

DIOCESE
OF
SASKATOON

**DIOCESAN
CONSTITUTION AND CANONS**

DEFINITIONS

Where the context allows, or requires, words of male gender shall also imply the female gender.

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| Annual Meeting | - the meeting of the congregation at which the past year's activities are reported, and plans made and officers elected for the ensuing year. |
| Archdeacon | - a priest holding the bishop's license and appointed by the bishop to serve either in an administrative capacity on behalf of the bishop within a region made up of one or more regional deaneries in the diocese, or in other special administrative tasks of the diocese. |
| Canon | - a rule of the Church, which gives direction in the life and discipline of the Church.

- an honorary title conferred on a person by the bishop in recognition of service rendered to the diocese. |
| Cathedral | - the church in the diocese in which is located the 'seat' of the bishop. |
| Chancellor | - a lay person who, because of his or her mature experience in the legal profession, has been appointed by the bishop to be the legal advisor to the bishop and the synod. By virtue of this office the chancellor is the senior lay person of the diocese. |
| Clergy, member of | - a person in the Anglican Church of Canada who has been made a deacon, or ordained a priest, by a bishop. |
| Communicant | - a person who has been duly baptized and confirmed, or received into the fellowship of the Anglican communion, and who is a regular recipient of the holy communion. |
| Concurrence of the bishop | - the right and obligation of the bishop, inherent in the office of bishop, to grant or withhold permission for any resolution of the synod, Diocesan Council or Executive Committee to have force or authority within the diocese. |
| Congregation | - an identifiable group of people associated with a specific Anglican parish church or place of worship within the diocese and looking to its incumbent for ministry. |
| Deacon | - a man or woman episcopally ordained to the first Order of the three-fold ministry of the Church. |
| Deaconess | - an episcopally commissioned lay-woman. |
| Dean | - a priest inducted by the bishop to be the incumbent of the cathedral parish and who, at the bishop's pleasure, has been appointed and installed as dean of the diocese and, by virtue of that office, senior dignitary of the diocese. |

Delegate	- a lay communicant elected at the Annual Meeting of a congregation to represent the congregation in diocesan synod.
Diocesan Council	- a committee of elected, appointed and <i>ex-officio</i> persons who carry on the work of the synod between its sessions.
Electoral synod	- a synod session convened solely for the purpose of electing a bishop.
Executive Committee	- a sub-committee of the Diocesan Council which continues the work of the council between its meetings.
Extra-ordinary session of the synod	- a session of the synod especially called to deal with a specific issue.
Incumbent	- a person licensed by the bishop to minister to a congregation or parish, or to hold a particular office in the diocese.
Lay member of the synod	- a lay delegate who has registered at a session of the synod.
License	- the bishop's written authorization for a person to function in the public and/or private administrations of the Church.
Licensed lay minister	- a lay person licensed by the bishop to minister as the incumbent of a parish.
Parish	- an area assigned to the care of an Anglican minister to whom the Anglican residents look for spiritual ministrations and leadership. In any parish there may be one or more congregations and one or more places of worship.
Quorum	- the necessary number of members present, as defined by the Constitution or the Canons, to ensure the legal effectiveness of all resolutions and decisions approved by the synod, and all committees.
Regional dean	- a priest with particular oversight of a regional deanery.
Regional deanery	- an area within the diocese composed of parishes and congregations and under supervision of a regional dean.
Regional deanery chapter	- the clerical and lay incumbents of a regional deanery.
Regional deanery council	- the incumbents, churchwardens, lay readers and delegates to synod from the parishes and congregations within a regional deanery.
Registered delegate	- the delegate or substitute delegate, who has signed the register of the synod, and who has thus become a member of the synod from that time until the registration of the next subsequent regular session of the synod.
Regular session of the synod	- a session of the synod meeting under the requirements of Article 5:1 of the Constitution.

Seminarian	- a student enrolled in theological college and studying in preparation for ordination.
Senior dignitary	- the member of the clergy who is senior by virtue of his or her office.
Session of the synod	- the period of time during which the synod meets to conduct its business.
Sitting of the synod	- a period within the session during which the synod deals with specific items of its business; e.g. the morning sitting.
Stipendiary lay reader	- a lay person, licensed by the bishop to serve in a congregation or group of congregations and receiving financial support for services and ministry of a non-sacramental nature.
Substitute delegate	- a lay communicant elected by a parish or congregation at its Annual Meeting to serve in the eventuality that one of the parish delegates cannot attend a session of the synod.
Vote by Orders	- the separate and enumerated votes of all clerical members of synod and of all lay members of the synod.

A BRIEF HISTORY OF THE BEGINNING OF THE DIOCESE

On Sunday, May 3rd, 1874, in the parish church of St. Mary, Lambeth, Archdeacon John McLean, of the Diocese of Rupert's Land, was consecrated by the Archbishop of Canterbury to be bishop "within the limits of the district of the Saskatchewan and English Rivers, with the sub-district of Fort A La Corne in the Cumberland district aforesaid, and heretofore part of the Diocese of Rupert's Land, to the end that he may exercise within the same limits all spiritual functions appertaining to his office."

On June 10th, 1881, Bishop McLean became a Corporation Sole by ordinance number eight to incorporate the Bishop of The Church of England, Diocese of Saskatchewan, of which the see city was Prince Albert, and on April 19th, 1884, the Synod of the Diocese of Saskatchewan was incorporated by amending the original Act setting up the diocese - Act 45, Victoria Chapter 126.

The immigration of settlers in the years following the formation of the original Diocese of Saskatchewan made division of the territory and the creation of additional dioceses imperative. A major sub-division was the establishment of the Diocese of Calgary in 1888, when the Provincial

Synod of Rupert's Land designated 'the civil district of Alberta' to become the Diocese of Calgary. The Synod of the Diocese of Calgary was organized in 1889, but the second Bishop of Saskatchewan, the Right Reverend William Cyprian Pinkham, administered both dioceses, as Bishop of Saskatchewan with Calgary, until 1894, when he became first Bishop of Calgary, and the Right Reverend Jervois Arthur Newnham, second Bishop of Moosonee, was translated to become third Bishop of Saskatchewan.

Further immigration and settlement particularly in the northern areas of the diocese during the episcopate of the Right Reverend George Exton Lloyd (1922 - 1931) fourth Bishop of Saskatchewan, led to a decision to establish a new diocese by the re-organization of territories included within the Diocese of Saskatchewan and the northern areas of the Diocese of Qu'Appelle. Plans were largely completed before the retirement of Bishop Lloyd and the election of Dr. William Thomas Thompson Hallam as fifth Bishop of Saskatchewan in 1931, and in 1932 - 1933, by Act of Parliament, passed at the fourth session of the 17th Parliament (23 George V) with a subsequent Act of the Provincial Legislature of Saskatchewan (Bill 03, 1933) the diocese was divided, the name of the continuing diocese being changed to Saskatoon, Saskatoon becoming the see city, and Bishop Hallam continuing as its bishop under the new title of fifth Bishop of Saskatoon. The new diocese in the north retained the old name "Diocese of Saskatchewan", and Prince Albert remained as its see city.

ARTICLE 1

Election of a Bishop

1. This diocese continues to reserve unto itself the right to elect its own bishop.

(See Canon 1)

November 1993

ARTICLE 2

Synod Membership

1. The Synod of the Diocese of Saskatoon shall consist of

- (a) the bishop of the diocese, who shall preside over all the regular and extraordinary sessions of the synod;
- (b) the members of the clergy, including clergy of the Evangelical Lutheran Church in Canada, licensed by the bishop and not under ecclesiastical censure; clergy licensed to perform specific responsibilities such as interim care of a parish or chaplaincies will be members with voice and vote;
- (c) all lay incumbents licensed by the bishop;
- (d) lay delegates as provided in Article 3;
- (e) youth delegates as provided in Article 3.12;
- (f) the chancellor;
- (g) the registrar;
- (h) the solicitor;
- (i) the lay canons;
- (j) administrative officer;

all of whom shall be in full communion with the Anglican Church of Canada.

2. Ministers of other denominations who are in charge of shared parishes in the diocese may be invited by the bishop to be present at the sessions of the synod with voice and vote except on questions of the faith or order of the Anglican Church of Canada.
3. The following shall be entitled to attend sessions of the synod and to participate in its debates, but without the right to vote:
 - a) superannuated members of the clergy with canonical residence in the Diocese of Saskatoon who do not hold a licensed appointment from the bishop;
 - b) all clergy licensed to honorary appointments.
- 4.. The following persons may be invited by the bishop to be present at the sessions of the synod and to participate in its debates, but without the right to vote:
 - (a) persons holding the bishop's permission to officiate;
 - (b) members of the clergy on leave from other dioceses but resident in the diocese.
5. Lay incumbents shall be lay members of the synod, they shall vote as lay members and shall be eligible for election to diocesan committees or as delegates to the General or Provincial Synods as lay members.
6. Only those persons whose membership in the synod is included in paragraph 1 of this Article shall be eligible for election by the synod to any standing committee of the synod or for election to represent the diocese at the General or Provincial Synods.

revised March 01 (synod)

ARTICLE 3

Lay Representation at the Synod

1. The lay delegates shall be persons of at least sixteen years of age, certified by the incumbent to be members of the parish which they represent for at least three consecutive months prior to the meeting at which they are elected, and not in holy orders.
2. They shall be elected at the Annual Meeting of the congregation or parish in the years in which a regular session of the synod is to begin.
3. Those who elect lay delegates shall be at least sixteen years of age, members of the parish for at least three consecutive months prior to the election of lay delegates, and not in holy orders.
4. No person shall vote in the Annual Meeting of more than one congregation or parish.
5. Each congregation or parish recognized by the bishop, duly organized by an election of churchwardens and vestry, and having at least ten communicants, may send one delegate to the sessions of the synod but two may be sent if the number of communicants exceeds forty, three if it exceeds one hundred, and four if it exceeds one hundred and fifty in any congregation or parish. No congregation or parish shall send more than four delegates.
6. Where two or more congregations having less than ten communicants each form one parish, one delegate may be elected by and for the whole parish.
7. At the Annual Meeting at which delegates are elected, number of substitutes equal to the number of delegates shall be elected who, in case the delegates are not able to attend the session of the synod, shall, in order of the number of votes each received, on filing the certificate of election provided, become the delegates to the synod.
8. In the event that none of the delegates or substitutes elected at an Annual Meeting is able to attend the synod, an extraordinary meeting of the parish or congregation may be called for the purpose only of selecting delegates to the synod. This selection of delegates at such a meeting shall proceed in the same way as at an Annual Meeting.
9. A lay delegate or substitute delegate who registers at any sitting of the synod may not be replaced by a substitute for the remainder of that sitting of the synod. Where the synod reconvenes on another date for a further sitting, however, a lay delegate or substitute delegate may be replaced by another duly elected delegate.
9. Where any delegates or substitutes selected by a parish have been unable to attend the regular session of the synod, the parish shall indicate to the administrative officer the name(s) of the delegate(s) to be listed as its delegate(s) to any extra-ordinary session of the synod or any further sitting of the synod.

10. In no case may a parish or congregation be represented in the synod by a person who has not been elected at a properly called meeting of parishioners.
11. Each parish shall be responsible for the payment of the costs of its clerical and lay delegates when attending sessions of the synod.
12. Notwithstanding sections 1 to 11, each parish be encouraged to elect one youth delegate, and a substitute youth delegate, who would be elected in the same manner as other lay delegates and who is between the ages of 16 and 24 (inclusive) on the date of election. This delegate is additional to the number of lay delegates otherwise elected. The youth delegate shall have both voice and vote at Synod, and shall be eligible for election as a lay member of any diocesan committee. From these youth delegates, the Diocesan Synod shall elect youth delegates to Provincial and/or General Synod as permitted.

revised March 01 (synod)

ARTICLE 4

Sessions of the Synod

1. The synod shall be convened in regular session once every calendar year, unless otherwise ordered by the bishop in consultation with the Diocesan Council. Notwithstanding anything in this Article, the synod shall be convened in regular session at least once in every three calendar years.
2. Extra-ordinary sessions of the synod, called for special purposes, may be held at any time or place within the diocese at the call of a regular session of the synod, or of the bishop, or of a two-thirds majority of the Diocesan Council at a duly constituted meeting thereof.
3. Such sessions shall be clearly designated 'extra-ordinary' and shall be concerned only with the specific business for which they are called.
4. Notice of an extra-ordinary session of the synod shall specify its purpose and shall be sent to the delegates at least three weeks before the opening date of the session.

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ARTICLE 5

Quorum of the Synod

1. A quorum of the synod shall consist of at least one-quarter of the clerical delegates and one-quarter of the total number of youth delegates and lay delegates whose certificates

of election shall have been received by the diocesan administrator since the last meeting of each respective parish at which delegates to synod were elected.

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ARTICLE 6

Voting in the Synod

1. No resolution of the synod shall become effective without the concurrence of the bishop and a majority of the clerical and lay members present and voting.
2. The bishop shall have the right to reserve a decision for up to six months.
3. When the question is put every member present, except the presiding officer, shall be required to vote, or to abstain.
4. In voting, those who vote in the affirmative shall so signify first, then those who vote in the negative, and then those who abstain.
5. In the case of an equality of votes between the negative and the positive the question shall be declared to have been decided in the negative.
6. Except when voting by Orders, or as otherwise provided, the votes of clerical and lay members shall be taken collectively.
7. (a) A vote by Orders shall take place
 - i. if ordered by the bishop as the president;
 - ii. if required under other provisions of the Constitution, Canons or Regulations;or
 - iii. if the synod voting collectively so resolves, before the question is put or immediately after it has been put and carried.
- (b) A motion for a vote by Orders shall not be debated.
- (c) In a vote by Orders a majority of each Order present and voting will be necessary to affirm the resolution, the question being put first to the Order of which the mover of the resolution is a member.
- (d) In a vote by Orders the question shall always be put to both Orders.
8. The numbers of those voting in the affirmative and in the negative shall be recorded if a resolution to this effect is carried before the question is put.
9. Voting shall normally be by show of hands, but may be by ballot if requested by a resolution of the synod prior to the question being put.

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ARTICLE 7

Standing Committees of the Synod

1. The following shall be the standing committees of the synod:
 - (a) The Diocesan Council - Canon 42
 - (b) The Constitution and Canons Committee - Canon 45
 - (c) The Nominating Committee - Regulation 6.
 - (d) The Agenda Committee – Regulation 7

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ARTICLE 8

Other Committees of the Synod

1. Other committees may be appointed by resolution of the synod.
2. These committees shall report on whatever terms are directed by the synod, and shall exist only to the expiry of such term as may be specified by the synod.

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ARTICLE 9

Vacancies in Standing Committees

1. All vacancies in any of the standing committees of the synod, occurring between regular sessions of the synod, shall be filled by bishop's appointment, using first the names of those next in order of election as substitutes. (Regulation 6:3).

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ARTICLE 10

Administrative Officer

1. The administrative officer shall be a member in full communion, either lay or clerical, appointed by Diocesan Council on the recommendation of the bishop.
2. The duties of the administrative officer shall be outlined in a job description formulated from time to time by the bishop and approved by Diocesan Council.

ARTICLE 12

Chancellor

1. There shall be a chancellor who shall be a communicant, resident in the diocese, and a judge of a court of record or a barrister and solicitor of at least ten years' standing.

2. The chancellor shall be appointed by the bishop, upon the advice of the Diocesan Council, and shall hold office during the pleasure of the bishop, for a period determined by the bishop.
3. It shall be the duty of the chancellor to advise the bishop, the synod, or any person or body designated by the bishop, on legal matters, and on all matters of discipline, or cases of difficulty or doubt, when requested to do so, and to act as assessor in determining questions on points of order or interpretations of the Constitution, Canons, regulations and policies of the diocese at any sitting of the synod, or meeting of the Diocesan Council or of the Executive Committee.
4. The chancellor may perform the duties of the registrar in the event of the absence, illness or disability of the registrar, or when the office of registrar is vacant.

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ARTICLE 13

Registrar

1. There shall be a registrar who shall be a communicant, resident in the diocese, and a judge of a court of record or a barrister and solicitor of at least five years' standing.
2. The registrar shall be appointed by the bishop on the nomination of the Diocesan Council and shall hold office for a period of five years, which may be renewed.
3. It shall be the duty of the registrar to be a signatory to all licenses and to carry out such other duties as may be assigned from time to time by the bishop or the chancellor.

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ARTICLE 14

Solicitor

1. There shall be a solicitor who shall be a communicant, resident in the diocese and a member of the Law Society of Saskatchewan of at least three years standing.
2. The solicitor shall be appointed by the bishop, upon the advice of the Diocesan Council, and shall hold office during the pleasure of the bishop, for a period to be determined by the bishop.
3. The solicitor shall give advice on secular legal matters, and shall act as legal counsel for the diocese or refer legal issues to outside counsel as appropriate.
4. The same person may serve concurrently as chancellor and solicitor if qualified to do so.

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ARTICLE 15

Diocesan Archivist

1. There shall be a diocesan archivist who shall be appointed by the bishop upon the advice of the Diocesan Council and who shall hold office during the pleasure of the bishop for a period to be determined by the bishop.
2. It shall be the duty of the archivist
 - (a) to accept and provide for the safe-keeping of such records and/or other material as may be delivered to him or her for safe-keeping by the bishop, the administrative officer of the diocese, and the chairpersons or secretaries of diocesan committees or other diocesan bodies;
 - (b) to accept and provide for the safe-keeping of such records and/or other material which, having been offered by other persons for inclusion in the diocesan archives, the archivist has decided is appropriate for inclusion in the archives. Whenever the acceptance of material so offered entails the acceptance of special responsibilities respecting the material over and above the safe-keeping thereof, the archivist shall only accept the material after receiving the consent of the bishop to do so;
 - (c) to provide for the proper arranging, cataloguing and describing of archival material;
 - (d) to put into place and to implement, after consultation with the bishop and subject to the bishop's direction, such regulations regarding access to archival materials as the archivist may think appropriate;
 - (e) to make archival material available for study by scholars and for perusal by members of the general public, to the extent that the archivist, after consultation with, and subject to the directions of, the bishop, may think appropriate;
 - (f) to report with respect to the operation of the diocesan archives
 - i. to the synod at each of its regular sessions, and
 - ii. to the Diocesan Council whenever required to do so by the Diocesan Council.
 - (g) to make arrangements for deposit of archival materials with the Saskatchewan Archives Board or other repository, when the archivist considers it appropriate and after consultation with the bishop.

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ARTICLE 16

Diocesan Administration

1. Upon the death, resignation, or incapacity of the bishop, the senior dignitary of the diocese shall, without rite or ceremony, assume the administrative responsibilities of the diocese until the bishop is capable of performing his or her duties, or in the case of death or resignation, until such time as the bishop-elect shall have been consecrated.

2. The person assuming this office shall be titled 'diocesan administrator'.
3. In the anticipated absence of the bishop, the bishop may designate someone to act on his / her behalf, such person to be titled 'Commissary'

revised October 98 (synod)

ARTICLE 17

Revisions of the Constitution

1. No changes to the Constitution shall be made unless the proposition has been approved at a regular session of the synod by a two-thirds majority of those present of each Order, voting separately, and the decision is afterwards confirmed by a like majority of each Order at the next following regular session of the synod.

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ARTICLE 18

Revisions of the Canons

1. No changes to the Canons shall be made unless the proposition has been approved at a regular session of the synod, or at an extra-ordinary session of the synod specially called for that purpose, by a two-thirds majority of those present of each Order, voting separately and the decision ratified by a like majority of each Order at the next following regular or extra-ordinary session of the synod, provided that at least six months have elapsed between the two sessions.
2. Changes to the Canons may be adopted by a regular or extra-ordinary session of the synod, and become immediately operative, by the unanimous vote of the members present and with the concurrence of the bishop; or by a two-thirds majority of those present of each Order voting separately, if previously considered and approved by the bishop and the Diocesan Council, a copy of the proposed changes having been sent to each member of the Council at least one week before the meeting at which they are to be considered, and to each delegate to the synod at least one week before the session of the synod at which they are to be considered.

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ARTICLE 19

Revisions of the Regulations and Guidelines

- 1, Regulations and Guidelines may be enacted, revised or revoked by decision of the synod or of the Diocesan Council.

(See Canon 47)

November 93

Canon 1

Election of a Bishop

(This Canon is Canon IX of the Ecclesiastical Province of Rupert's Land, updated after the 43rd Session of the Synod of the Ecclesiastical Province of Rupert's Land, in Winnipeg, May, 2000 and its number sequence follows that of other Provincial Canons)

CANON IX

9.00 ELECTION OF A BISHOP

9.01 Whenever a vacancy in the Episcopate of a diocese in the Province has occurred, or an event has occurred that will result in such a vacancy, the provisions of this Canon shall apply to that diocese.

Definitions

9.02 In this Canon, unless the context otherwise requires:

- (a) "Administrator" means the Administrator of the diocese, or the person who under the constitution and canons of the diocese would become the Administrator when the vacancy in the Episcopate of the diocese occurs, and, if the said constitution or canons do not provide for such an Administrator, or if the Administrator shall fail to act in accordance with this Canon, means the senior clerical dignitary in the diocese;
- (b) "Chair" means the person presiding, or entitled to preside, at a meeting;
- (c) "Council" means the body of the diocese, by whatever name it may be designated, constituted by the diocesan synod under its constitution and canons to exercise the powers of the diocesan synod between meetings of that synod, and, where an executive committee of the Council has been constituted, and has been given the powers of the Council, includes that executive committee;
- (d) "diocese" means a diocese referred to in section 9.01 in which an election of a bishop is to take, or is taking, place;
- (e) "diocesan synod" means the governing body of a diocese, by whatever name it may be designated, constituted under the constitution of a diocese;
- (f) "vacancy" shall extend to the situation where the election of a coadjutor bishop or suffragan bishop has been approved under section 6.34 of the Constitution of the Province.

Consultations Concerning Episcopal Election

9.03 In the event that the resignation of a bishop is submitted pursuant to section 6.44 or 6.45 of the Constitution, or that notification has been given to the Metropolitan that a vacancy in the Episcopate of a diocese has occurred, or is about to occur, as provided for in the Constitution of the Province, the Administrator shall promptly consult with the Metropolitan and the Council with respect to the calling of an election to fill that vacancy, and the day and place of the election.

