii)** to see that all the church's services of worship are decently and regularly conducted and to provide all things necessary for the same,
- iv)** to have jointly with the incumbent the care of all the property of the church and to provide for the preparation, maintenance and safe-keeping of all parochial records and reports (refer to Section 4 of the canon on Parish and Mission Temporal Concerns),
- v)** to take care, as far as possible, that all persons attending church are accommodated,
- vi)** to see that the church building is properly and adequately heated, ventilated and cleaned,
- vii)** to keep the fabric of the church, parish hall and other church buildings, their contents and grounds in good order and repair and adequately insured (refer to the canon on Temporal Concerns Section 2,
- viii)** to keep in safe keeping an inventory of all lands, buildings, goods and chattels belonging to the parish or mission,
- ix)** to see that all insurance policies, securities, bonds and other valuable documents are in safe keeping and to have access thereto together with the incumbent and such other officers as may be appointed by the vestry,
- x)** to see that the Titles covering real property owned by the parish or mission have been registered in the appropriate land Titles Office, and to forward to the diocesan registrar for safe keeping all Titles, Deeds, Leases, Grants of Probate, and any other documents under which a parish or mission is granted or entitled to receive an interest in or charge upon real or personal property, (the Registrar may accept certified copies of such documents and may requisition further evidence as said Registrar deems necessary),
- xi)** to see that the offerings of the people and all contributions for general and special purposes are collected and properly recorded,
- xii)** to have conjointly with the incumbent the disposal of all monies contributed to the congregation, (subject to Section 4.d.vi above),
- xiii)** to pay all salaries and accounts that have been approved by the vestry,
- xiv)** to pay over all sums received for special purposes,
- xv)** to provide the vestry with interim financial statements and as soon as possible after December 31st of each year to submit the parochial accounts and other financial records for the year with vouchers to the auditor(s),
- xvi)** to provide the vestry with quarterly financial statements, or as requested,
- xvii)** to obtain the consent of the vestry before incurring any unusual expense not provided for in the budget, (when such expense cannot be

provided for out of the usual revenue of the parish or mission, a general meeting shall be called to decide upon the matter; see also Section 4.d.vi, **xviii)** to present to the annual general meeting a copy of the audited financial statements with their signatures affixed and a proposed budget for the fiscal year, including a Balance Sheet showing the income and expenditure of the parish or mission during the last year and a statement of all assets and liabilities of the said parish or mission,

xix) to attend on the visitation of the Bishop, Bishop's commissary, Archdeacon, or Regional Dean whenever requested,

xx) to hand over, after the annual general meeting, any monies in the hands of the retiring churchwardens together with the custody of all properties of the parish or mission.

f) The churchwardens may delegate the responsibility for keeping the parish or mission accounts and financial records to a parish or mission treasurer, nevertheless, it shall be the responsibility of the churchwardens to see that such accounts and financial records are properly maintained and audited.

g) Where there is a joint council, such duties of the churchwardens as relate to joint ministry, the rectory and related properties shall be transferred to the joint council and secretary-treasurer thereof.

6. Joint Councils

a) Where there is more than one parish or mission served by the same incumbent there shall be a joint council, drawn from the several parishes and/or missions, consisting of:

i) the incumbent, and assistant clergy, duly licensed by the Bishop, and any stipendiary lay pastoral workers, or full time non-stipendiary lay pastoral workers, duly licensed by the Bishop,

ii) the churchwardens,

iii) the lay Representatives to Synod,

iv) the treasurers,

v) such other persons as the joint council may choose to co-opt.

b) The purpose of the joint council shall be to unify the administration of the multi parish or mission unit in all causes of common concern to the several parishes or missions and to this end shall:

i) provide adequate housing, in kind or by way of allowance for each stipendiary cleric or lay pastoral worker (see canon on Parish and Mission Temporal Concerns),

ii) pay the stipends, benefits, and allowances of the incumbent, assistants, and lay pastoral workers and all other payments required or negotiated by the Synod,

iii) prepare and approve an annual budget and, at the first meeting in a given year, apportion or negotiate among the several parishes or missions, the amounts required to meet the obligations of the budget.

iv) meet at the call of the incumbent as soon as possible after the annual general meetings of the several parishes or missions to elect a chairperson, vice-chairperson and secretary/treasurer who shall hold office until their successors are elected.

c) It shall be the duty of the secretary-treasurer of the joint council:

i) to keep a proper record of the meetings of the council,

ii) to receive from the several parishes or missions their respective contributions,

iii) to keep the same in safe custody,

iv) to disburse the same, from time to time, under the direction of the joint council,

v) to give a financial statement at the joint council's Annual Meeting and at other times as requested.

d) The council may fix a schedule of meetings but shall always meet at the call of the chairperson, or at the request of any three of its members.

