

DIOCESE OF QU'APPELLE

ANGLICAN CHURCH OF CANADA



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REGULATIONS

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TABLE OF CONTENTS

REGULATIONS TO CANON 2	5
A. ELECTION OF DELEGATES AND SUBSTITUTES (CANON 2.A.2)	5
B. YOUTH DELEGATES (CANON 2.A.3).....	5
C. RULES OF ORDER AT SYNOD (CANON 2.C.6)	6
D. VOTING AT SYNOD (CANON 2.C.7).....	6
E. RESOLUTIONS COMMITTEE (CANON 2.D.3).....	8
F. COMMITTEE OF SCRUTINEERS (CANON 2.D.6)	10
REGULATIONS TO CANON 4	11
A. THE CATHEDRAL AND THE DEAN (CANON 4.A.5)	11
REGULATIONS TO CANON 9	12
A. POWERS OF THE DIOCESAN COUNCIL (CANON 9C)	12
B. EXECUTIVE STAFF POSITION - MINISTRY DEVELOPMENT COORDINATOR (CANON 9.C.3)	12
C. MEETINGS OF DIOCESAN COUNCIL (CANON 9B)	13
REGULATIONS TO CANON 12	14
A. THE REGISTRAR.....	14
REGULATION TO CANON 13	15
A. STATEMENT OF INVESTMENT POLICIES AND GOALS	15
REGULATION TO CANON 14	17
REGULATIONS TO CANON 15	18
A. ARCHDEACONS.....	18
REGULATIONS TO CANON 16	19
A. REGIONAL DEANS	19
REGULATIONS TO CANON 17	20
A. THE ARCHIVIST.....	20
REGULATIONS TO CANON 18	21
A. DIOCESAN STANDING COMMITTEES	21
REGULATIONS TO CANON 19	23
A. HONORARIA FOR OCCASIONAL SERVICES (CANON 19.A.1)	23
B. REGULATIONS TO CANON 19.A.5	23
C. HOUSING (CANON 19B).....	27
D. TRAVEL REIMBURSEMENT (CANON 19.D)	28
REGULATION TO CANON 20	29
A. LICENSING OF RETIRED/RESIGNED CLERGY (CANON 20.A.1)	29
B. APPOINTMENT OF CLERGY (CANON 20.B.1).....	29
C. APPOINTMENT PROCEDURES (CANON 20.B.3).....	29

D.	PRIEST SERVING ON AN INTERIM BASIS (CANON 20.B.4).....	31
E.	PROCEDURES FOR CLERGY MOVES	32
F.	RESPONSIBILITIES OF PARISH OFFICERS	33
G.	RESPONSIBILITIES OF THE BISHOP	34
H.	RESPONSIBILITIES OF EXECUTIVE OFFICER	34
I.	RESPONSIBILITIES OF DIRECTOR OF ADMINISTRATION	34
J.	RESPONSIBILITIES OF REGIONAL DEAN.....	34
K.	RESPONSIBILITIES OF ARCHDEACON	34
L.	RESPONSIBILITIES OF INCOMING INCUMBENT.....	35
M.	MOVING REGULATIONS.....	35
REGULATIONS TO CANON 21		36
A.	ESTABLISHMENT OF PARISHES AND CONGREGATIONS (CANON 21.A.2).....	36
B.	DISESTABLISHMENT (CANON 21.A.2)	36
C.	PARISH/CONGREGATIONAL RECORDS AND BOOKS (CANON 21.A.3)	38
D.	DECLARATION OF ELIGIBLE MEMBER (CANON 21.A.4(c)).....	38
E.	PARISH ROLL (CANON 21.A.4).....	38
F.	PARISH COUNCIL (CANON 21.B.2(d))	39
G.	THE VESTRY (CANON 21.B.3(d))	39
H.	CHURCHWARDENS (CANON 21.C.2(b)).....	41
I.	TREASURERS (CANON 21.E.1(g)).....	42
J.	FAIR SHARES - REGULATION (CANON 21.E.1(e))	42
REGULATIONS TO CANON 22		44
A.	HERITAGE PROPERTY (CANON 22.A.3).....	44
B.	ALLOCATION OF PROCEEDS OF DISPOSITION OF REAL PROPERTY (CANON 22.A.4)	44
C.	PURCHASE, CONSTRUCTION, ALTERATION (CANON 22.A.5)	45
D.	MEMORIALS AND ORNAMENTS (CANON 22.C.1)	46
APPENDIX.....		47
	<i>FORM 1 - CERTIFICATE OF ELECTION OF DELEGATE TO SYNOD.....</i>	<i>47</i>
	<i>FORM 2 - CERTIFICATE OF APPOINTMENT OF DELEGATE TO SYNOD.....</i>	<i>48</i>
	<i>FORM 3 - CERTIFICATE OF MEMBERSHIP OF SYNOD.....</i>	<i>49</i>
	<i>FORM 4 - DECLARATION OF ELIGIBLE MEMBER (Canon 21.A.4(c)).....</i>	<i>49</i>
	<i>FORM 5 – SAMPLE LETTERS TO PROSPECTIVE CANDIDATES</i>	<i>50</i>
	<i>FORM 6 – PRAYERS</i>	<i>52</i>
	<i>FORM 7 - CHECK LIST FOR CLERGY MOVES.....</i>	<i>53</i>
	<i>FORM 8 – DECLARATION OF ELIGIBLE MEMBER</i>	<i>54</i>
	<i>FORM 9 – NOTICE OF INTENTION TO REMOVE NAMES FROM PARISH ROLL.....</i>	<i>54</i>
	<i>FORM 10 – VESTRY DECLARATION</i>	<i>55</i>
	<i>FORM 11 – CHURCH WARDEN’S DECLARATION</i>	<i>55</i>
	<i>FORM 12 – FAIR SHARE CALCULATIONS</i>	<i>56</i>

REGULATIONS TO CANON 2: THE SYNOD

A. ELECTION OF DELEGATES AND SUBSTITUTES (Canon 2.A.2)

1. Parish – Single and Multiple
 - a. In a parish consisting of a single congregation, Elected Delegates and Substitutes for the next session of Synod shall be elected at each annual meeting of the congregation. ¹
 - b. In a parish consisting of more than one congregation, each congregation may nominate at least one eligible member for election as an Elected Delegate to Synod. Delegates to Synod and substitutes shall be elected at the first meeting of the Parish Council following the completion of all the annual meetings for all the congregations in that Parish.
2. If the number of persons nominated exceeds the number of Delegates to be elected, a ballot shall be taken and the persons receiving the highest number of votes cast shall be declared elected to the office of Delegate, and the like number receiving the next highest number of votes shall be declared elected as substitutes. If not more than the required number are nominated those so nominated shall be declared elected and nominations shall then be received for the office of substitute.
3. Elected Delegates and substitutes shall continue in office until their successors are elected, but such delegates or substitutes may resign at any time by notice in writing to the Incumbent or if there be no Incumbent to the Churchwardens.
4. If the full number of delegates to which a parish is entitled cannot be secured from the delegates elected or from the substitutes, then the Vestry, or in the case of a parish consisting of more than one congregation, the Parish Council shall appoint sufficient delegates to complete the number.
5. Names and addresses of persons chosen as Elected Delegates or substitutes, and any changes in representation, shall be forwarded to the Executive Officer.
6. Certificate of Election: Every Elected Delegate and every substitute attending the Synod shall be furnished with a certificate of election or appointment in on of the following forms or to like effect. Such certificate shall be presented by the Delegate when registering at Synod. (APPENDIX – FORM 1 or FORM 2)
7. Certificate of Membership: A person, not an Elected Delegate, who is a member of Synod under Paragraph 4 of the Constitution, shall be provided with a Certificate of Membership in the form of APPENDIX – FORM 3 or to like effect. Such certificate shall be presented at the time of registering for Synod.

B. YOUTH DELEGATES (Canon 2.A.3)

1. At least six weeks before any session of Synod, the Regional Dean of each Deanery of the Diocese shall nominate to the Bishop one member or eligible member aged 16 to 21

¹ Amended 12 December 2015

years at the time of Synod as Youth Delegate from the Deanery to Synod. The Bishop concurring, that person shall be appointed by the Bishop as a member of Synod. The expenses for their attendance shall be paid by the Diocese.

C. RULES OF ORDER AT SYNOD (Canon 2.C.6)

1. When the Bishop or other person presiding has taken the chair no other member shall continue standing and all members shall immediately come to order.
2. An address by the Bishop shall be in order at any time.
3. All questions of order shall be decided by the Chair without debate and the decision of the Chair shall be final.
4. When any member is about to speak that member shall rise and address the Chair giving name and the name of the parish represented. When two or more members rise at the same time the Chair shall name the member who is to speak first.
5. The Chair shall recognize speakers alternately by Order.
6. When a member is speaking no member shall interrupt except to raise a point of order.
7. Reports of committees to Synod, with the exception of the report of the Diocesan Council, shall be presented and not read save insofar as it may be necessary to read such report in support of any substantive motion presented in connection therewith.
8. No motion involving the expenditure of money, for which funds have not been allocated, shall be permitted to come before Synod unless it is accompanied by a report from the Expenditures Committee as to its financial viability, sources of funding, and projects which might be rescheduled, replaced, or abandoned in order to permit such funding, except as provided for in rule of order No. 12.
9. No Resolution from a member of Synod shall be permitted to come before Synod if proper notice has not been given to the Resolutions Committee, except as provided for in Rule of Order No. 12.2
10. Every member speaking at Synod shall be subject to time limits set by the Chair. The Chair shall make arrangements for the timing of speakers.
11. When any question arises for which no rule or order is provided, Roberts Rules of Order shall serve as a guide in the matters in doubt or in dispute.
12. No rule of order shall be suspended except by a two-thirds vote of members present and voting and such motion to suspend shall be put without debate.

D. VOTING AT SYNOD (Canon 2.C.7)

1. No notice of motion or amendment shall be considered as before the Synod (save such as may be proposed by the Bishop or by the Diocesan Council or other committee) unless it be in writing, is seconded, and in the hands of the Chair.