Notice of Meeting of Synod and Appointment of Diocesan Search Committee

9.04 No earlier than 30 days prior to the date upon which a vacancy in the Episcopate of a diocese shall occur nor later than 30 days after the occurrence of the vacancy, the Council shall

- (a) cause to be issued a notice calling a meeting of the members of the Synod of the diocese to elect a bishop to fill the vacancy; such meeting to be held on the day, and at the time and place, determined by the Council after the consultation provided for in section 9.03 has taken place, and
- (b) elect or appoint the members from the diocese of the Diocesan Search Committee provided for in section 9.08.

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Election by an Electoral College

9.05 If the constitution or canons of a diocese provide for the election of a bishop by an electoral college, by whatever name it may be designated, and not by the Synod of that diocese at a meeting, the provisions of this Canon relating to a meeting of the members of the Synod of a diocese and to its procedures shall apply, with necessary changes in matters of detail, to that electoral college, and to its meetings and procedures, and, in such case, unless the context otherwise requires the word "Synod" used in this Canon shall be deemed to mean that electoral college.

Day and Time of Meeting

9.06 The meeting referred to in section 9.04 shall

- (a) not be held until the occurrence of the vacancy, unless the Metropolitan, on the application of the Council, shall otherwise determine; and
- (b) be held on a day not less than 84 days, nor more than 112 days, from the date of the issue of the notice; provided that the Metropolitan, on the application of the Council, may approve a day for the holding of the meeting that is in excess of 112 days, but not more than 182 days from the day of the issue of the notice.

Content of Notice of Meeting of Synod

9.07(1) The notice calling the meeting of Synod to elect a bishop shall

- (a) be in writing;
- (b) designate the day, time and place thereof;
- (c) be given to the members of Synod;
- (d) state the purpose of the meeting;
- (e) state that any member of Synod may submit in writing to the Secretary of the Diocesan Search Committee (whose name and address shall be designated) the name or names of any person or persons proposed by that member to fill the vacancy, such submission to be made not later than 42 days before the date of the meeting, or such shorter or longer period as the Administrator and the Metropolitan may determine;

- (2) The notice referred to in subsection (1) may, in addition, give notice of any business, not related to the election, that the Council may desire to bring before the members of Synod.

Diocesan Search Committee

9.08(1) A Diocesan Search Committee (the Committee) shall be established consisting of the following members:

- (a) From the diocese, three members of the Order of Clergy (clerical members) and three members of the Order of Laity (lay members) appointed by the Council, as provided in section 9.04; and,
- (b) From the Provincial Panel, constituted under section 6.11, of the Constitution of the Province, one bishop, one clerical member and one lay member, appointed by the Metropolitan from among such members of the Provincial Panel as are not from the diocese; and
- (c) In the case of an election of a bishop coadjutor or bishop suffragan, the bishop who holds the See of the diocese.

(2) The appointments required pursuant to subsection 9.08(1) shall be made within 28 days after the resignation or notification of a vacancy referred to in section 9.03 has been received by or given to the Metropolitan.

(3) Upon a vacancy occurring in the membership of the Committee by reason of the death, resignation or inability to act of a member, a successor to that member shall be appointed by the Metropolitan, if the member was appointed by the Metropolitan, and by the Council, if the member was appointed by the Council.

First Meeting of Diocesan Search Committee

9.09 The Administrator shall convene the first meeting of the Committee within 72 days after the resignation, or notification of a vacancy referred to in section 9.03 has been received or given to the Metropolitan, as the case may be, and at that meeting the Committee shall elect a Chair, appoint a secretary, (who may, but need not, be a member of the Committee), and determine its procedures.

Functions of Diocesan Search Committee

9.10 The Committee at its first or subsequent meetings shall

- (a) determine, and set out in memorandum form, the general qualifications and requirements that relate to the Episcopal vacancy and also any specific qualifications that might be required or desirable with respect to the person to fill the vacancy;
- (b) deliver to the Administrator, at least 65 days prior to the day of the meeting of Synod, the memorandum referred to in clause (a);
- (c) receive in writing from members of the Synod of the diocese and from members of the Provincial House of Bishops the names of any persons proposed by them as nominees for election, together with information as to the clerical position or office, address and telephone number of each person so proposed and a statement that the consent of that person to being so proposed has been obtained;

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- (d) determine which of the persons proposed pursuant to clause (c), in the opinion of the Committee meet
 - (i) the canonical requirements for election;
 - (ii) the requirements determined pursuant to clause (a).

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- (e) inform the proposer of any person proposed as a nominee for election pursuant to clause (c) whom the Committee does not intend to propose to nominate for election, of that fact;
- (f) consider persons, additional to those identified pursuant to clause (d), who in the opinion of the Committee meet
 - (i) the canonical requirements for election;
 - (ii) the requirements determined pursuant to clause (a);

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- (g) enquire of the persons identified pursuant to clauses (d) and (f) whether or not they consent to being nominated for election, and obtain from those persons who do so consent signed written confirmation of such consent.

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- (h) prepare a list, arranged alphabetically, of those persons identified pursuant to clauses (d) and (f) who have consented to being nominated for election;

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- (i) determine what information about each person to be nominated they consider appropriate for communication to the members of Synod and the form in which such information should be communicated, subject only to the following limitations:
 - (i) as a minimum there shall be a brief *curriculum vitae* prepared for each person to be nominated,
 - (ii) the Committee shall ensure that the format in which the information is communicated to the members of Synod is standardized and that the quality of the production of the communication regarding each person to be nominated is uniform,
 - (iii) the Committee shall be governed by any cost limitations established by the Council or other diocesan financial authority in respect of the production of such materials;

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- (iv) the identity of the person or person who proposed any person to the Committee for nomination either under this section or under section 9.11 shall not be communicated to the members of the Synod.

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- (j) obtain from the proposer of each person listed in clause (h) and, if desired by the Committee in any case, directly from any person to be nominated, at least 28 days prior to the day of the meeting of Synod called pursuant to section 9.04, such of the information determined to be appropriate under clause (i) which is not already in the possession of the Committee, and put the information in the form determined appropriate under clause (i);

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- (k) deliver to the Administrator at least 21 days prior to the day of the meeting of Synod called pursuant to section 9.04, the list referred to in clause (h) and the material referred to in clause (j);
- (l) at the meeting of Synod referred to in clause (k)
 - (i) present the report of the Committee, and
 - (ii) cause the persons listed pursuant to clause (h) to be nominated for election.

Further Nominations

9.11(1) Any two members of Synod, at the meeting of Synod, may nominate for election as bishop any person who meets the canonical requirements for election and who has previously consented in writing to being nominated, if, at least seventy-two hours prior to the commencement of the meeting of Synod, such members have provided to the Secretary of the Committee

- (a) a written notice of their intention to so nominate,
- (b) a signed written consent of the intended nominee to being nominated, and

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- (c) a brief *curriculum vitae* of the person intended to be nominated, in the form approved by the Committee.
- (2) The diocesan members of the Committee shall
 - (a) review each notice of intention to nominate received pursuant to, and within the time limited by, subsection (1) and determine whether or not the intended nominee meets the canonical requirements for nomination,
 - (b) review each *curriculum vitae* received pursuant to, and within the time limited by, subsection (1) and determine whether or not it is in satisfactory form,
 - (c) advise the members of Synod, intending to make the nomination, of the conclusions reached by them pursuant to clauses (a) and (b), and
 - (d) report their conclusions to the meeting of Synod after the nomination has been made,

but shall not make any recommendation in their report with respect to the nominee or nominees.

- (3) After the report described in subsection (2) has been made, the Chair of the meeting of Synod shall rule as to the validity of any nomination made pursuant to subsection (1).

Providing Material to Members

9.12(1) At least 14 days prior to the meeting of Synod, the Administrator shall cause to be given to each member of Synod and to each person on the list prepared pursuant to section 9.10(h):

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- (a) a list of the persons proposed by the Committee who will be nominated pursuant to clause (l) of section 9.10,
- (b) a copy of each *curriculum vitae* prepared by the Committee pursuant to clause (j) of section 9.10,
- (c) a notice describing the procedure for further nominations set out in section 9.11, and
- (d) a notice describing the election procedure to be followed at the meeting of Synod set out in section 9.22.

(2) At least 7 days prior to the commencement of the meeting of Synod, the Administrator shall appoint a Credentials Committee, the membership of which shall comprise not fewer than one clerical member and one lay member, and that committee, amongst other functions, shall determine the persons eligible to vote at the meeting, and the credentials of those persons attending the meeting, and report thereon to the meeting.

(3) Immediately prior to the commencement of the meeting of Synod, the Administrator shall cause to be distributed to the members of Synod

- (a) a list of those persons as to whom a notice of intention to nominate, a written consent and a *curriculum vitae* have been received pursuant to section 9.11(1), and
- (b) a copy of the *curriculum vitae* provided in respect of each such person if it has been approved as to form by the diocesan members of the Committee pursuant to section 9.11(2).

Notice to Members of Synod

9.13 A notice required by this Canon to be given to members of the Synod of the diocese shall be given in the manner provided for in the constitution or canons of the diocese for the giving of notice to its members of a meeting of Synod.

Quorum of Members

9.14 The number of members of Synod necessary to be present at a meeting of Synod held pursuant to this Canon to constitute a quorum for the transaction of its business shall be at least sixty percent of the clerical members eligible to vote and at least sixty percent of the lay members eligible to vote.

Raising of Non-Related Matters

9.15 Unless otherwise directed by the Metropolitan, matters shall not be raised at the meeting that are not directly related to the election, excepting, however, non-related matters concerning which notice has been given in the notice calling the meeting of Synod, and, in the latter case, such matters shall be dealt with only after the completing of the election.

Points of Order

9.16 Any point of order desired to be raised by a member during the meeting of Synod shall be submitted in writing to the Chair and determined by the Chair without discussion or debate.

Observers

9.17 Unless otherwise ordered by the Metropolitan and subject to any limitations which the Metropolitan shall establish, persons who are not members of Synod shall be permitted to observe the meeting of Synod held pursuant to this Canon.

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Procedural Advisor

9.18 The Metropolitan may appoint any person to sit with the Metropolitan at the meeting of Synod to advise the Metropolitan with regard to the procedure for the meeting and the person appointed shall have the right to address the Synod in the capacity of a procedural advisor.

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Pre-Election Proceedings at Meeting

9.19 At the meeting of Synod:

- (1) The Metropolitan, or a person delegated by the Metropolitan, shall act as Chair;
- (2) The Secretary of Synod, if there be one, otherwise a person appointed by the Metropolitan, shall act as secretary of the meeting;

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- (3) On the nomination of the Administrator, the Chair shall appoint a Clerical Secretary and a Lay Secretary of the meeting;

- (4) The Chair shall announce the names of the members of the Credentials Committee;

- (5) On the nomination of the Administrator, the Chair shall appoint Scrutineers from among members of the Synod as follows:

For the clerical voting - two from the clerical members, one from the lay members.

For the lay voting - two from the lay members, one from the clerical members;

- (6) The Credentials Committee shall provide to the Secretaries and the Scrutineers a list of the members of Synod entitled to be present and to vote at the meeting in accordance with the constitution and canons of the diocese;

- (7) The Clerical Secretary shall call the roll of the clerical members of Synod, and ascertain and report on those present;

- (8) The Lay Secretary shall call the roll of the lay members of Synod, and ascertain and report on those present;

- (9) A motion for acceptance of the clerical and lay rolls shall be received and put to the vote of the meeting;

- (10) The Credentials Committee shall report to the Chair, who shall announce to the meeting whether or not a quorum of each order is present at the meeting;
- (11) If a quorum is present the meeting shall proceed;
- (12) If a quorum of either or both orders is not present within three hours from the time set for the opening of the meeting, the Chair shall adjourn the meeting to convene one day later at the same time and place as the meeting being adjourned. If at the adjourned meeting a quorum of each order is present, the meeting shall then proceed;
- (13) If at the adjourned meeting referred to in clause (12) a quorum of each order is not present within one hour from the time set for the adjourned meeting, the Chair shall further adjourn the meeting to such day, within three months of the day of the adjourned meeting, and at such time and place, in each case as the Metropolitan shall determine, and due notice of such reconvened meeting shall be given to the members of Synod;
- (14) The procedures to be followed at the adjourned meeting referred to in clause (12) and at the reconvened meeting referred to in clause (13) in each case shall be the same, with necessary changes in matters of detail, as those to be followed had the meeting not been adjourned;
- (15) If the meeting proceeds, the Chair shall provide an opportunity for members to ask questions concerning meeting and election procedures;
- (16) The Diocesan Search Committee shall
 - (a) present its report and the list and material provided for in section 9.10, and
 - (b) shall cause to be nominated for election as bishop the persons listed by it for nomination as bishop;
- (17) If notice of further nominations has been given to the Secretary of the Committee, together with written consents and *curricula vitae* in the manner and within the time provided for in section 9.11(l), the Chair shall permit those nominations to be made;
- (18) After any such further nominations have been made pursuant to clause (17) the diocesan members of the Committee shall report to the meeting as provided for in section 9.11(2);
- (19) The Chair shall rule on the validity of further nominations made pursuant to clause (17).

The Eucharist

9.20 After completing of nominations the meeting of Synod shall adjourn for the celebration of the Eucharist, with the Metropolitan, or a delegate of the Metropolitan, as celebrant.

Reconvening of Meeting

9.21 The meeting of Synod shall reconvene following the celebration of the Eucharist. The Metropolitan, or a delegate of the Metropolitan, shall resume the Chair.

Voting Procedure

9.22 The procedure for voting at the election shall be as follows:

- (1) The Credentials Committee shall report, by orders, any additions to or deletions from the previous approved rolls of members present;
- (2) A motion for acceptance of the revised clerical and lay rolls shall be received and put to the vote of the meeting;
- (3) The Scrutineers shall provide to each member of Synod a package of ballot forms, which shall be numbered for successive balloting, and of a different colour for each balloting;
- (4) Two ballot boxes shall be provided, one to receive the clerical ballots and a separate one to receive the lay ballots;
- (5) Subject to section 9.23A, a majority of votes of the clerical members and of the votes of the lay members, present and voting, shall be necessary to constitute an election;
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- (6) Voting shall be by the member depositing in the appropriate ballot box a secret ballot marked by the member with the name of not more than one of the persons in nomination at the time of the balloting;
- (7) The Clerical Secretary shall call the roll of clerical members entitled to vote, each of whom as called shall deposit in the clerical ballot box the ballot intended for that balloting;
- (8) The Lay Secretary shall call the roll of lay members entitled to vote, each of whom as called shall deposit in the lay ballot box the ballot intended for the balloting;
- (9) On the conclusion of each balloting the Chair shall declare the voting on that balloting closed;
- (10) The Scrutineers shall retire and count the ballots, and shall then report to the Chair in writing
 - (a) the number of spoiled or unmarked ballots in the balloting, which ballots shall not be counted in determining the number of votes required for an election;
 - (b) the number of votes of each order required for an election;
 - (c) the results, by order, of the voting.
- (11) Upon receipt of the report of the Scrutineers, the Chair shall announce:
 - (a) the number of ballots cast in each order,
 - (b) the number of spoiled or unmarked ballots excluded from the count,
 - (c) the number of votes in each order required for an election,
 - (d) the number of votes cast in each order for each candidate,
 - (e) whether or not there has been an election.

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- (12) If there has been an election,
- (a) the Chair shall declare the elected person to be the Bishop Elect, and
 - (b) the Chair, or the delegate of the Chair, shall inform the Bishop Elect of the election and request consent to the election and to the formal submission of his or her name to the Metropolitan, and, if such consent shall have been given,
 - (c) the Chair shall order the destruction of the ballots, and
 - (d) terminate the meeting, unless notice of matters not directly related to the election has been given pursuant to section 9.15, in which event the Chair shall declare that the election has been completed and the electoral proceedings at the meeting are terminated;
- (13) If within a short period of time (determined by the Chair) the Bishop Elect is not available, or able to give consent, the Chair shall adjourn the meeting, to be reconvened, if consent is not given within such period of time, not exceeding seven days, as the Metropolitan determines to be reasonable, on the giving of fifteen days notice to the members of Synod;
- (14) If, prior to the termination of the meeting, the Chair, or the delegate of the Chair, is advised by the Bishop Elect that he or she does not consent to the election, the voting shall continue from the stage where it ceased but the name of the person who had been elected but had not consented shall be removed from the list of nominees for election;
- (15) If the announcement by the Chair pursuant to clause (11) is that there has not been an election, voting shall continue;
- (16) Following each balloting the names of the following nominees shall be removed from the list of nominees for election:
- (a) any nominee who received no votes,
 - (b) the nominee who has (or in the case of a tie, the nominees who have) received the lowest number of lay and clerical votes in aggregate, unless the number of votes received, although the lowest of all nominees, is at least one-fifth of the votes in either order, and
 - (c) any nominee who has given or caused to be given signed written notice to the Metropolitan stating that the nominee wishes to withdraw from the election.

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- (17) Voting by successive balloting shall continue in respect of the nominees remaining from time to time on the list of nominees for election until:
- (a) an election results, or
 - (b) the Synod adopts a resolution pursuant to section 9.23,

and the procedures set forth in clauses (6) to (8) inclusive shall be followed in the case of each balloting, except that the Chair may dispense with a calling of rolls under clauses (7) and (8);

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Procedure If No Election

9.23 If the balloting pursuant to section 9.22 or this section does not result in an election, the meeting of Synod, by resolution passed by majority vote of the members, present and voting, may determine to:

- (1) continue with the election proceedings, after first restoring to the list of nominees for election the names of all those persons who were validly nominated pursuant to clauses (16) and (17) of section 9.19 who do not withdraw, and who give their consent to being re-nominated for election, and proceed with balloting in the manner provided in section 9.22, either forthwith or at an adjournment of the meeting, the day, time and place of which shall be determined by the Chair; or
- (2) discontinue the election proceedings then in progress and commence new election proceedings, and in such event section 9.03 and the subsequent sections of this Canon, with necessary changes in matters of detail, shall be followed; or
- (3) designate the Electoral College of the Province as the body to elect the bishop from between or among the nominees on the last ballot conducted pursuant to section 9.22, and in such event the Electoral College shall proceed with the election on behalf of the diocese, under election procedures to be established by the said Electoral College, subject to approval by the Metropolitan.

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9.23A(1) If the Synod does not determine to adopt one of the alternatives set out in section 9.23, when 5 or more successive ballots have been conducted with only two nominees on the list of nominees and the balloting has not resulted in an election, on the next ballot, the percentage of the votes received by each nominee in each order shall be added together and the nominee with the greater total of percentages shall be elected.

(2) If no election results on the ballot conducted under section 9.23A, unless the Synod adopts one of the other alternative set out in section 9.23, the procedure described in subsection (1) shall be employed on successive ballots until on a subsequent ballot the total of percentages in relation to one nominee is greater than the total of percentages in relation to the other, in which case the nominee with the greater total of percentages shall be elected.

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Post Election Procedures

9.24 When the Bishop-Elect has consented to the election and to the formal submission of his or her name to the Metropolitan:

- (1) the Chair shall ensure that, immediately following the election and consent of the Bishop-Elect, all persons nominated in the election are made aware that the Bishop-Elect has been elected and has consented to the election and the submission of his or her name to the Metropolitan:
- (2) the Chair, the Secretary of the Diocese, and the Clerical and Lay secretaries of the meeting, shall prepare and each sign a certificate in the following form, or like effect, and shall forward the certificate, forthwith, to the Metropolitan.

CERTIFICATE

To: Metropolitan of the Ecclesiastical Province of Rupert's Land

We hereby certify that at a duly called meeting of the Synod of the Diocese of _____ held on _____, _____, for the election of a bishop (coadjutor) (suffragan) of the said Diocese, _____ was duly elected Bishop (coadjutor) (suffragan) and has consented to the election and the formal submission to you as Metropolitan of (his) (her) name. On behalf of the Synod we request confirmation of the election.

Dated at _____ this ___ day of _____, _____.

Chair

Secretary of the Diocese

Clerical Secretary of the Meeting

Lay Secretary of the Meeting.

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CANON 2

Parochial Organization

1. The parishes named in the authorized list printed in the most recent Synod Journal shall be considered to be duly organized according to the Constitution of the Diocese of Saskatoon, recognized by the bishop, and registered as such.
2.
 - (a) Wherever it is deemed advisable by the bishop to organize a new parish, the bishop shall direct the archdeacon, regional dean, or some other priest, to call together at some convenient place those desiring organization.
 - (b) At such meeting all persons who have been baptized, who are of the age of at least sixteen years, and who have signed an undertaking to attend the services of the Church and to contribute a regular stated sum towards parochial and synod purposes, shall be qualified to participate, vote and hold office, subject to the Canons relating thereto.
 - (c) The proceedings at such meeting shall be conducted, and the officers elected, in the same manner as is laid down in Canon 27 in respect to the proceedings at the Annual Meeting of congregations in so far as such directions can be held to apply.
 - (d) After the election of churchwardens and vestry, a name for the congregation shall be determined by resolution, moved, seconded, and thus worded:

"Resolved that the name of this congregation be 'The Anglican Church of Canada congregation of (name)'."

- (e) Immediately after the meeting, the member of the clergy who presided at the meeting shall send to the bishop, for the bishop's recognition, a copy of the proceedings signed by the person presiding at the meeting and certified as a true copy by a Commissioner for Oaths, showing the names of those present, the officials elected, and the name chosen for the congregation. On receipt of the same the bishop shall, if satisfied, cause its name to be duly registered upon the roll of congregations of the diocese. The official copy of the proceedings of the organizing meeting shall, if approved by the bishop, be countersigned by the bishop and shall be placed in the custody of the administrative officer.
3. No congregation thus organized shall consist of any part of any duly organized and defined parish except as provided for in Canon 3.

