

## **J. Parish Bodies**

### **Canon J-1:VESTRIES**

*entitlement to hold a vestry meeting:*

1. An outstation shall be entitled to hold a Vestry meeting and become an organized congregation as soon as it has at least five members qualified to vote. (Amended 1995).

*composition:*

2. a) All persons shall be entitled to vote in the vestry of a congregation in the Diocese who:

(i) are baptized; and

(ii) are of full age of 16 years; and

(iii) are habitual attendants at Divine Service in the congregation; and

(iv) have contributed during the year immediately preceding to the working expenses of the church. (Amended 1995).

*calling of a vestry meeting:*

3. a) A vestry meeting may be called:

(i) by the incumbent;

(ii) by the churchwardens in the case of the incumbent's refusal or inability to act.

b) Any vestry meeting, including the regular annual vestry meeting, shall require notice to be given on the two Sundays on which services are held preceding the meeting.

c) A vestry meeting shall be called by the incumbent if at least four members of the vestry make such a request in writing.

d) If the incumbent or churchwardens refuse to call a meeting after a written request as outlined in c), one week later any four members of the vestry may call a meeting by posting a notice on the outer door or doors of the church at least one week prior to the intended meeting.

e) If none of the elected delegates or alternate delegates from a parish can

attend Synod, then a special vestry meeting may be called with the sole agenda item to elect a new Synod delegate without the notice requirements contained in Canon J-1, Section 3 (b), in a situation in which it would not otherwise be possible to hold a special vestry because of the notice requirement. (Adopted 2011)

*quorum at a vestry meeting:*

4. Three qualified lay persons constitute a quorum at a vestry meeting. (New 1920; amended 1976).

*annual vestry meetings:*

*when held:*

5. a) There shall be an annual meeting of the parishioners in each congregation.

b) If a congregation holds its annual meeting before the end of a calendar year, the requirements of canon I-2, section (u) shall still be met. (Amended 1979).

*business:*

c) At the annual meeting the parishioners shall:

(i) receive and approve the accounts for the past year;

(ii) approve the budget for the ensuing year; and

(iii) appoint and elect churchwardens, auditors, and other officers for the ensuing year.

*the conduct of an annual meeting:*

*chair:*

6. a) The incumbent shall preside. In the incumbent's absence, the qualified voters present shall elect a chair.

*order of business:*

b) The following items of business shall be dealt with:

(i) Opening prayer.

(ii) Announcement by the incumbent or chair of the Diocesan Canon governing the holding of vestry meetings, especially the part relating to the qualification of

those entitled to participation.

- (iii) Election of a vestry clerk, where it is desirable to elect such an officer.
- (iv) Reading and confirmation of the minutes of the last annual and subsequent vestry meetings.
- (v) Unfinished business, if any.
- (vi) Presentation and adoption of the churchwardens' financial report.
- (vii) Presentation and adoption of reports of parochial organizations.
- (viii) Announcement of appointment of incumbent's warden for ensuing year.
- (ix) Election of people's warden and other officers.
- (x) General business.
- (xi) Closing prayers. (Amended 1947, 1950, 1963).

*[formerly Canon 13]*

*Diocese of Algoma – May 2011*