2. No motion (other than a procedural motion and an amendment to a motion properly before Synod) shall be considered until the next sitting of the Synod after the same is first proposed or notice given except by consent of two-thirds of the members of Synod present and voting.
3. When a motion is before the Synod it shall not be withdrawn except with the consent of the Synod.
4. When notice of motion has been given and such motion is called at any sitting of Synod, any member of Synod may, in the absence of the original proposer, or seconder, or in the event of the latter failing to move, take up such motion.
5. No member, save the mover of a resolution, who shall have the right to reply shall without the permission of the Chair, speak more than once on the same question except it be to raise a point of order or question of privilege in which event the point shall be simply stated, and no new matter shall be introduced.
6. When a question is under consideration no other motion shall be received except to amend, to adjourn, to lay on the table, to postpone consideration, to adjourn the debate, to consider it clause by clause, to divide it, or to refer it to a committee, and motions for any of these purposes shall have precedence in the order herein named, and motions to adjourn or lay upon the table shall be put without debate.
7. Any member shall have the right, except when another member is speaking, to require that the motion or any amendment thereto be read for information.
8. A member called to order while speaking shall sit down and remain seated until the point of order has been decided unless permitted by the Chair to explain.
9. An amendment to the original motion shall in discussion take precedence of such motion, an amendment to the amendment shall be first put, then the amendment to the motion and lastly the motion itself as amended or in its original form as the case may be.
10. No more than one amendment to a proposed amendment shall be in order but a substitute for the whole motion may be prepared and received provided it deals with the matter under consideration.
11. When a question is being put from the Chair the members shall remain in their seats and shall not hold any private discourse and no member shall retire until the motion is disposed of.
12. A motion “that the question be now put” shall be understood to have the following effect:
 - a. It shall be put to the vote forthwith and if decided in the affirmative a vote must be taken at once on the motion before the Synod and without debate. If it be decided in the negative the motion “that the question be now put” cannot again be proposed until a vote has been taken on the motion before Synod.
 - b. When the motion “that the question be now put” has been carried it is understood that all amendments to the original motion are affected and will be dealt with as in Sec.8.
13. Voting
 - a. The ordinary method of voting shall be by a show of hands. On request of any other member the vote may be taken by ballot.

- b. After the result of the vote has been declared by the chair any member of the Synod may require that the affirmative and negative vote be recorded by no protest or dissent shall be entered on the minutes.
14. A question being once determined shall not again be brought under discussion at the meeting of Synod without the consent of two thirds of the members present and voting at any session of Synod.

E. RESOLUTIONS COMMITTEE (Canon 2.D.3)

1. The Resolutions committee shall consist of two members of the clergy and two members of the lay Delegates to Synod, appointed by the Bishop in consultation with the Agenda Committee. The Executive Officer will be the officer of the Diocese who has the responsibility for the committee.
2. It is the responsibility of the committee:
 - a. to receive, and prepare for debate, resolutions proposed for the consideration of Synod;
 - b. to ensure that proposed resolutions contain clear and concise statements of the intentions of their sponsors;
 - c. to consolidate, and if necessary, reword resolutions which deal with the same subject;
 - d. to ensure that resolutions conform to the recommended forms of presentation of resolutions.
3. Resolutions may be received from:
 - a. reports which are printed in the convening circular;
 - b. reports which are presented to the Synod but which are not included in the Convening Circular;
 - c. members of Synod, after proper notice has been given;
 - d. members of Synod, to extend greetings or courtesies to persons or groups;
 - e. church groups such as a deanery, parish, Diocesan committee or the Diocesan Council.
4. Meetings: The Executive Officer will convene a meeting of the Resolutions Committee prior to the convening of the Synod for organization including appointment of a Chair. This first meeting will prepare for debate those resolutions which have already been received and which may have been printed in the Convening Circular.
5. Procedures
 - a. Resolutions prepared prior to the Synod should be sent care of the Executive Officer of the Diocese for consideration by the Resolutions Committee.
 - b. All resolutions that are not printed in the Convening Circular shall be written on a form prescribed by the committee and submitted to the Executive Officer for consideration by the committee before being presented to the Synod.

- c. If a motion has financial implications, the procedures in Rules of Order at Synod, paragraphs 8 and 9, shall be followed before the motion is presented at Synod.
- d. Resolutions presented to the committee may be accompanied by a note of explanation that sets forth the considerations leading to the proposal. This note will not form part of the resolution, but give the reasons for the proposal.
- e. Resolutions shall not include preambles (i.e. “Whereas...” etc.) but when printed for presentation to the Synod, may, at the discretion of the committee, be accompanied by a brief explanatory note.
- f. Resolutions that propose a change in social policy should be prefaced by an explanatory note relating the concern of the resolution to the teaching of the church.
- g. The Resolutions Committee shall not debate the merits of any proposed resolution, but will ensure that it contains a clear and concise statement of what is proposed.
- h. The Resolutions Committee may reject, or return for revision, any resolution it considers to be:
 - i) outside the jurisdiction of the Synod;
 - ii) unclear or ambiguous;
 - iii) inaccurate;
 - iv) impossible to perform.

6. Preparation

- a. Upon receipt of the resolution, either in the Convening Circular or on the required form, it will be numbered for identification.
- b. Resolutions will be reviewed by the committee and changes suggested; these recommended changes will be presented to the sponsors for their agreement. If agreement cannot be reached the sponsors have the right to present their version and the Resolutions Committee may propose amendments they believe desirable.
- c. After agreement on the form of a resolution it will be printed and prepared for distribution. Resolutions may be printed more than one to a page, but its number must be prominently visible, and resolutions on a related subject should be grouped together.
- d. Revisions of a resolution which has been printed and distributed must bear the same number with a letter designation indicating the sequence of revisions: i.e. Resolution 33, 33A (first revision); 33B (second revision).
- e. The Resolutions Committee will consult with the Agenda Committee about the number of resolutions still to be presented and the order of their presentation.
- f. Resolutions will be presented in an order which is appropriate to the agenda or the order in which they are received. If time for debate is limited, the Agenda Committee will decide which resolutions will be presented and which resolutions will be recommended for referral to appropriate bodies other than the Synod.

- g. Decisions of the Resolutions Committee or the Agenda Committee regarding disposition may be appealed to the Synod.

F. COMMITTEE OF SCRUTINEERS (Canon 2.D.6)

1. The Committee of Scrutineers shall consist of three clerical and three lay members of Synod, none of whom are standing for election.
2. The Committee shall elect its own Chair.
3. The Committee shall distribute the ballots, prepared by the Nominating Committee, to each member of Synod.
4. When the voting has been concluded the Committee shall count the ballots in the presence of each other only, and report the results to Synod.
5. The Committee shall destroy the ballot papers immediately following the close of Synod.
6. Each member of the Committee shall before the election, be furnished with a copy of the Canon and Regulations governing elections.

REGULATIONS TO CANON 4

A. THE CATHEDRAL AND THE DEAN (Canon 4.A.5)

Reference: also Canon 14

1. The Parish Church of St. Paul in Regina is affirmed as the Cathedral Church of the Diocese of Qu'Appelle.
2. The Cathedral shall serve the Diocese as a spiritual, resource, planning and conference centre for the Diocese while, at the same time ensuring that the parish life of the Cathedral shall not suffer by the Cathedral-Diocesan program.
3. The Rector of the Cathedral shall be appointed by the Bishop in consultation with the Search Committee of the Cathedral in accordance with the Canons and the Regulations. The Rector of the Cathedral shall also be appointed Dean, and shall hold office at the pleasure of the Bishop.
4. In the event the Bishop revokes the appointment of Dean but not the appointment of Rector of the Cathedral, the Bishop may appoint as Dean only himself.
5. In the event the duties of the Dean exceed normal demands and take an extraordinary amount of time from the duties of the Rector, the Diocese agrees that the Parish Church of St. Paul shall be compensated at an amount to be established by agreement between the Parish and the Diocese.
6. The Bishop shall have the right to preside and preach in the Cathedral at the major services of the church on the great festivals including, but not limited to Christmas, Easter, Ascension, Pentecost, Trinity, the Feast of the Conversion of St. Paul and the Anniversary of the Dedication of the Cathedral.
7. The ritual and ceremonial of the Cathedral services shall be under the direction of the Rector in consultation with the Bishop.

REGULATIONS TO CANON 9

A. POWERS OF THE DIOCESAN COUNCIL (Canon 9C)

1. Expenditures
 - a. Any proposal arising in the course of a Diocesan Council meeting which involves the expenditure of funds, and for which funds have not been allocated, shall automatically be referred to the Finance Committee for scrutiny and report to the next meeting of Council, unless 75 percent of members present and voting agree to its introduction.
 - b. It shall be the responsibility of the Finance Committee to scrutinize all proposals coming before Council which involve expenditure of funds, and for which funds have not been allocated, and report as to their financial viability, sources of funding, and projects which might be rescheduled, replaced, or abandoned in order to permit such funding.
2. Appointments of Diocesan Staff
 - a. From time to time Diocesan Council or its Executive Committee may appoint persons to staff positions in the Diocese. Persons shall be appointed to such positions only when satisfactory arrangements for funding the position and any programs related to it are in place. The job description for the position may be included in the Diocesan Regulations.

B. EXECUTIVE STAFF POSITION - MINISTRY DEVELOPMENT COORDINATOR (Canon 9.C.3)

1. The Coordinator will help the Diocese to develop patterns of clergy deployment and use of diocesan committees to provide ongoing support and resources to all parishes.
2. The Coordinator will give priority to the needs of parishes which find they can no longer afford full time stipendiary clergy. The Coordinator will visit such parishes, explore various options, and continue to work with each parish as it develops new forms of ministry.
3. Working with other members of the clergy and lay people, the Coordinator will provide workshops and other resources to help parishes select, train, and maintain local ministry.
4. The Coordinator will work with such bodies as the Committee on Ordained Ministry, the Program Committees, lay training centres, and theological colleges, to facilitate continuing education for both lay and clerical ministries.
5. The Coordinator will work in close co-operation with the Bishop, the leaders of Archdeaconries and Regional Deaneries, and with relevant Diocesan committees.
6. The Coordinator will be a member without vote of Diocesan committees as appropriate, to facilitate their ability as resource groups to parishes.
7. The Ministries Development Coordinator shall be accountable to the Bishop and shall report regularly to Diocesan Council.

8. The Coordinator shall be in attendance at, and participate in, meetings of Diocesan Council but without vote.
9. The Coordinator will be in a peer relationship of consultation and collaboration with other Executive Staff personnel.

C. MEETINGS OF DIOCESAN COUNCIL (Canon 9B)

1. Members of Diocesan Council may participate in a meeting of Diocesan Council or a Committee of Diocesan Council by means of telephone conference call or video conferencing or other communication facilities which permit all persons participating in the meeting to hear each other, and a member participating in such a meeting by such means is deemed to be present at the meeting.
2. A resolution in writing signed by all of the members of Diocesan Council or a committee of Diocesan Council entitled to vote on that resolution or a resolution is as valid as if it had been passed at a meeting of Diocesan Council or at a committee of Diocesan Council and satisfies all legal requirements relating to the meetings of members of Diocesan Council or committees of Diocesan Council. Such resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes or the proceedings of Diocesan Council or the committee of Diocesan Council as the case may be and shall be effective on the latest date signed on any counterpart.
3. A resolution by electronic mail to all members of Diocesan Council or a committee of Diocesan Council entitled to vote on that resolution and returned with the approval of each such member entitled to vote on that resolution, is as valid as if it had been passed at a meeting of Diocesan Council or a committee of Diocesan Council and satisfies all legal requirements relating to the meeting of members of Diocesan Council or committee of Diocesan Council. Such resolution may be in two or more counterparts which together shall be deemed to constitute one resolution. Such resolution shall be filed with the minutes or proceedings of Diocesan Council or the committee of Diocesan Council, as the case may be and shall be effective on the latest date approved thereon or the latest date approved on any counterpart.