CANON 2A

1. a) In the event it is deemed advisable by the bishop to consolidate two or more parishes, the bishop shall direct the incumbents or, for a parish where there is no incumbent, the churchwardens, to convene a meeting at a convenient time and location.
- b) All members of the affected parishes of the age of sixteen years or more, shall be invited to attend this meeting, the purpose of which shall be to vote whether or not the parishes shall be consolidated, and to elect officers for the new consolidated parish.
- c) The support of a majority of those members of each parish who are present at the meeting and cast a vote is necessary for consolidation of the parishes to occur.
- d) The proceedings at such a meeting shall be conducted, and the churchwardens and vestry for the new consolidated parish, in the same manner as laid down in Canon 27 in respect to the proceedings of the Annual Meetings of congregations in so far as such directions can be held to apply.
- e) After the election of the churchwardens and vestry, a name for the new parish shall be determined by resolution, moved seconded and thus worded:
- Resolved that the name of this parish shall be "The Anglican Church of Canada parish of (name)."
- f) Immediately after the meeting, the member of the clergy who presided at the meeting shall send to the bishop, for the bishop's recognition, a copy of the proceedings signed by the person presiding at the meeting and certified as a true copy by a Commissioner for Oaths, showing the names of those present, the names of the officials elected, and the name chosen for the new parish. On receipt of this record of proceedings, the bishop

shall, if satisfied, cause the name of the parish to be duly registered upon the roll of parishes of the diocese. The official copy of the proceedings of the meeting shall, if approved by the bishop, be countersigned the bishop and placed in the custody of the administrative officer.

CANON 2B

1. a) In the event it is deemed advisable by the bishop to dissolve a parish, the bishop shall direct the incumbents or, for a parish where there is no incumbent, the churchwardens, to convene a meeting at a convenient time and location.
- b) All members of the affected parish of the age of sixteen years or more shall be invited to attend this meeting, the purpose of which shall be to vote whether or not the parish shall be dissolved.
- c) The support of a majority of those members of the parish who are present at the meeting and cast a vote is necessary for dissolution of the parish to occur.
- d) The proceedings at such a meeting shall be conducted in the same manner as laid down in Canon 27 in respect to the proceedings of the Annual Meetings of congregations in so far as such directions can be held to apply.
- e) In the course of this meeting, the incumbent or the churchwardens shall put forward a resolution in these terms:

Be it resolved that the parish of _____ be dissolved.

This resolution shall be put to a vote of those present and eligible to vote.
- f) Immediately after the meeting, the member of the clergy who presided at the meeting (or churchwardens in a parish where there is no incumbent) shall send to the bishop, for the bishop's recognition, a copy of the proceedings signed by the person presiding at the meeting and certified as a true copy by a Commissioner for Oaths, showing the names of those present and the result of the vote on the dissolution of the parish.. On receipt of this record of proceedings, the bishop shall, if satisfied, declare the dissolution of the parish. The official copy of the proceedings of the meeting shall, if approved by the bishop, be countersigned the bishop and placed in the custody of the administrative officer.
- g) Prior to the meeting at which the vote concerning dissolution of the parish is held, the bishop shall consult with the incumbent, churchwardens and such other representatives of the parish as the bishop deems appropriate concerning the disposition of parish property and other terms on which the dissolution shall take place.

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CANON 3

Parish Boundaries

1. When a parish has been duly organized, its territory defined, and registration ordered, no change shall be made in the same without the consent of the congregation(s) affected. Where, however, such consent is withheld and it is considered by the bishop advisable that a change should be made, the whole matter shall be laid before the Diocesan Council, whose decision shall be final.
2. The bishop may at any time change the boundaries of any parish on the petition of the incumbent(s) and vestry(ies) interested if, in consultation with the archdeacon and regional dean, the bishop thinks it desirable.
3. Any change in the boundaries of a parish shall be duly entered on the register of parishes.
4. For the purpose of providing the Church's ministrations to as many as possible, any congregation may be grouped with other congregations to form a single parish under the direction and care of one incumbent. The parish shall be called by such name as the congregation(s) may select, subject to the approval of the bishop.
5. Such grouping shall be subject to the approval of the bishop, in consultation with the archdeacon and regional dean.

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CANON 4

Visiting and Unlicensed Members of the Clergy

1. No member of the clergy who does not have a License or Permission to Officiate from the bishop shall exercise, within the diocese, the ministry for which he or she was ordained, for any period of more than four weeks without obtaining the permission of the bishop.
2. The bishop may grant a Permission to Officiate to a member of the clergy not licensed in the diocese.

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CANON 5

Appointment of an Incumbent

1. There shall be in every parish a committee, hereinafter called the Parochial Search Committee, which shall consist of the churchwardens of each congregation and not more than three other communicants from the entire parish who shall be elected at the Annual Meetings of each congregation or by the parish council. Two alternate members shall also be chosen by that means. The Parochial Search Committee shall have power, in conference with the bishop, to represent the parish in the selection of an incumbent.
2. Whenever a vacancy occurs or a resignation is announced in any parish, the bishop shall call together the Parochial Search Committee at such time and in such place, as the bishop and the members of the committee shall see fit.
3. During the vacancy in the parish the bishop may appoint an interim pastor to minister to the parish. An interim pastor shall not be eligible to be considered for appointment as incumbent of the parish, and both the parish and any person who may be invited to become the interim pastor shall be so advised.
4.
 - (a) At the first meeting of the Parochial Search Committee, the members shall elect a chairperson and a secretary and in consultation with the bishop determine its procedures. The committee shall meet at such times and places as the committee shall see fit and as often as it deems necessary, provided that, absent the permission of the bishop, no meeting shall be convened which the bishop is unable to attend.
 - (b) A quorum of the committee shall be a majority of its members.
 - (c) Members of the Parochial Search Committee elected at an Annual Meeting shall normally remain on the Committee until the next Annual Meeting. In the event that a search for a new incumbent commences between two Annual Meetings and continues beyond the date for the next Annual Meeting, the committee shall remain in office until the parish's Annual Meeting(s) next following the selection of the new incumbent, subject to any changes made in accordance with subsections (d) and (e) below.
 - (d) A churchwarden who resigns from office as churchwarden shall be replaced on the committee by the succeeding churchwarden.
 - (e) An elected member of the committee who is unable to act shall be replaced by one of the alternate members elected at the Annual Meeting(s).
5. The cost of travel, accommodation and meals incurred by prospective incumbents who may be invited to be interviewed shall be borne in full by self-supporting parishes or jointly by the diocese and the parish in the case of assisted parishes.

6. When the bishop and the parochial search committee have made a selection and the parish has been informed of the decision which has been made, the bishop shall make an appointment.
7. The cost of travel, accommodation and meals for the new incumbent and family incurred in moving to the parish shall be met in accordance with the provisions of paragraph 5 above.
8. The costs of moving the allowable household and personal effects of the new incumbent and family shall be met in accordance with the provisions of paragraph 5 above and Regulation I.
9.
 - (a) Before accepting an appointment to a parish it shall be agreed that should the prospective incumbent make a decision to leave the parish before the expiration of five years in the parish, the incumbent may be required to repay one-fifth of the total amount of the costs incurred in moving to the parish for each year less than the five years served.
 - (b) Where circumstances make it desirable, repayment of moving expenses provided for in this paragraph may be shared by the incumbent and the diocese, paid in installments by the incumbent or paid by the diocese. A decision as to which course to follow shall be the responsibility of the Executive Committee.
10. The bishop shall institute and induct a priest or install a lay incumbent in the presence of the congregation(s) of the parish to which the appointment has been made.
11. In case the bishop cannot personally institute and induct the priest or install the lay incumbent, an archdeacon or some other person appointed by the bishop, on receiving the bishop's mandate, shall induct. The priest must have been already instituted by the bishop or the bishop's representative, and the mandate shall state that this has taken place.

revised October 98 (synod)

CANON 6

Appointment of an Assistant to the Incumbent

1. The position of assistant to the incumbent may be established in any parish at the request of the bishop, the incumbent, the vestry(ies) or parish council and/or the congregation(s) and subject to the approval of all four parties.
2.
 - (a) The incumbent, in consultation with the bishop, shall present to the vestry(ies) or the parish council the name(s) of the prospective candidate(s) for the position of assistant to the incumbent for their consideration, but no contact shall be made with such person(s) except by the bishop or with the prior permission of the bishop.
 - (b) The incumbent and vestry(ies) or parish council shall then arrange to interview the prospective candidate(s).
 - (c) The bishop shall also interview the candidate(s).
3. The costs of travel, accommodation and meals incurred by prospective candidates who are invited to be interviewed shall be borne by the parish.
4.
 - (a) Before approval for appointment is given, the parish shall assure the bishop that the following benefits will be provided:
 - i. for a stipendiary assistant to the incumbent:
 - all benefits, at not less than the appropriate diocesan minimum rates, that are provided for the incumbent, but in no case shall the stipend or other benefits exceed those of the incumbent;
 - ii. for an honorary assistant to the incumbent:
 - an honorarium and such other benefits as shall be agreed upon by the parish, the assistant and the bishop, and membership(s) in the pension, continuing education and group life insurance plans of the General Synod and any other similar plan(s) that may, from time to time, be provided for the incumbents in the diocese.
 - (b) If the assistant to the incumbent is a lay person, membership in the continuing education and group life insurance plans may be waived by the bishop if the bishop is assured that the assistant and/or his or her family are fully protected by other means.
5.
 - (a) The selection of the assistant to the incumbent is primarily the responsibility of the incumbent with the concurrence of the vestry or parish council.
 - (b) The name of the person selected shall be presented to the bishop for the bishop's appointment. Such appointment shall be at the pleasure of the incumbent and the bishop.
6.
 - (a) The costs of moving expenses (in accordance with Regulation 1), travel, accommodation and a reasonable amount for meals for the assistant to the

incumbent and his or her family, incurred in moving to the parish, shall be borne by the parish and may be made conditional upon the assistant's serving in the parishes for a stated period of time.

- (b) If the assistant to the incumbent resigns prior to the expiration of that period of time, except as provided for in paragraph 10:a, he or she shall reimburse the parish for that amount of the total expense that is proportionate to the percentage of time left.
 - (c) This repayment may be waived by the parish in appropriate circumstances.
7. The requirements of Regulation 9, with appropriate and necessary changes, shall apply to the assistant to the incumbent.
 8. The assistant to the incumbent will be licensed by the bishop to serve in the parish under the supervision and authority of the incumbent.
 9. The ministry in the parish of the assistant to the incumbent shall, from time to time, be reviewed by him or her, the incumbent and the bishop, at the request of any one of these persons.
 10. (a) If the incumbent should relinquish his or her appointment to the parish, and if the assistant to the incumbent continues to minister in the parish until a new incumbent is appointed, the assistant shall, within three months following the appointment of the new incumbent, offer his or her resignation to the new incumbent.
 - (b) During any interregnum the ministry of the assistant to the incumbent shall be subject to the direction of the bishop.

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CANON 7

Ministering in Parishes

1. Except as otherwise specifically provided in this Canon, no member of the clergy who has authority to exercise any function of ministry shall
 - (a) preside over, officiate at, assist at, or be present at, any service of Anglican public worship otherwise than as a member of the congregation,
 - (b) administer the sacraments or other rites of the Church, or
 - (c) perform any liturgical function,in any parish of which he or she is not the incumbent, without the prior permission of the incumbent of that place.
2. (a) A member of the clergy who is not the incumbent of a parish or congregation shall not require the permission of the incumbent to

- i. visit ministerially any person or family, not members of the parish, desirous of such ministration, in order to give spiritual comfort and counsel, with private administration of the Holy Communion if desired;
 - ii. minister to any person apparently in imminent danger of death, with private administration of the sacraments or other rites of the Church if desired;
 - iii. conduct, or otherwise participate in, the funeral of, or memorial service for, any person, unless such service is held in a church which is in the care of the incumbent; or
 - iv. officiate as chaplain in any hospital, penitentiary or other public institution, college or school if licensed by the bishop to do so.
- (b) Persons ministering as aforesaid shall advise the incumbent of the parish of such ministrations where appropriate.
3. It is the responsibility of the churchwardens, when a member of the clergy or of the laity conducts a service in the absence, or at the request, of the incumbent, to ensure that the person conducting the service is provided with any costs for travel, at the prevailing diocesan rate, a meal if necessary, and an honorarium for each service conducted according to any diocesan guidelines, unless some other mutually acceptable arrangement has been made by the person conducting the service and the person(s) responsible for such arrangements in the parish.

November 93

CANON 8

Maintenance of the Incumbent

- 1. The duty of maintaining the incumbent rests primarily upon the congregations to whom the incumbent ministers, and all church funds not otherwise designated shall first be used for the regular and full payment of the incumbent's stipend and other allowances.
- 2. The churchwardens and vestry, or vestries, are responsible for seeing that the incumbent receives the full stipend and other allowances at least once a month and that all corresponding deductions required by law and/or by the diocese are paid over to the appropriate bodies immediately.
- 3. The parish shall provide a suitable residence for the incumbent and the incumbent's family, or it shall provide a suitable housing allowance in lieu thereof.

(See Canon 9)

November 93

CANON 9

Parish Residences

1. The duty of providing and maintaining a suitable rectory as a residence for the incumbent and the incumbent's family shall rest upon the people whom the incumbent serves.
2. All residences shall include adequate lighting, heating, plumbing, stove, ~~and~~ refrigerator, and laundry facilities, all of which shall be maintained in good working order by the parish.
3. Whenever possible, a garage equipped with electrical points, shall be provided.
4. The cost of maintenance, repairs, taxes, insurance and utilities (heat, light, water and telephone rental) shall be borne by the parish.
5. The incumbent holds the residence in trust and shall maintain it in good condition, usual wear and tear excepted.
6. The rectory, as well as the church buildings, forms an integral part of the parish and may not be disposed of except under exceptional circumstances and with the prior approval of the Diocesan Council.
7. The incumbent shall personally reside in the rectory provided by the parish unless, with the agreement of the parish, the incumbent elects to reside elsewhere.
8. When the incumbent is not residing in the rectory provided by the parish, the parish shall not deprive itself of the use of the rectory for any period of time longer than two months , but may put the rectory to use in connection with the parish's program or may rent the rectory out on a month-to-month basis in accordance with the terms of a lease prepared by the diocese. That portion of the rent that is not required for taxes, insurance, maintenance and other costs associated with the house may be applied to the provision of a housing allowance as described in 9..
9. Except with the prior approval of the Executive Committee, when the incumbent is residing elsewhere than in the rectory provided by the parish, the parish shall pay the incumbent a housing allowance (reviewable annually) in an amount that shall be acceptable to the parish and the incumbent, and reasonable in view of local housing costs and other relevant circumstances, and no less than the minimum allowance authorized annually by the Diocesan Council.
10. In order to ascertain whether a housing allowance exceeds the amount permitted by the Government of Canada as a tax-free benefit, the vestry(ies) or the parish council may consult the administrative officer..
11. When a parish proposes to enter into a housing allowance arrangement with its incumbent, the details of the proposed arrangement shall be submitted to the bishop for

consideration by the Diocesan Council or Executive Committee whose approval is required before such arrangement may be implemented.

12. If the incumbent and the assistant to the incumbent are a married couple sharing a common household, the parish shall be responsible for providing only one residence or housing allowance.
13. (a) If two ordained persons sharing a common household are the incumbent(s) and/or assistant(s) to the incumbent(s) of two separate parishes they shall be provided with one of the following:
 - i. a residence in each parish;
 - ii. a housing allowance from each parish; or
 - iii. a residence in one parish and a housing allowance from the other.
- (b) If option (a)iii is adopted the decision as to which parish provides the residence shall be made jointly by the vestries of the parishes concerned in consultation with the two ordained persons and the bishop.
- (c) The residence and/or the allowances shall, in all instances, be in accordance with the requirements of this Canon.

November 93

CANON 10

Incapacity of the Incumbent

1. If an incumbent of a parish becomes ill or injured and is unable to carry out the duties of the incumbency the parish shall continue to provide full financial and residential support for up to four months.
2. The parish, through its churchwardens, will be responsible for ensuring that any person(s) who undertake(s) any ministry within the parish during the illness of the incumbent is provided with an honorarium and the full costs of any travel, at the diocesan rate, and any meals and/or accommodation, required to undertake that ministry.
3. If the diocese has any form of insurance coverage that is applicable in the case of the illness of the incumbent, and if the parish has paid to the diocese any premium that may be required of it, the parish, on completing the required application, will receive any benefit that may become payable.
4. If the incumbent's disability or illness continues, or is anticipated to continue, beyond four months the bishop shall, in consultation with the churchwardens and vestry(ies), make arrangements for the continued ministry in the parish, and the support of the incumbent and the incumbent's family.

November 93

CANON 11

Resignation

1. When an incumbent wishes to resign, three months notice thereof shall be given in writing to the bishop and to the churchwardens, and the incumbent shall not leave the incumbency before the end of such period unless permission to do so has been given in writing by the bishop (or in the absence of the bishop, by the senior dignitary of the diocese) and by the churchwardens.
2. Such permission shall not be given unless other and suitable arrangements can be made for carrying on the work, or unless, in the judgment of the bishop, or another person representing the bishop, there is special necessity.
3. In no case shall a resignation to leave the diocese be accepted where the person is under obligation to serve in the diocese, unless and until the requirements of such obligation have been satisfied.
4. Any resignation that takes place when the incumbent has served the incumbency for less than five years shall be subject to the requirements of Canon 5:9.
5. When an incumbent or lay employee of the diocese resigns after service of ten years or more, the sum of \$1,000 towards the cost of moving and resettling in a retirement destination will be paid by the diocese.
6. Regardless of length of service, upon the disability or the death of a member of the clergy licensed in the diocese, the diocese will take reasonable steps to assist with the resettlement of the family.
7. An incumbent who leaves an incumbency shall be entitled to receive the holiday time that has accrued, or payment in lieu thereof, in accordance with Regulation 9.

November 93

Canon 11A

Retirement

1. All clerical employees of the Diocese shall be deemed to retire at the age of 65. The Bishop, in consultation with a clerical employee, may determine a retirement date which is later than the employee's 65th birthday but earlier than the employee's 66th birthday.

2. Any clerical employee may retire at a date earlier than his or her 65th birthday, and may in that event access any available benefits such as those provided under the relevant pension plan.
3. The Bishop may license a clerical employee over the age of 65 for a particular position for a period of up to one year. A subsequent term appointment may be offered at the discretion of the Bishop.
4. All lay employees in the Diocese shall be deemed to retire at the age of 65. The Bishop or an incumbent, in consultation with a lay employee, may determine a retirement date which is later than the employee's 65th birthday but earlier than the employee's 66th birthday.
5. The Diocese or a parish within the Diocese may employ a lay employee over the age of 65 for a period no longer than a year. Subsequent term appointments may be made.

CANON 12

Clergy in Extra-parochial Occupations

1. Unless specifically stated, the ministry for which a license is issued is considered a full time occupation.
2. Any significant activity, other than that for which a minister is licensed, whether for remuneration or not, shall require prior approval by the bishop and concurrence by the vestry or other responsible administrative authority.
3. Where a licensed member of the clergy, having obtained the bishop's permission, is engaged in such activity, the approximate time spent in that activity shall be stated. Where this activity is of a secular nature, the ministry of the person concerned may be designated, at the discretion of the bishop, as either a full-time ministry with minor secular activities, or a part-time ministry.
4. Where adjustments in stipend and/or other emoluments, received from the body to whom the person is licensed, are necessitated such adjustments should reflect any reduction in time allocated to performance of ~~in~~ that licensed ministry. Any such adjustments should be arrived at in consultation with the vestry or other responsible administrative authority and may be reviewed from time to time at the request of either party.
5. In all situations final authority shall rest with the bishop. The bishop may at any time institute a review of the performance of both clergy and parishioners of responsibilities to a parish.

November 93

CANON 13

Lay Ministries

1. Lay Incumbents
 - (a) The bishop may license a qualified lay person to serve as incumbent or assistant to the incumbent of a parish following a criminal record check in accordance with Regulation 22.
 - (b) The Constitution, Canons and Regulations that are applicable to a clerical incumbent shall apply to such a lay incumbent or assistant to the incumbent with due alteration of details as required.
2. Lay Readers
 - (a) Lay readers shall demonstrate a standard of competence that is agreeable to the incumbent. They shall be employed only at the request, and entirely under the direction and control, of the incumbent, following a criminal record check in accordance with Regulation 22.
 - (b) They shall conduct such services, or portions thereof, as do not liturgically require a priest.
 - (c) When officiating they may wear appropriate vestments.
3. Lay Assistants at the Eucharist

An incumbent who wishes to have lay communicants assist in the distribution of the consecrated elements at the Eucharist must first obtain the consent of the congregation for the use of lay assistants.

November 93

CANON 14

Seminarians

1. Seminarians, while in preparation for ordination, may be employed in the work of the Church at the discretion of the bishop.
2. They shall be under the direction of the incumbent of the parish(es) to which they are severally appointed.

November 93

CANON 15

Property of the Church

1. No property shall be acquired or disposed of in any manner, and no debt of any kind for this purpose shall be incurred in any parish, until all plans, information and proposals have been sent to the administrative officer for the consideration of the bishop and Diocesan Council, whose approval shall be required before any action is taken.
2. Likewise, no new church buildings, major enlargement, major repairs, renovations or significant changes in the fabric or furnishings of a church, parish hall, or rectory in any parish, or other significant parish building shall be undertaken until the plans, proposals and other information in connection therewith have been submitted through the same channels and approval has been given.
3. No decoration, gift or memorial shall be accepted, received, installed, dedicated or removed without the bishop's permission in writing first having been obtained.
4. No lease or similar disposition of any church buildings or residences in any parish thereof, shall be granted without the approval of the bishop. This does not apply to casual or occasional use of buildings by groups or organizations, which use shall be subject to the decision of the incumbent and churchwardens.
5. Title to all church buildings in the diocese shall rest with the diocese.
6. Proceeds of the sale of any church buildings in the diocese shall only be used in connection with the purchase and maintenance of other church buildings, unless the bishop and the Diocesan Council otherwise decide.

November 93

CANON 16

Property Committee

1. The rector's churchwarden(s) shall be responsible for forming a Property Committee of qualified persons in each parish for the purpose of ensuring that the building(s) and the mandatory items of furnishings as required in Canon 9 are of good quality and are maintained in good condition in all buildings within the parish. The rector's churchwarden (or one of the rector's churchwardens where there is more than one congregation) shall chair the committee.
2. In consultation with the churchwardens of each congregation the committee shall inspect each building at least once every year, or when a vacancy occurs in the parish, or at the request of the incumbent or the churchwardens, and shall provide a report to the vestry(ies) or to the parish council..
3. The committee shall complete the appropriate form as provided from time to time by the diocese and shall send one copy of the completed form to the administrative officer, with

a copy to the regional archdeacon, by no later than June 1st of every year, and shall retain one copy for the parish records.