7. Associations

a) No guild, auxiliary, club or other association shall be formed or continue in any parish or mission without the approval of the incumbent and churchwardens. No association already formed may be dissolved by the parish or mission corporation without the said corporation consulting the Bishop.

b) All such associations in any congregation shall be subject at all times to the direction of the incumbent and churchwardens who shall have power to suspend or dissolve any association which refuses or neglects to adhere to the provisions of this canon.

c) All associations connected with the congregation shall submit a report of their work in the previous year together with financial statements duly audited, to the annual general meeting of the parish or mission.

Canon Thirty-Three (XXXIII)

On Parish and Mission Temporal Concerns

1. Property, Faculties and Memorials

a) No parish or mission church belongs to any one generation. It is important that any alterations or additions, or rearrangements to ornaments or memorials, of the church have a faculty from the Bishop. No faculty regarding property shall be issued in opposition to the expressed views of the corporation of the parish or mission.

b) No real property shall be purchased, building contracted for or erected, or substantial alteration in the fabric of any church, parish hall, or residence take place, nor shall any financial undertaking of an amount in excess of which shall be determined from time to time by the Finance and Property Committee, take

place, until the plans, proposals, and any other information which may be required, have been submitted for written approval to the Finance and Property Committee and such approval, together with any applicable faculty from the Bishop, has been obtained.

c) Notwithstanding other sections of this canon, the incumbent and churchwardens may make such minor repairs and replacements to the fabric and furniture of a church as are necessary without a faculty being sought.

d) It shall be the responsibility of the incumbent and churchwardens to grant or withhold approval of all memorials and to apply for any applicable faculties or diocesan approval for the same. Such memorials become the sole property of the parish or mission. While in all cases pastoral sensitivity must be exercised, the incumbent and churchwardens shall be responsible for the placement, use and disposal of all memorials.

e) After a church building has been consecrated, the property shall not be mortgaged, (see Book of Common Prayer, page 681).

2. Rectories

a) It shall be the duty of every parish or mission to provide a suitable residence for the incumbent, or a housing allowance; the standards of either or both, from time to time, shall be determined by the Executive Committee.

b) The provisions of this canon shall apply, *mutatis mutandis*, to any full time assistant clergy and lay pastoral workers licensed to a particular parish or mission by the Bishop.

c) On the appointment of a new incumbent, the rectory and related properties shall be put into the incumbent's possession in good repair, as certified by the Regional Dean or other representative of the Bishop.

d) At all times, it shall be the duty of churchwardens to keep the rectory and all related property in good repair, and the expense of any improvement or repairs, including new roofing, external or internal painting, new fencing, and matters affecting the stability or safety of the building, made necessary by the lapse of time, or by accidents of fire, flood, or tempest, or general wear and tear, and not arising out of any act of willful neglect on the part of the incumbent, or the incumbent's family, shall be borne by the parish or mission.

e) It shall be the duty of the parish or mission to insure and keep insured the rectory and related buildings for their full insurable value.

f) Where there is a multi-parish or -mission unit, it shall be the duty of each congregation to bear its proper share of the expenses in providing the rectory and related properties, and of the expense of repairs, improvements and other upkeep. In such cases it shall be the duty of the joint council to administer the care and maintenance of the rectory.

g) It shall be the duty of the parish or mission to provide, along with the rectory, all utilities, such as heating, hydro, water and sewage and telephone (standard monthly rate and all calls related to parochial business).