REGULATIONS TO CANON 12

A. THE REGISTRAR

1. It shall be the duty of the Registrar to ensure that the following records be kept by the Synod:
 - a. Official acts of the Bishop or of Synod, including but not limited to: All letters of orders, licences, institution, induction and the returns thereto and other official instruments issued by the Bishop from time to time; a record of consecration of church buildings, and burial grounds, and of the revocation of the Sentence of Consecration; a record of all buildings and memorials dedicated by the Bishop.
 - b. A description of the boundaries of the Diocese, and of the several archdeaconries, regional deaneries, and parishes therein.
 - c. A list of the Clergy of the Diocese from time to time, with their academic standing and the respective dates of their admission as deacons and priests, and of their licenses on admission to the Diocese, and a record of the different parishes in which they have served or of any Diocesan position which they have filled.
 - d. The election or appointment of clergy or lay persons to any office in the Diocese.
2. The Executive Officer under the supervision of the Registrar shall be the proper custodian of all grants, deeds, conveyances, probates or copies of wills or party thereof in any way relating to property granted, conveyed or devised for the benefit or use of the Diocese or of any Parish therein, and shall enter in books provided by the Synod, the date of every such grant, conveyance or will, the names of the grantors and testators, and of the grantee or devisee, and a short description of the property and a memorandum of the trust or object of the grant or devise.

REGULATION TO CANON 13

A. STATEMENT OF INVESTMENT POLICIES AND GOALS

1. The Board of Trustees is established under Canon 13 of the Diocese of Qu'Appelle. It is responsible for the management and investment of the two trust funds of the Diocese:
 - a. General Diocesan Fund is the first and oldest trust fund. It is a pooled fund made up of permanent trusts, temporary trusts, and other special funds both Diocesan and Parochial in nature. From time to time, additional funds come to the diocese through gifts or bequests, and these are added to the fund.
 - b. Harding-Jackson Fund was established under Canon 23 to administer the proceeds from the sale of the Diocesan property on College Avenue. The Capital of the H-J Fund cannot be encroached upon.
2. The Trustees affirm their obligation, as Christian stewards of God's gifts, to ensure an adequate rate of financial return on the investments of the Diocese of Qu'Appelle.
 - a. To this end, they will exercise with care, diligence, and skill in the administration and investment of the funds in their care that a person of ordinary prudence would exercise in dealing with property of another person; they will use all relevant knowledge and skill that they possess, or by reason of their profession, business, or calling, ought to possess.
 - b. The limits to the discretionary powers of the Trustees are set out in Canon 13. Within these limits, the Trustee's objectives and investment policies are to obtain maximum income from the investment of both funds with minimum of risk to the portfolios. The Board endeavours, where applicable, to vary maturity redemption dates in order that a portion of funds in the trusts can be reinvested on a regular basis. This enables the trustees to monitor interest rate trends and make decisions about shortening or lengthening maturity dates.
3. Subject to the standard of prudence in 2(a) above, the Trustees further affirm that the funds of which they are Stewards should be invested with those corporations and institutions whose social responsibility is in accordance with the social conscience of the Church, and the wider community, as determined by the Trustees.
 - a. To this end, the Trustees will avail themselves of such information as is, or may become, available to them, dealing with questions of "ethical investment".
 - b. The Trustees believe that the social responsibility of a corporation or institution may be assessed by examining its policies in the following areas:
 - i) The rights and needs of its employees, shareholders, and other stakeholders.
 - ii) The economic and social development of the community(ies) in which it operates.
 - iii) The impact of its operations and products on the environment.
 - iv) The social value of its product.

- v) The concern to make its workforce more inclusive through the recruitment and training of traditionally under-represented segments of society.
 - c. The Trustees invite any interested person or group in the Diocese to examine the Diocesan investment portfolio, and to draw to the attention of the Trustees any investment where social responsibility could be an issue. This may be done by arrangement with the Director of Administration.
4. Nothing in this document shall preclude the Trustees, with the concurrence of Diocesan Council, from employing the services of professional investment advisors in such fields of investment as may from time to time come within the purview of the funds.

REGULATION TO CANON 14

Please refer to the Regulation for Canon 4

REGULATIONS TO CANON 15

A. ARCHDEACONS

1. The Archdeacon serves administratively and pastorally as a part of the Episcopal ministry:
 - a. By conducting examinations of parish records, buildings, and property on a regular basis and by reporting in writing to the Bishop with regard to the state of the Church in every parish in the Archdeaconry.
 - b. By assisting the Parish Search Committee in the process of seeking a new incumbent.
 - c. By assisting parishes pastorally when a ministry of mediation, reconciliation, and counsel may be appropriate.
 - d. By coordinating arrangements for, and assisting at, Inductions in the Archdeaconry.
 - e. By officiating, when requested to do so by the Bishop, and Inductions or dedications.
 - f. By assisting at Ordinations in the Archdeaconry.
 - g. By serving ex officio as a member of Diocesan Council.
 - h. By assisting the Bishop in any other way that may seem advisable to the Bishop.
2. From time to time the Archdeacons shall meet at the call of the Bishop, to consult about the life of the Diocese. While such meetings do not have legislative authority, they may make recommendations to the Bishop, Diocesan Council, or appropriate committees.

REGULATIONS TO CANON 16

A. REGIONAL DEANS

1. The Regional Dean serves administratively and pastorally in the Episcopal ministry:
 - a. By exercising a leadership role within the Clergy Chapter and with Lay members of the Deanery Conference or Great Chapter.
 - b. As an informal facilitator of communication with diocesan officers and committees and the parishes and clergy of the deanery.
 - c. By facilitating Deanery response to diocesan initiatives.
 - d. By being available to both the clergy and parishes of the deanery, and to the Bishop, for consultation about parish, pastoral, or community concerns.
 - e. By preparing, where appropriate, the program for the Visitation of the Bishop in the Deanery.
 - f. By participating, as appropriate, at inductions and ordinations in the Deanery.
 - g. By reporting regularly to the meeting of Regional Deans and Archdeacons with regard to the life of the Church in the Deanery.
 - h. By undertaking responsibility for the cares and concerns of individual members of the clergy and their families within the Deanery.
 - i. By assisting the Bishop in any other way that may seem advisable to the Bishop.
2. From time to time the Regional Deans shall meet at the call of the Bishop to consult about the life of the Diocese. While such meetings do not have legislative authority, they may make recommendations to the Bishop, Diocesan Council, or appropriate committees.

REGULATIONS TO CANON 17

A. THE ARCHIVIST

1. It shall be the duty of the Archivist:
 - a. to establish and administer a continuing program for the management of current records created by the officers, committees and other bodies of the Synod of the Diocese of Qu'Appelle, and in consultation with Diocesan officials to select non-current records of historical interest for transfer to the archives.
 - b. to appraise and acquire for purposes of preservation and research, manuscripts, private papers, printed documents, audio-visual materials and other documentation relating to the history of the Diocese of Qu'Appelle. Non-current parochial records shall be deposited with the Diocesan Archives unless the parish has satisfied the Archivist that its records are being preserved in a secure and regulated environment.
 - c. to accession, arrange and describe the holdings of the Diocesan Archives according to archival principles, and in the case of composite units of records and private papers to prepare more detailed finding aids.
 - d. to provide research and reference service for the staff of the Diocesan Synod Office, and to answer telephone, written and verbal enquiries relating to archival holdings and the history of the Diocese.
 - e. to prepare exhibits and present addresses at meetings and on special occasions, in order to encourage support of the archival program and to promote an interest in Anglican Church history in Saskatchewan.
2. The Archivist shall advise on access to archival records and implement such regulations as may be deemed appropriate.
3. The Archivist shall report to Synod on additions to the Archives and the services provided.
4. The Archivist shall be a member ex officio of the Synod and the Legislation Committee.

REGULATIONS TO CANON 18

A. DIOCESAN STANDING COMMITTEES ³

1. Committee Membership (Canon 18.A.3)
 - a. Parishes shall be provided in a timely manner with names and addresses of persons elected or appointed to Diocesan standing committees and boards.
2. Travel Expenses (Canon 18.A.6)
 - a. Automobile
 - i) The rate for committee travel is 50% of Canadian Revenue Agency rate (2010 = 26c).
 - ii) Members of committees are encouraged to share transportation where possible.
 - iii) Fees for parking while at a meeting are approved.
 - iv) Alternative transportation such as bus fare is approved.
 - b. Hotels (Motels) and MEALS
 - i) A Hotel/Motel may be approved to a maximum of \$100.00 per night including tax, under the following conditions:
 - (1) If the distance to the meeting is 200 km. Or more;
 - (2) One night prior to a meeting that begins early in the day, or the night after a meeting held in late afternoon or evening;
 - (3) The person should try for a moderate or “special” reduced rate;
 - (4) Maximum allowance for meals is \$30.00 per day, including gratuities.
 - ii) Not Approved:
 - (1) Movies
 - (2) Personal telephone calls
 - (3) Alcoholic Beverages
 - (4) Laundry
 - (5) Room Service
 - c. Miscellaneous
 - i) Taxi fare is approved from hotel to meeting when traveling by other than auto.
 - ii) It is assumed a person will attend a full meeting. Persons attending less than a full meeting will be reimbursed proportionately.

³ Amended 27 March 2010

- iii) For any event, if attendance is not required, expenses are not approved.
- iv) Notwithstanding any or all of the above, extenuating circumstances may be taken into consideration by the Director of Administration.
- v) Receipts must accompany claims for reimbursement.

REGULATIONS TO CANON 19

A. HONORARIA FOR OCCASIONAL SERVICES (Canon 19.A.1)

1. The minimum honorarium to be paid to clerics or lay persons officiating occasionally in a parish shall be as determined from time to time by Diocesan Council on recommendation of the Finance Committee.

B. REGULATIONS TO CANON 19.A.5 ⁴

1. Preamble

- a. In order to ensure healthy work practices, it shall be the shared responsibility of Clergy and the Wardens in each parish to ensure that the hours of work per week and the number of days per week in which work is required, as well as the number of evenings worked each week, are not exceeded by either Clergy or Employees.

2. Definitions

In this Regulation

- a. “Clergy” refers to full-time stipendiary and non-stipendiary clergy.
- b. “Employee” means any paid, non-ordained staff of a parish or of the Diocese of Qu’Appelle.
- c. “Wardens” in the case of a multi-point parish shall mean those wardens designated by the Parish Council to be responsible for those matters requiring the approval or other action of wardens in this regulation.
- d. “Week” means a period of seven consecutive days.
- e. “Work” means the act(s) of an individual carrying out any and all duties required by virtue of their appointment.

3. Hours of Work

- a. Full-time Clergy and Employees are expected to work an average of forty (40) hours per week over the course of a year and shall not be expected to work over fifty (50) hours in any week except in exceptional circumstances and with prior agreement.
- b. Clergy and employees shall be entitled to two (2) full days of rest in each week. Clergy shall not normally be required to work more than three (3) evenings in any given week.