4. The administrative officer shall provide a report to a meeting of Diocesan Council prior to the end of each year certifying that the requirements of this Canon have been met. The report shall contain recommendations for remedial action if required.

November 93

CANON 17

Finances of the Parish

1. The free-will offerings of the parishioners constitute the primary source of funds for the operation of the parish.
2. No congregation or parish shall incur any indebtedness of more than \$5,000. for any purpose or from any source until details of the proposed indebtedness and the budgeted arrangements for its repayment have been considered by the Executive Committee whose approval shall be required before any action is taken. (See also Canon 15:1)
3. The congregation or parish shall provide its treasurer with such books of account or electronic bookkeeping system as are necessary for the full and proper recording of the finances of the congregation or parish. (See Canon 20:6(b), (d) and 22:10). The financial records of the parish shall be audited or reviewed annually by a qualified person who has not been involved in preparing the budget or maintaining the financial records of the parish appointed by the Annual Meeting of the congregation in accordance with Canon 29. A copy of the reviewed report will be submitted to the administrative officer.
4. In accordance with the policy of the General Synod no parish, congregation or organization shall use any form of games of chance to raise funds for the life or work of the Church.

November 93

CANON 18

Subsidy to Parishes

1. Where a parish determines that it will be unable to meet its full financial obligations for the following year it shall advise the Executive Committee immediately. It may thereafter request a subsidy by application to the Executive Committee; any subsidy recommended by the Executive Committee is subject to approval by Diocesan Council.
2. A parish which receives a subsidy from the diocese shall not, without the prior permission of the Executive Committee, provide the incumbent with a stipend, housing allowance or

- travel allowance that is higher than the minimum rates established from time to time by the Diocesan Council.
3. Any subsidy shall be granted by the diocese for no longer than one year.
 4. No parish shall receive a subsidy through the grant fund unless it has provided the Executive Committee with a description of the efforts made to gather financial resources within the parish, and to communicate to members of the parish the significance of stewardship.

November 93

CANON 19

Insurance

1. Comprehensive insurance shall be maintained on all church property. All insurance shall be based upon an evaluation of the property, which shall be brought up-to-date every three years at the least.
2. Every congregation and/or parish shall carry liability insurance of no less than two million dollars covering every parish building and piece of property in the care of the congregation or parish.
3. The administrative officer shall be responsible for the administration and co-ordination of the insurance program.

November 93

CANON 20

Registers

1. The following registers shall be provided by the parish and be kept by the incumbent in paper copy or electronic form, and the incumbent shall ensure their safety and confidentiality:
 - (a) a general register, containing the names of persons belonging to each congregation in the parish, identifying those who have been baptized, those who have been confirmed, and those who are communicants;
 - (b) a register of all churchwardens, vestry, and other officials, in the different congregations of the parish;
 - (c) a register of the various societies and organizations belonging to the parish together with the names of their officers;
 - (d) a register of baptisms, confirmations, marriages and burials conducted in the parish.

2. All registers referred to in paragraph 1(d) are strictly confidential and shall not be examined by anyone except the incumbent or such other person(s) as may be authorized by the bishop.
3. The incumbent shall ensure that all records kept in the parish comply with the diocesan privacy policy.
4. When a vacancy occurs in the parish the outgoing incumbent shall convey such registers or transmit any electronic records to the rector's churchwarden and notify the synod office accordingly.
5. All registers mentioned in section 1.(d) and all other permanent records mentioned in this Canon are the property of the diocese and when completed shall be sent to the synod office for inclusion in the archives.
6. The administrative officer of the diocese may, upon the request of any person, sign a certificate under the seal of the diocese, of any record in any one of the registers mentioned in section 1.(d) which is in the custody of the diocese, for which certificate the applicant shall pay a fee as shall be determined by the Diocesan Council from time to time.
7. It is the responsibility of the churchwardens in each congregation to ensure that records in paper or electronic form are kept of the following:
 - (a) minutes of the proceedings and resolutions of all vestry and congregational meetings;
 - (b) the receipts, expenditures, and all other financial transactions of the congregation(s);
 - (c) the details of all services which have taken place in that congregation, including the name of the person officiating, the number of persons present, the number of communicants, the amount of the offering, and the signature of the officiant;
 - (d) the pledged contributions towards parish funds;
 - (e) all church property, deeds, lands, buildings, and insurance policies belonging to the congregation.

These records shall be provided by the churchwardens to their successors.

November 93

CANON 21

Parishioner

1. A person who is baptized, who receives Holy Communion at least three times a year in a parish, and is a recognized attendant or member of one congregation in a parish shall be deemed to be a parishioner of that parish. It is desirable that a parishioner contribute financially as able to the parish.

November 93

CANON 22

Churchwardens

1. Two churchwardens shall be chosen annually at the Annual Meeting of each congregation or duly organized parishes from amongst the parishioners of at least twenty-one years of age, the rector's churchwarden to be appointed by the incumbent, and the people's churchwarden to be elected by the parishioners.
2. They shall be members *ex-officio* of the vestry and shall continue to hold office until their successors take office.
3. Every person elected churchwarden shall, before acting as such, sign the necessary declaration of office.
4. If the office of the rector's churchwarden shall at any time become vacant by death, resignation, absence for three months without leave from the incumbent, or otherwise, it shall be the duty of the incumbent forthwith to appoint some other fit person to the office. The incumbent shall inform the vestry of the appointment at its next meeting, and shall give notice of the said appointment to the congregation by the most convenient means.
5. If the office of the people's churchwarden shall become vacant by death, resignation, absence for three months without leave from the vestry or otherwise, the vestry shall at their next meeting elect some other qualified member of the congregation to complete the term. The vestry shall give written notice of the said appointment to the parishioners, the Diocesan Council and the Bishop by the most convenient means.
6. In circumstances where the incumbent, the vestry or the congregation is responsible for appointing or electing a churchwarden pursuant to this Canon, and fails to do so within three months after the Annual Meeting or the occurrence of a vacancy, the party (incumbent, vestry or congregation) responsible for appointing or electing the other churchwarden shall notify the bishop, and the bishop shall appoint a churchwarden to fill the vacancy.
7. The rector's churchwarden shall be considered the senior churchwarden, and shall be responsible for the due care of the property of the parish.

8. The people's churchwarden shall be responsible for the proper care and accounting of all monies belonging to the congregation or contributed by them for any purpose.
9. Immediately after the close of the Annual Meeting and on signing the declaration of office, the churchwardens elected shall assume their duties as herein provided.
10. It shall be the duty of the churchwardens and they are hereby empowered
 - (a) to provide all things needed for divine service in their congregation, and to see that the service is decently and regularly conducted at least once every Sunday if possible, and - if there is no incumbent, or lay reader - to be responsible for the conduct of the service by themselves or by some other fit person appointed by the bishop;
 - (b) to see that all books or electronic means needed for registers and records of the congregation (Canon 20) are provided; that the entries are regularly and duly made; that the registers and records are kept in safe custody, and that electronic records are made secure;
 - (c) to develop, together with the vestry, an evolving, systematic program which promotes Christian stewardship, pledging and tithing;
 - (d) to arrange, together with the vestry, for annual declarations by parishioners of their pledges;
 - (e) to ensure, together with the treasurer(s), that the offerings and other contributions are received and properly accounted for according to the laws governing charitable organizations;
 - (f) to ensure, with the treasurer(s), that, at least once a month, the stipend and all other allowances are paid in full to the incumbent; payments for the benefits program on behalf of the incumbent are paid in full to the diocese; payments for diocesan purposes are made to the diocese; and that the other funds of the congregation are allocated appropriately;
 - (g) to give continuing attention to the church hall, rectory and grounds but especially during any vacancy in the incumbency; to keep the buildings and furnishings in repair and insured; and to keep an inventory of all lands and property, etc., belonging to the congregation;
 - (h) to transmit to the administrative officer all information, proposals or plans with regard to any proposed change in the church buildings, or other property in their charge, and to see that no significant alteration or change takes place until the endorsement of the bishop and Diocesan Council has been received in writing; (Canon 15)
 - (i) to attend on the visitation of the bishop;

- (j) to report to the bishop or the regional dean, the death of the incumbent or the incumbent's inability to perform his or her duties;
- (k) to encourage, by example and influence, regular attendance at worship and hearty response on the part of the congregation and generally to assist the incumbent by zeal and moral support, in all matters affecting the welfare of the congregation and the advancement of the Church;
- (l) to deliver to their successors all records and monies at the end of their term of office;
- (m) to forward the following to the administrative officer immediately after the Annual Meetings of the congregation(s):
 - i. the form regarding parochial statistics;
 - ii. a copy of the audited annual financial statements;
 - iii. the form reporting the total parish finances for each calendar year;
 - iv. other forms as required by the Canons of the diocese or by the Diocesan Council.

November 93

CANON 23

Vestry

1. The incumbent, and any one other member of the clergy licensed as assistants to the incumbent, and the churchwardens, shall be members *ex officio* of the vestry.
2. In addition to the persons listed in 1 (above) the vestry shall consist of no fewer than five nor more than fifteen other persons of at least sixteen years of age being elected at the Annual Meeting of the congregation. The congregational treasurer shall be a member *ex officio* of the vestry. In a single point parish the person who represents the parish on the Diocesan Council shall be a member *ex officio* of the vestry. The vestry shall elect one member who is not an *ex officio* member as chairperson. If for some reason it is not possible for the vestry to elect a chairperson who is not an *ex officio* member, the incumbent may serve as chairperson with the permission of the Bishop.
3. If a congregation desires that its vestry members shall be elected for a two-year term, half of the total vestry membership elected in the first year of the adoption of the practice shall be elected for a one-year term, and the remainder for a two-year term, and thereafter half of the total membership shall be elected each year for a two-year term.
4. Every person so elected shall, before acting on a vestry, sign the declaration of office appointed.

5. If a vacancy occurs on the vestry by reason of death, resignation or absence from the discharge of duties for three consecutive months without leave from the incumbent, the vestry may elect some other qualified person to complete the term. Any member of a vestry who has not attended three or more meetings of vestry during any one calendar year without adequate reason having been communicated to the incumbent or another member of the vestry in advance of the meetings shall be considered to have resigned from the vestry.
6.
 - (a) A meeting of the vestry shall take place according to the need of the parish and clergy, but must take place not less often than once every quarter.
 - (b) Except in the case of a vacancy in the parish, meetings of the vestry may be called at any time by the elected chairperson, the incumbent, the churchwardens, one church-warden and two members of the vestry or by three members of the vestry, upon three days' notice being given to its members.
 - (c) The presence of one-third of the members, plus the incumbent or one churchwarden, shall be necessary to constitute a quorum of the vestry.
 - (d) When there is no incumbent in a parish the elected chairperson with the concurrence of one of the churchwardens, upon receipt of the bishop's permission and in consultation with the regional dean, shall convene meetings of the vestry.
7. Minutes of proceedings and resolutions of every meeting shall be entered in a book or stored electronically. Unless the minutes were read and approved after the close of the preceding meeting, the first business of every meeting shall be to deal with minutes of the preceding meeting.
8. It shall be the duty of members of vestry, and they are hereby empowered
 - (a) to assist in all preparations for divine service, in accommodating with seats and books all persons who attend, and in collecting the offerings and contributions for general and special purposes;
 - (b) to share the responsibility and work of canvassing the congregations for subscriptions for both parochial and diocesan purposes, and collecting the same where necessary;
 - (c) to expend money in the ordinary course of parish operations. When any unusual expenditure is proposed the approval of the congregation is to be obtained;
 - (d) to assist in keeping the parish buildings, furnishings and grounds in order, and to help maintain good order and quiet in and about the church during the time of divine service;

- (e) to encourage, by example and influence, regular attendance at worship on the part of the congregation, and to do all in their power to promote a sense of responsible concern and service on the part of the members of the congregation;
- (f) to aid in the due performance of the duties of the incumbent, and to promote as far as in them lies a feeling of harmony and earnest Christian endeavor in all matters affecting the welfare of the congregation and advancement of the Church.
- (g) to deal with all other matters proper to be considered by a vestry.

NOTE: See Regulation 2 for a suggested order of proceedings for vestry meetings.

November 93

CANON 24

Vestry Secretary

1. At the first meeting of the vestry after the Annual Meeting, the members shall appoint a member of the parish, not necessarily a member of the vestry, to record the minutes of their meetings and resolutions passed and generally to act as secretary of the vestry and parishioners' meetings.
2. A secretary of the vestry who is not a member of the vestry shall not be entitled to vote at vestry meetings, but may vote at other meetings as a member of the parish.

November 93

CANON 24a

Treasurer

1. A treasurer shall be chosen by the Vestry or Parish Council, and shall be responsible for maintaining accurate financial records in paper or electronic form, drafting a parish budget, preparing regular and annual financial statements, and cooperating with the auditor where required.
2. In carrying out these responsibilities, the treasurer shall consult with the wardens and the incumbent as required.

CANON 25

Parish Council

1. A Parish Council, if desired, may be established by decision of the vestries of all the congregations in a multi-point parish.
2. The council shall be composed of the incumbent and an equal number of representatives of each congregation in the parish. Such representatives are to be chosen in a manner agreed to by the individual congregations. The person who represents the parish on the Diocesan Council shall be a member *ex officio* of the Parish Council.
3. The council may establish its own frequency of meeting and may discuss, and make recommendations or decisions on, such concerns, as shall be raised by one or more congregations for discussion or decision.

November 93

CANON 26

Church Meetings

1. All meetings shall be opened and closed with prayer.
2. Annual Meeting. Each congregation shall hold the Annual Meeting of its members by February 15th, or as near thereto as possible, in each year. The meeting shall be open to all members of the congregation, but only those qualified as parishioners as defined in Canon 21 may take part and vote. (See also paragraph 3 hereunder and Canon 27.)
3. Parish Meeting.

- (a) A meeting of the congregation(s) of the parish may be called at any time by the bishop, archdeacon, regional dean, or the incumbent, or on the written request of the vestry(ies). At least two week's notice of the meeting is to be given to the congregation(s) concerned by the means most suitable for this purpose. The reason(s) for the meeting shall be stated in the notice and discussion shall be limited to the subject(s) stated. The notice of meeting shall be framed in the following form:

"Notice is hereby given that a meeting of the parishioners of
parish (or congregation) will be held at.....on the
day of.....19..... at a.m./p.m. for the purpose
 as stated below at which time and place all persons entitled to take part and to
 vote are requested to attend.

Purpose.....

.....

.....

Date..... Convenor.....

- (b) Only persons qualified as parishioners as defined in Canon 21 may take part and vote in a parish meeting. Such persons may be required to sign the following

Declaration of Parishioners

I do hereby declare that I have been baptized and am a *bona fide* worshipper in the congregation of in the parish of

4. Vestry Meeting.

See Canon 23:6

5. Joint-Vestry Meeting. A joint meeting of all the vestries in a parish may be held in the same way and under the conditions outlined in Canon 23:6.

6. Parish Council Meeting.

See Canon 25.

7. (a) The parish council shall elect a member who is not an *ex officio* member as chairperson. The chairperson with the incumbent and the churchwardens shall constitute the executive committee for the parish council. If the incumbent is unable to attend a meeting of the parish council, the meeting may proceed if the churchwardens are present. If it is not possible for the parish council to elect a chairperson who is not an *ex officio* member the incumbent may serve as chairperson with the permission of the Bishop.

- (b) The chairperson shall have the usual powers appertaining to the chairperson of any public meeting, except for the right to cast a deciding vote in the case of a tie in voting on any motion. In the case of a tie in voting the motion shall be declared lost.

8. Minutes of proceedings and resolutions of every meeting shall be entered in a book or stored electronically. Unless the minutes were read and approved after the close of the preceding meeting, the first business of every meeting shall be to deal with minutes of the preceding meeting.

November 93

CANON 27

Annual Meeting

1. The Annual Meeting of each congregation shall be held by February 15th, or as near thereto as possible, for the purpose of hearing and discussing the reports of the

incumbent, the churchwardens, and the organizations; of appointing and electing of churchwardens and vestry for the ensuing year; and of transacting any other business affecting the welfare of the congregation. The incumbent shall chair the Annual Meeting. Where there is no incumbent, the Bishop shall appoint a chairperson for the meeting.

2. The meeting shall be open to all members of the congregation, but only those qualified as parishioners as defined in Canon 21 may take part and vote. Such persons shall first sign the Declaration of Parishioners as set out in Canon 26, paragraph 3 b).
3. The order of proceedings shall include the following:
 - (a) prayer;
 - (b) minutes of last Annual Meeting;
 - (c) incumbent's report on the state of the parish, indicating conditions of the whole parish and any other items which the incumbent may wish to bring before the congregation;
 - (d) report of rector's churchwarden indicating the condition of all church properties;
 - (e) report of the people's churchwarden including
 - i. audited financial statement of all funds
 - ii. other financial concerns;
 - (f) resolutions of vestry requiring action, including a budget which shall show the incumbent's stipend and the fair share levy for the coming year. This budget shall be approved or amended by resolution, provided that in no case shall the stipend or the travel allowance be less than the minimum set by the diocese, nor shall the assessment be less than that required by the diocese, without the consent of the Diocesan Council;
 - (g) reports of organizations, including audited financial statements;
 - (h) appointment of minister's churchwarden;
 - (i) election of people's churchwarden;
 - (j) election of vestry;
 - (k) election of lay delegates to Diocesan Synod (with an equal number of substitute delegates), all of whom must be communicants in accordance with Article 3 of the Constitution;
 - (l) election of Parochial Committee. (See Canon 5);
 - (m) appointment of auditor;
 - (n) other business;
 - (o) adjournment and closing prayer.

4. A Nominating Committee chosen by the vestry may present a list of persons willing and qualified to stand for office, but nominations from the floor shall be called for. Unless election is by acclamation, all elections shall be by secret ballot.

November 93

CANON 28

Organists and Choir Directors

1. All organists and choir directors shall be appointed by the incumbent in concurrence with the churchwardens and vestry, and shall be selected only from amongst such persons as are likely to perform their duties with reverence. These appointments will be made following a criminal record check in accordance with Regulation 22.
2. They shall be responsible to, and under the direction of, the incumbent in the performance of their duties.
3. The ordering of the services, including the musical portion thereof, and the use of the organ shall be under the control of the incumbent.

November 93

CANON 29

Auditors

1. The congregation shall appoint one or more auditors whose duty it shall be to audit and certify, if correct, all the financial records of the congregation and the accounts to be presented at the Annual Meeting of the congregation.

November 93

CANON 30

Baptism

1. Public baptism may not be administered by any but members of the clergy, or other persons licensed to do so by the bishop.
2. Private baptism may be performed by any person when the person to be baptized is in danger of death and a member of the clergy is not available. If recovery follows, the person must be received by a member of the clergy, according to the governing rubrics.
3. Following suitable instruction, public baptism should be administered in the church at the main service of the day. If this is impossible, because there is no church, or for other sufficient cause, it should be administered when as many members of the congregation as possible can be assembled.

CANON 31

Marriage

1. The policy and practice in this diocese is governed by Canon XXI of General Synod, On Marriage in the Church, and the Marriage Act of the Province of Saskatchewan.
2. Holy matrimony shall be solemnized only according to The Form of Solemnization of Matrimony in the Book of Common Prayer of the Anglican Church of Canada or according to those forms which may be authorized by ecclesiastical authority.

NOTE:

Attention is especially directed to Regulations part 1, 1 and 2 of General Synod Canon XXI which read:

'PREREQUISITES FOR MARRIAGE

1. Notices

It shall be the duty of those who intend to marry to give notice to the minister at least 60 days before the day proposed for the wedding, except that the minister may waive this requirement for sufficient cause in which case the minister shall notify the bishop of the diocese in writing, stating the reason for the decision.

2. Preparation

It shall be the duty of the incumbent, when application is made for matrimony to be solemnized, to inquire whether there is any impediment either to the marriage or to the solemnization thereof. It shall also be the duty of the incumbent or designate, to review with the parties to the marriage, the issues outlined in Schedule E annexed hereto and to recommend strongly to the parties that they avail themselves of a marriage preparation course or program so that all who seek marriage in the Church may come to it with a Christian understanding of its purpose and a practical understanding of the realities of marriage, and may be encouraged to give effect with God's help to the vows which they are preparing to make. The parties to the intended marriage, after due consideration, shall be encouraged to sign the Declaration set out in Schedule A.

CANON XXI - SCHEDULE A

DECLARATION

See Part I, Section 2.

We, _____ and _____ hereby declare that we intend to enter into marriage which we acknowledge to be a union in faithful love, to the exclusion of all others on either side, for better or for worse, until we are separated by death.

We undertake to prepare ourselves for the exchange of vows at our wedding, recognizing that by this mutual exchange our union in marriage will be established.

We intend to strive thereafter to fulfill the purposes of marriage: the mutual fellowship, support, and comfort of one another, the procreation (if it may be) and the nurture of children, and the creation of a relationship in which sexuality may serve personal fulfillment in a community of faithful love."

November 93

CANON 32

Burial

1. No burial is allowed by law unless the death has been duly registered and a burial permit issued by the registrar of the district, provided that where such permit is not presented the owners of the cemetery and the officiant or other person must register the death.
2. It is fitting and desirable that the burial service should be conducted in a church, and that remains be interred in a consecrated cemetery or columbarium niche. It is required that the prescribed Order for the Burial of the Dead is used or such alternative order as may be authorized by ecclesiastical authority. The service should be conducted by the incumbent, but a layperson may officiate with the Bishop's permission if there is no member of the Anglican or ELCIC clergy available. Another member of the clergy may officiate if authorized by the incumbent and the bishop. In the absence of an incumbent, authorization shall lie solely within the discretion of the bishop.
3. The casket shall be closed prior to the service and shall remain closed thereafter.
4. In unconsecrated cemeteries the grave should be consecrated by use of the Collect provided - A form for the Hallowing of a grave in unconsecrated ground - Prayer Book, page 603: Book of Alternative Services page 600.
5. In the case of a cremation, it is fitting that the committal take place in a church, at the crematorium or in another suitable place and that, in due course, the ashes be disposed of in a decent and reverent manner, and in accordance with civil law.

November 93

CANON 33

Appointments

1. The right of presentation to all diocesan offices, such as those of dean, archdeacons, canons, regional deans and chaplains, is vested in the bishop.
2. The bishop has the right to appoint and remove any such officers as is usual for bishops, notwithstanding anything contained elsewhere in the Constitution and Canons.