3. The Support of the Clergy

a) The duty of maintaining the clergy rests upon the people to whom they minister and the responsibility of seeing that the stipend, benefits, and allowances are regularly and fully paid rests upon the churchwardens of the parish(es) and/or mission(s) served by the said clergy. The first charge on all ordinary church funds at the disposal of the churchwardens shall be the regular payment of the remuneration of the clergy and any stipendiary lay pastoral workers.

b) When arrears of stipend, benefits and allowances are due to a cleric who is about to leave a parish or mission, no successor shall be appointed until the said arrears have been paid, or provision made for the payment. In the event of a dispute arising between the cleric or stipendiary lay pastoral worker and the parish or mission with respect to the said arrears, the matter shall be dealt with in accordance with the canon on Disputes.

c) The rate of stipends, benefits and allowances to be paid to the clergy and stipendiary lay pastoral workers in the diocese shall be determined by the Executive Committee from time to time, subject to instructions given by the Diocesan Synod and by the General Synod of the Anglican Church of Canada.

4. Parish Registers, Records and Books

a) It shall be the duty of churchwardens in every parish or mission under the jurisdiction of this Synod to provide:

- i) a book to contain the names of all persons declaring themselves to be members of the congregation as provided in Canon Thirty-Two,
- ii) a book to contain the names of all communicants,
- iii) a book for entering the minutes and resolutions of all Annual General, General, and vestry meetings,
- iv) a book for the parish or mission accounts in which shall be entered all the receipts and expenditures, the assets and liabilities, and an inventory of all lands and property, together with the ornaments and furnishings of the church belonging to the parish or mission, (this book shall also contain a certified copy of the annual balance sheets),
- v) a Vestry Book, or Register of Services,
- vi) an official register of Baptisms, Confirmations, Marriages, and Burials,
- vii) when required, a properly completed return of the statistical form approved by the Executive Committee as set forth in Canon Eleven,
- viii) a book or index in which may be entered the names of all persons in the parish or mission who look to the church for any ministrations.

b) The incumbent shall be responsible for the correct keeping of i, ii, vi, and viii, above, namely the list of the members of the congregation, the list of the communicants, and the Register of Baptisms, etc., and the record of adherents in the parish. The incumbent shall be responsible for their safe custody and upon leaving the parish shall deliver them to the churchwardens obtaining a receipt therefor, which receipt shall be exhibited to the Bishop before the issuing of a new license to said cleric, or in the case of intended removal from the diocese, before the granting of a letter of *bene decessit*.

c) The Vestry Book, or Register of Services, shall be in the joint custody of the incumbent and churchwardens, the incumbent being responsible for the correct entry of all services held in the church and the churchwardens for the correct entry of the alms and collections.

d) The churchwardens shall be responsible for the correct and safe keeping of a.iii and iv, above, namely the Minute Book and the book containing the parish or mission accounts.

e) It shall be the duty of the Regional Deans to inspect biennially the registers and books in every parish, mission and ecclesiastical institution in their respective regional deaneries and to report to the Bishop the result of such inspections.

5. Custody of Deeds and Parish Registers

a) All incumbents, churchwardens or other church officials having in their custody legal documents such as Grants and Deeds of Land, Duplicate certificates of Title, Leases, Agreements for Sale, Certified copies of Grants of Probate or wills in whole or in part, or any other instrument under which any body of the Anglican Church of Canada obtains an interest in land or personal property, shall forward the same to the diocesan registrar as the proper custodian thereof.

b) All incumbents and churchwardens shall from time to time transmit to the secretary of Synod, all parish or mission registers which have been completed or filled up, and the secretary of Synod on receiving the same shall have custody thereof and shall preserve them and duly acknowledge their receipt.

c) Whenever a copy of an entry in any such book is required it shall be the duty of the secretary of Synod to furnish the same on payment of a fee to be regulated by the Executive Committee.

6. Unauthorized Collections

a) No cleric or lay person shall collect money for any church purpose outside the objects regularly authorized by the Synod of the Diocese or beyond the bounds of that person's own parish or mission, or proceed to any other Diocese for the same purpose without the sanction and approval of the Bishop. Such collector shall obtain the sanction of each incumbent before making a collection in the incumbent's parish or mission, and the collector shall report to the incumbent the result of such collection.

b) No person from any other Diocese shall make collections within this Diocese (for any church purpose) without first fulfilling the conditions imposed in section 6a of this canon.