4. Public Holidays

- a. Clergy and Employees shall be entitled to observe all public holidays as that term is defined from time to time in The Labour Standards Act. Where those days fall on a regular day of rest, a Sunday or other major observances of the Church such as Good Friday and Christmas Day, Clergy shall be entitled to another day of rest in lieu of such public holiday. In such event, Clergy shall take the alternate day

⁴ Amended 21 September 2013

of rest in lieu of the public holiday within 3 months of the public holiday or the alternate day shall be lost.

5. Annual Vacation

- a. Clergy and Employees shall be entitled to annual vacation of five (5) weeks during each year of service and six (6) weeks after ten (10) years of service or upon attaining the age of fifty-five (55) years, whichever first occurs. One of the applicable weeks of vacation shall be taken closely following either Christmas or Easter. Service, in this case, shall include service in the Diocese or in another diocese of the Anglican Church of Canada, or in another ecclesiastical body in full communion with the Anglican Church of Canada.
- b. Prior to their vacation Clergy shall make all arrangements for continuation of all church services for which they are responsible. They shall notify the Executive Officer and the Wardens of the dates and arrangements four (4) weeks in advance of departure. Where possible, Clergy should provide itinerary and contact details in case of emergency.
- c. All vacation will be taken in the year accrued except with permission of the Bishop and the consent of the Wardens.
- d. Should working hours be less than 40 hours per week, vacation leave will be pro-rated based upon the work week.

6. Sabbatical Study Leave

- a. Sabbatical study leave may be granted to provide stimulation to Clergy to continue their mental and spiritual growth by contact with scholars, teachers, pastors, and others and to strengthen leadership for the Church. The sabbatical study leave is to be distinguished from other education leave.
- b. Clergy may apply to the Bishop for sabbatical study leave, which is subject to the following terms and conditions:
 - i) No more than twenty-six (26) weeks of sabbatical study leave in total among all Clergy shall be granted in the Diocese of Qu'Appelle in each calendar year.
 - ii) Sabbatical study leave shall be for a period of up to twenty-six (26) weeks and may only be granted after the applicant has completed five (5) years of continuous service in the Diocese, two (2) of which must have been in the parish of most recent service.
 - iii) Each period of continuous service toward qualification for sabbatical study leave shall commence at the end of a previous sabbatical study leave.
 - iv) Clergy shall not attend any short term training event, other than an obligatory training event, within six (6) months prior to the commencement or following the completion of their sabbatical study leave, without the permission of the Bishop.
 - v) Any sabbatical study leave taken in a given year shall be deemed to include the accrued annual education leave for the year.

- vi) Clergy on sabbatical study leave shall receive their full stipend during sabbatical study leave.
- vii) Prior to taking a sabbatical study leave the applicant shall enter into an agreement with the applicant's parish and the Bishop specifying the purpose, intended program, funding arrangements and parish service implications of the sabbatical study leave.
- viii) Leading and participating in travel tours shall not normally be included as an appropriate use of sabbatical study leave.
- ix) Clergy intending to make application for sabbatical study leave shall provide their vestry or parish council with written notice of their intention to take a sabbatical study leave at least twelve weeks prior to their intended departure.
- x) Sabbatical experience of Clergy shall be shared with the parish and Diocese.

7. Annual Education Leave

- a. Clergy shall be entitled, and are expected to take up to 14 days of annual educational leave of which no more than 2 days may be Sundays in each year. Annual education leave may be carried over to the next year with the prior agreement of the parish and with the approval of the Bishop.
- b. Sunday and pastoral duties are to be arranged by Clergy in conjunction with their parish prior to the commencement of annual educational leave. Clergy shall notify the Executive Officer and the Wardens of the dates and arrangements four (4) weeks in advance of departure.

8. Sick Leave

- a. Regulations concerning Sick Leave shall be according to the schedule approved by Diocesan Council from time to time.

9. Leave of Absence

- a. Regulations concerning Leave of Absence with or without pay shall be according to the schedule approved by Diocesan Council from time to time.

10. Parental Leave

- a. Any Cleric or Employee who has been appointed or employed for at least twelve (12) months and who is or is about to be the parent of a new-born child, and who submits an application for parental leave at least eight (8) weeks prior to the date specified in the application for the commencement of the parental leave, shall be entitled to thirty-seven (37) consecutive weeks of parental leave. Where both parents of the new-born child are Clergy or Employees, the entitlement to parental leave shall be divided between the parents at their discretion. Such leave shall begin no earlier than twelve (12) weeks prior to the due date of the child and shall end no later than fifty-two (52) weeks following the birth of the child.

- b. Any Cleric or Employee who has been appointed or employed for at least twelve (12) months and who is or is about to be the parent of an adopted child, and who submits an application for parental leave as soon as reasonably practical after notice of approval of the adoption shall be entitled to no more than thirty-seven (37) consecutive weeks parental leave. Where both parents of the adopted child are Clergy or Employees, the entitlement to parental leave shall be divided between the parents at their discretion. Such leave shall begin no earlier than twelve (12) weeks prior to the anticipated date of adoption of the child and shall end no later than fifty-two (52) weeks following the birth of the child.
- c. The application shall set out the anticipated date of birth or adoption as the case may be and the desired commencement and termination date of the parental leave.
- d. The application for parental leave shall be submitted to the Bishop and the applicable Wardens.
- e. In lieu of stipend or salary during the period of parental leave, if the applicant is in receipt of Employment Insurance benefits, the Diocese or the parish shall pay the applicant, during the period of parental leave, in an amount equal to the difference between the approved Employment Insurance benefits and the maximum allowed Employment Insurance benefits through its sub-plan. In the event the applicant does not receive Employment Insurance benefits, the applicant shall not be entitled to payment from the parish or Diocese. During the parental leave period, the parish or Diocese and the applicant shall continue to pay their respective portions of pension (at minimum assessment), group life insurance, long term disability insurance, dental plan insurance and continuing education allowance during the term of the parental leave.
- f. An applicant may request up to twenty-four (24) additional weeks of parental leave without pay (or partial parental leave at partial pay) which may be granted at the discretion of the parish or Diocese, upon such terms and conditions as may be agreed upon.
- g. During the period of the parental leave the parish or Diocese shall continue to provide housing or housing allowance, as the case may be.
- h. Should working hours be less than 40 hours per week, parental leave will be pro-rated based upon the work week.

C. HOUSING (Canon 19B)

1. In this regulation. "Incumbent" means all members of the clergy receiving remuneration from the Parish, including housing or housing allowance as applicable.
2. Where the Incumbent serves more than one parish or where there is more than one congregation in the parish the responsibility of providing, and the expense of maintaining, a residence for the Incumbent, or payment of housing allowance, shall be apportioned among the parishes or congregations as the Parish Council may decide and in the event of disagreement as the Diocesan Council may direct.
3. The family of an Incumbent who has died while in the service of the parish shall be entitled to continue the occupation of the residence or to receive housing allowance for a period of three months from the date of the death of the Incumbent and an Incumbent required to resign the curé by reason of illness or infirmity shall similarly be permitted to occupy the residence or receive housing allowance for a period of three months from the date of such resignation.
4. Church-Owned Housing: Responsibilities of Parish and Incumbent
 - a. The Churchwardens or a duly elected committee of Vestry or Parish Council, with the Incumbent, are responsible for ensuring that church-owned housing is maintained in good repair. In an emergency the Churchwardens shall be notified before any repair is undertaken.
 - b. Yearly inspections of all rectory property shall be made. A written report on the state of the property, together with plans for renovations, re-decorating, and repairs, shall be made to the Vestry/Parish Council. Between inspections the Incumbent shall advise the Churchwardens or Parish Council of any necessary repairs.
 - c. Expenses due to ordinary wear and tear, damage by fire, lightning, tempest or any other causes, or any act of commission or omission on the part of the parish, shall be paid by the parish. The parish shall have the right to hold the Incumbent responsible for any repairs due to wilful negligence or any act of commission or omission on the part of the Incumbent. It is the duty of the Churchwardens or Parish Council to bring such damages to the attention of the Incumbent, and execute said repairs as they deem necessary; the cost shall be deducted from the Incumbent's stipend. In the event of any dispute due to the action of the Parish the Incumbent may appeal to the Archdeacon. The Archdeacon shall investigate the matter and decide where the responsibility lies and the extent, if any, that the Incumbent is liable, which decision shall be final and binding.
 - d. The Incumbent is responsible for insurance on the Incumbent's personal effects.
 - e. The parish shall provide a furnace, water heater, water softener if necessary, stove, refrigerator, drapes, smoke detectors, and T.V. antenna. Where cable T.V. is available the cost of installation only shall be paid by the parish. Expenses such as furnace filters, light bulbs, humidifier filters, salt (in the case of a water softener) shall be paid by the Incumbent. The parish shall supply such fixtures as towel racks, toilet paper holders etc.

- f. The parish is responsible for the payment of the following utilities: heat, power, water, and telephone rental. If rectory utility costs are noticeably and consistently higher by comparison with similar homes, the cause shall be investigated and the Incumbent and the parish negotiate equitable sharing of costs.
- g. The Incumbent is responsible for the upkeep of the rectory grounds. Before any major landscaping is undertaken the Churchwardens shall be consulted.
- h. At regular intervals the rectory interior and exterior shall be painted. Choice of colours should be made in consultation with the Incumbent and spouse. When decorating takes place during a change of Incumbents, consultation should be with the new Incumbent and spouse.
- i. On vacating the premises, the Incumbent shall leave the rectory and grounds clean and tidy.
- j. The Archdeacon or a duly appointed delegate together with the Churchwardens shall inspect the rectory property while it is vacant. A written report on the property shall be submitted to the Bishop and Parish Council.
- k. Whenever there is a change in the incumbency of any parish the new Incumbent shall be put in possession of the residence which shall, before occupation, be placed in a good state of repair.

D. TRAVEL REIMBURSEMENT (Canon 19.D) ⁵

- 1. Parish clergy shall be reimbursed for distances recorded while on parish business as follows:
 - a. 80% of the Canada Revenue Agency rate for the first 5,000 km travelled per year
 - b. 85% of the Canada Revenue Agency rate for all km over 5,000 travelled per year.
 - c. 50% of the Canada Revenue Agency rate for all travel to diocesan committees, clergy days, etc.
- 2. The rate for all clergy (interim, substitutes, extra parish) traveling to lead worship shall be at the above rate.
- 3. For any event, if attendance is not required, expenses are not approved.
- 4. Diocesan staff required to travel shall be reimbursed at the rate shown above.

Please note:

*Each year parishes will be advised the specific amounts that are appropriate for travel reimbursement for 2010. (*This amount equates to 42¢ and 39¢ respectively for parish travel and 26¢ for diocesan committee travel.)*

Travel reimbursements as outlined above is considered “reasonable reimbursement” and as such does not need to be reported as income for tax purposes.