November 93

CANON 34

The Cathedral

1. There shall be a parish church within the city of Saskatoon in which is located the "cathedra", the seat of the bishop. This church shall be designated the cathedral.

November 93

CANON 35

The Dean

1. The bishop may appoint the incumbent of the cathedral as the dean of the diocese.
2. The dean shall be the senior dignitary of the diocese.

November 93

CANON 36

Archdeacons

1. The archdeaconries shall be in the gift and presentation of the bishop.
2. Archdeacons shall be collated by the bishop, after they have taken and made the usual oaths and declarations required by the Synod of the Ecclesiastical Province of Rupert's Land.
3. Their duty shall be to assist the bishop as the bishop may require in the superintendence of the diocese, to the promotion of the glory of God and the interests of the Church.
4. Their special duties shall be
 - (a) on receipt of the bishop's mandate, to induct any priest appointed to a parish, if the bishop cannot personally perform the induction. If the archdeacon cannot induct, the bishop may appoint a substitute to do so. The priest shall have been, and the mandate shall state that he or she has been, already instituted or collated by the bishop;

- (b)
 - i. to assist the bishop in any ecclesiastical inquiry he or she may make;
 - ii. to aid the regional deans by advice;
 - iii. to visit each parish within the archdeaconry at least once every two years and at any other time, if judged necessary or helpful by the bishop;
- (c) to perform such other duties as the bishop may assign from time to time.
- (d) to submit a written report to the fall meeting of the Diocesan Council that the requirements of Canon 16 Property Committee have been met (see Canon 16:4).

November 93

CANON 37

Regional Deans

1. The appointment of regional dean rests with the bishop who may, however, request the Regional Deanery Chapter to nominate an incumbent for appointment as regional dean. Such appointments shall be for a period of three years and may be renewed.
2. It shall be the duty of the regional dean
 - (a) to call and make arrangements for meetings of the Regional Deanery Chapter and of the Regional Deanery Council and to preside at the same. In the absence of the regional dean from any meeting, the members of the clergy present shall elect one of their number to preside at that meeting;
 - (b) to exercise oversight in the area of the diocese assigned to him or her by the bishop;
 - (c) to visit each parish in the deanery at least once every two years after due notice has been given to the parish, and at such other times as may be requested by the parish, and to submit a report of each visit to the bishop;
 - (d) to assist the secretary of the diocese by obtaining from each parish the annual statistical and other returns required from the deanery, it being understood that the first responsibility in this rests with the incumbent;
 - (e) to be mindful of the welfare of the members of the clergy and their families in the deanery;
 - (f) to inform the bishop of anything in the deanery affecting the interests of the Church.

November 93

CANON 38

Regional Deaneries

1. The boundaries of any regional deanery may be changed by the bishop on the petition of the Regional Deanery Council after consultation with the Diocesan Council, and with the agreement of the other deanery(ies) concerned.
2. Boundaries may also be changed on the initiative of the bishop after consultation with the Diocesan and Regional Deanery Councils.

November 93

CANON 39

Regional Deanery Chapter

1. All clerical and lay incumbents and assistant incumbents and all other licensed members of the clergy resident, or ministering, within the boundaries of the regional deanery shall form the Regional Deanery Chapter.
2. Student interns serving within the boundaries of the regional deanery may be invited by the chapter to attend meetings of the chapter during their internship. They shall not have the privilege of voting.
3. It shall be the duty of the chapter
 - (a) to meet not less than three times in each calendar year;
 - (b) to consider matters concerning the work of the Church within the regional deanery and the Church at large;
 - (c) to consider matters submitted to it by the bishop, the synod, the Diocesan Council or by any member of the chapter;
 - (d) to elect one of its members as secretary, whose duties shall be those usually performed by such an official.

November 93

CANON 40

Regional Deanery Council

1. In any regional deanery the Regional Deanery Council shall be composed of all licensed members of the clergy, all licensed lay incumbents, and the churchwardens and lay delegates to synod of all congregations.
2. Other persons may be invited by the regional dean to any meeting of the council.
3. The council shall meet at least three times a year at the call of the regional dean.
4. It shall be the duty of the council to consider any matters submitted to it by the bishop, Diocesan Council or Regional Deanery Chapter or any matters proposed by any member of the council, and generally to promote the spiritual welfare of the deanery and interests of the Church.

5. The representatives of the regional deanery elected as provided by Canon 42 shall circulate the minutes of Diocesan Council meetings to members of the Regional Deanery Council and shall report to the Regional Deanery Council on the actions of the Diocesan Council.
6. There may be combined meetings of the different Regional Deanery Councils at the direction of the bishop.

November 93

CANON 41

Diocesan Finance

1. The synod shall appoint one or more auditors whose duty it shall be to audit annually all books in the accounts of the diocese and to report to the synod next following on their correctness.
2. No one shall participate in any conference, or other event, which will require financial assistance from the diocese for which the budget makes no provision, without the prior consent of the Executive Committee.
3. Before any motion involving the spending of money not already provided for in the budget or in any fund under the control of the synod is put for a vote in the synod it shall have added to it the words 'subject to the funds being available'.
4. Before any motion involving the spending of money not already provided for in the budget or in any fund under the control of the synod is put for a vote in any committee it shall be referred by the chairperson to the Executive Committee for report as to whether the money proposed to be spent is presently available, or if not, what steps should be taken to provide such money, if such motion should be adopted.
5. There shall be a Diocesan Finance Committee.

November 93

CANON 42

Diocesan Council

1. The membership of the Diocesan Council shall be as follows:
 - a) the bishop
 - the administrative officer
 - the chancellor
 - the diocesan chair of the Anglican Church Women
 - the dean

- b) two lay members and two clerical members from each of the regional deaneries
 - c) up to three members appointed by the bishop for considerations of expertise of balance, one of whom shall be a youth representative.
- 2. a) Those representatives referred to in Canon 42(1)(b) shall be elected in the regional deaneries prior to the commencement of the synod. Clerical representatives shall be elected by members of the clergy in the deanery. Lay representatives shall be elected by lay members of the parishes in the deanery which they represent.
 - b) To be eligible for election to Diocesan Council, a lay person must be a delegate to the synod at which the term on Diocesan Council is to commence.
- 3. (a) Each member elected in accordance with paragraph 2 shall be a member *ex officio* of the vestry (in a single point parish) or of the parish council (in multi-point parish) of his or her parish.
 - (b) The parochial representative shall bring to the Diocesan Council any matter that the vestry or parish council may require and shall report to the vestry or parish council after each meeting of the Diocesan Council.
- 4. Any vacancy occurring among representatives of a deanery by election at the Regional Deanery Council concerned, provided that the person chosen shall be of the same Order as the person to be replaced, and that consideration be given first to members from the deanery who attended the most recent session of the synod.
- 5. The Diocesan Council shall meet not less than quarterly. It shall govern the affairs of the diocese and shall exercise all powers of the synod as are not required by any Act, Constitution, Canon or Regulation to be exercised by the synod in regular session. No decision made by the synod shall invalidate any prior act of the Diocesan Council that would have been valid if that decision had not been made.
- 6. A quorum shall be fifty per cent of the members of the Diocesan Council plus one.
- 7. No resolution of the Diocesan Council shall become effective without the concurrence of the bishop and a majority of the clerical and lay members present and voting.

November 93

CANON 43

Executive Committee

1. The Executive Committee shall consist of the bishop, the dean, the chancellor, the archdeacons, the secretary and the treasurer of the diocese, and three clerical and five

- lay members of the Diocesan Council appointed by the Diocesan Council at its first meeting after each regular session of the synod.
2. When neither the synod nor the Diocesan Council is in session, the Executive Committee is authorized and required to meet at least once a month to transact such business as the Diocesan Council may from time to time generally authorize it to transact.
 3. The Executive Committee is also authorized and required to transact, deal with, consider or report upon such business and matters as the Diocesan Council may from time to time specially refer to it to transact, deal with, consider or report upon.
 4. Authorizations by the Executive Committee under paragraphs 2. and 3. above must, notwithstanding anything contained in this paragraph, be in respect of business and matters within the jurisdiction of the Executive Committee as established by the Constitution and Canons of the diocese or within the scope of a special reference of business or matters from the synod to the Diocesan Council and, may be (a) general or specific and (b) for a period stated or a period continuing until terminated by the Diocesan Council.
 5. No resolution of the Executive Committee shall become effective without the concurrence of the bishop and a majority of the members present and voting.
 6. A quorum shall be fifty percent of the members plus one.
 7. The committee shall report at each meeting of the Diocesan Council.

November 93

CANON 44

Committees

1. The following shall be the standing committees of the Diocesan Council:
 - Executive Committee - (Canon 43)
 - Diocesan Finance Committee
2. The bishop may appoint committees for specific purposes.
3. The synod, Diocesan Council and/or Executive Committee may appoint ad hoc committees from time to time as required.
4. Standing committees of the synod shall report to the Diocesan Council when the synod is not in session.
5. The bishop, or a representative appointed by the bishop, shall be a member *ex-officio* of all standing and other committees.

6. With the exception of the Diocesan Council and Executive Committee, each committee shall meet at the call of the first name on the list of members, to elect the chairperson and secretary of the committee.
7. The duty of the chairpersons shall be to call, and to preside at, the meetings of their respective committees.
8. The duty of the secretaries shall be to make all necessary arrangements for the meetings of their respective committees; to notify all regular members and members *ex officio*; to keep a record of the attendance; to record the minutes and to enter them in a permanent book to be provided by the diocese; to prepare the report of their committee to the synod or the Diocesan Council, and, after it has been passed, to record it permanently in the minute book, dated and signed by the chairperson; and generally to perform the work usual for secretaries.
9. On retiring from office, the chairperson and secretary of each committee shall pass over all the books, papers, etc., in their possession, belonging to such committee, to the secretary of the diocese.
10. Unless otherwise provided in the Constitution, Canons or Regulations a quorum of any committee shall be a majority of its members, excluding its members *ex officio*.

November 93

CANON 45

Constitution and Canons Committee

1. The Constitution and Canons Committee shall consist of the bishop, the chancellor, the solicitor, the administrative officer and two clergy and two lay persons to be elected by the synod.
2. The duties of the committee shall be
 - (a) to undertake regular review and study of the Constitution, Canons Regulations and policies of the diocese, and to recommend changes;
 - (b) to consider and propose to synod changes to the Constitution and Canons;
 - (c) to consider and propose to Diocesan Council changes in diocesan Regulations and policies.
3. The committee shall also report to the Diocesan Council, as required by Article 18 of the Constitution.

November 93

CANON 46

Senior Dignitary of the Diocese

1. The dean shall be the senior dignitary of the diocese. (See Canon 35).
2. If there is no dean, the archdeacon senior by appointment shall be the senior dignitary until a dean is appointed.
3. If there is no dean or archdeacon, the canon senior by appointment shall be the senior dignitary until either an archdeacon or a dean has been appointed.

November 93

CANON 47

Regulations

1. The Diocesan Council may make such Regulations as are necessary and incidental to carrying out the provisions of the Constitution and Canons of the diocese and every such Regulation shall have the same force as a Canon.
2. Such a Regulation may be made, amended or rescinded by the Diocesan Council at a duly constituted meeting of the council, by a two-thirds majority vote of the total membership of council.
3. No Regulations shall be made, amended or rescinded unless written notice of the proposed Regulation, amendment or rescission has been mailed to the members of the council at least one week prior to the meeting at which it is to be considered. Such notice shall include the full text to be considered.
4. Nothing in this Canon shall limit the right of the synod to make Regulations or to amend or rescind a Regulation made by Diocesan Council.

November 93

CANON 48

Guidelines

1. Each committee or commission may prepare Guidelines that are necessary and incidental to its work, and shall present them to the Diocesan Council for its approval or amendment.
2. Guidelines may be approved, amended or rescinded by the Diocesan Council at a duly constituted meeting of the council, by a two-thirds majority vote of the total membership of council and, if approved, shall have the same force as a Canon and shall be included in the Diocesan Handbook.

3. No Guidelines shall be made, amended or rescinded unless written notice of the proposed Guideline, amendment or rescission has been mailed to the members of Diocesan Council at least one week prior to the meeting at which it is to be considered. Such notice shall include the full text to be considered.
4. Nothing in this Canon shall limit the right of the synod or the Diocesan Council to make Guidelines or to amend or rescind a Guideline made by Diocesan Council.

November 93

REGULATION 1

Moving of Allowable Effects

1. Where an appointment to an incumbency has been made, the person concerned, in consultation with the diocesan secretary-treasurer and the parish, will contract for the insured movement of the family's allowable household and personal effects by whatever carrier is most feasible, having first obtained at least two quotations.
2. While expediency and economy must be borne in mind, so also must the safety and protection of the person's effects.
3. Allowable household and personal effects will include personal clothing, furniture, china, ordinary kitchen appliances, freezer and contents, piano, the person's reference library and films, hobby equipment of modest weight and size, and other items of furnishing and equipment used in a regular home.
4. Items not included in the above definition are heavy and bulky hobby equipment or supplies, furniture and equipment from a summer cottage, pleasure boats and motors, a motorized conveyance (snow-mobile, motorbike, car, or truck), kitchen appliances that are already supplied in the rectory into which the move is made, and any items used in connection with a second source of family income. Any of the above items may be included at the discretion of the bishop.

November 93

REGULATION 2

Vestry Meetings - Order of Proceedings

The following items should form part of every regular meeting of the vestry:

1. Prayer.
2. Regrets for absence.
3. Minutes of previous meeting.
4. Business arising from minutes.
5. Correspondence.
6. Reports on matters referred.
7. Business relating to finance
 - (a) financial statements
 - (b) report of envelope secretary
 - (c) other financial concerns.
8. Business relating to church property.

9. Reports of
 - (a) incumbent
 - (b) churchwardens
 - (c) committees.
10. Business referred from the bishop or Diocesan Council.
11. Other business.
12. Date of next regular vestry meeting.
13. Adjournment and closing prayer.

November 93

REGULATION 3

Pension Fund Committee

1. General Synod Canon VIII (Clergy Pension Plan) will govern the administration of pensions within the diocese.
2. The bishop, and the secretary and the treasurer of the diocese shall be the committee to carry out the requirements of General Synod Canon VIII.

November 93

REGULATION 4

Rented Property

1. The incumbent and churchwardens shall be responsible for the selection of tenants for rented properties, for the granting and terminating of leases for such properties, and for the oversight of their tenants' fulfillment of their obligations under their leases.
2. Tenants shall be required to enter into a written lease for the rented property before they take possession of it, and shall be granted only a month-to-month tenancy. The form of lease shall be as prescribed by the diocese.
3. Subject to paragraph 4, rental income shall be at the disposition of the parish and shall appear as a separate income item in the parish accounts.
4. Rental income shall be devoted by the parish in the first instance to the payment of taxes and insurance for the rented property, the defraying of the costs of its maintenance and repair, and the discharging of all other financial obligations relating to the rented property.
5. Income surplus to these needs shall be used as directed by the parish vestry or parish council. Except in unusual circumstances of great need, the diocese will not entertain requests from parishes for financial assistance with respect to rented property.
6. All appropriate diocesan Canons and Regulations shall apply to rented property, except insofar as such Regulations may be inconsistent with this Regulation.

November 93

REGULATION 5

Diocesan Finance

1. There shall be an annual fair share levy requested of every parish.
2. The formula for the calculation of the fair share levy shall be based on a three-year average of certain revenue as reported by parishes on the annual Parochial Financial Statement and accompanying audited financial statements.
3. In the first year of its application, 1997, the fair share levy was determined by first adding together the following amounts from the parochial Financial Statement: (a) line 8, page 2 (total regular income from all sources within the parish) plus (b) line 15, page 2 (income from investments and/or endowments) plus (c) from page 2, the sum of line 9 (special appeals for use within the parish), line 13 (other grants, line 14 (estate/bequest), line 16 (income from any other source outside the parish), for each of the years 1993, 1994, 1995 and averaging the revenue for the three years. The fair share levy is then finally determined by calculating 10% on the first \$50,000 of revenue, plus 15% on the next \$50,000 plus 30% on revenue exceeding \$100,000.00. In 1998, a maximum overall rate of 18.5% was instituted, and the formula was changed to 12%, 20% and 25%. In 2004, the revenue ranges were changed to 12% on the first \$60,000.00, 15% on the next \$40,000.00 and 25% on revenue over \$100,000.00.
4. There was a phase-in period for the fair share levy.
5. During the first year of the application for the fair share levy, opportunity for further discussion was organized throughout the diocese to encourage parishes to address together issues and experiences of the new system.
6. It shall be the responsibility of the Diocesan Executive Committee to recommend to Diocesan Council an annual fair share levy for each parish.

September 04

REGULATION 6

Nominating Committee

1. The Nominating Committee shall consist of two members of the clergy and two members of the laity who shall be named by the bishop not less than one month before a regular session of the synod.
2. It shall be the duty of the committee to submit to the synod names of candidates for all standing committees of the synod, and for diocesan representation to the General and Provincial synods.

3. The Nominating Committee shall present to the synod at least double the number of names required to be elected to the standing committees of the synod and to the General and Provincial synods. Those not elected shall be the substitute delegates in order of number of votes received. (Article 9)
4. The Report of the Nominating Committee shall be sent to all members of the synod at least one week before the synod convenes.
5. Additional nominations, signed by not less than two members of the synod, shall be receivable until nominations shall be closed by direction of the president of the synod. All nominations shall be included in the final report of the Nominating Committee.
6. Two members of the clergy and two members of the laity, who are members of the synod, shall be named by the bishop to act as scrutineers.
7. In the event of a tie in any election the chairperson of the synod may cast a deciding vote.
8. All balloting shall take place at such time as arranged by the Agenda Committee.
9. A member who is elected to both General and Provincial synods shall be required to inform the bishop within twenty-four hours to which one of the two synods such election is accepted. The bishop shall then declare the member receiving the highest number of votes and willing to accept the appointment to be the diocesan representative to the other synod.
10. Separate ballots shall be prepared for each election.

November 93

REGULATION 7

Agenda Committee

1. The Diocesan Council shall appoint an Agenda Committee of six persons who shall be members of the Diocesan Council and whose duties shall be to prepare the agenda for the next session of the synod. The bishop shall be the chairperson of the committee.
2. The agenda shall be presented to the meeting of the Diocesan Council immediately prior to the session of the synod for approval or amendment.
3. The agenda as finally approved by the Diocesan Council shall be the agenda for that session of the synod and shall be included in the convening circular.
2. The Agenda Committee shall meet daily during the session of the synod and shall make such changes in the daily agenda, as it deems necessary and advisable.

November 93

REGULATION 8

Liturgical Committee

1. There may be a Liturgical Committee appointed by, and responsible to, the bishop.
2. The committee shall consist of three members of the clergy and three members of the laity.
3. The committee shall be advisory to the bishop in all liturgical matters submitted to it by the bishop.

November 93

REGULATION 9

Vacations

1. Every incumbent, parochial or non-parochial, ordained or lay and all other full-time employees serving in this diocese shall be entitled to four weeks of annual vacation with full stipend and benefits for the first seven years of service, 5 weeks for the 8th to 15th years, and 6 weeks for the 16th year of service and beyond. Holidays for part time employees are to be prorated based on the foregoing provisions.
2. An incumbent transferring between incumbencies within the diocese should consult with the parishes concerned to negotiate the arrangements for holidays based on the above-stated principles.
3. An incumbent coming into the diocese should ensure that any holiday entitlement, or payment in lieu thereof, which is due from the parish, or position, being vacated has been satisfactorily discharged prior to the effective date of appointment in this diocese.
4. Before holidays are assumed the following provisions shall first be met:
 - (a) the incumbent shall consult with churchwardens and vestry, setting dates of the holiday;
 - (b) adequate and satisfactory arrangements for pastoral coverage shall be made for emergency priestly ministry and normal Sunday worship patterns in the parish during the absence of the incumbent. The cost of providing this coverage is the responsibility of the parish and should be included in the annual budget;
 - (c) full details of the dates of the vacation and of the arrangements in paragraph (b) shall be sent, in writing, by the incumbent to the bishop as soon as possible, but no later than fourteen days prior to the first day of holiday. A copy of the letter shall be sent to the appropriate regional dean and archdeacon.
5. Any additional holiday time in any year, which may be desired on occasion by the incumbent, shall be negotiated with the churchwardens and vestry and subject to their

consent and to the permission of the bishop. Continuing education events properly arranged for are not to be considered as any part of the incumbent's holiday time.

6. An incumbent who leaves an incumbency shall be entitled to receive the holiday time that has accrued, or payment in lieu thereof, in accordance with this Regulation.

revised October 98

REGULATION 10

Continuing Education and Leadership Development

1. Definition

- .1 For the purposes of this regulation, continuing education and leadership development is a planned process directed toward producing change in the knowledge base, attitudes or skills of clergy or lay persons, and toward producing parishes within the diocese which are vibrant and effective in achieving their goals.
- .2 While recognizing that any activity which contributes to the personal or professional growth of individuals is valuable, the focus of this regulation is directed primarily at learning activities which are part of an approval parish plan for ongoing parish development.

2. Beliefs

- .1 Learning is a life - long process that does not end with graduation from seminary or other educational institutions.
- .2 Being lay or clergy members of the circle of the baptized carries with it a common responsibility to work together cooperatively in parishes, the diocese, and beyond to proclaim by word and example the Gospel of Jesus Christ.
- .3 Effective and healthy parishes and dioceses will be in a continuous state of change and growth.
- .4 Continuous education and leadership development activities must meet both individual and organizational goals and needs.

3. Effective Continuing Education and Leadership Development

- .1 Learning activities should include presentation of theory, demonstration, opportunity for practice, feedback to the learner, and opportunity for back home application.
- .2 Transfer of theory and knowledge into the capacity to make practical application of the knowledge is greatly enhanced by on - site coaching and other follow - up activities.
- .3 Learning activities should be the result of the intentional identification of needs by both the individual and the parish.