⁵ Amended 27 March 2010

REGULATION TO CANON 20

A. LICENSING OF RETIRED/RESIGNED CLERGY (Canon 20.A.1)

1. When a clergy person retires or resigns from office, without transferring to another clerical position within the diocese, all episcopal licenses issued to that person terminate.
2. The Bishop may, in writing, grant “Permission to Officiate” to retired/resigned clerics which allows them to officiate at the request of a priest licensed in the diocese. Such permission shall require annual renewal, and shall not confer membership in Synod.
3. When a clergy person retires or resigns from office without transferring to another clerical position in the diocese the name of that person normally will be removed from the list of those authorized by the Provincial Government to solemnize marriages.
 - a. In special cases where the person continues active in ordained ministry, the license to solemnize marriages may remain in force at the discretion of the Bishop. The list of persons so licensed shall be reviewed annually.
 - b. A cleric holding “Permission to Officiate” may, on request to the Bishop, be granted a “limited time” license to solemnize marriages.

B. APPOINTMENT OF CLERGY (Canon 20.B.1)

1. When the Incumbent of any parish or office desires to resign the appointment, the person shall first signify the same in writing to the Bishop at least three months before the date on which such resignation is to take effect, unless the Bishop shall for special reasons see fit to accept a shorter notice.
2. When a member of the clergy has completed ten years in an appointment the Bishop shall meet with the Incumbent and the Parish Council or Vestry to review the incumbency. Should the incumbency be continued it shall be reviewed every five years thereafter.

C. APPOINTMENT PROCEDURES (Canon 20.B.3)

1. For the purpose of the Regulation only, a parish shall be deemed to be without an Incumbent when the Bishop has accepted the resignation of the Incumbent, in order that the Parish Search Committee may begin the appointment process.
2. The Parish Search Committee, once named, shall normally retain the same membership until the appointment process is completed. The Committee shall elect a Chair who will regularly report to and consult with Vestry or Parish Council. Matters of stipend, allowances, and housing must be settled with approval of Vestry or Parish Council.
3. Meeting # 1 - with the Archdeacon, who acts as contact and resource person and consultant to the Parish Search Committee, up to the completion of Step 5.
 - a. The Archdeacon ensures that the make-up of the Parish Search Committee conforms with the Canon.
 - b. The filmstrip “Prime Time for Renewal” or other audio-visual is shown.

- c. The Archdeacon outlines the whole appointment process, and gives resource package to the Chair of Parish Search Committee.
- d. The parish is asked to prepare a profile which would include:
 - i) A description of the parish including statistics and other information, together with suggestions of areas of parish life requiring special attention.
 - ii) Statement of the parish's purpose and objectives, as recently prepared or revised.
 - iii) A list of expectations of a new Incumbent.
 - iv) Latest annual reports of the parish.

This process will help the parish to clarify its thinking about:

- Who/what we are
 - Who/what we'd like to become
 - What kind of person, what sorts of gifts, will help us in our becoming.
4. While working on the profile, the Parish Search Committee begins to collect names of possible rectors, without making any formal approaches. A good idea is to solicit ideas from the congregation(s). The Bishop also begins to list possible names.
 5. Draft copy of the profile is sent to the Archdeacon who (from the position of a possible future incumbent) asks:
 - a. Is the profile an honest, all-round informative picture of the parish? and
 - b. Do the expectations seem realistic?

The Archdeacon then returns the profile to the parish with comments and suggestions for revision. After revision, the parish gives one copy of the profile to the Archdeacon, and sends two copies to the Bishop. Additional copies of this material should be ready to send to prospective incumbents.

6. Meeting #2 - convened by the Bishop (normally 3-4 weeks after the first meeting).
The Bishop and Parish Search Committee discuss:
 - a. the profile, *and*
 - b. possible names, and settle on a mutually agreed list of possibilities.
7. Proposed candidates
 - a. If a proposed candidate lives in another diocese, the Bishop of Qu'Appelle must first ask the Bishop of that Diocese for permission to approach the person. The Bishop will then advise the Parish Search Committee whether or not an approach can be made.
 - b. For a proposed candidate living within the Diocese, inclusion on the "mutually agreed list" (6 above) carries with it the Bishop's authorization for the Parish Search Committee to approach that person.
 - c. Prospective candidates will be approached only after all names (within and

without the Diocese) have been approved.

8. Approaching Candidates
 - a. The Parish Search Committee approaches a possible candidate by sending a copy of the parish profile with a covering letter stating the approach is made with approval of the Bishop, and requesting a reply, (with résumé/curriculum vitae if the person wishes to pursue the matter) by a stated date. A copy of the “Guidelines for Interviews” is to be included.
 - b. When the Parish Search Committee arranges to meet with a candidate, the Bishop is to be advised so that the Bishop or the Bishop’s appointee can also meet with the person.
9. The parish is responsible for travel, meals, and accommodation costs incurred by persons interviewed, including spouse if asked to be present.
10. Committee meets with the persons willing to consider the appointment. Priest and committee “interview each other”. Both parties have “Guidelines for Interviews”. Following the interview, either party may advise the other that it does not wish to pursue the matter further. After interviews are completed, further consultation with the Bishop may be appropriate.
11. Committee recommends a name or names to the Bishop, and the Bishop appoints the first who accepts and who complies with the Diocesan Screening Policy.⁶
12. A post-interview letter from the Parish should advise date on which the final decision will be made, and promise to advise all candidates of that decision.

FOR SAMPLE LETTERS AND PRAYERS SEE APPENDIX – FORMS 5 and 6

D. PRIEST SERVING ON AN INTERIM BASIS (Canon 20.B.4)

1. If a parish is without a duly appointed incumbent the priest appointed to serve on an interim basis will normally be excluded from the list of candidates for appointment as Incumbent.
2. The appointment of a priest to serve on an interim basis will be made only after the Bishop has conferred with the priest being considered, and the Vestry or Parish Council of the parish, and settlement has been reached regarding a job description. Negotiation of the job description shall be carried out with the assistance of the Director of Administration, and shall include: specification of time to be spent in the work, duties to be followed, remuneration, benefits, and travel reimbursement.
3. The priest appointed to serve on an interim basis is responsible for the continuing sacramental and pastoral ministry in the parish in accordance with the terms of the job description. Administrative and organizational matters, including the chairing of parish meetings, remain the responsibility of the Churchwardens or the elected Chair, who may at their discretion invite the priest to chair Parish Council, Vestry, and or Congregational Meetings.

⁶ Amended 22 January 2005

4. The priest appointed to serve on an interim basis may not appoint a churchwarden, and may not alter or cause to be changed: patterns of worship, fixed traditions of the parish, organizational structures, times of worship, and may not approve alterations or additions to the fabric of the Church building, the rectory, or any other church buildings, without the prior approval of the Bishop and the Vestry. In multi-congregation parishes these changes must have prior approval of the Bishop and the Parish Council.

E. PROCEDURES FOR CLERGY MOVES ⁷

1. When an Incumbent has been appointed to a parish, that parish shall, unless the Bishop otherwise directs, pay the moving expenses of the new incumbent. Such expenses shall include transportation of the incumbent and family members and transportation of household effects.
2. The Procedures for clergy moves shall be as follows:

Responsibilities of Outgoing Incumbent

- a. Notify the Bishop and the parish of final date of leaving.
- b. Leave the rectory clean and in good order.
- c. Leave list of all parish leaders (Warden, Vestry/Parish Council Chairperson, Treasurer, ACW Officers, Organist etc.).
- d. Leave all records and registers up-to-date and advise Wardens (or designated responsible lay person) and Regional Dean of their location.
- e. Leave list of community events in which the Church may be involved.
- f. Leave up-to-date maps of the area with parish boundaries shown.
- g. Leave list of shut-ins for private Communion, and other persons having special pastoral needs.
- h. Leave list of service schedules (including senior citizens' homes etc.), hymn lists where appropriate.
- i. Leave copies of Canons, Regulations, Guidelines, Synod Journals; parish communications for the past two years including relevant materials from Diocese and National Church/Primate.
- j. Leave all keys correctly labeled and advise wardens (or designated responsible lay person) and Regional Dean of their location.
- k. Leave details of any peculiarities of rectory (things which work in particular ways other than normal), and list of contact persons for emergency repairs.
- l. Leave inventory of any furnishings or equipment in the rectory which belong to the parish, also any instruction books etc.
- m. Jointly with designated responsible lay person, complete and sign checklist.

⁷ Amended 18 September 2010

F. RESPONSIBILITIES OF PARISH OFFICERS

A parish may wish to share these responsibilities among several people, but one designated responsible lay person must have overall responsibility to make sure nothing is missed.

1. Before Incumbent leaves
 - a. Inspect Rectory and check inventory.
 - b. Pay Incumbent's stipend and all deductions up-to-date.
 - c. Collect any expenses owing to the parish (e.g. personal phone calls) before Incumbent leaves. In the event of damage for which departing incumbent may be responsible, if there be disagreement the matter is to be referred to the Archdeacon for arbitration.
 - d. Consult with Regional Dean and the Bishop regarding interim ordained ministry during the period there is no Incumbent.
 - e. Advise Regional Dean and Synod Office of contact person in the parish during the period there is no Incumbent.
 - f. Take charge of keys, registers, parish records, lists etc.
 - g. Complete and sign check list jointly with outgoing Incumbent and hold for new Incumbent.
2. During the time without an Incumbent
 - a. Property committee to inspect house. Normally the Archdeacon will carry out an inspection of the house while it is vacant.
 - b. Be responsible for the maintenance and upkeep of rectory, buildings, and grounds, including regular security checks and inspection (during winter) of furnace and water system.
 - c. Consult with incoming Incumbent regarding necessary re-decorating and repairs.
 - d. Be responsible for preparation of church for services (including provision of adequate supplies).
 - e. Reimburse clergy doing duty while there is no Incumbent at not less than Diocesan scale, and arrange transportation, accommodation and hospitality, if necessary.
 - f. Be familiar with 'Moving Regulations' contained herein.
 - g. Ensure rectory is clean and ready for arrival of incoming Incumbent.
3. On arrival of new Incumbent
 - a. Welcome and handing over of keys, records etc. by Wardens or designated responsible lay person.
 - b. Complete and sign check list jointly with new Incumbent, and send to Synod Office.
 - c. Provide orientation to the parish.

- d. Hand over file matters for immediate attention of new Incumbent. Include an up-to-date list of sick and shut-ins, recent bereavements, and other current pastoral concerns.
- e. Assist with arrangements for celebrating the New Ministry of the Incumbent.

G. RESPONSIBILITIES OF THE BISHOP

1. Notify parish and others concerned of Incumbent's resignation and moving date.
2. Obtain from outgoing Incumbent an assurance that all personal accounts have been settled.
3. Set in motion the procedures for appointment of clergy and meet with Parish Search Committee.
4. Advise Regional Dean and Churchwardens or Chair of Parish Council of arrival date and time of incoming Incumbent.

H. RESPONSIBILITIES OF EXECUTIVE OFFICER

1. Arrange for orientation of new Incumbent to Diocesan procedures (especially persons new to the Diocese).

I. RESPONSIBILITIES OF DIRECTOR OF ADMINISTRATION

1. Confirm with parish treasurer and new Incumbent all matters concerned with stipend, travel allowance, and payroll deductions.
2. Assist in orientation of new Incumbent as necessary.
3. Arrange advance on first month's stipend, if necessary (often vital for a newly-ordained priest). Discuss immediate financial needs, if any, with new Incumbent.

J. RESPONSIBILITIES OF REGIONAL DEAN

1. Assist with arrangements for interim ordained ministry during the period there is no Incumbent.
2. Be available for pastoral support on request.
3. Check that parish and outgoing Incumbent have fulfilled their responsibilities as outlined in the previous sections.
4. Make early personal contact with incoming Incumbent.

K. RESPONSIBILITIES OF ARCHDEACON

1. Arrange early meeting with Parish Search Committee and act as contact and resource person and consultant to the Committee.
2. Inspect rectory and other buildings and report on condition.
3. Make early personal contact with the new Incumbent, plan induction, arrange rehearsal.

L. RESPONSIBILITIES OF INCOMING INCUMBENT

1. Notify Bishop and Parish of date and time of arrival in parish.
2. Ensure that all keys, lists, files, records, registers etc. are received from Wardens.
3. If an assistant is coming from seminary, the parish should discuss moving expenses with the diocese.
4. The Incumbent should be involved in the inspection of the assistant's accommodation and verification of check-list items.

M. MOVING REGULATIONS

1. Professional movers shall normally be employed for the protection of all parties involved in the move. Other arrangements may be made at the cleric's own risk and responsibility.
2. When professional movers are used, two estimates, including insurance costs, should be obtained and submitted to Synod Office for approval. Arrangements to be made in advance in writing by diocese or parish concerning payment of the moving costs with the movers.
3. In the case of other arrangements, cost may be reimbursed up to an amount agreed by Synod Office and the Parish.
4. Before estimates are obtained, there must be clarification as to the responsibility for the expense of moving exceptional items such as boats, second cars, snowmobiles, and bulky or heavy hobby equipment. In case of dispute, the Bishop's decision is final.
5. Clarification should be obtained through the Diocese about the expenses of travel and accommodation en route.
6. If the Incumbent takes the initiative to leave the parish within three years, the person may expect to be asked to reimburse a portion of the moving costs.
7. Upon the disability or death of a member of the diocesan clergy the diocese will assist as much as possible in the resettlement of the family.

CHECK LIST FOR CLERGY MOVES IN APPENDIX – FORM 7

REGULATIONS TO CANON 21

PARISHES AND CONGREGATIONS

A. ESTABLISHMENT OF PARISHES AND CONGREGATIONS (Canon 21.A.2)

1. When a district has been erected by the Bishop into a parish having defined limits, the Bishop shall issue a Deed of Erection certifying the establishment of the parish, defining its boundaries and designating it by name. The entry of a memorandum of such deed in the Diocesan Register shall be conclusive evidence of the erection of such parish.
2. If in the erection of a new parish or congregation it is proposed to include therein any part of an existing self-supporting parish or congregation, such territory shall not be so included without the consent of the Incumbent and a majority of the Vestry and/or Parish Council of the existing parish or congregation provided that if such consent be refused the Bishop may refer the matter to the Diocesan Council to consider the case and if Diocesan Council report in favour of the inclusion of such territory in the proposed new parish then the Bishop may proceed with the erection of such parish.

B. DISESTABLISHMENT (Canon 21.A.2)

1. The Bishop may disestablish any parish or congregation and shall thereupon issue an appropriate deed of disestablishment and the entry of a memorandum of such deed in the Diocesan Register shall be conclusive evidence of the disestablishment of such parish; provided, however, that this authority shall not be exercised with respect to any parish or congregation in which there is an Incumbent and/or Vestry or Parish Council without consultation with such Incumbent and/or Vestry or Parish Council. A parish or congregation may petition the Bishop to disestablish the parish or congregation. The procedures for disestablishing a congregation shall be as follows:

Disestablishing a Congregation

Because the act of disbanding a congregation affects the wider church as well as the local congregation involved, the following guidelines shall have effect concerning:

- i) Disestablishment of a congregation
- ii) Disposition of redundant buildings and/or property including the contents of buildings.
 - (a) In any process of disestablishment of a congregation the authority of the Bishop as chief pastor is recognized.
 - (b) Initiative for action to disestablish a congregation may come from the Bishop, Diocesan Council, Parish Council, or the congregation itself.
 - (c) No action shall be taken without full consultation between Diocese, Parish Council, and the congregation concerned.
 - (d) There shall be a two-stage process for disestablishment:

- i) Suspension of regular services, approved by the Bishop in response to a resolution forwarded by the congregation, with ratification by Parish Council, and concurrence by the Incumbent.
 - ii) Within six months of the date of suspension of services, a special meeting of members of the congregation shall be held, to determine the future of the congregation. The Archdeacon, and/or Regional Dean, the Chair and Secretary of Parish Council, together with the Incumbent, shall be in attendance. This meeting may petition the Bishop to disestablish the congregation. Such petition would outline reasons for dissolution, arrangements for transfer of congregational membership to a neighboring congregation, provision of future pastoral ministry in the area, recommendations for disposition of ornaments, memorials, etc.
- (e) Suspension processes:
- i) When services are suspended in any congregation, all assets — bank accounts, trust funds, property, buildings, furnishings, etc. shall be frozen pending final decision about the future of the congregation.
 - ii) If the congregation is formally disbanded, such assets are to be placed under direct control of the diocese as owner of the property. Any monies involved will be placed in a parochial temporary trust in the name of the disbanded congregation.
- (f) Disposal of furnishings:
- i) Furnishings shall be offered for sale to other congregations with proceeds added to the trust created under (e)ii. In the case of selling to another Anglican congregation, a policy of charging a nominal value is encouraged.
 - ii) Encouragement is given to place (if possible) memorial plaques, honour rolls, etc. of purely local significance in local community halls, or other Christian churches.
 - iii) Left-over furnishings are to be deposited in the Synod Office for safe-keeping and made available to other congregations.
- (g) Disposition of Buildings and Property:
- i) When buildings or properties not on the Diocesan List are sold the proceeds are held in trust for the benefit of the parish serving the area formerly served by the defunct congregation. Because they are temporary, the capital and interest may be released for capital expenditures.
 - ii) Parish Councils are advised that if they refuse to continue to pay insurance and frontage tax on redundant buildings they cannot claim further interest in the building(s), which if subsequently sold would then not benefit the parish.
 - iii) After two years any redundant properties shall be automatically transferred to the Diocesan List as provided in Canon 21.A.9; this policy is retroactive.

C. PARISH/CONGREGATIONAL RECORDS AND BOOKS (Canon 21.A.3)

1. The following books are to be kept by each parish and congregation:
 - a. A copy of the Constitution, Canons, Regulations, and Guidelines.
 - b. Minutes book(s) for meetings of the Congregation, Vestry, and Parish Council.
 - c. Such books of account as are necessary for the proper recording of all receipts and expenditures in the parish or congregation.
 - d. A service book in which shall be entered a record of all services held by the congregation which shall be signed by the officiant, and in which the Wardens or their representatives shall after each service enter the amount of the offertory and show to which accounts the amount received has been allocated.
 - e. A book or books for the registration of baptisms, confirmations, marriages and burials.
2. The Wardens shall arrange for the safe preservation of such books, and when the minute book, the service book or the register are filled, such books unless the parish has made adequate arrangements for their care and preservation, shall be forwarded to the Diocesan Archives.

D. DECLARATION OF ELIGIBLE MEMBER (Canon 21.A.4(c))

SEE APPENDIX – FORM 8

E. PARISH ROLL (Canon 21.A.4)

1. Maintaining the Parish Roll
 - a. The Parish Roll shall be reviewed and revised each year between September 1 and November 30, and at such other times as circumstances require.
 - b. This revision shall constitute the basis of the Parish Roll for purposes of statistical reporting for the ensuing year.
 - c. For each name on the Parish Roll, the following information shall be recorded: Last Name, Christian Name, Address, and Ecclesiastical Status (i.e. Member, Eligible Member, Communicant — as defined in Canon 1.A.8)
 - d. The following additional information may also be recorded: names of household members not otherwise on the Parish Roll, day/month/year of birth of dependant children, occupations of persons listed, telephone numbers, etc. together with such other information as required by local congregational needs.
2. Revision of the Parish Roll
 - a. A person may request that that person's name be added to the Parish Roll.
 - b. No name shall be removed from the Parish Roll until that person should die, move away, or request that his or her name be removed, or for other reasonable cause as determined by the Vestry. If during the annual review it is proposed for other

reasonable cause that a name be deleted, that person shall be given timely notice of the intention to remove the name, in essentially the following form: SEE APPENDIX – FORM 9.

F. PARISH COUNCIL (Canon 21.B.2(d))

1. The Parish Council shall elect a Chair, Secretary and Treasurer from among its members.
2. The Parish Council shall hold regular meetings at such time and place as the Parish Council shall appoint.
3. At every meeting of the Parish Council a quorum shall consist of the Incumbent, or the Chair of Parish Council, and one-third of the remaining members of the Parish Council
4. Duties of the Parish Council:
 - a. To manage such affairs of the parish as are common to all the congregations; which affairs shall include, without excluding other matters, fixing the stipend of the Incumbent and allowances for utilities and travel, accepting the amount to be paid to the Diocese for the entire parish, such other expenses as may be for the benefit of all congregations in the Parish, preparing an annual budget and allocating the percentage of such budget to be paid by each congregation; seeing that each congregation contributes the portion of the budget allocated to it and seeing that all payments for which it is responsible including payment to the Diocese, stipend, utilities, and travel allowances are promptly and properly paid.
 - b. To prepare an annual statement of receipts and payments for each year ending on December 31st, and having the same properly audited and submitted to the Annual Meeting of each congregation.
 - c. To elect Delegates and Substitutes to Synod at the inaugural meeting of the Parish Council and from the nominees received from congregations of that parish.

G. THE VESTRY (Canon 21.B.3(d))

1. Any Eligible Member of the congregation shall be eligible for election as a member of Vestry.
2. Every person elected to the Vestry shall make and subscribe to the following declaration: (SEE APPENDIX – FORM 10)
3. If any Vestry member should die, resign, leave the Parish or become disqualified as hereinafter provided the remaining members of the Vestry may fill such vacancy by electing any qualified person to such office.
4. It shall be competent for any Vestry duly constituted to appoint to the Vestry not more than two additional persons as Vestry members.
5. If a Vestry member neglects without good cause to attend three successive meetings of the Vestry, or habitually neglects attendance at the services of the Church for a period of three months without good cause, or if convicted of an indictable offence, the Vestry may declare the office vacant and make a new appointment.