- .4 The continuing education and leadership development plan of a parish should recognize the prime role of the incumbent as leader and change facilitator.
 - .5 Learning activities should incorporate the principles of adult learning.
4. Diocesan Commitment
- .1 The diocese is committed to the principle that it has a responsibility to assist parishes which are seeking ways to develop and grow through the application of intentional planning processes and the pursuit of stated goals.
 - .2 Within available resources, the diocese will work cooperatively with parishes to assist with the development of effective planning processes and the development of parish goals.
 - .3 Within available resources, the diocese will enter into shared cost projects with parishes and individuals for continuing education and leadership development activities which meet criteria established by the diocese.
 - .4 Nothing in the foregoing is intended to detract from the ongoing encouragement of incumbents to avail themselves annually of continuing education events in the diocese and beyond, provided appropriate consultation has taken place with the bishop, churchwardens and vestry, and that proper coverage is ensured during any absence.
 - .5 Continuing education and leadership development events are not to be considered any part of the incumbent's or other employee's holiday time.

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REGULATION 11

Diocesan Committee Guidelines

(see also Canons 42-45)

- 1. Membership of any committee shall be as established by any appropriate Canon or Regulation or as determined by the bishop, the synod, the Diocesan Council or other appointed body.
- 2. At least one member of each committee must be a member of Diocesan Council.
- 3. Each committee will report to the secretary of the diocese the names of all its members, and also the names of members of all associated sub-committees and/or task forces.
- 4. Each committee at its first meeting shall choose its own chairperson. (Canon 44.7)
- 5. Each committee at its first meeting shall choose a secretary who shall record proceedings of all its meetings. (Canon 44.8 & 9)

6. Committees that are established under Canon 44.4 shall meet at least twice each calendar year and at least one month prior to any meeting of the Diocesan Council to which they may wish to report for information and/or action.
7. Each committee is required to report to each regular session of the synod and to each meeting of the Diocesan Council.
8. The secretary of the diocese will notify each committee of the deadline by which reports are to be received in the synod office so that they may be copied and circulated to the members of the synod or the Diocesan Council before their meeting.
9. Any report received in the synod office after the deadline may be copied and distributed to members of the synod or of the Diocesan Council at their meeting, but no discussion of the report will be allowed without the permission of the bishop and a majority of the members present.
10. Reports shall be based upon the minutes and shall reflect the intent of discussions and decisions of the committee.
11. Each committee shall report to the treasurer of the diocese, by no later than June 15th, the amount that the committee wishes placed in the diocesan budget for the coming year (January - December).
12. The Diocesan Council will determine the amount that will be included in the budget for each committee when it establishes the budget for the diocese.
13. Any costs incurred by the synod office on behalf of a committee will be charged against the budgeted expenses of that committee.
14. A committee may request an imprest account so that it may make its own payments, or it may have bills sent directly to the treasurer of the diocese for payment. All payments from the imprest account must be supported by appropriate bills or receipts, which must be forwarded to the treasurer of the diocese when additional funds are needed or at the end of the year.
15. Decisions as to the use of the budgeted allocations are the responsibility of the committee.
16. The treasurer of the diocese has no authority to expend, or to authorize the expending of, any amounts in excess of those budgeted for each committee. If additional amounts are required formal application must be made to the Executive Committee before any payments are made or any indebtedness is incurred.
17. No committee, nor any member of any committee, shall make any form of public statement in the name of the Diocese of Saskatoon without the prior written permission of the bishop and the synod or the bishop and Diocesan Council or Executive Committee.

18. A committee, or any member designated by a committee, may make a public statement in the name of the committee provided that a quorum of the committee has given prior approval to the statement, and that the bishop, having seen the statement, has given approval.
19. Complete records of the meetings of each committee shall be kept in accordance with Canon 44.8 & 9.

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REGULATION 12

Car Loan Fund (Wickett Trust)

1. The Wickett Trust shall be used as a car loan fund to assist those persons who, because of lack of years of eligible service in the diocese, have been unable to accumulate more than \$500.00 in the Travelling Dollars Fund, or who are not eligible for membership in the Travelling Dollars Fund. Loans from this fund shall draw interest at a rate to be established by the Executive Committee from time to time.

November 93

REGULATION 13

Travelling Dollars Fund

1. There shall be a fund to be known as the Travelling Dollars Fund.
2. This fund shall be set up for the benefit of incumbents ministering to multi-point parishes who receive only the diocesan minimum stipend and are in receipt of no more than the diocesan scale of travelling allowance, together with such other persons as the Executive Committee may decide in its discretion to include as beneficiaries in special circumstances.
3. The interest from the investments of the fund shall be distributed and placed to the credit of each person entitled to be a member of the fund, in quarterly amounts, for each quarter of eligible service.
4. The money credited to such accounts may be used only towards the purchase of an automobile, unless the Executive Committee, in its discretion, authorizes some other use of such funds in exceptional cases.
5. If a member of the fund ceases to qualify for membership because of an increase in stipend or because of a move to a single-point parish in the diocese, the accumulated credits in the fund shall still be available but shall not be increased.
6. Members of the fund who leave the diocese or cease to exercise a ministry in the diocese shall be entitled to withdraw their accumulated credit from the fund.

November 93

REGULATION 14
Grievance Procedure

1. If there is an ongoing difference of opinion between the incumbent and the vestry, or between the incumbent and one or more elected officers of the parish, about the direction and performance of the incumbent's duties and ministry the grievance procedure outlined hereafter may be invoked.
2. The incumbent and the vestry or elected parish officers shall attempt to work out their differences directly.
3. If no satisfactory reconciliation of the differences can be arrived at through direct communication with each other, the parties to the differences may mutually agree to seek the assistance of an objective third party to help mediate the differences. If this course of action is taken, consultation with the Bishop or the Bishop's designate shall first occur.
4. If the assistance of the third party is not agreed to, or is unsuccessful either the incumbent or the other party is to take the matter to the Bishop. The Bishop may appoint a mediator(s) or move directly to arbitration.
5. Where arbitration is pursued, the Bishop may either arbitrate the matter personally by convening a meeting of the parties in the dispute to hear all sides of the dispute, or appoint an arbitration panel to hear the parties and recommend a course of action to the Bishop who would then decide the matter.
6. Where an arbitration panel is appointed by the Bishop, it shall be made up of three members of the congregation who are spiritually mature and who have been active members of the congregation for not less than five years, and two members from outside the congregation, at least one of whom shall be a clergy person.
7. Notwithstanding the foregoing, in matters of discipline related to the Bishop's Licence, the Bishop shall have the final say in matters under dispute.
8. Nothing in the foregoing is meant to replace ongoing regular supervision and professional, collegial exchanges between the incumbent, the vestry and individual parish officers, or between the incumbent and the Bishop.
9. While the foregoing procedure applies to appointed and elected parish individuals and groups, nothing in this regulation is meant to prevent its voluntary extension to disputes involving other members of the parish provided all these involved agree.

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REGULATION 16

Diocesan Representatives

1. People who are members of committees of the General and Provincial Synods or who attend workshops or conferences as representatives of the diocese, and/or whose expenses are paid for in whole or in part by the diocese, shall report in writing to the synod or Diocesan Council, as may be appropriate, and their names will be made known as resource people to the parishes.

November 93

REGULATION 17

Sexual Abuse and Sexual Harassment

1. Beliefs:
 1. We believe all human beings have been made by God and in the image of God. Anyone who professes to love God is obliged, therefore, to respect the dignity of every human being.
 2. Not only are we obliged, as followers of Jesus, to look for the image of God in all people, but we also like him, are called to defend, protect and provide for those who are weaker or more vulnerable. Loving our neighbors as ourselves obviously entails maintaining a proper relationship with our peers.
 3. When someone is abused or harassed by a Christian believer, not only is that person harmed, but the Church is also harmed. Each time this happens, there will be people who find the Church less attractive, and the Christian gospel more difficult to believe. Their trust in God and in Christian community may be seriously jeopardized.
 4. When anyone is abused or is sexually harassed by an employee or a volunteer of the Church, the implications are usually even more hurtful and affect a wider circle of people. Those in leadership positions are always called to a higher standard of behavior. That is why the forms of ordination in both the Book of Common Prayer and the Book of Alternative Services require members of the clergy to promise to do their best to be "wholesome examples" to all people.
 5. The burden of responsibility for appropriate and helpful behavior in a pastoral relationship rests with the ordained person. Those who come to a pastor for help are particularly vulnerable. The authority of the pastor's position can be used to put people in an even more vulnerable state. Sexual abuse of an employee, parishioner or volunteer, and sexual harassment of another priest or co-worker are never acceptable. When this does happen it must be named as sin.

6. When cases of sexual abuse and sexual harassment occur, the Church must respond with a concern for healing and justice. The policy and procedures, which follow, are meant to ensure that the abused or harassed and the perpetrators are treated fairly and that justice and healing can be found by all those involved.
7. This policy applies to ordained and non-ordained employees and volunteers in the Church.

2. Definitions:

1. Sexual abuse is defined as sexual activity or contact (not limited to sexual intercourse) in which a person in authority takes advantage of the vulnerability of the parishioner, client, or employee by causing or allowing such a person to engage in sexual behavior within the professional relationship.
Such behavior constitutes abuse because the pastoral role is based on trust. Sexualization of the role violates boundaries inherent in a relationship, which is based on trust. Given the presence of such authority in the relationship, the determining of full, free consent of the parishioner or client is always problematic.
2. Sexual harassment is defined as the sexualization of a relationship with another pastor or co-worker.
The sexualization of the relationship may occur through the introduction or imposition of sexist or sexual remarks, requests or requirements, either where a power differential exists or where no such differential is present but where the behavior is unwanted or offensive to the recipient.
3. Behavior which may constitute either sexual abuse or sexual harassment is not limited to, but includes the following: generalized remarks and conduct conveying insulting or degrading attitudes about a gender; inappropriate and offensive sexual advances; coercion of sexual activity through threats; sexual imposition such as attempts to fondle, kiss or grab, and sexual assault.

3. Principles

1. The principles of natural justice shall be followed in carrying out this policy. Without limiting the general intent of this policy, all persons who are accused, investigated or disciplined pursuant to this policy are entitled to be
 - (a) given written notice of the charge against them and the particulars of the charge,

- (b) presumed innocent until the commission of the offense by them is proved on a balance of probability,
- (c) heard in their own defense,
- (d) represented in their defense by legal counsel or other representative of their own choice,
- (e) present, with legal counsel or other representative, when a hearing is held under the authority of this policy to inquire into the charges,
- (f) given opportunity to cross - examine witnesses who have given testimony against them at a hearing convened pursuant to this policy, and to present evidence and witnesses on their own behalf,
- (g) tried by persons who are not biased against them, and
- (h) tried within a reasonable time.

4. Procedures

1. There will be a Diocesan Response Team (DRT) appointed by the bishop in consultation with the Executive Committee, which shall consist of three persons, at least one of whom shall be lay and on which both genders shall be represented. The DRT shall be made up of a senior priest of the diocese, a Christian person who is knowledgeable in the area of sexual abuse and sexual harassment and, a person who is knowledgeable in the area of human relationships including sexual abuse and sexual harassment.
2. The Diocesan Response Team shall operate at the call of the bishop and shall carry out the following duties:
 - (a) investigate complaints of inappropriate sexual behavior, pursuant to the purposes and procedures of this policy;
 - (b) show appropriate pastoral sensitivity during the investigation and advise the bishop of pastoral needs in the circumstance;
 - (c) advise the bishop in writing of its findings.
3. The expenses of the DRT shall be borne by the diocese upon authorization of the bishop.
4. Members of the DRT will be appointed for a three-year term. Although members may be eligible for re-appointment, service will ordinarily be limited to two terms.
5. The steps in the procedure are as follows:
 - (a) Complaint A complaint of unethical or inappropriate sexual behavior by an employee or volunteer acting on behalf of the Church, shall be made by the complainant to the bishop. Alternatively, the complaint may be made to the

bishop's designate of the other gender who shall be named by the bishop pursuant to this policy. If the complaint is against the bishop, it shall be made to the metropolitan. Although the complaint may be made verbally initially, it must be in writing before further action will be taken. The complainant may request that an informal resolution of the matter be attempted before the full procedures pursuant to this policy are invoked. The bishop, in consultation with the DRT will give such requests appropriate consideration. The bishop will give written notice of the complaint to the accused person. A criminal charge related to unethical or inappropriate sexual behavior against an employee or volunteer acting on behalf of the Church shall be treated as a complaint under this policy.

- (b) Investigation The bishop shall consult with the DRT within 48 hours of receipt of a written complaint regarding an appropriate course of action. An assessment will be made by the bishop in consultation with the DRT as to whether the situation must be reported to civil authorities under law. Apparent criminal behavior will be reported to appropriate police authorities. If a criminal action proceeds, the bishop shall defer further action pursuant to this policy until it is completed. Notwithstanding the foregoing, nothing in this policy shall be construed as limiting the authority of the bishop in the disciplining of clergy pursuant to the Canons of General Synod on licensing and discipline.

A "no investigation" decision by the bishop may only be taken after consultation with the Executive Committee. If the complainant is not prepared to accept the no investigation decision, the complainant may appear before the Executive Committee for the purpose of requesting the Executive Committee to order an investigation. The Executive Committee shall hold a meeting within 14 days of receipt of the request to meet to hear the request for an investigation. The decision of the Executive Committee in this matter shall be final. The Executive Committee shall observe a strict code of confidentiality in these matters. The bishop shall inform the accused and the complainant of the decisions taken at this step in the procedure.

- (c) DRT Preparation When an investigation has been ordered, the DRT will meet with the bishop and any resource persons needed to provide appropriate training and to assist in the development of a plan for the investigation. The DRT will meet with the accused, the complainant and others as necessary during the course of the investigation. When pursuing

the pastoral aspects of its responsibilities, the DRT will consider the alleged victim, the alleged offender, their families and those close to them, the congregation immediately involved and the members of the clergy of the diocese.

- (d) DRT Report The DRT shall present a written report of its findings to the bishop no later than 45 days after the investigation was ordered. The report shall contain the names and dates of all those interviewed during the investigation, who did the interviewing and the findings as a result of the interviews. Recommendations shall not form a part of the report of the DRT.
- (e) Decision about Formal Hearing The bishop shall decide within 7 days of receipt of the DRT report whether to order a formal hearing to inquire into the complaint to determine guilt or innocence. The bishop shall also decide whether a temporary suspension of the accused person, with salary and benefits, should occur at this point. If a formal hearing is ordered by the bishop, legal counsel will be engaged to assist with the drawing up of specific charges on behalf of the diocese. The charges will be served on the accused and they will include the date and place of the hearing, together with notice that the hearing may proceed in the absence of the accused. The complainant will be advised in writing by the bishop that the hearing will be held.
- (f) Formal Hearing The Executive Committee shall be responsible for appointing annually a Diocesan Discipline Committee (DDC) of three persons, at least one of whom shall be lay and on which both genders shall be represented, as follows: a senior priest of the diocese and two other persons who are practicing Christians. Continuity on the DDC will be provided by staggered appointments initially of three, two and one years. Re-appointment for a second term may be made by the Executive Committee. The DDC shall determine its own procedures subject to section 3 of this policy.

Training will be provided the DDC as determined by the bishop. The DDC shall meet as required by the bishop to hear evidence and decide guilt or innocence pursuant to the charges brought against an accused person by the diocese. The DDC will provide its written report to the bishop no later than 7 days after the hearing ends. The report will list the witnesses who testified at the hearing and the Committee's findings of guilt or innocence, with reasons, for each of the charges. The bishop will inform the accused

and the complainant in writing of the DDC's decision and of the appeal procedure. When an accused person has been found not guilty, a public statement to this effect will be made under the authority of the bishop, subject to consultation with the accused, and distributed as widely as appropriate.

(g) Penalty Where the DDC has found the accused to be guilty, the bishop will decide the penalty and administer Church discipline pursuant to the Canons of General Synod on licensing and discipline. If discipline action against an employee is taken, the bishop may invoke the following sanctions:

i. Admonition

(a) Caution. In a case in which conduct has been unwise, but not necessarily unethical, the bishop may give an oral caution to the person. No record of this caution will be kept on the person's file.

(b) Warning. In a case of clearly inappropriate and possibly unethical behavior, the bishop may give a warning in writing. A copy of this warning will not be kept on this person's file.

(c) Reprimand. In a case involving unethical behavior, the person will appear before the bishop and will be given a reprimand in writing. As well as the reprimand, any written record of this incident that appears on this person's file will be shared with that person.

(d) Censure. A record of the action will be put on file. In a case in which disciplinary or rehabilitative action is called for, rehabilitation will be provided as needed, with ongoing accountability to the bishop for at least a year.

ii. Inhibition. If a person voluntarily admits to an offense or is convicted of the same, the bishop may either remove permanently or suspend that person under Canon 4.

If a volunteer is found guilty of sexual misconduct, she or he will not be permitted to hold office in any parish until such time as the bishop, in consultation with the DRT, removes the ban and the individual applies for such permission after five years have passed since the conviction.

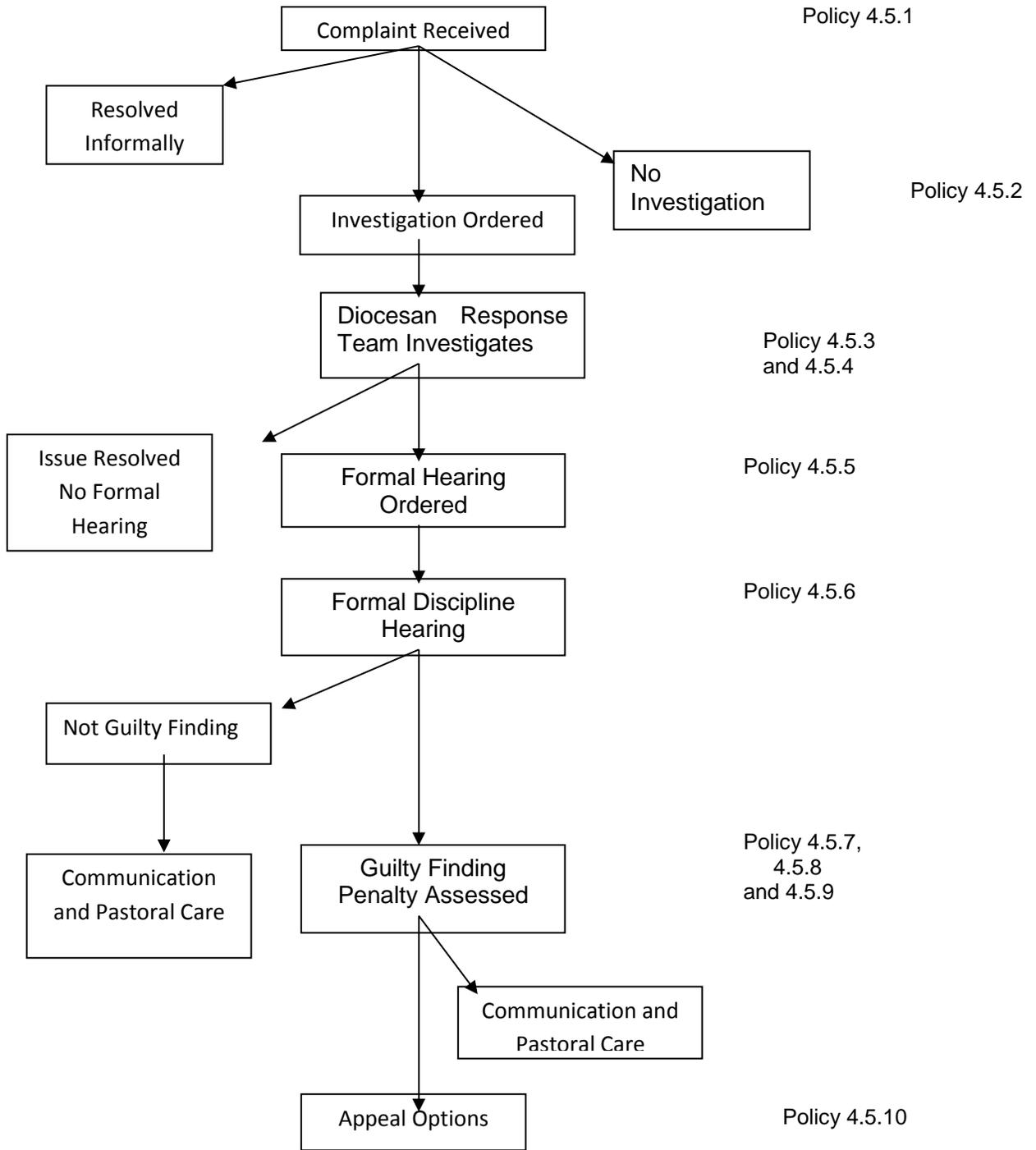
(h) Records. Files and records, which may be kept on individuals pursuant to this policy, will be accessible for examination by the individual, with the authorization of the bishop. After five years such files and records will be

removed to a special confidential storage with access under authorization of the bishop as determined on a case-by-case basis.

- (i) Pastoral Care The bishop will attempt to help both the victim and the offender obtain appropriate therapeutic and pastoral care. Where it is appropriate and possible, the bishop will also attempt to help the families of those involved. When it is considered appropriate, the bishop, subject to consultation with those involved, will inform the parish or place of ministry of the circumstances of the complaint and the subsequent action that has been taken, and will seek to facilitate general healing.
- (j) Appeal. Where a written notice of appeal is received from the accused the Executive Committee shall establish, with the cooperation of the Dioceses of Saskatchewan and Qu'Appelle, a three person Appeal Board consisting of an episcopal, a clerical and a lay representative nominated by the bishops of the two dioceses. The Appeal Board shall convene to hear and decide the appeal. The Appeal Board shall have the authority to confirm, alter or reverse the decision of the DDC, to alter the penalty or to recommend to the Executive Committee that a new discipline hearing be held. The expenses of the Appeal Board shall be borne by the diocese upon authorization of the bishop. The decision of the Appeal Board shall be given within 7 days of its hearing the appeal and shall be final and binding on the parties. If no written notice of appeal is received by the bishop within 30 days of the report of the DDC, or where the accused waives appeal, the case will be closed.

March 95

Diocese of Saskatoon Policy on Sexual Abuse and Sexual Harrassment



REGULATION 18

Procedure for Submitting Resolutions to Synod

1. Definition

- .1 A resolution is a formal proposal calling for the Diocese of Saskatoon to take a certain action or to express a certain view or set of beliefs.
- .2 Resolutions, which call for revisions to the constitution, canons or regulations, are subject to Articles 17, 18, and 19 of the Constitution respectively. When passed they will appear in the appropriate sections of the Diocese of Saskatoon Diocesan Handbook.
- .3 Resolutions which call for actions or expressions which are not to become a part of the constitution, canons, or regulations, when passed, will appear in a separate section of the Diocesan Handbook entitled "Operational Policies".