6. The Vestry shall hold regular meetings at such time and place as the Vestry may appoint and the Chair or the Churchwardens may convene a special meeting at any time the Chair or Churchwardens consider it necessary so to do. The Chair shall convene a special meeting if requested so to do by three members of the Vestry, and if the Chair fails to call a meeting when so requested the Churchwardens shall do so.
7. The Vestry shall elect a Chair who shall preside at every Vestry meeting.
8. At every meeting of the Vestry a quorum shall consist of the Incumbent or one Churchwarden and at least one-third of the remaining members of the Vestry.
9. Notice of meeting of the Vestry shall be given at a regular service of the Church on the Sunday preceding the meeting, or in such manner as the Vestry may by motion decide.
10. The Vestry shall elect a secretary, and an envelope secretary, and a treasurer.
11. Duties of the Vestry:
 - a. With the Incumbent and Churchwardens, to manage the affairs of the congregation, and to consider any proposal which may be put forward for the improvement or development of the work of the Church in the Parish and by resolution to declare its opinion on such proposal;
 - b. To assist the Churchwardens in the collection of offertories and contributions for all purposes in connection with the Church;
 - c. To appoint such person or persons as the Incumbent and Churchwardens may nominate to be organist and/or choir director and to arrange for payment of such salary or honorarium as may be agreed upon;
 - d. To employ a verger, sexton, caretaker, secretary, and other staff and fix their remuneration;
 - e. To scrutinize all expenditures and accounts for payment and to authorize payment of same;
 - f. To keep all parochial buildings in good state of repair, to see that such buildings are fully insured and that insurance premiums are paid and that a proper record of insurance is kept;
 - g. To ensure that the churchyard and grounds of any parochial buildings are properly cared for and kept in good condition;
 - h. To consider all proposals for the erection, alteration or repair of any church or parish building, the purchase of real property, or of church and other furniture or furnishings, and if the proposal is approved to submit such proposal to a meeting of the parishioners for approval or otherwise; provided that if the cost of repairs or alterations can be defrayed from current revenue or from funds already available for the purpose, approval by the Vestry shall be sufficient;
 - i. In a parish consisting of a single congregation:
 - i) To fix the stipend, utilities allowance and travel allowance, or portion thereof to be paid by the parish each year and to ensure, as far as in them lies, that such stipend is paid when due.

- j. Prior to December 1st set up a budget for the ensuing year which shall include the Diocesan pledge for the ensuing year. Such budget to be submitted to the Diocese not later than December 1st.
 - k. In a parish consisting of more than one congregation, notwithstanding anything in this paragraph herein before contained it shall be the duty of the Vestry to implement and give effect to any direction received from the Parish Council.
12. No Vestry shall, without the approval of a meeting of the parishioners, incur any debt which cannot be paid out of the anticipated revenue for the current year.
 13. The Vestry may appoint committees to assist it to carry out its duties.
 14. The Vestry shall before the date of the Annual Meeting appoint a nominating committee to submit to such Annual Meeting the names of qualified persons for election to the offices of Churchwarden, Vestry Member, Delegate to Synod and Substitutes; provided, however, that after such committee has submitted its report further nominations for any office may be made by any Eligible Member.

H. CHURCHWARDENS (Canon 21.C.2(b))

1. Every Churchwarden upon being appointed or elected shall subscribe to and make a declaration in the following form: (SEE APPENDIX – FORM 11).
2. The congregation shall present to each Churchwarden a copy of the Constitution, Canons, and Regulations.
3. In the event of the Churchwardens being unable to agree or the Churchwardens and the Incumbent being unable to agree in regard to the due performance of any of the duties herein assigned to the Churchwardens the matter in dispute shall be referred to the Diocesan Council and the decision of the Diocesan Council thereon shall be final.
4. The Churchwardens shall bring to the notice of the Incumbent, or the Vestry, or both, any matter pertaining to congregational or parish life which they consider requires attention.
5. The Churchwardens shall, jointly with the Incumbent, be responsible:
 - a. To see that Divine Service is decently and reverently conducted;
 - b. To take care that the Church is furnished at all times with all things necessary for the due performance of Divine Service and the administration of the sacraments of the Church.
 - c. To maintain good order and quiet in and about the Church or other place of worship during Divine Service;
 - d. To ensure that all persons desiring to attend the services of the Church are suitably accommodated therein and are supplied with the proper books;
 - e. To ensure that the Church is not used for any improper or profane purpose.
 - f. To provide for the safekeeping of parish or congregational records;
 - g. To see that no alterations or additions are made to the Church fabric and that no

ornaments or furnishings (other than those in common use in the services of the Church) are installed therein until the consent of the Bishop or the Diocesan Council has been secured;

- h. To have oversight of all income and expenditures of funds belonging to the congregation, and to ensure compliance with the Canons and Regulations dealing with congregational or parish financial matters.
 - i. To keep proper inventory of all property both real and personal belonging to the parish or congregation.
6. The Churchwardens shall:
- a. Arrange for the proper collection and presentation of the offerings of the people at every regular service in the Church or be responsible for seeing that qualified persons are delegated for such duty and that a proper record of such offerings is made and certified in the service register before the money is removed from the Church building.
 - b. Promote the introduction and efficient operation of systematic voluntary contributions by parishioners for support of the church, and for that purpose to promote, organize and supervise financial development programs in the parish each year.
 - c. In case there being no Incumbent, or if the Incumbent is absent or incapacitated, to make arrangements for the provision of services of the Church when required.
 - d. Attend upon the visitations of the Bishop or Commissary, or the Archdeacon having jurisdiction, on being cited so to do.

I. TREASURERS (Canon 21.E.1(g))

1. The Treasurer of a parish or congregation shall:
- a. Keep, or arrange for keeping, a proper set of books for the parish or congregation and ensure that all receipts and expenditures are entered therein;
 - b. Keep in a special account all sums contributed for special purposes and ensure that such funds are duly applied to such purposes;
 - c. Pay all salaries and accounts when payment of same has been authorized and approved by the Vestry or Parish Council.
 - d. Remit monthly to Parish Council the congregation's share of the Parish Council's budget.
 - e. Arrange for the proper audit of all Church accounts at the end of each year and submit auditors' report together with financial statements to the annual meeting.

J. FAIR SHARES - REGULATION (Canon 21.E.1(e))

1. Introduction

- a. The calculations for producing Fair Shares are based on statistics received from parishes in the previous annual reports to the Diocese. A formula is used, including two elements: Membership (the number of identifiable givers) and Finances (the money received from members of the parish). The two elements are weighted equally.
- b. The application of the formula identifies the diocese in 45 parts, and each parish is a portion of the whole diocese, or fraction of the whole. Both membership and finances are calculated and then the average of the two calculations is the parish fraction.
- c. After producing the parish fraction, it is multiplied against the Fair Shares income line in the diocesan budget.

2. Formula

The Fair Share for a parish for a given year is calculated as follows:

- a. Divide the number of Identifiable Givers of the parish from the year that is two years prior to the given year by the total number of Identifiable Givers in the Diocese for the year that is two years prior to the given year.
- b. Divide the Members' Givings of the parish for the year that is two years prior to the given year by the Members' Givings of the Diocese for the year that is two years prior to the given year.
- c. Add the quotient resulting from the calculation in (a) above to the quotient resulting from the calculation in (b) above.
- d. Divide the sum arrived at in (c) above by two.
- e. Multiply the resulting quotient arrived at in (d) above by the Fair Share income line in the Diocesan Budget for the given year. The resulting number is that parish's Fair Share for the given year.
- f. The Diocesan Council, on the recommendation of the Finance Committee, may make adjustments to the resulting Fair Shares for any given year.

FOR EXAMPLE SEE APPENDIX – FORM 12

REGULATIONS TO CANON 22

CHURCH PROPERTY

A. HERITAGE PROPERTY (Canon 22.A.3)

1. Parishes or congregations wishing to seek “Heritage” designation for any property or building owned by the Diocese shall first seek permission to do so from the Executive Committee of Diocesan Council.

B. ALLOCATION OF PROCEEDS OF DISPOSITION OF REAL PROPERTY (Canon 22.A.4)

1. Congregations do not own property outright; it is held in trust for them by the Diocese, as belonging corporately to all who together make up the Diocese of Qu’Appelle. Should it be necessary to dispose of a property it is the responsibility of the whole Church to ensure the proper allocation of the proceeds.
2. In such cases the Diocese follows the basic principle that such proceeds shall, where possible, continue to benefit the Church communities in which they were acquired. Therefore:
 - a. EITHER
 - i) The proceeds of any disposal of property shall be held in temporary trust to the benefit of whichever parish or congregation actually maintained the property immediately prior to the disposition (a congregation may voluntarily assign such proceeds to the benefit of Parish Council); OR
 - ii) In the case of a disbanded congregation, the proceeds of any disposition of property shall be held in a temporary trust to the benefit of the parish presently responsible for the area once served by the disbanded congregation. Parish Council may recommend that one congregation be beneficiary because members of the disbanded congregation now worship there.
 - b. In the case of temporary trusts, the principal amount may be used for capital expenditures only.
 - c. Recommendation for allocation of such proceeds shall be made by:
 - i) The Vestry of a single congregation parish; OR
 - ii) The Parish Council in multi-congregation parishes, in consultation with the affected congregation.
 - d. In some cases a parish/congregation may sell one property in order to purchase another; nothing in these guidelines shall be so construed as to prevent this.
 - e. In the event of competing claims between congregations, or between congregation and parish, the matter shall be decided by Diocesan Council or its Executive.
 - f. Nothing in the foregoing guidelines precludes the Bishop in Council and the

parties involved from making other arrangements.

C. PURCHASE, CONSTRUCTION, ALTERATION (Canon 22.A.5)

1. Where it is proposed to buy land or a building or to build a building or carry out any structural alterations estimated to cost more than \$2,000.00 to an existing building for the use of the Church in any parish or congregation, the procedure shall be as follows:
 - a. The consent of the parishioners shall be obtained;
 - b. The proposal shall be submitted to Parish Council (in the case of a parish of more than one congregation), to the Regional Dean and to the Archdeacon for investigation and report — and —
 - c. shall be submitted to the Diocesan Council with the reports of the Regional Dean and the Archdeacon, together with the following information:
 - i) The reasons for the contemplated action;
 - ii) The number of persons who have agreed to financially support the proposal and the yearly or other subscriptions promised;
 - iii) Where the proposal relates to a building other than a church, the geographical location thereof with respect to the church or the church site;
 - iv) An estimate of the total cost of purchase, construction, or alteration, and a statement of the amount of money currently available, pledged, or otherwise available to defray such cost and the method by which the balance of such cost, if any, is to be defrayed;
 - v) Assurances that the provision of the funds necessary for the proposal will not in any way impair the ability of the parish or congregation to meet its current commitments and obligations including the stipend of the incumbent and its share of support of the Diocese.
2. The Diocesan Council shall consider all such submissions and take such action thereon as it may see fit, and may, as a condition to approving the proposal and authorizing the same to be carried out, direct that:
 - a. no larger expenditure shall be incurred than an amount fixed by the Diocesan Council;
 - b. no purchase shall be made, contract let or work done until such proportion of the estimated total cost as may be determined is available in cash;
 - c. the parish has satisfied itself that suitable workers' compensation has been obtained.

D. MEMORIALS AND ORNAMENTS (Canon 22.C.1)

1. Any person desiring to place or erect a memorial in any Church building shall first submit such proposal to the Incumbent with such particulars as may be necessary.
2. Such proposal shall then be submitted to the Churchwardens and Vestry for approval but such approval shall not be given unless and until the Vestry is satisfied as to the suitability of the memorial or other installation and that such memorial or other installation conforms in every respect to the requirements of the official formularies of the Church, and the usage of the Church in such matters. If the Vestry approves the proposal it shall be submitted to the Bishop for approval.
3. In case the Bishop should be in doubt as to the propriety of the use of any piece of furniture or ornament or picture in the Church building or of the installation of any window or other fixture the Bishop may refer such matter to a Board of Enquiry consisting of the Chancellor, or Vice-Chancellor, and two clerical assessors appointed by the Bishop, which Board of Enquiry after due notice to the Incumbent, Churchwardens and parishioners of the congregation shall hear such representation as may be made by interested parties and report to the Bishop as to whether the ornament, article or furniture, picture, window or other article or fixture can properly be placed or installed, and upon receiving such report the Bishop shall thereupon issue a faculty permitting the retention of the article in question, or for its removal.
4. If it should come to the attention of the Bishop that any ornament, picture, window, piece of furniture or other article has been placed in any Church building without approval, and which in the Bishop's opinion is not authorized or permitted by the official formularies of the Church, or the usage and practice of the Church, the Bishop may issue a faculty directing its removal.
5. If, after the Bishop has refused to give permission for the use or installation in any Church building of any ornament, piece of furniture, window, picture or any fixture therein, or has issued a faculty directing the removal thereof, the Incumbent or Wardens nevertheless accept same, permit the installation of same and the use of same, they shall be subject to disciplinary action.

APPENDIX

FORM 1 - CERTIFICATE OF ELECTION OF DELEGATE TO SYNOD

Parish of _____

Congregation of _____

Number of Eligible Member _____

I hereby certify that at *{the Annual / a special}* meeting of this Congregation held on the

_____ day of _____ 20_____

(Name)_____

was duly elected as a *{Elected Delegate / Substitute Delegate}* to the Synod for the current

year and (in the case of a Substitute) that the said

_____ replaces _____ an

Elected Delegate who _____

(reason for change)

Dated at _____, this _____ day of _____, 20_____

(Secretary)

(Chair)

FORM 2 - CERTIFICATE OF APPOINTMENT OF DELEGATE TO SYNOD

Parish of _____

Congregation of _____

Number of Eligible Members _____

I hereby certify that there being insufficient Elected Delegates or Substitutes able to attend, (*Name*) _____

was appointed by the Vestry as Elected Delegate to the meeting of Synod summoned for _____, 20_____

Dated at _____, this _____ day of _____, 20_____

(Secretary)

(Chair)

FORM 3 - CERTIFICATE OF MEMBERSHIP OF SYNOD

I hereby certify that _____ is a
member of the Synod of the Diocese of Qu'Appelle.

Dated at Regina, this _____ day of _____, A.D. _____

Bishop of Qu'Appelle

FORM 4 - DECLARATION OF ELIGIBLE MEMBER (Canon 21.A.4(c))

DECLARATION OF ELIGIBLE MEMBER

I do hereby declare that I am baptized, that I have reached the full age of 18 years, and I usually attend the services of _____ church.

I request that my name be placed on the Parish Roll as an Eligible Member.

(Signed) _____

(Date) _____

FORM 5 – SAMPLE LETTERS TO PROSPECTIVE CANDIDATES

For Persons living IN the Diocese

With the approval of our Bishop, I write to you in my capacity as Chair of the Parish Search Committee of _____.

Our parish presently is seeking a new Incumbent, and your name has been suggested as a possible candidate. I invite you, therefore, to review the enclosed Parish Profile, and then to advise me by _____ whether or not you are willing to be a candidate. If you are, please send us a résumé (curriculum vitae). We would appreciate your personal response to points raised in the profile.

The Search Committee will meet on _____ to review the list of candidates, and identify those whom we wish to meet for an interview. We will advise you of our decision, either way, by _____.

Should you be chosen for an interview, we will arrange a mutually convenient time. Expenses connected with the interview will be covered by this parish.

If you have any questions, please call me at _____. The best time to call would be around _____.

We look forward to hearing from you.

Yours truly,

Encl: The Parish Profile; “Guidelines for Interviews”

For persons living OUTSIDE the Diocese

With the approval of the Bishop of Qu'Appelle, and the permission of the Bishop of the Diocese where you are now serving, I write to you in my capacity as chairperson of the Parish Search Committee of _____.

Our parish presently is seeking a new Incumbent, and your name has been suggested as a possible candidate. I invite you, therefore, to review the enclosed Parish Profile, and then to advise me by _____ whether or not you are willing to be a candidate. If you are, please send us a résumé (curriculum vitae). We would also appreciate your personal response to points raised in the profile.

The Search Committee will meet on _____ to review the list of candidates, and identify those whom we wish to meet for an interview. We will advise you of our decision, either way, by _____.

Should you be chosen for an interview, we will arrange a mutually convenient time. We will also arrange for you to meet with the Bishop. Expenses connected with the interview will be covered by this parish.

If you have any questions, please call me at _____. The best time to call would be around _____.

We look forward to hearing from you.

Yours truly,

Encl: Parish Profile; "Guidelines for Interviews"

FORM 6 – PRAYERS

At a Time of Election or Appointment in the Church

Almighty God, giver of all good gifts, look on your Church with grace, and guide the minds of those who shall choose a priest for this parish, that we may receive a faithful servant who will care for your people and support us in our ministries; through Jesus Christ our Lord.

For all Christians in their Vocation

Almighty and everlasting God, by whose Spirit the whole body of your faithful people is governed and sanctified, receive our supplications and prayers, which we offer before you for all members of your holy Church, that in their vocation and ministry they may truly and devoutly serve you; through our Lord and Saviour Jesus Christ, who lives and reigns with you, in the unity of the Holy Spirit, one God, now and for ever.

- Book of Alternative Services, p.676

During the Vacancy of a Pastoral Charge

Almighty God, who knowest the needs of thy Church in every place: Look graciously at this time up the people of this parish; and give to them a faithful Pastor, who shall feed thy flock according to thy will, and make ready a people acceptable unto thee, through Jesus Christ our Lord. Amen

The Collect for Ember Days

Almighty God, the giver of all good gifts, who of thy divine providence hast appointed divers Orders in thy church: Give thy grace, we humbly beseech thee, to all those who are to be called to any office and administration in the same; and so replenish them with the truth of thy doctrine, and endue them with innocency of life, that they may faithfully serve before thee, to the glory of thy great Name, and to the benefit of thy holy Church; through Jesus Christ our Lord. Amen.

- Book of Common Prayer, p45, 210

FORM 7 - CHECK LIST FOR CLERGY MOVES

(To be retained in parish and sent to Synod Office by new Incumbent after arrival)

ON DEPARTURE	(Check as appropriate)	ON ARRIVAL
Yes [] No []	List of parish leaders to/from Wardens	Yes [] No []
Yes [] No []	Parish list and cards to/from Wardens	Yes [] No []
Yes [] No []	Registers to/from Wardens	Yes [] No []
Yes [] No []	Community events list to/from Wardens	Yes [] No []
Yes [] No []	Maps to/from Wardens	Yes [] No []
Yes [] No []	Private Communion and special needs list to/from Wardens	Yes [] No []
Yes [] No []	Service schedules (& hymn lists) to/from Wardens	Yes [] No []
Yes [] No []	Regulations and Guidelines left/received	Yes [] No []
Yes [] No []	Canons of Diocese left/received	Yes [] No []
Yes [] No []	Synod Journals left/received	Yes [] No []
Yes [] No []	Relevant correspondence left/received	Yes [] No []
Yes [] No []	Peculiarities of house left/received	Yes [] No []
Yes [] No []	Labeled keys left (#) received (#)	Yes [] No []
Yes [] No []	Inventory of furnishings, equipment left/received	Yes [] No []
Yes [] No []	Rectory clean and in good repair	Yes [] No []
Yes [] No []	Parish lists etc. up-to-date	Yes [] No []
Yes [] No []	Property inspection for damage or cleanliness before departure	
Yes [] No []	Security checks of property while rectory is unoccupied	
Yes [] No []	Stipend and deductions up-to-date	
Yes [] No []	Personal indebtedness to parish cleared	
Yes [] No []	Personal accounts cleared (checked by Bishop)	
Yes [] No []	Regional Dean and Synod Office advised of contact person	
Yes [] No []	Moving estimates sent to Synod Office for moving incoming Incumbent	

Signature of outgoing Incumbent

Signature of Incoming Incumbent

Signature of Warden or designated lay person

Signature of Warden or designated lay person

Date _____

Date _____

FORM 8 – DECLARATION OF ELIGIBLE MEMBER

*I do hereby declare that I am baptized, that I have reached the full age of 18 years,
And
I usually attend the services of _____ church.
I request that my name be placed on the Parish Roll as an Eligible Member.*

(Signed) _____

(Date) _____

FORM 9 – NOTICE OF INTENTION TO REMOVE NAMES FROM PARISH ROLL

NOTICE OF INTENTION TO REMOVE NAME FROM PARISH ROLL

Date: _____

To: _____

Kindly take notice that your name will be removed from the Parish Roll
of the Parish of _____
unless you instruct the parish to retain your name on the Parish Roll
within 30 days of the date hereof.

PARISH OF: _____

per _____

Incumbent

Churchwarden

Churchwarden

FORM 10 – VESTRY DECLARATION

VESTRY DECLARATION

I declare that I will faithfully and truly execute the office of Vestry member within my Parish or congregation to the best of my skill and knowledge.

Date: _____ 20 _____

Signature

FORM 11 – CHURCH WARDEN’S DECLARATION

CHURCHWARDEN’S DECLARATION

I _____ of the Congregation of

do declare that I am of full age of eighteen, that I am an Eligible Member of the Congregation of _____

and I declare that I will faithfully and truly execute the office of Churchwarden in the congregation of _____

to the best of my skill and knowledge.

Dated at _____ this _____ day of _____ 20 _____

Signature

FORM 12 – FAIR SHARE CALCULATIONS

EXAMPLE — *Hypothetical Parish ABC*

<u>1994 Statistics</u>		<u>Total in Diocese</u>			<u>Parish ABC</u>
Identifiable Givers		3,623			97
Members' Givings		2,174,557			\$76,953
	97				
		= .0267733			
	3,623			.0621611	= .0310805
				2	
	76,953.				
		= .0353878			
	\$2,174,557.				
		.0310805 X \$484,319 = \$15,052.88			
		Request to Parish ABC for 1996 — \$15,053.00			