2. Format

- .1 Resolutions should be unambiguous, direct and concise so that a specific action is being called for or a clear statement of beliefs is being provided.
- .2 Resolutions are to begin with the words "Be it resolved" and state who is to do what or be easily identified as a statement of beliefs.
- .3 The use of a "Whereas" section in addition to the main body of the resolution will not be accepted by the Resolutions Committee.
- .4 Movers of a resolution may submit brief background or explanatory information to be published with the resolution to facilitate discussion. Explanatory comments are to describe the actual situation; the resolution describes an action or the desired situation.
- .5 The Resolutions Committee will edit explanatory comments for length and clarity. Known errors of fact will not be published.

3. Procedure

- .1 Resolutions may be submitted for the consideration of Synod by any member of Synod.

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- .2 Individuals and parishes who wish to place resolutions before Synod are required to have their resolutions submitted by a Synod delegate.
- .3 The deadline for submitting resolutions which will be distributed to delegates prior to the meeting of Synod shall be the fifth Friday prior to the first day of the Synod.
- .4 The deadline for submitting resolutions at the Synod meeting shall be 6.00 p.m. of the second last day of Synod.

- .5 The Bishop shall appoint three members of Synod who shall be the Resolutions Committee for the Synod. The Resolutions Committee shall edit resolutions for format and clarity.
- .6 Notwithstanding the foregoing, a delegate may submit a resolution to the Resolutions Committee at any time during the Synod meeting. If the Resolutions Committee determines that the content of the resolution is of pressing urgency or deals with matters that could not have been reasonably foreseen prior to the deadlines, it will place the resolution before Synod. If the Committee does not place the resolution before Synod, the delegate will have to obtain an eighty percent vote of the orders voting together to have the resolution considered."

March 96

Regulation 19

ANGLICAN DIOCESE OF SASKATOON

Privacy Policy

Introduction

It is the policy of the Anglican Diocese of Saskatoon to respect and protect the privacy of all staff, all clergy, all members and volunteers in parishes and any other individual, by ensuring protection for personal information which is kept on file either electronically or in hard-copy filing systems. The policy which follows contains guidelines and processes to be used in dealing with sensitive personal information. This policy is intended to ensure that the Diocese is acting in compliance with the *Privacy Act* of Saskatchewan and with the federal *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

All individuals who have access to any of the personal information retained by the Diocese or in the parishes of the Diocese, whether they are employed by the Diocese or by a parish, or are in volunteer positions, need to familiarize themselves with the Privacy Policy. Anyone who is not conversant with the policy must not be allowed to have access to personal information contained in the records of the Diocese or a parish of the Diocese.

Staff and volunteers who have access to documents or information that fall under the privacy policy should be asked to review the policy and to sign the attached *Privacy Policy Employee and Volunteer Compliance Form*.

If staff or volunteers have any questions regarding the policy or the compliance form, these questions should be directed to the Privacy Officer of the Diocese, Lorea Eufemia, prior to signing the compliance form, and prior to having any access to confidential personal information. Any individual who has indicated that they understand and will comply with this privacy policy will be subject to discipline should it be determined that they have acted in a manner which is not compliant with the policy.

Protecting Personal Information in the Diocese of Saskatoon

On January 1, 2004, Canada's *PIPEDA* came into effect. The Act balances the need for

organizations to gather and use personal information with the rights of individuals to privacy. It also gives an individual control over personal information by requiring organizations to obtain consent to collect, use or disclose information. Personal information includes all information an organization collects, retains or uses that can in any way identify or give information about an individual. It does not include the name, title, business address or business contact information of an organization's employee. The *Privacy Act* of Saskatchewan provides further protection in the case of personal documents, such as diaries or letters, which may come into the possession of the Diocese or of a parish within the Diocese.

The policy which follows has been designed to reflect the ten principles for the protection of personal information set out in *PIPEDA*. These principles are:

1. Accountability The Diocese of Saskatoon and the parishes within the Diocese are responsible for maintaining and protecting all personal information under their control. A Privacy Privacy Officer has been designated who is accountable for compliance with the ten principles that comprise the policy.

2. Identifying purposes When the Diocese or a parish asks for personal information, the purpose for which it is being collected will be identified. The information is used to inform members about the life of the church, maintain subscriptions to church publications, register attendance for church events and compile statistical and historical information about the Diocese or the parish. Personal information is not shared with third parties without express consent.

3. Consent The policy requires the knowledge and consent of an individual for the collection, use or disclosure of personal information relating to an individual, except where it is required or permitted by law.

4. Limiting Collection The Diocese or a parish collect information by fair and lawful means and limits collection to those details necessary for identified purposes. The personal information collected is usually limited to name, title, gender, address, telephone number, email address and congregational or committee membership.

5. Limiting Use, Disclosure and Retention The Diocese and the parish use personal information only for the purpose for which it was collected unless specific consent is sought to do otherwise. Personal information is retained indefinitely for archival purposes unless a request is made to have it deleted.

6. Accuracy The Diocese and the parish endeavor to ensure that the information collected and used is accurate, up to date and as complete as possible. However, individuals are relied upon to advise the Diocese and the parish of changes to their personal information. Individuals may request access to their personal information and if applicable, request that corrections or changes are made.

7. Safeguarding Information The Diocese and the parishes apply appropriate safeguards to computer networks and physical files and access to personal information is restricted to those employees and authorized administrators who need to use the information for the identified purposes.

8. Openness The Diocese and the parishes make information available to everyone concerning the practices that apply to the protection of personal information.

9. Individual Access At the request of an individual, information will be provided of the existence, use and disclosure of information and the individual will be given access to it. An individual may verify the accuracy and completeness of information, and may request that it be amended or deleted.

10. Challenging Compliance The diocesan Privacy Officer will answer any questions or enquiries about the Diocese of Saskatoon Privacy Policy or practices

For questions or queries about the privacy policy, please contact:

Synod Office
1-505-23rd Street East
Saskatoon

Privacy Policy

1. Accountability

1.1 The Administrative Officer of the Diocese of Saskatoon is hereby appointed as the Privacy Officer of the Anglican Diocese of Saskatoon.

1.2 All persons, whether employees, volunteers or board or committee members who collect, process or use personal information shall be accountable for such information to the Privacy Officer.

1.3 This policy shall be made available upon request.

1.4 Any personal information transferred to a third party for processing is subject to this policy. The Privacy Officer shall use contractual or other appropriate means to protect personal information at a level comparable to this policy while a third party is processing this information.

1.5 Personal information may be collected, retained or used by the Diocese or by a parish within the Diocese only after the Privacy Officer gives written approval. This information shall be secured according to the Privacy Officer's instructions.

1.6 Any person who believes the Diocese or a parish within the Diocese uses personal information collected, retained or used for purposes other than those the person explicitly approved may contact the Privacy Officer to register a complaint or make a related inquiry.

1.7 Upon receiving a complaint from any person regarding the collection, retention or use of personal information, the Privacy Officer shall promptly investigate the complaint and notify the person who complained about his/her findings and corrective action taken, if any.

1.8 Upon receiving the response from the Privacy Officer, the person who filed the complaint may appeal to the Executive Committee of the Diocese to review and determine the disposition of the complaint at issue.

1.9 The determination of the Executive Committee shall be final and the Privacy Officer shall abide by and implement any of their recommendations.

1.10 The Privacy Officer shall communicate and explain this policy and give training regarding it to all employees and volunteers who might be in a position to collect, retain or use personal information.

1.11 The Privacy Officer shall prepare and disseminate information to the constituency which explains the policies and procedures for the protection of personal information.

2. Identifying Purposes

2.1 The Privacy Officer shall document the purpose for which personal information is collected to comply with the openness and individual access principles outlined below.

2.2 The Privacy Officer shall determine the information that will be needed to fulfill the purposes for which the information is to be collected in order to comply with the limited collection principle.

2.3 The Privacy Officer shall ensure that the purpose is specified at or before the time of collecting the personal information from an individual.

2.4 The Privacy Officer shall ensure that the information collected will not be used for any other purpose before obtaining the individual's approval, unless the new purpose is required by law.

2.5 The Privacy Officer shall ensure that a person collecting personal information will be able to explain to the individual why the information is being collected, how it will be retained and if and when it will be disclosed.

2.6 The Privacy Officer shall ensure that limited collection, limited use, disclosure and retention principles are respected in identifying why personal information is to be collected.

3. Consents

3.1 The Privacy Officer shall ensure that the individual from whom personal information is collected consents to the collection and to the manner in which it will be used and disclosed.

3.2 The Privacy Officer shall ensure that the individual can reasonably understand why and how the information will be used when consent is given.

3.3 The Privacy Officer shall ensure that express consent is obtained wherever possible and appropriate. In some circumstances, implied consent may be acceptable if the information's sensitivity and the policy's purpose and intent is respected. (For example, implied consent might exist if it is generally understood that information obtained when a new member joins a parish will be used for all church-related purposes.) Implied consent may not be assumed if the parish or Diocese passes on personal information to an outside organization.

3.4 In obtaining consent, the Privacy Officer shall ensure that the individual's reasonable expectations are respected. For example, a person giving his/her name to the Diocese to receive the Anglican Journal reasonably expects that the church will use that personal information to send other information about itself. The individual would not likely expect that the information would be used for fundraising.

3.5 The Privacy Officer shall ensure that the express consent obtained from an individual is clear and in an appropriately verifiable form. For example, an application form may be used and kept on file where the individual consents to the collection and specific use; a check box may be used to permit information already on file to be used for a new purpose; consent may be given orally which would require the receiver of the consent to create appropriate documentary evidence; or consent might be given by email, requiring an electronic record to be maintained.

3.6 The Privacy Officer shall ensure that the individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. The individual shall promptly be informed of the implications of the withdrawal.

4. Limiting Collection

4.1 The Privacy Officer shall ensure that personal information will not be collected indiscriminately. Both the amount and type of information collected shall be limited to that which is necessary to fulfill the purposes identified.

4.2 The Privacy Officer shall ensure that information is collected only by fair and lawful means without misleading or deceiving individuals as to the reason.

4.3 The Privacy Officer shall ensure that the identifying purposes and consent principles are followed in identifying why personal information is to be collected.

5. Limiting Use, Disclosure and Retention

5.1 The Privacy Officer shall ensure that personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and any use of personal information shall be properly documented.

5.2 The Privacy Officer shall ensure that all personal information is destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant.

5.3 The Privacy Officer shall ensure that all use, disclosure and retention decisions are made in the light of the consent principle, the identifying purposes principle and the individual access principle.

6. Accuracy

6.1 The Privacy Officer shall reasonably ensure that the personal information is accurate, complete and up to date, taking into account the individual's interests. The Privacy Officer shall ensure that the information is sufficiently accurate, complete and up to date to minimize the possibility that inappropriate information might be used to make a decision about an individual.

6.2 The Privacy Officer shall ensure that a parish or the Diocese does not routinely update personal information unless it is necessary to fulfill the purposes for which it was collected.

6.3 The Privacy Officer shall ensure that personal information used on an ongoing basis should be generally accurate and up to date, unless limits to the requirement for accuracy are clearly outlined

7. Safeguards

7.1 The Privacy Officer shall ensure that the Diocese has security safeguards to protect personal information against loss or theft and unauthorized access, disclosure, copying, use or modification. This shall be done regardless of the format in which the Diocese holds the information.

7.2 Depending on the information's sensitivity, the Privacy Officer may permit reasonable discretion regarding the information that has been collected: the amount, distribution, format and method of storage. A higher level of protection shall safeguard more sensitive information according to the consent principle's considerations.

7.3 The Privacy Officer shall ensure that the protection methods include:

1. Physical measures (locked filing cabinets, restricted access to offices);
2. Organizational measures (security clearance, limiting access on a 'need to know' basis);
- and
3. Technological measures (passwords and encryption)

7.4 The Privacy Officer shall ensure that all employees and volunteers know the importance of keeping personal information confidential.

7.5 The Privacy Officer shall ensure that care is taken when personal information is disposed of or destroyed to prevent unauthorized parties from gaining access to it.

8. Openness

8.1 The Privacy Officer shall ensure that the Diocese and all parishes are open about policies and practices regarding the management of personal information. The policies and information about the related practices shall be available without unreasonable effort in a generally understandable format.

8.2 The Privacy Officer shall ensure that information about policies and practices for protecting privacy shall include:

- a. The name or title and address of the Privacy Officer who is accountable for the policies and practices and to whom complaints or inquiries may be forwarded;
- b. The means of gaining access to personal information held by the Diocese or by a parish;
- c. A description of the type of personal information held, including a general account of its use;
- d. A copy of any information that explains the policies, standards or codes; and
- e. An indication of what, if any, personal information is made available to related organizations.

8.3 The Privacy Officer shall ensure the information that must be provided according to 8.2 is available on the diocesan website or in print as requested.

9. Individual Access

9.1 The Privacy Officer shall ensure that upon request, an individual shall be informed whether the Diocese or a parish holds personal information about him/her. If possible, the information's source shall also be given. The individual will be allowed access to this information. The Diocese or the parish shall also account for the use that has been made or is being made of this information and give an account as to any third parties to whom it has been disclosed.

9.2 If the Diocese or a parish has supplied personal information about an individual to third parties, the Privacy Officer shall ensure that an attempt is made to be as specific as possible with a list of the organizations to which it has actually disclosed the information. If an actual list is impossible to provide, a list of organizations to which it might have disclosed information about the individual is to be provided.

9.3 The Privacy Officer shall ensure that the Diocese or the parish responds to an individual's request within a reasonable time and at minimal or no cost to the individual. The requested information shall be made available in a generally understandable form with abbreviations or codes explained.

9.4 The Privacy Officer shall ensure that when an individual successfully demonstrates the inaccuracy or incompleteness of personal information, the Diocese or the parish shall amend the information as required. When appropriate, the amended information shall be transmitted to third parties having access to the information.

10. Challenging Compliance

10.1 The Privacy Officer is authorized to address a challenge concerning compliance with the above principles.

10.2 The Privacy Officer shall develop procedures to receive and respond to complaints or inquiries about the policies and practices regarding the handling of personal information. The compliance procedures shall be easily accessible and simple to use.

10.3 The Privacy Officer shall inform individuals inquiring about lodging complaints that relevant complaint procedures exist.

10.4 The Privacy Officer shall investigate all complaints. If a complaint is found to be justified, the Privacy Officer shall take appropriate measures, including, if necessary, amending the policies

and practices.

Compliance Practices

The following practices are applicable to information gathered at the parish and diocesan level within the Anglican Diocese of Saskatoon. All officers and committees of the Diocese or of a parish within the Diocese, and all related organizations, are bound by the policy and agree to abide by it.

1. Accountability

The Administrative Officer of the Diocese, has been appointed as the Privacy Officer. The Privacy Officer may be contacted with any query or complaint related to the collection, use or retention of personal information. If a complaint is received, the Privacy Officer will investigate the complaint and take corrective action if required. If the complainant is not satisfied with the action of the Privacy Officer, he/she may appeal to the Executive Committee of the Diocese to review and determine the disposition of the complaint.

The Privacy Officer will communicate and explain the policy to all employees and volunteers who collect, retain or use personal information at the diocesan or parish level. Information which explains the privacy policy and the procedures in place to carry out the policy shall be made public on the diocesan website.

2. Identifying Purposes

The Diocese and the parishes collect personal information for the following general purposes:

- to create membership lists to communicate with committee and board members and volunteers
- to inform members about the life of the church
- to maintain subscriptions to church publications
- to register participants for church events
- to compile statistical and historical information

This list is not exhaustive and it may change or be added to occasionally.

Individuals will be informed at the time of collection why information is being collected and for what purposes it will be used.

3. Consent

An individual's consent will be sought for collection of personal information. Those collecting information will ensure that an individual can reasonably understand why and how the information will be used when consent is given.

Express consent will be obtained wherever possible. When an individual completes an application or registration form, consent to collect the information is assumed. Verbal consent will be recorded on electronic or hardcopy documents with the date and name of the person collecting the information. If consent is given in written or email form, a copy of the consent will be kept on file.

A large volume of personal information was collected prior to the adoption of the policy. This information will be handled in a manner consistent with the principles laid out in the policy. Individuals wishing to review their personal information held by the Diocese or by a parish may contact the Privacy Officer and may request the information be deleted.

Consent may be withdrawn by an individual at any time. The individual shall be informed of the implications of the withdrawal.

Documents such as news releases or electronic communications will give individuals the option not to receive information in the future and provide a means for them to unsubscribe from future mailings and to remove their address from the mailing list.

4. Limiting Collection

Information is collected for the purposes identified and is collected in a fair and lawful manner, consistent with the principles of the privacy policy. Information may be collected on an application or registration form or verbally. If collected verbally, the person gathering the information will record the date, the reason for collecting the information and an indication that consent was given.

The personal information collected is usually limited to name, title, gender, address, telephone number, email address and congregational or committee membership.

5. Limiting use, disclosure and retention

Personal information will only be used for the purposes identified.

Personal information is only able to be accessed by staff persons, administrators and volunteers of the parish and the Diocese. All staff and volunteers will be provided guidance about how to appropriately use, retain and protect personal information.

Personal information will not be disclosed to any third party without an individual's consent. If personal information is to be published either in a document or on a diocesan or parish website, express consent will be obtained from the individual(s) to publish their information prior to publication.

Individuals who would normally have their personal information published in a diocesan or parish directory will be given the option to have their personal information suppressed. If the information is to be suppressed, their contact information will be listed as the appropriate parish or synod office. If a third party requests personal information about an individual who chooses to suppress their information, the individual must be contacted to obtain their consent prior to releasing the information.

Personal information may be retained indefinitely as the information is often used to compile statistical, archival and historical records about the church. Individuals may request that their personal information be deleted.

6. Accuracy

The Diocese and parishes within the Diocese will endeavor to ensure that personal information collected and used is accurate. However, individuals are relied upon to inform the church of changes to their personal information. Changes should be communicated to the applicable parish office or to the Synod Office.

Individuals may request access to their personal information to review it for accuracy by contacting the Privacy Officer.

7. Safeguarding Information

Personal information is now often stored in computer databases at the Synod Office or in parish offices. All staff and volunteers will be provided guidance about how to appropriately use, retain and protect personal information.

Information that is printed such as mailing lists, committee membership lists etc will be protected against loss, theft or unauthorized access by ensuring such information is securely filed after use. Printed personal information will be shredded prior to being discarded.

8. Openness

The Diocese will publish its policies and practices regarding the management of personal information on its website. Individuals who request information about the policy and practices may be directed to the website if appropriate or will be provided with a hardcopy of the policy and these compliance practices.

9. Individual Access

Individuals are entitled to know what personal information the Diocese or a parish holds and how it is to be used, disclosed or retained. An individual may make a request to access their information by contacting the Privacy Officer. The Diocese will respond to such requests within a reasonable time and at no cost to the individual. Corrections to information and requests to delete information will be handled as quickly as possible. Subsequent changes should be communicated to the appropriate parish office or to the Synod Office.

10. Challenging Compliance

The Privacy Officer will address all concerns and queries related to the collection, use and retention of personal information and will respond to any challenges as soon as possible. Complaints or queries will be received in writing by the Privacy Officer to:

Privacy Policy Employee & Volunteer Compliance Form

I, (print name) _____, have read and understood the Privacy Policy published by the Diocese of Saskatoon with regards to their position and policy relating to *The Privacy Act* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)*:

By signing this form I am indicating that I will uphold the policies of the Diocese of Saskatoon with respect to the above mentioned privacy policies. I acknowledge that by signing this form I understand that should my actions not be consistent with the Privacy Policy of the Diocese of Saskatoon that I will be subject to disciplinary action and possible dismissal from my position (this applies to both paid and volunteer positions).

Signature _____ Date _____

Witness Date

Any questions regarding this Privacy Policy Form should be directed to the Diocese of Saskatoon Privacy Officer at the Synod Office,

Regulation 20

Maternity and Parental Leave

1. Under this policy, the Diocese of Saskatoon intends to provide to clerical and lay employees maternity and parental leave benefits equal to or better than those guaranteed under federal and

provincial legislation or under other benefit plans available to employees. Female employees are by statute entitled to a period of maternity leave, and both female and male employees are entitled to a period of parental leave.

2. The minimum requirements for maternity and parental leave are set out in the Saskatchewan *Labour Standards Act*. The Act contemplates that a female employee who has been employed for at least 20 weeks of the preceding 52 weeks is entitled to a period of 18 weeks of maternity leave, to commence at any time during the 12 weeks prior to the expected birth date of a child. The Act also provides that an additional 34 weeks of leave may be taken as parental leave; either parent may take advantage of this provision, but the total combined period of leave for both parents is 34 weeks. Further provisions spell out the requirements for adoption leave.

The federal Employment Insurance scheme provides income replacement benefits for up to 15 weeks of the period of maternity or parental leave. It should be noted that this is the only amount guaranteed by statute.

The statutory provisions concerning these entitlements are complicated, and it may be advisable for an employee to seek clarification from the Ministry of Advanced Education, Employment and Labour or from the Employment Insurance office.

3. The parish, if the lay or clerical employee is employed by a parish, will pay an amount equal to 100% of the employee's regular salary for the elimination period required under the Employment Insurance scheme (weeks 1 and 2 of the leave). In the case of clerical or lay employees employed by the Diocese, the Diocese shall pay the equivalent amount.

4. In the case of clerical employees or lay employees employed by the Diocese, the Diocese will pay an amount sufficient, in combination with Employment Insurance benefits, to equal 100% of the employee's regular salary for the first two weeks of Employment Insurance maternity, parental or adoption leave benefits (weeks 3 and 4 of the leave). In the case of lay employees employed by a parish, the parish shall pay an equivalent amount.

5. For clerical employees or lay employees employed by the Diocese, the Diocese shall pay an amount sufficient, in combination with Employment Insurance or any other benefits, to equal 80% of the employee's regular salary for a period not exceeding 10 additional weeks of the maternity, parental or adoption leave period; this compensation applies only to clerical or lay employees who have been employed continuously for a period of 52 weeks or more prior to the beginning of the leave. In the case of lay employees employed by a parish continuously for a period of 52 weeks or more prior to the beginning of the leave, the parish shall pay an equivalent amount. A period of maternity, parental or adoption leave during the 52 week period prior to the commencement of the leave shall be counted as part of the 52-week period of employment necessary to be eligible for leave under this regulation.

6. Travel reimbursement or allowance is not paid during the period of maternity or parental leave.

7. Interim ministry or replacement of lay employees employed by a parish is the responsibility of the parish, though the Diocese may provide additional financial support if it considers it appropriate to do so.

8. The ordinary compensation package for a lay or clerical employee is not paid during the period of maternity, parental or adoption leave. All group benefits (including pension, disability, and health benefits) may be maintained during the leave period provided that the employee pays their own share of the premiums or contributions towards these benefits. If these premiums and contributions are paid by the employee, the Diocese or the parish shall pay the employer's normally required share of these premiums and contributions. If these benefits are maintained during the leave period, they must be continued for the entire leave period at the contribution and premium rates in place when the leave began.

9. A clerical employee or a lay employee employed by the Diocese who wishes to take maternity leave shall inform the Bishop and, in the case of a clerical employee employed in a parish, the parish wardens in writing at least four weeks prior to the date the leave is expected to begin. This notice shall specify the date the leave is expected to begin. A lay employee employed by a parish shall give notice in writing to the parish wardens at least four weeks prior to the date the leave is expected to begin, and shall specify the actual date the leave is expected to begin. Employees shall indicate in this notice what length of leave they intend to take.

10. A clerical employee or a lay employee employed by the Diocese shall give at least two weeks notice in writing to the Bishop and, if appropriate, the parish wardens, specifying an actual date when the employee expects to return from leave. A lay employee employed by a parish shall give such notice to the parish wardens.

11. A clerical employee or a lay employee employed by the Diocese shall give at least four weeks written notice to the Bishop and, if appropriate, the parish wardens, that they intend to take parental or adoption leave. This notice should specify an actual date on which the leave is expected to begin. A lay employee employed by a parish should give such notice to the parish wardens. It is not necessary to provide this notice if the employee is a female employee who has already given notice of the anticipated date of the commencement of maternity leave.

12. A clerical employee or a lay employee employed by the Diocese shall give at least two weeks written notice to the Bishop, and, if appropriate, the parish wardens, specifying an actual date on which the employee intends to return from leave. A lay employee employed by a parish shall give such notice to the parish wardens.

13. In the event it is necessary for an employee to adjust the dates for the commencement or conclusion of the leave, notice shall be given of the required changes as early as possible.

14. The employer, whether the Diocese or the parish, guarantees the employee returning from maternity or parental leave continued employment in the same position and with at least the same compensation that the employee had at the beginning of the leave.

Regulation 21 Harassment Policy

1. Every employee and volunteer is entitled to employment free of harassment. The Diocese of Saskatoon is committed to a harassment-free workplace and volunteer environment where everyone is treated with dignity and respect.

2. Harassment is prohibited under the *Occupational Health and Safety Act* of Saskatchewan, and harassment based on prohibited grounds is also prohibited by the *Saskatchewan Human Rights Code*.

3. The definitions and procedure in Regulation 17 address sexual harassment and abuse.

4. This harassment policy covers the following:

Harassment Based on Prohibited Grounds

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and

- constitutes a threat to the health or safety of the employee or volunteer.

Personal Harassment

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects an employee or volunteer's psychological or physical well-being; and,
- the perpetrator knows or ought to reasonably know would cause the employee or volunteer to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single serious incident that causes a lasting harmful effect on the employee or volunteer. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- Verbal or written abuse or threats
- Insulting, derogatory or degrading comments, jokes or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage
- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

5. This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, or disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences. Note that managerial and supervisory action must be carried out in a manner that is reasonable and not abusive.

The policy also does not extend to harassment that arises out of matters or circumstances unrelated to the employee's employment or the volunteer's mandate. For example, harassment that occurs during a social gathering of co-workers that is not sponsored by the employer is not covered. However, harassment that occurs while attending a conference or training session at the request of the Diocese of Saskatoon is covered within this policy.

Other situations that do not constitute harassment include:

- Conduct which all parties agree is inoffensive or welcome
- Conflict or disagreements in the workplace or volunteer environment, where the conflict or disagreement is not based on one of the prohibited grounds

Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

6. Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary for the purposes of investigating the complaint, taking corrective action with respect to the complaint or as required by law.

7. Action will be taken to prevent reprisal against persons who make a harassment complaint in good faith, which may mean informing complainants and alleged harassers of this commitment.

8. Appropriate action, sufficient to ensure that the harassment stops and does not happen again, will be taken against persons who are or were engaged or participated in harassment.

9. All employees and volunteers, including administrators, diocesan officials and supervisors, within the Diocese of Saskatoon shall refrain from causing or participating in the harassment of another employee or volunteer, and shall co-operate with any person investigating harassment complaints.

10. This policy sets out three types of complaints procedures that may be used following instances where harassment is alleged.

No Alleged Harasser Named and Informal Resolution Sought

Step 1: An individual reports an incident or concern to the incumbent of a parish or the Chancellor of the Diocese.

Step 2: The incumbent or the Chancellor reviews the complaint procedures with the complainant and informs the Bishop of the complaint.

Step 3: The Bishop takes action or designates someone to take action appropriate and necessary to address the complaint. Such action may include:

- Having meetings with appropriate parties to discuss and review the policy
- Providing workshops, videos or written information on the prevention of harassment

The Bishop informs the complainant of the action that will be taken to address the complaint or concern.

With this procedure, the Bishop or anyone acting on behalf of the Diocese, should not disclose the complainant's name or other identifying information to any person, unless the complainant agrees to the release of identifying information in order to implement the harassment policy, the resolution process, or the final resolution itself.

Alleged Harasser Named and Informal Resolution or Mediation Sought

Step 1: An individual reports an incident or concern to the incumbent of a parish or the Chancellor of the Diocese.. The complaint should be recorded in writing in a form containing the information provided in Step 1 of the procedure below where an investigation is required.

Where an informal resolution is sought the complainant should indicate the type of resolution and resolution process sought. Examples include an apology, counselling or coaching by the Bishop or someone designated by the Bishop, a facilitated meeting with the alleged harasser, workshops or training sessions, and mediation.

Step 2: The incumbent or the Chancellor reviews the complaint procedures with the complainant and informs the Bishop of the complaint. The person receiving the complaint will also meet privately with the alleged harasser to review the complaint and determine whether there is an agreement on a resolution or a resolution process.

Step 3: Where there is agreement on the resolution or resolution process to be used, the person receiving the complaint informs the Bishop of the agreement and facilitates the agreed-upon resolution or resolution process.

Step 4: The complainant is informed that a formal complaint procedure is an option if the complainant, the alleged harasser or the Bishop do not agree on a resolution process, or if the resolution process does not resolve the matter to the complainant's satisfaction.

Step 5: Where the complainant and the alleged harasser agree to a resolution, the Bishop or a person designated by the Bishop follows up with the complainant to ensure the agreed resolution was effective in stopping and preventing further harassment. Where the complainant indicates that the harassment has not ended, the Bishop counsels the complainant to pursue an alternative resolution process, including a formal investigation.

With this procedure, the Bishop or anyone acting on behalf of the Diocese should not disclose either the complainant's or alleged harasser's name or other identifying information to any person, unless the complainant or alleged harasser agrees to the release of the identifying information in order to implement the harassment policy, the resolution process or the final resolution itself.

Alleged Harasser Named – Investigation Required

Step 1: An individual reports an incident or concerns to the Chancellor of the Diocese. The complaint should be in writing, dated and contain the following information:

- Name and position of the complainant and contact information
- Name and position of the alleged harasser and available contact information
- Description of the conduct, display or events considered objectionable, including dates and location of events
- Names and available contact information of any possible witnesses
- Description of the basis of the alleged harassment, such as the prohibited grounds
- Remedy sought
- Other information or material the complainant considers relevant
- Signature of the complainant

Step 2: The Chancellor reviews the complaint procedures with the complainant and provides a written copy of the complaint to the Bishop. The Chancellor also provides a copy of the written complaint to the alleged harasser and reviews the complaint procedures with the alleged harasser.

Step 3: The Chancellor, the Bishop and other relevant parties (for example, the incumbent of a parish) review the complaint and determine whether conduct of the alleged harasser falls within the harassment policy and whether there are appropriate options for resolution other than investigation acceptable to the complainant and the alleged harasser.

Step 4: Where an investigation is required, the Bishop appoints an investigator or investigation team.

Investigators will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome of the investigation.

Where the complainant or the alleged harasser objects to the appointment of an investigator on the basis of bias or conflict of interest, the Bishop will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible
- Witnesses are interviewed separately and written witness statements prepared
- Witnesses are asked to review and sign their witness statements
- Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless they are required to disclose them by law
- The complainant and alleged harasser are entitled to be accompanied by a lawyer or other representative during the interview and investigation process
- During the investigation process, both the complainant and the alleged harasser are entitled to be informed of all the allegations made against them and allowed the opportunity to make full answer and defence

This does not mean that either party is entitled to see or receive copies of the complete statements of witnesses. However, both are entitled to see or receive an adequate summary of the evidence to make a full answer and defence.

Step 6: Once the investigation is complete, the investigator(s) will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, the conclusions on the facts and reasons for reaching those conclusions, as well as the recommended corrective action where harassment has been found to have occurred.

The investigator(s)' report will be delivered to the Bishop, the complainant and the alleged harasser. The report is marked as confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action or other legal remedies.

Step 7: The Bishop will then:

- Take appropriate and effective corrective action
- Inform the complainant and harasser of the corrective action
- Inform the complainant of the right to file a complaint with the Occupational Health and Safety Branch or with the Saskatchewan Human Rights Commission

Where the corrective action taken is different from that recommended by the investigator(s) in the report, the Bishop should provide reasons for not taking the action recommended by the investigator(s).

Step 8: The Bishop, or someone designated by the Bishop, after the corrective action has been taken, follows up with the complainant to ensure that the corrective action was effective in stopping and preventing harassment. If the complainant indicates that harassment has not ended, or suffers reprisal as a result of making the complaint, the Bishop should take additional or alternative corrective action to resolve the complaint. Further investigation may be necessary, and should be conducted in accordance with the procedure outline above.

With this procedure, the Bishop or anyone acting on behalf of the Diocese should not disclose the name of the complainant or the alleged harasser, or any information that may identify the complainant or the alleged harasser. The disclosure of such information may be necessary, however, to conduct the investigation, implement corrective action or pursue other legal remedies.

All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, should not be disclosed to any person unless required by law.

11. Where the Bishop has a conflict of interest in relation to a complaint, the Chancellor shall consult with the Metropolitan or the Chancellor of the ecclesiastical province to consider what procedures would be appropriate for the consideration, investigation and resolution of the complaint.

12. In taking action to stop harassment and prevent its recurrence, the Diocese will be guided by the following considerations and options:

Individual Awareness and Counselling

Individuals may not be aware of the effects of their behaviour. In many cases, speaking to the person in private about the inappropriate behaviour will be enough to resolve a situation.

In certain instances, it may be more effective for an incumbent, the Bishop, or some other person, to speak with the offending person or to arrange and facilitate a meeting between the complainant and the alleged harasser.

Complainants should not be encouraged to confront the alleged harasser if they are reluctant to do so, if the alleged harassment is of a very serious nature, or if the alleged harasser denies engaging in the alleged conduct.

Group Awareness and Counselling

Standards of behaviour change over the years. Some individuals or groups may not be aware that behaviour that was acceptable to others in the past is not acceptable anymore. Awareness sessions for clergy, groups of volunteers, or congregations may be helpful to correct problems based on lack of awareness. Relevant videos, lectures and facilitated group discussions may increase awareness of behaviours that are unacceptable and the reasons for the changes.

Interim Action

An incumbent or the Bishop may have grounds to believe that a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur. The Bishop must take immediate action to protect the complainant from continued harassment or reprisal. Any interim action should respect the alleged harasser's rights. This action may include:

- Cautioning the alleged harasser about the types of behaviour that will not be tolerated
- Moving the complainant to another position at the complainant's request
- Moving the alleged harasser to another position
- Suspending the alleged harasser with pay while waiting for a final determination, where the allegations are sufficiently serious

Mediation

Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the alleged harasser for the purposes of resolving the complaint.

Mediation may take place at any point in the resolution process as long as both parties agree to participate in mediation. Where the complainant and the alleged harasser agree to participate in the mediation, the Bishop shall arrange for a person who is trained and independent to act as mediator.

Disciplinary Action

An employee or volunteer who has knowingly engaged or participated in harassment of another employee or volunteer will be disciplined. The discipline will be subject to an employee's rights under any employment contract .

In the case of an employee, the discipline may include reprimand, demotion, suspension or termination of employment.

In the case of a volunteer, discipline may include reprimand, or temporary or permanent removal from a volunteer position.

The severity of the discipline will depend on the following:

Seriousness of the Alleged Conduct:

- Whether the conduct is an offence under the *Criminal Code*
- Whether the conduct is an offence under the *Occupational Health and Safety Act* or the *Saskatchewan Human Rights Code*
- The extent of the mental or physical injury caused to the complainant by the conduct
- Whether the harasser persisted in behaviour that was known to be offensive to the complainant
- Whether the harasser abused a position of authority

Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others

- Whether the harasser acknowledges that the conduct was unacceptable and makes a commitment to refrain from participating in future harassment
- Whether the harasser has apologized to the complainant or taken action to repair any harm caused by the conduct
- Whether the harasser has agreed to participate in awareness sessions, training or other recommended counselling or treatment

13. This policy covers harassment connected with any matter or circumstances arising out of an employee's employment or a volunteer's placement. Parishioners, visitors, contractors and others invited to the workplace could engage or participate in the harassment of an employee or volunteer. The Diocese may have limited ability to investigate or control their conduct. However, the Diocese shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties.

The action may include:

- Posting the harassment policy statement in locations visible to third parties.
- Requiring contractors or others to accept and meet the terms of the harassment policy and removing those who participate in harassment from the workplace.

Where a parishioner, a visitor or a caller has been asked to stop harassing an employee or volunteer and does not, an employee or volunteer is entitled to end telephone conversations, politely decline service, and to ask the visitor or caller to leave the workplace.

14. It is uncommon for someone to make a deliberately false complaint, but if an investigation finds that the complainant has knowingly made a false allegation, the complainant may be subject to appropriate discipline.

15. Nothing in this policy prevents or discourages an employee from referring a harassment complaint to the Ministry of Advanced Education, Employment and Labour under the *Occupation Health and Safety Act*, or, if appropriate, to the Saskatchewan Human Rights Commission. An employee or volunteer also retains the right to exercise any other legal rights.

Regulation 22

Criminal Record Check Policy

1. Every candidate shortlisted for a clergy position in a parish or in the Diocese shall be asked to provide a criminal record check at his or her own expense.
2. The incumbent and churchwardens of each parish shall ensure that every volunteer whose duties will bring them into regular contact with persons under eighteen years of age, as well as each employee, provides a criminal record check at his or her own expense.
3. The Administrative Officer shall ensure that every diocesan volunteer whose duties will bring them into regular contact with persons under eighteen years of age, as well as each employee of the Diocese, provides a criminal record check at his or her own expense.
4. Volunteers and employees retained at the time this regulation comes into force shall be given a reasonable length of time to provide the required documents. The length of time allowed shall be set by the incumbent and/or churchwardens in the case of a parish, and by the Administrative Officer in the case of the Diocese.

Regulation 23

Diocesan Council – Ballot by E-Mail

1. Where the Bishop or the Administrative Officer considers it necessary, an item may be presented for decision by Diocesan Council by e-mail ballot. Provided that at least fifteen members of Diocesan Council cast ballots, a measure supported by the majority of positive ballots shall be considered adopted by Diocesan Council.
2. In presenting an item for ballot by e-mail, the Bishop or the Administrative Officer shall provide a rationale for the adoption of the item. Any member of Diocesan Council may submit comments on the item and ask that those comments be circulated to other members of Diocesan Council.
3. Members of Diocesan Council shall normally have no less than forty-eight hours to consider the item and the rationale presented, and to cast their ballots.

4. Any member of Diocesan Council may request that all members be polled by e-mail as to whether a teleconference or in-person meeting of Diocesan Council shall be convened to consider the item being voted on. Provided that at least fifteen members participate in the poll, if two-thirds of those voting vote in favour of having a teleconference or in-person meeting, such a meeting will be convened by the Bishop at the earliest reasonable time.

Regulation 24

Retirement Allowance

1. On the retirement of a clerical employee who has served in the Diocese for ten years or more, the Diocese shall provide a lump sum of \$2000 to the employee.
2. On the retirement of a lay employee who has been employed by the Diocese or a parish within the Diocese for ten years or more, the Diocese or the parish where the employee has been employed shall provide a lump sum of \$2000 to the employee.
3. If a clerical or lay employee has been employed in the Diocese for less than ten years, the Diocese or the parish shall provide an allowance they consider appropriate towards the moving of the employee's effects to a retirement location.

Regulation 25

Parish Revenues

1. Parish revenues shall include the total amount of money received or receivable by the parish in the course of parish activities during each calendar year. Parish revenues shall include, but not be limited to, donations, pledges, investment income, real property income, bequests, fundraising and revenue generating activities and projects. Revenues from fundraising and other revenue generating activities and projects can be reported net of costs incurred solely as a result of the revenue generating activity, such as materials consumed. The net costs should not include allocations of operating or overhead costs i.e. salaries or utilities.
2. In multi-congregational parishes, all revenues (as described in #1 above) coming to all congregations in those parishes shall constitute parish revenue. Congregations which are not part of an established parish are deemed to be a parish for the purposes of Regulations 25, 26, and 27.
3. On an annual basis, every parish shall submit to the Diocesan Administrative Officer a Balance Sheet and an Income Statement. These statements shall be prepared on a consolidated basis and in accordance with generally accepted accounting principles. Consolidation will combine the assets, liabilities, revenues and expenses, and other financial items from all activities engaged in by the parish including non-church related activities such as property rentals or any other revenue generating activities, assets or liabilities. Consolidation in this context will provide a comprehensive view of the financial position of the parish as a whole.

Regulation 26

Parish Revenues and Restricted Funds

1. A parish may wish to establish restricted funds from revenues received.
2. **Internally Restricted Funds**
 - 2.1 A parish may be permitted to establish an internally restricted fund if it meets the following criteria:
 - a) The purpose for establishing the restricted fund falls outside the normal activities of the parish;
 - b) The activity or project for which the restricted fund is established is long-term in nature;
 - c) The amount of parish revenue to be used as the basis for an internally restricted fund is \$5,000 or more.
 - 2.2 The establishment of an internally restricted fund by a parish requires the approval of the Diocesan Administrative Officer.
3. **Externally Restricted Funds**
 - 3.1 Donors or testators may place restrictions on the purposes for their capital donations and respective subsequent revenues. Donors or testators may direct the revenue generated from their donation be used:

- a) As a contribution to an existing legally created endowment or trust fund;
 - b) As a contribution to an already existing restricted fund which is not an endowment or trust fund;
 - c) As a contribution to a restricted fund, which has not been established, but which the donor wishes the parish to establish for a purpose specified by the donor(s);
 - d) As a contribution to the regular operating funds of the parish for expenditure subject to specified conditions.
 - e) A/any combination of the above.
- 3.2 Externally restricted funds and revenues generated there from must ordinarily be used for the purposes specified by the donor, with the following exceptions:
- a) If the parish cannot, with reasonable effort, carry out the purposes specified by the donor(s):
 - i) The donor(s) should be contacted and asked if there is any alternative purpose to which the funds should be devoted; or
 - ii) In the event the donor(s) cannot be contacted through reasonable efforts, the funds should be used for a purpose consistent with the objectives the donation was apparently meant to achieve.
 - b) If, in the opinion of the vestry (or parish council) the purposes specified by the donor(s) are inconsistent with the objectives of the parish.
 - c) If, in the opinion of the vestry (or parish council) the purposes specified by the donor(s) create undue hardship, lack a reasonable benefit to the parish, or exposes the parish to undue risk i.e. reductions in market value.
- 3.3 The establishment of an externally restricted fund by a parish requires the approval of the Diocesan Administrative Officer.

- 4. All revenues, gifts, donations, endowments or other amount of monies received during the year and used in the creation of restricted fund, notwithstanding regulation 27, shall also be deemed to be parish revenue and recognized as revenue in the year of receipt.
- 5. Any change in market value or other income or expense of all internally or externally restricted funds shall be included with parish revenues in the year of receipt and recorded annually in the Consolidated Parish Income and Expense Statement.

Regulation 27

Parish Revenues and the Calculation of Fair Share Levy

- 1. All parish revenues as determined by Regulation 25 and Regulation 26 (4) and (5) shall be used in the calculation of Fair Share Levy except for parish revenues approved for exemption in accordance with Regulation 27(5) or by the Diocesan Council accordance with Regulation 27 (6).
- 2. Bequests received by a congregation or a parish shall be subject to a one-time levy at the rate of 12% in the year of receipt; all incomes received (including changes in market

- value) in subsequent years from those bequests shall be considered parish revenue in the year of receipt and shall be included in the calculation of Fair Share Levy.
3. Bequests in the form of titles to land and buildings received by a congregation or a parish shall become the property of the Diocese of Saskatoon. Any income received by a designated congregation or parish from those bequests shall be considered revenues in the year of receipt and shall be included in calculation of Fair Share Levy.
 4. Other “in-kind” bequests received by a designated congregation or parish shall be subject to a one-time levy of 12% at the time when the asset(s) of the bequests are converted to cash. The parish may choose to pay this levy prior to the conversion to cash if the parish and the diocese agree on the value of the asset(s) of the bequest. All subsequent incomes received by the designated congregation or parish from those bequests shall be considered revenue in the year of receipt and shall be included in calculation of Fair Share Levy.
 5. Parish revenues received each year by congregations and/or parishes and which “flow-through” their accounts for use on non-parish/congregational projects and activities sponsored by the General Synod of the Anglican Church of Canada or approved by the Diocesan Council shall be exempt from Fair Share Levy calculations. The exempted revenues shall be recorded in the annual Consolidated Parish Income and Expense Statement.
 6. A parish may request the Diocesan Council to approve an exemption for other parish revenues from the Fair Share Levy, but the prevailing presumption shall be that all parish revenues shall be included. Parish revenues approved for an exemption shall be recorded in the annual Consolidated Parish Income and Expense Statement.